**Secretariat Use Only秘書處專用**

 S/N編號：

Application Form for

Practice and Action Projects
(Recycling Store Projects)

實踐及行動項目（回收便利點項目） － 申請表格



|  |
| --- |
|  |

**Application Guideline 申請須知**

This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Practice and Action Projects Vetting Subcommittee (the Vetting Subcommittee) and the Vetting Subcommittee Secretariat (the Secretariat) as and when necessary.

環境及自然保育基金委員會、實踐及行動項目審批小組（審批小組），以及審批小組秘書處（秘書處）可隨時按需要修訂本申請表格的內容。

The soft copy of the Application Form can be downloaded from the website of the ECF (https://www.ecf.gov.hk).

申請表格的軟複本可從環境及自然保育基金網頁下載（https://www.ecf.gov.hk）。

Please read the “Guide to Application – Practice and Action Projects (Recycling Store Projects)” carefully and provide all details of the proposed project in a clear and concise manner. The Application Form may be completed in Chinese or English. Applicant organisations should ensure that they provide accurate and detailed information in their applications.

請詳閱《實踐及行動項目（回收便利點項目）－申請指引》，並清晰及簡潔地提供建議項目的詳情。請以中文或英文填寫本申請表格。申請機構須確保其申請所提交的資料詳盡確實。

All sections of the Application Form should be completed. Where the information sought is not applicable or not available, please fill in “N.A.”. Table may be extended or additional pages may be attached to the application form if necessary.

申請表格的所有部分均須填寫，如所須填報的資料為不適用或未能提供，請填上「不適用」。如有需要，可擴充表格或另頁書寫。

Where supporting documents are required in the Application Form, please ensure that all required information is submitted with the Application Form in a complete manner. The Vetting Subcommittee and the Secretariat are not obligated to contact the applicant organisations for missing information or seeking clarification, and would proceed with the vetting on the basis of the information submitted.

如申請表格中需要提供證明文件，請確保所有需要的資料均連同申請表格以完整的方式一併遞交。審批小組和秘書處沒有責任向申請機構索取欠缺的資料或尋求澄清，並會以所遞交的資料進行審批。

Applicant organisations are required to provide additional and / or supplementary information in relation to their applications upon request by the Vetting Subcommittee or the Secretariat.

申請機構必須應審批小組或秘書處的要求，提供任何有關申請所需的額外及／或補充資料。

The duly completed Application Form (together with all supplementary / supporting documents) must reach the Secretariat by the **application deadline, i.e.** **before 6:00 pm on 8 October 2025,** by the following means:

填妥的申請表格（連同所有補充或證明文件）須於**截止申請日期**（**即2025年10月8日**）**下午6時前**，透過以下方式送達秘書處：

* In person or by post to the following address 親身或以郵寄方式送交以下地址：

Practice and Action Projects Vetting Subcommittee Secretariat

Environment and Conservation Fund

5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

香港灣仔軒尼詩道130號修頓中心5樓

環境及自然保育基金

實踐及行動項目審批小組秘書處

* By email toecf@eeb.gov.hk (“Word” format)

以電郵方式發送至ecf@eeb.gov.hk（「Word」檔案格式）

Please mark “Practice and Action Projects (Recycling Store Projects)” and the Project Title on the envelope or as the email title.

信封面或電郵標題請註明「實踐及行動項目（回收便利點項目）」及項目名稱。

For paper-based applications, the Application Form should be printed on both sides of the paper. Both original hard copy and soft copy (“Word” format) of the Application Form shall be submitted.

就紙本申請而言，申請表格應雙面列印。申請表格的正本及軟複本（「Word」檔案格式）須一併遞交。

For applications submitted by post, the postmark should be dated on or before the application closing date. Otherwise, it will be regarded as late applications. Please ensure payment of sufficient postage as underpaid mails will not be accepted. Applicant organisations will bear any consequences arising from paying insufficient postage. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal / Extreme Weather Condition announced by the Government is/are in force for any duration between 12:00 noon and 6:00 pm on the application closing date, the application closing time will be postponed to 6:00 pm on the next working day.

若以郵寄方式遞交申請表格，郵戳日期必須為截止申請日期或之前，否則會被視為逾期遞交。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。申請機構須自行承擔因未有支付足夠郵資而引致的任何後果。如在截止申請日期當天中午12時至下午6時期間的任何時段內，八號或以上熱帶氣旋警告訊號懸掛，或政府公布的黑色暴雨警告訊號／極端天氣情況生效，截止申請時間將順延至下一個工作天的下午6時。

Late or incomplete applications, and an application not submitted in accordance with the format prescribed above **will not be processed**.

逾期遞交或不完整的申請，以及沒有依據上述方式遞交的申請，**概不受理。**

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation's explicit attention is drawn to the point that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申請中作失實陳述或漏報資料，有關申請可被拒絕或中止發放撥款，而申請機構虛報資料，可能會被檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。

For enquiries, please call 2835 1234 or email to ecf@eeb.gov.hk.

如有查詢，請致電2835 1234或電郵至ecf@eeb.gov.hk。

**Personal Information Collection Statement 收集個人資料聲明**

Purpose of Collection 收集的目的

The personal data and other related information provided in the Application Form will be used by the ECF and relevant government departments for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant organisation may apply to the Secretariat to withhold some data from releasing to the public. However, if adequate and accurate data are not provided, the application may not be processed.

在申請表格內所提供的個人資料和其他有關的資料，是供環境及自然保育基金及相關政府部門在處理申請時使用。申請機構可自行決定是否在申請表格內提供個人資料及其他有關的資料，亦可向秘書處申請把部分資料保密，不予公開。不過，如沒有提供足夠及正確的資料，申請可能不獲處理。

Disclosure of Information 公開資料

The ECF may keep the Application Form, the progress report(s) and the completion report and may include the personal data and other related information provided in the Application Form in a register / catalogue, which may be made available for public inspection. Where necessary, the particulars submitted may also be provided to other departments / organisations / persons for the purpose of verifying the particulars provided and other purposes related to the application.

