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**Application Form for
Environmental Research, Technology Demonstration and Conference Projects
環保研究、技術示範和會議項目－申請表格**

**Secretariat Use Only秘書處專用**

 S/N編號：

**Application Guideline申請須知**

This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Research Projects Vetting Subcommittee (the Vetting Subcommittee) and the Vetting Subcommittee Secretariat (the Secretariat) as and when necessary.

環境及自然保育基金委員會、研究項目審批小組（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。

The soft copy of the Application Form can be downloaded from the website of the ECF (https://www.ecf.gov.hk).

申請表格的軟複本可從環境及自然保育基金網頁下載（https://www.ecf.gov.hk）。

Please read the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects” carefully and provide all details of the proposed project in a clear and concise manner. The Application Form may be completed in Chinese or English. Applicant organisations should provide the best and fullest information in their applications.

請詳閱《環保研究、技術示範和會議項目－申請指引》，並清晰及簡潔地提供建議項目的詳情。請以中文或英文填寫本申請表格。申請機構須確保遞交申請時填報的資料詳盡確實。

All sections of the Application Form should be completed. Where the information sought is not applicable or not available, please fill in “N.A.”. Table may be extended or additional pages may be attached to the Application Form if necessary.

申請表格的所有部分均須填寫，如所須填報的資料為不適用或未能提供，請填上「不適用」。如有需要，可擴充表格或另頁書寫。

Where supporting documents are required in the Application Form, please ensure that all required information is submitted with the Application Form in the fullest manner. The Vetting Subcommittee or the Secretariat is not obligated to contact the applicant organisations for missing information or clarification, and would proceed with the vetting on the basis of the information submitted.

如申請表中需要提供證明文件，請確保所有需要的資料均連同申請表格以最完整的方式一併遞交。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，並會以所遞交的資料進行審批。

Applicant organisations are required to provide additional or supplementary information in relation to their applications upon request by the Vetting Subcommittee or the Secretariat.
申請機構必須應審批小組或秘書處的要求，提供任何有關申請的額外及／或補充資料。

**Applications from universities and THEi must be submitted through the respective Research Offices of the institutions.**

**如屬大學及香港高等教育科技學院的申請，必須經由相應院校的研究辦事處遞交。**

The duly completed Application Form (together with any supplementary/supporting documents) must be returned to the Secretariat by the **application deadline**, i.e. **before 6:00 pm on 28 August 2023** by the following means:

填妥的申請表格正本（連同所有補充或證明文件）須於**截止申請日期（即2023年8月28日）下午6時前**，透過以下方式送交秘書處：

* In person or by post to the following address:

親身或以郵寄方式送交以下地址：

Research Projects Vetting Subcommittee Secretariat

Environment and Conservation Fund

5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

香港灣仔軒尼詩道130號修頓中心5樓

環境及自然保育基金

研究項目審批小組秘書處

* By email to ecf@eeb.gov.hk (“Word” format)

以電郵方式發送至ecf@eeb.gov.hk（「Word」檔案格式）

Please mark “Environmental Research, Technology Demonstration and Conference Projects” and the Project Title on the envelope or as the email title.

信封面或電郵標題請註明「環保研究、技術示範和會議項目」及項目名稱。

For paper-based applications, the Application Form should be printed on both sides of the paper. Both original hard copy and soft copy (“Word” format) of the Application Form shall be submitted.

就紙本申請而言，申請表格應雙面列印。申請表格的正本及軟複本（「Word」檔案格式）亦須一併遞交。

For applications submitted by post, the postmark should be dated on or before the application closing date. Otherwise, they will be regarded as late applications. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case the 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 application deadline, the application deadline will be extended to 6:00 pm on the next working day.

若以郵寄方式遞交申請表格，郵戳日期必須為截止申請日期或之前，否則會被視為逾期遞交。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。如在截止申請日期當天中午12時至下午6時期間，黑色暴雨警告訊號或8號或以上熱帶氣旋警告訊號生效，截止申請日期將會順延至下一個工作日的下午6時。

Late or incomplete applications, and applications not submitted in accordance with the format prescribed above **will not be processed**.

逾期遞交或不完整的申請，以及沒有依據上述方式遞交的申請，**概不受理**。

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. The applicant organisation's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申請中作失實陳述或漏報資料，有關申請可被拒絕或中止發放撥款，而申請機構虛報資料，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。

For enquiries, please call 2835 1234 or email to ecf@eeb.gov.hk.

