



宣傳及教育項目 — 申請表格

Application Form - Publicity and Education Projects

申請須知 Notes to Application

1. 環境及自然保育基金委員會已推出名為環境及自然保育基金申請及管理系統 (Smart ECF) 的網上系統。機構負責人 (即機構的主管或副主管) 可先按網址 <https://smart.ecf.gov.hk> 申請註冊 Smart ECF 帳戶，帳戶持有者即可透過 Smart ECF 遞交環境及自然保育基金轄下資助計劃 (包括宣傳及教育項目資助計劃) 的網上申請表 (連同所有補充及證明文件)。
Environment and Conservation Fund (ECF) Committee has launched an online system called the Environment and Conservation Fund Application and Management system (Smart ECF). Person-in-charge (i.e. Head or Deputy Head) of the organisation can first register a Smart ECF account via website <https://smart.ecf.gov.hk>. Account holder can then submit application form (together with all supplementary and supporting documents) online via Smart ECF for funding schemes (including the Publicity and Education Projects Funding Scheme) under the ECF.
2. 如申請機構仍選擇以本可填寫的「PDF」表格遞交申請，請在本申請表格提供的位置鍵入／選取適當的資料。以其他方式填寫的申請表格將不獲處理。
If the applicant organisation is still chosen to use this fillable “PDF” form to submit application, please **key in/select the suitable information at/from the space provided in this Application Form.** Application Form filled in by other means will not be processed.
3. 如申請獲得批准，獲資助機構須以 Smart ECF 管理其獲批准項目，不論申請表格是透過 Smart ECF 或可填寫的「PDF」表格遞交。
In the event that the application is approved, recipient organisation is required to management its approved project through Smart ECF, no matter the application form is submitted via Smart ECF or fillable “PDF” form.
4. 填寫本申請表格前，請詳閱《宣傳及教育項目 — 申請指引》(《申請指引》)。該《申請指引》可於環境及自然保育基金網站 (www.ecf.gov.hk) 閱覽或下載。申請機構一經遞交申請，即視為已了解並同意《申請指引》中的所有條款及條件。
Please read carefully the **“Guide to Application – Publicity and Education Projects”** (the Guide to Application) before completing this Application Form. The Guide to Application can be read or downloaded from the Environment and Conservation Fund (ECF)’s website (www.ecf.gov.hk). By submitting an application, the applicant organisation is deemed to have understood and agreed with all the terms and conditions in the Guide to Application.
5. 申請機構須詳閱本表格內的「收集個人資料聲明」，並明白其內容。
The applicant organisation shall read the “Personal Information Collection Statement” on this Application Form and understand its content.
6. 環境及自然保育基金委員會、宣傳及教育項目審批小組 (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。
This Application Form may be amended by the ECF Committee, Publicity and Education Projects Vetting Subcommittee (the Vetting Subcommittee) and the Vetting Subcommittee Secretariat (the Secretariat) as and when necessary.

7. 本申請表格應以中文或英文填寫。
This Application Form should be completed in either Chinese or English.
8. 申請表格的所有部分均須填寫（除 F 部外），申請機構須清晰及簡潔地提供建議項目的詳情，並確保其申請所提交的資料詳盡確實。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。如所須填報的資料為不適用或未能提供，請填上「不適用」。All sections of this Application Form should be completed (except Section F). The applicant organisation shall provide all details of the proposed project in a clear and concise manner with accurate and detailed information in the Application Form. The Vetting Subcommittee and the Secretariat are not obligated to contact the applicant organisation for missing information or clarification, and would proceed with the vetting on the basis of the information submitted. Where the information sought is not applicable or not available, please fill in “N.A.”.
9. 填妥的申請表格（連同所有補充及證明文件）須於截止申請日期下午 6 時前，透過以下方式送達秘書處：
The duly completed Application Form (together with all supplementary and supporting documents) must reach the Secretariat **by the application deadline, i.e. before 6:00 p.m. on the application closing date**, by the following means:
- 透過 Smart ECF (<https://smart.ecf.gov.hk>) 遞交線上申請
By application online via Smart ECF (<https://smart.ecf.gov.hk>)
 - 以電郵方式發送可填寫的「PDF」申請表格至 ecf@eeb.gov.hk
By email the fillable “PDF” Application Form to ecf@eeb.gov.hk
10. 逾期遞交或不完整的申請，**概不受理**。
Late or incomplete applications **will not be processed**.
11. 電郵標題請註明「宣傳及教育項目」及項目名稱。
Please mark “Publicity and Education Projects” and the Project Title as the email title.
12. 不再接受紙本申請。
Paper-based applications would no longer be accepted.
13. 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。如申請機構未能在指定限期內提供所需資料而沒有合理解釋，秘書處保留終止處理申請的權利。
Applicant organisation may be required to provide additional and/or supplementary information in relation to their applications by the Vetting Subcommittee or the Secretariat. If applicant organisation cannot provide the required information within the prescribed period without reasonable explanation, the Secretariat reserves the right to terminate the processing of the application.
14. 凡故意在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。
Any intentional misrepresentation or omission of information related to the 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 should note that obtaining pecuniary advantage by deception is a criminal offence.
15. 為確保本表格能正確及有效地提供服務，建議使用 Adobe Acrobat，以獲最佳效果。
To ensure the service can be delivered correctly and effectively, it is recommended to use Adobe Acrobat for the best experience.
16. 如有查詢，請致電 2835 1234 或電郵至 ecf@eeb.gov.hk 與秘書處聯絡。
For enquiries, please contact the Secretariat at 2835 1234 or email to ecf@eeb.gov.hk.

