**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  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  Application Form for  Environmental Education and Community Action Projects  環保教育和社區參與項目 — 申請表格 |

Please read the “Guide to Application – Environmental Education and Community Action Projects” (Guide to Application) 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 in an envelopeby the application deadline, i.e. **before 6:00 pm on 21 June 2021** to:

填妥的申請表格正本必須放入信封，並於截止申請日期（即**2021年6月21日**）**下午6時前**送交：

|  |
| --- |
| Secretariat, Environmental Education and Community Action Projects  Vetting Sub-committee  5/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  環保教育和社區參與項目審批小組秘書處 |

Please mark “EE&CA Projects” on the envelope. For enquiries, please call 2840 1771.

信封面請註明「環保教育和社區參與項目」。如有查詢，請致電2840 1771。

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| --- |
| ***Note:***  ***注意：***  *To submit an application for* ***“Clean Shorelines Small Scale Project”*** *or* ***“Special Grant Project”****, please fill in the specific application form titled “Environmental Education and Community Action Projects – Small Scale Project on Clean Shorelines” or “Environmental Education and Community Action Projects - Special Grant Project” available at website: https://eeca.ecc.org.hk/english/guide/guide.html. Please mark “Small Scale Project on Clean Shorelines” or “Special Grant Project” on the envelope.*  *如申請「****清潔海岸小型項目****」或****「特別撥款項目」****，請從網頁（https://eeca.ecc.org.hk/tc\_chi/guide/guide.html）下載並交回註明「環保教育和社區參與項目—清潔海岸小型項目」或「環保教育和社區參與項目—特別撥款項目」的申請表格，信封面請註明「清潔海岸小型項目」或「特別撥款項目」。* |

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，環保教育和社區參與項目審批小組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8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 an application 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（如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。**

|  |
| --- |
| **Section A – Data Sheet**  **甲 部 – 資料頁** |

**Applicant Organisation 申請機構**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant Organisation#:  機構名稱#： | (English英文) |  | | | |
| (Chinese中文) |  | | | |
| Mailing Address:  通訊地址： |  | | | | |
| Name of  Person-in-charge##:  項目負責人姓名##： | (English英文) |  | | | (Mr / Mrs / Miss^) |
| (Chinese中文) |  | | | （先生／女士／小姐^） |
| Position Held:  職位： | (English英文) |  | | | |
| (Chinese中文) |  | | | |
|  | | | | | |
| Tel. No.:  電話號碼： |  | | Fax No.:  傳真號碼： |  | |
| Mobile Phone No.:  流動電話號碼： |  | | Email Address:  電郵地址： |  | |

*# If the proposed project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant organisation to apply for the project.*

*若申請項目為不同機構合辦，合辦機構須確認並指定其中之一為主事機構，並作項目的申請機構。*

## *The person-in-charge should be the Head or Deputy Head of the applicant organisation.*

*項目負責人必須是申請機構的主管或副主管。*

*^ Please delete as appropriate.*

*請删去不適用者。*

**The Proposed Project 申請項目**

|  |  |  |
| --- | --- | --- |
| Project Title:  項目名稱： | (English英文) | ECF |
| (Chinese中文) | 環保基金 |
|  | | |
| Brief Description of Project:  項目簡介：  (in not more than 500 words  不超過500字) | |  |
| Amount of Grant Requested:  擬申請資助總額： | | HK 港幣$ |
| Cheque Payable to:  支票抬頭人： | |  |

**Declaration 聲明**

*I certify that 本人謹此聲明 –*

1. the organisation is non-profit-making in nature and it receives / does NOT receive^ government subvention at present;

本機構屬非牟利性質，現時有／沒有^接受政府補助；

1. 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;

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. subsidies from other sources have / have not^ been or are / are not^ being obtained by the organisation for the same project and/or activities. If subsidy from other sources has been or is being obtained, please specify:

|  |  |
| --- | --- |
|  | ; |

本機構有／沒有\*就申請資助的項目或活動，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 our 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 a 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。*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Signature簽署 | | | | |
| Name of Person-in-charge:  項目負責人姓名 | | ( |  | | ) |
| Date:  日期： |  | Official Chop:  機構印章： | |  | | |

