**Secretariat Use Only秘書處專用**

 S/N編號：

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Application Form for Community Waste Reduction Projects

社區減少廢物項目 － 申請表格



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**Application Guideline 申請須知**

This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Waste Reduction Projects Vetting Sub-committee (the Vetting Sub-committee) and the Vetting Sub-committee Secretariat (the Secretariat) as and when necessary.

環境及自然保育基金委員會、減少廢物項目審批小組（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 – Community Waste Reduction 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 provide the best and fullest information in their applications.

請詳閱《社區減少廢物項目－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。申請機構須確保遞交申請時填報的資料詳盡確實。

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.

申請表格的所有部分均須填寫，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。

Where supporting documents are required in the application form, please ensure that all required information is submitted with the application form in the fullest manner. The Vetting Sub-committee or the Secretariat is not obligated to contact the applicant organisations for missing information or clarification, and would proceed with the vetting on the basis of the information submitted.

如申請表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。審批小組或秘書處沒有責任向申請機構索取尚欠資料或尋求澄清，並會以所遞交的資料進行審批。

Applicant organisations are required to provide additional and / or supplementary information in relation to their applications upon request by the Vetting Sub-committee or the Secretariat.

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。
The duly completed Application Form (together with any supplementary / supporting documents) must be returned to the Secretariat by the **application deadline**, i.e. **before 6:00 pm on 18 December 2023,** by the following means:

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**（**即2023年12月18日**）**下午6時前**，透過以下方式送交秘書處#：

* In person or by post to the following address:

親身或以郵寄方式送交以下地址：

Waste Reduction Projects Vetting Sub-committee Secretariat

Environment and Conservation Fund

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

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

減少廢物項目審批小組秘書處

* By email toecf@eeb.gov.hk (“Word” format)

以電郵方式發送至ecf@eeb.gov.hk（「Word」檔案格式）

Please mark “Community Waste Reduction Projects” and the Project Title on the envelope or as the email title.

信封面或電郵標題請註明「社區減少廢物項目」及項目名稱。

For paper-based applications, the Application Form should be printed on both sides of the paper. Both original hard copy and soft copy (“Word” format) of the Application Form shall be submitted.

就紙本申請而言，申請表格應雙面列印。申請表格的正本及軟複本（「Word」檔案格式）亦須一併遞交。

For applications submitted by post, the postmark should be dated on or before the application closing date. Otherwise, it will be regarded as late applications. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal / Extreme Weather Condition announced by the Government is/are in force for any duration between 12:00 noon and 6:00 pm on the application closing date, the application closing time will be postponed to 6:00 pm on the next working day.

若以郵寄方式遞交申請表格，郵戳日期必須為截止申請日期或之前，否則會被視為逾期遞交。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。如在截止申請日期當天中午12時至下午6時期間的任何時段內，八號或以上熱帶氣旋警告訊號懸掛，或政府公布的黑色暴雨警告訊號／極端天氣情況生效，截止申請時間將會順延至下一個工作天的下午6時。

Late or incomplete applications, and an application form not submitted in accordance with the format prescribed above **will not be processed.**

逾期遞交或不完整的申請，以及沒有依據上述方式遞交的申請表格，**概不受理。**

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.

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，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。

For enquiries, please call 2835 1234 or email to ecf@eeb.gov.hk.

如有查詢，請致電2835 1234或電郵至ecf@eeb.gov.hk。

**Personal Data Collection Statement 收集個人資料的聲明**

Purpose of Collection 收集的目的

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 able to be processed.

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政府相關部門在處理申請時所用。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。

Disclosure of Information 公開資料

The ECF may keep the Application Form and the progress / completion report(s) 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 departments / organisations / persons for the purpose of verifying the particulars provided and other purposes related to the application.

環境及自然保育基金可能會把申請表格、進度報告和完成報告存檔，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部門／機構／人士，以便予以核實或作其他與申請有關的用途。

Access to Personal Data 查閱個人資料

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.

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。

I have read and understood the above information.

