

環境及自然保育基金  
實踐及行動項目（回收便利點項目）  
Environment and Conservation Fund  
Practice and Action Projects (Recycling Store Projects)

2025/26特別輪次申請簡介會

Briefing Session for the Special Round Application Invitation of 2025/26



環境及自然保育基金  
Environment and Conservation Fund

## 注意 Reminder



如本簡報會提供的內容與「申請指引」或「申請表格」的內容有任何抵觸，應以「申請指引」或「申請表格」內容為準

If there is any inconsistency between the contents of this briefing and the "Guide to Application" or "Application Form", the contents of the "Guide to Application" or "Application Form" shall prevail



## 回收便利點項目 Recycling Store Projects

現邀請**2025/26年特別輪次**申請

Applications are now called for the special round application of 2025/26



**29.8.2025**

開始接受申請

Application Start Date



**11.9.2025**

簡介會

Briefing



**8.10.2025**

截止申請

Application Deadline



## 相關文件 Relevant documents



- ▶ 申請表格 Application Form
- ▶ 申請指引 Guide to Application
  - ▶ 附錄I – 維護國家安全確認書  
Annex I – Agreement on Safeguarding National Security
  - ▶ 附錄II – 協作機構書面同意書  
Annex II – Written consent(s) of collaborating organisations
  - ▶ 附錄III – 項目規格條款 (“規格條款”)  
Annex III – Project Specification (“Specification”)
  - ▶ 附錄IV – 付款安排  
Annex IV – Payment arrangement

## 簡介會內容 Content of Briefing Session

### 1. 環境及自然保育基金及「回收便利點項目」簡介

Introduction of Environment and Conservation Fund (ECF) and Recycling Store Projects

### 2. 項目主要要求

Major requirements of the Projects

### 3. 申請須知及填寫申請表格指引

Notes and Guide to Complete the Application Form

### 4. 審批程序及準則

Vetting Process and Criteria

### 5. 資助款額的發放

Disbursement of Funds

### 6. 問答環節

Q&A Session



# 1. 環境及自然保育基金及 「回收便利點項目」簡介

## Introduction of Environment and Conservation Fund and Recycling Store 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

### 三大主要資助計劃 3 Major Funding Schemes

實踐及行動項目 Practice and Action Projects

宣傳及教育項目 Publicity and Education Projects

研究及發展項目 Research and Development Projects

## 誰可申請? Who can apply?



- ▶ 本地**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 non-profit making  
organisations



# 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.



## 2. 項目主要要求

Major requirements of the Projects

## 項目數目 Number of Projects



- ▶ 本次申請涉及**20個回收便利點項目**

This application invitation involves 20 Recycling Store Projects

- ▶ 除非另有明確規定，「申請指引」的所有條款均**適用於所有回收便利點項目**

Unless otherwise expressly stated, all provisions of the Guide to Application shall apply to all Recycling Store Projects

- ▶ 除非另有指示，須**遵循各項目的服務地區邊界** (規格條款附件A - 繪圖號碼 PS/ED/001 - PS/ED/011)

Unless otherwise instructed, the boundaries of the service area of respective Projects must be followed  
(Appendix A of the Specification – Drawing No. PS/ED/001 - PS/ED/011)



## 服務地區 Service Area



回收便利點 Recycling Store			服務地區 Service Area	
1	綠在鰂魚涌	GREEN@QUARRY BAY	東區	Eastern District
2	綠在香港仔	GREEN@ABERDEEN	南區 ( 西北 )	Southern District (northwest)
3	綠在天后	GREEN@TIN HAU	灣仔區 ( 東 )	Wan Chai District (east)
4	綠在西營盤	GREEN@SAI YING PUN	中西區 (中)	Central & Western District (central)
5	綠在上環	GREEN@SHEUNG WAN	中西區 ( 東 )	Central & Western District (east)
6	綠在土瓜灣	GREEN@TO KWA WAN	九龍城區 ( 土瓜灣 )	Kowloon City District (To Kwa Wan)
7	綠在紅磡	GREEN@HUNG HOM	九龍城區 ( 紅磡 )	Kowloon City District (Hung Hom)
8	綠在寨城	GREEN@WALLED CITY	九龍城區 ( 何文田 )	Kowloon City District (Ho Man Tin)
9	綠在裕民坊	GREEN@YUE MAN SQUARE	觀塘區	Kwun Tong District
10	綠在長沙灣	GREEN@CHEUNG SHA WAN	深水埗區	Sham Shui Po District

## 服務地區 Service Area

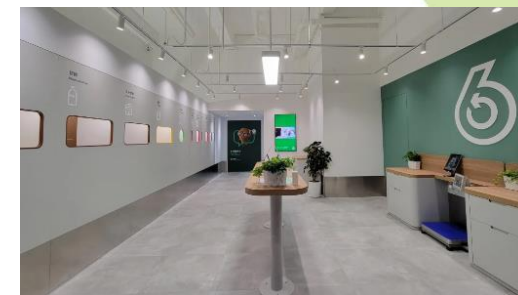


回收便利點 Recycling Store			服務地區 Service Area	
11	綠在大角咀	GREEN@TAI KOK TSUI	油尖旺區 (北)	Yau Tsim Mong District (north)
12	綠在新蒲崗	GREEN@SAN PO KONG	黃大仙區	Wong Tai Sin District
13	綠在梅窩	GREEN@MUI WO	離島區	Islands District
14	綠在粉嶺	GREEN@FANLING	北區 (南)	North District (south)
15	綠在石湖墟	GREEN@SHEK WU HUI	北區 (北)	North District (north)
16	綠在大埔墟	GREEN@TAI PO MARKET	大埔區 (南)	Tai Po District (south)
17	綠在路德圍	GREEN@LO TAK COURT	荃灣區 (西北)	Tsuen Wan District (northwest)
18	綠在青衣	GREEN@TSING YI	葵青區	Kwai Tsing District
19	綠在新墟	GREEN@SAN HUI	屯門區 (東南)	Tuen Mun District (southeast)
20	綠在元朗墟	GREEN@YUEN LONG HUI	元朗區 (東)	Yuen Long District (east)

# 項目概覽 Overview of Projects



- ▶ 設立及/或裝修、營運及管理「**回收便利點**」( 店舖及工場 )  
Setting up and/or renovation, operation and management of Recycling Store (Store and Workshop)
- ▶ **收集公眾的回收物**  
Collect recyclables from the public
- ▶ 安排將收集的回收物**送往獲批准的下游回收商**  
Arrange for the transfer of collected recyclables to approved recyclable processors
- ▶ 提供回收流動點及屋宇回收服務  
Provision of Recycling Spots and Housing Collection Service
- ▶ 提供及運作收集車輛  
Provision and operation of Collection Vehicle(s)
- ▶ 協助推行**獎勵計劃**  
Assist the implementation of the Participation Incentive Scheme
- ▶ 按指示提供**額外服務**  
Provision of Additional Services upon receipt of instructions
- ▶ 在社區**推動和教育**市民分類回收  
Promote and educate the public on source separation of waste and proper recycling of recyclables



## 項目期 Term of the Project



$$\begin{array}{ccccccc} \text{項目推行期} & & \text{預備期} & & \text{服務期} & & \text{服務交接期} \\ \text{15個月} & = & \text{2個月} & + & \text{12個月} & + & \text{1個月} \\ \text{(由項目開始日期起計)} & & \text{(由項目開始日期起計)} & & \text{(由預備期完結起計)} & & \text{(由服務期完結起計)} \end{array}$$

$$\begin{array}{ccccccc} \text{Term} & & \text{Preparatory Period} & & \text{Service Period} & & \text{Handover Period} \\ \text{15 Months} & = & \text{2 Months} & + & \text{12 Months} & + & \text{1 Month} \\ \text{(From project} & & \text{(From project} & & \text{(From the end of} & & \text{(From the end of service} \\ \text{commencement date)} & & \text{commencement date)} & & \text{preparatory period)} & & \text{period)} \end{array}$$

- 如未能於2個月內完成設立「回收便利點」，須根據指示每日按「回收便利點」的營運時間要求設立及營運臨時收集站，並提供最少2名員工，直至「回收便利點」開始營運

If the setting up of the Recycling Store cannot be completed within 2 months, the Operator shall set up and provide at least 2 staff members to operate daily a temporary collection booth until the commencement of operation of Recycling Store as instructed in according to the operation hours of Recycling Store



## 基本服務 Basic Services



### 預備期內(最多2個月) 於服務地區設立回收便利點

Set up Recycling Store within the Service Area in the preparatory period (2 months maximum)

- **租用**合適的商舖或政府設施 Rent suitable shops or Government premises

#### 店舖 (規格條款 2.2.2 及 2.2.3)

Store (Specification Section 2.2.2 & 2.2.3)