**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。

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| --- |
| **Section B – Content of Project Proposal**  **乙 部 – 建議項目的內容** |

***Important Notes 重要須知***

1. All sections of the Application Form should be completed with supporting document(s) wherever required. 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；如有需要，須遞交證明文件。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」。
2. The Application Form should be typed or printed on both sides of the paper.   
   申請表格應雙面打印或列印。
3. The completed Application Form shall be submitted in both hard and soft copies (in “Word” format). The soft copy of the Application Form can be downloaded from the websites of:

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）。申請表格的軟複本可從以下網頁下載：

* Environment and Conservation Fund:

https://www.ecf.gov.hk/en/application/index.html

環境及自然保育基金：

https://www.ecf.gov.hk/tc/application/index.html

* Environmental Campaign Committee - Environmental Education and Community Action Projects:

https://eeca.ecc.org.hk/english/guide/guide.html

環境運動委員會－環保教育與社區參與項目：

https://eeca.ecc.org.hk/tc\_chi/guide/guide.html

1. Please read the Guide to Application carefully and provide all details of the proposed project in a clear and concise manner. Additional pages may be attached to the form if necessary. Please ensure that all required information is submitted together with the Application Form.   
   請詳閱《申請指引》，並清晰及簡潔地提供建議項目的詳情。如有需要，可另頁書寫。請確保所有需要的資料均連同申請表格一併遞交。
2. Applicant organisations should provide the best and fullest information in their applications, and the Environmental Education and Community Action Projects Vetting Sub-committee Secretariat is not obliged to request additional information from applicant organisations.   
   申請機構須確保申請表格內填報的資料詳盡確實，環保教育和社區參與項目審批小組秘書處並無責任向申請機構索取額外資料。
3. Applicant organisations are required to provide additional or supplementary information in relation to their applications upon request. .  
   申請機構必須應要求提供任何有關申請的額外或補充資料。

***Details of the Proposed Project 建議項目******的詳情***

1. Project Title 項目名稱：

|  |  |
| --- | --- |
| (English英文) | ECF |
| (Chinese中文) | 環保基金 |

1. Project Theme 項目主題：

*Please choose one theme (i.e., A or B) and* *mark a “✓” in the appropriate box.*

*請選擇其中一個主題（甲或乙），並在適當的方格內填上*「✓」*號。*

1. **General Theme** (choose one or more)

**一般主題**（可選多於一項）

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Air 空氣 |  | Water 水 | |  | Waste 廢物 | |  | Food Waste 廚餘 | |
|  | Noise 噪音 |  | Greening 綠化 | |  | Energy 能源 | |  | Nature Conservation 自然保育 | |
|  | Others 其他 | | | (Please specify: 請註明： | | |  | | | ) |

1. **Special Theme** (choose one only)

**特定主題**（請選其中一項）

|  |  |  |  |
| --- | --- | --- | --- |
|  | Biodiversity 生物多樣性 |  | Clean Shorelines 清潔海岸 |
|  | Green Transport 綠色運輸 |  | Clean Air Plan 清新空氣藍圖 |

*（注意：如擬申請「清潔海岸小型項目」，請填妥特定申請表格。）*

*(Note: For application of “Clean Shorelines Small Scale Projects”, please fill in the specific application form.)*

1. Duration of the Project 項目運作時間

*(Please specify the commencement and completion dates. Please refer to paragraph 2.2 of the Guide to Application for details)   
（請註明開始及完成日期。詳情請參閱《申請指引》第2.2段。）*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From 由 |  | | To 至 |  | |
| Duration為期： | |  | Months 個月 | |  |