收集個人資料聲明 Personal Information Collection Statement

收集的目的 Purpose of Collection

在申請表格內所提供的個人資料和其他有關的資料，是供環境及自然保育基金及相關政府部門在處理申請時使用。申請機構可自行決定是否在申請表格內提供個人資料及其他有關的資料，亦可向秘書處申請把部分資料保密，不予公開。不過，如沒有提供足夠及正確的資料，申請可能不獲處理。

The personal data and other related information provided in the Application Form will be used by the ECF and relevant government departments for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant organisation may apply to the Secretariat to withhold some data from releasing to the public. However, if adequate and accurate data are not provided, the application may not be processed.

公開資料 Disclosure of Information

環境及自然保育基金可能會把申請表格、工作進度報告書和完成報告書存檔，亦可能會把申請表格內所提供的個人資料及其他有關資料編入紀錄冊／目錄，供公眾查閱。如有需要，所遞交的資料亦可能交予其他政府部門／機構／人士，以便予以核實或作其他與申請有關的用途。

The ECF may keep the Application Form, the progress report(s) and the completion report and may include the personal data and other related information provided in the Application Form in a register / catalogue, which may be made available for public inspection. Where necessary, the particulars submitted may also be provided to other government departments / organisations / persons for the purpose of verifying the particulars provided and other purposes related to the application.

查閱個人資料 Access to Personal Data

根據《個人資料（私隱）條例》（第 486 章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向環境及自然保育基金提出。

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF.

本人已閱讀及明白以上內容。

I have read and understood the above information.

機構負責人姓名[#]：

Name of Person-in-charge[#]:

日期：

Date:

機構負責人必須是申請機構的主管或副主管。

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

遞交申請前，本人已閱讀及明白下列條款：

I have read and understood the following clauses before submitting the application:

- (i) 政府保留權利以本機構曾經參與、正在參與或有理由相信本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，取消本機構的是次申請，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，而有必要剔除本機構日後申請環境及自然保育基金的資格。

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) 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：
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:

- 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家安全罪行或不利於國家安全的行為或活動；
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;
- 繼續委約本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
the continued engagement of our organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
- 政府合理地相信上述任何一種情況將會發生。
the Government reasonably believes that any of the events mentioned above is about to occur.

本人謹代表本機構，確認我們明白並同意上述條款。

I hereby, on behalf of our organisation, confirm that we understand and agree with the above clauses.

機構負責人姓名#：

Name of Person-in-charge#:

日期：

Date:

機構負責人必須是申請機構的主管或副主管。

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

B 部 – 基本資料
Section B – Basic Information

1. 申請機構資料 Particulars of Applicant Organisation

(若建議項目為不同機構合辦，有關機構須在當中提名一個主要機構，確認作為本項目的申請機構。
If the proposed project is jointly applied by several organisations, the organisations should nominate a principal organisation as the applicant organisation to apply for the project.)

(如適用，請一併填寫「F 部 – 申請機構資料補充頁」。*If applicable, please complete “Section F – Supplementary Sheet for Applicant Organisation”*)

機構名稱： (中文 Chinese) _____
Name of Organisation: (英文 English) _____

機構種類： ☐ 本地非牟利機構 Local non-profit-making organisation
Nature of Organisation: ☐ 本地高等教育院校 Local higher education institution
(學院／學系 Faculty / Department: _____)
☐ 本地學校 Local school
(學校編號 School No.: _____)
☐ 其他 Others
(請註明 Please specify: _____)

電話號碼： _____ 傳真號碼： _____
Tel. No.: _____ Fax No.: _____

2. 機構負責人資料 Particulars of Person-in-charge

(機構負責人必須是申請機構的主管或副主管。*The person-in-charge should be the Head or Deputy Head of the applicant organisation.*)

機構負責人 (中文 Chinese) _____
姓名： _____
Name of Person-in-charge: (英文 English) _____
稱謂 Title 姓氏 Surname 名字 First Name

職位： (中文 Chinese) _____
Position: (英文 English) _____

電話號碼： _____ 流動電話號碼： _____
Tel. No.: _____ Mobile No.: _____

電郵： _____
Email: _____

通訊地址： (中文 Chinese) _____
Mailing Address: (英文 English) _____

3. 項目組長資料 Particulars of Project Leader

機構負責人是否兼任建議項目的項目組長？ Is the person-in-charge also the project leader of the proposed project?

☐ 是 Yes

☐ 否 No (請提供項目組長的資料。 Please provide the information of the project leader.)

項目組長姓名： (中文 Chinese)

Name of _____

Project Leader: (英文 English)

稱謂 Title

姓氏 Surname

名字 First Name

職位： (中文 Chinese)

Position: (英文 English)

電話號碼：

Tel. No.:

流動電話號碼：

Mobile No.:

電郵：

Email:

4. 申請機構的背景 Background of Applicant Organisation

4.1 成立年份 Year of Establishment

4.2 申請機構是否正接受政府補助？ Does the applicant organisation receive any government subvention?

☐ 否 No

☐ 是 Yes (請填寫有關政府部門名稱。如建議項目最終獲環境及自然保育基金批出資助，該項目的行政及經常支出將不會獲批資助。 Please indicate the name of the government department concerned. If the proposed project is granted funding support from the ECF eventually, the administrative and overhead costs of the project will not be approved.)

