環境及自然保育基金　實踐及行動項目
Environment and Conservation Fund Practice and Action Projects

2024/25第二輪申請第一場簡介會
1st Briefing Session for the 2nd Round Application Invitation of 2024/25

ecf
環境及自然保育基金
Environment and Conservation Fund

實踐及行動項目
Practice and Action Projects

每年設有兩輪申請。現正邀請**2024/25年第二輪**申請。
Applications will be invited twice a year. Now calling for the 2nd round applications of 2024/25.

22.11.2024
開始接受申請
Application **Start Date**

30.12.2024
截止申請
Application **Deadline**

15.11.2024
第一場簡介會
1st Briefing

6.12.2024
第二場簡介會
2nd Briefing

第一場簡介會內容
The 1st Briefing Session will cover:

1. 環境及自然保育基金及實踐及行動項目**簡介**
   Introduction of ECF and Practice and Action Projects

2. 實踐及行動**項目範疇**
   Project Areas of Practice and Action Projects

3. 政策**方向**及**現有服務**
   Major Government Initiatives and Existing Services

4. 申請**須知**
   Notes on Application

5. 審批**程序**及**準則**
   Vetting Process and Criteria

6. 項目一般**要求**及資助**款額**的**發放**
   General Requirements of Projects and Disbursement of Funds

7. **Smart ECF**簡介
   Introduction of Smart ECF

第二場簡介會內容
The 2nd Briefing Session will cover:

1. 申請**須知**
   Notes on Application

2. **填寫申請表格指引**
   Guide for Completing the Application Form
   ▶ 甲部 – 資料頁 Section A – Data Sheet
   ▶ 乙部 – 項目計劃 Section B – Project Proposal
   ▶ 丙部 – 建議預算 Section C – Proposed Budget
   ▶ 丁部 – 其他資料 Section D – Other Information
   ▶ 附錄I – 維護國家安全確認書 Annex I – Agreement on Safeguarding National Security

3. **問答**環節
   Q&A Session

1. 環境及自然保育基金及實踐及行動項目簡介
Introduction of Environment and Conservation Fund and Practice and Action Projects

環境及自然保育基金簡介
Introduction of Environment and Conservation Fund

▶ 於1994年成立，以支持綠色項目和活動。

Established in 1994 to support green projects and activities.

三大資助計劃 3 Major Funding Schemes

實踐及行動項目
Practice and Action Projects
[於2024年11月22日開始接受申請]
[To be opened for application on 22 November 2024]

宣傳及教育項目
Publicity and Education Projects
[於2024年11月18日開始接受申請]
[To be opened for application on 18 November 2024]

研究及發展項目
Research and Development Projects

維護國家安全
Safeguarding National Security

► 申請機構遞交申請表格時，必須同時遞交**確認書（附錄I）**，以代表其**知悉及承諾遵守下述條款**：
  - 政府保留權利以機構曾經參與、正在參與或有理由相信機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，**取消其申請資格**；
  - 又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要**剔除機構日後申請的資格**。

► Applicant organisation has to submit an Agreement (Annex I) along with the application form, to confirm the organisation has acknowledged and undertaken to comply with the following clauses:-
  - the Government reserves the right to disqualify the recipient organisation on the grounds that it has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security;
  - or otherwise the exclusion of the organisation from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

維護國家安全
Safeguarding National Security

▶ 即使有關申請已獲批准，如果出現下列任何一種情況，政府可**立即撤回或取消有關批准**：
- ○ 機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- ○ 繼續委約機構或繼續推行該環境及自然保育基金項目將不利於國家安全；或
- ○ 政府合理地相信上述任何一種情況將會發生。

▶ Even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events:
- ○ the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- ○ the continued engagement of the organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
- ○ the Government reasonably believes that any of the events mentioned above is about to occur.

維護國家安全
Safeguarding National Security

► 如申請機構無填妥及遞交申請表格附錄I，申請將被視為<u>無效</u>。
 An application will be considered invalid if the Annex I of the application form is not duly signed and submitted by the applicant organisation.

建議項目如具推動國民教育和愛國教育元素，有機會在比較下更見優勢。

Application proposals with elements of national education and patriotism may be comparatively meritorious.

誰可申請?
Who can apply?

▶ 本港**非牟利機構**均可申請。
Local non-profit making organisations are eligible to apply.

本地獲豁免繳稅的慈善機構
Local tax-exempt charities

本地註冊的非牟利機構
Local registered and non-profit-making organisations

實踐及行動項目
Practice and Action Projects

▶ 提高社區人士對**循環再用、減少、分類和回收固體廢物**的**意識**。
Enhance awareness of the local community in solid waste recycling, reduction, separation, and recovery.

▶ 有助**推動**社區人士**採取行動減少廢物，把廢物分類和回收**，並持續參與這些行動。
Motivate the local community to take action in waste reduction, separation and recovery, and continue to participate.

▶ **不應是單次**的宣傳活動。
Should not be one-off publicity event.

2. 實踐及行動項目範疇
Project Areas of
Practice and Action Projects

我們正在尋找哪些項目？
What projects are we looking for?

<u>重點項目類型 Major Project Types</u>

源頭減廢行動項目
Waste Reduction at Source Action Project

減少即棄塑膠行動項目
Single-Use Plastics Reduction Action Project

廚餘回收項目
Food Waste Recycling Project

項目設計方向
Direction of Project Design

▶ 可**促進持分者**之間的**協作參與**。
Involve stakeholders collaboration which facilitates sectorial participation.

▶ **規模較大**，能覆蓋較廣的地理範圍和／或包涵大量參與者。
Of a considerable scale that covers a large geographical area and/or a significant number of participants.

▶ 具有**明確**的目標和易於評估的成果／產量。
Have clear objectives and easily assessed outcome/outputs.

▶ 在推動環境保護和保育方面，**對社會能作出深遠影響**。
Bear far-reaching impacts to the community on promotion of environmental protection and conservation.

源頭減廢行動項目
Waste Reduction at Source Action Project

綠展義工
GO Volunteer

- **減廢回收教育：** 舉辦社區宣傳活動，宣傳減廢和乾淨回收的信息
- **Education on Waste Reduction and Recycling:** Organise community promotion activities to disseminate waste reduction and clean recycling messages

- **義工組隊：** 組織義工隊，招募及培育義工於社區推廣減廢回收
- **Volunteer Teams:** Establish volunteer teams, recruit and train up volunteers to promote waste reduction and recycling

- **主要推廣對象:** 學校/外傭/少數族裔群體/三無大廈居民/婦女/新來港人士/銀髮一族
- **Target Audience:** schools / foreign domestic helpers / ethnic minorities / residents of 3-nil buildings / women / new arrivals / sliver-haired group

綠展義工
GO Volunteer

目的 Objectives	建議項目類型 Suggested Programmes
• 招募及培育義工 Recruit and train up volunteers • 透過綠展義工向前述主要推廣對象教育「源頭減廢」及「乾淨回收」 Volunteers to promote waste reduction at source and clean recycling to the abovementioned target audiences • 透過綠展義工向主要推廣對象宣傳政府最新的減廢回收措施/計劃 To promote the Government's new waste reduction and recycling initiatives/schemes to the target audiences • 於社區提供回收服務，教育市民乾淨回收知識 Provide recycling services in the community with a view to educating the public about clean recycling	• 環保教育活動 Environmental education activities • 「義工」培訓 "Train-the-trainer" • 問卷訪問 Interviews questionnaire • 講座及工作坊 Seminars and workshops • 網上及社交媒體宣傳 Online and social media promotion

「回收@校園」活動
"We-recycle@School" Activity

- 與學校合作，教育學生認識源頭減廢及資源回收的概念
- Collaborate with schools to educate students the concept of waste reduction at source and resources circulation

- 鼓勵學生與家人於生活中實踐分類回收
- Encourage students and their families to practise resources separation and recycling in daily life

外展教育活動
Outreach Education Activities

教育展板 Education Panel

校園回收箱
Recycling Bins

到校講座
School Talks

話劇 Drama

工作坊 Workshops

「回收@校園」活動
"We-recycle@School" Activity

- 舉辦不同類型的回收比賽/活動，鼓勵學生於學校回收
- Encourage students to recycle at schools through arranging various recycling competition/activities

