



實踐及行動項目 — 申請表格

Application Form - Practice and Actions Projects

申請須知 Notes to Application

1. 環境及自然保育基金委員會已推出名為環境及自然保育基金申請及管理系統 (Smart ECF) 的網上系統。機構負責人 (即機構的主管或副主管) 可先按網址 <https://smart.ecf.gov.hk> 申請註冊 Smart ECF 帳戶，帳戶持有者即可透過 Smart ECF 遞交環境及自然保育基金轄下資助計劃 (包括宣傳及教育項目資助計劃) 的網上申請表 (連同所有補充及證明文件)。
Environment and Conservation Fund (ECF) Committee has launched an online system called the Environment and Conservation Fund Application and Management system (Smart ECF). Person-in-charge (i.e. Head or Deputy Head) of the organisation can first register a Smart ECF account via website <https://smart.ecf.gov.hk>. Account holder can then submit application form (together with all supplementary and supporting documents) online via Smart ECF for funding schemes (including the Publicity and Education Projects Funding Scheme) under the ECF.
2. 如申請機構仍選擇以本可填寫的「PDF」表格遞交申請，請在本申請表格提供的位置鍵入／選取適當的資料。以其他方式填寫的申請表格將不獲處理。
If the applicant organisation is still chosen to use this fillable “PDF” form to submit application, please **key in/select the suitable information at/from the space provided in this Application Form.** Application Form filled in by other means will not be processed.
3. 如申請獲得批准，獲資助機構須以 Smart ECF 管理其獲批准項目，不論申請表格是透過 Smart ECF 或可填寫的「PDF」表格遞交。
In the event that the application is approved, recipient organisation is required to management its approved project through Smart ECF, no matter the application form is submitted via Smart ECF or fillable “PDF” form.
4. 填寫本申請表格前，請詳閱《實踐及行動項目 — 申請指引》(《申請指引》)。該《申請指引》可於環境及自然保育基金網站 (www.ecf.gov.hk) 閱覽或下載。申請機構一經遞交申請，即視為已了解並同意《申請指引》中的所有條款及條件。
Please read carefully the **“Guide to Application – Practice and Action Projects”** (the Guide to Application) before completing this Application Form. The Guide to Application can be read or downloaded from the Environment and Conservation Fund (ECF)’s website (www.ecf.gov.hk). By submitting an application, the applicant organisation is deemed to have understood and agreed with all the terms and conditions in the Guide to Application.
5. 申請機構須詳閱本表格內的「收集個人資料聲明」，並明白其內容。
The applicant organisation shall read the “Personal Data Collection Statement” on this Application Form and understand its content.
6. 環境及自然保育基金委員會、實踐及行動項目審批小組 (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。
This Application Form may be amended by the ECF Committee, Practice and Action Projects Vetting Subcommittee (the Vetting Subcommittee) and the Vetting Subcommittee Secretariat (the Secretariat) as and when necessary.

7. 本申請表格應以中文或英文填寫。
This Application Form should be completed in either Chinese or English.
8. 申請表格的所有部分均須填寫（除 F 部外），申請機構須清晰及簡潔地提供建議項目的詳情，並確保其申請所提交的資料詳盡確實。審批小組和秘書處沒有責任向申請機構索取欠缺的資料或尋求澄清，並會以所遞交的資料進行審批。如所須填報的資料為不適用或未能提供，請填上「不適用」。
All sections of this Application Form should be completed (except Section F). The applicant organisation shall provide all details of the proposed project in a clear and concise manner with accurate and detailed information in the Application Form. The Vetting Subcommittee and the Secretariat are not obligated to contact the applicant organisation for missing information or clarification, and would proceed with the vetting on the basis of the information submitted. Where the information sought is not applicable or not available, please fill in “N.A.”.
9. 填妥的申請表格（連同所有補充及證明文件）須於截止申請日期下午 6 時前，透過以下方式送達秘書處：
The duly completed Application Form (together with all supplementary and supporting documents) must reach the Secretariat **by the application deadline, i.e. before 6:00 p.m. on the application closing date**, by the following means:
- 透過 Smart ECF (<https://smart.ecf.gov.hk>) 遞交線上申請
By application online via Smart ECF (<https://smart.ecf.gov.hk>)
 - 以電郵方式發送可填寫的「PDF」申請表格至 ecf@eeb.gov.hk
By email the fillable “PDF” Application Form to ecf@eeb.gov.hk
10. 逾期遞交或不完整的申請，**概不受理**。
Late or incomplete applications **will not be processed**.
11. 電郵標題請註明「實踐及行動項目」及項目名稱。
Please mark “Practice and Action Projects” and the Project Title as the email title.
12. 不再接受紙本申請。
Paper-based applications would no longer be accepted.
13. 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。如申請機構未能在指定限期內提供所需資料而沒有合理解釋，秘書處保留終止處理申請的權利。
Applicant organisations may be required to provide additional and/or supplementary information in relation to their applications by the Vetting Subcommittee or the Secretariat. If applicant organisations cannot provide the required information within the prescribed period without reasonable explanation, the Secretariat reserves the right to terminate the processing of the application.
14. 凡故意在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，可能會被檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。
Any intentional misrepresentation or omission of information related to the 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 should note that obtaining pecuniary advantage by deception is a criminal offence.
15. 為確保本表格能正確及有效地提供服務，建議使用 Adobe Acrobat，以獲最佳效果。
To ensure the service can be delivered correctly and effectively, it is recommended to use Adobe Acrobat for the best experience.
16. 如有查詢，請致電 2835 1234 或電郵至 ecf@eeb.gov.hk 與秘書處聯絡。
For enquiries, please contact the Secretariat at 2835 1234 or email to ecf@eeb.gov.hk.