本人已閱讀及明白以上內容。

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

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

*# 項目負責人必須是申請機構的主管或副主管。*

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 be returned and not be processed.**

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

Please tick the appropriate box to check if the documents required are provided for application:

請在適當空格內填上「✓」號以查對是否已提供申請所需文件：

**Applicable to all applicant organisation適用於所有申請機構：**

*(Please refer to section 2 of “Guide to Application – Community Waste Reduction Projects”. 請參閱「社區減少廢物項目－申請指引」第2部分。)*

|  |
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|  |
| □ | Annex I - Agreement on safeguarding national security |
|  | 附錄I - 維護國家安全確認書 |

**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 – Community Waste Reduction Projects”. 請參閱「社區減少廢物項目－申請指引」第3.1部分。)*

|  |  |
| --- | --- |
| □ | A copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap.112) (if applicable) 稅務局就根據《稅務條例》（第112章）第88條所作豁免繳稅安排發出的函件副本（如適用） |
|  |
|  |  |
| □ | A copy of the registration document of the organisation |
|  | 機構的註冊文件副本 |
|  |  |
| □ | A copy of the organisation’s Articles of Association 機構的組織章程細則副本 |
|  |

**Applicable to surplus food recovery projects only只適用於剩食回收項目：**

*(Please refer to section 5.2.2.6(c) of “Guide to Application – Community Waste Reduction Projects”. 請參閱「社區減少廢物項目－申請指引」第5.2.2.6(c)部分。)*

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

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| **Section A – Data Sheet****甲 部 – 資料頁** |

**Applicant Organisation 申請機構**

|  |  |  |
| --- | --- | --- |
| Name of Applicant Organisation\*:機構名稱\*： | (English英文) |  |
| (Chinese中文) |  |
| Mailing Address:通訊地址： |  |
| Name of Person-in-charge#:項目負責人姓名#： | (English英文) |  | (Mr / Mrs / Miss^) |
| (Chinese中文) |  | （先生／女士／小姐^） |
| Position Held:職位： | (English英文) |  |
| (Chinese中文) |  |
|  |  |
| Tel. No. of Organisation:機構電話號碼： |  | Fax No.:傳真號碼： |  |
| Other Contact Tel. No.:其他聯絡電話號碼： |  | Email Address:電郵地址： |  |

*\* If the proposed project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant organisation to apply for the project.*

*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。*

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

*^ Please delete as appropriate. 請删去不適用者。*

**The Proposed Project 申請項目**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title:項目名稱： | (English英文) | Environment and Conservation Fund |  |
|  |
| (Chinese中文) | 環境及自然保育基金資助 |  |
|  |

|  |  |
| --- | --- |
| Brief Description of the Project:項目簡介：(in not more than 500 word不超過500字) |  |
| Amount of Grant Requested:擬申請資助總額： | HK港幣 $ |  |

**Declaration 聲明**

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

*I certify that 本人謹此聲明 –*

1. 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，現時有／沒有^接受政府補助；
2. 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、宗教或商業宣傳之用；
3. subsidies from other sources have / have not^ been or are / are not^ being obtained by the organisation 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);

本機構有／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（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）；

1. the information provided above is correct 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

1. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application – Community Waste Reduction 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《社區減少廢物項目－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： |  |

**Warning 警告**

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.

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，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。

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| **Section B – Project Proposal** **乙 部 – 項目計劃** |

***Details of the Proposed Project 建議項目******的詳情***

1. Type of the Project (choose one only *and* *mark a “✓” in the appropriate box*)
項目類型（請選其中一項*，並在適當的方格內填上*「✓」*號*）

□ General Project 一般項目

□ Food Waste Recycling Project 廚餘回收項目

□ Surplus Food Recovery Project 剩食回收項目

□ Single-Use Plastics Reduction Project 減少即棄塑膠項目

□ Carbon Neutral Mega Green Events Project 碳中和大型綠色活動項目

1. Duration of the Project 項目推行時間

(Please specify commencement and completion dates in the format “dd/mm/yyyy”.)

