



# 環境及自然保育基金 實踐及行動項目 Environment and Conservation Fund Practice and Action Projects

2025/26第二輪申請第一場簡介會

1st Briefing Session for the 2nd Round Application Invitation of 2025/26

2025年11月14日  
14 November 2025

投入選舉 共創未來

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# 實踐及行動項目

## Practice and Action Projects

每年設有兩輪申請。即將邀請**2025/26年第二輪**申請。

Applications will be invited twice a year. Will call for the 2nd round application of 2025/26 soon.



**21.11.2025**

開始接受申請

Application **Start Date**



**30.12.2025**

截止申請

Application **Deadline**

**14.11.2025**

第一場簡介會

1st Briefing

**9.12.2025**

第二場簡介會

2nd Briefing

# 第一場簡介會內容

The 1st Briefing Session will cover:

1. 環境及自然保育基金及實踐及行動項目**簡介**  
Introduction of Environment and Conservation Fund (ECF) and Practice and Action Projects (P&AP)
2. 實踐及行動**項目範疇**與**現時政策**  
Project Areas and Government Initiatives of P&AP
3. **Smart ECF****簡介**  
Introduction of Smart ECF
4. 申請**須知**  
Notes on Application
5. 審批**程序**及**準則**  
Vetting Process and Criteria
6. 項目一般**要求**及資助**款額**的**發放**  
General Requirements of Projects and Disbursement of Funds

## 第二場簡介會內容

The 2nd Briefing Session will cover:

1. 申請**須知**  
Notes on Application
2. **填寫申請表格指引**  
Guide for Completing the Application Form
3. **問答**環節  
Q&A Session



# 1. 環境及自然保育基金及 實踐及行動項目簡介

## Introduction of Environment and Conservation Fund and Practice and Action Projects

# 環境及自然保育基金簡介

## Introduction of Environment and Conservation Fund

- ▶ 於1994年成立，以支持綠色項目和活動。

Established in 1994 to support green projects and activities.

### 三大主要資助計劃 3 Major Funding Schemes

實踐及行動項目

#### **Practice and Action Projects**

**[將於2025年11月21日開始接受申請]**

**[To be open for application on 21 November 2025]**

宣傳及教育項目

#### **Publicity and Education Projects**

**[於2025年11月14日開始接受申請]**

**[Open for application on 14 November 2025]**

研究及發展項目

#### **Research and Development Projects**

**[預計於2026年1月至2月接受申請]**

**[Expected to open for application in January - February 2026]**

# 維護國家安全

## Safeguarding National Security

- ▶ 申請機構遞交申請表格時，必須填妥並同時遞交確認書（申請表格的A部），以代表其**明白及同意下述條款**：
  - 政府保留權利以機構曾經參與、正在參與或有理由相信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，**取消其申請資格**；
  - 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**剔除機構日後申請的資格**。
- ▶ Applicant organisation has to submit an Agreement (Session A of the Application Form) along with the application form, to confirm that your organisation has understood and agreed with the following clauses:-
  - the Government reserves the right to disqualify the recipient organisation on the grounds that it 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 the 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.



# 維護國家安全

## Safeguarding National Security

- ▶ 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**：
  - 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；
  - 繼續委約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
  - 政府合理地相信上述任何一種情況將會發生。
- ▶ 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:
  - the 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;
  - the continued engagement of the organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
  - the Government reasonably believes that any of the events mentioned above is about to occur.

# 維護國家安全

## Safeguarding National Security

- ▶ 申請機構的**主管或副主管**須就每份申請，填妥申請表格A部有關維護國家安全的確認書。如無妥為填寫此部分並連同申請表格一併遞交，該申請將被視為**無效**。
- ▶ The Head or Deputy Head of the applicant organisation should complete the agreement relating to safeguarding national security in Section A of the application form for each application. An application will be considered invalid if this section is not duly completed and submitted along with the application form.



建議項目如具推動國民教育和愛國教育元素，有機會在比較下更見優勢。

*Application proposals with elements of national education and patriotism may be comparatively meritorious.*

# 誰可申請？

## Who can apply?

- ▶ 本地**非牟利機構**均可申請。  
Local non-profit making organisations are eligible to apply.

本地獲豁免繳稅的慈善機構  
**Local tax-exempt charities**

本地註冊的非牟利機構  
**Local registered non-profit-making organisations**



# 實踐及行動項目

## Practice and Action Projects

- ▶ 有助**推動**社區人士**採取行動減少廢物**，把廢物分類和回收，改善和保護本地環境，並持續參與這些行動。  
Motivate the local community to take actions in waste reduction, separation and recovery, improve and conserve local environment, and continue to participate in the activities.
- ▶ 減排節能，保護環境。  
Reduce emissions, save energy and protect the environment.
- ▶ **不應是單次**的宣傳活動。  
Should not be one-off publicity event.
- ▶ 可量化及實質的成果。  
Quantifiable and tangible results.

## 2. 實踐及行動項目範疇與 現時政策

Project Areas and  
Government Initiatives of  
Practice and Action Projects

# 我們正在尋找哪些項目？

## What projects are we looking for?

### 項目類型 Project Types

項目主題 Theme	2025-26年度撥款餘額 (港幣\$) Remaining Funding Allocation For 2025/26 (\$)
<u>源頭減廢及廢物回收 Waste Reduction at Source and Waste Recycling</u>	44,000,000
源頭減廢行動 Waste Reduction at Source Action	
廚餘回收 Food Waste Recycling	
剩食回收 Surplus Food Recycling	
<u>減少即棄塑膠行動 Single-Use Plastics Reduction Action</u>	8,400,000
<u>新增類型 Newly-added Types</u>	
清潔海岸 Clean Shorelines	4,900,000
碳中和 / 低碳生活 Carbon Neutrality / Low Carbon Living	10,000,000
生物多樣性 Biodiversity	5,000,000
清新空氣 Clean Air	5,000,000
其他主題 Other Theme	8,300,000

# 項目設計方向

## Direction of Project Design

- ▶ 可**促進持分者**之間的**協作參與**。  
Involve stakeholders collaboration which facilitates sectoral participation.
- ▶ **規模較大**，能覆蓋較廣的地理範圍和 / 或包涵大量參與者。  
Of a considerable scale that covers a large geographical area and/or involves a significant number of participants.
- ▶ 具有**明確**的目標和易於評估的成果 / 產量。  
Have clear objectives and assessable outcome/outputs.
- ▶ 在推動環境保護和保育方面，**對社會能作出深遠影響**。  
Bear far-reaching impacts to the community on promotion of environmental protection and conservation.