收集個人資料聲明 Personal Information Collection Statement

收集的目的 Purpose of Collection

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相關政府部門在處理申請時使用。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。

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 processed.

公開資料 Disclosure of Information

環境及自然保育基金可能會把申請表格、工作進度報告書和完成報告書存檔，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，所遞交的資料亦可能交予其他政府部門／機構／人士，以便予以核實或作其他與申請有關的用途。

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

查閱個人資料 Access to Personal Data

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。

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.

本人已閱讀及明白以上內容。

I have read and understood the above information.

機構負責人姓名[#]：

Name of Person-in-charge[#]:

日期：

Date:

機構負責人必須是申請機構的主管或副主管。

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

遞交申請前，本人已閱讀及明白下列條款：

I have read and understood the following clauses before submitting the application:

- (i) 政府保留權利以本機構曾經參與、正在參與或有理由相信本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，取消本機構的是次申請，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，而有必要剔除本機構日後申請環境及自然保育基金的資格。

the Government reserves the right to disqualify our application on the grounds that our organisation 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 our 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.

- (ii) 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：
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:

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

本人謹代表本機構，確認我們明白並同意上述條款。

I hereby, on behalf of our organisation, confirm that we understand and agree with the above clauses.

機構負責人姓名#：

Name of Person-in-charge#:

日期：

Date:

機構負責人必須是申請機構的主管或副主管。

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

1. 申請機構資料 Particulars of Applicant Organisation

(若建議項目為不同機構合辦，有關機構須在當中提名一個主要機構，確認作為本項目的申請機構。
If the proposed project is jointly applied by several organisations, the organisations should nominate a principal organisation as the applicant organisation to apply for the project.)

(如適用，請一併填寫「F 部 – 申請機構資料補充頁」。*If applicable, please complete “Section F – Supplementary Sheet for Applicant Organisation”*)

機構名稱： (中文 Chinese) _____
Name of Organisation: (英文 English) _____

機構種類： ☐ 本地非牟利機構 Local non-profit-making organisation
Nature of Organisation: ☐ 本地高等教育院校 Local higher education institution
(學院／學系 Faculty / Department: _____)
☐ 本地學校 Local school
(學校編號 School No.: _____)
☐ 其他 Others
(請註明 Please specify: _____)

電話號碼： _____ 傳真號碼： _____
Tel. No.: _____ Fax No.: _____

2. 機構負責人資料 Particulars of Person-in-charge

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

機構負責人 (中文 Chinese) _____
姓名： _____
Name of Person-in-charge: (英文 English) _____
稱謂 Title 姓氏 Surname 名字 First Name

職位： (中文 Chinese) _____
Position: (英文 English) _____

電話號碼： _____ 流動電話號碼： _____
Tel. No.: _____ Mobile No.: _____

電郵： _____
Email: _____

通訊地址： (中文 Chinese) _____
Mailing Address: (英文 English) _____

3. 項目組長資料 Particulars of Project Leader

機構負責人是否兼任建議項目的項目組長？ Is the person-in-charge also the project leader of the proposed project?

☐ 是 Yes

☐ 否 No (請提供項目組長的資料。 Please provide the information of the project leader.)

項目組長姓名： (中文 Chinese)

Name of _____

Project Leader: (英文 English)

稱謂 Title

姓氏 Surname

名字 First Name

職位： (中文 Chinese)

Position: (英文 English)

電話號碼：

Tel. No.: _____

流動電話號碼：

Mobile No.: _____

電郵：

Email: _____

4. 申請機構的背景 Background of Applicant Organisation

4.1 成立年份 Year of Establishment

4.2 申請機構是否正接受政府補助？ Does the applicant organisation receive any government subvention?

☐ 否 No

☐ 是 Yes (請填寫有關政府部門名稱。如建議項目最終獲環境及自然保育基金批出資助，該項目的行政開支將不會獲批資助。 Please indicate the name of the government department concerned. If the proposed project is granted funding support from the ECF eventually, the administrative cost of the project will not be approved.)

4.3 申請機構實踐環境、社會和管治 (ESG) 的簡要描述 Brief descriptions on the Environmental, Social and Governance (ESG) practices of the applicant organisation

環境 Environmental

例：測量和報告碳排放量，並設定隨著時間的推移而減少碳排放量的目標

e.g.: Measuring and reporting on carbon emissions, and setting targets to reduce them over time

(不多於 100 字 Not more than 100 words)

社會 Social

例：透過慈善捐贈或義工活動支持當地社區

e.g.: Supporting local communities through charitable donations or volunteer work

(不多於 100 字 Not more than 100 words)

管治 Governance

例：實施嚴謹的倫理道德和合規的政策以確保合法和合乎倫理道德的行為

e.g.: Implementing strict ethical and compliance policies to ensure lawful and ethical behaviour

(不多於 100 字 Not more than 100 words)

- 4.4 申請機構最近三年正進行／已完成的環境及自然保育基金資助項目以外的相關項目經驗及紀錄（如有） Experience and record of the applicant organisation in relation to on-going / completed project(s) other than those funded by the ECF in the past three years (if any)