- **不少於600平方呎**  
At least 600 ft<sup>2</sup>
- 人流較多、近住宅區(以單幢式樓宇為主) 等  
Located on relatively busy streets and in close proximity to the residential areas primarily comprising single block buildings
- 須位於服務地區內  
Located within the service area



#### 工場 (規格條款 2.2.4)

Workshop (Specification Section 2.2.4)

- **約1,500平方呎**  
Around 1,500 ft<sup>2</sup>
- 租金較低  
Lower rental rate
- 方便上落貨  
Convenient for loading and unloading of goods
- 場地可供安裝及運作回收物打紮機  
Allow installation and operation of baler
- 盡可能位於服務地區內  
Located within service area as far as possible



## 基本服務 Basic Services



### 預備期內(最多2個月) 於服務地區設立回收便利點

#### Set up Recycling Store within the Service Area in the preparatory period (2 months maximum)

(規格條款 2.2.2 至 2.2.6 條 *Specification sections 2.2.2 to 2.2.6*)

- ▶ 須盡可能將店舖保留於現在的租用地點  
Deploy the existing premises of the Store as far as possible
- ▶ 可指示營運機構將回收便利點搬遷至指定地點 (包括但不限於地鐵站、公眾街市)  
May instruct the Operator to relocate the Recycling Store to designated premises (including but not limited to Mass Transit Railway Station and public market)
- ▶ 遞交裝修設計文件，並根據批准的設計及品牌要求進行裝修 (包括但不限於提供合要求的傢俱、夜間回收配套、指定玻璃容器回收桶、符合技術規格的閉路電視等)  
Submit renovation plan and provide renovation according to the finalized plan and branding requirements (including but not limited to the provision of suitable furniture, containers for collection outside operating hours, designated containers for glass bottles, CCTVs of required specifications)

## 基本服務 Basic Services



### 預備期內(最多2個月) 於服務地區設立回收便利點

#### Set up Recycling Store within the Service Area in the preparatory period (2 months maximum)

(規格條款 2.2.2 至 2.2.6 條 Specification sections 2.2.2 to 2.2.6)

- ▶ 除非另有指示，「**綠在香港仔**」的店舖須位於香港仔香港仔大道203號**香港仔街市**  
For GREEN@ABERDEEN, the Store should be located in Aberdeen Market, 203 Aberdeen Main Road, Aberdeen, unless otherwise instructed
- ▶ 除非另有指示，「**綠在青衣**」的店舖須位於**港鐵青衣站**208號舖  
For GREEN@TSING YI, the Store should be located in shop no. 208 in Tsing Yi Mass Transit Railway Station, unless otherwise instructed
- ▶ 「**綠在梅窩**」的店舖須位於**梅窩範圍**內  
For GREEN@MUI WO, the Store should be located within Mui Wo area



# 基本服務 Basic Services

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(規格條款 3.2.1.1 to 3.2.1.2 條 Specification sections 3.2.1.1 to 3.2.1.2)

(A) 收集9種指定回收物 Collect 9 types of Designated Recyclables	
i) 塑膠 Plastic  #1 PET #2 HDPE #4 LDPE (包括PE類的發泡膠 Including PE foam) #5 PP #6 PS (包括PS類的發泡膠 Including PS foam) #7 (例如 E.g. ABS, PA, PC, PU)	ii) 玻璃容器 Glass containers
	iii) 受管制電器 (四電一腦) Regulated Electrical Equipment (REE)
	iv) 非受管制電器 (小電器) Small electrical appliances other than REE
	v) 充電池 (不包括汽車電池) Rechargeable batteries (excluding vehicle batteries)
	vi) 慳電膽和光管 Compacted fluorescent lamps & fluorescent tubes
	vii) 紙及紙板 Paper and cardboard
	viii) 金屬 Metals
	ix) 紙包飲品盒 Beverage cartons

- ▶ 營運機構須根據指示收集額外種類的回收物  
The Operator shall collect any other recyclables if instructed
- ▶ 如營運機構有意收集其他種類的回收物，須事先獲許可  
The Operator shall seek approval before collecting any other type(s) of recyclables

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(B-i) 回收便利點的營運時間及日期 Operating hours and days of Recycling Store	規格條款 Specification
<ul style="list-style-type: none"> <li>連續營運<b>12個月</b> Continuously operate for 12 months</li> </ul>	Section 3.3.1.1 條
<ul style="list-style-type: none"> <li>除於聖誕節及農曆新年公眾假期關閉外，全年營運 Operate each day except close on Christmas and Lunar New Year holidays</li> <li>聖誕節及農曆新年公眾假期安排 Christmas and Lunar New Year holiday arrangements :                             <ul style="list-style-type: none"> <li>➤ 提供回收便利點的閉路電視截圖 Provide screenshot images of CCTVs footage of the Store</li> <li>➤ 於回收便利點每日安排最少2次收集 Arrange clearance of recyclables at least twice a day</li> </ul> </li> </ul>	Section 3.3.1.3 條
<ul style="list-style-type: none"> <li>每日<b>早上9時至晚上7時</b>開放 Operate from 9 am to 7pm each day</li> </ul>	
<ul style="list-style-type: none"> <li>於非營業時間，提供回收箱以收集公眾回收物 Provide recyclable collection container(s) for collection of recyclable outside the operating hours</li> </ul>	Section 3.3.1.8 條

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(B-ii) <b>回收便利點</b> 的人手要求 Manpower requirements of Recycling Store	規格條款 Specification
<div data-bbox="45 525 152 588" data-label="Image"></div> <ul style="list-style-type: none"> <li>• <b>全日營運時間以自助服務模式運作</b> Operate the Store in a self-service mode throughout the operating hour</li> <li>• 允許公眾自行使用<b>智能回收設備</b>（例如智能磅、智能回收箱）取得「綠綠賞」積分 Allow the public to use smart recycling devices (e.g. smart balance, smart recycling bin) to obtain GREEN\$ points on their own</li> <li>• <b>最少 1 名員工當值</b> Arrange at least 1 staff member               <ul style="list-style-type: none"> <li>➤ 可留守於店舖後台，<b>不必提供客戶服務</b> May be stationed at the backstage of the Store without providing customer services</li> <li>➤ <b>定期清理</b>店舖的回收物 Regular clearance of recyclables at Store</li> <li>➤ <b>監控</b>任何明顯騙取「綠綠賞」積分的行為 Monitor any apparent frauds in obtaining GREEN\$ points</li> <li>➤ 保持店舖的<b>衛生、安全及秩序</b> Maintain the hygiene, safety and order of the Store</li> </ul> </li> </ul>	<p>Section 3.3.1.5 條</p>

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(B-iii) <b>回收便利點</b> 的日常整理及維護 House-keeping and maintenance of Recycling Store	規格條款 Specification
<ul style="list-style-type: none"><li>為回收便利點進行<b>日常清潔及防害蟲鼠工作</b> Provide daily general cleaning and pest control for the Recycling Store(s)</li></ul>	<i>Section 3.13.1.2 條</i>
<ul style="list-style-type: none"><li>就回收便利點的傢俱、設備、工具、品牌設計元素和組成部分，進行<b>修理、更換或就任何損壞和缺陷進行修復</b> Repairing, replacing or making good any damage and defect(s) of furniture, equipment, tools, branding design elements and component units of the Recycling Store</li></ul>	<i>Section 2.4.1.1 條</i>





## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(C) 營運回收流動點（街站）的要求 Operational requirements of Recycling Spots	規格條款 Specification
<ul style="list-style-type: none"> <li>每月至少<b>28節</b>（至少<b>10個不同地點</b>） At least 28 sessions (at no less than 10 different locations)</li> </ul>	<p>Section 3.4 條</p>
<ul style="list-style-type: none"> <li>至少<b>6個不同地點</b>是每週營運，包括： At least 6 different locations shall be provided on a weekly basis, including:                             <ul style="list-style-type: none"> <li>至少<b>2個地點</b>在<b>晚間</b>(下午6時至下午9時，或下午5時至下午8時(適用於鄉村)) At least 2 locations during night-time (i.e. 6:00pm to 9:00pm or 5:00pm to 8:00pm for rural villages)</li> <li>至少<b>1個地點</b>在<b>週末</b> At least 1 location during weekends</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>每節至少 <b>3 小時</b> Each session shall be at least 3 hours</li> </ul>	
<ul style="list-style-type: none"> <li>最少<b>2名員工</b>當值 At least 2 staff members</li> </ul>	







## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(C) 營運回收流動點（街站）的要求 Operational requirements of Recycling Spots	規格條款 Specification
<ul style="list-style-type: none"><li>如遇上惡劣天氣： In case where there is any adverse weather situation:<ul style="list-style-type: none"><li>在政府代表同意下可暫停或取消受影響節數 Suspend or cancel the affected session as agreed by the Government Representative</li><li>如中途取消的節數的營運時間少於1.5小時，通常不被視為合乎一節回收流動點的要求 An incomplete session that operated for less than 1.5 hours and was cancelled midway will be normally regarded as not meeting the requirements</li></ul></li><li>如政府代表同意或作出指示，可以其他時間或頻率提供回收流動點以符合每月至少28節的要求 The Operator may meet the minimum requirement of at least 28 sessions of Recycling Spots each month at frequency and time as agreed or instructed by the Government Representative</li></ul>	<i>Section 3.4 條</i>

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(D)營運屋宇回收服務的要求 Operational requirements of Housing Collection Services	規格條款 Specification
• 每月為至少50個屋宇收集指定回收物 Provide Housing Collection Services to no less than 50 residential premises each month	Section 3.5 條
• 為每個屋宇每月安排至少1次收集 At least 1 collection per month for each of such residential premises	
• 1個屋宇 = 1棟單幢式樓宇/ 1個屋苑(公營 / 私營) / 1個鄉村 Each residential premises refers to a single-block residential building, a housing estate (private or public), a village or the like	
• 最少1名員工負責每次收集 At least 1 staff member to conduct each collection	

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(E)營運回收車輛的要求 Operational requirements of Collection Vehicle	規格條款 Specification
<ul style="list-style-type: none"><li>營運<b>至少1輛</b>回收車輛 Operate at least 1 Collection Vehicle<ul style="list-style-type: none"><li>➤ 收集回收流動點、屋宇回收服務、社區回收點(如有) 及其他服務的指定回收物 For collection of designated recyclables from recycling spots, housing collection points, community collection points (if any) or any other sources</li><li>➤ 將回收物送至獲批准的回收商 Dispatch of recyclables to approved recyclable processors</li></ul></li></ul>	Section 3.6 條
<ul style="list-style-type: none"><li><b>最少 1 名員工</b>運作回收車輛 At least 1 staff member for operation of a Collection Vehicle</li></ul>	

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(E)營運回收車輛的要求 Operational requirements of Collection Vehicle	規格條款 Specification
<ul style="list-style-type: none"><li>• <b>5.5 / 9噸</b>，或獲同意的其他車型 5.5 / 9 tonnes, or as otherwise agreed</li><li>• 總車身長上限: <b>7 米</b> Maximum overall vehicle length up to 7 metres</li><li>• <b>歐盟5期或以上</b> Euro V standard or above</li><li>• 須配備<b>聲響警示</b>、在車尾安裝<b>閉路電視系統 / 倒車視像裝置</b>等 Equipped with audible reversing warning signals and a vehicle-mounted CCTV for monitoring the rear of the vehicle when reversing</li><li>• 車輛須按獲批准的設計<b>進行裝飾</b> Decorate the collection vehicle according to approved design</li></ul>	 <p><i>Section 3.6 條</i></p>

# 基本服務 Basic Services

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(F) <b>收集和處理</b> 指定回收物 Collection and handling of Designated Recyclables	規格條款 Specification
<ul style="list-style-type: none"><li>• <b>收集乾淨和合適的回收物</b> Collect clean and suitable recyclables</li></ul>	<i>Section 3.2.1.5 條</i> <i>Section 3.3.2.1 條</i>
<ul style="list-style-type: none"><li>• <b>簡單處理</b>回收物 Provide preliminary processing of the collected Designated Recyclables</li><li>• <b>運送回收物</b>到工場暫存/ 運往獲批准的下流回收商 Transport the collected Designated Recyclables to Workshop for temporary storage or approved recyclable processors</li><li>• <b>妥善處置</b>不能回收的廢棄物 Arrange for proper disposal of waste that are not suitable for recycling</li></ul>	<i>Section 3.3.3 條</i>

# 基本服務 Basic Services

## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(F) <b>收集和處理</b> 指定回收物 Collection and handling of Designated Recyclables	規格條款 Specification
<ul style="list-style-type: none"><li>• <b>每月處理量</b> 須符合以下要求(註： <b>以交往獲批准的下游回收商的重量為準</b>): Meet the following Monthly Minimum Targets (Note: based on the actual monthly quantities handed over to approved recyclable processors)<ol style="list-style-type: none"><li>1. <b>廢塑膠</b> 每月目標處理量 Monthly Minimum Target of plastics</li><li>2. <b>除廢塑膠以外的所有指定回收物</b> 的每月目標處理量 Monthly Minimum Target of Designated Recyclables excluding Plastics</li></ol></li></ul>	<p>Section 3.8 條 Appendix 附錄 B</p>



## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(G) 宣傳、匯報工作 Publicity and reporting	規格條款 Specification
• 設立查詢熱線和電郵 Set up and operate a telephone hotline and an email account	Section 3.11 條
• 設立社交平台專頁，每月發佈最少10個帖子 Set up dedicated page on social media platform(s), issue at least 10 posts per month	Section 3.12 條
• 每日報告 (網上平台) Daily Report (e-platform) • 每月報告 Monthly Report • 季度報告(包括創新建議進度報告) Quarterly Report (including progress report of Innovative Suggestions) • 磅重系統校準證明 Calibration proof of weighing system • 項目完結報告(包括財務資料) Completion report (including financial information)	Section 1.9 條



## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(H) 營運計劃 Operation Plan	規格條款 Specification
<ul style="list-style-type: none"><li>營運機構須於<b>項目開展後28日內提交營運計劃</b> Operation Plan shall be submitted within 28 days of the Project Commencement Date</li></ul>	Section 3.15 條
<ul style="list-style-type: none"><li>營運計劃須根據申請表的<b>項目計劃</b>制訂 The Operation Plan shall be prepared based on the Project Proposal included in its Application Form</li></ul>	



## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(I) 管理 <b>智能回收系統</b> 及 <b>訪客統計系統</b> Manage smart recycling device and visitor counting system	規格條款 Specification
<ul style="list-style-type: none"><li>• <b>管理</b>由政府代表提供的<b>智能回收系統(如有)</b>，包括智能磅、入樽機、智能回收箱 Manage all the smart recycling devices provided by the Government Representative (if any), including smart balance, RVM and smart recycling bin(s)</li></ul>	Section 3.3.4 條
<ul style="list-style-type: none"><li>• 為智能回收系統提供<b>日常清潔及支援服務</b> Provide daily basic maintenance and support services to all smart recycling devices</li></ul>	
<ul style="list-style-type: none"><li>• 設置及管理<b>訪客統計系統</b>，<b>上傳實時訪客統計數據</b> Set up and maintain the visitor counting device, and upload the real-time visitor counting data</li></ul>	





## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(J) 協助推行「綠綠賞」電子積分計劃 Assist in implementing the “GREEN\$ Electronic Participation Incentive Scheme” (ePIS)	規格條款 Specification
<div data-bbox="45 654 152 716">↓ \$</div> <ul style="list-style-type: none"><li>營運機構<b>無須購買禮品</b> The Operator is not required to purchase gift items</li><li>除非營運機構獲指示需根據<b>額外服務提供客戶服務</b>，否則不用提供禮品兌換服務 Unless being instructed to provide customer services under Additional Services, the Operator is not required to provide manual gift redemption services</li></ul>	Section 3.7 條



## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(K) 項目管理團隊 Project Management Team	規格條款 Specification
<ul style="list-style-type: none"><li>• <b>1名全職項目經理</b>，至少1年與管理收集或回收廢物或回收物的相關工作經驗 1 full-time manager with at least 1 year's experience in waste / recyclable collection or recycling in a capacity of not lower than managerial level</li></ul>	Section 1.7.2 條
<ul style="list-style-type: none"><li>• <b>1名全職主任</b>，至少1年與前線收集或回收廢物或回收物的相關工作經驗 1 full-time supervisor with at least 1 year's experience in frontline operation of waste / recyclable collection or recycling</li></ul>	
<ul style="list-style-type: none"><li>• <b>其他足夠的支援人員</b> Sufficient supporting staff</li></ul>	



## 營運及管理回收便利點及回收服務的要求

### Requirements for operating and managing Recycling Store and collection services

(L) 完成交接 Completion of handover	規格條款 Specification
<ul style="list-style-type: none"><li>於項日期完結前，將營運服務的最新詳情，及工具或設備移交下一任營運團體 The Operator shall hand over the updated details of the operation of the Services as well as the tools/ equipment to the follow-on operator before the expiry of the Term</li><li>➤ 不包括打紮機、回收車輛 (交回營運團體) Excluding baler, collection vehicle (revert to the Operator)</li></ul>	<i>Section 2.2.6.5 、 3.6.1.3 、3.14 條</i>

# 基本服務 Basic Services



每月目標回收量 (以交往獲批准的下流回收商的重量為準)

**Monthly Minimum Targets (based on the quantities handed over to the approved recyclable processors)**

(規格條款 – 附錄 B Appendix B of the Specification)