源頭減廢行動

Waste Reduction at Source Action

項目範疇與現時政策

Project Areas and Government Initiatives



# 「回收@校園」活動

## We-recycle@School Activity



- 與學校合作，教育學生認識源頭減廢及資源回收的概念
- Collaborate with schools to educate students the concept of waste reduction at source and resources circulation
- 鼓勵學生與家人於生活中實踐分類回收
- Encourage students to practise resources separation and recycling with their family members in daily life



# 「回收@校園」活動

## We-recycle@SchoolActivity



- 舉辦不同類型的回收比賽/活動，鼓勵學生積極參與乾淨回收，善用社區回收網絡
- Encourage students to practise clean recycling and make use of the community recycling network through arranging various recycling competitions/ activities



# 綠展義工

GO Volunteer

- 減廢回收教育 Education on Waste Reduction and Recycling
  - 舉辦社區宣傳活動，宣傳減廢和乾淨回收的信息
  - Organise community promotion activities to disseminate waste reduction and clean recycling messages
- 義工組隊 Volunteer Teams
  - 組織義工隊，招募及培育義工於社區推廣減廢回收
  - Establish volunteer teams, recruit and train up volunteers to promote waste reduction and recycling
- 推廣對象 Target Audiences
  - 市民大眾、鄉郊居民、婦女、少數族裔群體、新來港人士、銀髮一族、外籍家庭傭工
  - General public, Residents in Rural Areas, Women/housewives, Ethnic Minorities, New Arrivals, Sliver-haired Group, Foreign Domestic Helpers





# 綠展義工

## GO Volunteer

### 目的 Objectives

- 招募及培訓義工  
Recruit and train up volunteers
- 透過綠展義工鼓勵市民大眾及前述推廣對象實踐「源頭減廢」及「乾淨回收」  
Volunteers to encourage general public and abovementioned target audiences to practice waste reduction at source and clean recycling
- 透過綠展義工向推廣對象宣傳政府最新的減廢回收措施/計劃  
To promote the Government's new waste reduction and recycling initiatives/ schemes to target audiences
- 加強向市民大眾及前述推廣對象宣傳社區回收網絡服務和其他相關資訊  
Enhance the promotions for general public and abovementioned target audiences on the service of the community recycling network and other related information
- 組織及聯繫地區居民及前述推廣對象參與減廢回收  
Organise and connect local residents and abovementioned target audiences to participate in waste reduction and recycling



# 綠展義工

## GO Volunteer

### 建議項目類型 Suggested Programmes

- 義工培訓  
"Train-the-trainer"
- 環保教育活動  
Environmental education activities
- 講座及工作坊  
Seminars and workshops
- 問卷訪問  
Interviews by questionnaires
- 網上及社交媒體宣傳  
Online and social media promotion



# 智能回收系統

## Smart Recycling Systems



- ▶ 應用物聯網科技 (IoT) 及 4G/5G 無線網絡連繫  
Adopt Internet of Things (IoT) technology & 4G/5G wireless network
- ▶ 收集日常運作資料整合成大數據  
Collect the daily operation data to establish Big Data
- ▶ 為社區提供更貼身服務, 有效提高社區回收的管理效率  
Provide more convenient and better recycling service to the community, and improve management efficiency of community recycling

# 智能回收系統先導計劃

## Pilot Programme on Smart Recycling Systems



- ▶ 試驗智能回收系統在本地應用的情況  
Test local application of smart recycling systems
- ▶ 推出綠綠賞電子積分計劃  
Introduce GREEN\$ Electronic Participation Incentive Scheme
- ▶ 截至2025年10月底，應用點已擴展至超過800個地方  
Expanded to cover more than 800 application points as at end Oct 2025



# 智能回收未來發展

## Future Development of Smart Recycling

- ▶ 推行開發及/或應用人工智能、大數據等技術的智能回收項目  
Carry out smart recycling projects on application and/or development of artificial intelligence, big data technologies, etc.
- ▶ 進行有助提高社區參與乾淨回收的項目，如利用人工智能辨識回收物及建議合適的回收點，利用大數據預測及評估社區回收支援措施  
Carry out projects that can enhance community participation in clean recycling recognising recyclables and advise on suitable outlets by utilising Artificial Intelligence, predicting and evaluating the effectiveness of community recycling support measures by application of big data analytic, etc.







# 廚餘回收項目 Food Waste Recycling Project



## 項目範疇與現時政策 Project Areas and Government Initiatives

# 有關廚餘回收項目

## Food waste recycling projects

項目應避免重複政府部門或其他團體已經或目前正在進行的工作

Project should avoid duplication of the work already or currently being carried out by government departments or other organisations

環保署現有廚餘回收計劃包括 Current Food Waste Recycling Programmes of EPD includes:

- 廚餘收集先導計劃  
Pilot Scheme on Food Waste Collection
- 公共屋邨廚餘收集計劃  
Food Waste Collection to all Public Rental Housing Estates
- 私人屋苑智能廚餘回收桶試驗計劃  
Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates
- 公眾廚餘回收點  
Public Food Waste Recycling Points



# 廚餘回收

## Food Waste Recycling

- ▶ 應用**創新的廚餘源頭分類、暫存、預處理、回收**技術 / 方法，更具效率及合乎成本效益地處理廚餘  
Apply **innovative technologies / methods in food waste source separation, temporary storage, pre-treatment and recycling** to handle food waste more efficiently and cost effectively



Innovation  
創新

- 創新方式/思維/做法/技術 Innovative modes/ideas/practices/ technologies
- 優化工序減碳 Workflow optimization to reduce carbon
- 促進行為改變 Drive behaviour change
- 除臭防漏，避免滋擾 Odour minimization and leak prevention to avoid nuisance

- ▶ 運送廚餘往政府處理設施的開支應包括在預算開支內。項目如獲批，申請人須與環保署協商**運送廚餘方式**，如環保署可提供免費廚餘收集服務，則不可使用有關預算開支。

The cost for delivering food waste to Government treatment facilities should be included in the budget of the project. If the project is approved, the Applicant shall coordinate with the EPD regarding **the food waste delivery arrangement**. If the EPD can provide free food waste collection service, the budget allocated for the associated cost shall not be used.

# 廚餘回收

## Food Waste Recycling

### 對象 Target

大學/ 私人屋苑 /  
工商業設施(如商場、酒店等)  
Universities/Private Residential Estates/  
Commercial & Industrial Facilities  
(e.g. shopping malls, hotels)

鄉村  
Rural Villages

### 可考慮的收集模式 Potential collection modes

- 就地處理廚餘系統 (on-site food waste treatment system)
- 廚餘回收桶/ 智能回收桶 (food waste collection bins/smart bins)
- 流動車/ 定時定點收集站 (mobile vehicle/ recycling spots)
- 就地處理廚餘系統 (on-site food waste treatment system)





# 廚餘收集先導計劃

## Pilot Scheme on Food Waste Collection

源頭分類  
Source Separation



暫存  
Temporary Storage



每日收集  
Daily Collection



運送至中央處理設施  
Recycling at Facilities



- 環保署在**2018**年推出先導計劃，並在**2023**年初擴展服務至全港
- 為廚餘量較多的處所，**例如食物工場、商場、酒店、街市、醫院、大學、屋苑等**，提供**免費點對點**的廚餘收集服務
- 現時約**1 500**個收集點，廚餘量不斷上升，2025年首九個月平均每日收集量平均每日收集到約**340公噸**廚餘。
- 運送至中央處理設施，再**轉化為電力和堆肥**

- The Pilot Scheme launched in 2018 and further expanded to cover the whole territory in early 2023
- Providing free door-to-door collection service to premises with larger quantity of food waste, **e.g. public markets, hospitals, shopping malls, hotels, food factories, institutions, residential estates**
- About 1 500 no. of food waste collection points now, an increasing trend with daily food waste quantity ~340 tpd in the first 9 months in 2025
- Central food waste treatment, **converting into electricity and compost**

# 家居廚餘回收

## Domestic Food Waste Collection

### 公共屋邨廚餘收集計劃 (PRH)

- 截至2025年10月，環保署已在全港**218個公共屋邨**（近1 500座樓宇）安裝約**955個**智能廚餘回收桶，當中110個公共屋邨已實現「一座一桶」的目標。

As at October 2025, the EPD has installed a total of about 955 Food Waste Smart Recycling Bins (FWSRBs) **in 218 PRH estates** (about 1 500 blocks), and among them 110 estates have achieved the “one FWSRB per block” target.