資助單位／計劃 Funder / Funding Scheme	項目名稱 Project Title	資助金額 （港元） Grant Amount (HK\$)	項目推行期 Project Period (mm/yyyy – mm/yyyy)	項目簡介 Project Description
			—	
			—	
			—	
			—	
			—	

- 4.5 申請機構的網址 Applicant organisation's website

- 4.6 申請機構的社交平台網址或其平台名稱 Applicant organisation's social media platforms or its platform user name

例：Facebook 及 Instagram 的帳戶名稱：環保友ECFriends (@ecf1994)

e.g. User Name of Facebook and Instagram Account：環保友ECFriends (@ecf1994)

1. 項目名稱 Project Title

(中文 Chinese)

環境及自然保育基金資助

(英文 English)

Environment and Conservation Fund

2. 項目主題 Project Theme

(請選擇下列其中一個項目主題。 Please choose one project theme below.)

- ☐ 源頭減廢行動
Waste Reduction at Source Action
- ☐ 廚餘回收
Food Waste Recycling
- ☐ 剩食回收
Surplus Food Recovery
- ☐ 減少即棄塑膠行動
Single-Use Plastics Reduction Action
- ☐ 清潔海岸
Clean Shorelines
- ☐ 清潔海岸 (小型)
Clean Shorelines (Small Scale)
- ☐ 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 (請註明 Please specify: _____)

[註：就「清潔海岸 (小型)」項目，擬申請資助總額不得超逾港幣\$10,000。]

[Note: For a “Clean Shorelines (Small Scale)” project, the amount of grant requested should not be more than HK\$10,000.]

3. 項目申請性質 Project Application Nature

- ☐ 新建議項目的申請 Application of newly proposed project
 - ☐ 延續項目的申請 Application of extension project (請提供上一個前身項目的項目編號。 Please provide the project number of the most recent previous project.)
 - ☐ 就上一個不獲資助的建議項目重新遞交的申請 Resubmitted application of the most recent not supported proposed project (請提供上一個不獲資助的建議項目的申請編號。 Please provide the application number of the most recent not supported proposed project.)
-

4. 項目推行期 Project Period

(請註明項目開始及完成日期。 Please specify the project commencement and completion dates.)

由 _____ 至 _____
From _____ To _____
(dd/mm/yyyy) (dd/mm/yyyy)

項目為期 (月) Project Duration (months)

[註：就「清潔海岸 (小型)」項目，項目期不得超逾六個月。]

[Note: For a "Clean Shorelines (Small Scale)" project, the project period should not be more than 6 months.]

5. 項目簡介 Project Brief

(中文 Chinese)

(如未能提供中文版本，請填上「不適用」。 If Chinese version cannot be provided, please fill in "N.A.")

(英文 English)

(如未能提供英文版本，請填上「不適用」。 If English version cannot be provided, please fill in "N.A.")

(不多於 500 字 Not more than 500 words)

6. 項目的協作機構的詳細資料 (如有) Details of Other Collaborating Organisation(s) of the Project (if any)

(如以下機構已落實參與建議項目，請填妥並交回有關的書面同意書。請參閱《實踐及行動項目 – 申請指引》的附錄 II。 If the organisation(s) stated below has / have confirmed its / their involvement in the proposed project, please return the relevant written consent(s). Please refer to Annex II of "Guide to Application – Practice and Action Projects".)

(若機構為贊助機構 (即為建議項目提供財務支持的機構)，請同時填寫「D部 – 建議預算」的項目其他贊助來源。 If the organisation is a sponsoring organisation (i.e. organisation that provide financial support to the proposed project), please fill in Other Sources of Sponsorship of the Project in "Section D – Proposed Budget" at the same time.)

機構名稱 Name of Organisation	聯絡資料 Contact Details		角色 Role	職責 Duties	狀況 Status
	姓名 Name	電話號碼 Tel. No.			
例：XX委員會 e.g.: XX Committee	XXX 女士 Ms XXX	xxxxxxx	協助機構 Supporting Organisation	協助向會員推廣項目 To help promote the project to its members	落實 Confirmed

7. 項目推行計劃詳情 Details of Implementation Plan of the Project

(「清潔海岸(小型)」項目須於進行海岸清潔活動前，教育參加者保護海岸的重要性，以及於進行海岸清潔活動後，帶領參加者反思減廢的重要性，以鼓勵他們實踐源頭減廢。如於憲報公布由康樂及文化事務署管理的公眾泳灘舉行海岸清潔活動，一般不獲考慮(康樂及文化事務署每日調派人員到憲報公布的公眾泳灘進行最少兩次清潔工作)。

“Clean Shorelines (Small Scale)” projects shall still educate participants about the importance of shoreline protection before shoreline cleanup activities and lead participants to reflect on the importance of waste reduction after shoreline cleanup activities to encourage them to practise waste reduction at source. Shoreline cleanup activity at the gazetted public beaches which are managed by the Leisure and Cultural Services Department (LCSD) will normally not be considered (LCSD deploys manpower to perform cleansing duties at such public beaches on a daily basis for at least two times per day).

