**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 Special Grant Project

**特别拨款项目申请表格**

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| Please read the “Guide to Application – Environmental Education and Community Action Projects” before completing this form. Applicant organisations may complete the Application Form in Chinese or English.  填写本申请表格前，请参阅《环保教育和社区参与项目－申请指引》。请以中文或英文填写本申请表格。  The original hard copy of the completed Application Form must be returned to the Secretariat, Environmental Education and Community Action Projects Vetting Sub-committee (Secretariat) at 5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong by the application deadline, i.e. **before 6:00 pm on 21 June 2021 (Monday)** (Please state “EE&CA Projects ­— Special Grant Project” on the envelope). A softcopy of the completed application form in “Word” format shall also be submitted.  填妥的申请表格正本必须于申请截止日期，即**2021年6月21日（星期一）下午6时前**送抵香港湾仔轩尼诗道130号修顿中心5楼环保教育和社区参与项目审批小组秘书处（秘书处）（信封面请注明「环保教育和社区参与项目—特别拨款项目」）。递交申请时，请同时递交申请表格的软复本（「Word」档案格式）。  **A video no longer than 3 minutes in MP4 or MOV format about the project must also be submitted together with the application form before the application deadline.**  **在申请截止时间前，必须连同申请表格一并递交一段不长于3分钟有关项目内容的短片（MP4或MOV格式）。**  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 or applications not submitted in accordance with the format prescribed above (including applications submitted by facsimile 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，或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递交申请而没有同时递交申请表格正本）概不受理。**  For enquiries, please contact the Secretariat at 2840 1771.  如有查询，请致电2840 1771与秘书处联络。 | | | |
| 1. **Information of Applicant Organisation申请机构资料**   1. Name of Organisation:  机构名称：   |  |  |  | | --- | --- | --- | | (English 英文) |  | | | (Chinese 中文) |  | | | Mailing Address: 通讯地址： | |  | | | | |
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| 2. 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：) | | | |  | | | Year: 年份： |  | Registration No.: 注册号码： | | |  |   3. The Organisation is a local non-profit making organisation\*:  机构为本地非牟利机构\*： □ Yes 是 □ No 否  *(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.)*  *（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。）*  4. Is the Organisation a charitable organisation qualified for tax exemption under Section 88 of the Inland Revenue Ordinance?\*  机构是否根据《税务条例》第88条获豁免缴税的慈善团体？\*  □ Yes 是 □ No 否  *(Please submit a copy of supporting document. 请递交证明文件副本。)*  5. Does the Organisation receive any Government subvention?\*  机构有没有接受政府补助？ \*   * No 没有 * Yes有 *(Please provide the name of the department concerned. 请填写有关部门名称。)*  |  | | --- | |  |   6. Background of Organisation:  机构背景资料：   |  | | --- | |  |   \* Please tick “” as appropriate. 请在适用空格加上 “” 号。 | | | |
| 1. **Information of Head/Deputy Head and Project Leader主管**／**副主管及项目组长资料** | | | |
| **Head/Deputy Head 主管**／**副主管** | | | |
| Name:姓名： |  | Position:  职位： |  |
| Email: 电邮： |  | Tel. No.: 电话： |  |
| **Project Leader项目组长** | | | |
| Name:姓名： |  | Position: 职位： |  |
| Email: 电邮： |  | Tel. No.: 电话： |  |
| 1. **Project Brief建议项目的详情**  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | Project Title: | ECF |  | | | | | | |  | 项目名称： | 环保基金 |  | | | | | | |  |  |  |  | | | | | | | 2. | Project Period: | From 由 |  | | | | to 到 |  | |  | 项目期间： | (Duration 共： | | |  | months 个月) | | | |  | *(Not more than 12 months. 不超逾十二个月。)* | | | | | | | | |  |  | | | | | | | | | 3. | Objectives of Project: | | |  | | | | | |  | 项目目的： | | | |  |  | | |  | | | | | | 4. | Brief Description of Project:  项目简介：  *(in less than 200 words.*  *不多于200字。)* | | |  | | | | | |  |  | | |  | | | | | | 5. | Please prepare a video no longer than 3 minutes in MP4 or MOV format to introduce the project content and objectives. The video should be submitted in a CD-ROM, via a downloadable link or by other means together with the Application Form.  请制作一段不长于3分钟之短片（MP4或MOV格式）以简介项目内容及目的，并以光碟、可下载之网址或其他方法与本申请表格一同递交。 | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 6. | Activity Summary:  活动概要：   |  |  |  |  | | --- | --- | --- | --- | | Activity Content  活动内容 | Total Number of Sessions/ Duration  总次数／时数 | Date  日期 | Location  地点 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | 7. | Targeted Deliverables:  目标成果：   |  |  | | --- | --- | | Output Indicators 成果指标 | Beneficiaries受惠者 | |  |  | |  |  | |  |  | |  |  | |  |  | | Outcome Indicators 效益指标 | Beneficiaries受惠者 | |  |  | |  |  | |  |  | |  |  | |  |  | | | 8. | Measures to be taken when social distancing arrangement has to be adopted:  须实施减少社交接触措施时的安排：   |  | | --- | |  | |  1. **Budget 预算开支**  | **Expenditure Item**  **开支项目** | **Unit Cost**  **单价**  **($)** | **Quantity**  **数量** | **Estimated Expenditure**  **预算开支**  **($)** | | --- | --- | --- | --- | | 1. **Project Staff and Relevant Subsidies项目职员及相关津贴** | | | | | (Example 例子)  Salary for Part-time Project Assistant (2 days per week)  兼职项目助理薪酬(每周工作两天) | 4,000 | 12 months  12个月 | 48,000 | |  |  |  |  | |  |  |  |  | | 1. **Project Activities 项目活动** | | | | | (Example 例子)  Venue rent 场租 | 5,000 | 1 time  1次 | 5,000 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | 1. **Administrative Costs 行政支出** | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | 1. **Miscellaneous 其他** | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total总额：**  *(Total budget should not be more than $100,000.*  *总额不得超逾$10万。)* | | |  | | | | |

