重要事項 Nota Bene

- 如項目成效欠佳及遲交報告書,獲資助機構日後獲得環境及自然保育基金資助的機會將受到影響。在審議獲資助機構的新申請時,會特別考慮有關機構過往依時遞交報告書及/或相關文件方面的記錄。
- Unsatisfactory performance and delay in report(s) submission will affect the recipient organisation's future chance of getting funding support from the ECF. In particular, the past record of a recipient organisation's timely submission of report(s) and/or related document(s) will be taken into account when considering new application(s) from the recipient organisation.



若申請機構**在同一資助計劃下有已完成項目的所需報告書及文件仍逾期 未有遞交**,其新申請一般不會獲審批小組考慮。

The new application(s) will generally **not** be considered by the Vetting Subcommittee if the applicant organization has completed project(s) under the same funding scheme but the required report(s) and document(s) are still overdue.

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第二輪申請第二場簡介會 2nd Briefing Session for the 2nd Round Application Invitation of 2024/25



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

第二場簡介會內容 The Second 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 –確認書 Annex I Agreement
- 3. **問答**環節 Q&A Session

1. 申請須知 Notes on Applications

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 nonprofit-making organisations

如何申請? How to Apply?



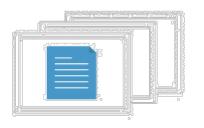
填寫網上電子表格

Fill in an electronic application form

https://eform.cefs.gov.hk/form/epd004/tc/

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



以電郵方式發送至秘書處 By email to the Secretariat

ecf@eeb.gov.hk



如選擇網上申請 For online applications:

必須於2024年12月30日下午6時之前遞交電子申請表格。

Completed e-form must be submitted before 6:00 pm on 30 December 2024.

實踐及行動項目申請表格

1) 簡介

2) 甲部 - 資料頁

3) 乙部 - 項目計劃

4) 丙部 - 建議預算

5) 丁部-其他資料

6) 附錄|-確認書

7) 補充/證明文件

8) 提交文件清單

9) 檢查及確認

10) 確認涌知書



空 環境及自然保育基金

申請須知

環境及自然保育基金委員會、實踐及行動項目審批小組(審批小組),以及審批小組秘書處(秘書處)可隨時按需要修訂本申請表 格的內容。

請詳閱<mark>《實踐及行動項目 - 申請指引》 &</mark>,並清晰及簡潔地提供建議項目的詳情。請以中文或英文填寫本申請表格。申請機構須確 保其由請所提交的資料詳盡確實。

請於環境及自然保育基金網站下載補充資料表格 "Annex01 至 Annex20" (P&AP Application Annex2)。

申請表格的所有部分均須填寫;補充資料表格 "Annex01 至 Annex20" 須於號交時一併上載;不論表格有否填寫。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」。如有需要,可另頁書寫。

如申請表格中需要提供證明文件,請確保所有需要的資料均連同申請表格以最完整的方式一併遞交。審批小組和秘書處沒有責任向 申請機構索取欠缺的資料或尋求澄清,並會以所遞交的資料進行審批。

填妥的申請表格(連同所有補充或證明文件)須於截止申請日期當天下午6時前上傳遞交。逾期遞交或不完整的申請,**概不受理。**

申請機構必須應審批小組或秘書處的要求,提供任何有關申請所需的額外及/或補充資料。

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,可能會被檢控。申請機構須 注意,以欺詐手段取得金錢利益,屬刑事罪行。

如有查詢,請致電2835 1234或電郵至ecf@eeb.gov.hk。



如選擇遞交**紙本申請表格**:

For paper-based application forms:

▶ 須遞交**申請表格正本及軟複本**(「Word」格式)。 Original hard copy and soft copy (in "Word" format) of the application form shall be submitted.



填妥的「申請表格」必須於**2024年12月30日下午6時之前**送抵以下地址: Completed application form must reach the address below before 6:00 pm on 30 December 2024:

香港灣仔軒尼詩道130號修頓中心5樓

環境及自然保育基金實踐及行動項目審批小組秘書處

Practice and Action Projects
Vetting Subcommittee Secretariat
Environment and Conservation Fund



5/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong



若以郵寄方式遞交,**郵戳日期必須為2024年12月30日或以前**。請付足夠郵資,**秘書處不會收取郵資不足的郵件**。

If the applications are submitted by mail, the postmarks should be dated on or before 30 December 2024. Please ensure payment of sufficient postage, the Secretariat will not accept underpaid mails.

3

如選擇以電郵方式遞交申請表格

For application forms submitted by email:

▶ 須遞交**申請表格軟複本**(「Word」格式)。 Soft copy (in "Word" format) of the application form shall be submitted.



填妥的申請表格必須於**2024年12月30日下午6時之前** 發送至以下電郵地址:

Completed application form must reach the email address below before 6:00 pm on 30 December 2024:

環境及自然保育基金實踐及行動項目審批小組秘書處
Practice and Action Projects Vetting Subcommittee Secretariat
Environment and Conservation Fund

ecf@eeb.gov.hk

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 detailed and accurate information in their applications and provide supporting documents.

Checklist of Documents Required 所需文件清單

Important Note 重要提示:

If the applicant organisation fails to submit the required documents prescribed below together with this Application Form, the application may <u>not</u> <u>be processed</u>.

如申請機構未有連同本申請表格一併遞交下列所需文件,其申請可 能不獲受理。

Please tick the appropriate box to check if the documents required are provided for application: 請在適當空格內填上「✓」號以核對是否已提供申請所需文件:

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) 稅務時數稅數條稅務條例》(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 機構的計皿 ウ化 可 オ

所需文件清單

重要提示:

】如申請機構未有連同本申請表格一併遞交下列所需文件,其申請可能**不獲受理**。*

適用於所有申請機構:

(請參閱「實踐及行動項目 - 申請指引」第2部分。)

• 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。)

只適用於首次申請機構:

(請參閱「實踐及行動項目-申請指引」第3.1部分。)

- 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)
- 機構的註冊文件副本
- 機構的組織章程細則副本

只適用於剩食回收項目:

「請參閱「實踐及行動項目-申請指引」第5.2.4.5部分。)

• 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 application, please read carefully the "Guide to Application - Practice and Action Projects"

誠信條款 Probity Clauses

- 本基金涉及公帑,市民均期望受資助機構能恪守高度誠信標準以公開、 公平及具透明度的方式善用基金的資助款項。
- 須遵守廉政公署編製的相關指南:
 - 《防貪錦囊 「誠信問責」 受資助機構實務手冊》
 - 《與公職人員往來的誠信防貪指南》
- As ECF involves public money, there is high public expectation on the recipient organisations to adhere to a high standard of integrity and spend the funding in an open, fair and transparent manner.
- Should comply with the guidelines compiled by the Independent Commission Against Corruption:
 - "Strengthening Integrity and Accountability Government Funding Schemes Grantee's Guidebook"
 - "Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants"

誠信條款 Probity Clauses

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

6 推介 0

分享

Tweet 6 75



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 虚假陳述,和隱瞞自己初創環保工程承辦公司的幕後負責人的身份,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 被告雖損手而回,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

獲資助機構的責任 Responsibilities of Recipient Organisations

- 項目的運作、其進行的任何活動及所有相關安排,必須遵守香港特別 行政區法律;
- 所批出的資助款項只可**全數用於項目**相關活動上;
- 不可就項目活動**收取**或代收**未獲**本基金委員會**批准的任何費用或利益**。
- The administration of the project, as well as any of its activities and all related arrangements, must comply with the laws of the Hong Kong Special Administrative Region;
- The approved grant should solely be used on activities related to the project;
- No fees or benefits should be accepted for activities organised under the project without the approval of the ECF Committee.

獲資助機構的責任 Responsibilities of Recipient Organisations

- 如獲資助機構違反任何適用的法例、守則及指引等,或項目出現其他異常的情況,審批小組可暫停/終止對項目的資助。
- 對就獲資助項目所招致的任何損失、損害或法律責任而提出的申索,本基金或審批小組或秘書處在任何情況下均無須負上法律責任。
- If a recipient organisation fails to comply with the guidelines, terms and reference guides, or if any irregularities are observed, the Vetting Subcommittee may suspend/terminate the funding support of the project.
- Under no circumstances shall the ECF or Vetting Subcommittee or Secretariat be held liable for any losses or damages or liabilities arising from the funded project.

重要事項 Nota Bene

- 如項目成效欠佳及遲交報告書,獲資助機構日後獲得環境及自然保育基金資助的機會將受到影響。在審議獲資助機構的新申請時,會特別考慮有關機構過往依時遞交報告書及/或相關文件方面的記錄。
- Unsatisfactory performance and delay in report(s) submission will affect the recipient organisation's future chance of getting funding support from the ECF. In particular, the past record of a recipient organisation's timely submission of report(s) and/or related document(s) will be taken into account when considering new application(s) from the recipient organisation.



若申請機構**在同一資助計劃下有已完成項目的所需報告書及文件仍逾期 未有遞交**,其新申請一般不會獲審批小組考慮。

The new application(s) will generally **not** be considered by the Vetting Subcommittee if the applicant organization has completed project(s) under the same funding scheme but the required report(s) and document(s) are still overdue.

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),以代表其知悉及同意接受下述條款:
 - 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 agreed to accept 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

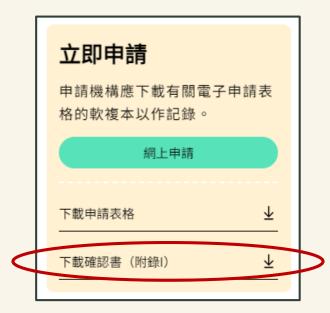
Safeguarding National Security

- ▶ 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
 - o the Government reasonably believes that any of the events mentioned above is about to occur.

維護國家安全

Safeguarding National Security

- ▶ 請於本基金網站下載**確認書(附錄I)**。如無填妥及遞交此附錄,申 請將被視為無效。
- Please download the Agreement (Annex I) from the ECF website. An application will be considered invalid if this Annex is not duly signed and submitted.







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.

2. 申請表格 Application Form

經環境及自然保育基金網站進行申請 Visit ECF's website for the registration



網上申請 Online applications:



←按此處進入或使用鏈結:

Click here to enter or use the link:

https://eform.cefs.gov.hk /form/epd004/tc/

Word版本申請表格

Application form in word format:



←按此處下載

Click here to download

你亦可於網站的「實用資料」內,於「表格及範本文件」下找到相關申請表格。

You can find the relevant application form from the "Forms and Document Templates" under the "Resources" on the website

如選擇網上申請 For online applications:

GOVHK香港政府一站通

□ SC-605-3-EPD004-001 | 字型大小 (Eng 简)

實踐及行動項目申請表格

按此處轉換語言。 Click here to switch the language.