7.1. 實踐及行動計劃 Practice and action plan

- (a) 實踐及行動活動的目標地區、對象及預計總參與人數 Target district(s), group(s) and planned total no. of participants in practice and action activities

目標地區 Target District(s)	目標對象 Target Group(s)	預計總參與人數 Planned Total No. of Participants
總計 Total		

- (b) 實踐及行動活動 Practice and action activities

建議項目主要的實踐及行動活動類型（可選多於一項） Main type of practice and action activities of the proposed project (can choose more than one type)

- ☐ 回收及處理¹（請填寫第7.1(b)(i)項） Recycling and Processing¹ (Please fill in Q7.1(b)(i))
☐ 回收²（請填寫第7.1(b)(ii)項） Recycling² (Please fill in Q7.1(b)(ii))
☐ 源頭減廢³（請填寫第7.1(b)(iii)項） Waste Reduction at Source³ (Please fill in Q7.1(b)(iii))
☐ 其他⁴（請填寫第7.1(b)(iv)項） Others⁴ (Please fill in Q7.1(b)(iv))

註 Remarks :

¹ 回收及處理指機構負責收集及自行轉贈或處理回收物。

Recycling and Processing refers to those which the organisation collects the recyclables for redistribution / treatment by itself.

² 回收指機構收集回收物或廢物後，直接運送到其他處理設施。

Recycling refers to those which the organisation transports the recyclables to other treatment facilities directly after collection.

³ 源頭減廢指項目有助減少廢物的產生（例如使用可重用物料取代即棄物料），而非在回收物或廢物產生後作處理。

Waste Reduction at Source refers to projects that aim at reducing waste generation (such as replacing disposable materials with reusable materials), rather than processing the recyclables or waste after their generation.

⁴ 如建議項目有其他實踐及行動活動，請提供有關資料。

If the proposed project has other practice and action activities, please provide relevant information.

- (i) 回收及處理活動詳情 Details of recycling and processing activities
(請在下續第8.1(a)(i)項填寫量化成果。 Please provide the quantitative outcomes in the following Q8.1(a)(i).)

回收物種類 Type of Recyclable(s) (請選擇一個或多個種類 Please choose one or more types)	☐ 紙張 Paper ☐ 金屬 Metals ☐ 膠樽 Plastic Bottles ☐ 其他塑膠 Other Plastics ☐ 玻璃樽 Glass Bottles ☐ 紙包飲品盒 Beverage Cartons ☐ 充電池 Rechargeable Batteries ☐ 小型電器 Small Electrical Appliances ☐ 受管制電器 Regulated Electrical Equipment ☐ 慳電膽及光管 Fluorescent Lamps and Tubes ☐ 廚餘 Food Waste ☐ 剩食 Surplus Food ☐ 木材 Wood ☐ 其他 Others	☐ 紙張 Paper ☐ 金屬 Metals ☐ 膠樽 Plastic Bottles ☐ 其他塑膠 Other Plastics ☐ 玻璃樽 Glass Bottles ☐ 紙包飲品盒 Beverage Cartons ☐ 充電池 Rechargeable Batteries ☐ 小型電器 Small Electrical Appliances ☐ 受管制電器 Regulated Electrical Equipment ☐ 慳電膽及光管 Fluorescent Lamps and Tubes ☐ 廚餘 Food Waste ☐ 剩食 Surplus Food ☐ 木材 Wood ☐ 其他 Others	☐ 紙張 Paper ☐ 金屬 Metals ☐ 膠樽 Plastic Bottles ☐ 其他塑膠 Other Plastics ☐ 玻璃樽 Glass Bottles ☐ 紙包飲品盒 Beverage Cartons ☐ 充電池 Rechargeable Batteries ☐ 小型電器 Small Electrical Appliances ☐ 受管制電器 Regulated Electrical Equipment ☐ 慳電膽及光管 Fluorescent Lamps and Tubes ☐ 廚餘 Food Waste ☐ 剩食 Surplus Food ☐ 木材 Wood ☐ 其他 Others	
收集 Collection				
收集地點 Location(s) of Collection				
運作方式及頻次 Mode(s) and Frequency of Operation				
運作時期 Period of Operation	—	—	—	—
運輸方式及頻次 Mode(s) and Frequency of Transport				

處理 Processing			
儲存／處理地點 Storage / Treatment Location(s)			
處理方法 Method(s) of Treatment			
經處理後的成品 Product(s) after Treatment			
出路 Outlet			
成品出路 Product Outlet			
餘下廢物的出路 Outlet of the Remaining Waste			

(ii) 回收活動詳情 Details of recycling activities

(請在下續第 8.1(a)(ii)項填寫量化成果。 Please provide the quantitative outcomes in the following Q8.1(a)(ii).)