回收便利點 Recycling Store		每月目標回收量 (噸/月) Monthly Minimum Target (tonnes / month)	
		i. 廢塑膠 Plastics	ii. 除廢塑膠以外的所有指定回收物 Designated Recyclables excluding Plastics
1	綠在鰂魚涌 GREEN@QUARRY BAY	15	20
2	綠在香港仔 GREEN@ABERDEEN	15	15
3	綠在天后 GREEN@TIN HAU	12	15
4	綠在西營盤 GREEN@SAI YING PUN	15	15
5	綠在上環 GREEN@SHEUNG WAN	15	15
6	綠在土瓜灣 GREEN@TO KWA WAN	15	20
7	綠在紅磡 GREEN@HUNG HOM	15	20
8	綠在寨城 GREEN@WALLED CITY	15	20
9	綠在裕民坊 GREEN@YUE MAN SQUARE	20	20
10	綠在長沙灣 GREEN@CHEUNG SHA WAN	20	20

# 基本服務 Basic Services



每月目標回收量 (以交往獲批准的下流回收商的重量為準)

**Monthly Minimum Targets (based on the quantities handed over to the approved recyclable processors)**

(規格條款 – 附錄 B Appendix B of the Specification)

回收便利點 Recycling Store	每月目標回收量 (噸/月) Monthly Minimum Target (tonnes / month)	
	i. 廢塑膠 Plastics	ii. 除廢塑膠以外的所有指定回收物 Designated Recyclables excluding Plastics
11 綠在大角咀 GREEN@TAI KOK TSUI	15	20
12 綠在新蒲崗 GREEN@SAN PO KONG	20	20
13 綠在梅窩 GREEN@MUI WO	12	15
14 綠在粉嶺 GREEN@FANLING	15	15
15 綠在石湖墟 GREEN@SHEK WU HUI	15	15
16 綠在大埔墟 GREEN@TAI PO MARKET	12	15
17 綠在路德圍 GREEN@LO TAK COURT	20	20
18 綠在青衣 GREEN@TSING YI	20	15
19 綠在新墟 GREEN@SAN HUI	20	15
20 綠在元朗墟 GREEN@YUEN LONG HUI	20	20

## 額外服務 Additional Services

- ▶ 在服務期內**按指示**提供額外服務

Upon receipt of instructions, the Operator shall carry out Additional Services during Service Period

額外服務類型 Scope of Additional Services	規格條款 Specification
<ul style="list-style-type: none"> <li>提供<b>額外回收流動點</b> Provision of additional recycling spots</li> </ul>	Section 4.2 條
<ul style="list-style-type: none"> <li>提供<b>額外流動回收服務</b> Provision of additional off-site collection service</li> </ul>	Section 4.3 條
<ul style="list-style-type: none"> <li>營運<b>社區回收點</b> (提供至少<b>一星期一次</b>回收服務) Provision of community collection points (at least provide collection on a weekly basis)</li> </ul>	Section 4.4 條
<ul style="list-style-type: none"> <li><b>宣傳教育活動</b> Provision of promotional and educational activities                             <ul style="list-style-type: none"> <li>▶ 最少1小時 At least 1 hour</li> <li>▶ 最少有15名參加者 At least 15 participants</li> <li>▶ 最少2名員工 At least 2 staff members</li> </ul> </li> </ul>	Section 4.5 條

# 額外服務 Additional Services



額外服務類型 Scope of Additional Services	規格條款 Specification
<ul style="list-style-type: none"> <li>提供及營運<b>額外回收車輛</b> Provision and operation of additional collection vehicles</li> <li>除額外回收車輛外，營運機構可根據指示按每程、每日或其他方式<b>僱用商業運送服務</b> Apart from additional collection vehicles, the Operator may hire commercial delivery services on a trip-by-trip, day-by-day or other basis upon instruction <ul style="list-style-type: none"> <li>➤ <b>按實報實銷</b>形式得到款項 Receive payment on a reimbursement basis</li> </ul> </li> </ul>	Section 4.6 條
<ul style="list-style-type: none"> <li><b>裝飾額外回收車輛</b> Provision of decoration of additional collection vehicle(s) <ul style="list-style-type: none"> <li>➤ 製造及安裝車輛貼膜 Production and installation of vehicle wrapping stickers</li> </ul> </li> </ul>	Section 4.7 條
<ul style="list-style-type: none"> <li><b>收集及處理超過每月目標量的指定回收物</b> Collection and handling of designated recyclables exceeding monthly minimum targets <ul style="list-style-type: none"> <li>➤ 相關費用 (「<b>額外處理費</b>」) 按 <i>規格條款第4.11 條</i> 的條件提供 The relevant cost (“additional handling payment”) shall be provided subject to the conditions in <i>Specification Section 4.11</i></li> </ul> </li> </ul>	Section 4.11 條



# 額外服務 Additional Services

## 額外服務類型

### Scope of Additional Services

- **於店舖提供客戶服務**，例如：

Provision of customer service at store, for example:

- **協助分類和稱重回收物**

Assist in sorting and weighing recyclables

- **回答查詢並處理投訴**

Answer enquiries and handle complaints

- **推廣「綠綠賞」電子積分計劃**

Promote the GREEN\$ ePIS

- **協助市民將所需資料輸入智能回收設備**

Assist the public in inputting required information into smart recycling devices

- **提供由政府代表提供的禮品（如有）供市民兌換**

Provide gift items provided by the Government Representative (if any) for redemption by the public

- **教育市民正確使用智能回收設備**

Educate the public on using smart recycling devices

- **維持排隊秩序並處理任何糾紛**

Maintain order in queuing and handle any disputes

- **監控任何詐欺行為並處理任何可疑案件**

Monitor any frauds and handle any suspected cases




## 規格條款

### Specification

Section 4.12 條



額外服務類型 Scope of Additional Services	規格條款 Specification
<ul style="list-style-type: none"><li>• <b>以自助服務形式延長店舖營運時間</b> Provision of additional operating hours of Store in self-service mode<ul style="list-style-type: none"><li>➤ 服務要求與基本營運時間一致 Same service requirements as the normal operating hours</li></ul></li></ul>	<p>Section 4.13 條</p> 

### 3.申請須知及填寫申請表格指引

Notes and Guide to Complete the Application Form

## 如何申請? How to Apply?



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](http://www.ecf.gov.hk)

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

以電郵方式發送至秘書處：

By email to the Secretariat:

[ecf@eeb.gov.hk](mailto:ecf@eeb.gov.hk)

\* 請付足夠郵資，秘書處不會收取郵資不足的郵件

Please ensure payment of sufficient postage, the Secretariat will not accept underpaid mails

## 申請截止日期 Application Deadline



### ▶ 若選擇遞交紙本申請：

For paper-based applications:



- ❑ 填妥的申請表格須於2025年10月8日下午6時前送達秘書處  
Completed application form must reach the Secretariat before 6:00 pm on 8 October 2025
- ❑ 須遞交申請表格**正本及軟複本**（「Word」格式）  
Both original hard copy and soft copy (in "Word" format) of the application form shall be submitted
- ❑ 若以郵寄方式遞交，郵戳日期必須為2025年10月8日或之前  
For submission by mail, the postmarks should be dated on or before 8 October 2025

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

### ▶ **請於信封面或電郵標題註明所申請的回收便利點** Please indicate the recycling store that you are applying for on the envelope or email title



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 shall ensure that information in their applications is detailed and accurate and provide the required supporting documents

填寫申請表格前請先細閱「**實踐及行動項目 – 申請指引(回收便利點項目)**」(只提供英文版本)

Before completing the application form, please read carefully the "Guide to Application – Practice and Action Projects (Recycling Store Projects)"

- 須就**每個申請**提交由機構負責人（即申請機構的主管或副主管）**填妥的附錄I**，**否則申請將被視為無效**  
The application will be considered invalid if Annex I is not submitted. The Annex I shall be submitted individually for each application and shall be completed by the person-in-charge (i.e. Head or Deputy Head of the applicant organisation)
- 如申請機構**未完成申請表格甲部分的聲明**，其**申請可能會被視為無效**  
Failure of an applicant organisation to complete the Declaration in Section A of the Application Form may render its application invalid
- 如申請機構**未在申請中提交預算項目1.1至1.6和2.1至2.9的預算開支金額**，其**申請可能會被視為無效**  
Failure of an applicant organisation to submit with its application the estimated expenditure of any or all the Items 1.1 to 1.6 and 2.1 to 2.9 of the Budget of the Project in Section C of the Application Form may render its application invalid
- 申請指引第3.1.2部分所要求的**相關註冊文件的副本**  
A copy of the relevant registration document required under section 3.1.2 of the Guide
- 附錄II – 每間**協作機構的書面同意書** (如有)  
Annex II - Written consent(s) of each collaborating organisations (if any)
- 每個同意參與屋宇回收服務的**屋宇的書面同意書** (如有)  
Written consent(s) form each residential premises who have agreed to participate in the Housing Collection Services (if any)
- 除環保基金項目外，提供收集及回收廢物或回收物服務**經驗的證明文件**  
Supporting documents for proving experience in providing collection and recycling services for waste or recyclables other than projects under the ECF