4.3 申請機構實踐環境、社會和管治 (ESG) 的簡要描述 Brief descriptions on the Environmental, Social and Governance (ESG) practices of the applicant organisation

環境 Environmental

例：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

e.g.: Measuring and reporting on carbon emissions, and setting targets to reduce them over time

(不多於 100 字 Not more than 100 words)

社會 Social

例：透過慈善捐贈或義工活動支持當地社區

e.g.: Supporting local communities through charitable donations or volunteer work

(不多於 100 字 Not more than 100 words)

管治 Governance

例：實施嚴謹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

e.g.: Implementing strict ethical and compliance policies to ensure lawful and ethical behaviour

(不多於 100 字 Not more than 100 words)

- 4.4 申請機構最近三年正進行／已完成的環境及自然保育基金資助項目以外的相關項目經驗及紀錄（如有） Experience and record of the applicant organisation in relation to on-going / completed project(s) other than those funded by the ECF in the past three years (if any)

資助單位／計劃 Funder / Funding Scheme	項目名稱 Project Title	資助金額 （港元） Grant Amount (HK\$)	項目推行期 Project Period (mm/yyyy – mm/yyyy)	項目簡介 Project Description
			—	
			—	
			—	
			—	
			—	

- 4.5 申請機構的網址 Applicant organisation's website

- 4.6 申請機構的社交平台網址或其平台名稱 Applicant organisation's social media platforms or its platform user name

例：Facebook 及 Instagram 的帳戶名稱：環保友ECFriends (@ecf1994)

e.g. User Name of Facebook and Instagram Account：環保友ECFriends (@ecf1994)

1. 項目名稱 Project Title

(中文 Chinese)

環境及自然保育基金資助

(英文 English)

Environment and Conservation Fund

2. 項目主題 Project Theme

(請選擇下列其中一個項目主題。 Please choose one project theme below.)

- ☐ 源頭減廢及廢物回收
Waste Reduction at Source and Waste Recycling
- ☐ 清潔海岸
Clean Shorelines
- ☐ 碳中和／低碳生活
Carbon Neutrality / Low Carbon Living
- ☐ 生物多樣性
Biodiversity
- ☐ 清新空氣
Clean Air
- ☐ 其他主題（可選多於一項）
Other Theme (Can choose one or more items)
 - ☐ 水質 Water Quality
 - ☐ 噪音 Noise
 - ☐ 綠化 Greening
 - ☐ 能源 Energy
 - ☐ 自然保育 Nature Conservation
 - ☐ 其他 Others (請註明 Please specify : _____)

3. 項目申請性質 Project Application Nature

- ☐ 新建議項目的申請 Application of newly proposed project
- ☐ 就上一個不獲資助的建議項目重新遞交的申請 Resubmitted application of the most recent not supported proposed project (請提供上一個不獲資助的建議項目的申請編號。 Please provide the application number of the most recent not supported proposed project.)

4. 項目推行期 Project Period

(請註明項目開始及完成日期。 Please specify the project commencement and completion dates.)

由 _____ 至 _____
From _____ To _____
(dd/mm/yyyy) (dd/mm/yyyy)

項目期 (月) Project Duration (months)

[註：項目期一般不超過兩年。至於首次申請機構的項目，項目期一般不得超過一年。]

[Note: Normally, the project period should not more than 2 years. For projects from First-time Applicant Organisations, the project period normally should not be more than 1 year.]

5. 項目簡介 Project Brief

(中文 Chinese)

(如未能提供中文版本，請填上「不適用」。 If Chinese version cannot be provided, please fill in "N.A.".)

(英文 English)

(如未能提供英文版本，請填上「不適用」。 If English version cannot be provided, please fill in "N.A.".)

(不多於 500 字 Not more than 500 words)

6. 項目的協作機構的詳細資料 (如有) Details of Collaborating Organisation(s) of the Project (if any)

註： 協作機構包括以下四類 -

協辦機構：與申請機構共同策劃、管理和執行建議項目的機構／人士；

協助機構：為建議項目提供財務支持以外的協助（例如提供物品、物料、食物、飲料或服務）的機構／人士，但不包括沒有為所提供的協助設定任何附帶條件／要求的機構／人士；

受惠機構：建議項目惠及的機構／團體；及

贊助機構：為建議項目提供財務支持的機構／人士。

Notes: Collaborating Organisation including the following four categories -

Co-organising organisation : an organisation/individual that jointly plans, manages and implements the proposed project;

Supporting organisation : an organisation/individual that provides assistance other than financial support (such as goods, materials, foods, beverages or services), but excluding that imposing no additional conditions/requirements for providing such assistance to the proposed project;

Beneficiary organisation : an organisation/a group that receives benefits from the proposed project; and

Sponsoring organisation : organisation/individual that provides financial support to the proposed project.

(如以下協作機構已落實參與建議項目，請填妥並交回有關的書面同意書。請參閱《宣傳及教育項目 - 申請指引》的附錄II。 If the collaborating organisation(s) stated below has / have confirmed its / their involvement in the proposed project, please return the relevant written consent(s). Please refer to Appendix II of “Guide to Application – Publicity and Education Projects”.)

(若機構為贊助機構，請同時填寫 D 部第 4 項的「項目其他贊助來源」。 If the organisation is a sponsoring organisation, please fill in “Other Sources of Sponsorship of the Project” in Q4 of Section D at the same time.)

機構名稱 Name of Organisation	聯絡資料 Contact Details		角色 Role	職責 Duties	狀況 Status
	姓名 Name	電話號碼 Tel. No.			
例：XX委員會 e.g.: XX Committee	XXX 女士 Ms XXX	xxxxxxx	協辦機構 Co-organising Organisation	共同策劃、管理和執行 建議項目 Jointly plan, manage and implement the proposed project	落實 Confirmed
例：XX有限公司 e.g.: XX Co. Ltd.	XXX 女士 Ms XXX	xxxxxxx	協助機構 Supporting Organisation	為建議項目提供財務支持 以外的協助（例如提供 物品及服務） Provide assistance other than financial support (such as goods and services) to the proposed project	待定 To Be Confirmed

機構名稱 Name of Organisation	聯絡資料 Contact Details		角色 Role	職責 Duties	狀況 Status
	姓名 Name	電話號碼 Tel. No.			

