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|  | ENVIRONMENT AND CONSERVATION FUND環境及自然保育基金\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Application Form for On-Site Meal Portioning Projects in Schools學校現場派飯項目－ 申請表格 |

**Official Use Only會方專用**

 S/N編號:

Please read the “Guide to Application – On-Site Meal Portioning Projects in Schools” before completing this Application Form. You may complete this Application Form in Chinese or English.

填寫本申請表格前請參閱《學校現場派飯項目－申請指引》。請選擇以中文或英文填寫本表格。

The original hard copy of the completed Application Form (including its softcopy in Word format) must be returned in an envelope to:

填妥的申請表格正本（包括以「Word」檔案格式儲存的軟複本），必須放入信封，並送交：

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| --- |
| Waste Reduction Projects Vetting Sub-committee SecretariatEnvironment and Conservation Fund5/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樓環保及自然保育基金減少廢物項目審批小組秘書處 |

Please state “On-Site Meal Portioning Projects in Schools” on the envelope. For enquiry, please call 2835 1337.

信封面請註明「學校現場派飯項目」。如有查詢，請致電2835 1337。

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

**Applicant School 申請學校**

|  |  |  |
| --- | --- | --- |
| Name of School *#*學校名稱 *#* | (English英文) |  |
| (Chinese中文) |  |
| School Address學校地址 |  |
| Project Leader \*項目負責人\* |  | Position Held職位 |  |
| Tel. No.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 |  |
| Mailing Address of Project Leader(if different from school address)項目負責人通訊地址（如與學校地址不同） |  |

*# Please provide a copy of the Certificate of Registration of the applicant school.*

*請提供申請學校註冊證明書副本。*

*\* The project leader should be the Principal or Vice Principal of the applicant school.*

*項目負責人必須是申請學校的校長或副校長。*

**Proposed Project 申請項目**

|  |  |
| --- | --- |
| Amount of Grant Requested  |  |
| 申請資助總額 | HK港幣 $ |
| Name of Applicant School申請學校名稱 | (English 英文) |  |
| (Chinese中文) |  |
| Cheque Payable to  |  |
| 支票抬頭人 |  |

**Declaration 聲明**

*I certify that* ***本人謹此聲明 -***

1. the school is non-profit-making in nature and it receives / does NOT receive\* any Government subvention at present;

本校屬非牟利性質，現 有 / 沒有\* 接受政府補助；

1. the ***project*** and/or 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;

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；

1. if any income is generated from the implementation of “on-site meal portioning”, it will be returned to the Environment and Conservation Fund (ECF) as described under paragraph 4.3.7 of the “Guide to Application”;

如推行「現場派飯」帶來任何收入，本校會根據《申請指引》第4.3.7節所述將該收入交還環境及自然保育基金（環保基金）。

1. subsidies from other sources have / have not\* been or are / are not\* being obtained by us for the same ***Project*** or activities under application. If any subsidy from other sources has been or is being obtained, please specify in “6. Other Sources of Funds” under Section B;

本校 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，請於乙部「6. 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

據本校所知，上述填報的資料均正確無訛；及

1. we understand and agree to abide by the terms and conditions as set out in the “Guide To Application – On-Site Meal Portioning Projects in Schools” and will comply with all the requirements laid down in the Agreement should we be granted fund for the ***Project***.

本校明白並同意遵守《學校現場派飯項目－申請指引》所列之條款；如獲基金資助，本校會遵守協議書所列的各項規定。

*\* Please delete as appropriate. 請刪除不適用者。*

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| --- | --- | --- |
|  | ※Signature※簽署 |  |
| Name of Project Leader項目負責人姓名 | ( |  | ) |  |
| Date日期 |  | ※Official Chop※學校印章 |  |

**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 school may be liable to prosecution for making a false declaration. The applicant school'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，而申請學校被發現有虛報資料，亦可遭檢控。申請學校須注意，以欺詐手段取得金錢利益，屬刑事罪行。

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| **Section B – Content of Project Proposal** **乙 部 – 項目建議的內容** |