### 私人屋苑廚餘收集 (Private Housing Estates)

- 透過環境運動委員會的「**私人屋苑智能廚餘回收桶試驗計劃**」資助私人屋苑安裝智能廚餘回收桶計劃。計劃的戶數申請門檻，已由1 000戶或以上降至200戶或以上。
- Subsidizing private housing estates to install FWSRBs through “**Pilot Scheme on Food Waste Smart Recycling Bins in Private Housing Estates**” under Environmental Campaign Committee. Application threshold has been lowered from 1,000 households or more to 200 households or more.



- 密封設計  
Sealed design
- 具備防滿溢及除味裝置  
Odour abatement devices/Overflow prevention
- 保持環境衛生**  
**Better environmental hygiene**
- 「綠綠賞」積分兌換禮物/其他平台電子積分  
GREEN\$ reward for gift/e-points of other platforms

綠綠賞 GREEN\$





# 公眾廚餘收集點

## Public Food Waste Collection Points

### 環保署社區回收網絡 EPD's Community Recycling Network

已在五個較鄰近住宅區的回收環保站「綠在深水埗」、「綠在東區」、「綠在西貢」、「綠在沙田」及「綠在屯門」設置智能廚餘回收桶，收集鄰近的家居廚餘（包括單幢式大廈和「三無大廈」）

FWSRBs installed at **GREEN@SHAM SHUI PO**, **GREEN@EASTERN**, **GREEN@SAI KUNG**, **GREEN@SHA TIN** and **GREEN@TUEN MUN** located **near single-block / 3-nil buildings** to collect food waste from general public



### 廚餘回收流動點 Food Waste Recycling Spots

在鄰近單幢式大廈、村屋和食肆較集中的地點設立「廚餘回收流動點」，以**定時定點**的方式**在夜間**收集附近家居和食肆產生的廚餘。現時已設立了**104個**「廚餘回收流動點」包括**100個**路邊回收站及一輛流動回收車（停靠**4個**地點）。

Set up Food Waste Recycling Spots near single-block/ 3-nil buildings, villages and eateries that **operate at fixed hours and locations every evening** to collect food waste from both residents and eateries. There are currently 104 Recycling Spots, including 100 kerbside booths and one mobile recycling truck (stopping at 4 locations)



「廚餘回收流動點」位置  
Location of Food Waste Recycling Spots



# 公眾廚餘收集點

## Public Food Waste Collection Points

### 公眾垃圾站廚餘回收點 Food Waste Collection Points at Public RCPs

在食環署轄下的**109個公眾垃圾收集站**設立廚餘回收點，收集鄰近食肆和家居的廚餘。

Set up Food Waste Recycling Points **at 109 public refuse collection points** (RCP) under the Food and Environmental Hygiene Department (FEHD) to collect food waste generated by restaurants and households nearby.

公眾垃圾站廚餘回收點位置  
Location of Food Waste Collection Points at Public RCPs



### 公眾街市 Public Wet Markets

於食環署轄下的**20個公眾街市**設置智能廚餘回收桶，收集家居廚餘，並逐步擴展到更多街市。

Set up public collection point **at 20 FEHD' s public markets** with FWSRBs for collecting food waste from general public, and will be expanded to more public markets gradually.





# 就地式廚餘處理機

## On-site Food Waste Treatment Machines

- 市面上有各種各樣的就地式廚餘處理機，有些能**轉廢為材**，有些能**將廚餘化為廢水**，**經適當處理，排入污水渠**  
There are various on-site treatment machines on the market. Some **turn food waste into useful materials, while others convert food waste into wastewater that is discharged into the sewage system after appropriate treatment**
- 配合破袋器和研磨機**，能提升廚餘處理機的效能  
Equipped with a **bag breaker and grinder**, the efficiency of the food waste treatment machines can be significantly enhanced
- 就地處理亦能**減低運輸成本及碳排放**  
Processing food waste on-site can also **reduce transportation costs and carbon emissions**
- 此類設備**適合不同種類及大小的處所使用**  
These types of equipment suitable for **different types and sizes of premises**
- 擴闊堆肥物料的用途和出路**  
**Expanding usage and outlets** of compost
- 長遠而言，就地式廚餘處理機**可減低中央處理設施負擔**  
In long-run, on-site food waste treatment machines **can reduce burden on centralised food waste treatment**



參考圖片  
For reference only



# 減少即棄塑膠行動項目 Single-use Plastics Reduction Action Project

項目範疇與現時政策  
Project Areas and Government Initiatives

# 減少即棄塑膠

## Reduction of disposable plastics

運用創新科技 / 高效方法，便利源頭減少使用即棄餐具的項目，例如：

- ✓ 鼓勵市民外賣時**自備可重用餐具(BYOC)**
- ✓ **可重用餐具租借 / 中央餐具清潔**
- ✓ 鼓勵業界試行並逐步擴大使用**各類非塑膠容器**
- ✓ 便利即棄餐具（例如植物纖維餐具）使用後**資源回收及預處理**

Apply innovative technologies / effective methods in projects to facilitate reducing the use of disposable tableware at source, including:

- ✓ Encouraging members of the public to adopt "Bring-Your-Own-Containers (BYOC) " when ordering takeaways
- ✓ Reusable tableware lending / central tableware washing
- ✓ Encouraging catering businesses to test and gradually expand the use of non-plastic containers
- ✓ Facilitating resource recovery and pre-treatment of used disposable tableware (e.g. plant-fibre based tableware).



# 管制即棄膠餐具和其他塑膠產品

## Regulation of Disposable Plastic Tableware and Other Plastic Products

為從源頭減少使用即棄塑膠產品，第一階段管制即棄膠餐具和其他塑膠產品已於**2024年4月22日開始實施**。

To reduce the use of disposable plastic products at source, the first phase of Regulation of Disposable Plastic Tableware and Other Plastic Products came into effect on 22 April 2024.

當中，**第一階段管制**包括：

- 禁止**銷售**及禁止餐飲處所向**外賣**顧客提供**發泡膠餐具、飲管、攪拌棒、叉刀匙和碟**；
- 禁止餐飲處所向**堂食**顧客提供**任何即棄膠餐具(包括杯、杯蓋、食物容器及食物容器蓋)**。

The first phase regulation consists of:

- Prohibits the sale and provision of EPS tableware, straws, stirrers, forks, knives, spoons and plates at catering premises to customers takeaway services;
- Prohibits the provision of any disposable plastic tableware (Including cups, cup lids, food containers and food container covers) to dine-in customers at catering premises.





# 管制即棄膠餐具和其他塑膠產品

## Regulation of Disposable Plastic Tableware and Other Plastic Products

**第二階段管制計劃**涵蓋的即棄塑膠餐具主要是**外賣常用的塑膠杯和塑膠食物容器**。

The second phase regulation major consists of tableware commonly used in takeaway meal, i.e. disposable plastic cups and food containers.

為與餐飲業界共同探索在業務中進一步走塑，環境保護署（環保署）於今年8月中推出「非塑膠容器試驗計劃」，公開招募業界試用各類非塑膠容器，並就產品的功能表現提供意見。

In order to collaborate with the catering businesses to further explore going plastic-free in their operations, the Environmental Protection Department (EPD) launched the Non-Plastic Container Trial Programme in mid-August this year, openly inviting the trade to participate in the trial use of various types of non-plastic containers and provide feedback on product performance.

