**Secretariat Use Only 秘書處專用**

S/N 編號：

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|  | ENVIRONMENT AND CONSERVATION FUND **環境及自然保育基金****Environmental Education and Community Action Projects****環保教育和社區參與項目****Application Form for****Small Scale Project on Clean Shorelines****清潔海岸小型項目申請表格** |

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| **Application Guideline 申請須知**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.環境及自然保育基金（環保基金）委員會、環保教育和社區參與項目審批小組（審批小組）及審批小組秘書處（秘書處）可隨時按需要修訂本申請表格的內容。The soft copy of the Application Form can be downloaded from the website of the Environment and Conservation Fund (ECF) at:申請表格的軟複本可從環境及自然保育基金（環保基金）網頁下載，網址如下：* https://www.ecf.gov.hk/tc/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. 請詳閱《環保教育和社區參與項目－申請指引》，並清晰及簡潔地提供建議項目的詳情。請以中文或英文填寫本申請表格。如有需要，可另頁書寫。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”.申請表格的所有部分均須填寫；請確保所有需要的資料及證明文件均連同申請表格一併遞交。如所須填報的資料為不適用或未能提供有關資料，請填上「不適用」。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).申請表格應雙面打印或列印。遞交申請時，除申請表格正本外，須另附申請表格的軟複本（「Word」檔案格式）。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:.填妥的申請表格正本（連同以「Word」檔案格式儲存的軟複本）必須放入信封，並於**截止申請日期（即2021年12月6日）下午6時前**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香港灣仔軒尼詩道130號修頓中心5樓環境及自然保育基金環保教育和社區參與項目審批小組秘書處 |

Please mark “EE&CA Projects — Small Scale Project on Clean Shorelines” on the envelope. 信封面請註明「環保教育和社區參與項目— 清潔海岸小型項目」。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. 若以郵寄方式遞交申請表格，郵戳日期必須為截止申請日期或之前。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。如在截止申請日期當天中午12時至下午6時期間，黑色暴雨警告訊號或八號或以上熱帶氣旋警告訊號生效，截止申請時間將會延至下一個工作日的下午6時。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.逾期遞交或不完整的申請，以及沒有依據上述方式遞交的申請（包括以傳真或電子郵件方式交回而沒有同時遞交正本）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.申請機構須確保遞交申請時填報的資料詳盡確實，秘書處並無責任向申請機構索取額外資料。Applicant organisations are required to provide additional and/or supplementary information in relation to their applications upon request by the Secretariat.申請機構必須應秘書處的要求，提供任何有關申請所需的額外及／或補充資料。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.凡故意在本申請中作失實陳述或漏報資料，有關申請可被拒絕或中止發放撥款，而申請機構虛報資料，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。For enquiries, please call 2840 1771.如有查詢，請致電2840 1771。 |

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| 1. **Information of Applicant Organisation申請機構資料**

Name of Applicant Organisation:機構名稱：(English 英文)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese 中文)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address:通訊地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The Organisation is registered under\*:機構根據下列條例註册\*：* The Companies Ordinance《公司條例》 □ The Societies Ordinance《社團條例》

□ Others 其他（Please specify 請註明： ）

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| Year: 年份： |  | Registration No.: 註冊號碼： |  |

The Organisation is a non-profit making organisation\*: 機構為非牟利機構\*：□ 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.]* *［註：本港****非牟利機構****（例如環保團體、社區組織、學校等）均合資格申請。請遞交機構註冊文件副本以證明機構屬非牟利性質。機構主管或副主管需於有關副本簽署及蓋上機構印章，確認其為核證副本。］*\* Please tick “✓” as appropriate.\* 請在合適空格填上“✓”號。 |
| Name of Head or Deputy Head of the Applicant Organisation:機構主管或副主管姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position Held: 職位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:電郵地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No.:聯絡電話號碼：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Project Leader:項目組長姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position Held:職位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:電郵地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No.:聯絡電話號碼：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Project Brief 建議項目的詳情**
	1. Project Title: (English 英文) ECF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

項目名稱：(Chinese 中文) 環保基金 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Project Period: 項目期：

From 由 \_\_\_\_\_\_\_\_ Year年\_\_\_\_\_\_\_\_ Month月to 到 \_\_\_\_\_\_\_\_ Year年\_\_\_\_\_\_\_\_ Month月(Duration: 共：\_\_\_\_\_\_\_\_ months 個月) *[Note: Normally not more than 6 months.]**［註：一般不超逾六個月。］* * 1. Amount of Grant Requested: 申請資助總額：HK 港幣 $\_\_\_\_\_\_\_\_\_\_\_\_

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

機構是否會於活動前，教育參加者保護海岸的重要性？\*□ 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? \*

機構是否會於活動後，帶領參加者反思減廢的重要性，鼓勵他們源頭減廢？\*□ Yes 是 □ No 否\* Please tick “✓” as appropriate.\* 請在合適空格填上“✓”號。* 1. Activity Summary:

活動概要：*[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.]**［註：由於康樂及文化事務署每日調派人員到憲報公布的公眾泳灘進行最少兩次清潔工作，於有關公眾泳灘舉行的海岸清潔活動一般不獲考慮。］* |

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| **Activity****活動內容** | **Total Number of Sessions/ Duration****次數***／***時數** | **Date / Time****日期***／***時間** | **Location****地點** | **Anticipated No. of Participants /** **Target Participants****預計參加****人數及對象** |
| (Example)Shoreline Cleanup（例子）清理海岸垃圾 | 2 times/ 3 hours each兩次/每次3小時 | 22 July 2022 /09:30-12:302022年7月22日/09:30-12:30 | Tai Long Wan, Shek Pik, Lantau Island大嶼山石壁大浪灣 | Total 40 public audiences (20 public audiences each) 共40名公眾（每次20名公眾） |
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| 1. **Budget of Project 預算開支**

| **Expenditure Item****開支項目** | **Unit Cost****單價****（$）** | **Quantity****數量** | **Estimated Expenditure****預算開支****（$）** |
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| 1. **Tools for shoreline cleanup 用於海岸清潔的工具**

*[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.]**［註：視乎需求數量，環境保護署（環保署）可提供垃圾袋及手套予申請機構用於獲批的海岸清潔活動，亦可借出其他用於海岸清潔的工具（例如鉗、鏟及篩），相關預算開支將相應扣減。申請機構必須自行安排運送及保管由環保署提供／借出的物資。］* |
| Gloves 手套  |  |  |  |
| Garbage Bag 垃圾袋 |  |  |  |
| Clamp 鉗 |  |  |  |
| Shovel 鏟 |  |  |  |
| Sieve 篩 |  |  |  |
| Other tools for shoreline cleanup其他用於海岸清潔的工具(Please specify 請註明：  ) |  |  |  |
| 1. **Travel Allowance for Staff and Volunteers 職員及義工交通津貼**

*[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.]**［註：如擬安排旅遊巴或船接送義工及職員來回活動地點，交通津貼不予資助。］* |
| **Expenditure Item****開支項目** | **Unit Cost****單價****（$）** | **Quantity****數量** | **Estimated Expenditure** **預算開支****（$）** |
| Travel Allowance for Staff職員交通津貼 | 45(per person)（每人） | (Example)（例子）4(2 persons x 2 times)（兩人 x 兩次） | (Example)（例子） 180 |
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| Travel Allowance for Volunteer義工交通津貼 | 45(per person)（每人） | (Example)(例子) 40(20 persons x 2 times)（20人 x 兩次） | (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)租用旅遊巴（接送職員及義工） | 2,000(Each coach, round trip)（每輛，包來回程） |  |  |
| Hire of Boat (for use by staff and volunteers)租船（接送職員及義工） | (Each boat, round trip)（每艘，包來回程） |  |  |
| Hire of Van (for transportation of materials)租用小型貨車（運送物資） | 300(per journey)（每程） |  |  |
| Insurance保險 |  |  |  |
| Other item 其他支出 (Please specify:請註明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | (Not more than 10% of the total approved grant)（不超逾總額10%） |  |  |
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|  | **Total總額 [(1)+(2)+(3)]：** |  |

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| **Personal Data Collection Statement 收集個人資料聲明****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.在申請表格內所提供的個人資料和其他有關的資料，是供環境及自然保育基金（環保基金）及政府相關部門在處理申請時所用。申請機構可自行決定是否在申請表格內提供個人資料及其他有關的資料，亦可向環保教育和社區參與項目審批小組秘書處申請把部分資料保密，不予公開。不過，如沒有提供足夠及正確的資料，申請可能不獲處理。**Disclosure of Information 公開資料**The ECF may keep the Application Form 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.環保基金可能會把申請表格、進度報告書和完成報告書存檔，亦可能會把申請表格內所提供的個人資料及其他有關資料編入紀錄冊／目錄，供公眾查閱。如有需要，所遞交的資料亦可能交予其他部門／機構／人士，以便予以核實或作其他與申請有關的用途。**Access to Personal Data查閱個人資料**You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF.根據《個人資料（私隱）條例》（第486章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向環保基金提出。 |
| **Declaration聲明*****I certify that 本人謹此證明–***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;

本機構屬非牟利性質，是次申請資助的項目及／或活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業宣傳之用；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: ;

本機構\*有／並沒有就是次申請資助的項目及／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，請註明:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_；1. the information provided above is correct to the best of my knowledge; and

據本機構所知，上述填報的資料均正確無訛；以及1. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application - 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.

本機構明白並同意遵守《環境教育和社區參與項目—申請指引》所載列的條款；如獲環保基金資助，本機構會遵守協議書所列的各項規定。*\** Please delete as appropriate*. 請刪去不適用者。*

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|  | Signature 簽署 |  |
| Name of Head or Deputy Head of the Applicant:機構主管或副主管姓名： | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position:職位： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: 日期：  | Official Chop: 機構蓋印：  |

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