教科書回收
Textbook Recycling

升級再造比賽
Upcycling Competition

校服回收
Uniform Recycling

回收比賽
Recycling Competition

對鄉郊地區的減廢及回收支援
Waste Reduction and Recycling Support at Rural Areas

- 為鄉郊居民提供回收服務，聯同鄉郊地區人士（例如村代表、鄉事委員會代表、鄉郊組織），於村內設立回收點，以增加鄉郊地區的回收支援

  Establishing recyclables collection points and providing recycling services to rural areas through connecting representative of rural areas to enhance the recycling support there

- 為村民提供減廢回收講座及工作坊，並於村內進行「環保大使」培訓（包括義工），推動鄉村減廢回收

  Organising talks and workshops on waste reduction and recycling for residents of rural areas, and conduct training for Environmental Ambassadors (including volunteers) to promote waste reduction and recycling

對鄉郊地區的減廢及回收支援
Waste Reduction and Recycling Support at Rural Areas

- 以創新及可持續的方式（例如「共享」概念、以物易物、社區為本），鼓勵鄉郊居民實踐減廢、重用及回收的綠色生活

  Encouraging residents of rural areas to practise the green life style of reduction, reuse and recycling in an innovative and sustainable way

- 協助鄉郊地區人士（例如村代表、鄉事委員會代表、鄉郊組織）在傳統習俗節日及舉辦大型慶典活動時（例如圍村盤菜宴、天后誕、太平清醮等）落實源頭減廢及乾淨回收的措施

  Assisting community stakeholders of rural areas to adopt at source waste reduction and clean recycling in organising celebrations of traditional festivals and large-scale events

綠展隊
Green Outreach

- 深入社區提供**外展服務**
  Reaches out to the community to provide outreaching services in the territory

- 為屋苑/住宅大廈提供**實地減廢回收支援**
  Provides on-site assistance and recycling support to housing estates/residential buildings

- 協助規劃和推廣「綠在區區」和廚餘回收的新設施和服務
  Promotes and plans new facilities and services for GREEN@COMMUNITY and food waste recycling

- 以線上線下宣傳、社交媒體、舉辦宣傳活動等形式推行減廢回收
  Promotes waste reduction and recycling through online and offline publicity, social media platform and organize promotion activities

- 推展**「回收@校園」**活動及推行**「綠展義工計劃」**
  Promote "We-recycle@School" and implement "Green Outreach Volunteer Programme"

159 000次社區探訪
Community Visits

聯繫**4 800**個物管及居民組織
Established Connections with 4 800 PMC & OCs

智能回收系統
Smart Recycling Systems

▶ **應用物聯網科技 (IoT)及 4G/5G無線網絡連繫**
Adopt Internet of Things (IoT) technology & 4G/5G wireless network

▶ **收集日常運作資料整合成大數據**
Collect the daily operation data to establish Big Data

▶ **為社區提供更貼身服務,有效提高社區回收的管理效率**
Provide more convenient and better recycling service to the community, and improve management efficiency of community recycling

智能回收系統先導計劃
Pilot Programme on Smart Recycling Systems

▶ **試驗智能回收系統在本地應用的情況**
Test local application of smart recycling systems

▶ **推出綠綠賞電子積分計劃**
Introduce GREEN$ Electronic Participation Incentive Scheme

▶ **截至2024年10月底，應用點已擴展至超過500個地方**
Expanded to cover more than 500 application points as at end October 2024

智能回收未來發展
Future Development of Smart Recycling

▶ 推行開發及/或應用人工智能、大數據等技術的智能回收項目
Carry out smart recycling projects on application and/or development of artificial intelligence, big data technologies, etc.

▶ 進行有助提高社區參與乾淨回收的項目，如利用人工智能辨識回收物及建議合適的回收點，利用大數據預測及評估社區回收支援措施
Carry out projects that can enhance community participation in clean recycling recognising recyclables and advise on suitable outlets by utilising Artificial Intelligence, predicting and evaluating the effectiveness of community recycling support measures by application of big data analytic, etc.

減少即棄塑膠行動項目
Single-use Plastics Reduction Action Project

減少即棄塑膠
Reduction of disposable plastics

▶ 運用創新科技／高效方法，便利源頭減少使用即棄餐具的**可重用餐具租借／中央餐具清潔**的服務計劃、或便利即棄餐具（例如植物纖維餐具）使用後**資源回收及預處理**的服務計劃。

Apply innovative technologies / effective methods in reusable tableware lending programmes / central tableware washing services to facilitate reducing the use of disposable tableware at source, or in recycling programmes to facilitate resource recovery and pre-treatment of used disposable tableware (e.g. plant-fibre based tableware).

廚餘回收項目
Food Waste Recycling Project

廚餘回收項目
Food Waste Recycling Rrojects

項目**應避免重複**政府部門或其他團體**已經或目前正在進行的工作**

Project should **avoid duplication** of the work **already or currently being carried out** by government departments or other organisations

環保署現有廚餘回收計劃包括 Current Food Waste Recycling Programmes of EPD includes:

- **廚餘收集先導計劃**
  Pilot Scheme on Food Waste Collection

- **公共屋邨廚餘收集計劃**
  Food Waste Collection to all PRH Estates

- **多項私人屋苑智能廚餘回收桶計劃**
  Various schemes on Installation of Food Waste Smart Bins in Private Housing Estates

- **公眾垃圾站廚餘回收點**
  Food Waste Recycling Points at Public Refuse Collection Points

- **廚餘回收流動點**
  Food Waste Recycling Spots

一般情況下，環保署可安排將集中收集的廚餘送往政府的廚餘處理設施

In general situations, EPD can arrange the transportation of centrally collected food waste to Government's food waste treatment facilities.

廚餘回收
Food Waste Recycling

▶ 應用**創新**的**廚餘源頭分類**、**暫存**、**預處理**、**回收**技術／方法，更具效率及合乎成本效益地處理廚餘
Apply **innovative technologies / methods in food waste source separation, temporary storage, pre-treatment and recycling** to handle food waste more efficiently and cost effectively

Innovation 創新

- 創新方式/思維/做法/技術 Innovative modes/ideas/practices/ technologies
- 優化工序減碳 Optimizing workflows to reduce carbon emissions
- 促進行為改變 Driving behavioural change
- 除臭防漏，避免滋擾 Minimizing odours and preventing leaks to avoid nuisance

▶ 獲批項目須與環保署協商**運送廚餘方式**，如環保署可提供廚餘收集服務運送至政府處理設施，則不可使用有關預算開支。
Coordination with EPD is required regarding **the food waste delivery arrangement** for approved projects. If EPD can provide the delivery service to the Government treatment facilities, the related budget allocated for such purpose shall not be used.

廚餘回收
Food Waste Recycling

| 對象 Target	可考慮的收集模式 Potential Collection Modes
私人屋苑 / **工商業設施(如商場、酒店等)** Private Residential Estates / Commercial & Industrial Facilities (e.g. shopping malls, hotels)	• 實地處理廚餘系統 (on-site food waste treatment facilities)
鄉村 Rural Villages	• 廚餘回收桶 / 智能回收桶 (food waste collection bins / smart bins) • 流動車 / 定時定點收集站 (mobile vehicle / recycling spots) • 實地處理廚餘系統 (on-site food waste treatment facilities)

3. 政策方向及現有服務
Major Government Initiatives and Existing Services

政策方向
Major Government Initiatives
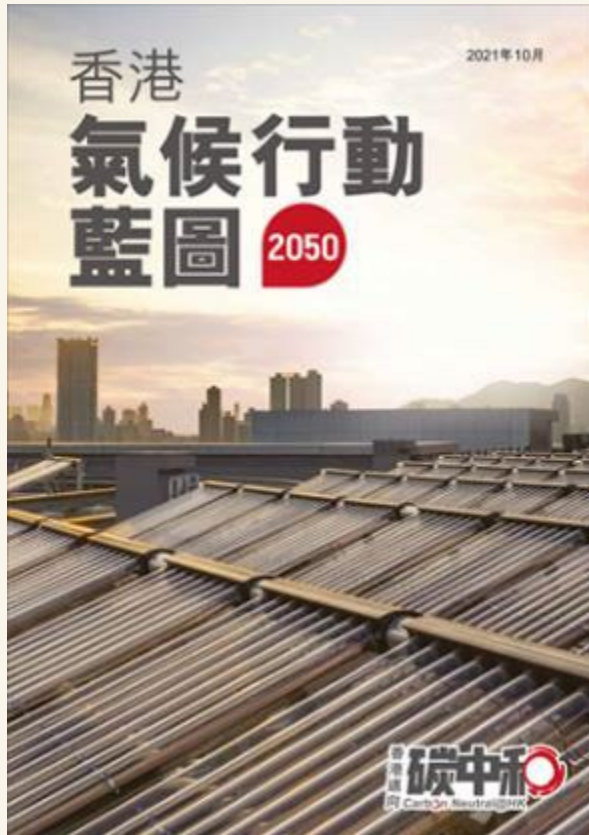
① 源頭減廢
Waste Reduction at Source

► 推動**源頭走塑**、**減少使用即棄**塑膠及**鼓勵使用可重用**的代替品
To promote the elimination of plastics at source, reduction of disposable plastics and encourage the use of reusable alternatives.