環境及自然保育基金可能會把申請表格、進度報告和完成報告存檔，亦可能會把申請表格內所提供的個人資料及其他有關資料編入紀錄冊／目錄，供公眾查閱。如有需要，所遞交的資料亦可能交予其他部門／機構／人士，以便予以核實或作其他與申請有關的用途。

Access to Personal Data 查閱個人資料

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF.

根據《個人資料（私隱）條例》（第486章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向環境及自然保育基金提出。

I have read and understood the above information.

本人已閱讀及明白以上內容。

|  |  |
| --- | --- |
|  | Signature 簽署 |
| Name of Person-in-charge#:機構負責人姓名#： | ( |  | ) |
| Date:日期： |  | Official Chop: 機構印章： |  |

*# The person-in-charge should be the Head or Deputy Head of the applicant organisation.*

*# 機構負責人必須是申請機構的主管或副主管。*

Checklist of Documents Required 所需文件清單

**Important Note 重要提示：**

**If the applicant organisation fails to submit the required documents prescribed below together with this Application Form, the application may not be processed.**

**如申請機構未有連同本申請表格一併遞交下列所需文件，其申請可能不獲受理。**

Please tick the appropriate box to check if the documents required are provided for application:

請在適當空格內填上「✓」號以核對是否已提供申請所需文件：

**Applicable to all applicant organisations適用於所有申請機構：**

*(Please refer to section 2 of“Guide to Application – Practice and Action Projects (Recycling Store Projects)”. 請參閱《實踐及行動項目（回收便利點項目）－申請指引》第2部分。)*

|  |
| --- |
|  |
| [ ]  Annex I - Agreement (The application will be considered **invalid** if this Annex is not submitted.)附錄I - 確認書（如無遞交此附錄，申請將被視為**無效**。） |

**Applicable to first-time applicant organisation only只適用於首次申請機構：**

*(Please refer to section 3.1 of“Guide to Application – Practice and Action Projects (Recycling Store Projects)”. 請參閱《實踐及行動項目（回收便利點項目）－申請指引》第3.1部分。)*

|  |
| --- |
| [ ]  A copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap.112) (if applicable) 稅務局就根據《稅務條例》（第112章）第88條所作豁免繳稅安排發出的函件副本（如適用） |
|  |  |
| [ ]  A copy of the registration document of the organisation機構的註冊文件副本 |
|  |  |
| [ ]  A copy of the organisation’s Articles of Association 機構的組織章程細則副本 |

|  |
| --- |
| **Section A – Particulars of Applicant Organisation****甲 部 – 申請機構資料** |

**Applicant Organisation 申請機構**

|  |  |  |
| --- | --- | --- |
| Name of Applicant Organisation\*:申請機構名稱\*： | (English英文) |  |
| (Chinese中文) |  |
| Correspondence Address:通訊地址： |  |
| Name of Person-in-charge#:機構負責人姓名#： | (English英文) |  | (Mr / Mrs / Miss^) |
| (Chinese中文) |  | （先生／女士／小姐^） |
| Position Held:職位： | (English英文) |  |
| (Chinese中文) |  |
|  |  |
| Tel. No. of Organisation:機構電話號碼： |  | Fax No.:傳真號碼： |  |
| Other Contact Tel. No.:其他聯絡電話號碼： |  | Email Address:電郵地址： |  |

*\* If the proposed project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant organisation to submit an application.*

*若申請項目為不同機構合辦，有關機構須確認並在他們當中提名一個主要機構，作為本項目的申請機構以提交申請。*

# *The person-in-charge should be the Head or Deputy Head of the applicant organisation.
機構負責人必須是申請機構的主管或副主管。*

*^ Please delete as appropriate. 請刪去不適用者。*

**The Proposed Project 申請項目**

Project Title 項目名稱 ***(Please tick one only*** 請選擇一項並填上「✓」號***)***:

* Environment and Conservation Fund - Operation of

環境及自然保育基金資助 - 營運

|  |
| --- |
| [ ]  GREEN@QUARRY BAY綠在鰂魚涌 [ ]  GREEN@ABERDEEN綠在香港仔 [ ]  GREEN@TIN HAU綠在天后[ ]  GREEN@SAI YING PUN綠在西營盤[ ]  GREEN@SHEUNG WAN綠在上環 [ ]  GREEN@TO KWA WAN綠在土瓜灣[ ]  GREEN@HUNG HOM綠在紅磡 [ ]  GREEN@WALLED CITY綠在寨城[ ]  GREEN@YUE MAN SQUARE綠在裕民坊[ ]  GREEN@CHEUNG SHA WAN綠在長沙灣[ ]  GREEN@TAI KOK TSUI綠在大角咀[ ]  GREEN@SAN PO KONG綠在新蒲崗[ ]  GREEN@MUI WO綠在梅窩[ ]  GREEN@FANLING綠在粉嶺[ ]  GREEN@SHEK WU HUI綠在石湖墟[ ]  GREEN@TAI PO MARKET綠在大埔墟[ ]  GREEN@LO TAK COURT綠在路德圍[ ]  GREEN@TSING YI綠在青衣[ ]  GREEN@SAN HUI綠在新墟[ ]  GREEN@YUEN LONG HUI綠在元朗墟 |