- 1) 簡介
- 2) 甲部 資料頁
- 3) 乙部 項目計劃
- 4) 丙部-建議預算
- 5) 丁部-其他資料
- 6) 附錄|-確認書
- 7) 補充 / 諮明文件
- 8) 提交文件清單
- 9) 檢查及確認
- 10) 確認通知書



環境及自然保育基金

申請須知

按此處下載。 Click here to download.

環境及自然保育基金委員會、實踐及行動項目審批小組(審批小組),以及審批小組秘書 格的內容。

請詳閱《實踐及行動項目 - 申請指引》 29, 並清晰及簡潔地提供建議項目的詳情。請以中文可 具寫本申請表格。申請機構須確 保其申請所提交的資料詳盡確實。

請於環境及自然保育基金網站下載補充資料表格 "Annex01 至 Annex20" [P&AP Application Annex &]

申請表格的所有部分均須填寫;補充資料表格 "Annex01 至 Annex20" 須於遞交時一併上載;不論表格有否填寫。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」。如有需要,可另頁書寫。

如申請表格中需要提供證明文件,請確保所有需要的資料均連同申請表格以最完整的方式一併遞交。審批小組和秘書處沒有責任向 申請機構索取欠缺的資料或尋求澄清,並會以所遞交的資料進行審批。

填妥的申請表格(連同所有補充或證明文件)須於截止申請日期當天下午6時前上傳遞交。逾期遞交或不完整的申請,概不受理。

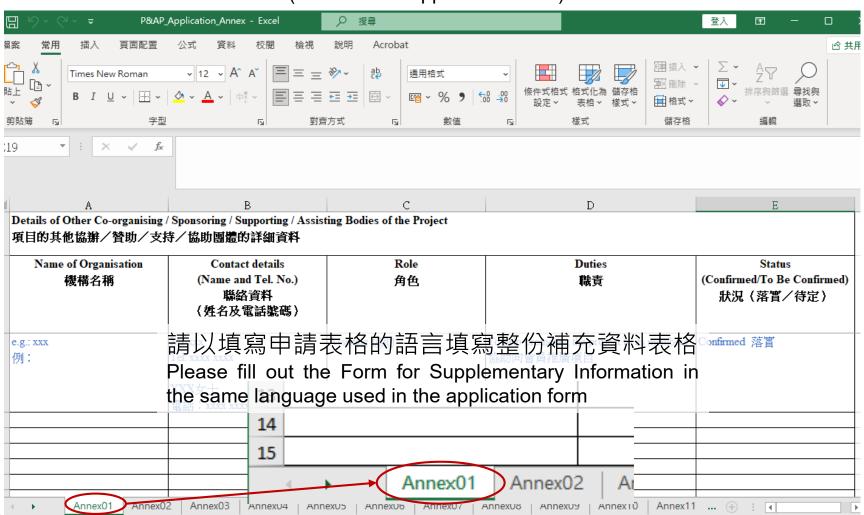
申請機構必須應審批小組或秘書處的要求,提供任何有關申請所需的額外及/或補充資料。

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,可能會被檢控。申請機構須 注意,以欺詐手段取得金錢利益,屬刑事罪行。

如有查詢,請致電2835 1234或電郵至ecf@eeb.gov.hk。

如選擇網上申請 For online applications:

▶ **須同時遞交補充資料表格** "Annex01至Annex20" (申請表格中各部分的表格)。 Required to submit the Form for Supplementary Information "Annex01 to Annex20" (tables in the Application Form).



甲部-資料頁

Section A – Data Sheet

甲部為申請機構及項目負責人的基本聯絡資料,以 及申請項目的摘要。

Section A asks for the basic contact information of the applicant organisation and person-in-charge, as well as a summary of the proposed project.

Applicant Organisation 申請機構

Name of Applicant

Organisation*: 748 1年 42 42 * ・

	饭件 甘格 •	(Cimiese +X)		
	Mailing Address: 通訊地址:			
	Name of Person-in-charge#:	(English 英文)		1百口
項	頁目負責人姓名#:	(Chinese -		項目
	Position Held:	(English 英文)		的主
	rosition Heid. 職位:	(Chinese 中文)		The
				the F
	Tel. No. of Organisation: 機構電話號碼:		Fax 傳真	applio
	Other Contact Tel. No.: 其他聯絡電話號碼:			l Address: 地址:

(English 英文)

(Chinasa H +>)

參考「申請指引」第5.2.1段。

Make reference to paragraph 5.2.1 of the "Guide to Application".

formation of the applicant s well as a summary of	申請機構 若申請項目為不同機構合辦,有關機構須確認並在他們當中提名一個主要機構,作為本項目的申請機構。 機構名稱(英文) * 機構名稱(中文) *
	通訊地址 * 地域 > 地域 >
項目負責人必須是申 的主管或副主管。 The person-in-charge sh the Head or Deputy Hea	O先生 〇女士 〇小姐 nould be
applicant organisation. Address: 地址:	機構電話號碼 852 機構電話號碼

甲部 - 資料頁 Section A - Data Sheet

項目名稱前應加上「環境及自然保育基金資助」及「Environment and Conservation Fund」。 "Environment and Conservation Fund" and "環境及自然保育基金資助" should be added to the beginning of the project titles.

The Proposed Project 申請項目

簡述申請項目的目的、範圍、目標對象、所涉及的工作和活動, 以及主要成果。

Briefly describe the objectives of the proposed project, its scope, target audience, work and activities involved and major deliverables.

須與丙部 – 項目預算相符。 Should match with Section C – Budget of the Project.

vation Fund 項目名稱(英文)
項目名稱(中文)
0) *

甲部 - 資料頁 Section A - Data Sheet

就紙本申請,請避免:For paper-based application, please avoid:

- ❖ 未有**删去不適用部分。** not crossing out part(s) not applicable.
- 未有妥為簽署申請表格/文件。 not duly signing application form/document(s).

聲明		
本機構屬非牟利性質。*		
關於政府補助 *		
○ 本機構現時有接受政府補助。		1
○ 本機構現時沒有接受政府補助。		1
□ 本機構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。*		
關於項目其他資助來源*		
○ 本機構有就是次申請資助的項目或活動,向其他撥款機構申請資助。		1
本機構沒有就是次申請資助的項目或活動,向其他撥款機構申請資助。		
□ 據本機構所知,上述填報的資料均正確無訛。*		
□ 本機構明白並同意遵守 〈實踐及行動項目 - 申請指引》 ②所載列的條款:如獲環境及自然保育基金資助,本機構協議書所列的各項規定。*	會遵守	

Declaration 聲明

^ Please delete as appropriate. 讀刪去不適用者。

I certify that 本人謹此聲明 -

 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<u>有/沒有</u>接受政府補助;

the project and / or activities seeking funding support are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation. 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、

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;

subsidies from other sources <u>have / have not</u> been or <u>are / are not</u> being obtained by the <u>organisation</u> for the same project or activities under application (if any subsidy from other sources has been or is being obtained, please specify in "5. Other Sources of Funds" under Section C); 本機構<u>有/沒有</u>,就是次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,請於丙部「5.項目其他資助來源」中註明);

- 4. the information provided above is accurate 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
- 5. we understand and agree to abide by the terms and conditions as set out in the "Guide to Application Practice and Action Projects" 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《實踐及行動項目一申請指引》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。

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



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,亦可被檢控。申請機構須注意,以欺詐手段取得金錢利益,屬刑事罪行。
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.

參考「申請指引」第5.2.2段。 Make reference to paragraph 5.2.2 of the "Guide to Application".

Section	nB-	- Project Proposa
7.	部 -	- 項日計劃

乙部須就申請項目提供更詳細的資料。 quires more detailed information on the proposed project.

乙 部 - 項目計劃	Section B require	s more deta	
Details of the Proposed Project 建議項目的詳情	請只選擇 一個 類型(如建議項		
 Type of the Project (choose one only 項目類型(請選其中一項,並在適當的方格內□ Food Waste Recycling Project 廚餘回收項目 	Please choose one type only (If the involves more than one type, plea		
□ Surplus Food Recovery Project 剩食回收項目 □ Waste Reduction at Source Action Project 源頭減廢 □ Single-Use Plastics Reduction Action Project 減少即 □ Other Project 其他項目		開始日期 *	1-DD 🏥
 Duration of the Project 項目推行時間 (Please specify commencement and completion dates in th (請以「日/月/年」格式註明開始及完成日 		為期:0個月	
From 由 To 至	(Total: 合共: Months 個月)	項目目的(字數附	如為網_
		申請機構在項目で会議を対象を対象を対象を対象を対象を対象を対象を対象を対象を対象を対象を対象を対象を	會自動

開始日期* 完成日期* YYYY-MM-DD YYYY-MM-DD 為期:0個月 項目目的(字數限制:50 如為網上電子表格,系統 會自動計算項目期。 For e-form, the system will 申請機構在項目 automatically calculate the 主辦 duration. (協辦 () 贊助 ○ 其他

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	Status^ 狀況 *	
e.g.: xxx 例:	Ms xxx Tel: xxxx xxxx XXX女士 電話: xxxx xxxx	*Co organising/ Sponsoring/ Supporting/ Assisting *協辦/贊助/ 支持/協助		* Confirmed / To Be Confirmed *落實/ 存定	
		Co-organising / Sponsoring / Supporting / Assisting 協辦/贊助/支 持/協助		Confirmed / To Be Confirmed 落實/待定	

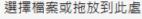
項目的其他協辦/贊助/支持/協助團體的詳細資料

請於 P&AP Application Annex c 內填寫補充資料表格 "Annex01"

如機構於"Annex01"所提及的機構已落實參與此項目,請遞交有關的書面同意書(如有)。

● 是 ○ 否

書面同意書 7



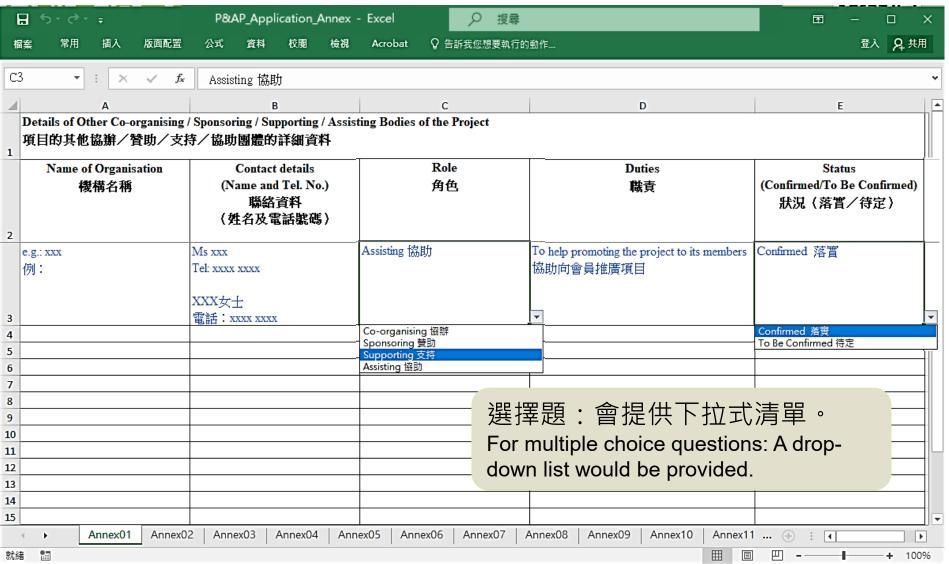
接受檔案格式: PDF, DOCX, DOC, XLSX, XLS, JPG, JPEG, PNG

總大小不多於 10.0 MB (可選最多 50 個檔案) 如**已落實**參與此項目,請遞交有關的**書面同意書**。

If its/their involvement in the project has/have been confirmed, please provide relevant written consent document(s).