► 推廣**惜食**文化，鼓勵食肆與顧客共同從源頭減少廚餘。
To promote the culture of cherishing food, and encourage eateries to reduce food waste at source together with customers.

管制即棄膠餐具和其他塑膠產品
Regulation of Disposable Plastic Tableware and Other Plastic Products

為從源頭減少使用即棄塑膠產品，第一階段管制即棄膠餐具和其他塑膠產品已於**2024年4月22日開始實施**。

To reduce the use of disposable plastic products at source, the first phase regulation of Regulation of Disposable Plastic Tableware and Other Plastic Products came into effect on 22 April 2024.

當中，**第一階段管制**包括：
- 禁止**銷售**及禁止餐飲處所向**外賣**顧客提供**發泡膠餐具、飲管、攪拌棒、叉刀匙和碟**；
- 禁止餐飲處所向**堂食**顧客提供**任何即棄膠餐具(包括杯、杯蓋、食物容器及食物容器蓋)**。

The first phase regulation consists of:
- Prohibits the sale and provision of EPS tableware, straws, stirrers, forks, knives, spoons and plates at catering premises to customers takeaway services;
- Prohibits the provision of any disposable plastic tableware (Including cups, cup lids, food containers and food container covers) to dine-in customers at catering premises.

管制即棄膠餐具和其他塑膠產品
Regulation of Disposable Plastic Tableware and Other Plastic Products

第二階段管制計劃涵蓋的即棄塑膠餐具主要是**外賣常用的塑膠杯和塑膠食物容器**。

至於下一階段的工作，我們會著手和業界攜手，以及透過**宣傳教育**，**推動改變市民習慣和綠色走塑文化**，並且在充分考慮相關非塑膠替代品的**成熟度、普及性和可負擔性**，才實施進一步管制。

The second phase regulation major consists of tableware commonly used in takeaway meal, i.e. disposable plastic cups and food containers.
As regards the next phase of the regulation, we will collaborate with the trades and promote members of the public to adopt new habits and green "plastic-free" culture through publicity and education. Furthermore, we will implement the next phase of the regulation only with full regard to the consideration of the maturity, availability and affordability of relevant alternatives.

塑膠購物袋收費計劃
Plastic Shopping Bag (PSB) Charging Scheme

塑膠購物袋收費自2015年4月1日起在整個**零售業界全面推行**。為維持計劃的成效，政府於2022年12月31日起推行了以下優化措施：

- 每個膠袋的收費提高至最低**一元**；
- **取消**盛載**冰凍或冷凍食品**的膠袋的**豁免**；以及
- **收緊**盛載**沒有包裝及非氣密食品**的膠袋的豁免，以每單一交易一個免費膠袋為基本原則。

The PSB Charging Scheme has been fully implemented in the entire retail sector since 1 April 2015. To maintain the effectiveness of the Scheme, on 31 December 2022, the Government implemented the following enhancement measures:

- increasing the charging level per PSB to at least $1;
- removing the exemption for PSBs carrying frozen/chilled foodstuff items; and
- tightening the exemption for PSBs carrying foodstuff items without packaging or in non-airtight packaging, with "one free PSB per single transaction" as the basic principle.

玻璃飲料容器生產者責任計劃
Producer Responsibility Scheme on Glass Beverage Containers

環保署已於2023年5月1日全面落實玻璃飲料容器生產者責任計劃：

❖ 透過公開招標委聘玻璃管理承辦商提供廢玻璃容器收集及處理服務；

❖ 向在本港分發或耗用玻璃樽裝飲品的製造商及進口商收取容器循環再造徵費；及

❖ 引入牌照制度規管廢玻璃容器的處置，並引入進出口許可證制度以規管進出口廢玻璃容器，確保廢玻璃容器以合乎環保的方式處理。

The EPD has fully implemented the Producer Responsibility Scheme on glass beverage containers since 1 May 2023:

❖ Appointing Glass Management Contractors (GMCs) through open tender to provide waste glass container collection and treatment services;

❖ Collecting a container recycling levy from manufacturers and importers for glass-bottled beverages that they distribute or consume in Hong Kong; and

❖ Introducing licence control on the disposal of waste glass containers and permit control on their import and export to ensure waste glass containers are processed in an environmentally sound manner.

塑膠飲料容器及紙包飲品盒生產者責任計劃
Producer Responsibility Scheme on Plastic Beverage Containers and Beverage Cartons

政府以期最早於2026年推行**計劃**，要求各相關持份者共同承擔環保責任，**妥善收集和處理塑膠飲料容器及紙包飲品盒**，以轉化成有市場價值的回收物料。此外，計劃建議提供回贈，以鼓勵公眾交回用完的塑膠飲料容器及紙包飲品盒。

The Government aimed to implement the Scheme in 2026 at the earliest, which would require stakeholders to share the environmental responsibilities of collecting and treating plastic beverage containers and beverage cartons, thereby turning them into marketable recycled materials. Furthermore, the Scheme proposed to include rebates to encourage people to return used plastic beverage containers and beverage cartons.

② 轉廢為能 Waste-to-Energy

▶ 多項大型**廢物管理設施**已陸續落成，以支持廢物分類工作及促進廢物資源化。

A number of large-scale waste management facilities have been built to support the waste separation work and facilitate the transformation of waste into resources.

③ 分類回收
Waste Separation and Recycling

▶ 環保署致力發展回收網絡，自2015年起開展的「綠在區區」，服務範圍已擴展至全港18區，並統一接收**九類回收物**（即廢紙、金屬、塑膠（包括發泡膠）、玻璃容器、慳電膽／光管、充電池、小型電器、四電一腦及紙包飲品盒）。除上述九類回收物以外，環保署亦積極推動廚餘回收。

The EPD is sparing no effort in developing the community recycling network. The Green@Community, which started in 2015, serves members of the public territory-wide, and collect nine types of recyclables (namely paper, metals, different types of plastics (including styrofoam), glass containers, fluorescent lamps and tubes, rechargeable batteries, small electrical appliances, regulated waste electrical and electronic equipment and beverage cartons). Besides the nine types of recyclables mentioned above, the EPD is also actively promoting food waste recycling.

資源分類和回收資訊 / Source Separation and Recycling Information

綠在區區
GREEN@COMMUNITY

回收環保站 Recycling Stations（11 個）

綠在沙田	綠在葵青
綠在東區	綠在大埔
綠在觀塘	綠在離島
綠在元朗	綠在西貢
綠在深水埗	綠在灣仔
綠在屯門	

綠在區區
GREEN@COMMUNITY

現時全港共有**77個回收便利點**（前稱「社區回收中心」）。全新形象的回收便利點大多鄰近缺乏分類回收設施的單幢式住宅樓宇附近或人口眾多的公共屋邨。大部份回收便利點亦設有夜間自助回收設施，提供「便利」市民的社區回收支援。

There are 77 Recycling Stores (formerly known as "Community Recycling Centers") around the territory. The Recycling Stores with brand new image are mostly located near single block residential buildings where waste recovery facilities are limited or in public rental housing estates with large population. Most of the Recycling Stores have nighttime recyclable dropping-off service, providing "convenient" recycling support to the community.

回收便利點列表： https://www.wastereduction.gov.hk/zh-hk/waste-reduction-programme/greencommunity#recyling-stores

43

綠在區區
GREEN@COMMUNITY

回收流動點
Recycling Spots

~ 350 個
About 350
Recycling Spots

回收流動點位置 Locations of Recycling Spots：

https://www.wastereduction.gov.hk/zh-hk/waste-reduction-programme/greencommunity#list-of-recycling-spots

環保署現有服務
Existing Services Provided by the EPD

路邊回收桶
Kerbside Recycling Bins

環保署在2022年6月開始逐步**移除市區的路邊回收桶**，以鼓勵市民善用已升級的屋苑／住宅大廈及綠在區區社區回收設施。

The EPD has been progressively removing the kerbside recycling bins in urban areas since June 2022, thereby encouraging the public to make good use of the upgraded facilities in housing estates/residential buildings and GREEN@COMMUNITY for recycling.

