**Appendix E**

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| **Progress Report** | |
| Funding Scheme: | Publicity and Education Projects |
| Project Number: | P&E |
| Project Title: | Environment and Conservation Fund |
| Recipient Organisation: |  |
| Reporting Period: |  |
| Report Submission Date: |  |
|  |  |
| Declaration of Person-in-charge/Project Leader:  **Unless otherwise agreed by the Secretariat, this report shall be signed by the person-in-charge / project leader as stated in the application form.** | I certify that the attached progress report and statement of account are correct, including:   1. the Collaborating Organisations and/or Service Providers/Contractors and/or the Project Employees under the captioned project have signed the Confirmation on National Security; 2. the goods and services purchased, acquired and charged to this project are for the sole use of the project and that the prices are fair and reasonable; 3. the expenditure charged to the project has been settled and that it has not been/will not be claimed under other project(s) funded by the Environment and Conservation Fund (ECF) or subsidised by other source(s) of funding; and 4. \*the balance of grant to be claimed/the amount of unspent grant to be returned to the ECF is correct.   *\*Delete whichever is inappropriate.* |
| Information of Person-in-charge/Project Leader | |
| Name: |  |
| Position Held: |  |
| Signature: |  |
| Official Chop of Organisation: |  |

**Please complete this Progress Report and submit the original copy to the Secretariat every six months (beginning from the project commencement date) or within the timeframe as specified in the Approval Letter (whichever is the earlier). This progress report may be made available for public inspection. Please note that progress reports are for reporting the progress of the project only. A written application must be submitted to the Secretariat for approval of any changes to the project in accordance with the Approval Letter.**

1. Project Schedule

|  |  |  |
| --- | --- | --- |
|  | Original Schedule\*  *(dd/mm/yyyy)* | Actual/ Expected Schedule  *(dd/mm/yyyy)* |
| Commencement Date |  |  |
| Completion Date |  |  |
| *\*The schedule as stated in the Work Plan submitted to the Secretariat.* | | |
| * 1. In case of actual/expected project delay as compared with the original schedule, please specify the reasons and the remedial measures taken, planned and/or recommended *(if applicable)*  |  | | --- | |  | | | |

1. Changes of project objective and/or scope *(if any, please specify the changes with reasons)*

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3. Summary of activities organised/implementation progress

*(please provide the information in chronological order and attach at least five photographs of each activity on separate sheets for reference. If the actual number of participants or number of activity sessions/hours did not meet the target, please provide explanation at item 6.1 below)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date/  Period | Venue | Time | Activity | Number of Participants | |
| Target | Actual |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

4. Publicity or educational materials, publications (report, CD-ROM, etc.) or other printed items produced *(if applicable)*

|  |  |  |
| --- | --- | --- |
| Type\* | Number of Copies Produced | Number of Copies Distributed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\* Examples include newsletters, posters, leaflets, teaching kits and educational videos, etc. Please provide one copy/photograph for each item.*

5. Summary of project outcomes for the reporting period *(not less than 200 words)*

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1. Difficulties/challenges encountered during the reporting period *(if any)*
2. Project objectives that could not be fully achieved and their reasons (e.g. actual number of participants/activity hours could not meet the target or postponement of project activities):

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1. Key difficulties/challenges encountered during the reporting period

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1. Remedial measures taken and their effectiveness

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1. Forecast for the remaining project period
   1. Please provide information on the major activities to be held in the remaining project period *(if applicable)*

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* 1. Please provide information on the measure(s) for enhancement/improvement to be taken in the remaining project period *(if applicable)*

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1. Financial reporting *(not applicable to projects with installation facilities)*
2. Overall position

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| --- | --- | --- |
| Opening balance at the start of the reporting period: | HK$ |  |
| ***Add*** Income during the reporting period (please fill in item 8.2): | HK$ |  |
| ***Less***Expenditure during the reporting period: | HK$ |  |
| Closing balance at the end of the reporting period: | HK$ |  |

1. Detailed breakdown of income *(including ECF funding, interest of project, participants’ fee, etc.)*

| Income Details\* | Amounts  (HK$) |
| --- | --- |
| *e.g. September 2025 bank interest* |  |
|  |  |
|  |  |

\*All income derived from the project should be ploughed back into the project account for offsetting part or whole of the actual expenditure and cannot be used for other purposes.

1. Detailed breakdown of actual expenditure *(please complete and attach the statement of accounts provided by the Secretariat.)*
2. Is it required for a further disbursement of fund? *(please tick as appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

1. Estimated amount of unspent balance of approved grant upon completion of the project *(any unspent balance must be returned to the ECF)*

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**The Secretariat would release the next disbursement only if the financial position of the project proves that the previous disbursement has been/will soon be mostly spent, or that further disbursement is required for undertaking the project as scheduled.**

1. English mailing address of payment cheque

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**Checklist of Required Documents**

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

|  |  |
| --- | --- |
|  | Originals of the progress report with signature of the Person-in-charge/project leader and the organisation’s official chop affixed and original of the statement of accounts. |
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|  | Audited statement of accounts\* issued by certified public accountants (practicing) within the meaning of Section 2 of the Professional Accountants Ordinance (Cap. 50) *(if applicable).* |
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|  |  |
|  | All original invoices, original receipts and quotation documents\* *(if applicable).* |
|  |  |
|  | At least five photographs of each activity. |
|  |  |
|  | Recent photographs of installation facilities *(only applicable to projects with installation facilities).* |
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|  | One copy/photograph of each publicity or educational materials, publication or other printed item produced *(if applicable).* |
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|  |  |
|  | Softcopy of this progress report (in “Word” format). |
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\*Please refer to **Appendix B**