## 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(二) 18:10

推介 0

分享

Post

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

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，和隱瞞自己初創環保工程承辦公司的幕後負責人的身份，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，最終被告雖損手而回，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。



## 申請須注意事宜 Points to note



- ▶ 在一般情況下，申請機構在本輪邀請下**不會獲批多於3個項目**  
Under normal circumstances, an applicant organisation will not be approved to launch more than 3 projects in this round of invitation
- ▶ 申請機構**不應就同一個項目重複提交**申請  
Applicant organisation should not submit multiple applications for the same project
- ▶ **每份申請表格應只涵蓋一個項目**  
Each Application Form shall only cover one Project intended to be applied for
- ▶ 申請機構必須使用**指定的格式**填寫申請（不應自定項目預算表格的格式）  
Applicant organisation should use the specified format to fill out the application (e.g. do not customize the format of the budget table of the project)
- ▶ **任何不完整的申請都可能會不獲處理**。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 Subcommittee or the Secretariat is not obligated to contact the applicant organisations for missing information or clarification



# 申請表格甲部 – 申請機構資料

## Application Form Section A – Particulars of Applicant Organisation



(申請指引第 5.3.2 節 Section 5.3.2 of the Guide)

### 申請機構 Applicant Organisation

- ▶ 填寫**申請機構**及機構負責人的**基本聯絡資料**  
Fill in the basic contact information of the applicant organisation and the person-in-charge
- ▶ 機構負責人必須是申請機構的**主管或副主管**  
The person-in-charge should be the Head or Deputy Head of the applicant organisation

### 申請項目 The Proposed Project



- ▶ 每份表格**只可選擇1個項目 (如欲申請多個項目，應分開提交表格)**  
Each application form shall only select 1 project (if you wish to apply for multiple projects, please submit separate application forms)

#### Section A – Particulars of Applicant Organisation

##### 甲 部 – 申請機構資料

#### Applicant Organisation 申請機構

Name of Applicant Organisation*:	(English 英文)	_____
申請機構名稱*:	(Chinese 中文)	_____
Correspondence Address:	_____	
通訊地址:	_____	
Name of Person-in-charge*:	(English 英文)	(Mr / Mrs / Miss)
機構負責人姓名*:	(Chinese 中文)	(先生/女士/小姐)

#### 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

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

# 申請表格甲部 – 申請機構資料

## Application Form Section A – Particulars of Applicant Organisation



(申請指引第 5.3.2 節 Section 5.3.2 of the Guide)

### 聲明 Declaration

- ▶ 請刪去不適用部分及妥為簽署申請表格 / 文件  
Please cross out part(s) not applicable and duly sign  
application form/document(s)

#### Declaration 聲明

<sup>^</sup> Please delete as appropriate. 請刪去不適用者。

I hereby certify that 本人謹此聲明 –

- the organisation is non-profit-making in nature and it receives / does NOT receive<sup>^</sup> Government subvention at present;  
本機構屬非牟利性質，現時有／沒有接受政府補助；
- 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；
- subsidies from other sources have / have not<sup>^</sup> been or are / are not<sup>^</sup> 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）；

- 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：

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 預定項目推行期 Tentative duration of the Project

- 申請機構須留意及**遵守項目的暫定推行期**：  
The applicant organisation shall note and comply with the tentative duration of the Project:

**1/1/2026 — 31/3/2027**

### 項目的協作機構的詳細資料

#### Details of Collaborating Organisation(s) of the Project

- 如協作機構已落實參與此項目，請遞交有關的**附錄II - 書面同意書**  
If the involvement(s) of the collaborating organisation(s) in the project has/have been confirmed, please provide relevant Annex II - Written Consent(s)

3. 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。)

<sup>^</sup> 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 <sup>^</sup> 狀況 <sup>^</sup>
e.g.: xxx 例：xxx	Ms xxx Tel: xxxx xxxx  XXX 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/ <del>To Be Confirmed</del> 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

請留意，所有已落實的協作機構**在項目獲批准後**均須各自簽署一份**國家安全確認書**

Please note that all confirmed collaborating organisations are required to sign a Confirmation on National Security individually after project approval

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 項目要求 Requirements of the Project

#### ▶ **申請機構須留意並同意履行附錄III – 項目規格條款中詳細列明的所有要求**

The applicant organisation shall note and agree to fulfil all the requirements as more particularly described in Annex III – Project Specification

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.2(A) 回收流動點

#### Implementation Proposal – 4.2(A) Recycling Spots

- ▶ 就服務地區內設置及營運回收流動點提供安排詳情，填寫**建議位置、收集次數及原因**  
Fill in the proposed locations, schedule with reason and details of the arrangement for setting up and operation of Recycling Spots within the service area
- ▶ 每節回收流動點的營運時間至少為**3小時**  
Each session of Recycling Spot shall be operated for at least 3 hours
- ▶ **營運機構每月須營運至少28節回收流動點**  
The Operator shall operate at least 28 sessions of Recycling Spots each month

(A) 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 <sup>^</sup> 安排細節
E.g. 例子	Java Road, North Point 北角渣華道	08:00 - 11:00 every Wednesday As 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/ <del>Not arranged yet 未安排</del>
1.			Already arranged 已安排/ Not arranged yet 未安排
2.			Already arranged 已安排/ Not arranged yet 未安排



# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.2(B) 屋宇回收點

#### Implementation Proposal – 4.2(B) Housing Collection Points

- ▶ 就屋宇回收服務填寫**建議屋宇的位置、收集次數及原因**  
Fill in the proposed location of residential premises & schedule with reasons for the provision of Housing Collection Services
- ▶ 提交已同意參與回收服務的屋宇的**書面同意書**(如有)  
Submit written consents from residential premises which have agreed to participate (if any)
- ▶ 每個屋宇每月至少提供**1次收集**  
At least 1 collection per month is required for each of such residential premises
- ▶ **營運機構每月須至少為50個屋宇**提供回收服務  
The Operator shall provide a minimum of no less than 50 residential premises serviced each month

(B) 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 Garden ABC 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
1.			Yes 是/ No 否
2.			Yes 是/ No 否
3.			Yes 是/ No 否

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.2(C) 回收車輛

#### Implementation Proposal – 4.2(C) Collection Vehicle

- ▶ 填寫擬提供的車輛數量及詳細信息  
Fill in the proposed number and detailed information of the vehicles to be deployed
- ▶ 營運機構須提供及營運至少1架回收車輛，並符合附錄 III – 項目規格條款的要求  
The Operator shall provide and operate at least 1 collection vehicle in accordance with the requirements as described in Annex III – Project Specification

(C) 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	

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.2(D) 人力資源安排

#### Implementation Proposal – 4.2(D) Human Resource Plan

- 填寫所涉及人員的**架構和數目**、各職位的職責、學歷、技能和經驗，以及就項目投入的時間

State the composition and number of staff to be involved in the project, the role, education level, the skill and experience required for each position and the amount of time to be contributed to the project

- 營運機構須提供至少**1名全職經理**及**1名全職主任**，以及根據附錄 III – 項目規格條款提供充夠數目的支援人員

The Operator shall provide at least 1 full-time manager and 1 full-time supervisor for each project and ensure that a sufficient number of supporting staff is provided in accordance with the requirements in Annex III – Project Specification

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
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。				



# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.2(E) 監督計劃

#### Implementation Proposal – 4.2(E) Supervision Plan

- ▶ 填寫建議的員工監督機制及員工培訓安排，並提供具體實施安排

State the proposed mechanism for staff supervision and staff training arrangement. Detailed implementation arrangement shall be provided

#### (E) 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
<b>Staff supervision arrangement</b> 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)	
<b>Staff training arrangement</b> 員工培訓安排  (e.g. arranging training or correction actions for employees with poor performance, providing training for new employees)  (例如就表現欠佳的員工安排培訓或糾正行動、為新員工提供培訓)	

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.3(A) 優化計劃

#### Implementation Proposal – 4.3(A) Enhancement Proposals

- ▶ 提供**改善建議**、執行細節及預期效益（例如預期**可節省的成本**、預期**可提升的回收量**），以更有效率及更具成本效益的方式達成項目的基本要求和目標

Provide enhancement proposals, implementation details and expected benefits (e.g. expected cost saving, expected increase in handling rates) of the proposals to achieve the basic requirements and targets of the Project in a more efficient and cost-effective way

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。		

# 申請表格乙部 – 項目計劃

## Application Form Section B – Project Proposal



(申請指引第 5.3.3 節 Section 5.3.3 of the Guide)