回收物種類 Type of Recyclable(s) (請選擇一個或多個種類 Please choose one or more types)	☐ 紙張 Paper ☐ 金屬 Metals ☐ 膠樽 Plastic Bottles ☐ 其他塑膠 Other Plastics ☐ 玻璃樽 Glass Bottles ☐ 紙包飲品盒 Beverage Cartons ☐ 充電池 Rechargeable Batteries ☐ 小型電器 Small Electrical Appliances ☐ 受管制電器 Regulated Electrical Equipment ☐ 慳電膽及光管 Fluorescent Lamps and Tubes ☐ 廚餘 Food Waste ☐ 剩食 Surplus Food ☐ 木材 Wood ☐ 其他 Others	☐ 紙張 Paper ☐ 金屬 Metals ☐ 膠樽 Plastic Bottles ☐ 其他塑膠 Other Plastics ☐ 玻璃樽 Glass Bottles ☐ 紙包飲品盒 Beverage Cartons ☐ 充電池 Rechargeable Batteries ☐ 小型電器 Small Electrical Appliances ☐ 受管制電器 Regulated Electrical Equipment ☐ 慳電膽及光管 Fluorescent Lamps and Tubes ☐ 廚餘 Food Waste ☐ 剩食 Surplus Food ☐ 木材 Wood ☐ 其他 Others	☐ 紙張 Paper ☐ 金屬 Metals ☐ 膠樽 Plastic Bottles ☐ 其他塑膠 Other Plastics ☐ 玻璃樽 Glass Bottles ☐ 紙包飲品盒 Beverage Cartons ☐ 充電池 Rechargeable Batteries ☐ 小型電器 Small Electrical Appliances ☐ 受管制電器 Regulated Electrical Equipment ☐ 慳電膽及光管 Fluorescent Lamps and Tubes ☐ 廚餘 Food Waste ☐ 剩食 Surplus Food ☐ 木材 Wood ☐ 其他 Others
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收集 Collection			
收集地點 Location(s) of Collection			
運作方式及頻次 Mode(s) and Frequency of Operation			
運作時期 Period of Operation	—	—	—
運輸方式及頻次 Mode(s) and Frequency of Transport			
出路 Outlet			
回收物出路 Outlet of Recyclables			

(iii) 源頭減廢活動詳情 Details of waste reduction at source activities

(請在下續第 8.1(a)(iii)項填寫量化成果 Please provide the quantitative outcomes in the following Q8.1(a)(iii))

被減少／取代的 廢物／物料種類 Type of Waste / Material(s) to be Reduced / Replaced	地點 Venue(s)	運作方式及頻次 Mode(s) and Frequency of Operation	運作時期 Period of Operation
			—
			—
			—
			—

(iv) 其他活動詳情 Details of other activities

(請在下續第 8.1(a)(iv)項填寫量化成果 Please provide the quantitative outcomes in the following Q8.1(a)(iv))

指標 Indicator(s)	運作方式及頻次 Mode(s) and Frequency of Operation	運作時期 Period of Operation
		—
		—
		—
		—
		—

只適用於「剩食回收」項目 Applicable to “Surplus Food Recovery” Project Only

(v) 回收食物種類 Types of Recovered Food

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(vi) 恆常剩食回收活動 Regular Surplus Food Recovery Activities

(必須預先取得所有恆常目標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。 Written consent(s) must be obtained from all of the regular target recovery points. Please submit the relevant written consent together with the application form.)

回收點種類 Type of Recovery Point	回收點名稱 Name of Recovery Point	日期 Date	時間 Time	人手 Manpower	新增回收點 New Recovery Point	遞交書面同意書 Written Consent(s) Submitted
例：街市 e.g.: Market	XX 街市 XX Market	星期一至五 Monday - Friday	09:30 – 12:00 & 19:00 – 21:00	2 名兼職員工 及 1 名義工 2 part-time staff and 1 volunteer	是 Yes	是 Yes

回收點種類 Type of Recovery Point	回收點名稱 Name of Recovery Point	日期 Date	時間 Time	人手 Manpower	新增回收點 New Recovery Point	遞交書面同意書 Written Consent(s) Submitted

(vii) 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？

Is the applicant organisation currently conducting surplus food recovery activities at the target recovery point(s) as mentioned above?

☐ 否 No

☐ 有 Yes

如有，請列出在過去兩年相關回收點的詳情。

If yes, please list out the details of relevant recovery point(s) in the past 2 years.

時期 Period (mm/yyyy – mm/yyyy)	回收點 Recovery Point	回收量 Recovery Amount (公斤/kg)	派發量 Distribution Amount (公斤/kg)	受惠人次 No. of Beneficiaries	每星期次數 No. of Times per Week
—					
—					

時期 Period (mm/yyyy – mm/yyyy)	回收點 Recovery Point	回收量 Recovery Amount (公斤/kg)	派發量 Distribution Amount (公斤/kg)	受惠人次 No. of Beneficiaries	每星期次數 No. of Times per Week
—					
—					
—					

(viii) 恆常派發活動 Regular Distribution Activities

派發點 Distribution Point	地址 Address	日期 Date	時間 Time	人手 Manpower

(ix) 食物安全計劃 Food Safety Plan

不適用於「清潔海岸（小型）」項目 Not Applicable to “Clean Shorelines (Small Scale)” Project

7.2. 推廣計劃 Promotion plan

(a) 項目推廣（如有） Promotion of project (if any)

推廣方式 Promotional Means	內容 Content	總次數／ 數量 Total No. of Times / Quantity	地點／ 派發方式 Venue(s) / Distribution Channel(s)	目標對象 Target Group(s)	預計總 接觸／ 參與人數 Planned Total Reach / No. of Participants
例：講座／研討會 ／分享會 e.g.: Talk / Seminar / Sharing Session	乾淨回收小貼士 Clean recycling tips	2	XX 教育中心 XX Education Centre	小學生 Primary school students	300
總計 Total					