7. 項目推行計劃詳情 Details of Implementation Plan of the Project

7.1. 宣傳及教育活動概要 Summary of promotional and educational activities

(請列出建議項目的所有活動詳情及工作時間表。 Please list out all the activity details and work schedules.)

活動（包括籌備、招募、講座或工作坊） Activity (including planning, recruitment talk or workshop)	內容 Content (申請機構須就活動提供周詳的工作計劃) (Applicant Organisations should provide thorough workplan for the activities)	詳情 Details		目標對象 Target Group(s)	預計總直接參與人數 Planned Total No. of Direct Participants*	預計總間接參與人數 Planned Total No. of Indirect Participants^
例：講座 e.g.: Talk	邀請綠色團體代表以綠色生活為題演講。 講座一主題及內容： 講座二主題及內容： Invite representatives of green groups to deliver talks on green living. Talk 1 topic and content: Talk 2 topic and content:	日期及時間 Date and Time	10/5/2024 12/5/2024 14/7/2024, 09:30-12:30	中學生 Secondary School Students	200	0
		每節時數（小時） Duration (hour)	2			
		總節數 Total No. of Sessions	3			
		總時數（小時） Total Duration (hour)	6			
		地點 Venue	學校禮堂 School hall			
		地區 District	東區 Eastern			

活動（包括籌備、招募、講座或工作坊） Activity (including planning, recruitment, talk or workshop)	內容 Content (申請機構須就活動提供周詳的工作計劃) (Applicant Organisations should provide thorough workplan for the activities)	詳情 Details		目標對象 Target Group(s)	預計總直接參與人數 Planned Total No. of Direct Participants*	預計總間接參與人數 Planned Total No. of Indirect Participants^
例：嘉年華 e.g.: Carnival	我們會與已受訓練的學員透過舉辦五個攤位，向公眾教育及宣傳與環境保育相關的內容。 We will organise 5 booths with trainees in the carnival which educate public and publicise content related to environmental protection.	日期及時間 Date and Time	14/7/2024, 09:30-16:30	已受訓練的學員及公眾 Trainees and public	50	1 000
		每節時數 (小時) Duration (hour)	7			
		總節數 Total No. of Sessions	1			
		總時數 (小時) Total Duration (hour)	7			
		地點 Venue	社區會堂 Community Hall			
		地區 District	大埔區 Tai Po District 請註明 Please specify:			
		日期及時間 Date and Time				
		每節時數 (小時) Duration (hour)				
		總節數 Total No. of Sessions				
		總時數 (小時) Total Duration (hour)				
		地點 Venue				
		地區 District				

活動（包括籌備、招募、講座或工作坊） Activity (including planning, recruitment, talk or workshop)	內容 Content （申請機構須就活動提供周詳的工作計劃） (Applicant Organisations should provide thorough workplan for the activities)	詳情 Details		目標對象 Target Group(s)	預計總直接參與人數 Planned Total No. of Direct Participants*	預計總間接參與人數 Planned Total No. of Indirect Participants^
		日期及時間 Date and Time				
		每節時數 （小時） Duration (hour)				
		總節數 Total No. of Sessions				
		總時數 （小時） Total Duration (hour)				
		地點 Venue				
		地區 District				
		日期及時間 Date and Time				
		每節時數 （小時） Duration (hour)				
		總節數 Total No. of Sessions				
		總時數 （小時） Total Duration (hour)				
		地點 Venue				
		地區 District				

活動（包括籌備、招募、講座或工作坊） Activity (including planning, recruitment, talk or workshop)	內容 Content （申請機構須就活動提供周詳的工作計劃） （Applicant Organisations should provide thorough workplan for the activities)	詳情 Details		目標對象 Target Group(s)	預計總直接參與人數 Planned Total No. of Direct Participants*	預計總間接參與人數 Planned Total No. of Indirect Participants^
		日期及時間 Date and Time				
		每節時數 （小時） Duration (hour)				
		總節數 Total No. of Sessions				
		總時數 （小時） Total Duration (hour)				
		地點 Venue				
		地區 District				
		日期及時間 Date and Time				
		每節時數 （小時） Duration (hour)				
		總節數 Total No. of Sessions				
		總時數 （小時） Total Duration (hour)				
		地點 Venue				
		地區 District				
總參與人數 Total No. of Participants						

- * 直接參與人士指由獲資助機構招募或邀請參與項目活動的人士，他們可以在現場出席項目活動或有較大程度的親身參與性。項目活動能直接傳遞環保信息予參與人士，參與人次亦較容易預計。 Direct participants refer to persons who are recruited or invited by the recipient organisation to participate in the project activities. They can directly participate in the project activities or have a larger extent of direct involvement. The project activities can convey environmental protection messages directly to the participants and the number of participants could be measured relatively easily.
- ^ 間接參與人士指並非由獲資助機構招募或邀請參與項目活動的人士，當中可能包括無意中參與了項目活動的人士（例如：展覽會的參觀者及項目網頁的瀏覽者）。環保信息的傳遞效果及活動參與者的實際參與程度較難評估，參與人次多為估算，較難預計。預計總間接參與人數不應包含以圍觀直接參與的項目活動或口耳相傳之形式參與活動的參與人數。就網上分享活動（例如：社交媒體帖文）的預計間接參與人數而言，申請機構應以其社交平台的實際追蹤或訂閱人數估算其網上分享活動的預計間接參與人數或觸及率。 Indirect participants refer to persons who are not recruited or invited by the recipient organisation to participate in the project activities. It may include unintended participants of the project activities (e.g. visitors to exhibitions and browsers of project website). The effect of environmental protection messages conveyance and the actual level of involvement of the participants in the project activities cannot be assessed easily. As the number of participants are mainly base on estimation, it is relatively hard to anticipate. The planned total no. of indirect participants should not include onlookers or those who participate in project activities through word of mouth. For the planned total no. of indirect participants reached through online sharing activities (e.g. social media posts), applicant organisation should estimate the number of indirect participants or number of reach based on the actual number of followers or subscribers on their social media platforms.

