**Appendix II**

**附錄 II**

**Environmental Education and Community Action Projects**

**Contingency Plan under Social Distancing Measures**

**環境教育和社區參與項目**

**實施社交距離措施下的應變計劃**

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| 1. **Contingency plan for launching project activities項目活動的應變計劃**   (Briefly describe alternative plan(s) for launching the planned activities. Please specify at the “remarks” column if the target number of sessions/participants and/or activities duration would be severely affected under the alternative plan(s).)  （請簡述推展已籌劃活動的替代方案。如替代方案會嚴重影響目標節數、人數及／或活動期，請於「備註」欄說明。） | | | | | |
| **Activities 活動** | **Alternative plan 替代方案** | | | **Remarks 備註** | |
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| 1. **Effects to budget of the project 對項目預算的影響**   (Briefly describe how the budget will be affected under the alternative plan, including change/deletion/ addition of expenditure items)  （請簡述替代方案對預算的影響，包括如更改／刪減／新增開支細項。） | | | | | |
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| Please provide details of major changes in expenditure items in the table below:  請於下表說明開支細項的主要變動： | | | | | |
| 1. **Change/Deletion of expenditure items already included in Part 10 of the application form**   **更改／刪減已包括於申請表格第10部的開支細項** | | | | | |
| **Expenditure Item 開支細項** | **Total Expenditure**  **總開支**  **($)** | **Revised Expenditure (if applicable)**  **修訂開支（如適用）**  **($)** | | | **Expenditure Change**  **開支增減**  **($)** |
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| **Sub-total (i) 小結(i)** | | | | |  |
| 1. **Addition of expenditure items**   **新增開支細項** | | | | | |
| **Expenditure Item 開支細項** | **Unit Cost**  **單價**  **($)** | **Quantity 數量** | | | **Total Expenditure**  **總開支**  **($)** |
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| **Sub-total (ii) 小結(ii)** | | | | |  |
| 1. **Total expenditure under contingency plan**   **應變計劃下的開支總額** | | | | | |
| **[Original total expenditure] + [Sub-total (i)] +**  **[Sub-total (ii)]**  **[原總額] + [小結(i)] + [小結(ii)]** | | | **$** | | |

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| Notes:   1. Total expenditure under the contingency plan should not exceed the original total expenditure (total as stated in Part 10 of the application form). 2. Request for increase of expenditure in relation to project staff and administrative cost under the implementation of contingency plan would normally not be considered. 3. Application organisation should ensure compliance with any regulations in force relating to prevention and control of disease when arranging activities.   備註：   1. 應變計劃下的開支總額不得大於原開支總額（載於申請表格第10部的總額）。 2. 因應實施應變計劃而申請增加項目員工及行政有關開支一般不獲考慮。 3. 申請機構在安排活動時，須確保遵從任何生效中的預防及控制疾病相關法例。 |