**Secretariat Use Only 秘書處專用**

**S/N**編號**：**

|  |  |
| --- | --- |
|  | 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 Special Grant Project

**特別撥款項目申請表格**

|  |  |  |  |
| --- | --- | --- | --- |
| 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.  填寫本申請表格前，請參閱《環保教育和社區參與項目－申請指引》。請以中文或英文填寫本申請表格。  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.  填妥的申請表格正本必須於申請截止日期，即**2021年6月21日（星期一）下午6時前**送抵香港灣仔軒尼詩道130號修頓中心5樓環保教育和社區參與項目審批小組秘書處（秘書處）（信封面請註明「環保教育和社區參與項目—特別撥款項目」）。遞交申請時，請同時遞交申請表格的軟複本（「Word」檔案格式）。  **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.**  **在申請截止時間前，必須連同申請表格一併遞交一段不長於3分鐘有關項目內容的短片（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 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.**  **逾期遞交或不完整的申請，或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遞交申請而沒有同時遞交申請表格正本）概不受理。**  For enquiries, please contact the Secretariat at 2840 1771.  如有查詢，請致電2840 1771與秘書處聯絡。 | | | |
| 1. **Information of Applicant Organisation申請機構資料**   1. Name of Organisation:  機構名稱：   |  |  |  | | --- | --- | --- | | (English 英文) |  | | | (Chinese 中文) |  | | | Mailing Address: 通訊地址： | |  | | | | |
|  | | | |
| 2. 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：) | | | |  | | | Year: 年份： |  | Registration No.: 註冊號碼： | | |  |   3. The Organisation is a local non-profit making organisation\*:  機構為本地非牟利機構\*： □ 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.)*  *（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。）*  4. Is the Organisation a charitable organisation qualified for tax exemption under Section 88 of the Inland Revenue Ordinance?\*  機構是否根據《稅務條例》第88條獲豁免繳稅的慈善團體？\*  □ Yes 是 □ No 否  *(Please submit a copy of supporting document. 請遞交證明文件副本。)*  5. Does the Organisation receive any Government subvention?\*  機構有沒有接受政府補助？ \*   * No 沒有 * Yes有 *(Please provide the name of the department concerned. 請填寫有關部門名稱。)*  |  | | --- | |  |   6. Background of Organisation:  機構背景資料：   |  | | --- | |  |   \* Please tick “” as appropriate. 請在適用空格加上 “” 號。 | | | |
| 1. **Information of Head/Deputy Head and Project Leader主管**／**副主管及項目組長資料** | | | |
| **Head/Deputy Head 主管**／**副主管** | | | |
| Name:姓名： |  | Position:  職位： |  |
| Email: 電郵： |  | Tel. No.: 電話： |  |
| **Project Leader項目組長** | | | |
| Name:姓名： |  | Position: 職位： |  |
| Email: 電郵： |  | Tel. No.: 電話： |  |
| 1. **Project Brief建議項目的詳情**  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1. | Project Title: | ECF |  | | | | | | |  | 項目名稱： | 環保基金 |  | | | | | | |  |  |  |  | | | | | | | 2. | Project Period: | From 由 |  | | | | to 到 |  | |  | 項目期間： | (Duration 共： | | |  | months 個月) | | | |  | *(Not more than 12 months. 不超逾十二個月。)* | | | | | | | | |  |  | | | | | | | | | 3. | Objectives of Project: | | |  | | | | | |  | 項目目的： | | | |  |  | | |  | | | | | | 4. | Brief Description of Project:  項目簡介：  *(in less than 200 words.*  *不多於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.  請製作一段不長於3分鐘之短片（MP4或MOV格式）以簡介項目內容及目的，並以光碟、可下載之網址或其他方法與本申請表格一同遞交。 | | | | | | | | | | | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 6. | Activity Summary:  活動概要：   |  |  |  |  | | --- | --- | --- | --- | | Activity Content  活動內容 | Total Number of Sessions/ Duration  總次數／時數 | Date  日期 | Location  地點 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | 7. | Targeted Deliverables:  目標成果：   |  |  | | --- | --- | | Output Indicators 成果指標 | Beneficiaries受惠者 | |  |  | |  |  | |  |  | |  |  | |  |  | | Outcome Indicators 效益指標 | Beneficiaries受惠者 | |  |  | |  |  | |  |  | |  |  | |  |  | | | 8. | Measures to be taken when social distancing arrangement has to be adopted:  須實施減少社交接觸措施時的安排：   |  | | --- | |  | |  1. **Budget 預算開支**  | **Expenditure Item**  **開支項目** | **Unit Cost**  **單價**  **($)** | **Quantity**  **數量** | **Estimated Expenditure**  **預算開支**  **($)** | | --- | --- | --- | --- | | 1. **Project Staff and Relevant Subsidies項目職員及相關津貼** | | | | | (Example 例子)  Salary for Part-time Project Assistant (2 days per week)  兼職項目助理薪酬(每周工作兩天) | 4,000 | 12 months  12個月 | 48,000 | |  |  |  |  | |  |  |  |  | | 1. **Project Activities 項目活動** | | | | | (Example 例子)  Venue rent 場租 | 5,000 | 1 time  1次 | 5,000 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | 1. **Administrative Costs 行政支出** | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | 1. **Miscellaneous 其他** | | | | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total總額：**  *(Total budget should not be more than $100,000.*  *總額不得超逾$10萬。)* | | |  | | | | |

|  |
| --- |
| Remarks: 附註：   1. Recipient organisations must follow paragraph 4.11 of the Guide to Application for procurement matters.   機構須跟從申請指引第4.11項的規定進行採購。   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.   機構須於項目完成兩個月內，向秘書處遞交完成報告書和賬目報表，並附上發票和收據的正本，供審批小組評估項目的成效及發放款項之用。   1. Reimbursement is based on actual expenditure. Recipient organisations have to submit the original invoices and receipts for release of payment.   開支實報實銷，機構須遞交發票及收據正本供發還款項之用。   1. It is recommended to promote related activities by electronic means to avoid production and printing of leaflets and other publicity materials.   建議使用電子方式宣傳有關活動，避免印製單張及其他印刷品。 |
| **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 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，現時沒有接受政府補助。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” 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《申請指引》所載列的條款；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。  *\** Please delete as appropriate*.* 請刪除不適用者。   |  |  |  | | --- | --- | --- | | Name and Position of  Head or Deputy Head of the Applicant Organisation:  機構主管或副主管姓名及職位： |  | | | Signature of Head or Deputy Head of the Applicant Organisation:  機構主管或副主管簽署： |  | | | Official Chop:  機構蓋印： |  | | | 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。 |