

環境及自然保育基金 社區減少廢物項目

Environment and Conservation Fund Community Waste Reduction Projects

2023/24第二輪申請第一場簡介會

1st Briefing Session for the 2nd Round Application Invitation of 2023/24



環境及自然保育基金
ENVIRONMENT AND CONSERVATION FUND

社區減少廢物項目

Community Waste Reduction Projects

每年設有兩輪申請。現正邀請**2023/24年第二輪**申請。

Applications will be invited twice a year. Now calling for the 2nd round applications of 2023/24.



14.11.2023

開始接受申請

Application **Start Date**



18.12.2023

截止申請

Application **Deadline**

20.10.2023

第一場簡介會

1st Briefing

6.12.2023

第二場簡介會

2nd Briefing

第一場簡介會內容

The First Briefing Session will cover:

1. 環境及自然保育基金及社區減少廢物項目**簡介**
Introduction of ECF and Community Waste Reduction Projects
2. 社區減少廢物**項目範疇**
Project Areas of Community Waste Reduction Projects
3. 政策**方向**及**現有服務**
Major Government Initiatives and Existing Services
4. 申請**須知**
Notes on Application
5. 審批**程序**及**準則**
Vetting Process and Criteria
6. 項目一般**要求**及資助**款額**的**發放**
General Requirements of Projects and Disbursement of Funds
7. **問答**環節
Q&A Session

第二場簡介會內容

The Second Briefing Session will cover:

1. 申請須知

Notes on Application

2. 填寫申請表格指引

Guide for Completing the Application Form

- ▶ 甲部 – 資料頁 Section A – Data Sheet
- ▶ 乙部 – 項目計劃 Section B – Project Proposal
- ▶ 丙部 – 建議預算 Section C – Proposed Budget
- ▶ 丁部 – 其他資料 Section D – Other Information
- ▶ 附錄I – 維護國家安全確認書 Annex I – Agreement on Safeguarding National Security

3. 問答環節

Q&A Session





1. 環境及自然保育基金及 社區減少廢物項目簡介

Introduction of
Environment and Conservation Fund and
Community Waste Reduction Projects

環境及自然保育基金簡介

Introduction of Environment and Conservation Fund

- ▶ 於1994年成立，以支持綠色項目和活動。

Established in 1994 to support green projects and activities.

三大資助計劃 3 Major Funding Schemes

社區減少廢物項目

Community Waste Reduction Projects

[將於11月接受申請]

[Open for application in Nov]

環保教育和社區參與項目

Environmental Education and Community Action Projects

[將於11月接受申請]

[Open for application in Nov]

環保研究、技術示範和會議項目

Environmental Research, Technology Demonstration and Conference Projects

維護國家安全

Safeguarding National Security

- ▶ 申請機構遞交申請表格時，必須同時遞交**確認書（附錄I）**，以代表其**知悉及承諾遵守下述條款**：
 - 政府保留權利以機構曾經參與、正在參與或有理由相信機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，**取消其申請資格**；
 - 又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要**剔除機構日後申請的資格**。
- ▶ Applicant organisation has to submit an Agreement (Annex I) along with the application form, to confirm the organisation has acknowledged and undertaken to comply with the following clauses:-
 - the Government reserves the right to disqualify the recipient organisation on the grounds that it has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security;
 - or otherwise the exclusion of the organisation from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

維護國家安全

Safeguarding National Security

- ▶ 即使有關申請已獲批准，如果出現下列任何一種情況，政府可**立即撤回或取消有關批准**：
 - 機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
 - 繼續委約機構或繼續推行該環境及自然保育基金項目將不利於國家安全；或
 - 政府合理地相信上述任何一種情況將會發生。
- ▶ Even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events:
 - the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - the continued engagement of the organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
 - the Government reasonably believes that any of the events mentioned above is about to occur.

維護國家安全

Safeguarding National Security

- ▶ 如申請機構無填妥及遞交申請表格附錄I，申請將被視為無效。
An application will be considered invalid if the Annex I of the application form is not duly signed and submitted by the applicant organisation.



建議項目如具推動國民教育和愛國教育元素，有機會在比較下更見優勢。

Application proposals with elements of national education and patriotism may be comparatively meritorious.

誰可申請？

Who can apply?

- ▶ 本港**非牟利機構**均可申請。
Local non-profit making organisations are eligible to apply.

本地獲豁免繳稅的慈善機構
Local tax-exempt charities

本地註冊的非牟利機構
Local registered and non-profit-making organisations



社區減少廢物項目

Community Waste Reduction Projects

- ▶ 提高社區人士對**循環再用、減少、分類和回收固體廢物**的**意識**。
Enhance awareness of the local community in solid waste recycling, reduction, separation, and recovery.
- ▶ 有助**推動**社區人士**採取行動減少廢物，把廢物分類和回收**，並持續參與這些行動。
Mobilise the local community to take action in waste reduction, separation and recovery, and ensure their sustained participation.
- ▶ **不應是單次**的宣傳活動。
Should not be one-off publicity events.



2. 社區減少廢物項目範疇

Project Areas of
Community Waste
Reduction Projects

我們正在尋找哪些項目？

What projects are we looking for?

重點項目類型 Major Project Types

配合垃圾收費項目
Projects acting in concert with MSW Charging

減少即棄塑膠項目
Projects promoting Single-use Plastics Reduction

廚餘回收項目
Projects encouraging Food Waste Recycling

碳中和大型綠色活動項目
Projects help achieving Carbon Neutral in Mega Green Events



垃圾收費 MSW Charging



垃圾收費

MSW Charging

都市固體廢物收費（垃圾收費）是按「**污染者自付**」原則，對全港所有住宅和非住宅（包括工商業界）產生的垃圾按量收費，推動各界改變產生垃圾的行為，從而減少整體垃圾棄置量。相關修訂條例草案已於2021年8月26日獲立法會通過，政府將於**2024年4月1日實施垃圾收費**。

In line with the "polluter-pays" principle, all wastes disposed of by residential and non-residential premises (including commercial and industrial sectors) in Hong Kong will be subject to charging based on its quantity. Relevant Amendment Bill was passed by the Legislative Council (LegCo) on 26 August 2021. The Government will implement MSW charging on 1 April 2024.





減少即棄塑膠

Single-use Plastics Reduction



減少即棄塑膠

Reduction of disposable plastics

- ▶ 運用創新科技 / 高效方法，便利源頭減少使用即棄餐具的**可重用餐具租借 / 中央餐具清潔**的服務計劃、或便利即棄餐具（例如植物纖維餐具）使用後**資源回收及預處理**的服務計劃。

Apply innovative technologies / effective methods in reusable tableware lending programmes / central tableware washing services to facilitate reducing the use of disposable tableware at source, or in recycling programmes to facilitate resource recovery and pre-treatment of used disposable tableware (e.g. plant-fibre based tableware).



減少即棄塑膠

Reduction of disposable plastics

- ▶ 向**餐飲食肆(特別是中小型食肆)**教育及宣傳管制即棄膠餐具**新法例**，介紹合適的替代品試用，以協助業界順利過渡為管制即棄膠餐具作好準備。

To educate and promote the new regulation on disposable plastic tableware, especially for small and medium-sized eateries, and to introduce suitable alternatives for trial, to assist the F&B industry in a smooth transition to get prepared for the regulation of disposable plastic tableware.

- ▶ 項目亦可考慮加入其他相關政策推廣，以增加項目的協同效應。

The project can also consider incorporating other related policy promotions, to enhance the synergy of the project.