**Declaration 聲明**

***^ Please delete as appropriate. 請刪去不適用者。***

*I hereby certify that 本人謹此聲明 –*

1. the organisation is non-profit-making in nature and it **receives / does NOT receive**^ Government subvention at present;
本機構屬非牟利性質，現時**有／沒有**^接受政府補助；
2. the project and / or activities seeking grants are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;
是次申請資助的項目及／或活動均屬非牟利性質，且並非為個人或團體作政治、宗教或商業宣傳之目的；
3. subsidies from other sources **have / have not**^ been or **are / are not**^ being obtained by the organisation for the same project or activities under application (if any subsidy from other sources has been or is being obtained, please specify in “4. Other Sources of Subsidies and Sponsorship” under Section C);

本機構**有／沒有**\*就是次申請資助的項目或活動，向其他撥款機構申請資助（如有向其他撥款機構申請資助，請於丙部「4.項目其他資助及贊助來源」中註明）；

1. the information provided above is accurate to the best of our knowledge; and

據本機構所知，上述填報的資料均正確無訛；以及

1. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application – Practice and Action Projects (Recycling Store Projects)”, including all the requirements set out in Annex III – Project Specification and Annex IV – Payment Arrangement of the Guide, and will comply with all the requirements laid down in the Agreement should we be given an ECF grant for the project.
本機構明白並同意遵守《實踐及行動項目（回收便利點項目）－申請指引》所載列的條款，包括指引附錄III – 項目規格及附錄IV – 付款安排所載列的要求；如獲環境及自然保育基金資助，本機構會遵守協議書所列的各項規定。

|  |  |
| --- | --- |
|  | Signature 簽署 |
| Name of Person-in-charge:機構負責人姓名： | ( |  | ) |
| Date:日期： |  | Official Chop: 機構印章： |  |

**Warning 警告**

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation's explicit attention is drawn to the note that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申請中作失實陳述或漏報資料，有關申請可被拒絕或中止發放撥款，而申請機構虛報資料，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。

|  |
| --- |
| **Section B – Project Proposal** **乙 部 – 項目計劃** |

***Details of the Proposed Project 建議項目******的詳情***

1. Project Theme 項目主題

**Waste Reduction at Source and Waste Recycling 源頭減廢及廢物回收**

Recycling Store Projects 回收便利點項目

1. Tentative duration of the Project 預定項目推行期
(or otherwise specified on the Approval Letter 或批准信上指定期間)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From 由 | **1/1/2026** | To 至 | **31/3/2027** | （Total 合共：  | **15** | Months 個月） |

1. Details of Collaborating Organisation(s) of the Project (if any)

項目的協作機構的詳細資料（如有）

*(Please refer to* *section 5.3.3.2 of the Guide. If the organisation is a sponsoring organisation, please fill in “4. Other Sources of Subsidies and Sponsorship” in Section C.*

*請參閱指引第5.3.3.2節。若機構為贊助機構，請於丙部的「4. 項目其他資助及贊助來源」中填寫。)*

*^ Please delete as appropriate. 請刪去不適用者。*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organisation機構名稱 | Contact details(Name and Tel. No.)聯絡資料（姓名及電話號碼） | Duties職責 | Status^狀況*^* |
| e.g.: xxx 例：xxx | Ms xxxTel: xxxx xxxxXXX女士電話：xxxx xxxx | To help promoting the project to its members協助向會員推廣項目 | Confirmed落實/~~To Be Confirmed待定~~ |
|  |  |  | Confirmed落實/ To Be Confirmed待定 |
|  |  |  | Confirmed落實/ To Be Confirmed待定 |
|  |  |  | Confirmed落實/ To Be Confirmed待定 |

*If the above organisation(s) has / have confirmed its / their involvement in the project, please provide relevant Annex II - Written Consent(s).*

*如以上機構已落實參與此項目，請遞交有關的附錄II - 書面同意書。*

1. Details of Implementation Plan of the Project 項目的推行計劃詳情

4.1 Requirements of the Project 項目要求

1. To fulfil all General Requirements (Project Specification Section 1 in the Annex III to “Guide to Application – Practice and Action Projects (Recycling Store Projects)”), including but not limited to:

符合所有一般要求（《實踐及行動項目（回收便利點項目）－申請指引》附錄III –項目規格條款第一部分），包括但不限於：

|  |  |
| --- | --- |
| **Items事項** | **Descriptions****概述** |
| A1 | Staffing 員工Provide not less than 1 full-time manager, 1 full-time supervisor and sufficient supporting staff提供不少於1名全職經理、1名全職主任及足夠的支援人員 |
| A2 | Services服務Provide services within the Service Area of respective Project在相關項目的服務地區內提供服務 |
| A3 | Branding and operation requirements 品牌及營運要求Conform to the branding guidelines for setting up and operation of the Recycling Store, Recycling Spots and other collection services遵守設置及營運回收便利點、回收流動點和其他收集服務的品牌指引 |
| A4 | Document submission提交文件1. Submit an Operation Plan提交營運計劃書
2. Keep records and provide reports on a regular basis保存記錄並定期提交報告
 |
| A5 | Compliance 遵守規則1. Ensure health and safety 確保健康及安全
2. Comply with all environmental legislation and regulations遵守所有環保條例及規例
 |

1. To fulfil all Setting-up Requirements (Project Specification Section 2 in the Annex III to “Guide to Application – Practice and Action Projects (Recycling Store Projects)”) , including but not limited to:
符合所有設置要求（《實踐及行動項目（回收便利點項目）－申請指引》附錄III – 項目規格條款第二部分），包括但不限於：

|  |  |
| --- | --- |
| **Items事項** | **Descriptions****概述** |
| B1 | Setting up Recycling Store 設立回收便利點1. Rent suitable shops or Government premises for setting up a Recycling Store (consists of a Store and a Workshop) 租用合適的商舖或政府設施設立回收便利點（包括一間店舖及一間工場）
2. Set up and/or renovate the Store and Workshop 設立及／或裝修店舖及工場
 |
| B2 | Location selection位置選擇Set up the Store at its existing location as far as possible, or relocate and renovate the Store at agreed or instructed location 盡量在現有位置設立店舖，或將店舖搬遷至已獲同意或指定的地點並進行裝修 |
| B3 | Renovation requirements 裝修要求Conform to the renovation guidelines on Recycling Store 遵守回收便利點的裝修指引 |
| B4 | Setting up Recycling Spots 設立回收流動點Provide materials, equipment and gears to set up Recycling Spots 為設立回收流動點提供材料、設備和裝備 |
| B5 | Setting up Housing Collection Services設立屋宇回收服務Provide equipment and gears to set up Housing Collection Services為屋宇回收服務提供設備和裝備 |