1. Nature and Objectives of the Project 項目性質和目的

|  |
| --- |
|  |

1. Scope of Work of the Applicant Organisation in the Project 申請機構在項目中的工作範疇

|  |
| --- |
|  |

1. Details of other Assisting/Supporting/Sponsoring Bodies of the Project

項目的其他協辦／協助／贊助團體的詳細資料

*\*Please delete as appropriate. 請刪除不適用者。*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Organisation  機構名稱 | Contact Details  (Name and Tel. No.)  聯絡資料  （姓名及  電話號碼） | Role  角色 | Duties  職責 | Fund Granted,  if any  ($)  獲批撥的  資助（如有）（元） | Status  狀況 |
| e.g.: xxx  例： | Ms xxx  Tel: xxxx xxxx  XXX女士  電話：xxxx xxxx | \*Assisting/  ~~Supporting/~~  ~~Sponsoring~~  \*協辦／~~協助／贊助~~ | To help promote the project to its members  協助向會員推廣項目 | N/A  不適用 | \* Confirmed /  ~~To Be Confirmed~~  \*落實／~~待定~~ |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*協辦／協助／贊助 |  |  | \*Confirmed/  To Be Confirmed  \*落實／待定 |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*協辦／協助／贊助 |  |  | \*Confirmed/  To Be Confirmed  \*落實／待定 |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*協辦／協助／贊助 |  |  | \*Confirmed/  To Be Confirmed  \*落實／待定 |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*協辦／協助／贊助 |  |  | \*Confirmed/  To Be Confirmed  \*落實／待定 |

*Please extend the table if necessary. 如有需要，請擴充表格。*

*(If the organization(s) stated above has/have confirmed its/their involvement in the project, please provide relevant written consent document, if available).*

*（如以上機構已落實參與此項目，請遞交有關的書面同意書（如有）。）*

1. Details of Implementation Plan of the Project 推行項目詳情
2. Target Group(s), Target District of Project(s) and Anticipated Number of Participants of the Whole Project

項目的對象、目標地區和預計參加整個項目的人數

|  |
| --- |
| e.g.: Training workshops and talk: 1 000 Secondary school students in Wan Chai District  例：訓練工作坊及講座：1 000名灣仔區的中學生 |

1. Method(s) in Selecting Participants and the Selection Criteria  
   甄選參加者的方法及甄選準則

|  |
| --- |
| e.g.: Participants will be selected on a first-come-first-served basis  例：參加者以先到先得形式挑選 |

1. Work Schedule and Activity Summary 工作時間表及活動概要

*(Please list out all the work schedule and activities under the project and provide the details of the activities.)*

*（請列出項目的所有活動及工作時間表，並提供活動的詳情。）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity**  **(including planning, recruitment)**  **活動**  **（包括籌備、**  **招募等）** | **Date**  **日期** | **Time**  **時間** | **Venue**  **地點** | **Total No. of Sessions/Duration**  **總節數／時數** | **Content**  **內容** | **Target Participants/ Anticipated No. of Participants**  **對象／預計 參加人數** |
| e.g.: Eco Talk  例：環保講座 | 5/12/2021 | 1pm-3pm | School hall  學校禮堂 | NA  不適用 | Invite speakers from green groups to deliver talks on green living  邀請綠色團體代表以綠色生活為題演講 | 200名中學生 |
|  |  |  |  |  |  |  |
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*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Other Information 其他資料
2. Method(s) in Promoting the Activities 推廣活動的方法

*(Please specify the types and quantities of publicity materials required, if any.)*

*（請註明所需宣傳品的種類和數量（如有）。）*

|  |  |  |  |
| --- | --- | --- | --- |
| **Method**  **方法** | **Publicity Materials (if any)**  **宣傳品（如有）** | | |
| **Type**  **種類** | **Quantity**  **數量** | **Distribution Channel**  **派發方法** |
| e.g.: Promotional Materials  例：宣傳物品 | Posters  海報 | 20 | Displayed at our centre  張貼在本機構中心 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Publication and Production of Educational Materials (if any) 出版及製作教材（如有）

