**Secretariat Use Only**

S/N:

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|  | ENVIRONMENT AND CONSERVATION FUND  Application Form for Pilot Programme on Provision of Small Food Waste Composters at Schools under Environmental Education and Community Action Projects |

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 the following address** by the application deadline, i.e. **before 6:00 pm on 28 May 2018** (Please state “Pilot Programme on Provision of Small Food Waste Composters at School” on the envelope):

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| Secretariat, Environmental Campaign Committee  Environmental Education and Community Action Projects Vetting Sub-committee  5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  Tel: 2835 2376 |

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.**

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| ***(Please check box)***  School Types: Whole Day School Y/N: Primary  / Secondary  / Special School  Funding Types: Government or Aided School  / Caput  / Direct Subsidy Scheme School  /  ESF School  Private School  / Others  \_\_\_\_\_\_\_\_\_\_\_\_\_ (please specify)  *[Please provide certificate of registration of school]*  School is Non-profit Making Organisation  (*Please provide proof of non-profit making organisation )*  School Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| School Address: | | |
| No. of Classes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Total No. of Students:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| School Principal/Deputy School Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Previous application of ECF related to food waste composter project  Received EE &CA Funding Before  Approved Project Application Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rejected Project Application Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Current Arrangement for Lunch at school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Number of Students Bring their Own Lunch Boxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of Students Have Lunch Prepared by the Lunch Supplier/Provider: \_\_\_\_\_\_\_\_\_\_\_\_  Name of Lunch Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Onsite Meal Portioning Arrangement (OMP) at School**  Number of Students Lunch in Dining Area under OMP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of Students Lunch in Classroom(s) under OMP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Estimated Daily Amount of Food Waste Produced (***i.e. Food Waste from OMP + Food Waste from Lunch Boxes+ Food Waste from Tuck Shop):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_kg*  Current Practice in Handling Food Waste Produced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Composter to be Installed at Same School Address Above Y/N** If not, Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Planting Activities at School?　 Y/N** | | |
| **Declaration**  *I certify that-*   1. all activities under the “Pilot Programme” will not be used for profit-making, political, religious or commercial purposes; 2. subsidy from other sources \* has / has not been or \* is / is not being obtained by us for composter at school under application. If subsidy from other sources has been or is being received, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\* please delete as appropriate); 3. the information provided above is correct to the best of my knowledge; and 4. we agree to follow the Education Kit to be provided by the “Pilot Programme” for cultivating “Food Wise” culture at school should the application be approved.  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Signature | |  | | | Name of Head or Deputy Head of the School | () | | Post title \_\_\_\_\_\_\_\_\_\_\_ | | | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Official Chop | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

**Note: (1) Early Bird Applications:**

1. **Early Bird Applications are applications received by 15 May 2018.**
2. **EPD will inform all Early Bird Applicants duly if their applications are successful or not before End of June 2018 if the required information has been provided in their applications for processing.**

**(2) Applicants must fill Personal Data Collection Statement in Appendix 1 and return with the application.**

**(3) Applicants are advised to identify suitable location for the composter. Such location should have sufficient ventilation; remote from class rooms and convenient to planting area (if any).**

**(4) Successful applicants will be required:**

**a. to carry out activities according to the Education Kit for cultivating “Food Wise” culture at school for three consecutive years and provide feedback on progress to EPD; and**

**b. to conduct demonstration of food waste recycling by composter in accordance with the Education Kit.**

**Appendix 1**

**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 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 Data***

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/ECC Secretariat.

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|  | | Signature |  | |
| Name of Head or Deputy Head of the School | | ( ) |  | |
| Date |  | |  |  | |

Note:

* This Form may be amended by the Environment and Conservation Fund Committee as and when necessary.