1. To fulfil all Operation Requirements (Project Specification Section 3 in the Annex III to “Guide to Application – Practice and Action Projects (Recycling Store Projects)”), including but not limited to:

符合所有營運要求（《實踐及行動項目（回收便利點項目）－申請指引》附錄III – 項目規格條款第三部分），包括但不限於：

|  |  |
| --- | --- |
| **Items事項** | **Descriptions****概述** |
| C1 | Recycling Store operation 營運回收便利點1. Operate the Recycling Store daily from **9am to 7pm** **in a self-service mode**\*每日**上午9時至下午7時以自助服務模式**營運回收便利點\*

\* Close during Lunar New Year holidays and Christmas holidays 農曆新年假期及聖誕節假期休息1. Arrange housekeeping and maintenance of Recycling Store 安排回收便利點的管理與維護
 |
| C2 | Operation of Recycling Spots 營運回收流動點Provide at least **28 sessions** of Recycling Spots each month at no less than **10 different locations** (including at least 2 locations operated during night-time and at least 1 location operated during weekends on a weekly basis) 每月在不少於**10個不同地點**提供至少**28節**回收流動點（包括每週在不少於2個地點營運晚間回收流動點，以及在不少於1個地點於週末營運回收流動點） |
| C3 | Operation of Housing Collection Points 營運屋宇回收點Provide Housing Collection Service to no less than **50 residential premises** and ensure **at least 1 collection per month** for each of such residential premises 為不少於**50個**屋宇提供屋宇回收服務，並確保每個屋宇**每月至少進行1次收集** |
| C4 | Transportation 運輸1. Provide and operate **at least 1 collection vehicle** 提供並營運至少**1輛回收車輛**
2. Collect 9 types of Designated Recyclables 收集9種指定回收物
3. Hand over collected Designated Recyclables to approved recyclables processors 將收集到的指定回收物交予認可的回收商
 |
| C5 | Overall performance整體表現1. Meet the **Monthly Targets of handling rates** 達到**每月回收量目標**
2. Comply with operational performance requirements and accept payment deduction for non-compliances 遵守營運合規要求，如未能符合規定將被扣減費用
3. Implement the approved Operation Plan 實施獲批准的營運計劃書
 |
| C6 | Record-keeping 保存記錄Record the daily quantities of Designated Recyclables collected 記錄每日所收集的指定回收物數量 |
| C7 | System management系統管理1. Manage Smart Recycling Devices and Visitor Counting System管理智能回收設備及訪客統計系統
2. Assist in implementation of “GREEN$ Electronic Participation Incentive Scheme” (ePIS) 協助實施「綠綠賞」電子積分計劃（ePIS）
 |
| C8 | Publicity宣傳1. Operate at least one dedicated page on social media platform and issue **at least 10 posts** per month 於社交媒體平台上營運至少一個專頁，並每月發布**至少10篇貼文**
2. Set up and operate a telephone hotline and an email account

設立及營運熱線電話及電郵帳號 |
| C9 | Hand-over 交接Hand over the updated details of the operation of the Project as well as the tools / equipment to the follow-on operator 將項目的最新營運詳情及工具／設備移交後續營運機構 |

1. To provide Additional Service (Project Specification Section 4 in the Annex III to “Guide to Application – Practice and Action Projects (Recycling Store Projects)”) upon the instruction by the Government Representative, including but not limited to:

根據政府代表指示提供額外服務（《實踐及行動項目（回收便利點項目）－申請指引》附錄III – 項目規格條款第四部分），包括但不限於：

|  |  |
| --- | --- |
| **Items事項** | **Descriptions****概述** |
| D1 | Provide additional Recycling Spots 提供額外回收流動點 |
| D2 | Provide additional off-site collection service 提供額外流動回收服務 |
| D3 | Provide community collection points 提供社區回收點 |
| D4 | Provide promotional and educational activities 提供宣傳教育活動 |
| D5 | Provide and operate additional collection vehicle 提供及營運額外回收車輛 |
| D6 | Provide decoration of additional collection vehicle(s)為額外回收車輛提供裝飾 |
| D7 | Provide collection and handling for Designated Recyclables exceeding the Monthly Targets 收集及處理超過每月目標量的指定回收物 |
| D8 | Provide customer services at Recycling Store於回收便利點提供客戶服務 |
| D9 | Provide additional operating hours of Store in self-service mode以自助服務形式提供店舖額外營運時間 |
| D10 | Relocate Recycling Store to designated location將回收便利點搬遷至指定地點 |

4.2 Implementation Proposal 推行方案

1. Recycling Spots 回收流動點 [Refer to item 4.1(C2) 參考事項4.1(C2)]

Please propose 6 fixed-time fixed location Recycling Spots within the Service Area, including at least 2 Recycling Spots operated at night-time (18:00 – 21:00 in urban areas or 17:00 – 20:00 in rural areas) and at least 1 Recycling Spot operated during weekends:

請建議於服務地區內的6個定時定點的回收流動點，當中應包括至少2個夜間回收流動點（市區：18:00 – 21:00 或鄉郊地區：17:00 – 20:00），以及在不少於1個地點於週末營運回收流動點：

|  |  |  |  |
| --- | --- | --- | --- |
| **No.****編號** | **Proposed location****建議位置** | **Proposed schedule with reasons****建議收集次數及原因** | **Details of the arrangement***^***安排細節***^* |
| *E.g.**例子* | Java Road, North Point北角渣華道 | 08:00 - 11:00 every WednesdayAs a junction between Chun Yeung Street Market and nearby housing premises, residents can drop off their recyclables before grocery shopping in the morning逢星期三08:00 - 11:00作為附近街坊來往春秧街街市的必經之路，可方便街坊早上買菜前交回收物 | Already arranged 已安排/~~Not arranged yet 未安排~~ |
|  |  |  | Already arranged 已安排/Not arranged yet 未安排 |
|  |  |  | Already arranged 已安排/Not arranged yet 未安排 |
|  |  |  | Already arranged 已安排/Not arranged yet 未安排 |
|  |  |  | Already arranged 已安排/Not arranged yet 未安排 |
|  |  |  | Already arranged 已安排/Not arranged yet 未安排 |
|  |  |  | Already arranged 已安排/Not arranged yet 未安排 |
| *^ Please delete as appropriate. ^請刪去不適用者。* |

1. Housing Collection Points 屋宇回收點 [Refer to item 4.1(C3) 參考事項4.1(C3)]

Please propose 20 residential premises within the Service Area to be provided with the Housing Collection 請建議服務地區內的20個屋宇回收點以提供屋宇回收服務：

|  |  |  |  |
| --- | --- | --- | --- |
| **No.****編號** | **Proposed location****建議位置** | **Proposed schedule with reasons****建議收集次數及原因** | **Written Consent Attached***^***已附上書面同意書***^* |
| *E.g.**例子* | ABC GardenABC花園 | With signed letter of support from the Property Management Company of ABC Garden, we expect that the monthly collection quantity will be around 400kg. Hence, we suggest a collection frequency of at least once a week.ABC花園物業管理公司已簽名支持本機構提供回收服務，預期回收量達每月約400公斤，建議每星期收集至少一次 | Yes是/ ~~No否~~ |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
|  |  |  | Yes是/ No否 |
| *^ Please delete as appropriate. ^請刪去不適用者。* |

1. Collection Vehicle 回收車輛 [Refer to item 4.1(C4) 參考事項4.1(C4)]

Please provide information of Collection Vehicle 請提供回收車輛的資料:

|  |  |  |
| --- | --- | --- |
| **No. of vehicle(s) to deploy** **計劃部署的回收車輛數目** | *E.g. 例子**Two 2輛* |  |
| **Division of work among the vehicles, if more than one** **如多於一輛回收車，將如何分工？** | *One vehicle will be used to deliver plastics, another one will be used to deliver other Designated Recyclables.*一輛負責運送膠，另一輛負責運送其他指定回收物 |  |
| **Gross weight 總重量** | *A 5.5T vehicle, and a 5.5T or 9T depending on our need.**一輛5.5噸，及按需要選擇一輛5.5噸或9噸* |  |
| **Capacity for the collected recyclables可載重量（收集的回收物）** | *5.5T vehicle: 1.5T plastics and 2.5-3T others* *5.5噸車：塑膠1.5噸， 其他2.5 – 3噸* |  |

1. Human Resource Plan 人力資源安排 [Refer to item 4.1(A1) 參考事項4.1(A1)]

Please describe the roles, education levels, skills and experiences of the following positions:

請描述以下職位的職責、學歷、技能及經驗要求：

| **Position****職位** | **No. of personnel****人數** | **Role****職責** | **Education level, skill and experience****學歷、技能及經驗** | **Number of working hours per week to be contributed to the Project****每週投放於項目的工作時數** |
| --- | --- | --- | --- | --- |
| E.g. 例子：Manager經理 | 1 | Project management, manpower arrangement and financial managementLiaison with the Advisory Group and local connections, promotion, and establishing recycling network項目管理、人手及財政統籌，與顧問及地區夥伴聯繫、推廣服務及建立回收網絡 | Degree holder, at least 5 years in organising community recycling services with local connections, in which at least 3 years in management level大專、至少5年組織社區回收服務及地區聯繫的經驗，其中至少3年為經理級 | Full time全職 |
| Manager經理 |  |  |  |  |
| Supervisor主任 |  |  |  |  |
| Recycling Assistant (Store)回收助理（店舖） |  |  |  |  |
| Recycling Assistant (Workshop)回收助理（工場） |  |  |  |  |
| Recycling Assistant(Recycling Spots)回收助理（回收流動點） |  |  |  |  |
| Recycling Assistant(Housing Collection)回收助理（屋宇回收） |  |  |  |  |
| Advisor (if applicable)顧問（如適用） |  |  |  |  |
| Others (Please specify)其他（請說明） |  |  |  |  |
| *Please extend the table if necessary. 如有需要，可擴充表格。* |

1. Supervision Plan監督計劃[Refer to item 4.1(A1) 參考事項4.1(A1)]

Please briefly describe the mechanism for staff supervision and staff training arrangement:

請簡述員工監督機制及員工培訓安排：

|  |  |
| --- | --- |
| **Aspect 範疇** | **Measures 措施** |
| **Staff supervision arrangement****員工監督機制**(e.g. conducting spot checks, establishing a system for recording staff working hours, keeping records and promptly communicating with employees who have received complaints)（例如進行抽查、建立系統記錄員工的上下班時間、及時與被投訴的員工溝通及保存記錄） |  |
| **Staff training arrangement****員工培訓安排**(e.g. arranging training or correction actions for employees with poor performance, providing training for new employees)（例如就表現欠徍的員工安排培訓或糾正行動、為新員工提供培訓） |  |

4.3 Enhancement and Innovative Suggestions優化及創新建議

* 1. Enhancement Proposals 優化計劃

Please provide enhancement proposals to achieve the basic requirements and targets of the Project in a more efficient and cost-effective way:

請提供優化計劃，以更有效、更具成本效益的方法，達到項目基本要求和指標：

| **Enhancement Proposal****優化計劃** | **Implementation details****執行細節** | **Expected benefit 預期效益**(e.g. expected cost saving or increase in handling rates of designated recyclables, etc 例如：預期可節省的成本或提升的回收量等) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| *Please extend the table if necessary. 如有需要，可擴充表格。* |

* 1. Pro-innovation Proposals 創新計劃

Please provide pro-innovation proposals that can bring benefits / positive values to the collection and handling of Designated Recyclables and its difference(s) from projects of similar type:

請提供能為收集及處理指定回收物帶來裨益／正面作用的創新計劃，及說明與類似項目的分別：

| **Pro-innovation Proposal****創新計劃** | **Implementation details****執行細節** | **Difference(s) from project of similar type****與類似項目的分別** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
| *Please extend the table if necessary. 如有需要，可擴充表格。* |

* 1. ESG Proposals 環境、社會及管治計劃

Please provide brief descriptions on Environmental, Social and Governance (ESG) Practices of the Applicant Organisation (e.g. initiatives implemented to reduce negative environmental impact, strengthen social responsibility and corporate governance, etc.).

申請機構在實踐環境、社會和管治（ESG）方面的簡要描述（例如推行降低對環境造成影響的措施、加強社會責任和企業管治的安排）。

|  |  |  |
| --- | --- | --- |
| **ESG Proposals****環境、社會及管治計劃** | **Implementation Details****執行細節** | **Benefit to environmental, social and governance****能為環境、社會和管治帶來的裨益** |
|  |  |  |
|  |  |  |
|  |  |  |
| *Please extend the table if necessary. 如有需要，可擴充表格。* |
| **Section C – Proposed Budget** **丙 部 – 建議預算** |

1. Budget of the Project 項目預算

*(Please provide the estimated expenditure of all the items 1.1 to 1.6 and 2.1 to 2.9 below. Applicant organisations shall not amend, add or delete any of the assumed quantities or items of budget proposal.* *If no information on estimated expenditure is provided for any of the items below, the application may be considered invalid.* ***“****Specification” indicated in the below paragraphs referred to Project Specification in the Annex III to “Guide to Application – Practice and Action Projects (Recycling Store Projects).*

*請提供以下所有1.1至1.6及2.1至2.9項目的預算開支。申請機構不得修改、增加或刪除任何預計數量或預算方案項目。如未有就以下任何項目提供預算開支資料，申請可能會被視為無效。下文「規格條款」指《實踐及行動項目（回收便利點項目）－申請指引》》附錄III – 項目規格條款。)*