現時在**鄉郊地區**的公眾地方設置約1,100個**路邊回收桶**，以方便市民回收最常見的回收物。

Currently, the EPD has put in place around 1,100 kerb-side recycling bins in public places to facilitate the public to recycle the most common recyclables (i.e. paper, plastic bottles and metals).

塑膠回收先導計劃
Plastic Recycling Pilot Scheme

環保署自2020年1月起於三個地區（**東區、觀塘和沙田**）作試點，推行塑膠回收先導計劃，並於2022年3月底起擴展至九區（新增六區為**中西區、深水埗、荃灣、屯門、大埔及西貢**），以服務合約形式聘請承辦商向區內已登記的公私營住宅、學校、公營機構和「綠在區區」等**提供免費收集非工商業廢塑膠服務（包括膠袋、膠容器、膠餐具、發泡膠等）。**

EPD has been implementing a Plastic Recycling Pilot Scheme in three districts (Eastern, Kwun Tong and Sha Tin) since January 2020, and has further extended the Pilot Scheme to nine districts (6 newly added districts are Central and Western, Sham Shui Po, Tsuen Wan, Tuen Mun, Tai Po and Sai Kung) since late March 2022. Contractors are engaged under service contracts to provide free collection service for waste plastics (including plastic bags, plastic containers, plastic tableware, polyfoam, etc.) from registered premises for non-commercial and non-industrial sources such as public and private housing estates, schools and public institutions and GREEN@COMMUNITY in the districts.

入樽機先導計劃
RVM Pilot Scheme

為配合日後推出「塑膠飲料容器生產者責任計劃」，環保署於2021年第一季推出**入樽機先導計劃**，於公眾地方及政府設施等地點，設置共60部入樽機，並透過電子支付平台提供即時回贈，以**鼓勵公眾交回使用完的塑膠飲料容器**。第二期先導計劃於2022年第二季推出，入樽機的數目會分階段逐步**增加至合共120部**。第三期先導計劃於2023年12月推出，繼續為市民提供更優化的入樽機服務。社區上亦有一些機構設置了入樽機供市民使用。

To pave the way for the future implementation of the Producer Responsibility Scheme on Plastic Beverage Containers, EPD has rolled out a Reverse Vending Machine (RVM) Pilot Scheme in the first quarter of 2021. 60 RVMs were installed at locations such as public places and government facilities, with the provision of an instant rebate via e-payment platform to encourage the public to return their used plastic beverage containers. Stage 2 of the pilot scheme was launched in the second quarter of 2022 with the number of RVMs increased progressively to 120 in phases. Stage 3 of the pilot scheme commences in December 2023, and continue to provide enhanced RVM services to the public. There are also some organisations in the community that have set up RVMs for public use.

入樽機位置 Locations of VRMs：
https://www.hkrvms3.com.hk/hk/rvmmap

玻璃飲料容器回收服務
Recycling Service for Glass Beverage Containers

作為「玻璃飲料容器生產者責任計劃」的一環，政府已委聘**玻璃管理承辦商，為全港提供區域性廢玻璃容器收集及處理服務**。玻璃管理承辦商須在所負責的區域建立玻璃樽回收點網絡，為區內的工商業處所（例如酒吧及食肆）及住宅樓宇和屋苑提供玻璃樽收集服務。由政府委聘的玻璃管理承辦商提供的收集服務，費用全免。

As part of the Producer Responsibility Scheme on Glass Beverage Containers, the Government has appointed Glass Management Contractors (GMCs) to provide regional collection and treatment services covering the territory for waste glass containers. The GMCs are required to set up within their catchment regions a network of collection points for glass bottles serving commercial and industrial establishments such as pubs and food premises, as well as residential buildings and estates. The collection services provided by the Government-appointed GMCs are free of charge.

綠展隊
Green Outreach

▶ 為加強減廢回收的宣傳教育和實地社區回收支援，環保署成立了綠展隊，深入社區提供外展服務，通舉辦宣傳活動和現場示範，恆常地教育公眾源頭減廢的重要，鼓勵公眾實踐廢物源頭分類及乾淨回收，協助規劃和推廣「綠在區區」和廚餘回收的新設施和服務，向社區傳達最新的減廢回收資訊，以及為屋苑/住宅大廈提供實地減廢回收支援。

▶ To strengthen the publicity and education as well as on-site support for waste reduction and recycling at community level, the EPD set up the Green Outreach to provide outreaching services in the territory. Through promotional activities and hands-on demonstrations, the Green Outreach regularly educates the public about the importance of waste reduction at source, encourages and facilitates the pubic to practice source separation of waste and clean recycling, promotes and plans new facilities and services for GREEN@COMMUNITY and food waste recycling, and disseminates the latest information on waste reduction and recycling to the community. The Green Outreach also provides on-site assistance and recycling support to housing estates and residential buildings.

49

廚餘收集先導計劃
Pilot Scheme on Food Waste Collection

| 源頭分類
Source Separation | → | 暫存
Temporary Storage | → | 每日收集
Daily Collection | → | 運送至中央處理設施
Recycling at Facilities |

- 環保署在**2018年**推出先導計劃，並在**2023年初擴展服務至全港**
- 為**廚餘量較多的處所**，例如食物工場、商場、酒店、街市、醫院、大學、屋苑等，提供**免費點對點的廚餘收集服務**
- 現時**約1,400個**收集點，廚餘量不斷上升，平均每日收集到**約300公噸**廚餘。
- 運送至中央處理設施，再**轉化為電力和堆肥**

- The Pilot Scheme launched in 2018 and further expanded to cover the **whole territory in early 2023**
- Providing free door-to-door collection service to **premises with larger quantity of food waste**, e.g. public markets, hospitals, shopping malls, hotels, food factories, institutions, residential estates
- **~1,400 no.** of food waste collection points now, **an increasing trend** with daily food waste quantity **~300 tpd**
- Central food waste treatment, **converting into electricity and compost**

50

家居廚餘回收
Domestic Food Waste Collection

公共屋邨廚餘收集計劃 (PRH)

- 環保署已於今年六月底在**全港所有公共屋邨**安裝了共**740**個智能廚餘回收桶。
- At the end of June this year, the EPD has installed a total of 740 FWSRBs **covering all of the PRH estates**

- 環保署會逐步在全港的公共屋邨增加智能廚餘回收桶的數目，目標是在2026年達到**「一座一桶」**。
Progressively increase the number of FWSRBs in other PRH estates, with the goal of providing at least **"one FWSRB per PRH block"** by 2026

私人屋苑廚餘收集 (Private Housing Estates)

- 透過**回收基金**及**環境運動委員會**的項目資助私人屋苑安裝智能廚餘回收桶

Subsiding private housing estates to install Smart Bins under **Recycling Fund** and **Environmental Campaign Committee**

- 密封設計
Sealed design
- 具備防滿溢及除味裝置
Odour abatement devices/Overflow prevention
- **保持環境衞生**
Better environmental hygiene
- 「綠綠賞」積分兌換禮物
GREEN$ reward for gift Redemption

綠綠賞 GREEN$

Recycling Fund

ENVIRONMENTAL CAMPAIGN COMMITTEE
環境運動委員會

公眾廚餘收集點
Public Food Waste Collection Points

環保署社區回收網絡
EPD's Community Recycling Network

已在五個較鄰近住宅區的回收環保站**「綠在深水埗」、「綠在東區」、「綠在西貢」、「綠在沙田」及「綠在屯門」**設置智能廚餘回收桶，收集鄰近的家居廚餘（包括**單幢式大廈和「三無大廈」**）

Smart Bins installed at **GREEN@SHAM SHUI PO, GREEN@EASTERN, GREEN@SAI KUNG，GREEN@SHA TIN and GREEN@TUEN MUN** located **near single-block / 3-nil buildings** to collect food waste from general public

廚餘回收流動點
Food Waste Recycling Spots

在食肆較集中以及鄰近單幢式大廈或村屋的地點設置「廚餘回收流動點」，以**定時定點**的方式**在夜間**收集附近食肆和家居產生的廚餘。現時已設立了65個食肆和居民均可使用和16個食肆專用的回收點。

Set up a recycling spots near eateries and single-block / 3-nil buildings / villages **at fixed time and locations** to collect food waste from both eateries and residents nearby **during nighttime**. 65 recycling spots for use by restaurants and the public, and another 16 recycling spots for use by restaurants have been set up.