*(Applicant organisations are encouraged to upload the materials to the Internet to avoid printing and photocopying.)*

*（申請機構應把資料上載至互聯網，以避免印刷及影印。）*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature**  **性質** | **Purpose**  **用途** | **Content**  **內容** | **Quantity**  **數量** | **Distribution Channel**  **派發方法** |
| e.g.:  Educational materials for training workshops  例：訓練工作坊教材 | To provide environmental protection knowledge  提供環境保護的知識 | Include information on green living, energy consumption and waste reduction, etc.  包括綠色生活、用電及減廢的資料 | 1 | Project’s website  項目網站 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Seminar(s)/Workshop(s) (if any) 講座／工作坊（如有）

*(Please provide curriculum vitae(s) of the invited speaker(s)/tutor(s) for reference, if available.)*

*（請提供已邀請的講者／導師的履歷（如有），以供參考。）*

*\*Please delete as appropriate. 請刪去不適用者。*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activity**  **活動名稱** | **Theme**  **主題** | **Details of Speaker/ Tutor**  **講者／導師詳情** | | | |
| **Duties of Speaker/ Tutor**  **講者／導師的職責** | **Qualification of Speaker/ Tutor**  **講者／導師的資歷** | **Status**  **狀況** | **No. of Session Involved**  **負責節數** |
| e.g.: Eco Talk  例：環保講座 | Green living  綠色生活 | To conduct the talk and answer questions  負責演講及解答問題 | Representative from green group  綠色團體代表 | \* Invited /  ~~To Be Invited~~  \* 已邀請／~~未邀請~~ | 1 |
|  |  |  |  | \* Invited /  To Be Invited  \* 已邀請／未邀請 |  |
|  |  |  |  | \* Invited /  To Be Invited  \* 已邀請／未邀請 |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Production of Video (if any) 製作影片（如有）

*(Applicant organisations are encouraged to upload the video to the internet and avoid production and distribution of DVD*.*)*

*（申請機構應把影片上載至互聯網，以避免製作及派發光碟。）*

|  |  |  |  |
| --- | --- | --- | --- |
| **Purpose**  **用途** | **Content**  **內容** | **Quantity**  **數量** | **Distribution Channel**  **派發方法** |
| e.g.: Promotion  例：宣傳 | Details of activities  活動詳情 | 1 | Project website  項目網站 |
|  |  |  |  |
|  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Production of Website (if any) 製作網站（如有）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Purpose**  **用途** | **Content**  **內容** | **Anticipated No. of Visitors**  **預期瀏覽人數** | **Production Period**  **製作時間** | **Hosting Period**  **寄存時間** | **Hosting Location**  **寄存地點** |
| e.g.: Promotion  例：宣傳 | Details of project activities  項目的活動詳情 | 800 | 2 months  (July to Aug 2021)  2個月（2021年7月至8月） | 6 months  (Sep 2021 to Feb 2022)  6個月（2021年9月至2022年2月） | Organisation’s website  本機構 網站 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Other Details (if any) 其他詳情（如有）

|  |
| --- |
|  |

1. Expected Benefits of Project 項目預期的成效

Project evaluation should be made to assess the effectiveness of the project upon completion. Please state clearly the expected output indicators with the target beneficiaries by completing **Appendix I** of this Application Form. Applicant organisation should also identify one activity of the project, illustrate the design of a set of pre-activity and post-activity questionnaires, invite the activity’s participants to fill in the questionnaires before and after the activity respectively, and collect questionnaires from not less than around 20% or 50 of the total participants (whichever is the less) for activity assessment. A summary of activity assessment should be submitted together with the completion report. Samples of the questionnaires are available at the Environmental Education and Community Action Projects website.