（請以「日／月／年」格式註明開始及完成日期。）

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From 由 |  | To 至 |  | （Total: 合共：  |  | Months 個月） |

1. Objectives of the Project 項目目的

|  |
| --- |
|  |

1. Scope of Work of the Applicant Organisation in the Project 申請機構在項目中的工作範疇

□ Organising 主辦 □ Assisting 協辦 □ Sponsoring 贊助

□ Others 其他（Please specify: 請註明： ）

1. Details of Other Assisting / Supporting / Sponsoring Bodies of the Project 項目的其他協辦／協助／贊助團體的詳細資料

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 xxxTel: xxxx xxxxXXX女士電話：xxxx xxxx | \*Assisting / ~~Supporting~~ / ~~Sponsoring~~ \*協辦／~~協助~~／~~贊助~~ | To help promoting the project to its members協助向會員推廣項目 | \* Confirmed /~~To Be Confirmed~~\*落實／~~待定~~ |
|  |  | Assisting / Supporting / Sponsoring協辦／協助／贊助 |  | Confirmed / To Be Confirmed落實／待定 |
|  |  | Assisting /Supporting /Sponsoring協辦／協助／贊助 |  | Confirmed / To Be Confirmed落實／待定 |
|  |  | Assisting /Supporting / Sponsoring協辦／協助／贊助  |  | Confirmed / To Be Confirmed落實／待定 |

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

*如以上機構已落實參與此項目，請遞交有關的書面同意書。*

1. Details of Implementation Plan of the Project 推行項目詳情

6.1 Waste Reduction and Recycling Plan 減廢和回收計劃

1. 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收集 |  |  |  |
| Re-distribution or re-use轉贈或重用 |  |  |  |
| Treatment or selling處理或出售 |  |  |  |
| Others 其他（Please specify: 請註明： ） |  |  |  |

1. Workflow of recycling activities 回收活動流程

| Types of waste / recyclables廢物／回收物種類 | Location of collection 收集地點 | Operation mode運作方式 | Frequency頻次 | Mode of transport運輸方式 | Storage / Treatment location儲存／處理地點 |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. 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 |
|  |  |  |  |  |
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6.2 Promotion Plan 推廣計劃

1. Details of promotional activities 推廣活動的詳情

| Promotional activity推廣活動 | Content內容 | Period 時期 | Quantity次數 | Venue地點 | Target group(s)目標對象 | Planned total number of participants預計總參與人數 |
| --- | --- | --- | --- | --- | --- | --- |
| Street Counter街站 | e.g.: Encourage food waste collection例如：鼓勵回收廚餘 | 1st to 6th months第1至6個月 | 20 times20次 | Near the main entrance of XX MarketXX街市正門外 | Housewives家庭主婦 | 3000 in total共3000名 |
|  |  |  |  |  |  |
| Seminar講座 | e.g.: Proper recycling guide例如：正確回收指引 | 10th month第10個月 | 2 times2次 | XX education centreXX教育中心 | Primary school students小學生 | 150 each session每場150人 |
|  |  |  |  |  |  |
| Workshop工作坊 |  |  |  |  |  |  |
| Visit參觀 |  |  |  |  |  |  |
| Competition比賽 |  |  |  |  |  |  |
| Incentive Programme獎勵計劃 |  |  |  |  |  |  |
| Others 其他（Please specify: 請註明： ） |  |  |  |  |  |  |

1. 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 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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6.3 Detailed Implementation Plan and Timetable of Core Tasks

主要工作推行的詳細計劃及時間表

| Task工作 | Content內容 | Time(Xth month after project commencement) 時間（項目開展後第X個月） | Duration為期 |
| --- | --- | --- | --- |
| Equipment Procurement採購機器 | e.g.: Procure 1 composter例如：採購1部廚餘機 | The 1st month第1個月 | 3 weeks3星期  |
| Project Staff Recruitment聘請項目員工 | e.g.: Recruit 1 project officer and 2 part-time staff例如：聘請1名項目主任及2名兼職員工 | The 1st month第1個月 | 1 month 1個月 |
| Centre Operation中心營運 | e.g.: Rent a street-level shop in XX district for the purpose of XX例如：租用XX區地鋪以用作XX | The 2nd month第2個月 | 11 months11個月 |
| Recycling Activities回收活動 | e.g.: Collect food waste in XX Market for 15 times per month例如：每月於XX街市收集廚餘15次 | The 2nd month第2個月 | 11 months11個月 |
| Promotional Activities宣傳活動 | e.g.: Promote the project on social media for 3 times per month例如：每月於社交媒體上宣傳項目3次 | The 1st month第1個月 | 11 months11個月 |
| Others 其他（Please specify: 請註明： ） |  |  |  |