「廚餘回收流動點」位置
Location of Food Waste Recycling Spots

52

公眾廚餘收集點
Public Food Waste Collection Points

公眾垃圾站廚餘回收點
Food Waste Collection Points at Public RCPs

在食環署轄下的**102個公眾垃圾收集站**設立廚餘回收點，收集鄰近食肆和家居的廚餘。

Set up Food Waste Recycling Points **at 102 public refuse collection points** (RCP) under the Food and Environmental Hygiene Department to collect food waste generated by restaurants and households nearby.

公眾垃圾站廚餘回收點位置
Location of Food Waste Collection Points at Public RCPs

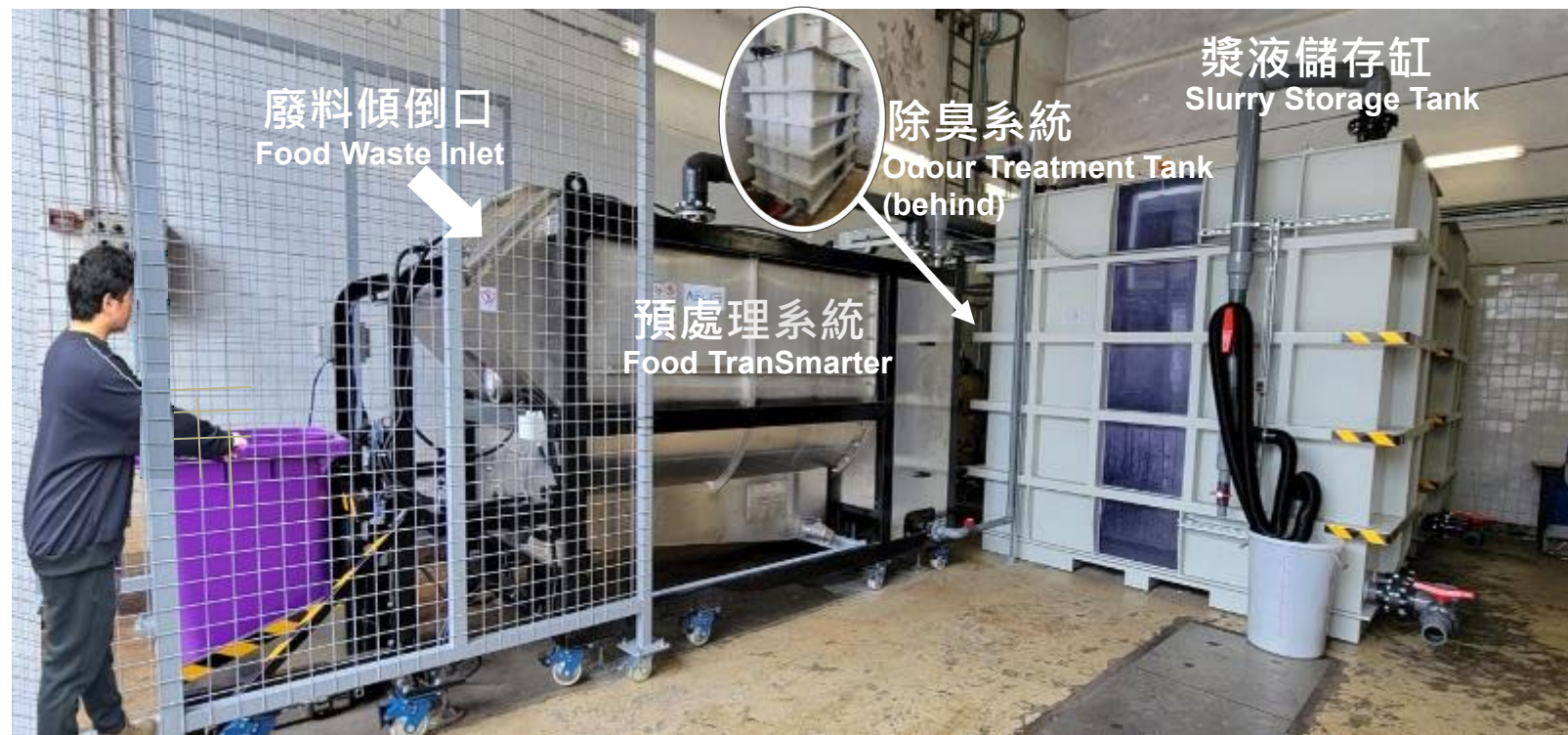
公眾街市
Public Wet Markets

於食環署轄下的**公眾街市**設置公眾廚餘收集點，試行使用智能廚餘回收桶收集鄰近的家居廚餘，首個收集點已在**駱克道街市**啟用，並逐步擴展到更多街市。

Set up public collection point in **FEHD's public markets** with Smart Bins for collecting food waste from general public. The first collection point in **Lockhart Road Market** has commenced service, and will be expanded to more public markets gradually.

廢料傾倒口
Food Waste Inlet

除臭系統
Odour Treatment Tank (behind)

漿液儲存缸
Slurry Storage Tank

預處理系統
Food TranSmarter

已分類的廚餘
Source-Separated Food Waste

廚餘漿液
Food Waste Slurry

吸缸車每星期運走一至兩次
Collect by Suction Tanker 1-2 times a week

- 可自動隔除雜質，例如餐具 (**便利前綫員工源頭分類廚餘**)
  Auto segregation of impurities, e.g. cutlery **(benefit front-line staff for source separation)**

- 廚餘漿液暫存於密封缸內 (**減少氣味滋擾**)
  Slurry temporarily stored in air-tight tank **(odour nuisance reduced)**

- 所需廚餘收集桶數量較少，廚餘不需儲存過夜 (**改善環境衞生**)
  Fewer food waste bins required, no overnight storage **(improved site hygiene)**

- 減少收集次數 (**提升成本效益**)
  Reduce collection frequency **(enhance cost-effectiveness)**

「廚餘再生俠」項目
Pre-treatment System (Food TranSmarter)

- **18個公私營場所使用中**（由環境及自然保育基金/創新及科技基金贊助或自資），另有更多處所在籌備安裝中，包括公眾街市、酒店、商場、醫院及主題公園。

  18 Food TranSmarters are currently in operation (funded under ECF, ITF, self-funded), and more projects are under preparation (e.g. for public markets, hotels, shopping malls, hospitals, theme park).

- 此設備適合產生大量廚餘及其源頭較集中的地方使用。

  Suitable for premises with large quantity of food waste and centralized sources.

例子Example

商場和酒店Shopping Malls and Hotels

利園一期
Lee Garden One

希慎廣場
Hysan Place

The ONE

美麗華廣場
Mira Place

四季酒店
Four Seasons Hotel

住宅 Residential

匯景花園
Sceneway Garden

大學 University

香港中文大學
CUHK

政府場所 Government Premises

長沙灣副食品批發市場
CSW Wholesale Food Market

西區副食品批發市場
Western Wholesale Food Market

大埔墟街市
Tai Po Hui Market

羅湖懲教所
Lo Wu Correctional Institution

其他 Other

機場員工綜合大樓
(HKIA Community Building)

- 市面上有各種各樣的廚餘處理機，能**轉廢為材**
  There are various composters on the market that can **turn food waste into useful materials**

- 就地處理亦能**減低運輸成本及碳排放**
  Processing food waste on-site can also **reduce transportation cost and carbon emission**

- 把廚餘轉化成肥料 → **支援資源循環，減少屋苑綠化成本**
  Convert food waste to fertilizer → **support resources circulation, reduce cost of greening**

- 此類設備**適合不同種類及大少的處所使用** (尤其鄉村)
  Suitable for **different types and sizes of premises , esp. rural villages**

- 長遠而言，廚餘處理機**可減低中央處理設施負擔**
  In long-run, composters **could reduce burden on centralised food waste treatment**

參考圖片
For reference only

排气口
Exhaust door

进料门
Feed door

screen

出料门

4. 申請須知
Notes on Application

如何申請? How to Apply?

