**Secretariat Use Only**

 **S/N:**

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|  | ENVIRONMENT AND CONSERVATION FUND Application Form for Environmental Education and Community Action ProjectsSmall-scale Project on Clean Shorelines |

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| Please read the “Guide to Application – Environmental Education and Community Action Projects” before completing this form. The original hard copy of the completed application form **must reach Secretariat, Environmental Campaign Committee, Environmental Education and Community Action Projects Vetting Sub-committee, 5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong** by the application deadline, i.e. **before 6:00 pm 22 June 2020 (Monday)**. (Please state “EE&CA Projects ­— Small-scale Project on Clean Shorelines” on the envelope). If the applications are submitted by mail, the postmark should be dated on or before the invitation closing date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case a Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above is in force for any duration between 12:00 noon and 6:00 pm on the invitation closing date, the invitation closing time will be extended to 6:00 pm on the next working day. **Late or incomplete applications, applications not submitted in accordance with the format prescribed above, including applications submitted by facsimile or e-mail, without submission of the original hard copy, the application form is not personally signed by the Head or Deputy Head of the applicant organisation or without an original seal of the applicant organisation, will not be processed. Besides, electronically scanned signature is not accepted.**For enquiries, please contact the Environmental Education and Community Action Projects Vetting Sub-committee Secretariat at 2840 1771. |
| 1. **Data of Applicant Organisation**

Name of Applicant Organisation(English)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The Organisation is registered under\*: [ ]  The Companies Ordinance [ ]  The Societies Ordinance [ ]  Others (Please specify: )The Organisation is a non-profit making organization\*: [ ] Yes [ ] No*[Note: Please provide a copy of the organisation’s registration document to prove that the organisation is non-profit making in nature. The Head or Deputy Head of the applicant organisation must sign personally and affix the original seal of the organisation on the relevant documents to confirm that they are certified true copy of the originals.]* \*Please tick “” as appropriate |
| Name of **Head or Deputy Head of the Applicant Organisation**：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­ | Tel. No.：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of **Project Leader**：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Tel. No.：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Project Brief**
	1. Project Title: (English) ECF

 (Chinese) 環保基金 * 1. Project Period

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Duration: \_\_\_\_\_\_ months) *[Note: Normally not more than 6 months.]** 1. Amount of Grant Requested\* HK$\_\_\_\_\_\_\_\_\_\_\_\_ *[Note: Normally not more than HK$10,000.]*
	2. Cheque Payable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Will the organisation educate participants about the importance of shoreline protection before cleanup activities? \*

[ ] Yes [ ] No* 1. Will the organisation lead participants to reflect on the importance of waste reduction after cleanup activities to encourage them to practise waste reduction at source? \*

[ ] Yes [ ] No* 1. Shoreline Cleanup Activity Summary

*[Note: For the exact locations of "Small-scale Projects on Clean Shorelines", shoreline cleanup activity at the 41 gazetted public beaches which are managed by the Leisure and Cultural Services Department (LCSD) will normally not be considered as LCSD deploys workers to perform cleansing duties at those public beaches on a daily basis, at least twice per day.]*

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| **Activity** | **Total Number of Sessions/ Duration** | **Exact Date/ Time** | **Exact Location** | **Anticipated No. of Participants/ Target Participants** |
| (Example)Shoreline Cleanup | 2 times/ 3 hours each | 22 December 2019 /09:30-12:30 | Tai Long Wan, Shek Pik, Lantau Island | Total 40 public audience (20 public audience each)  |
| 29 December 2019 /09:30-12:30 |
|  |  |  |  |  |

\*Please tick “” as appropriate |
| 1. **Budget of Project**

| **Expenditure Item** | **Unit Cost($)** | **Quantity** | **Estimated Expenditure ($)** |
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| 1. **Tools for shoreline cleanup**