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）

|  |
| --- |
|  |

1. Expected Benefits of Project 項目的預期成效
2. Output and benefit 成果及效益

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicable to General Project, Food Waste Recycling Project, Single-Use Plastics Reduction Project** **and Carbon Neutral Mega Green Events Project only** **只適用於一般項目、廚餘回收項目、減少即棄塑膠項目及碳中和大型綠色活動項目**1. 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 / recyclables廢物／回收物種類 | Quantity (units) / Weight (kg / tonnes)數量（件）／重量（公斤／公噸） |
| --- | --- |
| To be collected收集 | To be re-distributed or re-used轉贈或重用 | To be treated or sold處理或出售 | Residue waste to be disposed of剩下棄置廢物 |
| A | B | C | A-B-C |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |
| 1. Other quantitative results and measurement method 其他量化成果及計算方法

|  |
| --- |
|  |

1. Qualitative results 質化效益

|  |
| --- |
|  |

1. Comparison with previous project (applicable to extension project only)

與前身項目比較（只適用於延續項目）

|  |
| --- |
| e.g.: Addition of 3 collection points for recyclables / Collection of additional XX tonnes of recyclables例如：新增3個回收物收集點／收集額外XX噸回收物 |

**Applicable to Surplus Food Recovery Projects only****只適用於剩食回收項目**1. Quantitative surplus food recovery results 剩食回收量化成果

*(Give quantitative results of the* ***entire project period****. 列明****整個項目期****的量化成果。)*

| Type of recovery point回收點類型 | Recovery amount (tonnes)食物回收量（公噸） | Distribution amount (tonnes)食物轉贈量（公噸） | Number of beneficiaries (man-time)受惠者數目（人次） |
| --- | --- | --- | --- |
| 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） |
| Wet Market 街市 |  |  |  |  |  |
| Supermarket超級市場 |  |  |  |  |  |
| Catering Industry餐飲業 |  |  |  |  |  |
| Other其他(Please specify：請註明：\_\_\_\_\_\_\_\_\_\_\_ ） |  |  |  |  |  |
| Total總數 |  |  |  |  |  |

1. Other quantitative results and measurement method

其他量化成果及計算方法

|  |
| --- |
|  |

1. Qualitative results 質化效益

|  |
| --- |
|  |

1. Comparison with previous project (applicable to extension project only)

與前身項目比較（只適用於延續項目）

|  |
| --- |
| 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。 |
|  |

 |

1. Monitoring and evaluation mechanism 監察及評估機制

|  |  |  |
| --- | --- | --- |
| *(Give details of how to collect information on the above-mentioned indicators.* *列明如何收集有關上述指標的資料。)*

|  |
| --- |
|  |
|  |

 |

1. Sustainability 項目可持續性

*(Describe the plan to maintain development of the project and sustain its impacts after project completion.*

*列明項目在完成後維持發展和延續成效的計劃。)*

|  |
| --- |
|  |

|  |
| --- |
| **Section C – Proposed Budget** **丙 部 – 建議預算** |

1. 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 – Community Waste Reduction 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「社區減少廢物項目－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。)*

| Item項目 | Unit cost ($)單價（元） | Quantity數量 | Unit單位 | Estimated expenditure ($)預算開支（元） |
| --- | --- | --- | --- | --- |
| 1. Staffing 員工
 |
| e.g.: A1. Project Officer例如：A1. 項目主任 | 20,000.00 | 24 | Months月 | 480,000.00 |
| e.g.: A2. MPF of Project Officer例如：A2. 項目主任強積金 | 1,000.00 | 24 | Months月 | 24,000.00 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Premises for Operation營運處所
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Equipment and Consumables 設備和消耗品
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Travel and Transportation 交通和運輸
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Education and Promotion 教育和宣傳
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Insurance 保險
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Audit審計
 |
| e.g.: G1. Audit fee例如：G1. 審計費 | 20,000.00 | 2 | Times次 | 40,000.00 |
| 1. Office Supplies 辦公室用品
 |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Others 其他
 |
|  |  |  |  |  |
|  |  |  |  |  |
| Amount of Grant Requested ($): 擬申請資助總額（元）： |  |