廚餘回收 Food Waste Recycling



避免重複現有廚餘回收計劃

Avoid Duplication of Existing Food Waste Recycling Programmes

項目應避免與政府部門或其他團體曾經或正在進行的工作重複

Project should **avoid duplication** of the work already or currently being carried out by government departments or other organisations

現有廚餘回收計劃包括:

Current Food Waste Recycling Programmes includes:

- 環保署廚餘收集先導計劃
EPD Pilot Scheme on Food Waste Collection
- 公共屋邨廚餘收集試驗計劃
Trial Scheme on Food Waste Collection in PRH Estates
- 私人屋苑智能廚餘回收箱
Using Smart Bin to collect Food Waste in Private Housing Estates
- 食肆廚餘收集試驗計劃
Trial Scheme on Food Waste Collection for Street-level Restaurants

一般情況下，環保署可安排將集中收集的廚餘送往政府的廚餘處理設施

In general situation, EPD is able to arrange the transportation of centrally collected food waste to Government's food waste treatment facilities.

設立鄉村公眾廚餘收集點

Set up Public Food Waste Collection Points for Villages

- ▶ 採用**衛生及具成本效益**的方法收集廚餘
Adopt **hygienic and cost-effective** means to collect food waste
 - 廚餘回收桶 Food Waste Collection Bins
 - 智能回收桶 Smart Recycling Bins
 - 流動車/ 定時定點收集站 Mobile collection vehicle/
collection spot at fixed location and fixed time

地區 District	現有項目位置 (新項目應避免重複相同位置) Locations of existing projects (avoid same locations for new projects)
離島 Islands	坪洲 Peng Chau
元朗 Yuen Long	橫台山、元崗村、元崗新村、江夏圍村 Wang Toi Shan, Yuen Kong Tsuen, Yuen Kong San Tsuen, Kong Ha Wai
屯門 Tuen Mun	井頭中村、良田村、新墟村、舊墟村 Tseng Tau Chung Tsuen, Leung Tin Tsuen, San Hui Tsuen, Kau Hui Tsuen
北區 North	下北村、金錢村 Ha Pak Tsuen, Kam Tsin Tsuen



設立公眾廚餘收集點

Set up Public Food Waste Collection Points

- ▶ **對象: 三無大廈及單幢樓宇**
Target: three-nil buildings & single block buildings



地區 District	現有項目位置 (新項目應避免重複相同位置) Locations of existing projects (avoid same locations for new projects)
油尖旺 Yau Shim Mong	油麻地(上海街廣東道、新填地街) Yau Ma Tei (Shanghai St, Canton Rd, Reclamation St)
深水埗 Sham Shui Po	青山道段、南昌 Castle Peak Road, Nam Cheong
大埔 Tai Po	同秀坊、同茂坊、同發坊 Tung Sau Sq, Tung Mau Sq, Tung Fat Sq
北區 North	上水石湖墟、粉嶺聯和墟 Sheung Shui Shek Wu Hui, Fanling Luen Wo Hui

廚餘回收

Food Waste Recycling

- ▶ 應用**創新的廚餘源頭分類、暫存、預處理、回收**技術 / 方法，更具效率及合乎成本效益地處理廚餘

Apply **innovative technologies / methods in food waste source separation, temporary storage, pre-treatment and recycling** to handle food waste more efficiently and cost effectively



Innovation
創新

- 創新方式/思維/做法/技術 Innovative modes/ideas/practices/ technologies
- 優化工序減碳 Workflow optimization to reduce carbon
- 促進行為改變 Drive behaviour change
- 除臭防漏，避免滋擾 Odour minimization and leak prevention to avoid nuisance

- ▶ 獲批項目需與環保署協商**運送廚餘方式**，如環保署可提供廚餘收集服務運送至政府處理設施，該部份預算會被剔除

Coordination with EPD is required regarding **the food waste delivery arrangement** for the approved projects, if EPD is able to provide the delivery service to the Government treatment facilities, the associated cost will be excluded in the budget

廚餘預處理設施 Food Waste Pre-treatment System



- 將廚餘化成漿液**同時隔去雜質**
Convert food waste to slurry and **remove debris.**
- 漿液暫存於密封儲存缸內，並連接空氣除臭缸，**減少氣味滋擾**
Slurry temporarily stored in enclosed storage tank connected with deodourization unit **to reduce odour nuisance**
- **省卻運輸**：每星期只需缸車一至兩次到場吸走廚餘漿液
Saving transportation – tankering slurry only once to twice a week

適合安裝的場地例子 Examples of Premises suitable for installation



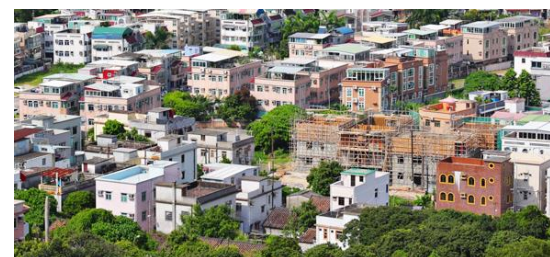
大型商場
Large Shopping Malls



酒店
Hotels



私人屋苑
Private Housing Estates



鄉郊圍村
Rural villages

教育及宣傳 Education and Promotion

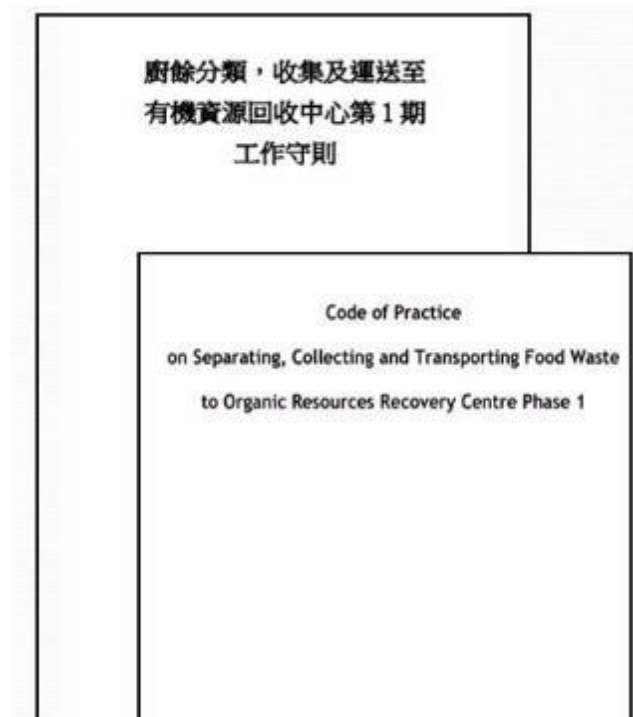
- ▶ 利用機構的地區網絡**鼓勵公眾參與廚餘分類及回收工作**
Utilize the district network of the organisation **to encourage the public to participate in food waste source separation and recycling**
- ▶ 為參與項目的廚餘生產者及其員工**提供指引、培訓及教材**
Provide **guidelines, training and educational materials** to food waste producers and their staff who participate in the programme
- ▶ **現場監察指導**以提升廚餘分類回收表現
Conduct **on-site monitoring and guidance** to enhance food waste source separation and recycling performance



參考指引 Guidance Reference

- ▶ 申請機構可參閱《廚餘分類，收集及運送至有機資源回收中心第1期工作守則》

Applicant organisations may refer to “Code of Practice on Separating, Collecting and Transporting Food Waste to Organic Resources Recovery Centre Phase 1”



<https://www.opark.gov.hk/media/CoP-Chi.pdf>

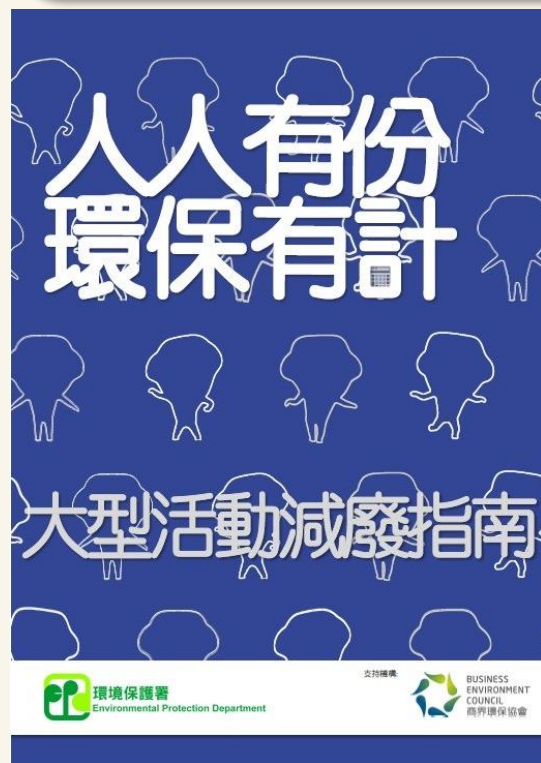


碳中和大型綠色活動 Carbon Neutral Mega Green Events

環保大型活動 Green Events

綠色活動是備有全面周詳廢物管理規劃的活動，藉以減少廢物的產生，並盡量收集有用物資，以便重用、回收或升級再造。

A green event is an event with careful and comprehensive planning to minimize waste generation, save useful resources as much as possible for reuse, recycling or upcycling.