按此處上載。 Click here to upload.

Annex01



- 6.1 Waste Reduction and Recycling Plan 減廢和回收計劃
- (a) Target district(s), target group(s) and planned number of people involved in waste reduction and recycling activities 減廢和回收活動的目標地區、目標對象和預計涉及人數

Waste reduction and recycling activity 減廢和回收活動	Target district(s) 目標地區	Target group(s) 目標對象	Planned number of people involved 預計涉及人數	
Collection or reduction 收集或減少	e.g.: Wan Chai district 例如:灣仔區	Residents of Wan Chai district 灣仔區居民	10 000 households 10 000個住戶	
		Shops in Wan Chai 灣仔區商店	10 shops/suppliers 10間商店	
Re-distribution or re-use 轉贈或重用	e.g.: Territory-wide 例如:全港各區	Redistribution: Needy families 轉贈:有需要家庭	10 000 households 10 000家庭	
Treatment or selling 處理或出售	N.A. 不適用	N.A. 不適用	N.A. 不適用	
Others 其他 (Please specify: 請註明:)	N.A. 不適用	供有關資料,請	《料為不適用或未能提 填上「 <mark>不適用</mark> 」。 on sought is not applicable ase fill in "N.A.".	_

請就建議項目所收集的每種廢物/回收物填寫其回收活動流程;如多種廢物/回收物有共同的回收活動流程,則可於廢物/回收物種類一欄填寫所有適用的廢物/回收物。Please fill out the workflow of recycling activities for each type of waste/recyclables to be collected in the proposed project. If multiple waste/recyclables share the same workflow, please fill out all applicable waste/recyclables under the "Types of waste / recyclables".

(b) Workflow of waste reduction and recycling activities 減廢和回收活動流程

Types of waste / recyclables 廢物/回 收物種類	Operation mode 運作方式	Location of collection 收集地點	Frequency 頻次	Mode of transport 運輸方式	Location of storage / treatment 儲存/ 處理地點
e.g.: Toys 例如:玩具	Set up collection bins for short term/long term collection 短期/長期設置回 收箱	5 schools and 10 residential buildings / estates in Wan Chai district 灣仔區內最少5間 學校及10個大廈 / 屋苑	Short term: From time to time 短期:不定 期 Long term: Collect monthly 長期:每月 收集一次	Arrange van to transport the collected items 安排小型 貨車收箱內 物品	Rent an space at an industrial building in Southern district 於南區租用 工廈單位
	Collect items during the street counter set up 舉辦街站同時即場 收集	灣仔行人天橋街站 Street counter at Wan Chai footbridge	4 times per month 每月4次	Arrange van to transport the collected items on the same day 即日安排 小型貨車 收集	
	Donate items 自發揭贈	Shops 商店	From time to time 不定期	Arrange van to transport the donated items on an agreed date 與商戶洽 談日子安 排小型貨 車收集	

(c) Outlet of recyclables / treated products 回收物及處理後成品的出路

Types of waste / recyclables 廢物/回收物 種類	Methods of treatment 處理方法	Product after treatment 經處理後 的成品	Product outlet 成品出路	Outlet of the remaining waste 餘下廢物 的出路
e.g.: Old toys 例如:舊玩具	Clean and repair 清潔及維修	Second-hand toys 二手玩具	Give out for free to needy families 免費轉贈有需 要家庭	N.A. 不適用

審議建議項目時,會考慮建議項目是否配合政府現時推行的減少廢物和廢物回收政策及計劃。

In vetting a project proposal, due consideration will be given to whether the proposed project echoes the Government's prevailing policies and programmes in waste reduction and recovery.

- 6.2 Promotion Plan 推廣計劃
- (a) Details of promotional activities 推廣活動的詳情

未獲審批小組**批准**而開展的項目活動 將**不會獲得資助**。

No funding will be given for project activities which start before approval is obtained from the Vetting Subcommittee.

Promotional activity 推廣活動	Content 內容	Period 時期	Quantity 次數	+11	group(s) 目標對象	number of participants 預計總 參與人數	
Street	e.g.: Encourage	1st to 6th	20 times	Near the main		3000 in total	
Counter	food waste	months	20次	entrance of	家庭主婦	共3000名	
街站	collection	第1至6個		VX Market			
	例如:鼓勵回	月		XX街巾。			
	收廚餘		- •	門外		F53 ALA ←7 +∧ - /-	
Seminar	e.g.: Proper	10th month	2 times		11作问的活動:	翠洲 多於一 少	R,請填寫 總次數 。
講座	recycling guide 例如:正確回	第10個月	2次	centre XX 教育 P	ماء من الناء مما	a total na laf	iif
	收指引						sessions if more than vity will be held.
Workshop	N.A.	N.A.	N.A.	N.A.	N.A.	I N.A.	i vity will be field.
工作坊	不適用	不適用	不適用	不適用	不適用	不適用	
Visit	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
參觀	不適用	不適用	不適用	不適用	不適用	不適用	
Competition	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
比賽	不適用」以刊	全作为矣[胡老的胡	强酬, 不會 犯	崔得容旪。	下適用	
Incentive	Cools					I.A.	
Programme	不適用 Casr	i reward to pa	articipants	will not be sup	oportea.	下適用	
獎勵計劃							

項目成果宣傳計劃(適用於申請資助額超過200萬元的建議項目)

Promotion plan for project results (Applicable to project proposals seeking for funding support

exceeding two million dollars)

	minion donars)	and the second second second			The second second	
Promotional	Content	Period	Quantity	Venue(s)	Target	Expected
means	内容	時期	次數	(if applicable)	group(s) and	esults
推廣方式	Control Control	1000 0000		地點	expected	华果
111/2/3/24				(如適用)	numbers of	1.
				(>1 /11 /11 /	participants	
					目標對象	
					及人數	
e.g.:	e.g.: Project	12 th month	2	N.A.	General	1,000
Facebook	commencement,	第12個月	= -	不適用	public	views for
posts	project	St. August Carlot Section 1		Visit Deliver Street,	(1,000)	each post
例如:社交	completion and				1,000 名市	每個帖文
媒體帖文	achievement of				民	1,000個瀏覽
XIV NEETIL X	recycling targets,					1,000 四/到 吳
	etc.					
	例如:項目開					
	展、項目完成、					
	回收量達標等					
		7:				11
	3	<u> </u>		ļ	3	17

申請資助額超過200萬元 的建議項目,必須在申請 表中提供項目成果宣傳計 劃的詳細內容,以供考慮 資助有關開支。

Project proposals seeking for funding support exceeding two million dollars must provide a detailed promotion plan for project results on the application form for consideration of funding the related expenses.

為減少因製作宣傳品而產生的廢物, 鼓勵申請機構考慮**以電子媒介**進行教 育及宣傳活動。

To minimise waste generation from printed publicity materials, applicant organisations are encouraged to consider using e-channels for education and publicity activities.

請詳閱「申請指引」中「8.鳴謝及宣傳」的要求。

Please read carefully the requirements under "8. Acknowledgement of Support and Publicity" in the "Guide to Application".

(b) Production of educational and publicity materials / platform (if any) 製作教材及宣傳品/宣傳平台(如有)

Materials / Platform 教材及宣傳品 /宣傳平台	Content 內容	Quantity 數量	Target group(s) 目標對象	Distribution channel 派發方式
マ: Social media シッメル: 社交媒體	Provide information of the collection bins, street counters and seminars Provide information of the toys that can be given out for free 提供回收點、街站及講座資料提供可供免費轉贈的玩具資料	1	Local residents 本地居民	Online 網上
e.g.: Sticker on collection bins 例如:回收箱貼紙	Provide information of the types of toys accepted 提供所接受的玩具種類資料	15-20	Residents of Wan Chai district 收集:灣仔區居 民	Affix on the collection bins 貼在回收箱上
e.g.: Signboard of project premises 例如:項目處所招牌	Contain the ECF logo and project title and specifying that the projects are "Funded by Environment and Conservation Fund" 包含環境及自然保育基金標誌和項目名稱,以及闡明項目是獲「環境及自然	1	Visitors of project premises 項目處所訪客	conspicuous location of the front entrance of the premises 處所正門出入 口位置當眼處

審議建議項目時,會考慮建議項目及其活動會否產生大量廢物。

In vetting a project proposal, due consideration will be given to whether the proposed project and its activities will generate a large amount of waste themselves.