① 填寫**網上電子表格**
Fill in an electronic application form

如機構未能填寫網上電子表格，可選擇：
If your organisation is unable to fill in the e-form, you may choose to:
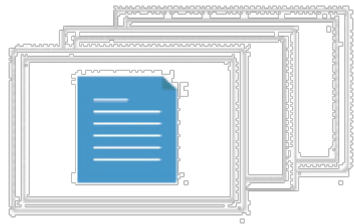
於環境及自然保育基金網站下載表格：
Download application form from ECF website:
www.ecf.gov.hk

② 親身或以郵寄方式送交秘書處
In person or by post to the Secretariat
香港灣仔軒尼詩道130號修頓中心5樓
5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

③ 以電郵方式發送至秘書處
By email to the Secretariat
ecf@eeb.gov.hk

申請截止日期
Application Deadline

▶ 不論是選擇遞交<u>**網上申請**</u>或<u>**紙本申請**</u>，均須於**2024年12月30日下午6時前送達秘書處**。若以郵寄方式遞交，**郵戳日期必須為2024年12月30日或之前**。

Completed application form must reach the Secretariat before 6:00 pm on 30 December 2024. If the applications are submitted by mail, the postmarks should be dated on or before 30 December 2024.

▶ 如選擇遞交<u>**紙本申請**</u>，須遞交申請表格正本及**軟複本**（「Word」格式）。

For paper-based applications, both original hard copy and soft copy (in "Word" format) of the application form shall be submitted.

▶ **逾期遞交或不完整**的申請，**概不受理**。

Late or incomplete applications will not be processed.

► 申請機構須確保申請表上的**資料詳盡確實**，及已**附有所需文件**。
Applicant organisations should provide the best and fullest information in their applications and provide supporting documents.

Applicable to all applicant organisations 適用於所有申請機構：
(Please refer to section 2 of "Guide to Application – Practice and Action Projects". 請參閱「實踐及行動項目－申請指引」第 2 部分。)

☐ Completed Annex I of this Application Form - Agreement (The application will be considered invalid if this Annex is not submitted.)
填妥的本申請表格附錄 I - 確認書（如無遞交此附錄，申請將被視為無效。）

Applicable to first-time applicant organisation only 只適用於首次申請機構：
(Please refer to section 3.1 of "Guide to Application – Practice and Action Projects". 請參閱「實踐及行動項目－申請指引」第 3.1 部分。)

☐ A copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap.112) (if applicable)
稅務局就根據《稅務條例》（第 112 章）第 88 條所作豁免繳稅安排發出的函件副本（如適用）

☐ A copy of the registration document of the organisation
機構的註冊文件副本

☐ A copy of the organisation's Articles of Association
機構的組織章程細則副本

Applicable to surplus food recovery projects only 只適用於剩食回收項目：
(Please refer to section 5.2.4.5 of "Guide to Application – Practice and Action Projects". 請參閱「實踐及行動項目－申請指引」第 5.2.4.5 部分。)

☐ Written consent(s) of all of the target regular recovery points for surplus food recovery activities
所有剩食回收活動目標恆常回收點的書面同意書

申請前請先**細閱「實踐及行動項目 – 申請指引」**。
Before submitting the application, please read carefully the "Guide to Application – Practice and Action Projects".

60

涉假文書呃環保署38萬　鮑思高青年中心前顧問被控

2018年10月10日(三) 18:10

被告本周五將在東區法院應訊。

廉政公署今(10日)落案起訴賽馬會長洲鮑思高青年中心前顧問，控告他涉嫌就一個節能項目欺詐及使用虛假文書，因而從該青年中心及環境保護署轄下一個基金取得共逾38萬港元款項。被告將於本周五(12日)在東區裁判法院應訊，以待案件轉介區域法院答辯。

假文書呃環保署3.64萬津貼 前顧問認罪囚5個月

2019年05月21日14:03 最後更新: 14:11

擁有博士學歷的賽馬會長洲鮑思高青年中心前環境項目顧問，2012至14年故意向環保署和青年中心作虛假陳述，扮擁環保工程承辦公司的總務負責人的身份，獲得3.64萬元的工程項目津貼。前顧問今在區域法院承認2項欺詐，另外2項使用虛假文書則由法庭存檔。法官斥被告知法犯法，最終被告雖撻手而回，但仍非抗辯理由。法官念及他多年在環保界的貢獻，終判他入獄5個月。

前顧問今在區域法院承認2項欺詐，另外2項使用虛假文書則由法庭存檔。資料圖片

申請須注意事宜
Matters to be noted

▶ 應優先考慮社區上現有項目或服務**未能涵蓋**的地方／資源。
Should first consider areas / resources not covered by existing projects or services in the community.

現有服務例子 Example of Existing Services:

社區上有**各類二手物品的買賣、交換或轉贈平台**
There are various second-hand items trading, exchange or transfer platforms in the community.

獲本基金、回收基金、可持續發展基金或香港賽馬會慈善信託基金資助的項目。
Projects funded by the ECF, Recycling Fund, Sustainable Development Fund, or Hong Kong Jockey Club Charities Trust.

申請須注意事宜
Points to note

▶如涉及現有項目或服務所涵蓋的地方／資源，應闡述現有項目或服務的**不足之處**，並闡明建議項目**如何改善現有項目的不足**。

If it duplicates areas / resources covered by existing projects or services in the community, the deficiencies of exiting projects or services should be pointed out, and how the proposed project could improve the deficiencies of the existing projects or services should be elaborated.

申請須注意事宜
Points to note

若屬**延續項目**的申請，有否在不同方面提出**加強／改善**項目之處，包括有否加入新元素、有否提升績效及／或有否優化原有項目內容等。

If it is an application for extension, whether the project shows enhancement / improvement in different aspects, which includes adding new elements, improving performance, and/or optimizing the project.

在一般情況下，同一項目將**不會獲批延續多於兩次**。

Normally, the same project will not be approved for extension more than twice.

獲環境及自然保育基金資助的實踐及行動項目：
https://www.ecf.gov.hk/tc/approved-projects?view=waste-reduction

ECF- Funded Practice and Action Projects:
https://www.ecf.gov.hk/en/approved-projects?view=waste-reduction

申請須注意事宜
Points to note

▶ 在一般情況下，申請機構在同一資助計劃下**同時有兩個正在進行的資助項目**，將不再獲批在同時期開展新的資助申請。

Under normal circumstances, application(s) submitted by an applicant organisation with two on-going projects under the same funding scheme will not be approved.

▶ 此外，如同一機構同時申請多個相類似項目，必須**清楚列明各個申請之間有何分別及為何不能以單一項目形式遞交申請**，以供考慮。否則，該些申請或會被視作單一申請處理。

In addition, if a organisation submits applications of highly similar contents, the differences between the applications and the reason(s) why the applications cannot be submitted as a single project proposal should be clearly set out. Otherwise, these applications may be considered as a single application for processing.

申請須避免事宜
Matters to be avoided

❖ 未有在填寫申請表格時**刪去不適用部分**。
  Have not properly filled in the application form with part(s) not applicable crossed out.

❖ 未有**妥為簽署**申請表格／文件（適用於紙本申請）。
  Have not submitted duly signed application form/document(s) (applicable to paper-based application).

❖ 遞交並**非**屬於**實踐及行動項目**的申請文件。
  Submitting application document(s) not belonging to the Practice and Action Projects.

申請須避免事宜
Matters to be avoided

❖ 未有使用**指定的格式**填寫申請（如自定項目預算表格的格式）。
Not using the specified format to fill out the application (e.g. customising the format of the budget table of the project).

❖ 以**不同機構**名義遞交內容大致**相同的申請**。
Submitting applications of highly similar content in the names of different organisations.

❖ 所填寫的所有合作／參與機構均為**未落實**。
All cooperating/participating organisations on list are not yet confirmed.

5. 審批程序及準則
Vetting Process and Criteria

審批程序 Vetting Process

申請機構向環境及自然保育基金秘書處遞交申請。
Applicant organisations submit applications to ECF Secretariat.

實踐及行動項目審批小組審閱申請，
並向環境及自然保育基金委員會提出審批建議。
The applications will be vetted by the Practice and Action Projects Vetting Subcommittee and be recommended to the ECF Committee.

環境及自然保育基金委員會審批項目及決定資助額款額。
The ECF Committee will endorse applications and decide the amount of grants.

秘書處會將環境及自然保育基金委員會的決定告知申請機構。
The Secretariat will notify applicant organisations of the decisions of ECF Committee

審批程序會於六個月內完成。
The vetting process will be completed within 6 months.

