**Secretariat Use Only 秘书处专用**

S/N 编号：

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|  | ENVIRONMENT AND CONSERVATION FUND **环境及自然保育基金****Environmental Education and Community Action Projects****环保教育和社区参与项目****Application Form for****Small Scale Project on Clean Shorelines****清洁海岸小型项目申请表格** |

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| **Application Guideline 申请须知**This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Environmental Education and Community Action Projects Vetting Sub-committee (the Vetting Sub-committee) and the Vetting Sub-committee Secretariat (the Secretariat) as and when necessary.环境及自然保育基金（环保基金）委员会、环保教育和社区参与项目审批小组（审批小组）及审批小组秘书处（秘书处）可随时按需要修订本申请表格的内容。The soft copy of the Application Form can be downloaded from the website of the Environment and Conservation Fund (ECF) at:申请表格的软复本可从环境及自然保育基金（环保基金）网页下载，网址如下：* https://www.ecf.gov.hk/sc/application/index.html

Please read the “Guide to Application – Environmental Education and Community Action Projects” carefully and provide all details of the proposed project in a clear and concise manner. The Application Form may be completed in Chinese or English. Additional pages may be attached to the form if necessary. 请详阅《环保教育和社区参与项目－申请指引》，并清晰及简洁地提供建议项目的详情。请以中文或英文填写本申请表格。如有需要，可另页书写。All sections of the Application Form should be completed with all required information and supporting document(s) wherever required. Please ensure that all required information is submitted together with the Application Form. Where the information sought is not applicable or not available, please fill in “NA”.申请表格的所有部分均须填写；请确保所有需要的资料及证明文件均连同申请表格一并递交。如所须填报的资料为不适用或未能提供有关资料，请填上「不适用」。The Application Form should be typed or printed on both sides of the paper. The completed Application Form shall be submitted in both hard and soft copies (in “Word” format).申请表格应双面打印或列印。递交申请时，除申请表格正本外，须另附申请表格的软复本（「Word」档案格式）。The original hard copy of the completed Application Form (together with its softcopy in “Word” format) must be returned in an envelope by the **application deadline, i.e. before 6:00 pm on 6 December 2021** to:.填妥的申请表格正本（连同以「Word」档案格式储存的软复本）必须放入信封，并于**截止申请日期（即2021年12月6日）下午6时前**送交：

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| Environmental Education and Community Action Projects Vetting Sub-committee SecretariatEnvironment and Conservation Fund5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong香港湾仔轩尼诗道130号修顿中心5楼环境及自然保育基金环保教育和社区参与项目审批小组秘书处 |

Please mark “EE&CA Projects — Small Scale Project on Clean Shorelines” on the envelope. 信封面请注明「环保教育和社区参与项目— 清洁海岸小型项目」。For applications submitted by mail, the postmark should be dated on or before the application closing date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case the Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 6:00 pm on the application closing date, the application closing time will be extended to 6:00 pm on the next working day. 若以邮寄方式递交申请表格，邮戳日期必须为截止申请日期或之前。投寄前请确保已付足够邮资，秘书处并不接受邮资不足的邮件。如在截止申请日期当天中午12时至下午6时期间，黑色暴雨警告讯号或八号或以上热带气旋警告讯号生效，截止申请时间将会延至下一个工作日的下午6时。Late or incomplete applications, and an application form not submitted in accordance with the format prescribed above (including applications submitted by facsimile and/or e-mail without parallel submission of the original hard copy) will not be processed.逾期递交或不完整的申请，以及没有依据上述方式递交的申请（包括以传真或电子邮件方式交回而没有同时递交正本）概不受理。Applicant organisations should provide the best and fullest information in their applications, and the Secretariat is not obligated to request additional information from applicant organisations.申请机构须确保递交申请时填报的资料详尽确实，秘书处并无责任向申请机构索取额外资料。Applicant organisations are required to provide additional and/or supplementary information in relation to their applications upon request by the Secretariat.申请机构必须应秘书处的要求，提供任何有关申请所需的额外及／或补充资料。Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.凡故意在本申请中作失实陈述或漏报资料，有关申请可被拒绝或中止发放拨款，而申请机构虚报资料，亦可遭检控。申请机构须注意，以欺诈手段取得金钱利益，属刑事罪行。For enquiries, please call 2840 1771.如有查询，请致电2840 1771。 |

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| 1. **Information of Applicant Organisation申请机构资料**

Name of Applicant Organisation:机构名称：(English 英文)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese 中文)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address:通讯地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The Organisation is registered under\*:机构根据下列条例注册\*：* The Companies Ordinance《公司条例》 □ The Societies Ordinance《社团条例》

□ Others 其他（Please specify 请注明： ）

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| Year: 年份： |  | Registration No.: 注册号码： |  |