Task	Content	Time	Duration
工作	内容	(X th month	為期
		after project	
		commencement)	
		時間	
		(項目開展後	
		第 X 個月)	
Equipment Procurement	e.g.: Procure 1 composter	The 1st month	2
採購機器	例如:採購1部廚餘機	第1個月	3 星期
1木 州 10交 百百	[7] XL · 1X NH I DD [D] DX (DX	分 1 個 万	9 生 朔
Project Staff Recruitment	e.g.: Recruit 1 project officer and 2 part-	The 1st month	1 month
聘請項目員工	time staff	第1個月	1 個月
府胡垻日貝工	例如:聘請 1 名項目主任及 2 名	第1 個月	1 1回 月
	兼職員工		
G 4 0 4	D 4 2 2 2 2 2 4 4 4 4 6	ord and 41	11
Centre Operation	e.g.: Rent a warehouse in XX district for		11 months
中心營運		第2個月	11 個月
	例如:租用 XX 區的貨倉作 YY 之		
	用		
14 11	Control land and the control and	2000-09 N	
Recycling Activities	e.g.: Collect food waste in XX Market for	The 2nd month	11 months
回收活動		es to l⊟ 1/7 ≐T	. ± il
	此表須包含「 6.1 減	胺州凹拟司	画」 」
	及「6.2 推廣活動」	的時問事。	
	│	1.111111111111111111111111111111111111	
Promotional Activities	 Please include the t 	imetable of	"6.1
宣傳活動			
	Waste Reduction and	Recycling	Plan"
	and "6.2 Promotion Pla	n"	
	and 0.21 formotion i la		
Promotion of Project			
Results			
項目成果宣傳			
(Applicable to project		L	

未得審批小組**批准**而開展的項目活動將 不會獲得資助。

No funding will be given for project activities which start before approval is obtained from the Vetting Subcommittee.

項目期外的活動將不會獲得資助。

No funding will be given for activities which are conducted out of the project period.

申請資助額超過200萬元的建議項目,申請機構可考慮自行或建議聘請活動策劃/市場營銷公司為項目成果宣傳。

For project proposals seeking for funding support exceeding two million dollars, the applicant organisations may consider arranging by themselves or propose to engage event planning and/or marketing companies to promote the project results.

審議建議項目時,會考慮推行時間表是否計劃周詳且切實可行。

In vetting a project proposal, due consideration will be given to whether the implementation schedule is well-planned and practicable.

乙部 – 項目計劃 Section B – Project Proposal

推行項目詳情

減廢和回收計劃

減廢和回收活動的目標地區、目標對象和預計涉及人數

請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex02"。 減廢和回收活動流程

請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex03"。 回收物及處理後成品的出路

請於 <u>P&AP Application Annex @</u> 內填寫補充資料表格 "Annex04" 。

推廣計劃

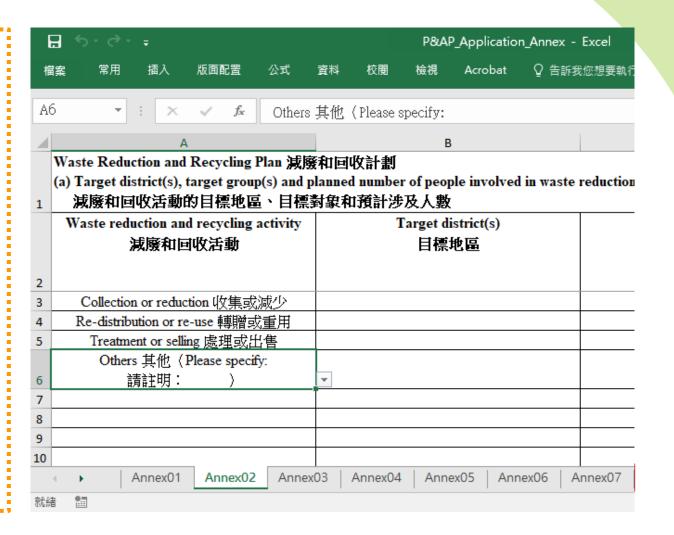
推廣活動的詳情

請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex05"。 製作教材及宣傳品 / 宣傳平台(如有)

請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex06" 。

主要工作推行的詳細計劃及時間表

請於 P&AP Application Annex c 內填寫補充資料表格 "Annex07"。



乙部 – 項目計劃 Section B – Project Proposal

6.4 Innovative Elements of the Project and its Difference(s) from Similar Type Projects (e.g. method of implementation, location, target participants, nature, types of recyclables, etc.) 項目的創意元素及與同類型項目比較的不同之處(如實施方法、地點、目標參與者、性質及可回收物的類型等)

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 the existing projects or services in the community.

避免與政府部門或其他團體曾經或正在進行的**工作重複**。 Avoid duplication of the work already or currently being carried out by government departments or other organisations.

應用創新的源頭分類、暫存、預處理、回收**技術 / 方法**。 Apply innovative technologies / effective methods in source separation, temporary storage, pre-treatment and/or recycling.

審議建議項目時,會考慮建議項目是否或會否與其他團體或政府部門曾經或正在進行的工作重複,亦會考慮建議項目是否具備創意元素。

In vetting a project proposal, due consideration will be given to whether there is or will likely be duplication of the work already or currently being carried out by other organisations or government departments, and whether it contains innovative elements.

乙部 - 項目計劃 Section B – Project Proposal

7. Expected Benefits of Project 項目的預期成效

Applicable to All Project Types (Except Surplus Food Recovery Project) 適用於所有項目類型(除剩食回收項目外)

Quantitative waste reduction and recycling results 減廢及回收量化成果 (Give quantitative results of the **entire project period**. 列明**整個項目期**的量化成 果。)

Types of waste /	Quantity (units) / Weight (kg / tonnes)					
recyclables		婁	收量(件)/重量	1(公斤/公噸)		
廢物/回收物	To be colle	cted or	To be re-distributed	To be treated or sold	Residue waste	
種類	reduce	d	or re-used	處理或出售	to be disposed of	
12.50	收集或:	威少	轉贈或重用	22.734.00.2	剩下棄置廢物	
	A		В	С	A-B-C	
				_		
	1	必須:	填寫單位。			
))	eta alta aka kila a	!4		
	F	riease	e indicate the υ	ınıt.		

Other quantitative results and measurement method 其他量化成果及計算方法

Qualitative results 質化效益

項目預期的成效

成果及效益

適用於所有項目類型(除剩食回收項目外)

減廢及回收量化成果

列明整個項目期的量化成果。

請於 P&AP Application Annex c 內填寫補充資料表格 "Annex08"

參與計劃的總人數和參與的學校、學生、公司、樓宇及/或住戶等的數目 the number of participating headcounts, schools, students, companies, buildings and/or households

已招募及/或已受訓義工的人數 the number of volunteers recruited and/or trained

參與的地方社區團體的數目 the number of local community organisations involved

參加者的行為改變 behavioural change of participants

參加者學習到的環境保護知識 environmental protection knowledge learnt by participants



環境及自然保育基金委員會、審批小組或秘書處會考慮項目的**財務狀況和量化成果**,而決定項目各期款項的發放百分比。 The ECF Committee, Vetting Subcommittee or the Secretariat will decide the percentage of project disbursements having regard to the financial position and the quantitative results of the project.

乙部 – 項目計劃 Section B – Project Proposal

<u>Applicable to Surplus Food Recovery Project Only</u> 只適用於剩食回收項目

(i) Quantitative surplus food recovery results 剩食回收量化成果
(Give quantitative results of the <u>entire project period</u>. 列明<u>整個項目期</u>的量化成果。)

Type of recovery point	Recovery am 食物回收	iount (tonnes) 量(公噸)	Distribution at 食物轉贈量	Number of beneficiaries	
回收點類型	Fresh food 新鮮食物	Packed or canned food 包裝或 罐頭食物	Direct food redistributed 直接轉贈 食物	Cooked food 製作後 食物 (如飯盒)	(man-time) 受惠者數目 (人次)
Wet Market 街市	ŧ				
Supermarket 超級市場					
Catering Industry 餐飲業	7				
Other 其他					
(Please specify: 請註明:					
)					
Total 總數					

如於「項目類型」確認 了項目屬剩食回收項目¹ 便須填寫此部分。

If the project is confirmed as a surplus food recovery project under "Type of the Project", you are required to fill in this part.

	項目類型(請選其中一項)*	
,	○ 廚餘回收項目	
	○ 剩食回收項目	
	○ 源頭減廢行動項目	
	○ 減少即棄塑膠行動項目	
Ш	○ 其他項目	

	- 2	
		只適用於剩食回收項目
$\left \right $		剩食回收量化成果
		列明 <u>整個項目期</u> 的量化成果。
		請於 <u>P&AP Application Annex r</u> 內填寫補充資料表格 "Annex09" 。
١		
	(i	i) Other quantitative results and measurement method 其他量化成果及計算方法
$\frac{1}{2}$		
	(i	ii) Qualitative results 質化效益
1		

審議建議項目時,會考慮在社區推廣減少廢物、廢物分類和回收方面,項目會帶來甚麼裨益;或對於提高市民在這方面的意識和推動市民參與減少廢物、廢物分類和回收方面,項目會有多大效用。

In vetting a project proposal, due consideration will be given to the benefits that it will bring to the efforts in promoting waste reduction, separation and recovery in local communities, or the extent to which it will enhance public awareness and mobilise the public to participate in waste reduction, separation and recovery.

乙部 - 項目計劃 Section B – Project Proposal

(iv) Comparison with previous application / project (applicable to resubmitted application / application for extension project only) 與前身申請/項目比較(只適用於重新遞交的申請/延續項目的申請)

e.g.: Addition of 3 wet markets (i.e.: A Market, B Market and C Market) as target recovery points. 例如:新增3個街市(即:A街市、B街市及C街市)為目標回收點。

苦屬延續進行中或已完成項目的申請,在審議建議項目時,會考慮申請機構**過往記錄**,以及建議項目有否在不同方 面提出加強/改善項目之處,如有否加入新元素、有否提升績效及/或有否就原有項目作出優化等,以及在不影響 項目表現下逐漸減少依賴本基金的資助。

If it is an application for extension of an ongoing or a completed project, in vetting a project proposal, due consideration will be given to the track record of the applicant organisations and whether the project shows enhancement / improvement in different aspects such as adding new elements, improving performance, and/or optimizing the project, etc. and diminishing reliance on the ECF funding support without compromising the project performance.



在一般情況下,同一項目將**不會獲批延續多於兩次**。 In general, the same project will not be approved for extension more than twice.

若屬重新遞交的申請,申請機構須清楚列明重新遞交和前身申請兩者之間有何分別,以供考慮。

If it is a resubmitted application, the applicant organisation shall set out the differences between the revised proposal and the previous one for consideration.

乙部 – 項目計劃 Section B – Project Proposal

Sustainabil	ityl 項目可持續	性		- 11	
	cribe the plan to		lopment of the	project and sus	tain its impacts afte
	目在完成後維持	持發展和延	續成效的計劃	劃。)	

列出如何評估項目有否達到目標, 例如每次收集後利用磅稱重量。

List out how to evaluate whether a project has achieved its targets, such as weighing using a scale after each collection.