(b) 項目成果推廣 Promotion of project achievements

推廣方式 Promotional Means	內容 Content	總次數／數量 Total No. of Times / Quantity	地點／派發方式 (如適用) Venue(s) / Distribution Channel(s) (if applicable)	目標對象及人數 Target Group(s) and Expected No. of Participants	預計效果 Expected Results
例：社交媒體帖文 e.g.: Social Media Post	項目完成、回收量達標等 Project completion and achievement of recycling targets, etc.	2	不適用 N.A	1,000市民 1,000 general public	每個帖文1,000個瀏覽 1,000 views for each post

7.3. 主要工作時間表 Timetable of Core Tasks

工作 Task	內容 Content	時間表 (開展後第 X 個月) Schedule (X th month after commencement)	為期 (不應超過建議項目為期) Duration (Should not exceed the proposed project period)
例：項目員工招聘 e.g.: Project Staff Recruitment	聘請1名項目主任及2名兼職員工 Recruit 1 project officer and 2 part-time staff	1 1	1 個月 1 month

工作 Task	內容 Content	時間表 (開展後 第 X 個月) Schedule (X th month after commencement)	為期 (不應超過建 議項目為期) Duration (Should not exceed the proposed project period)

不適用於「清潔海岸（小型）」項目 Not Applicable to “Clean Shorelines (Small Scale)” Project

7.4. 建議項目的創意元素及與同類型項目比較的不同之處 Innovative element(s) of the proposed project and difference(s) compared to similar projects

例：實施方法、地點、目標參與者、性質及可回收物的類型等
e.g.: Implementation method, location, target participants, nature and types of recyclables, etc.

(不多於 200 字 Not more than 200 words)

8. 項目的預期成效 Expected Benefits of the Project

8.1. 實踐及行動活動的成果 Outcomes of Practice and action activities

- (a) 實踐及行動活動的量化成果 Quantitative outcomes of practice and action activities
(請列明整個項目期的量化成果。 Please give the quantitative outcomes in the entire project period.)

- (i) 回收及處理活動的量化成果 Quantitative outcomes from recycling and processing activities
(請填寫與第7.1(b)(i)項相同的回收物種類。 Please fill in the same type(s) of recyclable(s) as in Q7.1(b)(i).)

回收物種類 Type of Recyclable(s)	收集量 Collection Amount	轉贈／ 重用量 Redistribution / Reuse Amount	處理量 Treatment Amount	剩下棄置 廢物量 Residual Waste Amount	單位 Unit
	A	B	C	A-B-C	

- (ii) 回收活動的量化成果 Quantitative outcomes from recycling activities
(請填寫與第7.1(b)(ii)項相同的回收物種類。 Please fill in the same type(s) of recyclable(s) as in Q7.1(b)(ii).)

回收物種類 Type of Recyclable(s)	收集量 Collection Amount	下游回收商接收量 Intake Amount by Downstream Recycler	剩下棄置廢物量 Residual Waste Amount	單位 Unit
	A	B	A-B	

回收物種類 Type of Recyclable(s)	收集量 Collection Amount	下游回收商接收量 Intake Amount by Downstream Recycler	剩下棄置廢物量 Residual Waste Amount	單位 Unit
	A	B	A-B	

- (iii) 源頭減廢活動的量化成果 Quantitative outcomes from waste reduction at source activities
(請填寫與第7.1(b)(iii)項相同的被減少／取代的廢物／物料種類。 Please fill in the same type(s) of waste / material to be reduced / replaced as in Q7.1(b)(iii).)

被減少／取代的廢物／物料種類 Type of Waste / Material(s) to be Reduced / Replaced	減少／取代量 Reduction / Replacement Amount	單位 Unit

- (iv) 其他活動的量化成果 Quantitative outcomes from other activities
(請填寫與第7.1(b)(iv)項有關資料。 Please provide information as in Q7.1(b)(iv).)

指標 Indicator(s)	量化成果 Quantitative Outcome(s)	單位 Unit

只適用於「剩食回收」項目 Applicable to “Surplus Food Recovery” Project Only

(v) 剩食回收活動的量化成果 Quantitative outcomes from surplus food recovery activities

回收點種類 Type of Recovery Point	食物回收量 Food Recovery Amount (公斤/kg)		食物轉贈量 Food Redistribution Amount (公斤/kg)		受惠者數目 (人次) No. of Beneficiaries (man-time)
	新鮮食物 Fresh Food	包裝或 罐頭食物 Packed or Canned Food	直接轉贈 食物 Direct Food Redistributed	製作後 食物 (如飯盒) Cooked Food (e.g. meal box)	
總計 Total					

(b) 其他量化成果及計算方法（如有） Other quantitative results and measurement methods (if any)

(c) 質化成果（如有） Qualitative results (if any)

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

(列明監察及評估有關上述指標的機制。 Specify the monitoring and evaluation mechanism on the above-mentioned indicators.)

8.3. 項目可持續性 Project sustainability

(請闡述建議項目在完成後維持發展和延續成效的計劃。 Please describe the plan to maintain development and sustain impacts of the proposed project after project completion.)

(不多於200字 Not more than 200 words)

9. 申請機構的補充資料 Supplementary Information of the Applicant Organisation

(例如簡介申請機構的背景資料，以支持其申請及證明其能力足以舉辦建議項目。 For example, introducing background information of the applicant organisation to support its application and demonstrate its capability in organising the proposed project.)