在實施進一步強制使用替代品前，政府會充分考慮相關非塑膠替代品的成熟度、普及性和可負擔性，以保護環境、符合業界需要，和市民接受為目標，務實推進減少使用塑膠。

Before implementation of further mandating the use of alternatives, the Government will thoroughly consider the maturity, availability and affordability of the relevant non-plastic alternatives with the goal of aligning environmental protection with industry needs and public acceptance, thereby pragmatically advancing plastic reduction.



# 1 源頭減廢

## Waste Reduction at Source

- ▶ 推動**源頭走塑**、**減少使用即棄**塑膠及**鼓勵使用可重用的**代替品

To promote the elimination of plastics at source, reduction of disposable plastics and encourage the use of reusable alternatives.



- ▶ 推廣**惜食**文化，鼓勵食肆與顧客共同從源頭減少廚餘。

To promote the culture of cherishing food, and encourage eateries to reduce food waste at source together with customers.

## 塑膠購物袋收費計劃

### Plastic Shopping Bag (PSB) Charging Scheme

2015年4月1日起於零售業界全面推行。

2022年12月31日起優化措施：每個膠袋收費提高至最低一元；

取消盛載冰凍或冷凍食品的膠袋的豁免；收緊盛載沒有包裝及非氣密食品的膠袋的豁免。

Fully implemented in the entire retail sector since 1 April 2015. Enhanced since 31 December 2022: increasing the charging level per PSB to at least \$1; removing the exemption for PSBs carrying frozen/chilled foodstuff items; and tightening the exemption for PSBs carrying foodstuff items without packaging or in non-airtight packaging.



## 玻璃飲料容器生產者責任計劃

### Producer Responsibility Scheme on Glass Beverage Containers

2023年5月1日全面實施，玻璃管理承辦商提供廢玻璃容器收集及處理服務；向在本港分發或耗用玻璃樽裝飲品的製造商及進口商收取容器循環再造徵費；引入牌照制度及進出口許可證制度

Fully implemented since 1 May 2023, Glass Management Contractors to provide waste glass container collection and treatment services; collecting a container recycling levy from manufacturers and importers for glass-bottled beverages that they distribute or consume in Hong Kong; introducing licence control and permit control.



## 塑膠飲料容器及紙包飲品盒生產者責任計劃

### Producer Responsibility Scheme on Plastic Beverage Containers and Beverage Cartons

最早於2026年推行計劃，要求各相關持份者共同承擔環保責任，妥善收集和處理塑膠飲料容器及紙包飲品盒，以轉化成有市場價值的回收物料。此外，計劃建議提供回贈，以鼓勵公眾交回用完的塑膠飲料容器及紙包飲品盒。

Aim to implement the Scheme in 2026 at the earliest, which would require stakeholders to share the environmental responsibilities of collecting and treating plastic beverage containers and beverage cartons, thereby turning them into marketable recycled materials. Furthermore, the Scheme proposed to include rebates to encourage people to return used plastic beverage containers and beverage cartons.





## 2 轉廢為能 Waste-to-Energy

- ▶ 多項大型**廢物管理設施**已陸續落成，以支持廢物分類工作及促進廢物資源化。

A number of large-scale waste management facilities have been built to support the waste separation work and facilitate the transformation of waste into resources.





# 3 分類回收 Waste Separation and Recycling

環保署致力發展回收網絡，自2015年起開展的「綠在區區」，服務範圍已擴展至全港18區，並統一接收**九類回收物**（即廢紙、金屬、塑膠（包括發泡膠）、玻璃容器、慳電膽／光管、充電電池、小型電器、四電一腦及紙包飲品盒）。除上述九類回收物以外，環保署亦積極推動廚餘回收。

The EPD is sparing no effort in developing the community recycling network. The Green@Community, which started in 2015, serves members of the public territory-wide, and collect nine types of recyclables (namely paper, metals, different types of plastics (including styrofoam), glass containers, fluorescent lamps and tubes, rechargeable batteries, small electrical appliances, regulated waste electrical and electronic equipment and beverage cartons). Besides the nine types of recyclables mentioned above, the EPD is also actively promoting food waste recycling.

資源分類和回收資訊 Source Separation and Recycling Information		可回收 YES		不接受 NO	
紙張 Paper	紙張類 Paper waste 紙張類 Paper waste	報紙 Newspaper	辦公室紙 Office paper	書刊 Magazines	紙盒 Cardboard
金屬 Metals	清潔及清潔 Cleaning & waste	鐵罐 Metal can	金屬廚具 Metal kitchenware	鋁罐 Aluminum cans	其他金屬 Other metals
塑膠 Plastic Bottles	清潔及清潔 Cleaning & waste	飲品樽 Beverage bottles	個人護理用品樽 Personal care bottles	清潔液樽 Cleaning product bottles	
其他塑膠 Other Plastics	清潔及清潔 Cleaning & waste	膠樽 Plastic bags	包裝物料 Packaging materials	光碟 CDs or DVDs	膠樽器具 Plastic containers
玻璃樽 Glass Bottles	清潔及清潔 Cleaning & waste	飲品樽 Beverage bottles	醬料樽 Sauce bottles	食品樽 Food bottles	
慳電膽及光管 Fluorescent Lamps & Tubes	妥善回收 Properly dispose	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes
充電電池 Rechargeable Batteries	妥善回收 Properly dispose	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes
小型電器 Small Electrical Appliances	妥善回收 Properly dispose	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes
四電一腦 Regulated Electrical Equipment (WEEE)	妥善回收 Properly dispose	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes
紙包飲品盒 Beverage Cartons	妥善回收 Properly dispose	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes	燈管 Light tubes

# 綠在區區 GREEN@COMMUNITY



## 回收環保站 Recycling Stations ( 12 個 )

綠在沙田	綠在葵青
綠在東區	綠在大埔
綠在觀塘	綠在離島
綠在元朗	綠在西貢
綠在深水埗	綠在灣仔
綠在屯門	綠在黃大仙

## 環保署現有服務 Existing Services Provided by the EPD

### 路邊回收桶

### Kerbside Recycling Bins

現時在**鄉郊地區**的公眾地方設置約850個**路邊回收桶**，以方便市民回收最常見的回收物。

Currently, the EPD has put in place around 850 kerb-side recycling bins in public places to facilitate the public to recycle the most common recyclables (i.e. paper, plastic bottles and metals).



### 入樽機先導計劃

### RVM Pilot Scheme

為配合日後推出「塑膠飲料容器生產者責任計劃」，環保署自2021年起推出**入樽機先導計劃**。入樽機的數目會分階段逐步**增加至合共120部**。

EPD has rolled out a Reverse Vending Machine (RVM) Pilot Scheme since 2021. The number of RVMs increased progressively to 120 in phases.