如有查詢，請致電2835 1234或電郵至ecf@eeb.gov.hk。

**Personal Data Collection Statement收集個人資料的聲明**

Purpose of Collection收集的目的

The personal data and other related information provided in the Application Form will be used by the ECF, the Woo Wheelock Green Fund 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 able to be processed.

在申請表格內所提供的個人資料和其他有關的資料，是供環境及自然保育基金、吳氏會德豐環保基金及政府相關部門在處理申請時所用。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。

Disclosure of Information公開資料

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

環境及自然保育基金可能會把申請表格、進度報告和完成報告存檔，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部門／機構／人士，以便予以核實或作其他與申請有關的用途。

Access to Personal Data查閱個人資料

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF.

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。

Assessment by External Assessor(s) 外界評審員評估

For research or technology demonstration project applications with a grant request of over HK$500,000, the Secretariat will send its project proposal to at least one external assessor for assessment.
就超過港幣50萬元資助總額的環保研究或技術示範項目申請，秘書處會將其項目計劃送交至少一名外界評審員作評估。

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

|  |  |
| --- | --- |
|  | Signature 簽署 |
| Name of Person-in-charge:項目負責人姓名： | ( |  | ) |
| Date: 日期： |  |  |

**Checklist of Documents Required 所需文件清單**

**Important Note 重要提示：**

**If the applicant organisation fails to submit the required documents prescribed below together with this Application Form, the application may be returned and not be processed.**

**如申請機構未有連同本申請表格一併遞交下列所需文件，其申請可能會被退回並不獲受理。**

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

請在適當空格內填上「✓」號以查對是否已提供申請所需文件：

**Applicable to all applicant organisation適用於所有申請機構：**

|  |  |
| --- | --- |
|  | Appendix I - Agreement on safeguarding national security附錄I - 維護國家安全協議確認書 |
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|  |  |
|  | Duly signed Personal Data Collection Statement已簽署的收集個人資料的聲明 |
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|  | Original of the duly completed “Application Form” with the signature of the person-in-charge of the applicant organisation and affixed with the original seal of the organisation 已填妥的「申請表格」正本，須附有申請機構項目負責人簽署及蓋上申請機構正本印章 |
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|  | Section B – Details of the project’s methodology乙部—項目推行方法的詳情 |
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|  |  |
|  | Section B – C.V. of the Principal Investigator (limited to 2 pages) 乙部—主要研究人員的履歷（最多兩頁） |
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|  | Section C – Nomination of External Experts as Assessors **(only to be filled by Investigator(s) seeking a budget of over HK$500,000 for Research or Technology Demonstration Project.)** 丙部—提名外界專家擔任評審員**（只供申請資助超過50萬元的環保研究或技術示範項目的研究人員填寫）** |
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**Applicable to first-time applicant organisation only只適用於首次申請機構：**

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|  | Completed Supplementary Sheet for First-time Applicant Organisation已填妥的首次申請機構資料補充頁 |
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|  |  |
|  | 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) 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） |
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|  |  |
|  | A copy of the registration document of the organisation機構的註冊文件副本 |
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|  | A copy of the organisation’s Articles of Association 機構的組織章程細則副本 |
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| **Section A – Data Sheet****甲 部 – 資料頁** |

**Applicant Organisation 申請機構***(If the proposed project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant organisation to apply for the project. 若申請項目為不同機構合辦，有關機構須確認並在他們當中提名一個主要機構，作為本項目的申請機構。)*

|  |  |  |
| --- | --- | --- |
| Name of Applicant Organisation:機構名稱： | (English英文) |  |
| (Chinese中文) |  |
| Mailing Address:通訊地址： |  |
|  |  |
| Name of Person-in-charge#:項目負責人姓名\*： | (English英文) | Professor / Dr / Mr / Ms ^ |  |  |  |
| (Chinese中文) | 教授/博士/先生/女士^ |  |  |  |
|  | *(As appropriate)* |  | Surname姓氏 |  | First Name名字 |
| Faculty/Department:學院／學系： |  |
| Position Held:職位： |  |
| Tel. No.:電話號碼： |  | Fax No.:傳真號碼： |  |
| Mobile Phone No.:流動電話號碼： |  | Email Address:電郵地址： |  |

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| # | ***The person-in-charge should be the Head or Deputy Head of the applicant organisation. For tertiary institutions, please refer to section 5.2.1.2 of the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects”.******項目負責人必須是申請機構的主管或副主管。如屬高等院校，請參閱「環保研究、技術示範和會議項目－申請指引」第5.2.1.2部分。*** |
| *^* | *Please delete as appropriate. 請删去不適用者。* |