以競爭為本的審批機制
Competition-based Vetting Mechanism

因應以**競爭為本**的審批機制，秘書處會採用以下的評分方案來排列各申請的優次供審批小組考慮。每輪資助申請的競爭都相當激烈，申請機構**應於遞交申請前妥善規劃項目。**

Corresponding to the competition-based vetting mechanism, the Secretariat adopts the following marking scheme to evaluate the merits of the applications and list out the applications according to their marks attained for consideration of the Vetting. The competition for each round of funding applications are very keen. Applicant organisations should have well planning on the project proposal before submitting the application.

評審準則 Assessment Criteria	評分比重（佔總分百份比）Scoring Weight (Percentage of Total)		
	申請資助額度 Applied Amount of Funding		
	</=HK$500,000	>HK$500,000 </=HK$2,000,000	>HK$2,000,000
建議項目的質量 Quality of the proposed project	60%	55%	50%
建議項目的效益 Effectiveness of the proposed project	25%	25%	25%
申請機構的能力及過往表現 Capability and track record of the applicant organisation	15%	20%	25%

以競爭為本的審批機制
Competition-based Vetting Mechanism

如申請項目在**任何一項評審準則未能取得相關評分比重一半或以上**的評分（例如一個申請250萬元資助額的項目就「建議項目的質量」未能取得佔總分百份比25%的評分）則該項目**不會獲考慮批出資助**。

If the proposed project fails to score half or more of the relevant scoring weight in any of the assessment criteria (for example, a project applying for a funding amount of HK$2,500,000 fails to get 25% of the total score in "Quality of the proposed project"), then the application will not be considered for funding.

評審準則 Assessment Criteria	評分比重（佔總分百份比）Scoring Weight (Percentage of Total)		
	申請資助額度 Applied Amount of Funding		
	</=HK$500,000	>HK$500,000 </=HK$2,000,000	>HK$2,000,000
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申請機構的能力及過往表現 Capability and track record of the applicant organisation	15%	20%	25%

以競爭為本的審批機制
Competition-based Vetting Mechanism

▶ **任何不完整的申請都可能會不獲處理**。審批小組或秘書處沒有責任向申請機構索取尚欠資料或尋求澄清。

Any incomplete applications may not be processed. The Vetting Subcommittee or the Secretariat is not obligated to contact the applicant organisations for missing information or clarification.

▶ 申請機構可參與於2024年12月6日舉行的第二場簡介會，該簡介會將會**更詳細地說明如何填寫申請表格**。

Applicant organisations are welcome to attend the second briefing session to be held on 6 December 2024 which will cover the completion of application form in greater details.

▶ 如申請機構於填寫申請表格時有任何疑問，歡迎致電**環境及自然保育基金秘書處熱線 2835 1234**。

Applicant organisations are welcome to call the hotline of ECF Secretariat at 2835 1234 if there are any questions in completing the application form.

申請獲資助的主要原因
Main Reasons for Supporting the Applications

✓ 項目富創意，能**與政府政策互相呼應**，並**與社區上現有的活動或服務沒有重疊**。
The project is creative, echoes the theme of government policies, and not duplicating with the activities or services in the community.

✓ 有**周詳的計劃**（如詳述回收物的出路、有效的宣傳方法），且推行**時間表合理可行**。
The project is well-planned (e.g. with details on recyclable outlets, effective promotion plan) and the implementation plan is reasonably practicable.

✓ 項目對目標群體的**覆蓋及參與率合適**。
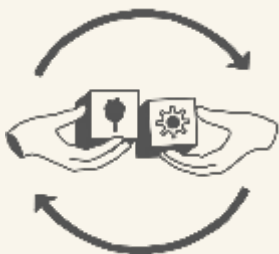The coverage and engagement rate of target groups were appropriate.
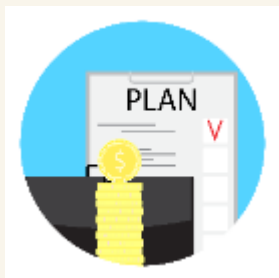
申請獲資助的主要原因
Main Reasons for Supporting the Applications

✓ 項目具有清晰的指標和**顯著的預期成果**，及有可信的監察和評估機制以量度指標／成果。
The project has clear indicators and can achieve significant outcomes, and with credible monitoring and evaluation mechanisms for measurement.

✓ 項目在社區內具**持續和可見的效果**。
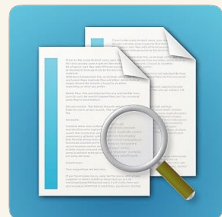The project can bring about sustained and tangible effect in local communities.

✓ **預算合理**、審慎並**具成本效益**。
The proposed budget is reasonable, prudent and cost-effective.

申請**獲資助**的主要原因
Main Reasons for Supporting the Applications

✓ 申請機構於**過往紀錄良好**。
The track record of the applicant organisation is good.

✓ 申請機構具備良好的**知識、技術和資源**去推行項目。
The applicant organisation possesses the knowledge, technical capability and resources to run the project.

✓ 已有具相關專業知識／地區網絡的**團體支持**項目。
Support from organisations with relevant professional knowledge / community had been confirmed.

申請**不獲資助**的主要原因
Main Reasons for Not Supporting the Applications

X **未有遞交完整的申請**表格／必要的相關文件。
Incomplete application form and/or required documents are not submitted.

X 項目**延續多於兩次**。
Already extended for more than twice if it is an application for extension.

X 申請機構在同一資助計劃下**同時有兩個正在進行的資助項目**，
而該些項目的**項目期**與新申請的項目期有所**重疊**。
The applicant organisation already has two on-going projects under the same funding scheme, of which the project periods overlap with the proposed project period of the new application.

X 申請機構**過往項目成效欠佳**及／或**經常遲交報告書**。
The applicant organisation has unsatisfactory performance and/or frequent delay in report(s) submission in their past project(s).

申請不獲資助的主要原因
Main Reasons for Not Supporting the Applications

X 重複其他機構／團體／政府部門正進行的工作或活動。
Repeat work or activities conducting by other organisations/groups/government.

X 項目計劃不完善及空泛，活動內容渙散，未能充份帶出項目主題。
The project proposal is not comprehensive and too brief. The project activities are unfocused and fail to bring out the project theme fully.

X 減廢及回收元素薄弱。
The elements of waste reduction and recycling is weak.

X 項目側重舉辦一次性／單一活動（如嘉年華），或未能有效引導參加者作出行為改變保護環境。
The project focuses on organising one-time or a single activity (e.g. carnival) which may not be effective in guiding participants to induce behavioral changes for environmental protection.

申請**不獲資助**的主要原因
Main Reasons for Not Supporting the Applications

X 項目活動**與目標不相符**。
The activities do not align with the objectives of the project.

X 訂立**偏低或不實際的目標成果**（如參與者數目和回收量）。
The target outcomes (e.g. no. of participants, recycling amount) are limited or not realistic.

X 計劃所涉及**預算過高**，未能符成本效益。
The proposed budget is too high and not cost-effective.

X 申請機構**未**能顯示**具專業環保知識**。
The applicant organisation does not possess professional environmental knowledge.

6. 項目一般要求及資助款額的發放
General Requirements of Projects and Disbursement of Funds

項目宣傳 Publicity of Project

所有與項目及項目活動有關的印刷及宣傳品上，除展示項目名稱外，亦須**清楚展示環境及自然保育基金的標誌**，以鳴謝資助來源。

To acknowledge the source of funding, the ECF logo should be clearly marked on all publications and publicity materials related to the project and project activities.

資助
Funded by

項目的資料可能會被上載至環境及自然保育基金／環保署的網頁，以供公眾查閱。

Information of the projects may be uploaded to the websites of ECF or EPD for public access.

報告要求
Reporting Requirements

報告類別 Type of Report	報告期及遞交期限 Reporting Period and Deadline of Submission	報告內容 Report Contents
進度報告書 Progress Report	報告期為**每六個月** Report every six months 於報告期後**一個月內**遞交 Submit within one month after the reporting period	分階段報告項目**進度、表現及財務狀況（帳目報表）** Report progress, performance and financial position (statement of accounts) of the project in phase
完成報告書 Completion Report	報告期為**整個項目期** Report the whole project period 於項目完成後**兩個月內**遞交 Submit within two month after project completion	報告項目**成果**（包括與原定目標比較）及**財務狀況（帳目報表）**，並連同具合理保證審計師報告遞交 Report outcome(s) (including comparison with original target(s)) and financial position (statement of accounts) of the project, and submit along with the auditor's report(s) with reasonable assurance.

！ 獲資助機構可能需要以**智能電子方式定期報告項目進度**。秘書處亦可能會進行突擊視察。
Recipient organisation may be required to report project outputs regularly via smart electronic means. The Secretariat may also conduct surprise inspection.