|  |
| --- |
| 1. **Basic Services 基本服務**
 |
| **Item of Budget Proposal****預算方案項目** | **Estimated expenditure ($)****預算開支（元）** |
| **1.1** | **Provision of setting up services (including setting up of the Store) in accordance with Sections 1 and 2, except Sections 2.3 and 2.4.1.2 to 2.4.1.5** **of Annex III - Project Specification****按附錄III - 項目規格條款第一及第二部分[第 2.3 節及第 2.4.1.2 至 2.4.1.5 節除外]提供設置服務（包括設立店舖）***[Note: The amount of reimbursement(s) for renovation costs for relocation of the Store(s) or Workshop(s) as instructed or relocation of the Store(s) for approved reasons shall not be included**註：不包括按指示搬遷店舖或工場，或已獲准搬遷店舖所涉及的實報實銷裝修費用。 ]* *[Note: The estimated expenditure of this item shall not be more than 5% of the total amount of grant requested for the whole Project.* *註：此項的預算開支不得超過整個項目擬申請資助總額的5%。]* |  |
| **1.2** | **Operation of Store for a 12-month of services period & overall project management (expenses on operation and management of the Store other than Items No. 1.3 to 1.6 of Budget Proposal) in accordance with Sections 1 and 3 of Annex III – Project Specification****按附錄III - 項目規格條款第一及第三部分要求，於12個月服務期內營運店舖及整體項目管理（預算方案第1.3至1.6項以外，與店舖營運和管理有關的開支）***[Note: The amount of reimbursement(s) for the rental and associated administrative costs of Recycling Store shall not be included.* *註：不包括回收便利點所涉及的實報實銷租金及相關行政費用。]* |  |
| **1.3** | **Provision of operation and management services of Workshop for a 12-month of services period in accordance with Sections 1 and 3 of Annex III – Project Specification****按附錄III - 項目規格條款第一及第三部分要求，於12個月服務期內營運及管理工場***[Note: The amount of reimbursement(s) for the rental and associated administrative costs of Workshop shall not be included.**註：不包括工場所涉及的實報實銷租金及相關行政費用。]* |  |
| **1.4** | **Provision of service for setting up and operation of Recycling Spots for a 12-month of services period in accordance with Sections 2.5, 3.4 and 3.14 of Annex III – Project Specification****按附錄III - 項目規格條款第2.5, 3.4及3.14節要求，於12個月服務期內提供設立及營運回收流動點服務** |  |
| **1.5** | **Provision of Housing Collection Service for a 12-month of services period in accordance with Sections 2.6, 3.5 and 3.14 of Annex III – Project Specification****按附錄III - 項目規格條款第2.6, 3.5及3.14節要求，於12個月服務期內提供屋宇回收服務** |  |
| **1.6** | **Decoration and operation of the Collection Vehicle for a 12-month of services period in accordance with Section 3.6 of Annex III – Project Specification****按附錄III - 項目規格條款第3.6節要求，裝飾及於12個月服務期內營運回收車輛** |  |
| 1. **Additional Services額外服務**
 |
| **Item of Budget Proposal****預算方案項目** | **Unit cost ($)****單價（元）****(a)** | **Quantity****數量****(b)** | **Unit****單位** | **Estimated expenditure ($)****預算開支（元）(a) x (b)** |
| **2.1** | **Provision of Additional Recycling Spots in accordance with Section 4.2 of Annex III – Project Specification****根據附錄III - 項目規格條款4.2節提供額外回收流動點** |  | 72 | Sessions節 |  |
| **2.2** | **Provision of additional Off-site Collection Service in accordance with Section 4.3 of Annex III – Project Specification** **根據附錄III - 項目規格條款4.3節提供額外流動回收服務** |  | 72 | Collections收集次數 |  |
| **2.3** | **Provision of Community Collection Points in accordance with Section 4.4 of Annex III – Project Specification (one collection service each week for each point)****根據附錄III - 項目規格條款4.4節提供社區回收點（每星期於每個點提供一次收集服務）** |  | 60 | operation-month of a Community Collection Point社區回收點營運月數 |  |
| **2.4** | **Provision of Promotional and Educational Activities in accordance with Section 4.5 of Annex III – Project Specification****根據附錄III - 項目規格條款4.5節提供宣傳教育活動** |  | 4 | Activities活動 |  |
| **2.5** | **Provision and operation of Additional Collection Vehicles in accordance with Section 4.6 of Annex III – Project Specification****根據附錄III - 項目規格條款4.6節提供及營運額外回收車輛** |  | 10 | months per Collection Vehicle回收車輛工作月 |  |
| **2.6** | **Provision of decoration for additional Collection Vehicle(s) in accordance with Section 4.7 of Annex III – Project Specification** **根據附錄III - 項目規格條款4.7節為額外回收車輛進行裝飾** |  | 1 | decorations of Collection Vehicle回收車輛裝飾 |  |
| **2.7** | **Provision of collection and handling for Recyclables exceeding the Monthly Targets in accordance with Section 4.11 of Annex III – Project Specification#****根據附錄III - 項目規格條款4.11節收集及處理超過每月目標量的回收物 #** |
| **2.7(a)** | **Plastics# 塑膠#** |  | 240 | tonnes噸 |  |
| **2.7(b)** | **Designated Recyclables excluding Plastics#****塑膠以外的其他指定回收物#** |  | 540 | tonnes噸 |  |
| **2.8** | **Provision of customer services at Store in accordance with Section 4.12 of Annex III – Project Specification****根據附錄III - 項目規格條款4.12節於店舖提供客戶服務** |  | 1,500 | man-hour人工作時數 |  |
| **2.9** | **Provision of additional operating hours of Store in self-service mode in accordance with Section 4.13 of Annex III – Project Specification****根據附錄III - 項目規格條款4.13節以自助服務形式提供店舖額外營運時間** |  | 1,095 | hour時數 |  |
| 1. **Reimbursement Items報銷項目**
 |
| **Item of Budget Proposal****預算方案項目** | Ceiling of reimbursement **($)**報銷金額上限**（元）** |
| **3.1** | Renovation costs for relocation of the Store(s) or Workshop(s) in accordance with Section 2.4.1.2 of Annex III – Project Specification按附錄III **-** 項目規格條款第2.4.1.2節搬遷店舖或工場的相關裝修費用  | $1,000,000 |
| **3.2** | Rental and associated administrative costs of the Store and Workshop in accordance with Section 2.3 of Annex III – Project Specification throughout the Term於整個項目期內，根據附錄III **- 項目**規格條款第2.3節，店舖及工場的租金及相關行政費用 | $2,000,000 |
| **Amount of Grant Requested ($) 擬申請資助總額（元）： *(Total of Items No. 1.1 to 1.6, 2.1 to 2.9 and 3.1 to 3.2預算方案第1.1至1.6項，2.1至2.9項及3.1至3.2項的總數)*** |  |

# The subtotal estimated expenditure of items 2.7(a) and (b) shall not be more than 10% of the total amount of grant requested for the whole Project.
項目2.7(a) and (b)的預算開支的總數不得超過整個項目擬申請資助總額的10%。

1. Justification(s) for Procurement of Capital Items (if applicable)

採購資本物品理由（如適用）

*(Please refer to section 5.3.4.2 of the “Guide to Application – Practice and Action Projects (Recycling Store Projects)”. The listed capital items and relevant estimated expenditures should be included in “Budget of the Project” above.*

*請參閱「實踐及行動項目（回收便利點項目）－申請指引」第5.3.4.2節。所列的資本物品及相關預算開支應包括在上表「項目預算」內。)*

| Item項目 | Unit cost ($)單價（元） | Quantity數量 | Estimated expenditure ($)預算開支（元） | Use and necessity用途及必要性 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Estimated Revenue Generated from the Project (if applicable)

項目預算收入（如適用）

*(For each revenue item of the proposed project, please fill in either one-off income or recurrent income.* *就建議項目的每一項收入，請只填寫一次性項目收入或經常性收入的其中一欄。)*

| Item項目 | Estimated revenue ($)預算收入（元） |
| --- | --- |
| One-off income一次性項目收入 | Recurrent income經常性收入(i.e., Average Monthly Recurrent Income x No. of Months即每月經常平均收入x月數) |
|  |  |  |
|  |  |  |
|  |  |  |
| Total 總數  |  |  |

1. Other Sources of Subsidies and Sponsorship

項目其他資助及贊助來源

Has the applicant organisation applied for any subsidies / sponsorship from other source(s) or organisation(s) for the same project or activities under this application?

申請機構有否就是次申請資助的項目或活動，向其他來源或機構申請資助／贊助？

|  |
| --- |
| [ ]  No 否 |
| [ ]  Yes 有 |

If yes, please list out the details of subsidies / sponsorship that are confirmed or being applied for.