***Important Notes重要須知***

1. All sections of the Application Form should be completed with supporting document(s) wherever required. Where the information sought is not applicable or not available, please fill in “NA”.
申請表格的所有部分均須填寫；如有需要，須提交證明文件。如所須填報的資料不適用或未能提供有關資料，請填上「不適用」。
2. The Application Form should be typed or printed on both sides of the paper, and must be personally signed by the project leader (i.e. the Principal or Vice Principal of the applicant school) and affixed with the original seal of the applicant school.
申請表格應雙面打印或列印，並須由項目負責人（即申請學校的校長或副校長）簽署及蓋上申請學校印章，方可提交。
3. The completed Application Form shall be submitted in both hard and soft copies (in Word format). The soft copy of the Application Form can be downloaded from the website of the ECF: [http://www.ecf.gov.hk/en/application/index.html](http://www.info.gov.hk/etwb-e/link/ecf.htm).
遞交申請時，除申請表格正本外，須另附表格的軟複本（“Word”檔案格式）。申請表格的軟複本可從環保基金網頁下載，網址如下： http://www.ecf.gov.hk/tc/application/index.html。
4. Please read the “Guide to Application – On-Site Meal Portioning Projects in Schools” carefully, and provide all details of the proposed ***Project*** in a clear and concise manner. Additional pages may be attached to the form if such is necessary. Please ensure that all required information is submitted together with the Application Form.
請詳閱《學校現場派飯項目－申請指引》，並清晰及簡潔地提供建議項目的詳情。如有需要，可另頁書寫。請確保所有需要的資料均連同表格一同提交。
5. Applicant schools should provide the best and fullest information in their applications, and the Waste Reduction Projects Vetting Sub-committee Secretariat (Secretariat) is not obligated to request additional information from applicant schools.申請學校須確保遞交申請時填報的資料詳盡確實，減少廢物項目審批小組秘書處（秘書處）並無責任向申請學校索取額外資料。
6. Applicant schools are required to provide additional or supplementary information in relation to their applications upon request by the Secretariat.
申請學校必須應秘書處的要求，提供任何有關申請的額外及／或補充資料。

***Details of the Applicant School 申請學校的詳細資料***

1. Type of school 學校類別

(Please tick the appropriate box)（請在適當的格內填上”🗸” 號）

* Aided School 資助學校
* Government School 官立學校
* Caput School 按位津貼學校
* Special School 特殊學校
* School under Direct Subsidy Scheme 直接資助計劃學校
* English Schools Foundation School英基學校協會屬下學校
* Private School私立學校
* Others其他：
1. Year of Completion of the School Premises 校舍落成年份

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1. Any plan for the school to move away from the above address in the coming three years?

未來三年申請學校是否有計劃搬離上述地址？

* Yes, will move away in years 有計劃於 年內搬離
* No 未有計劃搬離

***Current Lunch Arrangement 現時午膳安排***

1. Details of lunch arrangement 細節安排

|  |  |  |  |
| --- | --- | --- | --- |
| Location(s) at which students have lunch (e.g. outside school, in playground)學生午膳的地方（例如：校外、操場） | Lunch arrangement(e.g. lunch supplier delivers lunch boxes; students bring own lunch boxes)相應午膳安排（例如：午膳供應商提供飯盒、學生自備午膳） | No. of classes involved班數 | Approximate no. of students involved大概學生人數 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total 總數 |  |  |

1. Existing facilities/equipment, their quantities and ownership

現有的午膳設施、工具，其數目及擁有權

|  |  |  |
| --- | --- | --- |
| Facilities/Equipment 設施／工具 | Quantity 數量 | Owned by 擁有人 |
|  |  |  |
|  |  |  |
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***Details of the Proposed Project 建議項目的詳情***

1. Opt for the Full Project Management Services provided by the Electrical and Mechanical Services Trading Fund?

選擇使用機電工程營運基金提供的「一站式項目管理服務」？

* Yes, will deploy the Full Project Management Services.

是，會使用「一站式項目管理服務」。

* Yes, will deploy the Full Project Management Services, and will also engage contractor(s) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please specify) by our own means.

是，會使用「一站式項目管理服務」，並會就\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_（請註明）自行聘用承辦商。

* No, will engage contractors by our own means.