7.2. 招募參加者的方法及甄選準則 Method(s) of recruiting participants and the selection criteria

例：於申請機構自身及／或其協作機構的社交媒體就項目活動作宣傳，鼓勵合資格及有興趣的公眾填妥網上報名表格，再以先報先得／面試形式揀選合適的參加者。

e.g.: To promote the project activities on the application organisation and/or its collaborating organisations' social media, encouraging eligible and interested members of the public to complete the online registration form. Suitable participants will then be selected on a first-come-first-served basis/interview basis.

7.3. 講座／工作坊的講者／導師詳情（如有） Details of speaker / tutor of seminar(s) / workshop(s) (if any) (請提供已邀請的講者／導師的履歷。 Please provide curriculum vitae(s) of the invited speaker(s) / tutor(s).)

活動 Activity	講者／導師詳情 Details of Speaker / Tutor			
	講者／導師的資歷 Qualification of Speaker / Tutor	講者／導師的職責 Duties of Speaker / Tutor	狀況 Status	負責節數 No. of Sessions Involved
例：環保講座一(主題：綠色生活) e.g.: Eco Talk No. 1 (Theme: Green Living)	綠色團體代表 Representative from green group	負責以綠色生活為題演講及解答問題 To conduct talks on "Green Living" and answer questions	已邀請 Invited	3

活動 Activity	講者／導師詳情 Details of Speaker / Tutor			
	講者／導師的資歷 Qualification of Speaker / Tutor	講者／導師的職責 Duties of Speaker / Tutor	狀況 Status	負責節數 No. of Sessions Involved

7.4. 推廣計劃 Promotion plan

(建議使用電子方式，避免印製單張及其他印刷品。若必要印刷，則必須使用再造紙印製，亦宜選用環保印刷方法。 *It is recommended to adopt electronic means to avoid production of leaflets and other printing materials. If printing is necessary, recycled paper must be used in all printed materials and eco-friendly printing is preferable.*)

(a) 項目活動推廣計劃 Promotion plan for project activities

(請註明所需宣傳品／教材的種類和數量（如有）。 *Please specify the types and quantities of publicity / educational materials required, if any.*)

推廣方式 Promotional Means	內容及用途 Content and Purpose	目標對象 Target Group(s)	預計接觸人數 Planned Reach	派發渠道 Distribution Channel	宣傳品／教材數量（如有） Quantity of Publicity / Educational Materials (if any)
例：宣傳海報 e.g.: Promotional Poster	推廣將會舉辦的項目活動的資料及招募參加者 To promote information on upcoming project activities and invite participants	中學生 Secondary School Students	200	張貼在本機構中心 Displayed at our centre	20

推廣方式 Promotional Means	內容及用途 Content and Purpose	目標對象 Target Group(s)	預計接觸人數 Planned Reach	派發渠道 Distribution Channel	宣傳品／教材數量（如有） Quantity of Publicity / Educational Materials (if any)

(b) 項目成果推廣計劃 Promotion plan for project achievements

推廣方式 Promotional Means	內容 Content	總次數／數量 Total No. of Times / Quantity	地點／派發方式 （如適用） Venue(s) / Distribution Channel(s) (if applicable)	目標對象及人數 Target Group(s) and Expected No. of Participants	預計效果 Expected Results
例：社交媒體帖文 e.g.: Social Media Post	項目期、項目完成等 Project period and project completion, etc.	2	不適用 N.A.	1,000 市民 1,000 general public members	每個帖文1,000個瀏覽 1,000 views for each post

推廣方式 Promotional Means	內容 Content	總次數／數量 Total No. of Times / Quantity	地點／派發方式 (如適用) Venue(s) / Distribution Channel(s) (if applicable)	目標對象及人數 Target Group(s) and Expected No. of Participants	預計效果 Expected Results

8. 建議項目的創意元素及與同類型項目比較的不同之處 Innovative Element(s) of the Proposed Project and Difference(s) Compared to Similar Projects

例：實施方法、地點、目標參與者、主題及活動的類型
e.g. Implementation method, location, target participants, theme and types of activities

(不多於 200 字 Not more than 200 words)

9. 項目成果及成效指標 Project Deliverables and Performance Indicators

9.1. 用以監察和評估的成果指標 Output indicators for monitoring and evaluation

(請列出用以監察和評估建議項目的主要指標及描述如何收集相關指標的資料。 Please list out the main indicators for monitoring and evaluating the proposed project and describe how to collect information on the relevant indicators.)

主要指標 Key Indicator	目標受惠者 Target Beneficiaries	目標受惠者數目 (請列出參與主要活動的受惠者人數(以人次計)。) No. of Target Beneficiaries (Please list out the no. of beneficiaries (count by heads) participating in the key activities.)	收集資料方法 Means of Data Collection
例：招收對環境保護有興趣的學生參加訓練工作坊 e.g.: Recruit students interested in environmental protection for the training workshops	中學生 Secondary school students	50	從登記記錄中檢索資料 Data retrieved from registration record

主要指標 Key Indicator	目標受惠者 Target Beneficiaries	目標受惠者數目 (請列出參與主要活動的受惠者人數(以人次計)。) No. of Target Beneficiaries (Please list out the no. of beneficiaries (count by heads) participating in the key activities.)	收集資料方法 Means of Data Collection
			☐ 從登記記錄中檢索資料 Data retrieved from registration record ☐ 其他方法 Other means
			☐ 從登記記錄中檢索資料 Data retrieved from registration record ☐ 其他方法 Other means
			☐ 從登記記錄中檢索資料 Data retrieved from registration record ☐ 其他方法 Other means
			☐ 從登記記錄中檢索資料 Data retrieved from registration record ☐ 其他方法 Other means
			☐ 從登記記錄中檢索資料 Data retrieved from registration record ☐ 其他方法 Other means

9.2. 用以監察和評估的效益指標 Outcome indicators for monitoring and evaluation

(請說明受惠者參與項目後的預期改變。指標必須是具體、可量化及可實現的，並請描述如何收集相關指標的資料。 Please specify the changes expected to be found among the beneficiaries after participating in the project. Indicators must be specific; measurable; and achievable. Please describe how to collect information on the relevant indicators.)