在項目完成後，申請機構須進行「項目成效評估」，請填妥本申請表格**附錄I**，以列明清晰的預期表現指標和其目標受惠者。同時，申請機構亦須選取項目其中一個活動，為其設計一套活動前和活動後問卷，並邀請活動參加者分別在該活動開始前後填寫問卷，以及收回不少於參加人數約20%或50份已填妥的問卷（以較少者為準），作為「活動成效檢討」。活動成效檢討的摘要須夾附於項目完成報告書內。問卷參考範本可於環保教育和社區參與項目的網頁參閱。

1. Budget of the Project 項目預算

*(Please read paragraph 3.2.2.9 of the Guide to Application before completing this part. Please provide the unit cost and quantity for each expenditure item. If no detailed information is provided, the expenditure item may not be approved.)*

*（在填寫這部分前，請參閱《申請指引》第3.2.2.9段。請提供每個開支細項的單價和數量。如沒有提供詳細資料，有關的開支細項不會獲批資助。）*

| **Expenditure Item 開支細項** | **Unit Cost**  **($)**  **單價**  **（元）** | **Quantity 數量** | **Total Expenditure ($)**  **總開支**  **（元）** |
| --- | --- | --- | --- |
| e.g. Posters  例：海報 | 2 | 20 | 40 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| Amount of Grant Requested:  (should be same as the amount stated on page 3 of this Application Form)  擬申請資助總額：（須與本申請表格第3頁所列的數額相同） | | |  |

*Please extend the table if necessary　如有需要，請擴充表格。*

1. Procurement of Capital Items (if applicable)

採購資本物品（如適用）  
*(Please refer to paragraphs 3.2.2.9(e), 3.2.2.10, 4.11 and 4.12 of the Guide to Application.)*

*（請參閱《申請指引》第3.2.2.9(e)、3.2.2.10、4.11及4.12段。）*

| Item  項目 | Unit Cost ($)  單價（元） | Quantity  數量 | Estimated Expenditure ($)  預算開支（元） |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Estimated Revenue Generated from the Project (including recurrent income)

項目預算收入（包括經常收入）

| Revenue Item  收入項目 | Estimated Revenue ($)  預算收入（元） |
| --- | --- |
|  |  |
|  |  |
|  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Other Sources of Funds (both confirmed and being applied for; state name(s) of sponsor(s) and sponsorship amount(s))

項目其他資助來源（包括已獲批准及正在申請的資助；請列明贊助機構名稱及贊助金額）

*\*Please delete as appropriate. 請刪除不適用者。*

|  |  |  |
| --- | --- | --- |
| Name of Sponsor  贊助機構名稱 | Sponsorship Amount ($)  贊助金額（元） | Status  狀況 |
|  |  | \*Confirmed/  Being Applied For  \*已獲批准／正在申請 |
|  |  | \*Confirmed/  Being Applied For  \*已獲批准／正在申請 |
|  |  | \*Confirmed/  Being Applied For  \*已獲批准／正在申請 |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Information of the Project Team 項目團隊資料

*(Please state composition and number of staff to be involved in the project, their duties and the amount of time to be contributed to the project, etc. including full-time staff, part-time staff and volunteers. If there are any proposals for employing an existing staff member of the applicant organisations under the project, please provide his/her name and curriculum vitae for approval. Please also provide the project team’s organisation chart.)*

*（請列出項目職員組合及人數、各**人的職責及投放於項目的工作時間，包括全職及兼職人員和義工。如計劃聘用申請機構的現職員工參與這個項目，請提供他們的姓名和履歷，以供批核。另請提供項目團隊的組織架構圖。）*

1. Project Leader 項目組長的資料

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Project Leader:  項目組長姓名： | |  | Position Held:  職位： |  |
| Tel. No.:  電話號碼： |  | | Fax No.:  傳真號碼： |  |
| Mobile Phone no.:  流動電話號碼： |  | | Email Address:  電郵地址： |  |