若沒有延續項目 / 延續項目未 有獲得資助,請列明項目在完 成後能否維持發展和延續成效。

If there would be no extension project / no funding support for the extension project, please describe the plan to maintain development of the project and sustain its impacts after project completion.

參考「申請指引」第5.2.3.1段及附件C。 Make reference to paragraph 5.2.3.1 and Annex C of the "Guide to Application".

Budget of the Project 項目預算

(Please refer to section 5.2.3.1 and Annex C "Reference Level of Funding Support for Expenses" of the "Guide to Application – Practice and Action Projects". Please provide the unit cost and quantity for each expenditure item. If no detailed information is provided, the expenditure item may not be approved.

請參閱「實踐及行動項目一申請指引」第5.2.3.1部分及附件C「開支細項的參考 資助額」。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 支細項或不會獲批資助。) 申請機構須**遵守法定最低工資、強積金、僱員補償保險**及其他勞工法例的要求。

The statutory minimum wage, MPF and employees' compensation insurance requirements, as well as other employment legislations must be complied with.

Item 項目	Unit cost (\$) 單價(元)	Quantity	單位	Estimated expenditure (\$) 預算開支(元)
A. Staffing 員工				1X #F/0 X (707
e.g.: A1. Project Officer 例如:A1. 項目主任	20,000.00	24	Months 月	480,000.0
e.g.: A2. MPF of Project Officer 例如:A2. 項目主任強積金	1,000.00	24	Months 月	24,000.0
B. Premises for Operation 營運處所				

由於預計申請機構應已置有處所/辦公室作日常營運,故只會考慮為必要及單純為運作項目而租用的處所提供資助(包括租金、水費和電費)。未有獲政府補助的非政府機構,就推行項目所需或招致的行政開支所提出的資助申請,則會獲得考慮。The applicant organisation is expected to have existing premises/offices for their normal operation. Only funding support for renting premises necessary and solely for the project (including rental fee and fee for water supply and electricity) will be considered. For non-governmental organisations without receiving government subvention, the portion of overhead costs necessary for and incurred from the administration of the project will be considered.

參考「申請指引」第5.2.3.1段及附件C。 Make reference to paragraph 5.2.3.1 and Annex C of the "Guide to Application".

Unit

單位

2 7/2000

就租用獲資助機構內部的設備 /工具而申請資助,通常不會 獲批。

Funding for rental of in-house equipment or tools of the recipient organisation is normally not supported.

Item 項目	Unit cost (\$) 單價〔元〕	_	intity 量
C. Equipment and Consumables 設備和	消耗品		
e.g.: C1. Equipment and tools for	3,000.00		
Recycling (trolleys, gloves, water shoes,			就
etc.)			6.3
例如:C1. 回收設備及工具(手			For
推車、手套、水鞋等)			refe
	+^		
D. Travel and Transportation 交通和運	1		就
			For
			plea
E. Education and Promotion 教育和宣	傅		

就回收活動所需的運輸服務,請根據乙部6.1(b)、6.1(c)及6.3填寫。

6 000 00

Estimated expenditure

預算開支 (元)

For the transportation service needed for recycling activities, please refer to 6.1(b), 6.1(c) and 6.3 of Section B.

就**推廣**活動所需的運輸服務,請根據乙部6.2(a)及6.3填寫。 For the transportation service needed for promotional activities, please refer to 6.2(a) and 6.3 of Section B.

就製作宣傳品的開支,請根據乙部6.2(b)填寫。

For the production fees of publicity materials, please refer to 6.2(b) of Section B.

就租用申請**機構所管有的場地及設施**而申請資助,通常**不會獲批**。

Funding for rental of venues and facilities owned by the applicant organisation is normally not supported.

由項目聘請的<mark>員工擔任講者/導師</mark>·有關的講者/導師費用通常**不予資助**。

Honoraria for speakers/instructors who are staff employed for the project are normally not supported.

參考「申請指引」第5.2.3.1段及附件C。 Make reference to paragraph 5.2.3.1 and Annex C of the "Guide to Application".

獲資助機構必須在整個項目期內為其 項目購買和續購**適當及有效的保險**。

A recipient organisation must effect and keep in force appropriate and valid insurance policies for its project throughout the project period.

獲資助機構須**按照「申請指引」附件** A及B的要求**進行審計**。

A recipient organisation should conduct audit in accordance with Annex A and B of the Guide to Application.

由於預計申請機構應已備有基本辦公室用品以支持項目推行,就購買一般辦公室用品(例如影印機、打印機、電腦、電腦配件及軟件等)而申請資助,通常不會獲批。

The applicant organisation is expected to have basic office supplies to support the project. Funding for procurement of general office supplies such as photocopiers, printers, computers, computer accessories and softwares is normally not supported.

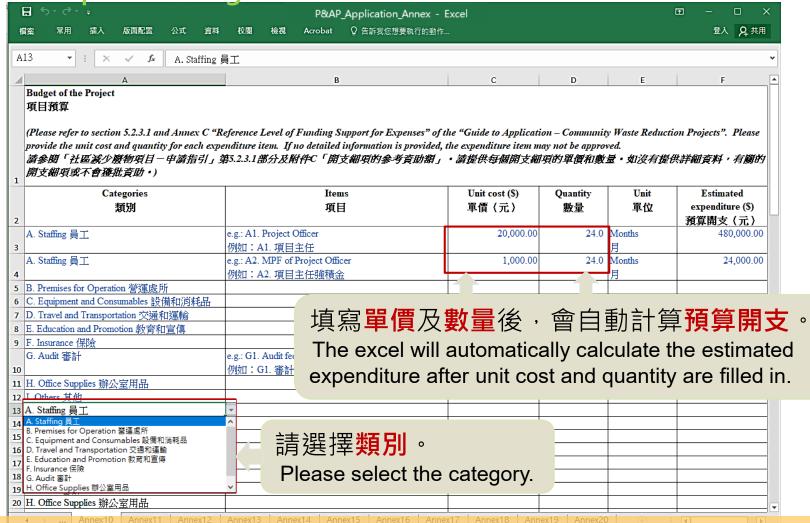
	Item	Unit cost (\$)	Quantity	Unit	Estimated expenditure
	項目	單價〔元〕	數量	單位	(\$) 預算開支〔元〕
	F. Insurance 保險				
	G Audit 審計				
	e.g.: G1. Audit fee	20,000.00		Times	40,000.00
	例如:G1. 審計費			次	
	H. Office Supplies 辦公室文儀用品				
_					
	. Others 其他				
1					
			t of Grant R 請資助總額	equested (\$): 額(尤):	

未有指定用途的其他開支和應急費用,**不會獲批**。

Funding for unspecified miscellaneous and contingency item(s) is not supported.

須與甲部 – 擬申請資助總額相符。 Should match with Section A – Amount of Grant Requested.

Annex10



審議建議項目時,會考慮建議預算是否**審慎、實際和具成本效益**,每項開支均具有充分的理據支持。 In vetting a project proposal, due consideration will be given to whether the proposed budget is prudent, realistic and cost-effective, with every expenditure item well justified.

2. Justification(s) for Procurement of Capital Items (if applicable) 採購資本物品理由(如適用)

(Please refer to section 5.2.3.2 and Appendix I of the "Guide to Applia Projects". The listed capital items and relevant estimated expendi "Budget of the Project" above.

請參閱「實踐及行動項目一申請指引」第5.2.3.2部分及M 及相關預算開支應包括在上表「項目預算」內。) 請說明該資本物品的用途和必要性,並補充**為何不租用而須採購**,以及**完成項目後將如何處理該**資本物品。

Please provide explanation on the use and necessity for the capital item and supplement information on why renting is not a feasible option but procurement is required, as well as how the capital item(s) will be handled after the completion of the project.

	Item 項目	Unit cost (\$) 單價	~	Estimated expenditure (\$)	Use andssity 用途及必要性	
就購買一般辦公室	用品 (例如影印	幾、打印		預算開支 (元)		
機、電腦、電腦配金	什么软件寺)则写	平胡貝坳 [,]				
通常不會獲批。						
Funding for procuren	nent of general offi	ce supplies				: : :

Funding for procurement of general office supplies such as photocopiers, printers, computers, computer accessories and softwares is normally not supported.

採購資本物品的開支總額一般不應超過總預算的**30%**。
The total cost of procurement of these capital items shall normally not exceed 30% of the total budget.

申請機構如打算只**向指定公司/機構/人士採購**資本物品,須在申請表上說明建議採購的**詳情**、採用特別採購安排的**理由**,以及與有關公司/機構/人士的關係。

In case an applicant organisation intends to procure capital items from a designated company/organisation/individual, it has to provide on the application form details of the proposed procurement, justification(s) for the special procurement arrangement and its relationship with the company/organisation/individual concerned.

3. Estimated Revenue Generated from the Project 項目預算收入

(For each revenue item, please fill in either one-off income or recurrent income. 就每一個收入項目,請只填寫一次性的項目收入或經常性收入的其中一欄。)

Item		ed revenue (\$)
項目		文人(元)
	One-off income	Recurrent income
	一次性項目收入	經常性收入
		(i.e., Average Monthly Recurrent Income X No. of Months
		即每月經常平均收入 X 月數)
Total 總數		

如活動涉及入場費、 包價活動或租船費用, **參加者須繳付相關費** 用的40%。

If admission fee, package activities or hire of launch are involved, in an activity, should pay 40% of the concerned charge.

如**涉及經常開支**,在審議建議項目時,亦會考慮建議項目能否於一段時間後在**財政上自給自足**。 In vetting a project proposal involving recurrent expenditure, due consideration will be given to whether the project is able to become self-sufficient financially after a period of time.

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請參閱「實踐及行動項目 - 申請指引」第5.2.3.1部分及附件C「開支細項的参考資助額」。請提供每個開支細項的單價和數量。如 沒有提供詳細資料,有關的開支細項或不會獲批資助。

請於 P&AP Application Annex で 內填寫補充資料表格 "

"Annex10"

採購資本物品理由(如適用)

請參閱「實踐及行動項目 - 申請指引」第5.2.3.2部分及附錄I。所列的資本物品及相關預算開支應包括在「項目預算」(Annex 10)內。

請於 P&AP Application Annex で 內填寫補充資料表格

"Annex11"

項目預算收入(包括經常收入)

請於 P&AP Application Annex で 內填寫補充資料表格

'Annex12'



4. Proposed Percentage of First Payment 建議首期撥款發放百分比

Payment	% of approved grant	Requirements for payment
發放款項	批准撥款的百分比 (%)	發放款項的條件
First payment 首期撥款		After signing of the funding agreement 簽署資助協議後

申請機構應考慮**項目初期**是否需要租用營運處所(例如工場、貯存空間等)、購置設備、機器及其他資本開支等。環境及自然保育基金**委員會**會考慮各種因素(例如項目是否延續項目),就批出首期撥款發放百份比作出**最終決定**並通知申請機構。

The applicant organisation should consider the need for renting operational places (e.g. workshop, storage spaces, etc.), procurement of equipment, machinery and other capital expenses, etc. in the initial stage of the project. The ECF Committee will consider various factors (e.g. whether the project is an extension project) to make a final decision on approving the percentage of the first disbursement and inform the applicant organisation accordingly.