1. 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 Application – Community Waste Reduction Projects”. The listed capital items and relevant estimated expenditures should be included in “Budget of the Project” above.*

*請參閱「社區減少廢物項目－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上表「項目預算」內。)*

| Item項目 | Unit cost ($)單價（元） | Quantity數量 | Estimated expenditure ($)預算開支（元） | Use and necessity用途及必要性 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Estimated Revenue Generated from the Project (including recurrent income)

項目預算收入（包括經常收入）

| Item項目 | Estimated revenue ($)預算收入（元） |
| --- | --- |
| One-off income單次項目收入 | Average monthlyrecurrent income每月經常平均收入 |
|  |  |  |
|  |  |  |
|  |  |  |
| Total 總數  |  |  |

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

| Payment發放款項 | % of approved grant批准撥款的百分比 (%) | Requirements for payment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 |

*The applicant organisation should consider the need for renting operational spaces (e.g. workshop, storage spaces, etc.), and procuring equipment, machinery, capital items, etc. in the initial stage of the project in calculating the percentage of first payment required to kick start the project. The ECF Committee will consider various factors to make a final decision on the percentage of the first payment.*

*申請機構計算開展項目所需的首期撥款發放百份比時，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），以及購置設備、機器及其他資本物品等。環境及自然保育基金委員會會考慮各因素，就批出首期撥款發放百份比作出最終決定。*

1. Other Sources of Funds (both confirmed and being applied for; state name(s) of sponsor(s) and sponsorship amount(s))

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）

*^ 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 |

|  |
| --- |
| **Section D – Other Information** **丁 部 – 其他資料** |

1. Information of the Project Team 項目團隊資料
2. 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： |  | Fax No. :傳真號碼： |  |
| Mobile Phone. No.:流動電話號碼： |  | Email Address:電郵地址： |  |

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

1. Project Team 項目團隊

*(Please state composition and number of staff to be involved in the project, their duties and the amount of time to be contributed to the project, including full-time staff, part-time staff and volunteers. The project team’s structure / organisation chart should also be provided.*

*請列出參與項目的職員組合及人數、各人的職責及投放於項目的工作時間，包括全職及兼職人員和義工，另請提供項目團隊的組織架構圖。)*

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

| Position (Headcount)職位（人數） | Position in the organisation(for existing staff only)在申請機構擔任的職位（只適用於申請機構現有人員） | Duties職責 | Amount of time to be contributed to the project (in terms of number of working hours per week for project staff)投放於項目的工作時間（如為項目員工按每周工作時數計） | Require funding support from the ECF^需要由環境及自然保育基金資助^ |
| --- | --- | --- | --- | --- |
| Project Leader (1)項目組長（1） |  |  |  | Yes / No需要／不需要 |
| Project staff 項目員工： |
| e.g.:Project Officer (1)例如：項目主任（1） |  |  |  | Yes / No需要／不需要 |
|  |  |  |  | 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 |

1. 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

|  |
| --- |
|  |

1. 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，並設定目標以隨著時間的推移減少碳排放量**Social 社會**e.g.: Supporting local communities through charitable donations or volunteer work例如：通過慈善捐贈或義工活動支持當地社區**Governance 管治**e.g.: Implementing strong ethical and compliance policies to ensure legal and ethical behavior例如：實施強而有力的道德和合規政策以確保合法和道德的行為 |

1. Other Relevant Information in Support of the Application 其他支持申請的相關資料

|  |
| --- |
|  |

**Applicable to Surplus Food Recovery Projects only 只適用於剩食回收項目**

1. 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例如：街市 | XX Market XX街市 |  | N.A.不適用 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* Written consent(s) must be obtained from all of the target regular recovery points. **Please submit the relevant consent together with the application form.**