**The Proposed Project 建議項目**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title:項目名稱： | (English英文) | Environment and Conservation Fund |  |
|  |  |
| (Chinese中文) | 環境及自然保育基金資助 |  |
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|  |  |  |
| Brief Description of Project: 項目簡介：(in not more than 200 words 不超過200字 |  |
| Amount of Grant Requested:擬申請資助總額： | HK港幣($) |  |

**Declaration 聲明**

*I certify that 本人謹此聲明 –*

1. the organisation is non-profit-making in nature and it receives/does NOT receive\* government subvention at present;
本機構屬非牟利性質，現時有／沒有\* 接受政府補助；
2. the project and/or activities seeking funding support are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;
是次申請資助的項目及／或活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業宣傳之用；
3. subsidies from other sources have/have not\* been or are/are not\* being obtained by the organisation for the same project or activities under application (if subsidy from other sources has been or is being obtained, please specify in “16. Other Sources of Funds” under Section B);

本機構有／沒有\* 就是次申請資助的項目或活動，向其他撥款機構申請資助(如有向其他撥款機構申請資助，請於乙部「16.項目其他資助來源」中註明）；

1. the information provided above is correct to the best of our knowledge; and
據本機構所知，本申請表格內填報的資料均正確無訛；以及
2. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects” and will comply with all the requirements laid down in the Agreement should we be granted a fund for the proposed project.

本機構明白並同意遵守《環保研究、技術示範和會議項目－申請指引》所載列的條款；如獲環境及自然保育基金資助，本機構會遵守協議書所列的各項規定。

\**Please delete as appropriate. 請刪去不適用者。*

|  |  |
| --- | --- |
|  | Signature 簽署 |
| Name of Person-in-charge:項目負責人姓名 | (  |  | ) |
| Date:日期： |  | Official Chop: 機構印章： |  |

**Warning 警告**

Any intentional misrepresentation or omission of information related to this application may result in the application being rejected or grant withheld, and the applicant organisation may be liable to prosecution for making a false declaration. The applicant organisation’s explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申請中作失實陳述或漏報資料，有關申請可被拒絕或中止發放撥款，而申請機構虛報資料，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬刑事罪行。

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| **Section B – Project Proposal****乙 部 – 項目計劃** |

 **Details of the Proposed Project建議項目的詳情**

1. Type of the Project 項目類別

(Please choose one type only and tick “✓”the box as appropriate. 請只選擇一個類別，並在適當方格內劃上「✓」號。)

□ Environmental Research 環保研究
□ Technology Demonstration 技術示範

□ Conference 會議

1. Duration of the Project 項目運作時間

(Please specify in the format of “dd/mm/yyyy”. 請以「日／月／年」格式註明。)

Commencement and Completion date開始及完成日期

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From 由 |  | To 至 |  | Duration: 為期：  |  | Months個月 |

For Conference projects, please also specify the conference date(s). 如屬會議項目，請另註明舉辦會議的日期

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From 由 |  | To 至 |  | Duration: 為期：  |  | Day(s)日 |

1. Research Topic 研究題目

(Please choose **one research topic only** and tick “✓”the box as appropriate. 請**只選擇一個研究題目**，並在適當方格內劃上「✓」號。)

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| *(Please refer to Appendix II of the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects”. 請參閱「環保研究、技術示範和會議項目－申請指引」附錄II。)* |
| □ | Air Quality 空氣質素 |
| □ | Biodiversity and Conservation 生物多樣性及保育 |
| □ | Climate Change – Mitigation, Adaptation and Resilience 氣候變化－減緩、適應及應變 |
| □ | Construction and Traffic Noise – Prevention and Mitigation 建築及交通噪音－預防及緩解 |
| □ | Waste Management, Reduction and Recycling 廢物管理、減量及循環再造 |
| □ | Water Quality and Water Pollution 水質及水污染 |
| □ | Other Topic(s) (please specify) 其他題目（請註明） |

1. Objectives of the Project 項目目的

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1. Details of the Project 項目詳情
2. Target group(s)/sector(s) and the estimated size of the sector 對象／界別及估計人數

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1. Study scope 研究範圍

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1. For Conference projects, specify the theme, detailed activities, proposed/invited speakers and planned number of people involved. 如屬會議項目，具體說明會議的主題、活動詳情、建議／已邀請講者及預計涉及人數。