主要指標 Key Indicator	目標受惠者 Target Beneficiaries	目標受惠者數目 (請列出參與主要活動的受惠者人數(以人次計)。) No. of Target Beneficiaries (Please indicate the no. of beneficiaries (count by heads) participating in the key activities.)	收集資料的工具 Tools for Data Collection
例：成功改變參加者的行為，令他們樂於實踐綠色生活，並致力支持環保 e.g.: Resulted in behavioural change of participants who are willing to practise go-green in daily life and devoted to becoming Eco-friendly.	出席工作坊並簽署「環保約章」的參加者 Participants attending the workshops who have signed the “Go-Green Charter”	100	參加者意見調查 Survey on Participants
			☐ 參加者意見調查 Survey on Participants ☐ 為項目特設的評估問卷 (只適用於\$500,000 以上項目) Project-specific questionnaire (for projects above \$500,000 only) ☐ 其他工具 Other tools
			☐ 參加者意見調查 Survey on Participants ☐ 為項目特設的評估問卷 (只適用於\$500,000 以上項目) Project-specific questionnaire (for projects above \$500,000 only) ☐ 其他工具 Other tools
			☐ 參加者意見調查 Survey on Participants ☐ 為項目特設的評估問卷 (只適用於\$500,000 以上項目) Project-specific questionnaire (for projects above \$500,000 only) ☐ 其他工具 Other tools

			☐ 參加者意見調查 Survey on Participants ☐ 為項目特設的評估問卷 (只適用於\$500,000 以上 項 目) Project-specific questionnaire (for projects above \$500,000 only) ☐ 其他工具 Other tools
			☐ 參加者意見調查 Survey on Participants ☐ 為項目特設的評估問卷 (只適用於\$500,000 以上 項 目) Project-specific questionnaire (for projects above \$500,000 only) ☐ 其他工具 Other tools

註：

在項目完成後，申請機構須進行「項目成效檢討」。請填妥本申請表格「9. 項目成果及成效指標」以清晰列明建議項目的預期成果指標和其目標受惠者。此外，申請機構亦須選取建議項目其中一個活動，就該活動設計並與申請表格一併遞交一套活動前和活動後的問卷，並邀請活動參加者分別在該活動開始前及完成後填寫該問卷，以及收回不少於總參加人數20%的參加者或50名參加者已填妥的問卷（以較少者為準），作為「活動成效檢討」。活動成效檢討的摘要須夾附於項目完成報告書內一併提交。問卷參考範本已上載於環境及自然保育基金的網頁。

申請機構可到環境及自然保育基金網頁參閱「項目成效檢討表格參考樣本 – 參加者意見調查」。申請資助額\$500,000或以上的建議項目，申請機構必須備有特別為項目而設的評估問卷。特別為項目而設的評估工具、問卷樣本或評估工具資料，須與申請表格一併遞交。

Notes:

Project evaluation should be conducted by the applicant organisation upon project completion. Please state clearly the expected output indicators of the proposed project and the target beneficiaries by completing “9. Project Deliverables and Performance Indicators” of this Application Form. Applicant organisation should also identify one activity of the proposed project, illustrate the design of **a set of pre-activity and post-activity questionnaires in the application form**, invite the activity’s participants to fill in the questionnaires before and after the activity respectively, and collect completed questionnaires from not less than 20% of the total number of participants or from 50 participants (whichever is the less) for activity evaluation. A summary of activity evaluation should be submitted together with the completion report of the project. Samples of the questionnaires are available at the ECF website.

Applicant organisations may refer to the ECF website for the “Sample Forms for Project Evaluation – Survey on Participants”. For proposed projects with applied grant of \$500,000 or above, project-specific questionnaires are mandatory and applicant organisations should submit information on the project specific measurement tool(s) and sample(s) of the questionnaire(s) or evaluation tool(s) together with the Application Form.

10. 項目可持續性 Project Sustainability

(請闡述建議項目在完成後維持發展和延續成效的計劃。 Please describe the plan to maintain development and sustain impacts of the proposed project after project completion.)

(不多於200字 Not more than 200 words)

11. 申請機構的補充資料 Supplementary Information of the Applicant Organisation

(例如簡介申請機構的背景資料，以支持其申請及證明其能力足以舉辦建議項目。 For example, introducing background information of the applicant organisation to support its application and demonstrate its capability in organising the proposed project.)

12. 項目團隊 Project Team

(請列出參與建議項目的職員組合及人數、各人的職責等，包括全職及兼職人員和義工。如計劃聘用申請機構的現職人員參與建議項目，請提供他們的姓名和履歷，以供批核。另請遞交項目團隊的組織架構圖。 Please state the composition and number of staff; and their duties to be involved in the proposed project, etc., including full-time staff, part-time staff and volunteers. If it is planned to employ existing manpower of the applicant organisation in the proposed project, please provide their names and curriculum vitae for approval. Please also provide the project team's organisation chart.)