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| Remarks: 附注：   1. Recipient organisations must follow paragraph 4.11 of the Guide to Application for procurement matters.   机构须跟从申请指引第4.11项的规定进行采购。   1. Within two months upon completion of project or before the date specified in the approval letter, recipient organisations have to submit a completion report and a statement of accounts, together with the original invoices and receipts, to the Vetting Sub-committee for assessment of project’s effectiveness and release of payment.   机构须于项目完成两个月内，向秘书处递交完成报告书和账目报表，并附上发票和收据的正本，供审批小组评估项目的成效及发放款项之用。   1. Reimbursement is based on actual expenditure. Recipient organisations have to submit the original invoices and receipts for release of payment.   开支实报实销，机构须递交发票及收据正本供发还款项之用。   1. It is recommended to promote related activities by electronic means to avoid production and printing of leaflets and other publicity materials.   建议使用电子方式宣传有关活动，避免印制单张及其他印刷品。 |
| **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 Secretariat, Environmental Education and Community Action Projects Vetting Sub-committee 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。 | |

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| **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，现时没有接受政府补助。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” 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《申请指引》所载列的条款；如获环境及自然保育基金资助，本机构会遵守协议书所列的各项规定。  *\** Please delete as appropriate*.* 请删除不适用者。   |  |  |  | | --- | --- | --- | | Name and Position of  Head or Deputy Head of the Applicant Organisation:  机构主管或副主管姓名及职位： |  | | | Signature of Head or Deputy Head of the Applicant Organisation:  机构主管或副主管签署： |  | | | Official Chop:  机构盖印： |  | | | Date:  日期： |  | | |  |  |  |   **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。 |