大型活動減廢指南

大型活動減廢指南

A Waste Reduction Guidebook for Large Scale Event Organisers

- 提醒主辦方如何於活動各個階段，包括籌備活動時、活動期間及活動結束後應注意的環保守則，並提供清晰實用的資訊及例子作參考
Remind organisers to follow the code of practice on environmental protection when organising activities and provides clear and practical information and examples for reference
- 為主辦方提供各持份者於綠色活動中的減廢方向
Provide organisers with waste reduction measures for different stakeholders



環保大型活動中的常見措施

Common Elements of Green Events



斟水站
Water Refilling Station

可重用餐具借用服務
Reusable Tableware Lending Programme



廚餘回收及處理
Food Waste Collection and Handling

回收站的設置、回收物的收集和處理
Recycling Facilities setup, Recyclable
Collection and Handling

綠色宣傳大使
Green Ambassadors



環保大型活動支援計劃

Supporting Programmes for Green Events

大型活動可重用餐具借用服務 Reusable Tableware Lending Programme for Large-scale Events

- 為大型活動的主辦單位免費提供環保餐具借用、餐具派送、收集及清洗服務
Provide free delivery, collection and cleaning services of tableware to large-scale event organisers
- 每個活動需最少借用總計500件餐具
Minimum number on loan is 500 pieces of tableware in total



大型活動可重用餐具借用服務



綠色活動聯盟 HKQAA Green Event Alliance

- 為活動主辦機構及綠色活動促進者建立連繫
Link-up event organisers and Green Event Facilitators
- 綠色電子代用券計劃
E-Green Voucher Scheme
 - 向活動主辦機構提供財政資助，以資助部份綠色活動管理的支出
 - Provide the event organisers with financial support to subsidise the costs on running waste reduction and recycling measures



綠色活動聯盟



3. 政策方向及現有服務

Major Government Initiatives and Existing Services

政策方向

Major Government Initiatives



1 源頭減廢

Waste Reduction at Source

- ▶ 推動**源頭走塑**、**減少使用即棄**塑膠及**鼓勵使用可重用的**代替品

Promote the elimination of plastic at source, reduction of disposable plastic and encourage the use of reusable alternatives.



- ▶ 推廣**惜食**文化，鼓勵食肆與顧客共同從源頭減少廚餘。

To encourage eateries to reduce food waste at source together with customers.

管制即棄膠餐具和其他塑膠產品

Regulation of Disposable Plastic Tableware and Other Plastic Products

為從源頭減少使用即棄塑膠產品，相關條例草案已於2023年10月18日獲立法會通過。為了讓業界做好準備，**第一階段管制**會在六個月的準備期後，於**2024年4月22日開始實施**以分階段管制各類即棄膠餐具和其他塑膠產品。

To reduce the use of disposable plastic products at source, the Amendment Bill was passed by the LegCo on 18 October 2023. To allow time for the trades to get prepared, the first phase regulation will be implemented on 22 April 2024, after the six-month preparation period to regulate disposable plastic tableware and other plastic products in phases.

當中，**第一階段管制**包括：

- 禁止**銷售**及禁止餐飲處所向**外賣**顧客提供**發泡膠餐具、飲管、攪拌棒、叉刀匙和碟**；
- 禁止餐飲處所向**堂食**顧客提供**任何即棄膠餐具(包括杯、杯蓋、食物容器及食物容器蓋)**。

The first phase regulation consists of:

- Prohibits the sale and provision of EPS tableware, straws, stirrers, forks, knives, spoons and plates at catering premises to customers takeaway services;
- Prohibits the provision of any disposable plastic tableware (Including cups, cup lids, food containers and food container covers) to dine-in customers at catering premises.



塑膠購物袋收費計劃

Plastic Shopping Bag (PSB) Charging Scheme

塑膠購物袋收費自2015年4月1日起在整個**零售業界全面推行**。為維持計劃的成效，政府於2022年12月31日起推行了以下優化措施：

- 每個膠袋的收費提高至最低**一元**；
- **取消**盛載**冰凍或冷凍食品**的膠袋的**豁免**；以及
- **收緊**盛載**沒有包裝及非氣密食品**的膠袋的豁免，以每單一交易一個免費膠袋為基本原則。



The PSB Charging Scheme has been fully implemented in the entire retail sector since 1 April 2015. To maintain the effectiveness of the Scheme, on 31 December 2022, the Government implemented the following enhancement measures:

- increasing the charging level per PSB to at least \$1;
- removing the exemption for PSBs carrying frozen/chilled foodstuff items; and
- tightening the exemption for PSBs carrying foodstuff items without packaging or in non-airtight packaging, with "one free PSB per single transaction" as the basic principle.

2 分類回收 Waste Separation and Recycling

- ▶ 環保署致力發展回收網絡，自2015年起開展的「綠在區區」，服務範圍已擴展至全港18區，並統一接收**八類回收物**（即廢紙、金屬、塑膠（包括發泡膠）、玻璃容器、慳電膽／光管、充電電池、小型電器及四電一腦）。除上述八類回收物以外，環保署亦積極推動廚餘回收。

The EPD is sparing no effort in developing the community recycling network. The Green@Community, which started in 2015, serves members of the public territory-wide, and collect eight types of recyclables (namely paper, metals, different types of plastics (including styrofoam), glass containers, fluorescent lamps and tubes, rechargeable batteries, small electrical appliances and regulated waste electrical and electronic equipment). Besides the eight types of recyclables mentioned above, the EPD is also actively promoting food waste recycling.



玻璃飲料容器生產者責任計劃

Producer Responsibility Scheme on Glass Beverage Containers

環保署已於2023年5月1日全面落實玻璃飲料容器生產者責任計劃：

- ❖ 透過公開招標委聘玻璃管理承辦商提供廢玻璃容器收集及處理服務；
- ❖ 向在本港分發或耗用玻璃樽裝飲品的製造商及進口商收取容器循環再造徵費；及
- ❖ 引入牌照制度規管廢玻璃容器的處置，並引入進出口許可證制度以規管進出口廢玻璃容器，確保廢玻璃容器以合乎環保的方式處理。



The EPD has fully implemented the Producer Responsibility Scheme on glass beverage containers since 1 May 2023:

- ❖ Appointing Glass Management Contractors (GMCs) through open tender to provide waste glass container collection and treatment services;
- ❖ Collecting a container recycling levy from manufacturers and importers for glass-bottled beverages that they distribute or consume in Hong Kong; and
- ❖ Introducing licence control on the disposal of waste glass containers and permit control on their import and export to ensure waste glass containers are processed in an environmentally sound manner.

塑膠飲料容器生產者責任計劃

Producer Responsibility Scheme on Plastic Beverage Containers

政府預期最快2025年推行**塑膠飲料容器生產者責任計劃**，要求各相關持份者共同承擔環保責任，**妥善收集和處理塑膠飲料容器**，以轉化成有市場價值的回收物料。此外，計劃建議提供回贈，以鼓勵公眾交回用完的塑膠飲料容器。

The Government proposed to launch Producer Responsibility Scheme on Plastic Beverage Containers in 2025 the earliest, which would require stakeholders to share the environmental responsibilities of collecting and treating plastic beverage containers, thereby turning them into marketable recycled materials. Furthermore, the proposed scheme will include rebates to encourage people to return used plastic beverage containers.