1. Full-time/Part-time staff 全職／兼職人員

| **Position**  **(Number)**  **職位**  **（數目）** | **Background and Qualification Required**  **所需背景資歷** | **Duties**  **職責** | **Part-time/**  **Full-time**  **全職／ 兼職** | **Amount of time  to be contributed to the project  (in terms of number of days/hours per month)**  **投放於項目的工作時間 （以每個月的工作日數／時數計算）** | **Salary (including MPF)**  **薪金**  **（包括**  **強積金）** | **Recruitment Method**  **招聘方法** |
| --- | --- | --- | --- | --- | --- | --- |
| e.g.:  Project Coordinator (1)  例：  項目統籌員 (1) | Tertiary education; with one-year experience in organising activities.  專上程度；具備一年籌辦活動經驗 | To plan and implement the project.  計劃及推行項目 | \* ~~Part-time~~/  Full-time  \*~~兼職／~~全職 | |  | | --- | | 22 |   days  per month  每月22個  工作日 | $16,850 | Open Recruitment  公開招聘 |
|  |  |  | \* Part-time/  Full-time  \*兼職／全職 | |  | | --- | |  |   days  per month  每月   |  | | --- | |  |   個工作日 |  |  |
|  |  |  | \* Part-time/  Full-time  \*兼職／全職 | |  | | --- | |  |   days  per month  每月   |  | | --- | |  |   個工作日 |  |  |
|  |  |  | \* Part-time/  Full-time  \*兼職／全職 | |  | | --- | |  |   days  per month  每月   |  | | --- | |  |   個工作日 |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Volunteer 義工

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activities**  **活動名稱** | **Duration of Activities**  **活動時段** | **No. of Volunteers**  **義工數目** | **Duties**  **職責** | **Recruitment Method**  **招募方法** | **Selection Criteria**  **甄選準則** |
| e.g.: Eco Talk  例：環保 講座 | \*Half-day/ ~~Whole-day~~  \*半日／~~全日~~ | 5 | To assist in guest reception and registration  協助接待嘉賓及參加者登記 | Select from existing pool of volunteers  從現有義工中甄選 | With experience in conducting similar events  具備相關工作經驗 |
|  | \*Half-day/ Whole-day  \*半日／全日 |  |  |  |  |
|  | \*Half-day/ Whole-day  \*半日／全日 |  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Others – number and positions of other staff to be involved but not funded under the project

其他*—*不在資助範圍內但參與項目的其他員工的數目及職位

|  |
| --- |
|  |

1. Experience and record of applicant organisation in organising related activities other than projects under the ECF 舉辦環保基金項目以外的相關活動經驗及記錄

|  |
| --- |
|  |

1. Contingency plan under social distancing measures 實施社交距離措施下的應變計劃

Applicant organisation is required to formulate a contingency plan of project implementation if and when social distancing measures are in place to minimise disruption to the project activities. Please complete **Appendix II** of this Application Form.

申請機構須制定如實施社交距離措施時推展項目的應變計劃，以減低其對進行項目活動的影響。請填妥本申請表格**附錄II**。

1. Other relevant information in support of application 其他支持申請的相關資料

|  |
| --- |
|  |

**Supplementary Sheet** **for**

**First Time Applicant**

**首次申請機構資料補充頁**

**Details of the Applicant Organisation**

**申請機構的詳細資料**

(Please tick the appropriate box. 請在適當的方格內填上「✓」號。)

1. The applicant organisation is registered under: 機構根據下列條例註冊：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | the Societies Ordinance 《社團條例》 | | | | |
| (Year: 年份： |  | / Registration No.: 註冊號碼： |  | ) | |

Please provide the particulars of all the office-bearers of the organisation according to the application form for registration of a Society submitted to the Hong Kong Police Force.