入樽機位置 Locations of VRMs :  
<https://www.hkrvms3.com.hk/hk/rvmmap>



# 政策方向

## Major Government Initiatives



## 新增項目類型

## Newly-added Project Types

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 Other Theme

## **項目範疇與現時政策**

## **Project Areas and Government Initiatives**

# 清潔海岸 Clean Shorelines



例如：在公共地方的海岸舉辦清潔活動（刊憲公眾泳灘除外）  
e.g. Organize cleanup activities on public coastal areas (excluding gazette public beaches)

# 碳中和 / 低碳生活 Carbon Neutrality / Low Carbon Living



例如促進使用新能源車輛(包括電動車)  
e.g. Facilitate the use of new energy vehicles (including electric vehicles)

例如鼓勵公眾參與能源效益及節約活動或研究（綠色創科，備用能耗狀況等）  
e.g. Encourage public engagement on energy efficiency and conservation or study (green innovation, standby power consumption status, etc.)



# 生物多樣性 Biodiversity



例如生態環境修復或改善、增進生物多樣性的應用項目、創建生態友好空間、收集科學數據以支持自然保育 e.g. habitat restoration/enhancement, applications related to enhancing biodiversity, create wildlife-friendly spaces, data collection for scientific projects supporting conservation of nature

# 清新空氣 Clean Air



例如開發改善空氣質素的技術、產品或材料或讓社區通過日常生活改善空氣質素的方法  
e.g. develop technology or product or material for improvement of the air quality or ways for the community to improve air quality through daily life

# 其他主題 Other Theme





# 3. Smart ECF簡介

## Introduction of Smart ECF

# SmartECF

- ✿ 環境及自然保育基金委員會秘書處於2025年開始逐步推行環境及自然保育基金申請及管理系統（Smart ECF）。

The Secretariat of the Environment and Conservation Fund Committee has progressively launched the Environment and Conservation Fund Application and Management System (Smart ECF) in 2025.

- ✿ 供合資格用戶作申請和管理環境及自然保育基金（ECF）項目的一站式電子系統。

A one-stop system that support application and management of the Environment and Conservation Fund (ECF) projects by eligible users



# Smart ECF 簡介

## What is Smart ECF?

---

- ✿系統集中地處理有關申請及獲批項目的事宜，包括提交申請表格及補充資料、查看申請狀況、管理項目及帳戶資料。

Centrally handle matters related to applications and management of approved projects through this system, including submission of application forms and supplementary information, checking application status, managing the ECF projects and the account information as well as connecting with the Secretariat in the system.

- ✿鼓勵機構盡量使用電子系統遞交申請，以享受電子方式呈交文件所帶來的便利。

Use electronic systems to submit applications as much as possible to reduce paper usage and enjoy the convenience of submitting documents electronically.





# 帳戶申請資格

## Eligibility for Account Registration

1	<b>機構負責人</b> ➤ 即申請機構的主管或副主管	<b>Person-in-charge</b> ➤ i.e. Head or Deputy Head of applicant organisation
	<b>主要研究人員</b> ➤ 大學 / 香港高等教育科技學院 (THEi 高科院)	<b>Principal investigator</b> ➤ Universities / the Technological and Higher Education Institute of Hong Kong (THEi)
2	<b>環境及自然保育基金資助項目的項目組長</b>	<b>Project leader of an approved ECF project</b>

\*只有機構負責人及主要研究人員可以提交環境及自然保育基金項目申請。

Only the person-in-charge of an organisation is eligible to submit applications for the ECF.

\*秘書處會因應個別情況批核各帳戶申請。

The Secretariat will approve each account registration on a case-by-case basis.

# 帳戶註冊

## Account Registration

於支援中心下載「快速入門指南」  
Download the "Quick Start Guide"  
at Help Centre



<https://smart.ecf.gov.hk>

環境及自然保育基金申請及管理系統  
ENVIRONMENT AND CONSERVATION FUND  
APPLICATION AND MANAGEMENT SYSTEM

登入  
電郵  
密碼  
驗證碼  
登入  
沒有Smart ECF帳戶? 按此註冊  
Don't have a Smart ECF account? Register here.

© 2024 環境及自然保育基金



環境及自然保育基金申請及管理系統  
Environment and Conservation Fund  
Application and Management System

查詢  
Enquiry

電話：	Tel.:	(852) 2835 1234
傳真：	Fax.:	(852) 2827 8138
電郵地址：	Email:	ecf@eeb.gov.hk



## 4. 申請須知

# Notes on Application

# 如何申請? How to Apply?



**不接受**紙本申請

Paper-based applications would NOT be accepted

**接受** Accept

SmartECF

遞交**網上申請**

Online application via Smart ECF



1

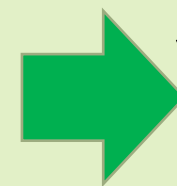
或  
Or

2

於環境及自然保育基金**網站下載**可填寫的「**PDF**」

檔案申請表格：

Download application form  
(in fillable "PDF" format) from ECF website:  
[www.ecf.gov.hk](http://www.ecf.gov.hk)



以電郵方式發送至秘書處

By email to the Secretariat

[ecf@eeb.gov.hk](mailto:ecf@eeb.gov.hk)



# 申請截止日期

## Application Deadline



- ▶ 不論是選擇遞交網上申請或電郵申請，均須於**2025年12月30日下午6時前送達秘書處**。
- ▶ Completed application via Smart ECF or by email must reach the Secretariat before 6:00 pm on 30 December 2025.

- ▶ **逾期遞交或不完整**的申請，**概不受理**。
- Late or incomplete applications will not be processed.



- 申請機構須確保申請表上的**資料詳盡確實**，及已**附有所需文件**。  
Applicant organisations ensure that information in their applications is detailed and accurate and provide the required supporting documents.

**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「✓」號以核查是否已提供申請所需文件：

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

適用於所有申請機構 Applicable to All Applicant Organisations:

- ☐ C 部第 6 項 - 建議項目協作機構的書面同意書（如適用）  
Q6 of Section C - Written consent from collaborating organisation(s) of the proposed project (if applicable)
- ☐ C 部第 10 項 - 項目團隊的組織架構圖  
Q10 of Section C - Organisation chart of the project team
- ☐ D 部第 2/4 項 - 建議項目贊助機構的書面同意書（如適用）  
Q2 / 4 of Section D - Written consent from sponsoring organisation(s) of the proposed project (if applicable)
- ☐ 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（如適用）  
A copy of the registration document of the applicant organisation (if applicable)
- ☐ 申請機構的組織章程細則副本（如適用）  
A copy of the applicant organisation's Articles of Association (if applicable)
- ☐ 其他補充文件（如適用）  
Other supplementary document(s) (if applicable)

只適用於剩食回收項目 Applicable to Surplus Food Recovery Project Only:

- ☐ C 部第 7.1(b)(v) 項 - 所有恆常目標回收點的書面同意書  
Q7.1(b)(v) of Section C - Written consent(s) from all target regular recovery points
- ☐ C 部第 10.3 項 - 全職衛生經理／督導員的相關資格證書副本  
Q10.3 of Section C - Copy of qualification certificate of the full time Hygiene Manager / Hygiene Supervisor

填寫申請表格前請  
先細閱「**實踐及行動項目 – 申請指引**」。

Before completing the application form, please read carefully the "Guide to Application – Practice and Action Projects".