否，會自行聘用承辦商。

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| Note: | Applicant schools engaging contractors by their own means should obtain detailed lists of equipment/works from the Secretariat and make reference to the lists when preparing the application. |
| 備註： | 自行聘用承辦商的申請學校應向秘書處索取詳細的設備／工程表，並在填寫申請書時以該列表作參考。 |

1. Duration of the conversion and installation works 改裝及安裝工程為期多久

*(Please specify the anticipated commencement and completion dates)（請註明預計開始及完成日期）*

|  |  |
| --- | --- |
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1. Workplan for on-site meal portioning 實施現場派飯的工作計劃

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location(s) at which students will dine學生午膳的地方 | Classes to be involved參與班別 | No. of participating classes參與班數 | Anticipated no. of participating students預計參與學生人數 | Remarks 附註 |
| Designated dining area飯堂 |  |  |  | Whether Students will take shift(s) in having lunch 學生會否分批午膳🞏Yes, students will have lunch in \_\_\_\_\_ shift(s)是，學生會分\_\_\_\_\_ 批午膳🞏 No 學生不會分批午膳 |
| Classrooms課室 |  |  |  | Please specify the delivery method of meals from food re-heating area to students:請說明將食物由翻熱設施運送至學生的方法： |
|  |
| Others (Please specify) 其他（請說明） |  |  |  |  |
| Total 總數 |  |  |  |  |

1. Expected commencement date for implementing on-site meal portioning 預計實施現場派飯的日期

|  |
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1. Summary of reports and Budget of the Project 報告摘要及項目預算

|  |  |  |
| --- | --- | --- |
| Category類別 | Amount requested申請金額 | Please attach the corresponding appendices and specify the appendix number. 請夾上附件及填寫附件編號。 |
| i) | Certificate of Registration of a School學校註冊證明書 |  | Appendix\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_ |
| ii) | Green Lunch and Food Waste Survey Form (before installing the on-site meal portioning facilities) 環保午膳及廚餘報告表（安裝現場派飯設施前） |  | Appendix\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_ |
| iii) | Feasibility report可行性報告 |  | Appendix\_\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tentative works schedule預計工程時間表 |  | Appendix\_\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_\_ |
| Preliminary layout plan for main facilities and installations初步主要設施及裝置的位置圖 |  | Appendix\_\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_\_ |
| iv) | Furniture and facilities傢俱及設施 |  | Appendix\_\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_\_ |
| v) | Works items工程所需項目 |  | Appendix\_\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_ |
| vi) | Others其他 |  | Appendix\_\_\_\_\_\_\_\_附錄\_\_\_\_\_\_\_\_\_\_\_\_ |
| Total 總金額 |  |

1. Other sources of funds 項目其他資助來源

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| --- |
| *(both confirmed and being applied for; state name(s) of sponsor(s) and sponsorship amount(s) 包括已獲批准及申請中的資助；請列明贊助機構名稱及贊助金額)* |
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1. Other relevant information in support of the application 其他支持申請的相關資料

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**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 Waste Reduction Projects Vetting Sub-committee (the Vetting Sub-committee) of the Environment and Conservation Fund (ECF) Committee and its Secretariat for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant school may apply to the Secretariat to withhold some data from release 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（環保基金）委員會轄下的減少廢物項目審批小組（審批小組）及其秘書處在處理你的申請時所用。申請學校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，如你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 Secretariat may keep the Application Form and completion report and may include the personal data and other related information provided in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

秘書處可能會把申請表格和完成報告書存檔，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，所提交的資料亦可能交予其他部門／機構／人士，以便予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 Secretariat.

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秘書處提出。

*I have read and understood the theabove information.*
*本人已閱讀及明白以上內容。*

|  |  |
| --- | --- |
|  | Signature 簽署 |
| Name of Project Leader項目負責人姓名 | () |
| Date 日期 |  |

Note: 注意：

* Please photocopy this Application Form if more than one is required.
如需要超過一份申請表格，請自行影印。
* This Application Form may be amended by the ECF Committee, the Vetting Sub-committee and its Secretariat as and when necessary.
環保基金委員會、審批小組及其秘書處可隨時按需要修訂本申請表格的內容。