10. 項目團隊 Project Team

(請列出參與建議項目的員工組合及人數、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。如計劃聘用申請機構的現職人員參與建議項目，請提供他們的姓名及在申請機構所擔任的職位，以供批核。另請遞交項目團隊的組織架構圖。 Please state the composition and number of staff to be involved in the proposed project, their duties and the amount of time to be contributed to the project including full-time staff, part-time staff and volunteers. If it is planned to employ existing manpower of the applicant organisation in the proposed project, please provide their names and positions for approval. Please also provide the project team's organisation chart.)

項目人員的類型（可選多於一項） Type of Project Staff (can choose more than one type)

- ☐ 資助範圍內的項目人員和義工（請填寫第10.1項） Project Staff and Volunteers to be Funded (Please fill in Q10.1)
- ☐ 不在資助範圍內的項目人員和義工（請填寫第10.2項） Project Staff and Volunteers not to be Funded (Please fill in Q10.2)

10.1. 資助範圍內的項目人員和義工 Project staff and volunteers to be funded

職位 Position	人數 Headcount	姓名 （只適用於申請機構現有人員） Name (for existing staff only)	現時在申請機構所擔任的職位 （只適用於申請機構現有人員） Current Position in the Applicant Organisation (for existing staff only)	職責 Duties	每周投放於項目的工作時數 No. of Working Hours per Week to be Contributed to the Project

10.2. 不在資助範圍內的項目人員和義工 Project staff and volunteers not to be funded

職位 Position	人數 Headcount	職責 Duties

只適用於「剩食回收項目」 Applicable to Surplus Food Recovery Project Only

10.3. 聘請衛生經理／督導員 Appointment of Hygiene Manager / Hygiene Supervisor

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。

Please confirm if there is at least one full time staff in the project team possessing relevant qualification for appointment as a Hygiene Manager (HM) / Hygiene Supervisor (HS).

- ☐ 是 Yes (請提供相關證書副本。 Please provide a copy of the relevant certification.)
- ☐ 否 No

重要須知 Important Note

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衛生經理或衛生督導員，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衛生經理或衛生督導員的職位前，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衛生經理及衛生督導員訓練課程資料，可參考以下網址：

Throughout the project period, at least one full time staff in 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 of 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:

https://www.fehd.gov.hk/tc_chi/events/hmhs_scheme/hmhs_app_3_c.pdf

- 11. 與上一個前身項目的主要不同之處（只適用於延續項目的申請） Major Difference in Comparison with the Most Recent Previous Project (Applicable to application of extension project only)**

- 12. 與上一個不獲資助的建議項目的主要不同之處（只適用於就上一個不獲資助的建議項目重新遞交的申請） Major Difference in Comparison with the Most Recent Not Supported Proposed Project (Applicable to resubmitted application of the most recent not supported proposed project only)**

不適用於「清潔海岸（小型）」項目 Not Applicable to “Clean Shorelines (Small Scale)” Project

1. 項目預算 Budget of the Project

(請參閱《實踐及行動項目 – 申請指引》第 5.2.5.1 部分及附錄 I 「開支細項的參考資助額」。請提供建議項目的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。 Please refer to section 5.2.5.1 and Annex I “Reference Level of Funding Support for Expenses” of the “Guide to Application – Practice and Action Projects”. Please provide the unit cost and quantity for each expenditure item of the proposed project. If no detailed information is provided, the expenditure item may not be approved.)

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算 細項的詳情及／或 超出參考資助額的 解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(A) 員工 Staffing					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價 (港元) Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 (港元) Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(B) 營運處所 Premises for Operation					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價 (港元) Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 (港元) Estimated Total Expenditure (HK\$)	註解 (請提供預算細項的詳情及／或超出參考資助額的解釋。) Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(C) 設備和消耗品 Equipment and Consumables					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(D) 交通和運輸 Travel and Transportation					
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(E) 項目推廣 Promotion of Project					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(F) 項目成果推廣 Promotion of Project Achievements					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(G) 保險 Insurance					
小計（港元） Subtotal (HK\$)					
(H) 審計 Audit					
小計（港元） Subtotal (HK\$)					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
(I) 辦公室用品 Office Supplies					
小計（港元） Subtotal (HK\$)					
(J) 其他 Others					

開支項目 Expenditure Item	單價（港元） Unit Cost (HK\$)	數量 Quantity	單位 Unit	總預算開支 （港元） Estimated Total Expenditure (HK\$)	註解（請提供預算細項的詳情及／或超出參考資助額的解釋。） Remarks (Please provide details of budget item and/or justification for exceeding of the reference level of grant.)
小計（港元） Subtotal (HK\$)					
擬申請資助總額（港元） Total Amount of Grant Requested (HK\$)					

2. 採購資本物品理由（如適用） **Justification(s) for Procurement of Capital Items (if applicable)**
 (請參閱《實踐及行動項目 – 申請指引》第 5.2.5.2 部分及《實踐及行動項目 – 資助條件》。
 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。 Please refer to section 5.2.5.2 of
 the “Guide to Application – Practice and Action Projects” and “Conditions of Approval – Practice and
 Action Projects”. The listed capital items and relevant estimated expenditures should be included in
 the above “Budget of the Project”.)

資本物品 Capital Item	單價 (港元) Unit Cost (HK\$)	數量 Quantity	單位 Unit	預算開支 (港元) Estimated Expenditure (HK\$)	用途及必要性 Use and Necessity

3. 項目預算收入（如適用） **Estimated Revenue Generated from the Project (if applicable)**
 (經常性收入即每月經常平均收入乘以月數。 Recurring revenue refers to the average monthly
 recurring revenue multiplied by the number of months.)