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1. Method of Implementation of the Project 推行項目方法

**(Please attach details of the methodology separately.** **請分開夾附項目推行方法的詳情。)**

1. Details of Implementation Plan and Timetable of Core Tasks 主要工作推行的詳細計劃及時間表

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1. Details of the Project Team 組員的詳細資料
2. Principal Investigator: please **attach the C.V. (limited to 2 pages) separately**

主要研究人員：請分開夾附履歷（最多兩頁）。

1. Co-investigator(s) 共同研究人員

|  |  |  |  |
| --- | --- | --- | --- |
| Name姓名 | Position and Faculty/ Department職位及學院／學系 | Name of Organisation機構名稱 | Job Duties and Justification職責及解釋其必要性 |
| Title稱謂 | Surname姓氏 | First Name名字 |
|  |  |  |  |  |  |
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1. Other Supporting Staff 其他支援人員

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| --- | --- | --- | --- |
| Name姓名 | Position and Faculty/ Department職位及學院／學系 | Name of Organisation機構名稱 | Job Duties and Justification職責及解釋其必要性 |
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1. Details of other Assisting/Supporting/Sponsoring Bodies of the Project 項目的其他協辦／協助／贊助團體的詳細資料 \**Please delete as appropriate. 請刪去不適用者。*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation機構名稱 | Contact Details(Name and Tel. No.)聯絡資料（姓名及電話號碼） | Role角色 | Duties職責 | Status狀況 |
|  |  | \*Assisting/Supporting/Sponsoring \*協辦／協助／贊助 |  | \*Confirmed/To Be Confirmed \*落實／待定 |
|  |  | \*Assisting/Supporting/Sponsoring \*協辦／協助／贊助 |  | \*Confirmed/To Be Confirmed \*落實／待定 |

*(If the organisation(s) stated above has/have confirmed its/their involvement in the project, please provide the relevant written consent document(s) (if any). 如以上機構已落實參與此項目，請遞交有關的書面同意書（如有）。)*

1. Demonstrable Needs of the Project 項目的可證明需求
2. Explain the need to implement the Project 說明推行項目的必要性

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1. List out the similar type of project(s) undertaken and/or all related research (both planned and completed) in the past or at present and provide the details. 列出過去或現時同類型項目及／或所有相關的研究（包括策劃中及已完成的），並提供詳情。

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1. List out the innovative element(s) of the proposed project and difference(s) compared to similar projects (e.g. research method, methodology, target group, study scope, or deliverables etc.) 列出建議項目的創意元素及與同類型項目比較的不同之處（如研究實施方法、方法論、目標、研究範圍、成果等。）

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1. Expected Benefits of the Project 項目的預期效益
2. Deliverables of the Project 項目成果

State the targeted quantitative and qualitative outcomes of the Project 列明項目量化及質化的目標結果 *(Please refer to section 5.2.2.11 of the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects”. 請參閱「環保研究、技術示範和會議項目－申請指引」第5.2.2.11部分。）*

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|  |

1. For the above-mentioned project deliverables, set out a detailed plan for their dissemination and/or knowledge and technology transfer. 就上述的項目成果，列明其傳播及／或知識和技術轉移的詳細方案。

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1. Overall Effectiveness of the Project 項目的整體成效
2. **For Environmental Research and Technology Demonstration projects only 只適用於環保研究及技術示範項目**
	1. Please specify how the deliverables of the project can be applied to environmental improvement and conservation of the local environment (including its direct and indirect contributions/merits) 請具體說明項目成果如何應用在改善本地的環境和保育（包括當中直接和間接的貢獻／裨益）。

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* 1. Please specify how the project make contribution(s) to academic advancement in the field of environmental improvement and conservation 請具體說明項目如何對環境改善和保育方面學術範疇作出貢獻。

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1. **For Conference projects only 只適用於會議項目**

Please specify how the project facilitates the exchange of practices, expertise and experience on environmental protection and nature conservation among relevant practitioners, academia and professionals. 請具體說明項目如何促進相關從業者、學術界和專業人士之間在環境保護和自然保育方面的做法、專業知識和經驗交流。

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1. Post-implementation Development項目結束後的發展

(Please tick “✓”the box as appropriate. 請在適當方格內劃上「✓」號。)

1. Applicants are required to report on the development of the project after its implementation. Does the project have any medium to long-term positive outcomes that can be reported 12 and 18 months after project completion?