如有，請列出已獲批准或正在申請的資助／贊助。

*^ Please delete as appropriate. 請刪去不適用者。*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation機構名稱 | Amount ($)金額（元） | Subsidy / Sponsorship Content資助／贊助內容 | Status^狀況^ |
|  |  |  | Confirmed已獲批准/ Being Applied For正在申請 |
|  |  |  | Confirmed已獲批准/ Being Applied For正在申請 |
|  |  |  | Confirmed已獲批准/ Being Applied For正在申請 |
|  |  |  | Confirmed已獲批准/ Being Applied For正在申請 |

*If the subsidies / sponsorship stated above has / have been confirmed, please provide the relevant Annex II - Written Consent(s) of the related organisation(s) (except government departments). 如以上資助／贊助已被落實，請遞交有關機構（政府部門除外）的附錄II - 書面同意書。*

|  |
| --- |
| **Section D – Other Information** **丁 部 – 其他資料** |

1. Information of the Project Leader 項目組長資料

|  |  |  |
| --- | --- | --- |
| Name of Project Leader: 項目組長姓名： |  | (Mr / Mrs / Miss^)（先生／女士／小姐^） |
| Position Held:職位： |  |  |
| Contact Tel. No.:聯絡電話號碼： |  | Fax No. :傳真號碼： |  |
| Mobile Phone. No.:流動電話號碼： |  | Email Address:電郵地址： |  |

*^ Please delete as appropriate. 請刪去不適用者。*

1. Experience and supporting documents of Applicant Organisation in providing collection and recycling services for waste or recyclables other than projects under the ECF in the 10-year period immediately preceding the original Application Closing Date

申請機構於原定截止申請日期前10年內提供環境及自然保育基金項目以外的收集及回收廢物或回收物服務的經驗及證明文件

|  |
| --- |
|  |

1. Applicant Organisation’s Website 申請機構的網址

|  |
| --- |
|  |

1. Applicant Organisation’s Social Media Platform or Its Platform User Name

申請機構的社交平台網址或其平台名稱

|  |
| --- |
| e.g. User Name of Facebook and Instagram Account：環保友ECFriends (@ecf1994)例：Facebook 及 Instagram 的帳戶名稱：環保友ECFriends (@ecf1994) |

1. Supplementary Information of the Applicant Organisation 申請機構的補充資料

(For example, introducing background information of the applicant organisation to support its application and demonstrate its capability in operating the proposed project. 例如簡介申請機構的背景資料，以支持其申請及證明其能力足以營運建議申請的項目。)

|  |
| --- |
|  |

**Supplementary Sheet** **for**

**First-time Applicant Organisation**

**首次申請機構資料補充頁**

For first-time applicant organisation of Practice and Action Project (formerly known as Community Waste Reduction Project), or an organisation applied for grant from the ECF before but the organisation’s information and / or Memorandum of Association and / or Articles of Association has / have been changed, please complete this supplementary sheet.

如機構為首次申請實踐及行動項目（前稱社區減少廢物項目），或曾經申請環境及自然保育基金資助但其後機構資料及／或組織章程大綱及／或組織章程細則有所更改，須填妥此資料補充頁。

**Details of the Applicant Organisation**

**申請機構的詳細資料**

(Please tick the appropriate box. 請在適當的方格內填上「✓」號。)

1. Is the organisation exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)?

機構是否根據《稅務條例》（第112章）第88條獲豁免繳稅？

|  |
| --- |
| [ ]  Yes 是 |
| [ ]  No 否 |

Information on the principal persons-in-charge of the organisation:
機構主要成員的資料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position職位 | Contact Telephone No.聯絡電話號碼 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. The applicant organisation is registered under: 機構根據以下條例註冊：

|  |
| --- |
| [ ]  the Societies Ordinance (Cap.151)《社團條例》（第151章） |
|  | （Year: 年份： |  | / Registration No.: 註冊號碼： |  | ） |

Please provide the particulars of all the office-bearers of the organisation according to the application form for registration of a Society submitted to the Hong Kong Police Force.

請根據向香港警務署提交的社團註冊申請表所載的各社團幹事提供以下個人資料詳情。

|  |  |  |  |
| --- | --- | --- | --- |
| Office Held in Society幹事職銜 |  |  |  |
| Name in English英文姓名 |  |  |  |
| Name in Chinese中文姓名 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First 4 Digits of Hong Kong Identity Card Number香港身份證首4個號碼 |  |  |  |
| Hong Kong Address香港地址 |  |  |  |
| Contact Telephone No.聯絡電話號碼 |  |  |  |

|  |
| --- |
| [ ]  the Companies Ordinance (Cap. 622)《公司條例》（第622章） |
|  | （Year: 年份： |  | / Registration No.: 註冊號碼： |  | ） |

Information on the directors of the company:
公司主要成員的資料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position職位 | Contact Telephone No.聯絡電話號碼 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| [ ]  others其他（Please specify. 請註明。 ） |

1. Has the organisation amended any clauses relevant to profits or properties in its Articles of Association in the past one year?

機構是否曾於過去一年內修改其組織章程細則中有關利潤或資產的條款？

|  |
| --- |
| [ ]  No 否 |
| [ ]  Yes 是 |

1. Does the organisation receive any Government subvention?

機構是否正接受政府補助？

|  |
| --- |
| [ ]  No 否 |
| [ ]  Yes 是（Please indicate the name of the department concerned. If the proposed project is granted funding support from the ECF eventually, the administrative and overhead costs of the project will not be approved. 請填寫有關部門名稱。如建議項目最終獲環境及自然保育基金批出資助，該項目的行政及經常支出將不會獲批資助。） |

|  |  |
| --- | --- |
|  |  |

1. Background information about the organisation (including year of establishment, objective(s), source of funding, etc.):
機構的背景資料（包括成立年份、宗旨、經費來源等）：

|  |
| --- |
|  |