項目人員的類型（可選多於一項） Type of project staff (can choose more than one type)

- ☐ 資助範圍內的項目人員（請填寫第12.1項） Project Staff to be Funded (Please fill in Q12.1)
- ☐ 義工（請填寫第12.2項） Volunteers (Please fill in Q12.2)
- ☐ 其他 – 不在資助範圍內的項目人員（請填寫第12.3項） Others – Project Staff not to be Funded (Please fill in Q12.3)

12.1. 資助範圍內的項目人員 Project staff to be funded

職位 (全職／兼職) Position (full-time / part-time)	人數 Head-count	所需資歷 Qualification Required	職責 Duties	投放於項目的 工作時間 (以每個月的工作日數／ 時數計算) Amount of Time to be Contributed to the Project (in terms of no. of working days/ hours per month)	招聘方法 Recruitment Method
例：項目統籌員（全職） e.g.: Project Coordinator (Full-time)	1	專上程度；具備一年籌辦活動經驗 Tertiary education; with one-year experience in organising activities	計劃及推行項目 To plan and implement the project.	22日 22 days	公開招聘 Open Recruitment

12.2. 義工 Volunteers

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

活動名稱 Name of Activities	活動時段 Duration of Activities	義工數目 No. of Volunteers	職責 Duties	招募方法 Recruitment Method	甄選準則 Selection Criteria

12.3. 其他 — 不在資助範圍內的項目人員 Others – Project staff not to be funded

職位 Position	人數 Headcount	職責 Duties

13. 與上一個不獲資助的建議項目的主要不同之處（只適用於就上一個不獲資助的建議項目重新遞交的申請） **Major Difference in Comparison with the Most Recent Not Supported Proposed Project (Applicable to resubmitted application of the most recent not supported proposed project only)**

1. 項目預算 Budget of the Project

(請參閱《宣傳及教育項目 – 申請指引》及其附錄「開支細項的參考資助額」。請提供建議項目的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。就項目有可能衍生的收入（例如向參加者收取部分租船／入場費／包價活動費用或其他收入），請於 D 部第 3 項「項目預算收入」中填寫。 Please refer to Appendix “Reference Level of Grants for Expenses” of the “Guide to Application – Publicity and Education Projects”. Please provide the unit cost and quantity for each expenditure item of the proposed project. If no detailed information is provided, the expenditure item may not be approved. For income to be derived from the project (e.g. charging participants partially for hire of boat/admission fee/package activity fees or other incomes), please indicate in Q3 of Section D “Estimated Revenue Generated from the Project”.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and/or justification for exceeding the reference level of grant.)
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(A) 員工 Staffing

(在一般情況下，開支上限為項目的批准撥款總額或實際總開支的 50%，以款項較少者為準。 Normally, the expenditure ceiling is capped at 50% of the total approved grant; or the total actual expenditure, whichever is the less.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and/or justification for exceeding the reference level of grant.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and/or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(B) 交通和運輸 Travel and Transportation					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(C) 宣傳及教育活動 Promotional and Educational Activities (設置場地的費用（例如場地租金及為研討會／工作坊而設的擴音設備），不超過批准撥款總額或實際 總開支的30%，以款項較少者為準。因收取參加者入場費或包價活動費等而來的收入，請於D部第3 項的「項目預算收入」中填寫。 The expenditure ceiling for venue setup (such as venue rental and public address system for seminars / workshops) is capped at 30% of the total approved grant or the total actual expenditure, whichever is the less. For incomes derived from admission fees or package activity charges, etc., collected from the participants, please indicate in Q3 of Section D “Estimated Revenue Generated from the Project”.)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(D) 項目活動推廣 Promotion of Project Activities (推廣的費用（例如設計及製作宣傳物品及使用宣傳媒介（如社交媒體）），不超過批准撥款總額或實際總開支的20%，以款項較少者為準。 The expenditure ceiling for publicity (such as design and production of publicity items and use of publicity channels, such as social media) is capped at 20% of the total approved grant or the total actual expenditure, whichever is the less. 設置場地的費用（例如場地租金及為研討會／工作坊而設的擴音設備），不超過批准撥款總額或實際總開支的30%，以款項較少者為準。 The expenditure ceiling for venue setup (such as venue rental and public address system for seminars / workshops) is capped at 30% of the total approved grant or the total actual expenditure, whichever is the less.)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(E) 項目成果推廣 Promotion of Project Achievements (推廣的費用（例如設計及製作宣傳物品及使用宣傳媒介（如社交媒體）），不超過批准撥款總額或實際總開支的 20%，以款項較少者為準。 The expenditure ceiling for publicity (such as design and production of publicity items and use of publicity channels, such as social media) is capped at 20% of the total approved grant or the total actual expenditure, whichever is the less. 設置場地的費用（例如場地租金及為研討會／工作坊而設的擴音設備），不超過批准撥款總額或實際總開支的 30%，以款項較少者為準。 The expenditure ceiling for venue setup (such as venue rental and public address system for seminars / workshops) is capped at 30% of the total approved grant or the total actual expenditure, whichever is the less.)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(F) 保險 Insurance					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					

(G) 行政支出 Administrative Expenses

(行政及經常支出不可超逾批准撥款總額或實際總開支的10%，以款項較少者為準。只適用於沒有獲政府補助的機構 The expenditure ceiling for administrative & overhead costs are capped at 10% of the total approved grant or the total actual expenditure, whichever is the less. Only applicable to organisations without government subventions.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(H) 一般支出 General Expenses (一般支出不可超逾批准撥款總額或實際總開支的 10%，以款項較少者為準。 <i>The ceiling for general expenses are capped at 10% of the total approved grant or the total actual expenditure, whichever is the less</i>)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細 項的詳情及／或超出 參考資助額的解 釋。） Remarks (Please provide details of budget item and / or justification for exceeding the reference level of grant.)
小計（港元） Subtotal (HK\$)					
(I) 其他 Others					
小計（港元） Subtotal (HK\$)					
擬申請資助總額（港元） Total Amount of Grant Requested (HK\$)					

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

(請參閱《宣傳及教育項目 – 申請指引》。所列的資本物品及相關預算開支應包括在上表「項目預算」內。 Please refer to the “Guide to Application – Publicity and Education Projects”. The listed capital items and relevant estimated expenditures should be included in the above “Budget of the Project”.)