報告要求
Reporting Requirements

申請機構籌組項目團隊時，須考慮報告要求及相關**人手需要**。
The applicant organisation should form the project team with reference to the manpower need for fulfilling the reporting requirements.

所有進度及完成報告書須由獲資助機構的項目**組長簽署**，並以**指定格式**遞交（包括帳目報表）。
All progress and completion reports must be signed by the project leader of the recipient organisation, and submitted in standard format (including statement of accounts).

審計要求
Auditing Requirements

資助額 Funding Amount	帳目報表 Statement of Accounts	經審計的帳目報表 Audited Statement of Accounts	支出證明文件Supporting documents of the expenses
15萬港元以下 Below HK$150K	✅	❌	✅
15萬港元或以上 **及30萬以下** HK$150K or above and below HK$300K	✅	機構**可選擇**遞交： 1. **經審計**的帳目報表（**不須**附上**支出證明文件**）<u>或</u> 2.**不經審計**的帳目報表（**須**附上**支出證明文件**） Recipient organisation may opt to submit: 1. Audited statement of accounts (no need to attach supporting documents of the expenses), <u>OR</u> 2. Non-audited statement of accounts (need to attach supporting documents of the expenses).	
30萬港元或以上 HK$300K or above	✅	✅ *如項目為期超過18個月，機構須**每12個月遞交一份**。 *For projects lasting more than 18 months, organisations are required to submit **once every 12 months**.	❌

審計要求
Auditing Requirements

經審計的**帳目報表**須與完成報告書**一併遞交**。

Audited statement of accounts must be submitted together with the completion report.

詳細要求請參照分別載於申請指引附件A及B的**《獲資助機構的審計師須知》**及**《環境及自然保育基金資助項目年度／終結帳目審計師報告範本》**。

Please refer to the detailed requirements provided in the "Notes for Auditors of Recipient Organisations" and "Sample Auditor's Report on the Annual/Final Accounts under the Environment and Conservation Fund" in Annex A and B respectively of the Guide to Application.

資助款項的發放
Disbursement of Funds

資助款項的發放條件 Criteria for disbursement of funds	預計發放款項百分比 Estimated % of Disbursement	備註 Remarks
簽署資助協議後。 Upon signing of the funding agreement.	**最高 maximum 50%**	視乎項目**工作計劃**的內容而定。 Depends on the contents of the project work plan.
遞交載有項目財務狀況的**進度報告書**後，以及項目**表現令人滿意**。 Upon submission of a progress report with financial position and satisfactory performance.	**下一期款項 Further disbursement**	按照項目的**財務狀況**和**項目進度**而定。 Depends on the financial position and the progress of the project.
遞交**完成報告書**及**帳目報表**，並獲**審批小組通過**後。 Upon submission of completion report with a statement of accounts and endorsed by the Vetting Subcommittee.	**10%**	視乎項目的實際開支而定。 Depends on the actual expenditures.

資助款項的發放
Disbursement of Funds

最終的資助額將**按個別申請的內容而訂**。

The final amount of funding depends on the content of individual application.

機構可在審批小組所界定的同類預算開支項目中，**彈性運用獲批准的資助款項**，但個別項目資助款項會**設上限**（例如薪金及租金等）。

Flexible use of approved funds among the budget items under a same grouping as defined by the Vetting Subcommittee will be allowed. Funding cap will be set for individual budget item (such as salary, rent, etc.).

在項目獲批准後提出**增加資助的要求**，**一般不會獲考慮**。

Requests for additional funding after project approval will normally not be considered.

減少資助款額
Reduction of the amount of funding disbursement

如**項目的成效欠佳**，或因任何原因獲資助機構未能就無法達到項目目標而提出合理解釋。

In the case of unsatisfactory performance or for any reason that the applicant organisation is unable to attain the project targets with no reasonable justification.

審批小組保留根據獲資助機構的表現，即**考慮項目已達到的量化成果的百分比**及／或其他相關的因素，而**減少資助款額**的權利。

The Vetting Subcommittee reserves the right to reduce the amount of the funding disbursement based on the performance of the applicant organisation, by taking into account of the percentage of the quantifiable targets achieved and/or other factors which deemed relevant.

暫停／終止資助
Suspension/Termination of Funding Support

項目未有在批准撥款日起計**六個月內展開**。

The project does not commence within six months of the approval of the grant.

項目的**進度欠佳**。

The project has not progressed satisfactorily.

項目組長離開獲資助機構，而沒有合適人選接任。

The project leader leaves the recipient organisation and there is no one available considered suitable to take over the role.

未有在**限期前**遞交報告。

Fails to submit the required report(s) by deadline.

未有遵守《**申請指引**》及**批核信**所載的資助條件。

Fails to comply with the funding conditions as set out in the Guide to Application and/or the approval letter.

暫停／終止資助
Suspension/Termination of Funding Support

▶ 如果出現下列任何一種情況，政府可**立即終止任何協議**：
- 機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- 繼續委約機構或繼續推行該環境及自然保育基金項目將不利於國家安全；或
- 政府合理地相信上述任何一種情況將會發生。

▶ The Government may immediately terminate any agreement with the organisation upon the occurrence of any of the following events:
- the organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- the continued engagement of the organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
- the Government reasonably believes that any of the events mentioned above is about to occur.

7. Smart ECF簡介
Introduction of Smart ECF

SmartECF

- 環境及自然保育基金委員會秘書處計劃於<u>明年</u>推行環境及自然保育基金申請及管理系統（Smart ECF）
- The Secretariat of the Environment and Conservation Fund Committee plans to launch the Environment and Conservation Fund Application and Management System (Smart ECF) <u>next year</u>

- 供合資格用戶作申請和管理環境及自然保育基金（ECF）項目的一站式電子系統
- A one-stop system that support application and management of the Environment and Conservation Fund (ECF) projects by eligible users

SmartECF

Smart ECF 簡介
What is Smart ECF?

- 🌳 透過系統集中地處理有關申請及獲批項目的事宜，包括提交申請表格及補充資料、查看申請狀況、管理項目及帳戶資料。
- 🌳 Centrally handle matters related to applications and management of approved projects through this system, including submission of application forms and supplementary information, checking application status, managing the ECF projects and the account information as well as connecting with the Secretariat in the system.

- 🌳 鼓勵機構盡量使用電子系統遞交申請，以享受電子方式呈交文件所帶來的便利。
- 🌳 Use electronic systems to submit applications as much as possible to reduce paper usage and enjoy the convenience of submitting documents electronically.

帳戶申請資格
Who is eligible to register an account?

1	機構負責人 ➤ 即申請機構的主管或副主管	Person-in-charge ➤ i.e. Head or Deputy Head of the organisation
	主要研究人員 ➤ 大學 / 香港高等教育科技學院（THEi 高科院）	Principal investigator ➤ Universities / the Technological and Higher Education Institute of Hong Kong (THEi)
2	環境及自然保育基金資助項目的項目組長	Project leader of an approved ECF project

*只有機構負責人可以提交環境及自然保育基金項目申請
Only the person-in-charge of an organisation is eligible to submit applications for the ECF

*秘書處會因應個別情況批核各帳戶申請。
The Secretariat will approve each account registration on a case-by-case basis.

帳戶註冊
Account Registration

於支援中心下載「快速入門指南」
Download the "Quick Start Guide" at Help Centre

https://smart.ecf.gov.hk

點擊「按此註冊」
Click "Register here"

Smart ECF現階段只開放帳戶註冊功能，
並不會支援是次2024/25年度第二輪申請。

Smart ECF is currently opened for account registration only and will not support this second round of application in 2024/25.

查詢
Enquiry

電話：	Tel.:	(852) 2835 1234
傳真：	Fax.:	(852) 2827 8138
電郵地址：	Email:	ecf@eeb.gov.hk

實踐及行動項目
Practice and Action Projects

每年設有兩輪申請。現正邀請**2024/25年第二輪**申請。
Applications will be invited twice a year. Now calling for the 2nd round applications of 2024/25.

22.11.2024
開始接受申請
Application **Start Date**

30.12.2024
截止申請
Application **Deadline**

15.11.2024
第一場簡介會
1st Briefing

6.12.2024
第二場簡介會
2nd Briefing

查詢 Enquiry

實踐及行動項目審批小組秘書處
Practice and Action Projects Vetting Subcommittee Secretariat

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