收入項目 Revenue Item	收入種類 Type of Revenue	預算收入（港元） Estimated Revenue (HK\$)
總預算收入（港元） Total Estimated Revenue (HK\$)		

4. 項目其他贊助來源 Other Sources of Sponsorship of the Project

申請機構有否就是次申請資助的項目或活動，向其他來源或機構申請贊助？

Has the applicant organisation applied for any sponsorship from other source(s) or organisation(s) for the same project or activities under application?

- ☐ 否 No
☐ 有 Yes

如有，請列出已獲批准或正在申請的贊助。 If yes, please list out details of the sponsorship(s) that is/are confirmed or being applied for.

(如以下贊助已獲批准，請遞交有關機構（除政府部門外）的書面同意書。 If the sponsorship(s) stated below has / have been confirmed, please provide the relevant written consent(s) of the related organisation(s) (except government departments).)

機構名稱 Name of Organisation	金額（港元） Amount (HK\$)	贊助內容 Sponsorship Content	狀況 Status

只適用於清潔海岸（小型）項目 Applicable to Clean Shorelines (Small Scale) Project Only

1. 項目預算 Budget of the Project

(一般不超過港幣 \$10,000 。 Normally not more than HK\$10,000.)

開支項目 Expenditure Item	單價 (港元) Unit Cost (HK\$)	數量 Quantity	單位 Unit	預算開支 (港元) Estimated Expenditure (HK\$)	註解 (如有) Remarks (if any)
(A) 用於海岸清潔的工具 Tools for Shoreline Cleanup					
小計 (港元) Subtotal (HK\$)					
(B) 職員及義工交通津貼 Travel Allowance for Staff and Volunteers (如擬安排旅遊巴或船接送職員及義工來回活動地點，交通津貼不予資助。 If coach or boat would be hired for taking staff and volunteers to and from the location of an activity, travel allowance would not be supported.)					
小計 (港元) Subtotal (HK\$)					
(C) 交通和運輸 Travel and Transportation					
小計 (港元) Subtotal (HK\$)					

開支項目 Expenditure Item	單價 (港元) Unit Cost (HK\$)	數量 Quantity	單位 Unit	預算開支 (港元) Estimated Expenditure (HK\$)	註解 (如有) Remarks (if any)
(D) 保險 Insurance (獲資助機構必須在整個項目期內為其項目購買和續購適當有效的保險。 <i>A recipient organisation must effect and keep in force appropriate and valid insurance policies for the project activities throughout the project period)</i>					
小計 (港元) Subtotal (HK\$)					
(E) 其他 Others (不超過批准撥款總額的10%。 <i>Not more than 10% of the total approved grant.</i>)					
小計 (港元) Subtotal (HK\$)					
擬申請資助總額 (港元) Total Amount of Grant Requested (HK\$)					

2. 項目其他贊助來源 Other Sources of Sponsorship of the Project

申請機構有否就是次申請資助的項目或活動，向其他來源或機構申請贊助？

Has the applicant organisation applied for any sponsorship from other source(s) or organisation(s) for the same project or activities under application?

☐ 否 No

☐ 有 Yes

如有，請列出已獲批准或正在申請的贊助。 If yes, please list out details of the sponsorship(s) that is/are confirmed or being applied for.

(如以下贊助已獲批准，請遞交有關機構（除政府部門外）的書面同意書。 If the sponsorship(s) stated below has / have been confirmed, please provide the relevant written consent(s) of the related organisation(s) (except government departments).)

機構名稱 Name of Organisation	金額 (港元) Amount (HK\$)	贊助內容 Sponsorship Content	狀況 Status

本人謹此聲明 I declare that:

1. 在本表格上填報的資料和個人資料真確無誤。本人明白，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，可能會被檢控。本人亦明白，以欺詐手段取得金錢利益，屬刑事罪行；
the information and personal data provided in this form is true and accurate. I understand that 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. I also understand that obtaining pecuniary advantage by deception is a criminal offence;
2. 申請機構屬非牟利性質；
the applicant organisation is non-profit-making in nature;
3. 是次申請資助的建議項目及／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。
the proposed project and/or activities seeking grants are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation.

本人謹代表本申請機構，作出上述聲明，並確信其為真確無誤。

I hereby, on behalf of the applicant organisation, make the above declaration and firmly believe that it is true and accurate.

機構負責人姓名#：

Name of Person-in-charge#:

日期：

Date:

機構負責人必須是申請機構的主管或副主管。

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

申請機構的詳細資料

Details of the Applicant Organisation

1. 申請機構是否根據《稅務條例》（第 112 章）第 88 條獲豁免繳稅？
Is the applicant organisation exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)?

☐ 是 Yes (註冊號碼 Registration No.: _____)
☐ 否 No

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

☐ 《社團條例》（第 151 章） the Societies Ordinance (Cap.151)
(註冊號碼 Registration No.: _____)

☐ 《公司條例》（第 622 章） the Companies Ordinance (Cap. 622)
(註冊號碼 Registration No.: _____)

☐ 其他 others
(請註明 Please specify: _____)
_____)

3. 申請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？
Has the applicant organisation amended any clauses relevant to profits or properties in its Articles of Association in the past one year?

☐ 否 No
☐ 是 Yes
(請註明 Please specify: _____)
_____)

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