### 推行方案 – 4.3(B) 創新計劃

#### Implementation Proposal – 4.3(B) Pro-innovation Proposals

- ▶ 提供**創新方案**、執行細節，以及與類似項目的分別

Provide pro-innovation proposals, implementation details and differences of the proposals from project of similar type

### 推行方案 – 4.3(C) 環境、社會及管治計劃

#### Implementation Proposal – 4.3(C) ESG Proposals

- ▶ 簡述申請機構在**環境、社會和管治**方面的表現

Provide brief descriptions on environmental, social and governance (ESG) practices of the applicant organisation

#### (B) 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

#### (C) ESG Proposals 環境、社會及管治計劃

Please provide brief descriptions on Environmental, Social and Governance (ESG) Practice Applicant Organisation (e.g. initiatives implemented to reduce negative environmental 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

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)



### 項目預算 Budget of the Project

- ▶ **必須提供項目預算中所有1.1至1.6項和2.1至2.9項的預算開支**  
Must provide estimated expenditure of all items 1.1 to 1.6 and 2.1 to 2.9 under the Budget of the Project
- ▶ 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**未有就任何項目提供預算開支資料，申請可能會被視為無效**  
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, the application may be considered invalid
- ▶ **預算開支須包括申請機構履行附錄III – 項目規格條款所列的所有要求、申請表格所提供的項目計劃、優化及創新建議的全部費用**  
The estimated expenditure shall be all-inclusive of all funding requested for the performance by the applicant organisation of all obligations in Annex III – Project Specification, the project proposals and enhancement and innovative suggestions provided in the Application Form

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 基本服務

#### Budget of the Project - Basic Services

- ▶ **[項目1.1] 不應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**

[Item 1.1] 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



- ▶ **[項目1.1] 此項的預算開支不得超過整個項目擬申請資助總額的5%**

[Item 1.1] The estimated expenditure of this item shall not be more than 5% of the total amount of grant requested for the whole Project

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	<p>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</p> <p>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)</p> <p>[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。]</p> <p>[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%。]</p>	

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 基本服務

#### Budget of the Project - Basic Services

- ▶ **[項目1.2 – 1.6]** 預算開支應為涵蓋整個服務期的總計(**請勿填寫每月單價**)

[Item 1.2 – 1.6] The estimated expenditure should be the total amount covering the entire service period (please do not provide monthly unit price)

- ▶ **[項目1.2 - 1.3]** 不應包括回收便利點所涉及的實報實銷**租金及相關行政費用**

[Item 1.2 – 1.3] The amount of reimbursement(s) for the rental and associated administrative costs of Recycling Store shall not be included

1.2	<p>Operation of Store for a <u>12-month of services period</u> &amp; 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</p> <p>按附錄 III - 項目規格條款第一及第三部分要求，於 <u>12 個月服務期</u>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）</p> <p><i>[Note: The amount of reimbursement(s) for the rental and associated administrative costs of Recycling Store shall not be included.</i> 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。]</p>	
1.3	<p>Provision of operation and management services of Workshop for a <u>12-month of services period</u> in accordance with Sections 1 and 3 of Annex III – Project Specification</p> <p>按附錄 III - 項目規格條款第一及第三部分要求，於 <u>12 個月服務期</u>內營運及管理工場</p> <p><i>[Note: The amount of reimbursement(s) for the rental and associated administrative costs of Workshop shall not be included.</i> 註：不包括工場所涉及的實報實銷租金及相關行政費用。]</p>	
1.4	<p>Provision of service for setting up and operation of Recycling Spots for a <u>12-month of services period</u> in accordance with Sections 2.5, 3.4 and 3.14 of Annex III – Project Specification</p> <p>按附錄 III - 項目規格條款第 2.5, 3.4 及 3.14 節要求，於 <u>12 個月服務期</u>內提供設立及營運回收流動點服務</p>	
1.5	<p>Provision of Housing Collection Service for a <u>12-month of services period</u> in accordance with Sections 2.6, 3.5 and 3.14 of Annex III – Project Specification</p> <p>按附錄 III - 項目規格條款第 2.6, 3.5 及 3.14 節要求，於 <u>12 個月服務期</u>內提供屋宇回收服務</p>	
1.6	<p>Decoration and operation of the Collection Vehicle for a <u>12-month of services period</u> in accordance with Section 3.6 of Annex III – Project Specification</p> <p>按附錄 III - 項目規格條款第 3.6 節要求，裝飾及於 <u>12 個月服務期</u>內營運回收車輛</p>	



# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 額外服務

#### Budget of the Project - Additional Services

- ▶ **[項目2.1 – 2.9]** 每項項目的**單價**以及預計開支**小計**都須填寫  
[Item 2.1 – 2.9] Provide both the unit costs and the subtotals of estimated expenditure
- ▶ **[項目2.1 – 2.9]** 申請表格上的額外服務的數量僅為**估算數字**。實際數量可能會根據**實際需求**有所調整  
[Item 2.1 – 2.9] The quantity of additional services on the application form is only an estimate. The actual quantities may vary depending on the actual need

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 額外服務

#### Budget of the Project - Additional Services

- ▶ **[項目2.1]** 單價以**每節額外回收流動點**計算  
[Item 2.1] The unit cost shall be based on per session of an additional Recycling Spot
- ▶ **[項目2.2]** 單價以**每次收集**計算  
[Item 2.2] The unit cost shall be based on per collection
- ▶ **[項目2.3]** 單價以**每社區回收點營運月數**計算  
(每個點每星期須提供至少1次收集)  
[Item 2.3] The unit cost shall be based on operation-month of a Community Collection Point (one collection each week for each point)

例如：5 個社區回收點 x 12個月營運月數 = 60社區回收點營運月數

Example: 5 Community Collection Points x 12 operation months = 60 operation-month of a Community Collection Point

	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	



# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 額外服務

#### Budget of the Project - Additional Services

- ▶ **[項目2.4]** 單價以**每次活動**計算  
[Item 2.4] The unit cost shall be based on per activity
- ▶ **[項目2.5]** 單價以**回收車輛工作月**計算  
[Item 2.5] The unit cost shall be based on per month per Collection Vehicle

例如：1 架額外回收車輛 x 10個月營運月數  
= 10回收車輛工作月

Example: 1 additional collection vehicle x 10 operation months = 10 operation-month of a collection vehicle

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	

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 額外服務

Budget of the Project - Additional Services

- ▶ **[項目2.6]** 單價以**每次裝飾**計算  
[Item 2.6] The unit cost shall be based on per decoration
- ▶ **[項目2.7(a)及(b)]** 單價以**每噸**送往獲批准的回收商的指定回收物計算  
[Items 2.7(a) & (b)] The unit cost shall be based on each tonne of designated recyclable delivered to approved recyclable processors
- ▶ **[項目2.7(a)及(b)]** 此兩項分項的預算開支總額不得超過整個項目擬申請資助總額的10%  
[Items 2.7(a) & (b)] The subtotal estimated expenditure of these two sub-items shall not be more than 10% of the total amount of grant requested for the whole Project



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 <sup>#</sup> 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 <sup>#</sup>				
2.7 (a)	Plastics <sup>#</sup> 塑膠 <sup>#</sup>		240	tonnes 噸	
2.7 (b)	Designated Recyclables excluding Plastics <sup>#</sup> 塑膠以外的其他指定回收物 <sup>#</sup>		540	tonnes 噸	

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 額外服務

#### Budget of the Project - Additional Services

##### ► [項目2.8] 單價以人工作時數計算

[Item 2.8] The unit cost shall be based on man-hour

例如：1 名員工 x 1,500 工作時數 = 1,500 人工作時數

Example: 1 staff member x 1,500 working hours = 1,500 man-hour

##### ► [項目2.9] 單價以時數計算

[Item 2.9] The unit cost shall be based on hours

例如：每日額外營運店舖 3 小時 x 365 日 = 1,095 時數

Example: 3 additional operating hours of Store each day x 365 days = 1,095 hours

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	

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算 - 報銷項目

#### Budget of the Project - Reimbursement Items

- ▶ **[項目3.1 - 裝修費用]** 以實報實銷提供，上限為 **HK\$ 1,000,000**  
[Item 3.1] Provided on a reimbursement basis, subject to a ceiling of \$1,000,000
- ▶ **[項目3.2 - 租金及相關行政開支]** 以實報實銷提供，上限為 **HK\$ 2,000,000**  
[Item 3.2] Provided on a reimbursement basis, subject to a ceiling of \$2,000,000
- ▶ **[擬申請資助總額]** 計算預算方案第1.1至1.6項，2.1至2.9項及3.1至3.2項的**總數**  
[Amount of Grant Requested] Calculate the total of Items No. 1.1 to 1.6, 2.1 to 2.9 and 3.1 to 3.2

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)		