申請者須在項目實施後匯報項目的發展情況。該項目是否有任何可以在項目完成後 12 及 18 個月匯報的中長期正面成果？

|  |  |  |  |
| --- | --- | --- | --- |
| □ | Yes 是 | □ | No 否 |

1. Is there a possibility that the funded project output may generate significant income after project completion? 在完成項目後，獲資助項目的產品是否有可能帶來龐大收入？

|  |  |  |  |
| --- | --- | --- | --- |
| □ | Yes 是 | □ | No 否 |

1. If the answer to question 13(b) is “yes”, please confirm the following:

|  |  |
| --- | --- |
| □ | The project is not commissioned by a commercial body to conduct the study for deriving an income and it has not signed any deal with any commercial body. 有關項目並非由商業機構委託為取得收入而進行研究，而獲資助機構亦沒有與任何商業機構簽署任何協議。 |
| □ | The project could meet the non-profit making nature and satisfy the requirements prescribed in the Guide to Application, e.g. the recipient organisation is required to grant unconditionally and irrevocably to the Government and/or Wheelock the right to publish results, findings and to ensure widespread adoption of the technologies by relevant sectors. The benefits must accrue to one or more industries, and not just to individual companies, etc. The justification is as follows: 獲資助機構須確定和證明有關項目屬非牟利性質，並符合本 《申請指引》中指定的條件，例如獲資助機構須無條件授權政府及／或會德豐出版項目成果和研究結果，而且不得撤回，並須確保相關界別可廣泛採用有關技術。有關項目須令一個或多個行業得益，而不僅對個別公司有利等。理據如下： |
|  |

1. Budget of the Project 項目預算

*(Please refer to section 5.2.2.14 of the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects”. 請參閱「環保研究、技術示範和會議項目－申請指引」第 5.2.2.14部分。）*

1. Proposed budget table 建議預算開支表 *(Please expand the table if necessary. 如有需要，請擴充表格。）*

| Items項目 | Unit Cost ($)單價（元） | Quantity數量 | Expected Expenditure ($)預算開支（元） | Amount Requested ($)申請資助額（元） | Provide detailed justifications for **each** budget item (e.g. job duties of the staff)請詳述**各**項目預算的理據（例：員工的職責） |
| --- | --- | --- | --- | --- | --- |
| **I. Staff cost # 員工費用#** |
| Senior Research Assistant (full-time) 高級研究助理（全職）（Period of time為期: \_\_\_\_\_months月）[Note: Maximum funding at $32,700 per month註：最高資助額為每月港幣32,700元]Senior Research Assistant (part-time) 高級研究助理（兼職）（Period of time為期: \_\_\_\_\_hours小時）[Note: Maximum funding at $190 per hour註：最高資助額為每小時港幣190元] | $ / month月$ / hour小時 | Total man months總工作人月：Total man hours總工作時數： |  |  |  |
| Research Assistant I (full-time) 一級研究助理（全職）（Period of time為期: \_\_\_\_\_months月）[Note: Maximum funding at $20,400 per month註：最高資助額為每月港幣20,400元]Research Assistant I (part-time) 一級研究助理（兼職）（Period of time為期: \_\_\_\_\_hours小時）[Note: Maximum funding at $120 per hour註：最高資助額為每小時港幣120元] | $ / month月$ / hour小時 | Total man months總工作人月：Total man hours總工作時數： |  |  |  |
| Research Assistant II (full-time) 二級研究助理（全職）（Period of time 為期: \_\_\_\_\_months 月）[Note: Maximum funding at $16,500 per month註：最高資助額為每月港幣16,500元]Research Assistant II (part-time) 二級研究助理（兼職）（Period of time為期: \_\_\_\_\_hours 小時）[Note: Maximum funding at $90 per hour註：最高資助額為每小時港幣90元] | $ / month月$ / hour小時 | Total man months總工作人月：Total man hours總工作時數： |  |  |  |
| Student Research Assistant (part-time) 學生研究助理（兼職）（Period of time為期: \_\_\_\_\_\_hours 小時）[Note: Maximum funding at $60 per hour註：最高資助額為每小時港幣60元] | $ / hour小時 | Total man hours總工作時數： |  |  |  |
| Other non-research supporting staff  *(please specify the name of the post, and justify the proposed staff cost with respect to duties and entry requirements)*其他非研究支援員工*（請列明職位名稱，並就建議的員工費用詳述其職責及入職條件）* | $ / month月$ / hour小時 | Total man months總工作人月：Total man hours總工作時數： |  |  |  |
|  | Sub-total分項總額： |  |  |  |