The Organisation is a non-profit making organisation\*: 机构为非牟利机构\*：□ Yes 是 □ No 否*[Note: Local* ***non-profit making organisations*** *(e.g. green groups, community bodies, schools, etc.) are eligible to apply. Please provide a copy of the organisation’s registration document to prove that the organisation is non-profit making in nature. The Head or Deputy Head of the applicant organisation must sign personally and affix the original seal of the organisation on the relevant documents to confirm that they are certified true copy of the originals.]* *［注：本港****非牟利机构****（例如环保团体、社区组织、学校等）均合资格申请。请递交机构注册文件副本以证明机构属非牟利性质。机构主管或副主管需于有关副本签署及盖上机构印章，确认其为核证副本。］*\* Please tick “✓” as appropriate.\* 请在合适空格填上“✓”号。 |
| Name of Head or Deputy Head of the Applicant Organisation:机构主管或副主管姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position Held: 职位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:电邮地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No.:联络电话号码：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Project Leader:项目组长姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position Held:职位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:电邮地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No.:联络电话号码：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Project Brief 建议项目的详情**
	1. Project Title: (English 英文) ECF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

项目名称：(Chinese 中文) 环保基金 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Project Period: 项目期：

From 由 \_\_\_\_\_\_\_\_ Year年\_\_\_\_\_\_\_\_ Month月to 到 \_\_\_\_\_\_\_\_ Year年\_\_\_\_\_\_\_\_ Month月(Duration: 共：\_\_\_\_\_\_\_\_ months 个月) *[Note: Normally not more than 6 months.]**［注：一般不超逾六个月。］* * 1. Amount of Grant Requested: 申请资助总额：HK 港币 $\_\_\_\_\_\_\_\_\_\_\_\_

*[Note: Normally not more than HK$10,000.]**［注：一般不超逾港币$10,000。］** 1. Will the organisation educate participants about the importance of shoreline protection before cleanup activities? \*

机构是否会于活动前，教育参加者保护海岸的重要性？\*□ Yes 是 □ No 否* 1. Will the organisation lead participants to reflect on the importance of waste reduction after cleanup activities to encourage them to practise waste reduction at source? \*

机构是否会于活动后，带领参加者反思减废的重要性，鼓励他们源头减废？\*□ Yes 是 □ No 否\* Please tick “✓” as appropriate.\* 请在合适空格填上“✓”号。* 1. Activity Summary:

活动概要：*[Note: Shoreline cleanup activity at the gazetted public beaches which are managed by the Leisure and Cultural Services Department (LCSD) will normally not be considered as LCSD deploys manpower to perform cleansing duties at such public beaches on a daily basis for at least two times per day.]**［注：由于康乐及文化事务署每日调派人员到宪报公布的公众泳滩进行最少两次清洁工作，于有关公众泳滩举行的海岸清洁活动一般不获考虑。］* |

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| **Activity****活动内容** | **Total Number of Sessions/ Duration****次数***／***时数** | **Date / Time****日期***／***时间** | **Location****地点** | **Anticipated No. of Participants /** **Target Participants****预计参加****人数及对象** |
| (Example)Shoreline Cleanup（例子）清理海岸垃圾 | 2 times/ 3 hours each两次/每次3小时 | 22 July 2022 /09:30-12:302022年7月22日/09:30-12:30 | Tai Long Wan, Shek Pik, Lantau Island大屿山石壁大浪湾 | Total 40 public audiences (20 public audiences each) 共40名公众（每次20名公众） |
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| 1. **Budget of Project 预算开支**

| **Expenditure Item****开支项目** | **Unit Cost****单价****（$）** | **Quantity****数量** | **Estimated Expenditure****预算开支****（$）** |
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| 1. **Tools for shoreline cleanup 用于海岸清洁的工具**

*[Note: Depending on the quantity of tools required, the Environmental Protection Department (EPD) may provide garbage bags and gloves for approved shoreline cleanup activities, and lend other tools for the purpose (e.g. clamps, shovels and sieve). The related estimated expenditure would be deducted correspondingly. Recipient organisations have to arrange transportation and safekeeping of materials provided/lent by EPD.]**［注：视乎需求数量，环境保护署（环保署）可提供垃圾袋及手套予申请机构用于获批的海岸清洁活动，亦可借出其他用于海岸清洁的工具（例如钳、铲及筛），相关预算开支将相应扣减。申请机构必须自行安排运送及保管由环保署提供／借出的物资。］* |
| Gloves 手套  |  |  |  |
| Garbage Bag 垃圾袋 |  |  |  |
| Clamp 钳 |  |  |  |
| Shovel 铲 |  |  |  |
| Sieve 筛 |  |  |  |
| Other tools for shoreline cleanup其他用于海岸清洁的工具(Please specify 请注明：  ) |  |  |  |
| 1. **Travel Allowance for Staff and Volunteers 职员及义工交通津贴**