建議首期撥款發放百分比		
發放款項	批准撥款的百分比 (%)	發放款項的條件
首期撥款	60 ▲ 不可大於 50	簽署資助協議後

獲資助機構會在簽署資助協議後收到**最高 50%**的資助款項。

延續項目於一般情況下不會獲得高百分比的首期撥款,除非能證明項目需要較高的首期撥款金額。

The recipient organisation will receive a maximum of 50% of the grant upon signing of the funding agreement.

Under normal circumstances, extension projects will not be granted high percentage in the first disbursement unless full justifications are provided.

5. Other Sources of Funds (both confirmed and being applied for) 項目其他資助來源(包括已獲批准及正在申請的資助)

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

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
		Confirmed / Being Applied For 已獲批准/正在申請
		Confirmed / Being Applied For 已獲批准/正在申請

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)

請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex13"

審議建議項目時,會考慮建議項目是否另有資助來源;或項目由**其他來源資助會較為恰當。** In vetting a project proposal, due consideration will be given to whether the project has received other sources of funding support or should more appropriately be funded by other sources.

丁部 – 其他資料 Section D – Other Information

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

(a) Project Leader 項目組長

Name of Project Leader: 項目組長姓名:			(Mr / Mrs / Miss [^]) (先生/女士/小姐 [^])
Position Held: 職位:			
Contact Tel. No.: 聯絡電話號碼:	_	`ax No. : 專真號碼:	
Mobile Phone. No.: 流動電話號碼:		imail Address: 图郵地址:	

項目組長和項目負責人可以 由同一人擔任,亦可以由不 同人士擔任。

The project leader and person-incharge can be the same person or different individuals.

項目團隊資料	
a) 項目組長	
項目組長姓名 *	項目組長稱謂 *
	○ 先生 ○ 女士 ○ 小姐
職位*	
聯絡電話號碼 *	
852 聯絡電話號碼	
傳真號碼	
852 傅真號碼	
流動電話號碼 *	
電郵地址 *	
確認電郵地址 *	

丁部 - 其他資料 Section D - Other Information

請提供組織架構圖。 Please provide the organisation chart.

(b) Project Team 項目團隊

(Please also provide the project team's organisation chart. <u>請提供項目團隊的組織架構圖</u>。)

Position	(Headcount)	Name and	Duties	Amount of time	Require funding
職位	(人數)	Position in the	職責	to be contributed to	support from
		organisation		the project	the ECF^
		(for existing staff		(in terms of number	需要由
		only)		of working hours	環境及自然保
		姓名及在申請		per week for	育基金資助^
		機構所擔任的		project staff)	73 43 43
		職位		投放於項目的	
		(只適用於		工作時間	
		申請機構		(如為項目員工	
		現有人員)		按每周工作	
		MAKA)		時數計)	
Project L	eader (1)				Yes / No
項目組					需要/不需要 1
ID	OC 75 17 18	- -			

Project staff 項目員工:

e.g.: Project Officer (1)

例如:

項目主任(1)

請填寫各項目員工及義工人數。

Please state the headcount for each type of project staff and volunteers.

機構應循公開招聘聘請項目員工。任何未經審批小組同意下支付予受資助機構的董事/成員/員工的薪酬/報酬將不獲資助。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,以供審批。

The applicant organisation should employ project staff though open recruitment.

Any remunerations / rewards paid to directors / members / employees of the recipient organisation without obtaining the Vetting Subcommittee's prior approval would not be supported. If it is planned to employ an existing staff member of the applicant organisation to work under the project, please provide his/her name for approval.

如為全職項目員工,每周工作時數應不少於**44小時**(不足**44**小時應**按** 比**例**計算)。

For full-time project staff, the working hours should be no less than 44 hours per week (Should calculate proportionally if less than 44 hours).

如選擇了「需要由環境及自然保育基金資助」,其**薪金及強積金供款應包括在項目預算**中。
If "require funding support from the ECF" is selected, relevant salary & MPF contribution of the staff should be included in the Budget of the Project.

丁部 – 其他資料 Section D – Other Information

(b) Project Team 項目團隊

(Please also provide the project team's organisation chart. 請提供項目團隊的組織架構圖。)

				/
Position (Headcount)		Duties	Amount of time	Require funding
職位(人數)	Position in the	職資	to be contributed to	support from
	organisation		the project	the ECF
	(for existing staff		(in terms of number	需要由
	only)		of working hours	環境及自然保
	姓名及在申請		per week for	育基金資助^
	機構所擔任的		project staff)	
	職位		投放於項目的	
	(只適用於		工作時間	
	申請機構		(如為項目員工	
	現有人員)		按每周工作	
			時數計)	
Project Leader (1)				Yes / No
項目組長(1)				需要/不需要
Project staff 項目員	I:			
e.g.:				Yes / No
Project Officer (1)				需要/不需要
例如:				
項目主任(1)				
				Yes / No
				需要/不需要
				Yes / No
				需要/不需要
Volunteers (if any): 義工(如有):				
				Yes / No
				需要/不需要

項目組長
在申請機構所擔任的職位(只適用於申請機構的現有人員)
職責(字數限制:3000) *
投放於項目的工作時間(按每周工作時數計)*
每週 小時
需要由環境及自然保育基金資助 *
○是 ○否
項目員工
請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex14" 。
義工 (如有)
請於 <u>P&AP Application Annex♂</u> 內填寫補充資料表格 "Annex15" •

如選擇了「需要由環境及自然保育基金資助」,其**義工津貼應包括在項目預算**中。 If "require funding support from the ECF" is selected, relevant volunteer allowances should be included in the Budget of the Project.

丁部 - 其他資料 Section D - Other Information

 Experience and Record of Applicant Organisation in Organising Related Activities other than Projects under the ECF

申請機構舉辦環境及自然保育基金項目以外的相關活動經驗及記錄

 Brief Descriptions on Environmental, Social and Governance (ESG) Practices of the Applicant Organisation (e.g. initiatives implemented to reduce negative environmental impact, improve social responsibility, ensure strong corporate governance, etc.).

申請機構實踐環境、社會和管治(ESG)的簡要描述(例如推行降低影響環境措施、加強社會責任和確保健全公司治理的安排等)。

Environmental 環境

e.g.: Measuring and reporting on carbon emissions, and setting targets to reduce them over time 例如:測量和報告碳排放量,並設定隨著時間的推移而減少碳排放量的目標

Social 社會

e.g.: Supporting local communities through charitable donations or volunteer work 例如:透過慈善揭贈或義工活動支持當地社區

Governance 管治

e.g.: Implementing strict ethical and compliance policies to ensure lawful and ethical behavior 例如:實施嚴緊的倫理道德和合規的政策以確保合法和合乎倫理道德的行為

申請機構過往推行相關項目的經驗和達到項目成果或效益的能力,會於評定個別申請是否可取時作考慮。Past experience in implementation of relevant projects and the capability in delivering the planned project outcomes or benefits of the applicant organisation will be taken into account in assessing the merits of individual applications.

申請機構應展示**其環境、社會和管治** 方面的表現。

The applicant organisation should demonstrate their Environmental, Social and Governance (ESG) performance.

申請機構可展示其**社區網絡**及/或項目負責人/組長的相關資歷。

The applicant organisation can demonstrate their community network and/or relevant qualifications of the person-in-charge/project leader.

審議建議項目時,會考慮申請機構的過往記錄及是否具備良好的知識、技術和資源。

In vetting a project proposal, due consideration will be given to the track record, and the knowledge, technical capability and resources possessed by the applicant organisations.

5. List of Target Regular Recovery Points 目標恆常回收點列表

Type of recovery point 回收點類型	Name of regular recovery point 恆常回收點名稱	Address 地址	Is it a new recovery point? (for extension project only) 是否新增的回收點? (只適用於延續項目)
e.g.: Wet Market	XX Market		N.A.
例如:街市	XX 街市		不適用



就剩食回收項目,申請機構需取得**所有目標恆常回收點的書面同意書**,並於交回申請表格時**一併遞交**相關同 意書。

For surplus food recovery projects, written consent(s) must be obtained from all of the target regular recovery points and relevant consent must be submitted together with the application form.

如於「項目類型」確認 了項目屬剩食回收項目, 便須填寫此部分。

If the project is confirmed as a surplus food recovery project under "Type of the Project", you are required to fill in this part.

項目類型(請選其中一項)*

- 厨餘回收項目
- () 剩食回收項目
- () 源頭減廢行動項目
- 減少即棄塑膠行動項目
- (其他項目

如選擇剩食回收項目

目標恆常回收點列表

. 必須預先取得所有目標恆常回收點的書面同意書。請於交回申請表格時一併號交相關同意書

請於 P&AP Application Annex 2 內填寫補充資料表格 "Annex16"

所有剩食回收活動目標回收點的書面同意書



按此處上載。

Click here to upload.

6. Please clarify whether or not the applicant organisation is currently conducting surplus food recovery activities at the target recovery point(s) as mentioned above. 請闡明申請機構現時有否於上述提及的目標回收點進行剩食回收活動。



Please list out the recovery amount (in tonnes), distribution amount (in tonnes), no. of beneficiaries and the no. of collection days per week at the relevant recovery point(s) in the past 2 years (i.e. from December 2022 to November 2024).

請列出在過去2年(即2022年12月至2024年11月)於相關回收點的回收量(公噸)、派發量(公噸)、受惠人次及每星期回收日數。

申請機構**過往推行相關項目的經驗**和 **達到項目成果或效益的能力**,會於評 定個別申請是否可取時作考慮。

Past experience in implementation of relevant projects and the capability in delivering the planned project outcomes or benefits of the applicant organisation will be taken into account in assessing the merits of individual applications.

審議建議項目時,會考慮申請機構的過往記錄及是否具備良好的知識、技術和資源。

In vetting a project proposal, due consideration will be given to the track record, and the knowledge, technical capability and resources possessed by the applicant organisations.