## 涉假文書呃環保署38萬 鮑思高青年中心前顧問被控

2018年10月10日(三) 18:10

簡介 0

分享

Tweet

分享



被告本周五將在東區法院應訊。

廉政公署今(10日)落案起訴賽馬會長洲鮑思高青年中心前顧問，控告他涉嫌就一個節能項目欺詐及使用虛假文書，因而從該青年中心及環境保護署轄下一個基金取得共逾38萬港元款項。被告將於本周五(12日)在東區裁判法院應訊，以待案件轉介區域法院答辯。

## 假文書呃環保署3.64萬津貼 前顧問認罪囚5個月

2019年05月21日14:03 最後更新: 14:11



Like 0

擁有博士學歷的賽馬會長洲鮑思高青年中心前環境項目顧問，2012至14年故意向環保署和青年中心作虛假陳述，和瞞騙自己創設環保工程承辦公司的最後負責人的身份，獲得3.64萬元的工程項目津貼。前顧問今在區域法院承認2項欺詐，另外2項使用虛假文書則由法庭存檔。法官斥被告知法犯法，最終被告鋌而走險，但仍非抗辯理由。法官念及他多年在環保界的貢獻，終判他入獄5個月。



前顧問今在區域法院承認2項欺詐，另外2項使用虛假文書則由法庭存檔。資料圖片

# 申請須注意事宜

## Matters to be noted

- ▶ 應優先考慮社區上現有項目或服務**未能涵蓋**的地方 / 資源。

Should give a priority to consider areas / resources not covered by existing projects or services in the community.

現有服務例子 Examples of Existing Services:



社區上已有**各類二手物品的買賣、交換或轉贈平台**，有關項目申請將不獲考慮。

Various platforms for second-hand items trading, exchange or transfer have already been in place in the community, the relevant applications will not be considered.

獲本基金、回收基金、可持續發展基金或香港賽馬會慈善信託基金資助的項目。

Projects funded by the ECF, Recycling Fund, Sustainable Development Fund, or Hong Kong Jockey Club Charities Trust.

# 申請須注意事宜

## Points to note

- ▶ 如涉及現有項目或服務所涵蓋的地方 / 資源，應闡述現有項目或服務的**不足之處**，並闡明建議項目**如何改善現有項目的不足**。

If the proposed project duplicates areas / resources covered by existing projects or services in the community, the inadequacies / deficiencies of existing projects or services should be pointed out, and how the proposed project could improve the inadequacies / deficiencies of the existing projects or services should be elaborated.



# 申請須注意事宜

## Points to note

若屬**延續項目**的申請，須考慮有否在不同方面提出**加強 / 改善**項目之處，包括有否加入新元素、有否提升績效及 / 或有否優化原有項目內容等。

If it is an application for extension, whether the project shows enhancement / improvement in different aspects, which includes adding new elements, improving performance, and/or optimizing the project should be considered.

在一般情況下，同一項目將**不會獲批延續多於兩次**。

In general, the same project will not be approved for extension more than twice.



獲環境及自然保育基金資助的實踐及行動項目：

<https://www.ecf.gov.hk/tc/approved-projects?view=waste-reduction>

**ECF- Funded Practice and Action Projects:**

<https://www.ecf.gov.hk/en/approved-projects?view=waste-reduction>

# 申請須注意事宜

## Points to note

- ▶ 在一般情況下，申請機構在同一資助計劃下**同一時期已有兩個正在進行的資助項目**，將不會獲批在該同一時期開展新的資助項目。

Under normal circumstances, an applicant organisation with two on-going projects under the same funding scheme in the same period will not be approved to launch new project(s) in that period.

- ▶ 此外，如同一機構同時申請多個相類似項目，必須**清楚列明各個申請之間有何分別及為何不能以單一項目形式遞交申請**，以供考慮。否則，該些申請或會被視作單一申請處理。

In addition, if an organisation submits applications of highly similar contents, the differences between the applications and the reason(s) why the applications cannot be submitted as a single project proposal should be clearly set out. Otherwise, these applications may be considered as a single application for processing.

# 申請須避免事宜

## Matters to be avoided

- ❖ 未有使用**指定的格式**填寫申請（如自定項目預算表格的格式）。

Not using the specified format to fill out the application (e.g. customising the format of the budget table of the project).

- ❖ 以**不同機構**名義遞交內容大致**相同的申請**。

Submitting applications of highly similar content in the names of different organisations.

- ❖ 所填寫的所有合作 / 參與機構均為**未落實**。

All cooperating/participating organisations on list are not yet confirmed.

# 申請須避免事宜

## Matters to be avoided

- ❖ 未有在填寫申請表格時**刪去不適用部分**。  
Have not deleted inappropriate / inapplicable parts when filling in the application form.
- ❖ 未有**妥為簽署**申請表格所需文件。(例如：書面同意書)  
Have not duly signed required document(s) for the application form (e.g. written consent).
- ❖ 遞交並**非與實踐及行動項目相關**的申請文件。  
Submitting application document(s) not relating to the Practice and Action Projects.



# 5. 審批程序及準則

## Vetting Process and Criteria



# 審批程序 Vetting Process



**審批程序會於六個月內完成。**

The vetting process will be completed within 6 months.

# 以競爭為本的審批機制

## Competition-based Vetting Mechanism

因應以**競爭為本**的審批機制，秘書處會採用以下的評分方案來排列各申請的優次供審批小組考慮。每輪資助申請的競爭都相當激烈，申請機構**應於遞交申請前妥善規劃項目**。

Corresponding to the competition-based vetting mechanism, the Secretariat adopts the following marking scheme to evaluate the merits of the applications and list out the applications according to their marks attained for consideration of the Vetting. The competition for each round of funding applications are very keen. Applicant organisations should have well planning on the project proposal before submitting the application.

評審準則 Assessment Criteria	評分比重 (佔總分百份比) Scoring Weight (Percentage of Total)		
	申請資助額度 Applied Amount of Funding		
	<=HK\$500,000	>HK\$500,000 <=HK\$2,000,000	>HK\$2,000,000
建議項目的質量 Quality of the proposed project	60%	55%	50%
建議項目的效益 Effectiveness of the proposed project	25%	25%	25%
申請機構的能力及過往表現 Capability and track record of the applicant organisation	15%	20%	25%

# 以競爭為本的審批機制

## Competition-based Vetting Mechanism

如申請項目在**任何一項評審準則未能取得相關評分比重一半或以上**的評分（例如一個申請250萬元資助額的項目就「建議項目的質量」未能取得佔總分百份比25%的評分）則該項目**不會獲考慮批出資助**。

If the proposed project fails to score half or more of the relevant scoring weight in any of the assessment criteria (for example, a project applying for a funding amount of HK\$2,500,000 fails to get 25% of the total score in "Quality of the proposed project"), then the application will not be considered for funding.

評審準則 Assessment Criteria	評分比重（佔總分百份比） Scoring Weight (Percentage of Total)		
	申請資助額度 Applied Amount of Funding		
	$\leq$ HK\$500,000	$>$ HK\$500,000 $\leq$ HK\$2,000,000	$>$ HK\$2,000,000
建議項目的質量 Quality of the proposed project	60%	55%	50%
建議項目的效益 Effectiveness of the proposed project	25%	25%	25%
申請機構的能力及過往表現 Capability and track record of the applicant organisation	15%	20%	25%

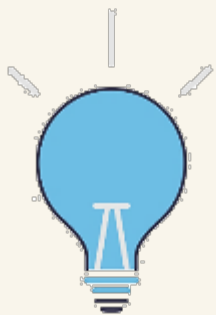
# 以競爭為本的審批機制

## Competition-based Vetting Mechanism

- ▶ **任何不完整的申請都可能會不獲處理**。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。  
Any incomplete applications may not be processed. The Vetting Subcommittee or the Secretariat is not obligated to contact the applicant organisations for missing information or clarification.
- ▶ 申請機構可參與於2025年12月9日舉行的第二場簡介會，該簡介會將會**更詳細地說明如何填寫申請表格**。  
Applicant organisations are welcome to attend the second briefing session to be held on 9 December 2025 which will cover the completion of application form in greater details.
- ▶ 如申請機構於填寫申請表格時有任何疑問，歡迎致電**環境及自然保育基金秘書處熱線 2835 1234**。  
Applicant organisations are welcome to call the hotline of ECF Secretariat at 2835 1234 if there are any questions in completing the application form.