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 採購資本物品理由

#### Justification(s) for Procurement of Capital Items

- ▶ 請說明該資本物品的用途和必要性  
Please provide explanation on the use of and necessity for the capital item

#### 2. 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

# 申請表格丙部 – 建議預算

## Application Form Section C – Proposed Budget



(申請指引第 5.3.4 節 Section 5.3.4 of the Guide)

### 項目預算收入

#### Estimated Revenue Generated from the Project

- 在計算申請的資助金額時，應考慮項目預計獲得的收入

Estimated revenue expected to be gained from the project shall be taken into account when working out the amount of grant applied for

### 項目其他資助及贊助來源

#### Other Sources of Subsidies and Sponsorship

- 審議建議項目時，會考慮建議項目是否另有資助來源

In vetting a project proposal, due consideration will be given to whether the project has received other sources of funding support

#### 3. 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		

#### 4. 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

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

# 申請表格丁部 – 其他資料

## Application Form Section D – Other Information



(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

### 項目組長資料

#### Information of the Project Leader

- ▶ 項目組長和機構負責人可以由同一人擔任，亦可以由不同人士擔任

The project leader and person-in-charge can be the same person or different individuals

**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<sup>^</sup>)

**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：

<sup>^</sup>Please delete as appropriate. 請刪去不適用者。



# 申請表格丁部 – 其他資料

## Application Form Section D – Other Information



(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

### 申請機構的經驗

#### Experience of Applicant Organisation

- ▶ 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**  
Experience 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
- ▶ 須提供**證明文件**  
Provide supporting documents

2. 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



# 申請表格丁部 – 其他資料

## Application Form Section D – Other Information



(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

申請機構的網址

Applicant Organisation's Website

申請機構的社交平台網址或其平台名稱

Applicant Organisation's Social Media Platform or Its Platform User Name

▶ 請提供申請機構的網址、社交平台網址或其平台名稱

Please provide the information about the website, social media platform or its platform user name of the applicant organisation

3. Applicant Organisation's Website 申請機構的網址

4. 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)

# 申請表格丁部 – 其他資料

## Application Form Section D – Other Information



(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

### 申請機構的補充資料

#### Supplementary Information of the Applicant Organisation

- ▶ 申請機構可展示其社區網絡的相關能力  
The applicant organisation can demonstrate their capability in community network

5. **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。)

# 申請表格 - 首次申請機構資料補充頁

## Application Form – Supplementary Sheet for First-time Applicant Organisation

(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

### 適用於以下情況：

Applicable to the following situations:

- ▶ **首次申請實踐及行動項目**  
For first-time applicant organisation of Practice and Action Project
- ▶ **機構資料及 / 或組織章程大綱及 / 或組織章程細則有所更改**  
The organisation's information and / or Memorandum of Association and / or Articles of Association has / have been changed

# 申請表格 - 首次申請機構資料補充頁

## Application Form – Supplementary Sheet for First-time Applicant Organisation

(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

### 須提供以下文件：

Provide the following documents:

- ▶ 根據《稅務條例》第88條獲豁免繳稅的機構  
Organisations which are exempted from tax under section 88 of the Inland Revenue Ordinance

- 稅務局就根據《稅務條例》第88條所作豁免繳稅安排發出的函件副本；

a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance

- 申請機構的註冊文件副本；

a copy of the applicant organisation's registration document; and

- 申請機構的組織章程細則副本。

a copy of the applicant organisation's Articles of Association.

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

# 申請表格 - 首次申請機構資料補充頁

## Application Form – Supplementary Sheet for First-time Applicant Organisation

(申請指引第 5.3.5 節 Section 5.3.5 of the Guide)

### 須提供以下文件：

Provide the following documents:

- ▶ 根據《社團條例》或《公司條例》註冊的機構  
Organisations which are registered under the Societies Ordinance / the Companies Ordinance
  - 註冊證明文件副本；  
a copy of the certificate of registration; and
  - 申請機構的組織章程細則副本（當中需包含禁止成員在公司解散後攤分利潤或資產的條款；而其宗旨及權力需要列明不可以向成員分攤收入及財產）。  
a copy of the applicant organisation's Articles of Association (include clauses prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its incomes and properties amongst its members)

2. 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。 \_\_\_\_\_)



## 4. 審批程序及準則

### Vetting Process and Criteria

## 審批程序 Vetting Process



### ▶ 審批程序會於2025年12月中完成

The vetting process will be completed in mid December 2025

申請機構向環境及自然保育基金秘書處遞交申請

Applicant organisations submit applications to ECF Secretariat



實踐及行動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 applications will be vetted by the Practice and Action Projects Vetting Subcommittee 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 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

# 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 Committee. The competition for each round of funding applications is very keen. Applicant organisations should have well planning on the project proposal before submitting the application
- ▶ 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**（例如一個申請項目就「建議項目的成本效益」未能取得佔總分百份比30%的評分）則**不會獲考慮批出資助**該項目  
If the proposed project fails to attain half or more of the relevant scoring weight in any of the assessment criteria (for example, an application fails to get 30% of the total score in “Cost effectiveness of the proposed Project”), the application will not be approved for funding

評審準則 Assessment Criteria	評分比重（佔總分百份比） Scoring Weight (Percentage of Total)
<b>建議項目的質量</b> Quality of the proposed Project	<b>20%</b>
<b>建議項目的成本效益</b> Cost effectiveness of the proposed Project	<b>60%</b>
<b>申請機構的能力及過往表現</b> Capability and track record of the applicant organisation	<b>20%</b>





## 5. 資助款額的發放

### Disbursement of Funds

## 資助款項的發放 Disbursement of Funds



- ▶ **基本服務** (預算方案第1.1 – 1.6項報價項目)  
Basic services (Items 1.1 – 1.6 of Budget Proposal)
- ▶ **額外服務** (預算方案第2.1 – 2.9項報價項目)  
Additional services (Items 2.1 – 2.9 of Budget Proposal)
- ▶ 根據指示搬遷店舖或工場，或因營運機構無法控制並經批准的原因搬遷店舖的**裝修費用** (預算方案第3.1項報價項目)  
Renovation costs of relocation of Store or Workshop as instructed, or relocation of the Store with approved reasons beyond the control of the operator (Items 3.1 of Budget Proposal)
- ▶ **租金及相關行政開支** (預算方案第 3.2項報價項目)  
Rental and associated administrative costs (Items 3.2 of Budget Proposal)

# 基本服務的付款方式

## Payment arrangements for basic Services



(附錄 IV - 付款安排第 B.3.3 條 Section B.3.3 of Annex IV - Payment Arrangements)

報價項目1.1: 設立服務 Item no. 1.1 of Budget Proposal: Setting up services		應付金額的百分比 % of amount payable
1	遞交店舖及工場的 <b>商舖建議</b> Submission of rental proposals of the Store and Workshop	10%
2	遞交 <b>裝修設計文件</b> 及物件圖 Submission of the renovation plan and product schedules	10%
3	<b>完成設立</b> 回收便利點的店舖及工場 Completion of setting up the Store and Workshop	55%
4	遞交 <b>營運計劃書</b> Submission of the Operation Plan	25%
報價項目1.1應付金額的總百分比 Total % of amount payable for Item no. 1.1 of Budget Proposal		100%

營運機構須根據自行填寫基本服務的報價**執行規格條款及所提交的項目計劃的所有要求**

The basic services costs quoted by the Operator shall include for all costs for the requirements under the Specification and Project Proposal it submitted

- 不包括實報實銷上限內的租金及相關行政開支、因特殊情況搬遷回收便利點的裝修費用

Excluding the amount of reimbursement(s) for rental and associated administrative costs, and renovation costs for relocation of Recycling Store under special circumstances

# 基本服務的付款方式

## Payment arrangements for basic Services



(附錄 IV - 付款安排第 B.3.3 條 Section B.3.3 of Annex IV - Payment Arrangements)

報價項目1.2: 營運店舖及整體項目管理 Item no. 1.2 of Budget Proposal: Operation of Store & overall Project management		應付金額的百分比 % of amount payable
5	完成每月基本服務(包括店舖的營運及管理，但不包括以下付款項目第6-14項) Completion of a monthly operation of the Basic Services (including operation and management of the Store but excluding payment items no. 6 to 14 below)	每月 8% Each month
6	完成店舖的交接 Acceptance of handover of the Store	4%
報價項目1.2應付金額的總百分比 Total % of amount payable for Item no. 1.2 of Budget Proposal		100%
報價項目1.3: 營運及管理工場 Item no. 1.3 of Budget Proposal: Operation and management of Workshop		應付金額的百分比 % of amount payable
7	完成每月工場的營運及管理 Completion of a monthly operation and management of the Workshop	每月 8% Each month
8	完成工場的交接 Acceptance of handover of the Workshop	4%
報價項目1.3應付金額的總百分比 Total % of amount payable for Item no. 1.3 of Budget Proposal		100%