3 轉廢為能 Waste-to-Energy

- ▶ 多項大型**廢物管理設施**已陸續落成，以支持廢物分類工作及促進廢物資源化。

A number of large-scale waste management facilities have been built to support the waste separation work and facilitate the transformation of waste into resources.



環保署現有服務

Existing Services Provided by the EPD

路邊回收桶

Kerbside Recycling Bins



環保署在2022年6月開始逐步**移除市區的路邊回收桶**，以鼓勵市民善用已升級的屋苑 / 住宅大廈及綠在區區社區回收設施。

The EPD has been progressively removing the kerbside recycling bins in urban areas including Southern District since June 2022, and encouraging the public to make good use of the upgraded facilities in housing estates/residential buildings and GREEN@COMMUNITY for recycling.

現時在**鄉郊地區**的公眾地方設置約1,100個**路邊回收桶**，以方便市民回收最常見的3類回收物。

Currently, the EPD has put in place around 1,100 kerb-side recycling bins in public places to facilitate the public to recycle the three most common types of recyclables.

綠在區區 GREEN@COMMUNITY

- ▶ 環保署在全港18區設立「**回收環保站**」、「**回收便利點**」及「**回收流動點**」，**接收不少於8種回收物**，包括廢紙、金屬、塑膠、玻璃樽、四電一腦、小型電器、慳電膽及光管、充電池等，以加強支援地區層面的減廢回收。

To strengthen the support for waste reduction and recycling at the district level, EPD has set up Recycling Stations, Recycling Stores and Recycling Spots across the territory to collect at least eight common types of recyclables, including paper, metals, plastics, glass bottles, regulated electrical equipment, small electrical appliances, fluorescent lamps and tubes, and rechargeable batteries, etc.





回收環保站 Recycling Stations (11 個)

綠在沙田

綠在葵青

綠在東區

綠在大埔

綠在觀塘

綠在離島

綠在元朗

綠在西貢

綠在深水埗

綠在灣仔

綠在屯門

綠在區區 GREEN@COMMUNITY



回收便利點 Recycling Stores (34 個)

綠在香港仔	綠在長沙灣	綠在粉嶺	綠在建生
綠在鴨脷洲	綠在紅磡	綠在葵芳	綠在新墟
綠在跑馬地	綠在佐敦	綠在路德圍	綠在石湖墟
綠在堅城	綠在新蒲崗	綠在朗屏	綠在大埔墟
綠在鰂魚涌	綠在大角咀	綠在聯和墟	綠在大圍
綠在西營盤	綠在土瓜灣	綠在梅窩	綠在太和
綠在上環	綠在寨城	綠在寶琳	綠在大窩口
綠在天后	綠在裕民坊	綠在西貢墟	綠在二陂坊
		綠在西貢墟 - 調景嶺店	綠在元朗墟

綠在區區 GREEN@COMMUNITY

綠在區區
GREEN
COMMUNITY



回收流動點
Recycling Spots

> 130 個

回收流動點位置 Locations of Recycling Spots :

<https://www.wastereduction.gov.hk/zh-hk/waste-reduction-programme/greencommunity#locator>

綠展隊

Green Outreach

- ▶ 環保署亦已設立「綠展隊」提供外展服務，向物業管理公司及市民就實踐妥善廢物源頭分類、乾淨回收及垃圾收費提供介紹與協助。

The EPD has also set up outreaching teams, named Green Outreach, to provide property management companies and members of the public with briefings on and assistance in carrying out waste separation, clean recycling and MSW Charging.



塑膠回收先導計劃

Plastic Recycling Pilot Scheme



環保署自2020年1月於三個地區（**東區、觀塘和沙田**）作試點，推行塑膠回收先導計劃，並於2022年3月底起擴展至九區（新增六區為**中西區、深水埗、荃灣、屯門、大埔及西貢**），以服務合約形式聘請承辦商向區內已登記的公私營住宅、學校、公營機構和「綠在區區」等**提供免費收集非工商業廢塑膠服務（包括膠袋、膠容器、膠餐具、發泡膠）**。

EPD has been implementing a Pilot Scheme in three districts (Eastern, Kwun Tong and Sha Tin) since January 2020, and has further extended the Pilot Scheme to nine districts (6 newly added districts are Central and Western, Sham Shui Po, Tsuen Wan, Tuen Mun, Tai Po and Sai Kung) since late March 2022. Contractors are engaged under service contracts to provide free collection service for waste plastics (including plastic bags, plastic containers, plastic tableware, polyfoam) from registered premises for non-commercial and non-industrial sources such as public and private housing estates, schools and public institutions and GREEN@COMMUNITY in the districts.



入樽機先導計劃

RVM Pilot Scheme

為配合日後推出「塑膠飲料容器生產者責任計劃」，環保署於2021年第一季推出**入樽機先導計劃**，於公眾地方或政府設施等地點，設置共60部入樽機，並透過電子支付平台提供即時回贈，以**鼓勵公眾交回使用完的塑膠飲料容器**。第二期先導計劃於2022年第二季推出，入樽機的數目會分階段逐步**增加至合共120部**。社區上亦有一些機構設置了入樽機供市民使用。

To pave the way for the future implementation of the Producer Responsibility Scheme on Plastic Beverage Containers, EPD has rolled out a RVM Pilot Scheme in the first quarter of 2021. 60 RVMs were installed at locations such as public places or government facilities, with provision of instant rebate via e-payment platform to encourage the public to return their used plastic beverage containers. Stage 2 of the pilot scheme was launched in the second quarter of 2022 with the number of RVMs increased progressively to 120 in phases. There are also some organisations in the community that have set up RVMs for public use.



入樽機位置 Locations of VRMs :

<https://www.hkrvm.com.hk/hk/rvmmap>

玻璃飲料容器回收服務

Recycling Service for Glass Beverage Containers

作為「玻璃飲料容器生產者責任計劃」的一環，政府已委聘**玻璃管理承辦商**，**為全港提供廢玻璃容器收集及處理服務**。玻璃管理承辦商須在所負責的區域建立玻璃樽回收點網絡，為區內的工商業處所（例如酒吧及食肆）及住宅樓宇和屋苑提供玻璃樽收集服務。由玻璃管理承辦商提供的收集服務，費用全免。



As part of the Producer Responsibility Scheme on Glass Beverage Containers, the Government has appointed GMCs to provide collection and treatment services covering the territory for waste glass containers. The GMCs are required to set up within their catchment regions a network of collection points for glass bottles serving commercial and industrial establishments such as pubs and food premises, as well as residential buildings and estates. The collection services provided by the GMCs are free of charge.