請根據向香港警務署遞交的社團註冊申請表所載的各社團幹事提供以下個人資料詳情。

|  |  |  |  |
| --- | --- | --- | --- |
| Office held in Society  社團職銜 |  |  |  |
| Name in English  英文姓名 |  |  |  |
| Name in Chinese  中文姓名 |  |  |  |
| First 4 digits of Hong Kong Identity Card Number  香港身份證首4個號碼 |  |  |  |
| Hong Kong Address  香港地址 |  |  |  |
| Contact Telephone No.  聯絡電話號碼 |  |  |  |

|  |  |
| --- | --- |
|  | the Companies Ordinance 《公司條例》 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (Year年份： |  | / Registration No. 註冊號碼： |  | ) |

|  |  |
| --- | --- |
|  | Others 其他 (please specify請註明) |

|  |
| --- |
|  |

***Note: 注意：***

*Please provide a copy of the organisation’s registration document to prove that the organisation is non-profit making in nature, please also submit a copy of the “Memorandum and Articles of Association” or other supporting documents. The Head or Deputy Head of the applicant organisation must sign personally and affix the original seal of the applicant organisation on the relevant documents to confirm that they are certified true copies of the originals.*

*請附上機構的註冊文件副本。請同時遞交「組織章程大綱及章程細則」副本或其他證明文件，以證明機構屬非牟利性質。申請機構主管或副主管須於有關文件上親自簽署及蓋上申請機構正本印章，以確認其為核證副本。*

1. 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？

|  |  |
| --- | --- |
|  | No否 |
|  | Yes是(Please submit a copy of relevant supporting document. 請遞交有關證明文件副本。) |
|  |

1. Does the organisation receive any Government subvention?

機構有沒有接受政府補助？

|  |  |
| --- | --- |
|  | No 沒有 |
|  | Yes有 (Please indicate the name of the department concerned. 請填寫有關部門名稱。) |
|  |
|  |  |
|  |  |

1. Background information about the organisation (including year of establishment, objective(s), source of funding, etc.):   
   機構的背景資料（包括成立年份、宗旨、經費來源等）：

|  |
| --- |
|  |

1. Information about the key member(s) of the organisation (including name(s), position(s) and contact telephone number(s)):   
   機構主要成員的資料（包括姓名、職位及聯絡電話）：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English  英文姓名 | Name in Chinese  中文姓名 | Position  職位 | Contact Telephone No.  聯絡電話號碼 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please extend the table if necessary. 如有需要，請擴充表格。*

**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 (ECF) 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 provided 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 purpose 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 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。

*I have read and understood the above information.  
本人已閱讀及明白以上內容。*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Signature簽署 | | |
| Name of Person-in-charge: 項目負責人姓名： | | ( |  | ) |
| Date日期： |  | | | |

Notes: 注意：

* Please photocopy this Application Form if more than one is required.

如需要超過一份申請表格，請自行影印。

* This Application Form may be amended by the ECF Committee as and when necessary.

環保基金委員會可隨時按需要修訂本申請表格的內容。

**Checklist of Required Documents 所需文件清單**

Please tick the appropriate box to check if the following required documents are prepared for submission:

如已在申請中夾附以下所需文件，請在空格內填上「✓」號：

|  |  |
| --- | --- |
|  | Original of the completed Application Form.  完整申請表格正本。 |
|  |
|  |  |
|  | Supplementary Sheet for Information on the Applicant Organisation.  申請機構資料補充頁。 |
|  |
|  |  |
|  | Duly signed Personal Data Collection Statement. |
|  | 已簽署的收集個人資料的聲明。 |
|  |  |
|  | Copy of registration document together with a copy of the “Memorandum and Articles of Association” or other supporting documents.  機構的註冊文件副本，以及「組織章程大綱及章程細則」副本或其他證明文件。 |
|  |
|  |  |
|  | Copy of supporting document as a charitable organisation qualified for tax exemption under section 88 of the Inland Revenue Ordinance (if applicable).  根據《稅務條例》第88條獲豁免繳稅的慈善團體的證明文件副本（如適用）。 |
|  |
|  |  |
|  | Completed Appendix I of this Application Form. |
|  | 填妥的本申請表格附錄I。 |
|  |  |
|  | Completed Appendix II of this Application Form. |
|  | 填妥的本申請表格附錄II。 |
|  |  |
|  | Softcopies of this Application Form (in Word format) and all the documents submitted. |
|  | 本申請表格（「Word」檔案格式）及所有遞交文件的軟複本 |