\* 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遞交相關同意書。**

1. 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。

|  |  |
| --- | --- |
| □ | No 否 |
|  |
| □ | Yes 有 |
|  | 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 2021 to November 2023).請列出在過去2年（即2021年12月至2023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。 |
|  |  |

1. Regular Recovery Schedule恆常回收活動日程

| Name of regular recovery point 恆常回收點名稱 | Date日期 | Time時間 | Manpower人手 |
| --- | --- | --- | --- |
| e.g.: XX Market 例如：XX街市 | Monday - Friday星期一至五 | 09:30 – 12:00&19:00 – 21:00 | 2 part-time staff and 1 volunteer2名兼職員工及1名義工 |
|  |  |  |  |
|  |  |  |  |

1. 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 |

1. 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 volunteer2名兼職員工及1名義工 |
|  |  |  |  |  |
|  |  |  |  |  |

1. Plan to Ensure Food Safety 確保食物安全的計劃

|  |
| --- |
|  |

1. 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。

|  |  |
| --- | --- |
| □ | Yes 是 (Please provide the relevant certification. 請提供相關證書副本。) |
| □ | No 否 |

**Important Note 重要須知**

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. The recipient organisation should only commence the project when the project team has engaged a qualified full time staff to take up the duty as HM / HS under the project. For information of HM and HS and related training courses recognised by the ECF, please refer to the following websites:

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。獲資助機構在項目團隊未有合資格的全職員工擔任衞生經理或衞生督導員的職位前，不得開展有關的剩食回收項目。就獲環境及自然保育基金認可的衞生經理及衞生督導員訓練課程資料，可參考以下網址：

https://www.fehd.gov.hk/english/events/hmhs\_scheme/index.html

https://www.fehd.gov.hk/tc\_chi/events/hmhs\_scheme/hmhs\_app\_3\_c.pdf

**Supplementary Sheet** **for**

**First-time Applicant Organisation**

**首次申請機構資料補充頁**

For first-time applicant organisation of Community Waste Reduction Project, or an organisation applied for funding support from the ECF before but the organisation’s information and / or Memorandum of Association and / or Articles of Association has / have been changed, please complete this supplementary sheet.

如機構為首次申請社區減少廢物項目，或曾經申請環境及自然保育基金資助但其後機構資料及／或組織章程大綱及／或組織章程細則有所更改，須填妥此資料補充頁。

**Details of the Applicant Organisation**

**申請機構的詳細資料**

(Please tick the appropriate box. 請在適當的方格內填上「✓」號。)

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

機構是否根據《稅務條例》（第112章）第88條獲豁免繳稅？

|  |  |
| --- | --- |
| □ | Yes 是 |
| □ | No 否 |

Information on the principal persons-in-charge of the organisation:
機構主要成員的資料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position職位 | Contact Telephone No.聯絡電話號碼 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. The applicant organisation is registered under: 機構根據以下條例註冊：

|  |  |
| --- | --- |
| □ | the Societies Ordinance (Cap.151)《社團條例》（第151章） |
|  | （Year: 年份： |  | / Registration No.: 註冊號碼： |  | ） |

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。

|  |  |  |  |
| --- | --- | --- | --- |
| Office Held in Society幹事職銜 |  |  |  |
| Name in English英文姓名 |  |  |  |
| Name in Chinese中文姓名 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First 4 Digits of Hong Kong Identity Card Number香港身份證首4個號碼 |  |  |  |
| Hong Kong Address香港地址 |  |  |  |
| Contact Telephone No.聯絡電話號碼 |  |  |  |

|  |  |
| --- | --- |
| □ | the Companies Ordinance (Cap. 622)《公司條例》（第622章） |
|  | （Year: 年份： |  | / Registration No.: 註冊號碼： |  | ） |

Information on the directors of the company:
公司主要成員的資料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position職位 | Contact Telephone No.聯絡電話號碼 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| □ | others其他（Please specify. 請註明。 ） |

1. 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 |

1. 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。） |
|  |
|  |  |
|  |  |

1. 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）：

|  |
| --- |
|  |