環保署廚餘收集先導計劃

EPD Pilot Scheme on Food Waste Collection

- 於2018年推行廚餘收集先導計劃，並於**2021年擴大收集規模**，為全港各區廚餘量較多的處所**每天**提供收集服務。
- The pilot scheme on food waste collection was launched in 2018 and **expanded its coverage in 2021**, providing **daily collection service across the territory** for premises with larger quantities of food waste



1. 香港島及離島 - 2021年9月投入服務

Hong Kong Island & Islands District – commenced in Sept 2021

2. 九龍、荃灣、葵青及將軍澳 - 2022年2月投入服務

Kowloon, Tsuen Wan, Kwai Tsing & Tseung Kwan O – commenced in Feb 2022

3. 新界西（元朗及屯門） - 2023年4月投入服務

New Territories West (Yuen Long & Tuen Mun) – commenced in April 2023

4. 新界東（北區、大埔、沙田及西貢） - 2023年4月投入服務

New Territories East (North District, Tai Po, Shatin & Sai Kung) – commenced in April 2023



公共屋邨廚餘收集試驗計劃

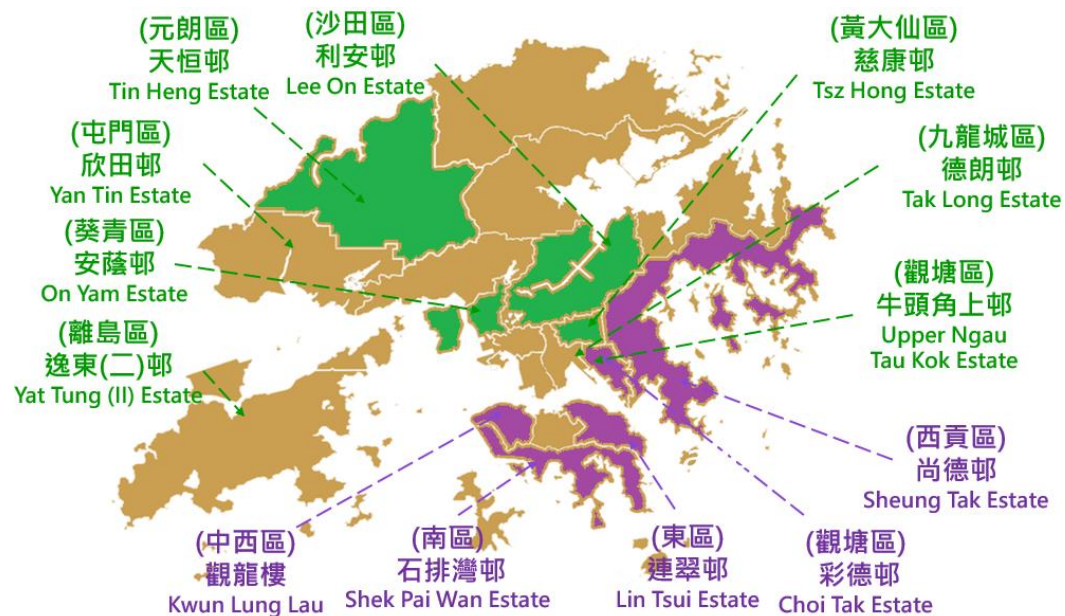
Trial Scheme on Food Waste Collection in PRH Estates

2023年9月已覆蓋合共100座樓宇

Covered 100 blocks in Sep 2023

2023年第4季起逐步擴展至更多公共屋邨

Progressively expand to more estates starting from Q4 of 2023



智能回收桶具備防滿溢及除味裝置，保持廚餘收集過程清潔衛生

The smart recycling bins are equipped with **overflow prevention and odour abatement devices** to maintain environmental hygiene



「綠綠賞」電子積分可兌換禮品
Redeem gifts using GREEN\$

私人屋苑智能廚餘回收箱

Using Smart Bin to collect Food Waste in Private Housing Estates



政府透過「回收基金」資助私人屋苑
採用智能回收箱技術以收集及回收廚餘箱
(每個智能回收箱必須至少獲 200 個參與住戶支持)

The Government subsidizes private housing estates to adopt smart bins
technology in food waste collection through Recycling Fund
(Support from at least 200 participating households per smart bin)

方便使用 Easy-to-use

- 24小時運作 24 hours operation
- 以「綠綠賞」積分卡或手機應用程式啟動 Access by GREEN\$ Card or GREEN\$ App
- 提供用戶指南及廚餘回收小貼士 User guidelines and food waste recycling tips

獎勵/記錄 Incentive/Record

- 《綠綠賞》回收獎勵 Recycling incentives under GREEN\$
- 廚餘回收趨勢及記錄 Food waste recycling trend and record

衛生控制措施 hygienic measures

- 自動門開關，避免接觸廚餘機頂蓋 Automatic door opening to avoid contact with the infeed door of the smart food waste bin
- 內置除臭裝置 Equipped with odour abatement system

大型私人屋苑智能廚餘回收箱

Using Smart Bin to collect Food Waste in Large-scale Private Housing Estates



- 由環境運動委員會(環運會)資助的試驗計劃**即將展開**，以支援在**大型私人屋苑**(超過1000居住單位)推行智能廚餘回收。
- **Upcoming Pilot Scheme** funded by Environmental Campaign Committee (ECC) to support smart food waste recycling in **large-scale private housing estates** (over 1 000 no. of households)
- 由環運會提供智能廚餘回收桶 (包括機件維護)，加快項目開展
- **Providing** food waste smart bins (incl. maintenance) by ECC, expedite the project commencement
- **參與屋苑**需自行負責及承擔智能廚餘回收的日常管理、清潔、額外員工、行政支援部分推廣費用的開支
- **Private housing estates** to bear cost of daily management, cleansing, labour, administrative support and some promotion

試驗計劃預計於2023年第四季公開申請
Target to open for application in Q4 2023



食肆廚餘收集試驗計劃

Trial Scheme at Refuse Collection Points (RCPs)

2022年11月開展

- 環保署在食環署轄下的垃圾收集站設立廚餘收集點，收集鄰近食肆所產生的廚餘
- 已於2022年11月起分階段在食肆密集的灣仔、天后、深水埗及佐敦四個垃圾收集站開展
- 向登記食肆提供半透明膠袋和小型收集桶
- 試驗計劃於2023年8月起**逐步擴展**，預計今年年底**至全港每區(離島區除外)1至2個垃圾收集站**



Trial commenced in Nov 2022

- “Food waste collection points” set up at **4 FEHD’ s RCPs** located in restaurant- concentrated area (Wan Chai, Tin Hau, Sham Shui Po and Jordan)
- EPD to provide **transparent plastic bags, small containers,** and **training** on proper source separation of food waste provided to registered restaurants
- **Expansion scheme starting** by phase from Aug 2023, expect to reach **1 to 2 RCPs in each district** (except Islands) by end 2023.



「餐廳小區」廚餘收集試驗計劃

Common Collection Points for Restaurants Clusters

- 在食肆集中的地區，以不同模式（例如流動車 / 定時定點收集站），試行收集「餐廳小區」所產生的廚餘
- 2023年4月已在大埔區及元朗區開展
- 2023年第4季擴展至沙田區及屯門區
- **Common Collection Points** with different collection modes (e.g. Collection vehicle / door-to-door) to collect food waste generated in “restaurants clusters”
- Commenced in **Tai Po & Yuen Long districts** in **Apr 2023**
- Expand to **Shatin & Tuen Mun districts** in **Q4 2023**



廚餘收集車於廚餘收集點附近停泊以收集「餐廳小區」所產生的廚餘
Truck at nearby location to collect food waste delivered by participants



紀錄廚餘量
Weighing food waste

項目設計方向

Direction of Project Design

- ▶ 可**促進持分者**之間的**協作參與**。
Involve stakeholders collaboration which facilitates sectorial participation.
- ▶ **規模較大**，能覆蓋較廣的地理範圍和 / 或包涵大量參與者。
Of a considerable scale that covers a large geographical area and/or a significant number of participants.
- ▶ 具有**明確**的目標和易於評估的成果 / 產量。
Have clear objectives and easily assessed outcome/outputs.
- ▶ 在推動環境保護和保育方面，**對社會能作出深遠影響**。
Bear far-reaching impacts to the community on promotion of environmental protection and conservation.



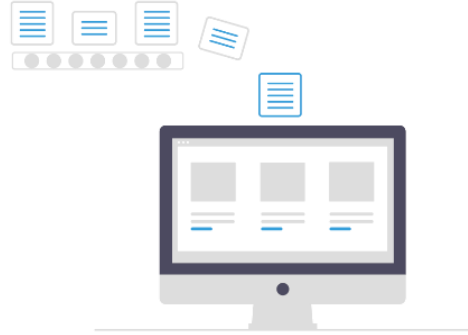


4. 申請須知

Notes on Application

如何申請? How to Apply?