*[Note: Depending on the quantity of tools required, the Environmental Protection Department (EPD)\_may provide garbage bags and gloves for approved shoreline cleanup activities, and lend other tools for the purpose (e.g. clamps, shovels and sieve). The related estimated expenditure would be deducted correspondingly. Recipient organisations have to arrange transportation and safekeeping of materials provided/lent by EPD.]* |
| Gloves |  |  |  |
|  Garbage Bag |  |  |  |
| Clamp |  |  |  |
| Shovel |  |  |  |
| Sieve |  |  |  |
| Other tools for shoreline cleanup(Please specify: ) |  |  |  |
| 1. **Travel Allowance for Staff and Volunteers**

*[Note: If coach or van would be hired for use by staff and volunteers to and from the location of an activity, travel allowance would not be supported.]* |
| Staff | 45(per person) | (Example) 4(2 persons X 2 times) | (Example) 180 |
| Volunteer | 45(per person) | (Example) 40(20 persons X 2 times) | (Example) 1,800 |
| 1. **Others**
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| Hire of Coach (for use by staff and volunteers | 2,000(Each coach, round trip) |  |  |
| Hire of Boat (for use by staff and volunteers) | (Each boat, round trip)  |  |  |
| Hire of Van (for transportation of materials) | 300(per journey) |  |  |
| Insurance |  |  |  |
| Other item (Please specify : ) | (Not more than 10% of the total approved budget) |  |  |
|  | **Total [(1)+(2)+(3)]：** |  |

Remarks1. Recipient organisations should not charge any personnel or volunteers for joining the activity.
2. Recipient organisations must follow paragraph 4.11 of the Guide to Application for procurement matters.
3. Within one month upon completion of project or before the date specified in the approval letter, recipient organisations have to submit a completion report and a statement of accounts, together with the original invoices and receipts, to the Vetting Sub-committee for assessment of project’s effectiveness and release of payment.
4. Reimbursement is based on actual expenditure. Recipient organisations have to submit the original invoices and receipts for release of payment.
5. Recipient organisations have to enclose activity photos in the completion report (e.g. photos to show difference in shoreline before and after cleanup, participants cleaning up the beach, and the refuse collected).
6. Recipient organisations are encouraged to sort the collected recyclables (such as plastic bottles and metal cans, etc.) based on the composition of shoreline refuse as listed in the completion report to facilitate recycling. The recyclables collected should be placed at the recycling facilities nearby. Also, it is recommended to rinse and reuse the cleanup tools after the activity. For any questions, please contact EPD at 2594 6578.
7. It is recommended to promote related activities by electronic means to avoid production and printing of leaflets and other publicity materials.
8. Recipient organisations are welcomed to send any notice, publicity information, photos and outcome of shoreline cleanup to EPD (clean\_shorelines@epd.gov.hk) and Environmental Campaign Committee (ECC) Secretariat (eeca@epd.gov.hk), for uploading to “Clean Shorelines” website (https://www.epd.gov.hk/epd/clean\_shorelines/) and Facebook Page (https://www.facebook.com/cleanshorelines), or related website/ Facebook Pages of the Environment and Conservation Fund / ECC, to encourage the general public to take action on marine protection.
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| **Personal Data Collection Statement** Purpose of Collection The personal data and other related information provided by you in the Application Form will be used by the Environment and Conservation Fund (ECF) Committee / Environmental Campaign Committee (ECC) and their sub-committees, relevant government departments and the ECF/ECC Secretariat for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the ECF/ECC Secretariat to withhold some data from release to the public. However, if you do not provide adequate and accurate data, we may not be able to process your application.Disclosure of Information The ECF/ECC Secretariat may keep your application and the progress and completion reports in the ECF/ECC Registry and may include the personal data and other related information you provide in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.Access to Personal DataYou 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/ECC Secretariat.Declaration*I certify that-* 1. the organisation is non-profit-making in nature, and all activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;
2. subsidy from other sources \* has / has not been or \* is / is not being (\*Please delete as appropriate) obtained by us for the same project or activities under application. If subsidy from other sources has been or is being obtained, please specify: ;
3. the information provided above is correct to the best of my knowledge; and
4. we understand and agree to abide by the terms and conditions as set out in the “Guide To Application” and will comply with all the requirements laid down in the Agreement should we be granted fund for the project.

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|  | ※ Signature |  |
| Name of Head or Deputy Head of the Applicant | () | Position：  |
| Date：  | ※ Official Chop |   |

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