**Appendix G**

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| **Completion 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 completion 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 completion report and submit the original to the Secretariat within two months of project completion. Please note that this completion report will be reviewed by the Publicity and Education Projects Vetting Subcommittee and, where necessary, made available for public inspection. In addition, basic information of the project, the following Summary of Completion Report and the Summary of the Installation Facilities in Enclosure to Appendix G\* (if applicable) may be uploaded to websites of the ECF for public inspection and sharing of project achievements.**

*\* For projects involving installation facilities, please also complete Enclosure to Appendix G.*

**(I) Summary of Completion Report** *(Please extend the table if necessary)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project period** | From |  | *(dd/mm/yyyy)* to |  | *(dd/mm/yyyy)* |
| **Summary of Project Objectives** |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Target Participants** |  | | | | |
| **Major Project Activities** | *e.g. Five environmental ambassadors training workshops or launch of a website on biodiversity* | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| **Assessment of Project Effectiveness** | (A) Number of Participants | | | | |
| *e.g. 100 students joined the training workshops* | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| (B) Survey Results | | | | |
| *e.g. 90% of the respondents strongly agreed or agreed that the “Talks on Use Less, Waste Less” had enhanced their environmental awareness* | | | | |
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**(II) Detailed Content of Completion Report**

1. Project period

|  |  |  |
| --- | --- | --- |
|  | Original Schedule\*  *(dd/mm/yyyy)* | Actual Schedule  *(dd/mm/yyyy)* |
| Commencement Date |  |  |
| Completion Date |  |  |
| *\* The schedule as stated in the Work Plan submitted to the Secretariat.*   * 1. In case of 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)*

|  |
| --- |
|  |

1. Summary of activities organised

*(Please include all activities listed in the application form and newly added afterwards. 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.*

1. Summary of project outcomes *(not less than 200 words)*

|  |
| --- |
|  |

1. Difficulties/challenges encountered *(if any)*

6.1 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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6.2 Key difficulties/challenges encountered

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1. Remedial measures taken and their effectiveness

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| --- |
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1. Other remarks *(e.g. improvements that can be made for similar projects in future)*

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| --- |
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1. Financial reporting

8.1 Overall position

|  |  |  |
| --- | --- | --- |
| Opening balance on project commencement date: | HK$ |  |
| ***Add*** Income during the project period *(please fill in item 8.2)*: | HK$ |  |
| ***Less***expenditure during the project period: | HK$ |  |
| Closing balance on project completion date: | HK$ |  |

8.2 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.*

8.3 Detailed breakdown of actual expenditure *(Please complete and attach the statement of accounts provided by the Secretariat.)*

8.4 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:

|  |  |
| --- | --- |
|  | Original of the completed Completion 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).* |
|  |
|  |  |
|  | All original invoices, original receipts and quotation documents\* *(if applicable).* |
|  |  |
|  |  |
|  | Summary of Survey *(not applicable to projects with installation facilities).* |
|  |  |
|  | Results of post-test questionnaires *(only applicable to projects with installation facilities).* |
|  |  |
|  |  |
|  | At least five photographs of each activity. |
|  |
|  |  |
|  | Recent photographs of installation facilities *(only applicable to projects with installation facilities).* |
|  |  |
|  |  |
|  | One copy/photograph of each publicity or educational materials, publication or other printed item produced *(if applicable).* |
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|  |  |
|  |  |
|  | Softcopy of this Completion Report (in “Word” format). |
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|  |

\* Please refer to **Appendix B**

**Enclosure to Appendix G**

**This Enclosure applies to projects with installation facilities only**

1. **Summary of the Installation Facilities** *(Please extend the table if necessary)*

|  |  |
| --- | --- |
| **Works Period** | From *(dd/mm/yy)* *t*o *(dd/mm/yy)* |
| **Monitoring Period** | From *(dd/mm/yy)* *t*o *(dd/mm/yy)* |
| **Installed Facilities** | 1.  2.  3.  4. |
| **Details and Effectiveness of Education Activities** | Education activities conducted by the school/organisation in the monitoring period and the effectiveness:   |  | | --- | |  | |  | |  | |  | |  | |
| **Results of**  **Effectiveness Assessment** | Assessment elements: temperature comparison/ electricity consumption comparison/ maintenance record of plants/ qualitative assessment/ estimated payback period/ electricity generation/ reduction of food waste & production mass of compost/ comparison of food waste amount/ others\* (please specify: )    Assessment Results:   |  | | --- | |  | |  | |  | |  | |  | |  | |

*\* Delete whichever is inappropriate*

1. **Details of the installation facilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Works Period** | | | |
|  | Original Schedule\*  *(dd/mm/yyyy)* | Actual Schedule  *(dd/mm/yyyy)* | |
| Commencement Date |  |  | |
| Completion Date |  |  | |
| **Monitoring Period** | | | |
|  | Original Schedule\*  *(dd/mm/yyyy)* | Actual Schedule  *(dd/mm/yyyy)* | |
| Commencement Date |  |  | |
| Completion Date |  |  | |
| *\*The schedule as stated in the Works Plan submitted to the Secretariat.* | | | |

2. Facilities being installed, quantity and current condition. *(Please attach current photographs)*

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Current condition** |
|  |  | Good / Fair / Poor\* |
|  |  | Good / Fair / Poor\* |
|  |  | Good / Fair / Poor\* |
|  |  | Good / Fair / Poor\* |

*\* Please delete as appropriate*

3. Effectiveness assessment of installed items

|  |  |
| --- | --- |
| **Assessment elements according to the**  **Report on Completion of Installation** | **Results of Assessment** |
|  |  |
|  |  |
|  |  |

1. Comparison Table for Electricity Consumption *(if applicable)*:

*(For comparison of electricity consumption, please fill in the prescribed table below. For projects with green roof/podium, renewable energy/energy conversion facilities and energy saving items, the comparison table below must be filled in. Please Insert rows if necessary.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month\*  Year | Electricity Charge ($)  in each month  of the year  after installation during monitoring period  Year: \_\_\_\_\_\_\_\_ | Electricity Charge ($)  in each month  of the year  before installation  Year: \_\_\_\_\_\_\_\_ | Electricity consumption (kWh)  in each month  of the year  after installation during the monitoring period  Year: \_\_\_\_\_\_\_\_ | Electricity consumption (kWh)  in each month  of the year  before installation  Year: \_\_\_\_\_\_\_\_ |
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|  |  |  |  |  |
| Total |  |  |  |  |
| Difference |  | |  | |
| % Difference | % | | % | |

*\* Please fill in the months according to the actual monitoring period and provide together with this report copies of the relevant electricity bills.*