1



填寫**網上電子表格**

Fill in an electronic application form



如機構未能填寫網上電子表格，可選擇：

If your organisation is unable to fill in the e-form, you may choose to:



於環境及自然保育基金網站下載表格：

Download application form from ECF website:

www.ecf.gov.hk

2

親身或以郵寄方式送交秘書處
In person or by post to the Secretariat

香港灣仔軒尼詩道130號修頓中心5樓
5/F, Southorn Centre, 130 Hennessy
Road, Wan Chai, Hong Kong

3

以電郵方式發送至秘書處
By email to the Secretariat

ecf@eeb.gov.hk

申請截止日期

Application Deadline



- ▶ 不論是選擇遞交網上申請 或 紙本申請，均須於**2023年12月18日（暫定）下午6時之前遞交**。若以郵寄方式遞交，**郵戳日期必須為2023年12月18日（暫定）或以前**。

Completed application form must be submitted before 6:00 pm on 18 December 2023 (Tentative). If the applications are submitted by mail, the postmarks should be dated on or before 18 December 2023 (Tentative).

- ▶ 如選擇遞交紙本申請，須遞交申請表格正本及**軟複本**（「Word」格式）。

For paper-based application forms, both original hard copy and soft copy (in "Word" format) of the application form shall be submitted.

- ▶ **逾期遞交或不完整**的申請，**概不受理**。
- Late or incomplete applications will not be processed.



- 申請機構須確保申請表上的**資料詳盡確實**，及已**附有所需文件**。

Applicant organisations should provide the best and fullest information in their applications and provide supporting documents.

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

(Please refer to section 2 of "Guide to Application – Community Waste Reduction Projects". 請參閱「社區減少廢物項目－申請指引」第 2 部分。)

- ☐ Annex I - Agreement on safeguarding national security
附錄 I - 維護國家安全確認書

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 – Community Waste Reduction Projects". 請參閱「社區減少廢物項目－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

Applicable to surplus food recovery projects only 只適用於剩食回收項目：

(Please refer to section 5.2.2.6(c) of "Guide to Application – Community Waste Reduction Projects". 請參閱「社區減少廢物項目－申請指引」第 5.2.2.6(c) 部分。)

- ☐ Written consent(s) of all of the target regular recovery points for surplus food recovery activities
所有剩食回收活動目標恆常回收點的書面同意書

申請前請先**細閱**
「社區減少廢物項目－申請指引」。

Before submitting application, please read carefully the "Guide to Application – Community Waste Reduction Projects" .

涉假文書呃環保署38萬 鮑思高青年中心前顧問被控

2018年10月10日(三) 18:10

簡介 0

分享

Tweet

分享



被告本周五將在東區法院應訊。

廉政公署今(10日)落案起訴賽馬會長洲鮑思高青年中心前顧問，控告他涉嫌就一個節能項目欺詐及使用虛假文書，因而從該青年中心及環境保護署轄下一個基金取得共逾38萬港元款項。被告將於本周五(12日)在東區裁判法院應訊，以待案件轉介區域法院答辯。

假文書呃環保署3.64萬津貼 前顧問認罪囚5個月

2019年05月21日14:03 最後更新: 14:11



Like 0

擁有博士學歷的賽馬會長洲鮑思高青年中心前環境項目顧問，2012至14年故意向環保署和青年中心作虛假陳述，和瞞騙自己創設環保工程承辦公司的最後負責人的身份，獲得3.64萬元的工程項目津貼。前顧問今在區域法院承認2項欺詐，另外2項使用虛假文書則由法庭存檔。法官斥被告知法犯法，最終被告鋌而走險，但仍非抗辯理由。法官念及他多年在環保界的貢獻，終判他入獄5個月。



前顧問今在區域法院承認2項欺詐，另外2項使用虛假文書則由法庭存檔。資料圖片

申請須注意事宜

Matters to be noted

- ▶ 應優先考慮社區上現有項目或服務**未能涵蓋**的地方 / 資源。

Should first consider areas / resources not covered by existing projects or services in the community.

現有服務例子 Example of Existing Services:

社區上有**各類二手物品的買賣、交換或轉贈平台**，環保署亦設立了「香港二手物品交易平台」，鼓勵市民將他們不需要但仍然有用的物品拿出來交換。



There are various second-hand items trading, exchange or transfer platforms in the community, and EPD has set up “The Hong Kong Second-hand Exchange” to facilitate the exchange of unwanted but still usable items.

獲本基金、回收基金、可持續發展基金或香港賽馬會慈善信託基金資助的項目。

Projects funded by the ECF, Recycling Fund, Sustainable Development Fund, or Hong Kong Jockey Club Charities Trust.

申請須注意事宜

Points to note

- ▶ 如涉及現有項目或服務所涵蓋的地方 / 資源，應闡述現有項目或服務的**不足之處**，並闡明建議項目**如何改善現有項目的不足**。

If it duplicates areas / resources covered by existing projects or services in the community, their deficiencies of exiting projects or services should be pointed out, and how the proposed project could improve the deficiencies of the existing projects or services should be elaborated.

申請須注意事宜

Points to note

若屬**延續項目**的申請，有否在不同方面提出**加強 / 改善**項目之處，包括有否加入新元素、有否提升績效及 / 或有否優化原有項目內容等。

If it is an application for extension, whether the project shows enhancement / improvement in different aspects, which includes adding new elements, improving performance, and/or optimizing the project.

在一般情況下，同一項目將**不會獲批延續多於兩次**。

Normally, the same project will not be approved for extension more than twice if it is an application for extension of an ongoing or a completed project.



獲環境及自然保育基金資助的社區減少廢物項目：

https://www.ecf.gov.hk/tc/approved/cwrp_index.html

ECF- funded Community Waste Reduction Projects:

https://www.ecf.gov.hk/en/approved/cwrp_index.html

申請須注意事宜

Points to note

- ▶ 在一般情況下，申請機構在同一資助計劃下**同時有兩個正在進行的資助項目**，將不再獲批在同時期開展新的資助申請。

Under normal circumstances, application(s) submitted by an organisation with two on-going projects under the same funding scheme will not be approved.

- ▶ 此外，如同一機構同時申請多個相類似項目，必須**清楚列明各個申請之間有何分別及為何不能以單一項目形式遞交申請**，以供考慮。否則，該些申請將視作單一申請處理。

In addition, if a organisation submits applications of highly similar contents, the differences between the applications and why the applications cannot be submitted as a single project proposal should be clearly set out. Otherwise, these applications will be considered as a single application for processing.

申請須避免事宜

Matters to be avoided

- ❖ 未有在填寫申請表格時**刪去不適用部分**。
Have not properly filled in the application form with part(s) not applicable crossed out.
- ❖ 未有**妥為簽署**申請表格 / 文件（適用於紙本申請）。
Have not submitted duly signed application form/document(s) (applicable to paper-based application).
- ❖ 遞交並**非**屬於**社區減少廢物項目**的申請文件（如遞交環保教育和社區參與項目的附錄I）。
Submitting application document(s) not belonging to the Community Waste Reduction Projects (e.g. submitting the appendix I of Environmental Education and Community Action Projects).

申請須避免事宜

Matters to be avoided

- ❖ 未有使用**指定的格式**填寫申請（如自定項目預算表格的格式）。

Not using the specified format to fill out the application (e.g. customising the format of the budget table of the project).

- ❖ 以**不同機構**名義遞交內容大致**相同的申請**。

Submitting applications of highly similar content in the names of different organisations.

- ❖ 所填寫的所有合作 / 參與機構均為**未落實**。


All cooperating/participating organisations on list are not yet confirmed.



5. 審批程序及準則

Vetting Process and Criteria


審批程序 Vetting Process



申請機構向環境及自然保育基金秘書處遞交申請。
Applicant organisation submits an application to ECF Secretariat.



減少廢物項目審批小組審閱申請，
並向環境及自然保育基金委員會提出審批建議。
The application will be vetted by the Waste Reduction Projects Vetting Sub-committee and be recommended to the ECF Committee.