7. Regular Recovery Schedule 恆常回收活動日程 Name of regular Time Date Manpower recovery point 日期 時間 人手 恆常回收點名稱 09:30 - 12:00 Monday - Friday 2 part-time staff and 1 volunteer e.g.: XX Market 例如:XX 街市 星期一至五 2 名兼職員工及1名義工 19:00 - 21:00 饭常回收活動日程

8. Types of Recovered Food 回收食物種類

e.g.: Fruit, Packaged Food, Bread

例如:蔬果、包裝食品、麵包

9. Regular Distribution Schedule 恆常派發活動日程

Name of distribution point 派發點名稱	Address 地址	Date 日期	Time 時間	Manpower 人手
e.g.: XX Centre 例如:XX 中心		Monday - Friday 星期一至五	12:00 – 14:00	2 part-time staff and 1 volunteer 2 名兼職員工及 1 名義工



............

請於 <u>P&AP Application Annex @</u> 內填寫補充資料表格 "Annex18" 。

10.	Plan to Ensure Food Safety 確保食物安全的計劃
	,
	確保食物安全的計劃(字數限制:3000) *

須交待進行剩食回收活動的**政策、建議機制、運作程序和準則**。

Should provide the policy, proposed mechanism, operation procedures and criteria on handling surplus food recovery activities.

請參閱食物安全中心最新公布的《食物回收計劃的食物安全指引》。

Reference should be made to the updated "Food Safety Guidelines for Food Recovery" promulgated by the Centre for Food Safety.

(vii) Appointment of Hygiene Manager or Hygiene Supervisor 聘請衛生經理/督導員

Please confirm if there is at least one full time staff of the project team possesses relevant qualification for appointment as a Hygiene Manager (HM) or Hygiene Supervisor (HS). 請確認申請項目團隊中是否有至少一名全職員工擁有衛生經理/督導員相關資格。/

在整個項目運作期間,項目團隊中必須**最少有一位**擁有相關資格的全職員工擔任**衞生經理** 或**衞生督導員**,以負責監督項目的食物安全事宜。

Throughout the project period, at least one full time staff of the project team must possess relevant qualification for appointment as a Hygiene Manager (HM) or Hygiene Supervisor (HS) and take up the responsibility to oversee the food safety issue for the project.

首次申請機構資料補充頁

Supplementary Sheet for First-time Applicant Organisation

首次申請機構資料/更新申請機構資料

機構是否首次申請環境及自然保育基金實踐及行動項目(前稱社區減少廢物項目)

● 是 ○ 否

首次申請機構資料/更新申請機構資料

機構是否首次申請環境及自然保育基金實踐及行動項目(前稱社區減少廢物項目)

〕 是 ● 否

機構資料或組織章程大綱及章程細則是否有所更改*

● 是 ○ 否

首次申請機構資料/更新申請機構資料

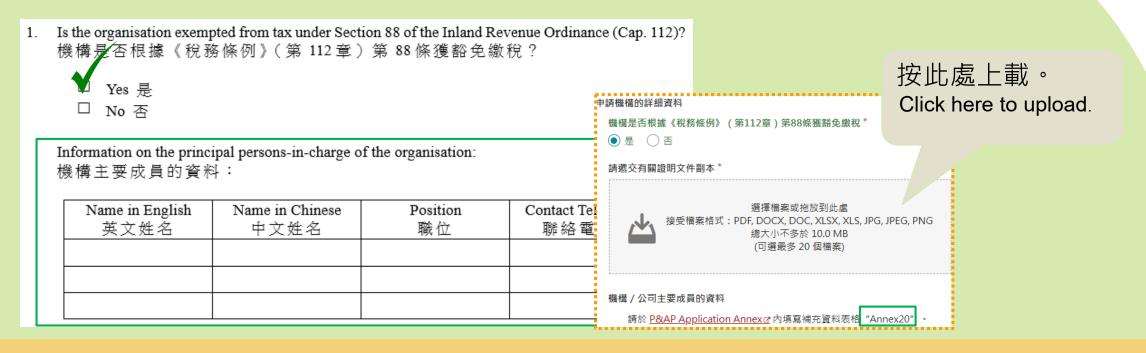
機構是否首次申請環境及自然保育基金實踐及行動項目(前稱社區減少廢物項目)

○ 是 ● 否

機構資料或組織章程大綱及章程細則是否有所更改*

須填寫此部分。 Required to fill in this part.

無須填寫此部分。 Not required to fill in this part.



- i. 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;
- ii. 機構的註冊文件副本;
- iii. 機構的組織章程細則副本。
- i. a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- ii. a copy of the organisation's registration document;
- iii. a copy of the organisation's Articles of Association.

2. The applicant organisation is registered under: 機構根據以下條例註冊:	機構根據下列條例註冊*	
♥ the Societies Ordinance (Cap.151)《社團條例》(第 151章) (Year: 年份: / Registration No.: 註冊號碼:)	● 《社園條例》(第151章)○ 《公司條例》(第622章)	按此處上載。
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提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。	(請註明) 年份 * 註冊號碼 *	Click here to upload.
Office Held in Society 幹事職銜	請遞交有關證明文件副本 *	
Name in English 英文姓名	ᄣᄪᄦᄧᇏᆉᄱᆉᄼᇬᇿᅹᇹ	
Name in Chinese 中文姓名	選擇檔案或拖放到此處 接受檔案格式: PDF, DOCX, DOC, XLSX, XLS, JPG, JPEG, P 總大小不多於 10.0 MB	NG
First 4 Digits of Hong Kong Identity Card Number 香港身份證首 4 個號碼	(可選最多 20 個檔案)	
Hong Kong Address 香港地址	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	1 文字 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4
Contact Telephone No. 聯絡電話號碼	請於 P&AP Application Annex © 內填寫補充資料表格 "Annex19"	人具针肝调 *

- i. 機構的註冊文件副本;
- ii. 機構的組織章程細則副本(當中需包含禁止成員在公司解散後攤分利潤或資產的條款;而其宗旨及權力需要列明不可以向成員分攤收入及財產)。
- i. a copy of the certificate of incorporation / certificate of registration;
- ii. a copy of the organisation's Articles of Association (which must include clauses prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its incomes and properties amongst its members).

2. The applicant organisation is registered under: the Companies Ordinance (Cap. 622)《公司條 (Year: 年份: / Registration No.: Information on the directors of the company:	例》(第 622章) : 註冊號碼:	機構根據下列條例註冊* 《社團條例》(第151章) ●《公司條例》(第622章) 其他 (請註明) 年份* 註冊號碼*	按此處上載。 Click here to upload.
公司主要成員的資料:			
Name in English Name in Chinese I 英文姓名 中文姓名	Position Contact Telephon 職位 聯絡電話號	•	
		選擇檔案或拖放到此處 接受檔案格式: PDF, DOCX, DOC, XLSX, XLS, JPG, JPE 總大小不多於 10.0 MB (可選最多 20 個檔案)	G, PNG
□ others 其他(Please specify. 請註 明。_	_)	機構/公司主要成員的資料 請於 <u>P&AP Application Annex</u> 內填寫補充資料表格 "Annex	20″ •

- i. 機構的註冊文件副本;
- ii. 機構的組織章程細則副本(當中需包含禁止成員在公司解散後攤分利潤或資產的條款;而其宗旨及權力需要列明不可以向成員分攤收入及財產)。
- i. a copy of the certificate of incorporation / certificate of registration;
- ii. a copy of the organisation's Articles of Association (which must include clauses prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its incomes and properties amongst its members).

3.	. Has the organisation amended any clauses relevant to profits or properties in its Articles of Association in the past one year? 機構是否曾於過去一年內修改其組織章程細則中有關利潤或資產的條款?					
	□ No 否 □ Yes 是					
4.	. Does the organisation receive any Government subvention? 機構是否正接受政府補助?					
	□ No 否 □ Yes 是 (Please indicate the name of the department concerned. 請填寫有關部門名稱。)					
5.	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):					

須與甲部 – 聲明所述相符。 Should match with Section A – Declaration.

關於政府補助*

- 本機構現時有接受政府補助。
- 本機構現時沒有接受政府補助

機構是否曾於過去 土組織章程細則中有關利潤或資產的條款*					
機構是否正接受政府補助*					
● 是 ○ 否					
彰 與"第一部分 機構接受資助現況"不相同					
關於政府補助					
補助部門 *					
機構的背景資料(包括成立年份、宗旨、經費來源等)*					

附錄 I - 確認書 Annex I - Agreement

按此處下載。 Click here to upload.

確認書

申請機構須下載申請表格附錄107,並與申請表格一併遞交。

注意:須就每份申請遞交一份確認書。

請提交附錄I。*



選擇一個檔案或拖放到此處 接受檔案格式: PDF, DOCX, DOC 大小不多於 10.0 MB

按此處上載。 Click here to upload.

致:環境及自然保育基金			注意:類 一份確認	就每份申請遞 <u>書。</u> 附錄				
滅少廢物項目審批小約	11 秘書處			門黎				
	環境及自然保育 實踐及行動項目							
確認書								
我們已閱讀及明白下列條款:								
	以本機構曾經參與、正							
正在參與可能導致或構成								
是次申請,又或為維護國 或公共安全,而有必要則								
或公共女主,而何必受剔(本 中 機 博 口 後 中 胡 塚 現	双目公休》	1 苯亚的耳1	e °				
(ii) 即使有關申請 ii	己獲批准,如果出現下	列任何一段	情况,政府	守可立 即撤回				
或取消有關批准:								
• 本機構曾經參	與或正在參與可能會	構成或導致	(發生危害國	國家 安全 罪行				
或不利於國家	安全的行為或活動;							
1100 - F-1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	構或繼續推行該環境	及自然保育	「基金項目#	存不利於 國家				
安全;或								
• 政府合理地相	信上述任何一種情況	有會發生。						
我們讓此確認,我們同意及承語遵守上述條款。								
i	機構名稱(英文):							
	機構名稱(中文):							
	主管姓名(英文):							
主管/副:	主管姓名(中文):							
	職位(英文):							

NB: Please submit one confirmati for each application.

Waste Reduction Projects Vetting Sub-committee Secretariat

Environment and Conservation Fund (ECF) Application for Practice and Action Projects

Agreeme

We have read and understood the following clause

To: Environment and Conservation Fund

- (i) the Government reserves the right to disqualify our application on the grounds that our organisation 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 our 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.
- (ii) 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:
- our 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 our organisation or the continued implementation of the EC: 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

We hereby confirm we agree and undertake to comply with the above clauses

Organisation Name (in English):
Organisation Name (in Chinese):
Name of Head/Deputy Head (in English):
Name of Head/Deputy Head (in Chinese):
Position (in English):
Position (in Chinese):
Organisation Chop:
Signature of Head/Deputy Head:
- ·
Date:

填寫中文版或英文版皆可。

Fill in either the Chinese version or the English version.