# 申請獲資助的主要原因

## Main Reasons for Supporting the Applications



- ✓ 項目富創意，能與政府政策互相呼應，並與社區上現有的活動或服務沒有重疊。

The project is creative, echoes the theme of government policies, and not duplicating with the activities or services in the community.



- ✓ 有周詳的計劃（如詳述回收物的出路、有效的宣傳方法），且推行時間表合理可行。

The project is well-planned (e.g. with details on recyclable outlets, effective promotion plan) and the implementation plan is reasonably practicable.



- ✓ 項目對目標群體的覆蓋及參與率合適。

The coverage and engagement rate of target groups were appropriate.



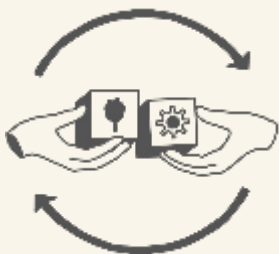
# 申請獲資助的主要原因

## Main Reasons for Supporting the Applications



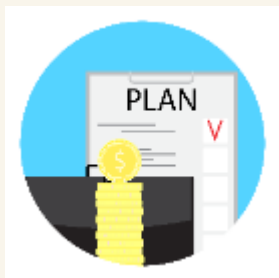
- ✓ 項目具有清晰的指標和**顯著的預期成果**，及有可信的監察和評估機制以量度指標 / 成果。

The project has clear indicators and can achieve significant outcomes, and with credible monitoring and evaluation mechanisms for measurement.



- ✓ 項目在社區內具**持續和可見的效果**。

The project can bring about sustained and tangible effect in local communities.



- ✓ **預算合理**、審慎並**具成本效益**。

The proposed budget is reasonable, prudent and cost-effective.

# 申請獲資助的主要原因

## Main Reasons for Supporting the Applications



- ✓ 申請機構於**過往紀錄良好**。  
The track record of the applicant organisation is good.



- ✓ 申請機構具備良好的**知識、技術和資源**去推行項目。  
The applicant organisation possesses the knowledge, technical capability and resources to run the project.



- ✓ 已有具相關專業知識 / 地區網絡的**團體支持**項目。  
Support from organisations with relevant professional knowledge / community had been confirmed.

# 申請不獲資助的主要原因

## Main Reasons for Not Supporting the Applications

- X **未有遞交完整的申請**表格 / 必要的相關文件。  
Incomplete application form and/or required documents are not submitted.
- X 項目**延續多於兩次**。  
Already extended for more than twice if it is an application for extension.
- X 申請機構在同一資助計劃下**同時有兩個正在進行的資助項目**，而該些項目的**項目期**與新申請的項目期有所**重疊**。  
The applicant organisation already has two on-going projects under the same funding scheme, of which the project periods overlap with the proposed project period of the new application.
- X 申請機構**過往項目成效欠佳**及 / 或**逾期遞交報告書**。  
The applicant organisation has unsatisfactory performance and/or overdue report submission(s) in their past project(s).

# 申請不獲資助的主要原因

## Main Reasons for Not Supporting the Applications

- X **重複**其他機構 / 團體 / 政府部門正進行的工作或活動。  
Repeat work or activities conducting by other organisations/groups/government.
- X 項目計劃**不完善及空泛**，活動**內容渙散**，未能充份帶出項目主題。  
The project proposal is not comprehensive and too brief. The project activities are unfocused and fail to bring out the project theme fully.
- X **減廢及回收**元素**薄弱**。  
The elements of waste reduction and recycling is weak.
- X 項目（小型清潔海岸項目除外）側重舉辦**一次性 / 單一活動**（如嘉年華），或未能有效引導參加者作出行為改變保護環境。  
The project (except small-scaled clean shorelines projects) focuses on organising one-time or a single activity (e.g. carnival) which may not be effective in guiding participants to induce behavioral changes for environmental protection.

# 申請不獲資助的主要原因

## Main Reasons for Not Supporting the Applications

- X 項目活動**與目標不相符**。

The activities do not align with the objectives of the project.

- X 訂立**偏低或不實際的目標成果**（如參與者數目和回收量）。

The target outcomes (e.g. no. of participants, recycling amount) are limited or not realistic.

- X 計劃所涉及**預算過高**，未能符成本效益。

The proposed budget is too high and not cost-effective.

- X 申請機構**未能顯示具專業環保知識**。

The applicant organisation does not possess professional environmental knowledge.





# 6. 項目一般要求及 資助款額的發放

## General Requirements of Projects and Disbursement of Funds

## 項目宣傳 Publicity of Project

所有與項目及項目活動有關的印刷及宣傳品上，除展示項目名稱外，亦須**清楚展示環境及自然保育基金的標誌**，以鳴謝資助來源。

To acknowledge the source of funding, the ECF logo should be clearly marked on all publications and publicity materials related to the project and project activities.

資助

Funded by



直向版本



橫向版本

項目的資料可能會被上載至環境及自然保育基金 / 環保署的網頁，以供公眾查閱。

Information of the projects may be uploaded to the websites of ECF or EPD for public access.

# 報告要求

## Reporting Requirements



報告類別 Type of Report	報告期及遞交期限 Reporting Period and Deadline of Submission	報告內容 Report Contents
進度報告書 Progress Report	報告期為 <b>每六個月</b> Report every six months  於報告期後 <b>一個月內</b> 遞交 Submit within one month after the reporting period	分階段報告項目 <b>進度及財務狀況（包括帳目報表）</b> Project progress and financial status (including Statement of Accounts) by phases.
完成報告書 Completion Report	報告期為 <b>整個項日期</b> Cover the whole project period  於項目完成後 <b>兩個月內</b> 遞交（除清潔海岸小型項目須於項目完成後 <b>一個月內</b> 遞交） Submit within two month after project completion (Except Clean Shoreline (Small Scale) Projects that shall be submitted within 1 month after project completion)	報告項目 <b>成果</b> （包括與原定目標比較）及 <b>財務狀況（帳目報表）</b> ，並連同具合理保證審計師報告遞交 Report outcome(s) (including comparison with original target(s)) and financial position (statement of accounts) of the project, and submit along with the auditor's report(s) with reasonable assurance.



機構可能需要以秘書處提供的智能**電子方式向秘書處定期報告項目進度**（包括但不限於測試運作數據及舉辦教育活動的資料等）。  
Recipient organisation may need to report on a regular basis to the Secretariat the project progress (including but not limited to trial run data and attendance of activities, etc.) via the smart electronic means provided by the Secretariat.

# 報告要求

## Reporting Requirements



申請機構籌組項目團隊時，須考慮報告要求及相關**人手需要**。

The applicant organisation should form the project team with reference to the manpower need for fulfilling the reporting requirements.

所有進度及完成報告書須由獲資助機構的項目**組長簽署**，並以**指定格式**遞交（包括帳目報表）。

All progress and completion reports must be signed by the project leader of the recipient organisation, and submitted in standard format (including statement of accounts).