環境及自然保育基金委員會審批項目及決定資助額款額。
The ECF Committee ECF Committee will endorse applications and decide the amount of grants.



秘書處會將環境及自然保育基金委員會的決定告知申請機構。
The Secretariat will notify applicant organisations of the decisions of ECF Committee

審批程序會於六個月內完成。

The vetting process will be completed within 6 months.

以競爭為本的審批機制

Competition-based Vetting Mechanism

因應以**競爭為本**的審批機制，秘書處會採用以下的評分方案來排列各申請的優次供審批小組考慮。每輪資助申請的競爭都相當激烈，申請機構**應於遞交申請前妥善規劃項目**。

Corresponding to the competition-based vetting mechanism, the Secretariat adopts the following marking scheme to evaluate the merits of the applications and list out the applications according to their marks attained for consideration of the Vetting. The competition for each round of funding applications are very keen. Applicant organisations should have well planning on the project proposal before submitting the application.

評審準則 Assessment Criteria	評分比重（佔總分百份比） Scoring Weight (Percentage of Total)		
	申請資助額度 Applied Amount of Funding		
	<=HK\$500,000	>HK\$500,000 <=HK\$2,000,000	>HK\$2,000,000
建議項目的質量 Quality of the proposed project	60%	55%	50%
建議項目的效益 Effectiveness of the proposed project	25%	25%	25%
申請機構的能力及過往表現 Capability and track record of the applicant organisation	15%	20%	25%

以競爭為本的審批機制

Competition-based Vetting Mechanism

如申請項目在**任何一項評審準則未能取得相關評分比重一半或以上**的評分（例如一個申請250萬元資助額的項目就「建議項目的質量」未能取得佔總分百份比25%的評分）則該項目**不會獲考慮批出資助**。

If the proposed project fails to score half or more of the relevant scoring weight in any of the assessment criteria (for example, a project applying for a funding amount of HK\$2,500,000 fails to get 25% of the total score in "Quality of the proposed project"), then the application will not be considered for funding.

評審準則 Assessment Criteria	評分比重（佔總分百份比） Scoring Weight (Percentage of Total)		
	申請資助額度 Applied Amount of Funding		
	<=HK\$500,000	>HK\$500,000 <=HK\$2,000,000	>HK\$2,000,000
建議項目的質量 Quality of the proposed project	60%	55%	50%
建議項目的效益 Effectiveness of the proposed project	25%	25%	25%
申請機構的能力及過往表現 Capability and track record of the applicant organisation	15%	20%	25%

以競爭為本的審批機制

Competition-based Vetting Mechanism

- ▶ **任何不完整的申請都可能不獲處理**。審批小組或秘書處沒有責任向申請機構索取尚欠資料或尋求澄清。
Any incomplete applications may not be processed. The Vetting Sub-committee or the Secretariat is not obligated to contact the applicant organisations for missing information or clarification.
- ▶ 申請機構可參與暫定於2023年11月24日舉行的第二場簡介會，該簡介會將會**更詳細地說明如何填寫申請表格**。
Applicant organisations are welcome to attend the second briefing session to be held on 24th November 2023 tentatively which will cover the completion of application form in greater details.
- ▶ 如申請機構於填寫申請表格時有任何疑問，歡迎致電**環境及自然保育基金秘書處熱線 2835 1234**。
Applicant organisations are welcome to call the hotline of ECF Secretariat at 2835 1234 if there are any questions in completing the application form.

申請獲資助的主要原因

Main Reasons for Supporting the Applications



- ✓ 項目富創意，能與政府政策互相呼應，並與社區上現有的活動或服務沒有重疊。

The project is creative, echoes the theme of government policies, and not duplicating with the activities or services in the community.



- ✓ 有周詳的計劃（如詳述回收物的出路、有效的宣傳方法），且推行時間表合理可行。

The project is well-planned (e.g. with details on recyclable outlets, effective promotion plan) and the implementation plan is reasonably practicable.



- ✓ 項目對目標群體的覆蓋及參與率合適。

The coverage and engagement rate of target groups were appropriate.

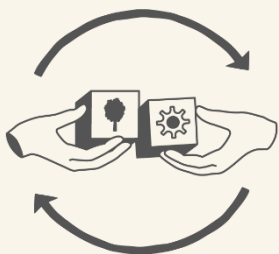
申請獲資助的主要原因

Main Reasons for Supporting the Applications



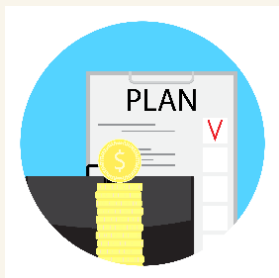
- ✓ 項目具有清晰的指標和**顯著的預期成果**，及有可信的監察和評估機制以量度指標 / 成果。

The project has clear indicators and can achieve significant outcomes, and with credible monitoring and evaluation mechanisms for measurement.



- ✓ 項目在社區內具**持續和可見的效果**。

The project can bring about sustained and tangible effect in local communities.



- ✓ **預算合理**、審慎並**具成本效益**。

The proposed budget is reasonable, prudent and cost-effective.

申請獲資助的主要原因

Main Reasons for Supporting the Applications



- ✓ 申請機構於**過往紀錄良好**。
The track record of the applicant organisation is good.



- ✓ 申請機構具備良好的**知識、技術和資源**去推行項目。
The applicant organisation possesses the knowledge, technical capability and resources to run the project.



- ✓ 已有具相關專業知識 / 地區網絡的**團體支持**項目。
Support from organisations with relevant professional knowledge / community had been confirmed.

申請不獲資助的主要原因

Main Reasons for Not Supporting the Applications

- X **未有遞交完整的申請**表格 / 必要的相關文件。
Incomplete application form and/or required documents are not submitted.
- X 項目**延續多於兩次**。
Already extended for more than twice if it is an application for extension.
- X 申請機構在同一資助計劃下**同時有兩個正在進行的資助項目**，而該些項目的**項目期**與新申請的項目期有所**重疊**。
The applicant organisation already has two on-going projects under the same funding scheme, of which the project periods overlap with the proposed project period of the new application.
- X 申請機構**過往項目成效欠佳**及 / 或**經常遲交報告書**。
The applicant organisation has unsatisfactory performance and/or frequent delay in report(s) submission in their past project(s).

申請不獲資助的主要原因

Main Reasons for Not Supporting the Applications

- X **重複**其他機構 / 團體 / 政府部門正進行的工作或活動。
Repeat work or activities conducting by other organisations/groups/government.
- X 項目計劃**不完善及空泛**，活動**內容渙散**，未能充份帶出項目主題。
The project proposal is not comprehensive and too brief. The project activities are unfocused and fail to bring out the project theme fully.
- X **減廢及回收**元素**薄弱**。
The elements of waste reduction and recycling is weak.
- X 項目側重舉辦**一次性 / 單一活動**（如嘉年華），或未能有效引導參加者作出行為改變保護環境。
The project focuses on organising one-time or a single activity (e.g. carnival) which may not be effective in guiding participants to induce behavioral changes for environmental protection.

申請不獲資助的主要原因

Main Reasons for Not Supporting the Applications

- X 項目活動**與目標不相符**。

The activities do not align with the objectives of the project.

- X 訂立**偏低或不實際的目標成果**（如參與者數目和回收量）。

The target outcomes (e.g. no. of participants, recycling amount) are limited or not realistic.

- X 計劃所涉及**預算過高**，未能符成本效益。

The proposed budget is too high and not cost-effective.

- X 申請機構**未能顯示具專業環保知識**。

The applicant organisation does not possess professional environmental knowledge.



6. 項目一般要求及 資助款額的發放

General Requirements of Projects and Disbursement of Funds

項目宣傳 Publicity of Project

所有與項目及項目活動有關的印刷及宣傳品上，除展示項目名稱外，亦須**清楚展示環境及自然保育基金的標誌**，以鳴謝資助來源。

To acknowledge the source of funding, the ECF logo should be clearly marked on all publications and publicity materials related to the project and project activities.