申請機構須就**每份申請簽署並遞交一份確認書**(附錄I)。請確保正確遞交屬於實踐及行動項目的 附錄I。**如無遞交**妥為簽署的附錄I,申請將被視為無效。

主管/副主管簽署:

Applicant organisation is required to sign and submit one agreement (**Annex I**) for each application. Please ensure that the correct Annex I belonging to the Practice and Action Projects is submitted. An application will be considered invalid if a duly signed Annex I is not submitted.

補充/證明文件

Supplementary/Supporting Documents

補充/證明文件

P&AP Application Annex 2*



選擇一個檔案或拖放到此處接受檔案格式: XLSX, XLS 大小不多於 10.0 MB

請於此處上載已填妥的補充資料表格"Annex01至Annex20"。

Click here to upload the duly completed form for Supplementary Information "Annex01 to Annex20".

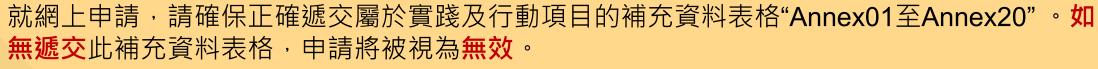
其他補充/證明文件



選擇檔案或拖放到此處

接受檔案格式: PDF, DOCX, DOC, XLSX, XLS, JPG, JPEG, PNG

總大小不多於 10.0 MB (可選最多 20 個檔案)



For e-applications, please ensure that the correct form for Supplementary Information "Annex01 to Annex20" belonging to the Practice and Action Projects is submitted. An application will be considered invalid if the Supplementary Information "Annex01 to Annex20" is not submitted.

提交文件清單 Checklist of Documents Submitted

提交文件清單

- ✓ 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。) *
- ▼ 補充資料表格 "Annex01至Annex20" *
- ▼ 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
- ▼ 機構的註冊文件副本
- ▼ 機構的組織章程細則副本
- □ 主要負責人 / 董事 / 幹事及其職位名單
- □ 項目的其他協辦/協助/贊助團體的書面同意書
- 所有剩食回收活動目標回收點的書面同意書
- □ 衛生經理 / 督導員證書副本
- 補充資料或其他證明文件(如有)

如發現有所需文件在前頁尚未上載, 請按「返回」。

If you find that some of the required documents have not been uploaded on the previous pages, please click "Back".

儲存

返回



如確認所需文件已上載,請在相應的文件旁加上剔號,然後按「繼續」。 If the required documents have been uploaded, please tick the boxes next to the documents concerned and then click "Next".

檢查及確認 Review & Confirm

如發現有資料須修正/補充,可按左例選單或頁面底部的「返回」。

If you wish to amend / supplement information on the previous pages, please click the menu bar on the left or the button "Back" at the bottom.



檢查及確認 Review & Confirm

遞交確認通知

請提供你的電郵地址,以接收確認通知書作為紀錄:

電郵 7

ecfpap@eeb.gov.hk

已遞交表格紀錄

成功遞交此表格後,你將可以下載一份「已遞交表格紀錄」檔案(PDF格式),當中包括遞交參考編號及你所填寫的資料。你可以提供一個密碼以保護該 PDF檔案:



- 密碼至少為8個字元長度
- 密碼必須包含至少一個數字、一個大階英文字母、一個細階英文字母及一個特殊符號

密碼

如發現有資料須修正 / 補充,請按「返回」。 If you wish to amend/supplement information on the previous pages, please click "Back".

在確認所有資料後,請按「遞交」。 After confirming the information, please click "Submit".

* 必須提信

儲存

返回

遞交

申請機構亦可於任何一頁按「儲存」。 Applicant organisation can click "Save" on any pages.

儲存及填寫已儲存的表格 Save & Fill in a Saved Form

6 儲存表格

X

此表格資料檔案(此檔案)將儲存於您現正使用的設備,請使用密碼保護此檔案。

注意:請妥善保存此檔案和密碼,以便日後載入此檔案繼續填寫表格。

本系統不會保留此檔案相關的資料,如閣下遺失此檔案或忘記密碼,將無法恢復 已填寫的資料,敬請留意。



- 密碼至少為8個字元長度
- 密碼必須包含至少一個數字、一個大階英文字母、一個細階 英文字母及一個特殊符號

密碼 *

確認密碼 *

•••••

按「儲存」下載gfd.zip格式檔案。 Click "Save" to download the file in gfd.zip format.

取消

儲存



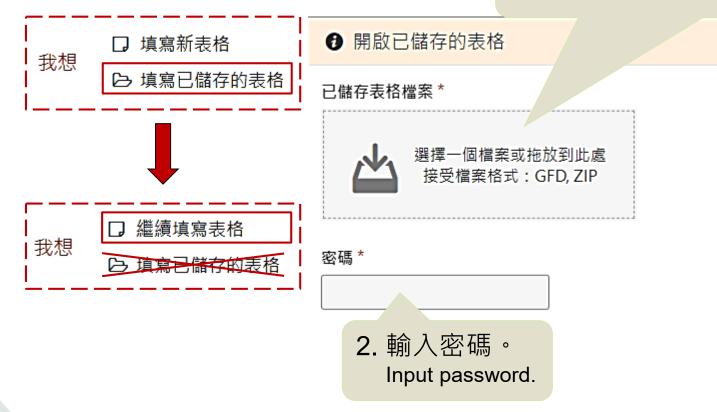
EPD004-2024-06-06-1704.gfd.zip

儲存及填寫已儲存的表格 Save & Fill in a Saved Form

1. 按此上載gfd.zip格式檔案。 Click here to upload the file in gfd.zip format.

取消

開啟



檢查及確認 Review & Confirm

\r5 -\Tm\+Tm\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
遞交確認通知	
請提供你的電郵地址,以接收確認通知書作為紀錄:	
電郵*	
ecfpap@eeb.gov.hk	
已遞交表格紀錄	
成功遞交此表格後,你將可以下載一份「已遞交表格紀錄」檔案(PDF格式),當中包括遞交參寫的資料。你可以提供一個密碼以保護該 PDF 檔案:	考編號及你所填
密碼至少為8個字元長度密碼必須包含至少一個數字、一個大階英文字母、一個細階英文字母及一個特殊符	St.
密碼	
	在確認所有資料後,請按「遞交」。
確認密碼	
	After confirming the information, please clic
	"Submit".
	* 必須提供

儲存

確認通知書 Acknowledgement

遞交詳情

多謝使用電子表格服務。系統已經收到你所遞交的資料,並且將會交予環境及自然保育基金實踐及行動項目審批小組秘書處(秘書處)。若日後需要就所遞交的資料作出查詢或補交附件,請提供以下的參考編號。請留意,機構須確保申請書內填報的資料完整及詳盡確實,本秘書處並無責任向機構索取額外資料,此信息亦不應視作為確認有關申請書內容為完整。另外,如任何項目申請書內的活動在未得審批小組同意前已開展,有關活動將不獲環境及自然保育基金資助。

列印/下載已遞交表格紀錄

按此下載pdf格式的確認通知書及已遞交的申請表格。

Click here to download the acknowledge and the submitted application form in pdf format.

確認通知書及申請表格 Acknowledgement and Application Form

第一頁為確認通知書
Acknowledgement is on
the first page

GOVHK香港政府一站通

遞交電子表格確認通知書

多謝使用電子表格服務。系統已經收到你所遞交的申請,並且將會交與有關決策局、部門或機構處理。若日後需要就這項申請向有關決策局、部門或機構作出查詢或補交附件,請提供以下的參考編號。

申請機構亦會收到由系統發出的電郵確認。

An acknowledgement email will be sent to the applicant organisation automatically.

第二頁起為申請表格 Application form is from the second page onwards



Application Form for Practice and Action Projects

實踐及行動項目 - 申請表格

Application Guideline 申請須知

This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Practice and Action Projects Vetting Subcommittee (the Vetting Subcommittee) and the Vetting Subcommittee Secretariat (the Secretariat) as and when necessary.

環境及自然保育基金委員會、實踐及行動項目審批小組〔審批小組〕,以及審批小組秘書處〔秘書處〕可隨時按需要修訂本申請表格的內容。

The soft copy of the Application Form can be downloaded from the website of the ECF (https://www.ecf.gov.hk).

申請表格的軟複本可從環境及自然保育基金網頁下載(https://www.ecf.gov.hk)。

Please read the "Guide to Application – Practice and Action Projects" carefully and provide all details of the proposed project in a clear and concise manner. The Application Form may be completed in Chinese or English. Applicant organisations should ensure that they provide accurate and detailed information in their applications.

請詳閱《實踐及行動項目一申請指引》,並清晰及簡潔地提供建議項目的詳情。請 以中文或英文填寫本申請表格。申請機構須確保其申請所提交的資料詳盡確實。

All sections of the Application Form should be completed. Where the information sought is not applicable or not available, please fill in "N.A.". Table may be extended or additional pages may be attached to the application form if necessary.

申請表格的所有<u>部分均須填寫</u>,如所須填報的資料為不適用或未能提供,請填上 「不適用」。如有需要,可擴充表格或另頁書寫。

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**



第一場簡介會 1st Briefing 6.12.2024

第二場簡介會 2nd Briefing

重要事項 Nota Bene

- 如項目成效欠佳及遲交報告書,獲資助機構日後獲得環境及自然保育基金資助的機會將受到影響。在審議獲資助機構的新申請時,會特別考慮有關機構過往依時遞交報告書及/或相關文件方面的記錄。
- Unsatisfactory performance and delay in report(s) submission will affect the recipient organisation's future chance of getting funding support from the ECF. In particular, the past record of a recipient organisation's timely submission of report(s) and/or related document(s) will be taken into account when considering new application(s) from the recipient organisation.



若申請機構**在同一資助計劃下有已完成項目的所需報告書及文件仍逾期 未有遞交**,其新申請一般不會獲審批小組考慮。

The new application(s) will generally **not** be considered by the Vetting Subcommittee if the applicant organization has completed project(s) under the same funding scheme but the required report(s) and document(s) are still overdue.



查詢 Enquiry

實踐及行動項目審批小組秘書處

Practice and Action Projects Vetting Subcommittee Secretariat



電話 Tel.: 2835 1234



傳真 Fax: 2827 8138



網頁 website: www.ecf.gov.hk

電郵 e-mail: ecf@eeb.gov.hk