資本物品 Capital Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	預算開支 （港元） Estimated Expenditure (HK\$)	用途及必要性 Use and Necessity

3. 項目預算收入（如適用） Estimated Revenue Generated from the Project (if applicable)

(預算收入細項包括向參加者收取的部分租船／入場費／包價活動費用；或其他有可能因有關項目而衍生的收入。 Estimated revenue items include charging participants partially for hire of boat/admission fee/package activity fees; or other incomes that may be generated from the project concerned.)

收入細項 Revenue Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	預算收入 （港元） Estimated Revenue (HK\$)	註解（請提供收入細項的詳情及／或解釋） Remarks (Please provide details of revenue item and / or justification)
總預算收入（港元） Total Estimated Revenue (HK\$)					

4. 項目其他贊助來源 Other Sources of Sponsorship of the Project

申請機構有否就是次申請資助的項目或活動，向其他來源或機構申請贊助？

Has the applicant organisation applied for any sponsorship from other source(s) or organisation(s) for the same project or activities under application?

- ☐ 否 No
☐ 有 Yes

如有，請列出已落實或待定的贊助詳情。 If yes, please list out details of the sponsorship(s) that is/are confirmed or to be confirmed.

(如以下贊助已落實，請遞交有關機構（除政府部門外）的書面同意書。 If the sponsorship(s) stated below has / have been confirmed, please provide the relevant written consent(s) of the related organisation(s) (except government departments).)

機構名稱 Name of Organisation	贊助內容 Contents of Sponsorship	贊助金額（港元） Amount of Sponsorship (HK\$)	狀況 Status
總贊助總額（港元） Total Amount of Sponsorships (HK\$)			

本人謹此聲明 I declare that:

1. 在本表格上填報的資料和個人資料真確無誤。本人明白，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。本人亦明白，以欺詐手段取得金錢利益，屬刑事罪行；
the information and personal data provided in this form is true and accurate. I understand that 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. I also understand that obtaining pecuniary advantage by deception is a criminal offence;
2. 申請機構屬非牟利性質；
the applicant organisation is non-profit-making in nature;
3. 是次申請資助的建議項目及／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。
the proposed project and/or activities seeking grants are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation.

本人謹代表申請機構，作出上述聲明，並確信其為真確無誤。

I hereby, on behalf of the applicant organisation, make the above declaration and firmly believe that it is true and accurate.

機構負責人姓名[#]：

Name of Person-in-charge[#]:

日期：

Date:

[#] 機構負責人必須是申請機構的主管或副主管。

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

申請機構的詳細資料

Details of the Applicant Organisation

1. 申請機構是否根據《稅務條例》(第 112 章) 第 88 條獲豁免繳稅?

Is the applicant organisation exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)?

- ☐ 是 Yes (註冊號碼: Registration No.: _____)
☐ 否 No

2. 申請機構根據以下條例註冊:

The applicant organisation is registered under:

- ☐ 《社團條例》(第 151 章) the Societies Ordinance (Cap.151)
(註冊號碼 Registration No.: _____)
☐ 《公司條例》(第 622 章) the Companies Ordinance (Cap. 622)
(註冊號碼 Registration No.: _____)
☐ 其他 others
(請註明 Please specify: _____)

3. 申請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?

Has the applicant organisation amended any clauses relevant to profits or properties in its Articles of Association in the past one year?

- ☐ 否 No
☐ 是 Yes
(請註明 Please specify: _____)

重要提示 Important Note:

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。 If the applicant organisation fails to submit the required documents prescribed below together with this Application Form, the application **may not be processed**.

請在適當空格內填上「✓」號以核對是否已提供申請所需文件：

Please mark a “✓” in the appropriate box to check if the documents required are provided for application:

- ☐ C 部第 6 項、D 部第 4 項 – 建議項目協作機構的書面同意書（如適用）
Q6 of Section C and Q4 of Section D – Written consent from collaborating organisation(s) of the proposed project (if applicable)
- ☐ C 部第 7.3 項 – 已邀請的講者／導師的履歷（如適用）
Q7.3 of Section C – Curriculum vitae(s) of the invited speaker(s) / tutor(s) (if applicable)
- ☐ C 部第 9.2 項 – 就至少一個活動設計的一套活動前及活動後問卷
Q9.2 of Section C – A set of pre-activity and post-activity questionnaires for at least one selected activity
- ☐ C 部第 12 項 – 聘用參與建議項目的申請機構現職員工的履歷（如適用）
Q12 of Section C – Curriculum vitae(s) of the existing staff member(s) of the applicant organisation to be employed under the proposed project (if applicable)
- ☐ C 部第 12 項 – 項目團隊的組織架構圖
Q12 of Section C – Organisation chart of the project team
- ☐ F 部 – 申請機構資料補充頁（如適用）
Section F – Supplementary Sheet for Applicant Organisation (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 letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap.112) (if applicable)
- ☐ 申請機構的註冊文件副本
A copy of the registration document of the applicant organisation
- ☐ 申請機構的組織章程細則副本
A copy of the applicant organisation's Articles of Association
- ☐ 其他補充文件（如適用）
Other supplementary document(s) (if applicable)