# 審計要求

## Auditing Requirements



項目資助額 Approved Grant	帳目報表 Statement of Accounts	經審計的帳目報表 Audited Statement of Accounts	發票和收據的正本 Original invoices and receipts
15萬港元以下 Below HK\$150,000			
15萬港元或以上 及30萬港元以下 HK\$150,000 or above and below HK\$300,000		<p>機構<b>可選擇</b>遞交:</p> <ol style="list-style-type: none"> <li>1. 經審計的帳目報表 ( 不須附上發票和收據的正本 ) ; 或</li> <li>2. 未經審計的帳目報表 ( 須附上發票和收據的正本 )</li> </ol> <p>The organisation may choose to submit:</p> <ol style="list-style-type: none"> <li>1. Audited statement of accounts (original invoices and receipts are not required); or</li> <li>2. Unaudited statement of accounts (original invoices and receipts must be attached).</li> </ol>	
30萬港元或以上 HK\$300,000 or above		  <p>*如項目為期超過18個月，機構須<b>每12個月遞交一份</b>。</p> <p>*For projects lasting more than 18 months, organisations are required to submit once every 12 months</p>	



# 審計要求

## Auditing Requirements



經審計的**帳目報表**須與完成報告書**一併遞交**。

Audited statement of accounts must be submitted together with the completion report.

詳細要求屆時將載於批准信附錄D附件D1及D2的**《獲資助機構的審計師須知》**及**《環境及自然保育基金資助項目年度 / 終結帳目審計師報告範本》**。

Please refer to the detailed requirements provided in the “Notes for Auditors of Recipient Organisations” and “Sample Auditor’s Report on the Annual/Final Accounts under the Environment and Conservation Fund” in Annex D1 and D2 of the Appendix D respectively in the approval letter.

# 資助款項的發放及付還

## Disbursement and reimbursement of Grant



撥款 Disbursement	發放 / 付還款項 Amount to be disbursed/reimbursed	資助款項的發放 / 付還條件及預計發放時間 Conditions for disbursement/ reimbursement of funds
首期 Initial	批准資助款項總額的15-50%^ 15-50%^ of the total approved grant	秘書處 <b>收到</b> 獲資助機構所遞交的 <b>審計業務承諾書</b> （如適用）， <b>審批並同意項目工作計劃</b> 後。 After the Secretariat has received the Audit Undertaking Letter (if applicable), and has vetted and agreed with the Project Work Plan.
中期& Interim&	批准資助款項總額的40-75%* （每6個月一期） 40-75%* of the total approved grant （A disbursement every 6 months）	獲資助機構按要求 <b>遞交工作進度報告書</b> 及相關 <b>帳目報表</b> ，並經秘書處審閱 <b>滿意項目進度</b> 後。 After the recipient organisation has submitted the progress report and the statement of accounts as required, and the Secretariat is satisfied with the project progress upon vetting of these documents.
終期 Final	批准資助款項總額的10%# 10% of the total approved grant#	在項目完成後，獲資助機構按要求 <b>遞交完成報告書</b> 和 <b>帳目報表</b> 及經執業會計師審核簽署的項目終結 <b>審計報告</b> ，並 <b>獲審批小組通過</b> 。 After completion of the project, the recipient organisation has submitted the completion report, together with the statement of accounts and the final audit report audited by a certified public accountant (practising) (CPA) as required, and the Vetting Subcommittee has endorsed these documents.

^ 視乎經審批項目工作計劃的內容或可能須作的調整而定。Subject to the approved Project Work Plan, adjustments may be required.

\* 視乎經審批項目工作計劃的內容及進度或可能須作的調整而定。Subject to the content and progress of the approved Project Work Plan, adjustments may be required.

& 不適用於清潔海岸（小型）項目。Not applicable to Clean Shorelines (Small Scale) Project.

# 視乎項目的核實開支而定；清潔海岸（小型）項目的終期撥款為50%。Subject to the verified expenditure; the final disbursement for Clean Shorelines (Small Scale) Project is 50%.

# 資助款項的發放

## Disbursement of Funds



最終的資助額將**按個別申請的內容而訂**。

The final amount of funding depends on the content of individual application.

機構可在審批小組所界定的同類預算開支項目中，**彈性運用獲批准的資助款項**，但個別項目資助款項會**設上限**（例如薪金及租金等）。

Flexible use of approved funds among the budget items under a same grouping as defined by the Vetting Subcommittee will be allowed. Funding cap will be set for individual budget item (such as salary, rent, etc.).

在項目獲批准後提出**增加資助的要求**，**一般不會獲考慮**。

Requests for additional funding after project approval will normally not be considered.

# 減少資助款額

Reduction of the amount of funding disbursement



如**項目的成效欠佳**，或因任何原因獲資助機構未能就無法達到項目目標而提出合理解釋。

In the case of unsatisfactory performance or for any reason that the applicant organisation is unable to attain the project targets with no reasonable justification.

審批小組保留根據獲資助機構的表現，即**考慮項目已達到的量化成果的百分比**及 / 或其他相關的因素，而**減少資助款額**的權利。

The Vetting Subcommittee reserves the right to reduce the amount of the funding disbursement based on the performance of the applicant organisation, by taking into account of the percentage of the quantifiable targets achieved and/or other factors which deemed relevant.

## 暫停 / 終止資助

### Suspension/Termination of Funding Support



項目未有在批准撥款日起計**六個月內展開**。

The project does not commence within six months of the approval of the grant.

項目的**進度欠佳**。

The project has not progressed satisfactorily.

**項目組長離開**獲資助機構，而沒有合適人選接任。

The project leader leaves the recipient organisation and there is no one available considered suitable to take over the role.

未有在**限期前**遞交報告。

Fails to submit the required report(s) by deadline.

未有遵守 **《申請指引》** 及 **批准信** 所載的資助條件。

Fails to comply with the funding conditions as set out in the Guide to Application and/or the approval letter.



# 暫停 / 終止資助

## Suspension/Termination of Funding Support



- ▶ 如果出現下列任何一種情況，政府可**立即終止與機構的任何協議**：
  - 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；
  - 繼續委約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
  - 政府合理地相信上述任何一種情況將會發生。
- ▶ The Government may immediately terminate any agreement with the organisation upon the occurrence of any of the following events:
  - the 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;
  - the continued engagement of the organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
  - the Government reasonably believes that any of the events mentioned above is about to occur.

# 實踐及行動項目

## Practice and Action Projects

每年設有兩輪申請。即將邀請**2025/26年第二輪**申請。

Applications will be invited twice a year. Will call for the 2nd round application of 2025/26 soon.



**21.11.2025**

開始接受申請

Application **Start Date**



**30.12.2025**

截止申請

Application **Deadline**

**14.11.2025**

第一場簡介會  
1st Briefing

**9.12.2025**

第二場簡介會  
2nd Briefing



環境及自然保育基金  
Environment and Conservation Fund

## 查詢 Enquiry

### 實踐及行動項目審批小組秘書處

Practice and Action Projects Vetting  
Subcommittee Secretariat



電話 Tel. : 2835 1234



傳真 Fax : 2827 8138



網頁 website : [www.ecf.gov.hk](http://www.ecf.gov.hk)

電郵 e-mail : [ecfpap@eeb.gov.hk](mailto:ecfpap@eeb.gov.hk)