*[Note: If coach or boat would be hired for use by staff and volunteers to and from the location of an activity, travel allowance would not be supported.]**［注：如拟安排旅游巴或船接送义工及职员来回活动地点，交通津贴不予资助。］* |
| **Expenditure Item****开支项目** | **Unit Cost****单价****（$）** | **Quantity****数量** | **Estimated Expenditure** **预算开支****（$）** |
| Travel Allowance for Staff职员交通津贴 | 45(per person)（每人） | (Example)（例子）4(2 persons x 2 times)（两人 x 两次） | (Example)（例子） 180 |
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| Travel Allowance for Volunteer义工交通津贴 | 45(per person)（每人） | (Example)(例子) 40(20 persons x 2 times)（20人 x 两次） | (Example)(例子)1,800 |
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| 1. **Others 其他**
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| Hire of Coach (for use by staff and volunteers)租用旅游巴（接送职员及义工） | 2,000(Each coach, round trip)（每辆，包来回程） |  |  |
| Hire of Boat (for use by staff and volunteers)租船（接送职员及义工） | (Each boat, round trip)（每艘，包来回程） |  |  |
| Hire of Van (for transportation of materials)租用小型货车（运送物资） | 300(per journey)（每程） |  |  |
| Insurance保险 |  |  |  |
| Other item 其他支出 (Please specify:请注明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | (Not more than 10% of the total approved grant)（不超逾总额10%） |  |  |
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|  | **Total总额 [(1)+(2)+(3)]：** |  |

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| **Personal Data Collection Statement 收集个人资料声明****Purpose of Collection 收集目的** The personal data and other related information provided in the Application Form will be used by the Environment and Conservation Fund and relevant government departments for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant organisation may apply to the Environmental Education and Community Action Projects Vetting Sub-committee Secretariat to withhold some data from release to the public. However, if adequate and accurate data are not provided, the application may not be able to be processed.在申请表格内所提供的个人资料和其他有关的资料，是供环境及自然保育基金（环保基金）及政府相关部门在处理申请时所用。申请机构可自行决定是否在申请表格内提供个人资料及其他有关的资料，亦可向环保教育和社区参与项目审批小组秘书处申请把部分资料保密，不予公开。不过，如没有提供足够及正确的资料，申请可能不获处理。**Disclosure of Information 公开资料**The ECF may keep the Application Form and the progress and completion reports and may include the personal data and other related information you provide in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.环保基金可能会把申请表格、进度报告书和完成报告书存档，亦可能会把申请表格内所提供的个人资料及其他有关资料编入纪录册／目录，供公众查阅。如有需要，所递交的资料亦可能交予其他部门／机构／人士，以便予以核实或作其他与申请有关的用途。**Access to Personal Data查阅个人资料**You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF.根据《个人资料（私隐）条例》（第486章）的规定，你有权要求查阅及更改你所提供的个人及其他有关资料。有关要求应以书面向环保基金提出。 |
| **Declaration声明*****I certify that 本人谨此证明–***1. the organisation is non-profit-making in nature and it does not receive government subvention at present. The project and/or activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;

本机构属非牟利性质，是次申请资助的项目及／或活动均属非牟利性质，且非为个人或团体作政治、宗教或商业宣传之用；1. subsidy from other sources \* has / has not been or \* is / is not being obtained by us for the same project and/or activities under application. If subsidy from other sources has been or is being obtained, please specify: ;

本机构\*有／并没有就是次申请资助的项目及／或活动，向其他拨款机构申请资助。如有向其他拨款机构申请资助，请注明:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；1. the information provided above is correct to the best of my knowledge; and

据本机构所知，上述填报的资料均正确无讹；以及1. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application - Environmental Education and Community Action Projects” and will comply with all the requirements laid down in the Agreement should we be granted fund for the project.

本机构明白并同意遵守《环境教育和社区参与项目—申请指引》所载列的条款；如获环保基金资助，本机构会遵守协议书所列的各项规定。*\** Please delete as appropriate*. 请删去不适用者。*

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|  | Signature 签署 |  |
| Name of Head or Deputy Head of the Applicant:机构主管或副主管姓名： | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position:职位： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: 日期：  | Official Chop: 机构盖印：  |

**Warning 警告**Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.凡故意在本申请中作失实陈述或漏报资料，有关申请可被拒绝或中止发放拨款，而申请机构虚报资料，亦可遭检控。申请机构须注意，以欺诈手段取得金钱利益，属刑事罪行。 |