# 基本服務的付款方式

## Payment arrangements for basic Services



(附錄 IV - 付款安排第 B.3.3 條 Section B.3.3 of Annex IV - Payment Arrangements)

報價項目1.4: 設立及營運回收流動點 Item no. 1.4 of Budget Proposal: Setting up and operation of Recycling Spots		應付金額的百分比 % of amount payable
9	完成每月回收流動點的營運 Completion of a monthly operation of recycling spots	每月 8% Each month
10	完成回收流動點的交接 Acceptance of handover of the Recycling Spots	4%
報價項目1.4應付金額的總百分比 Total % of amount payable for Item no. 1.4 of Budget Proposal		100%
報價項目1.5: 提供屋宇回收服務 Item no. 1.5 of Budget Proposal: Provision of Housing Collection Services		應付金額的百分比 % of amount payable
11	完成每月屋宇回收服務的營運 Completion of a monthly operation of housing collection services	每月 8% Each month
12	完成屋宇回收服務的交接 Acceptance of handover of housing collection services	4%
報價項目1.5應付金額的總百分比 Total % of amount payable for Item no. 1.5 of Budget Proposal		100%

# 基本服務的付款方式

## Payment arrangements for basic Services



(附錄 IV - 付款安排第 B.3.3 條 Section B.3.3 of Annex IV - Payment Arrangements)

報價項目1.6: 裝飾及營運回收車輛 Item no. 1.6 of Budget Proposal: Decoration and operation of the Collection Vehicle		應付金額的百分比 % of amount payable
13	完成回收車輛的裝飾 Completion of decorating the Collection Vehicle	1.6%
14	完成每月回收車輛的營運 Completion of a monthly operation of collection vehicle	每月 8.2% Each month
報價項目1.6應付金額的總百分比 Total % of amount payable for Item no. 1.6 of Budget Proposal		100%

# 額外服務的付款方式

## Payment arrangements for additional services

### ▶ 根據以下計算：

Calculated based on the following:

#### □ 預算方案報價項目第2.1 - 2.9項的單價

Unit costs for items 2.1 - 2.9 of the budget proposal; and

#### □ 每月根據實際要求所提供的服務數量

The actual quantities of services ordered in the particular month

### ▶ 就超過每月目標量的額外處理費：

For additional handling payment for exceeding monthly targets:

#### □ 以交付往獲批准回收商的數量計算

Calculated based on the quantity delivered to approved recyclable processors

#### □ 營運機構須呈交回收商的單據

The operator is required to submit relevant transaction records

# 額外服務的付款方式

## Payment arrangements for additional services



### 超過每月塑膠目標量的額外處理費

#### Additional handling payment for amount of Plastics exceeding the Monthly Minimum Target

(規格條款第 4.11 條 Specification Section 4.11)

級別 Band	該月超過每月目標的額外處理量 Additional Handling Rate exceeding Monthly Target in the particular month	額外處理費的計算 Calculation of additional handling payment
級別 Band 0	<4 噸 tonnes	<b>不會就額外處理量支付額外處理費</b> No additional handling payment for the additional amount
級別 Band 1	≥4 及 and <8 噸 tonnes	<b>4 x</b> 預算方案第2.7(a)項的單價 4 x Unit Cost of Item No. 2.7(a) in Budget Proposal
級別 Band 2	≥8 及 and <12 噸 tonnes	<b>8 x</b> 預算方案第2.7(a)項的單價 8 x Unit Cost of Item No. 2.7(a) in Budget Proposal
級別 Band 3	≥12 及 and <16 噸 tonnes	<b>12 x</b> 預算方案第2.7(a)項的單價 12 x Unit Cost of Item No. 2.7(a) in Budget Proposal
級別 Band 4	≥16 及 and <20 噸 tonnes	<b>16 x</b> 預算方案第2.7(a)項的單價 16 x Unit Cost of Item No. 2.7(a) in Budget Proposal
級別 Band 5	≥20 噸 tonnes	<b>20 x</b> 預算方案第2.7(a)項的單價 20 x Unit Cost of Item No. 2.7(a) in Budget Proposal



# 額外服務的付款方式

## Payment arrangements for additional services



超過每月塑膠以外的其他指定回收物目標量的額外處理費

Additional handling payment for amount of Designated Recyclables excluding Plastics exceeding the Monthly Minimum Target

(規格條款第 4.11 條 Specification Section 4.11)

級別 Band	該月超過每月目標的額外處理量 Additional Handling Rate exceeding Monthly Target in the particular month	額外處理費的計算 Calculation of additional handling payment
級別 Band 0	<45噸 tonnes	不會就額外處理量支付額外處理費 No additional handling payment for the additional amount
級別 Band 1	≥45噸 tonnes	45 x 預算方案第2.7(b)項的單價 45 x Unit Cost of Item No. 2.7(b) in Budget Proposal



# 租金及相關行政開支

## Rental and Associated Administrative Costs



(附錄 IV – 付款安排第 B.11 條 Annex IV – Payment Arrangements Section B.11)  
(規格條款第 2.3 條 Specification Section 2.3)

- ▶ 每月**租金和相關行政費** (例如:政府差餉、政府地租、地產代理費、租金按金、印花稅、物業管理費、以及租用政府物業時政府收取的其他相關費用) 以**實報實銷**形式發放 (上限為 **\$2,000,000**)

The monthly rental payment and associated administrative costs (e.g. Government rates, Government rent, agency fee, rental deposit, stamp duty, property management fee, and other associated costs charged by the Government when renting government premises) will be refunded on a reimbursement basis (with a ceiling of \$2,000,000)

- ▶ **不包括其他費用** (例如:牌照費(租賃牌照除外)、保險費、水電費按金、中央水冷費、冷氣費(租用政府物業時政府收取及同意的費用除外)、維修費、宣傳費、業主收取的其他服務附加費)

Excluding any other expenses (e.g. licensing fees (excluding rental licensing), insurance fees, deposit for utilities, central water chiller charges, air conditioning charges (excluding costs charged and agreed by the Government when renting government premises), maintenance fees, promotion fee, any other service surcharges payable to venue owner)

- ▶ **須呈交相關單據**

Shall provide relevant supporting documents

## 裝修費用 Renovation Costs



(附錄 IV – 付款安排第 B.12 條 Annex IV – Payment Arrangements Section B.12)  
(規格條款第 2.4 條 Specification Section 2.4)

- ▶ 以下情況會按**實報實銷**形式得到款項 (上限為**\$1,000,000**)  
In the event of the following situations, payment will be made on a reimbursement basis (with a ceiling of \$1,000,000)
  - 指示營運機構於**項目期限內搬遷店舖至指定場所**  
instructed the Operator to relocate the Store to a designated venue during the Term
  - 指示營運機構於**服務期內搬遷工場至指定場所**  
instructed the Operator to relocate Workshop to a designated venue during the Service Period
  - 營運機構因無法控制並**得到批准的原因**須在新地點**重新設立店舖**  
The Operator is required to relocate the Store to a new location due to approved reasons beyond its control

# 營運成效要求

## Operational Performance Requirements



(規格條款 - 第3.9條 Specification Section 3.9)

- ▶ 如在服務期內未有遵守營運合規要求，將按 規格條款 - 第3.9條 **扣減營運費**  
In the event that the Operational Performance Requirements are not fully complied during the Service Period, operation fees will be deducted according to Specification Section 3.9

- 廢塑膠的平均處理量須達到每月**目標回收量**

The average Handling Rate of Plastics must meet the Monthly Minimum Target

- 除廢塑膠以外的所有指定回收物的平均處理量須達到每月**目標回收量**

The average Handling Rate of Designated Recyclables excluding Plastics must meet the Monthly Minimum Target

- 須遵守環保法例及**指定項目要求**

Full compliance with environmental ordinances and specific project requirements



## 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

- ▶ 個別項目資助款項會設**上限**（例如租金及相關行政費用）

Funding cap will be set for individual budget item (such as rental and associated administrative costs)

- ▶ 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/暫停 / 終止資助

## Reduction/ Suspension/Termination of Funding Support



- ▶ 項目的**進度或營運機構的表現欠佳**

The project has not progressed or the operator has not performed satisfactorily

- ▶ 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.



環境及自然保育基金  
Environment and Conservation Fund

## 查詢 Enquiry

### 關於項目規格及付款安排

[Project Specification and Payment Arrangement](#)

環境保護署

Environmental Protection Department

電話 Tel. : 3690 7828

電郵 e-mail : [lwho@epd.gov.hk](mailto:lwho@epd.gov.hk)

### 關於提交ECF申請的程序

[ECF application submission procedures](#)

實踐及行動項目審批小組秘書處

Practice and Action Projects Vetting Subcommittee Secretariat

電話 Tel. : 2835 1234

傳真 Fax : 2827 8138

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