環境及自然保育基金
ENVIRONMENT AND CONSERVATION FUND

項目的資料可能會被上載至環境及自然保育基金 / 環保署的網頁，以供公眾查閱。

Information of the projects may be uploaded to the websites of ECF or EPD for public access.

報告要求

Reporting Requirements



報告類別 Type of Report	報告期及遞交期限 Reporting Period and Deadline of Submission	報告內容 Report Contents
進度報告書 Progress Report	報告期為 每六個月 Report every six months 於報告期後 一個月內 遞交 Submit within one month after the reporting period	分階段報告項目 進度、表現及財務狀況 （ 帳目報表 ） Report progress, performance and financial position (statement of accounts) of the project in phase
完成報告書 Completion Report	報告期為 整個項日期 Report the whole project period 於項目完成後 兩個月內 遞交 Submit within two month after project completion	報告項目 成果 （包括與原定目標比較）及 財務狀況 （ 帳目報表 ），並連同具合理保證審計師報告遞交 Report outcome(s) (including comparison with original target(s)) and financial position (statement of accounts) of the project, and submit along with the auditor's report(s) with reasonable assurance.



獲資助機構可能需要以**智能電子方式定期報告項目進度**。秘書處亦可能會進行突擊視察。

Recipient organisation may be required to report project outputs regularly via smart electronic means. The Secretariat may also conduct surprise inspection.

報告要求

Reporting Requirements



申請機構籌組項目團隊時，須考慮報告要求及相關**人手需要**。

The applicant organisation should form the project team with reference to the manpower need for fulfilling the reporting requirements.

所有進度及完成報告書須由獲資助機構的項目**組長簽署**，並以**指定格式**遞交（包括帳目報表）。

All progress and completion reports must be signed by the project leader of the recipient organisation, and submitted in standard format (including statement of accounts).

報告書範本 Report Templates

<https://www.ecf.gov.hk/tc/application/index.html> (中文 Chinese)

<https://www.ecf.gov.hk/en/application/index.html> (英文 English)

審計要求

Auditing Requirements



資助額 Funding Amount	帳目報表 Statement of Accounts	經審計的帳目報表 Audited Statement of Accounts	支出證明文件 Supporting documents of the expenses
15萬港元以下 Below HK\$150K			
15萬港元或以上 及30萬以下 HK\$150K or above and below HK\$300K		機構可選擇遞交： 1. 經審計的帳目報表 (不須附上支出證明文件) 或 2. 不經審計的帳目報表 (須附上支出證明文件) Recipient organisation may opt to submit: 1. Audited statement of accounts (no need to attach supporting documents of the expenses), OR 2. Non-audited statement of accounts (need to attach supporting documents of the expenses).	
30萬港元或以上 HK\$300K or above		 *如項目為期超過18個月，機構須每12個月遞交一份。 *For projects lasting more than 18 months, organisations are required to submit once every 12 months.	

審計要求

Auditing Requirements



經審計的**帳目報表**須與完成報告書**一併遞交**。

Audited statement of accounts must be submitted together with the completion report.

詳細要求請參照分別載於申請指引附件A及B的 **《獲資助機構的審計師須知》** 及 **《環境及自然保育基金資助項目年度 / 終結帳目審計師報告範本》**。

Please refer to the detailed requirements provided in the “Notes for Auditors of Recipient Organisations” and “Sample Auditor’s Report on the Annual/Final Accounts under the Environment and Conservation Fund” in Annex A and B respectively of the Guide to Application.

資助款項的發放

Disbursement of Funds



資助款項的發放條件 Criteria for disbursement of funds	預計發放款項百分比 Estimated % of Disbursement	備註 Remarks
簽署資助協議後。 Upon signing of the funding agreement.	最高 maximum 50%	視乎項目工作計劃的內容而定。 Depends on the contents of the project work plan.
遞交載有項目財務狀況的進度報告書後，以及項目表現令人滿意。 Upon submission of a progress report with financial position and satisfactory performance.	下一期款項 Further disbursement	按照項目的財務狀況和項目進度而定。 Depends on the financial position and the progress of the project.
遞交完成報告書及帳目報表，並獲審批小組通過後。 Upon submission of completion report with a statement of accounts and endorsed by the Vetting Subcommittee.	10%	視乎項目的實際開支而定。 Depends on the actual expenditures.

資助款項的發放

Disbursement of Funds



最終的資助額將**按個別申請的內容而訂**。

The final amount of funding depends on the content of individual application.

機構可在審批小組所界定的同類預算開支項目中，**彈性運用獲批准的資助款項**，但個別項目資助款項會**設上限**（例如薪金及租金等）。

Flexible use of approved funds among the budget items under a same grouping as defined by the Vetting Sub-committee will be allowed. Funding cap will be set for individual budget item (such as salary, rent, etc.).

在項目獲批准後提出**增加資助的要求**，**一般不會獲考慮**。

Requests for additional funding after project approval will normally not be considered.

減少資助款額

Reduction of the amount of funding disbursement



如**項目的成效欠佳**，或因任何原因獲資助機構未能就無法達到項目目標而提出合理解釋。

In the case of unsatisfactory performance or for any reason that the applicant organisation is unable to attain the project targets with no reasonable justification.

審批小組保留根據獲資助機構的表現，即**考慮項目已達到的量化成果的百分比**及 / 或其他相關的因素，而**減少資助款額**的權利。

The Vetting Sub-committee reserves the right to reduce the amount of the funding disbursement based on the performance of the applicant organisation, by taking into account of the percentage of the quantifiable targets achieved and/or other factors which deemed relevant.

暫停 / 終止資助

Suspension/Termination of Funding Support



項目未有在批准撥款日起計**六個月內展開**。

The project does not commence within six months of the approval of the grant.

項目的**進度欠佳**。

The project has not progressed satisfactorily.

項目組長離開獲資助機構，而沒有合適人選接任。

The project leader leaves the recipient organisation and there is no one available considered suitable to take over the role.

未有在**限期前**遞交報告。

Fails to submit the required report(s) by deadline.

未有遵守 **《申請指引》** 及 **批核信** 所載的資助條件。

Fails to comply with the funding conditions as set out in the Guide to Application and/or the approval letter.

暫停 / 終止資助

Suspension/Termination of Funding Support



- ▶ 如果出現下列任何一種情況，政府可**立即終止任何協議**：
 - 機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
 - 繼續委約機構或繼續推行該環境及自然保育基金項目將不利於國家安全；或
 - 政府合理地相信上述任何一種情況將會發生。

- ▶ The Government may immediately terminate any agreement with the organisation upon the occurrence of any of the following events:
 - the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - the continued engagement of the organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
 - the Government reasonably believes that any of the events mentioned above is about to occur.

社區減少廢物項目

Community Waste Reduction Projects

每年設有兩輪申請。現正邀請**2023/24年第二輪**申請。

Applications will be invited twice a year. Now calling for the 2nd round applications of 2023/24.



14.11.2023

開始接受申請

Application **Start Date**



18.12.2023

截止申請

Application **Deadline**

20.10.2023

第一場簡介會

1st Briefing

6.12.2023

第二場簡介會

2nd Briefing

第二場簡介會內容

The Second Briefing Session will cover:

1. 申請須知

Notes on Application

2. 填寫申請表格指引

Guide for Completing the Application Form

- ▶ 甲部 – 資料頁 Section A – Data Sheet
- ▶ 乙部 – 項目計劃 Section B – Project Proposal
- ▶ 丙部 – 建議預算 Section C – Proposed Budget
- ▶ 丁部 – 其他資料 Section D – Other Information
- ▶ 附錄I – 維護國家安全確認書 Annex I – Agreement on Safeguarding National Security

3. 問答環節

Q&A Session





環境及自然保育基金

ENVIRONMENT AND CONSERVATION FUND

查詢 Enquiry

減少廢物項目審批小組秘書處

Waste Reduction Projects Vetting
Sub-committee Secretariat



電話 Tel. : 2835 1234



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