*# For full-time research assistants, please specify the number of persons as well as the duration for each person to be engaged;* ***OR*** *provide the total man months required. The budget for part-time research assistants must be calculated on the basis of “man hours”. 請注明所需全職研究助理的人數及期限，****或****所需的人月。兼職研究助理的開支預算須以工時為計算單位。*

| Items項目 | Unit cost ($)單價（元） | Quantity數量 | Expected Expenditure ($)預算開支（元） | Amount Requested ($)申請資助額（元） | Provide detailed justifications for **each** budget item below請詳述以下**各**項目預算的理據 |
| --- | --- | --- | --- | --- | --- |
| **II. Equipment and consumables 設備及消耗品** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Sub-total分項總額： |  |  |  |
| **III. Others 其他** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Sub-total分項總額： |  |  |  |
|  | **Total總額^：**  |  |  |  |

^Applications seeking a budget of over HK$500,000 should complete **“Section C – Nomination of External Experts as Assessors”**. *(Please refer to section 5.2.3 of the “Guide to Application – Environmental Research, Technology Demonstration and Conference Projects”)*

^申請資助超過50萬元的申請者須填寫**「丙部 — 提名外界專家擔任評審員」**。*（請參閱「環保研究、技術示範和會議項目－申請指引」第 5.2.3部分。）*

1. Specifically, please provide justification(s) **if** the total “Staff cost” exceeds 80% of the total requested amount of the Project.

**如**「員工費用」超過申請資助總額的80%，請提供理據。

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1. Estimated Revenue Generated from the Project (including recurrent income) 項目預算收入（包括經常收入）

| Revenue Item收入項目 | Estimated Revenue ($)預算收入（元） |
| --- | --- |
|  |  |
|  |  |

1. Other Sources of Funds (both confirmed and being applied for; state name(s) of sponsor(s) and sponsorship amount(s).) 項目其他資助來源（包括已獲批准及正在申請的資助；請列明贊助機構名稱及贊助金額。）

|  |  |  |
| --- | --- | --- |
| Name of Sponsor贊助機構名稱 | Sponsorship Amount ($)贊助金額（元） | Status 狀況\**(\*Please delete as appropriate.* *請刪去不適用者。)* |
|  |  | Confirmed/Being Applied For已獲批准／正在申請 |
|  |  | Confirmed/Being Applied For已獲批准／正在申請 |

1. Track Record 過往紀錄
2. List out the projects supported by the ECF in the past five years. 列出過往五年內獲環境及自然保育基金批准的項目。

|  |  |  |  |
| --- | --- | --- | --- |
| Project Number項目編號 | Project Title項目名稱 | Status 狀况(Completed/Ongoing已完成／進行中) | Approved Grant ($)資助額（元） |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. List out the applications not supported by the ECF in the past five years. 列出過往五年內不獲環境及自然保育基金批准的申請。

|  |  |  |
| --- | --- | --- |
| Application Number申請編號 | Project Title項目名稱 | Requested Grant ($)申請資助額（元） |
|  |  |  |
|  |  |  |
|  |  |  |

1. If the Project is a resubmitted application, set out clearly the differences between this resubmitted application and the previous one. 如此項目為重新遞交的申請，須清楚列明前後兩宗申請有何分別。

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1. Other Relevant Supporting Information 其他支持申請的相關資料

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| **Section C – Nomination of External Experts as Assessors****丙 部 – 提名****外界專家擔任評審員** |

**This Section is only to be filled by Principal Investigator(s) seeking a grant of over HK$500,000 for Research or Technology Demonstration Project(s). 本部只供申請資助超過50萬元的環保研究或技術示範項目的主要研究人員填寫。**

1. List of Proposed Assessors 建議評審員名單

Please propose **five** external experts as assessors for assisting the Secretariat in reviewing the application. Give details of the name, contact email address of each proposed assessor and at most two of her/his publications/completed projects on the relevant research areas. 請建議**五名**外界專家作為評審員，以協助秘書處審閱申請。 請提供每位建議評估員的姓名、聯繫電子郵件地址以及她/他在相關研究領域的最多兩個出版物/完成項目的詳細信息。

|  |  |  |  |
| --- | --- | --- | --- |
| No.編號 | Name姓名 | Email Address電郵地址 | Publications/Completed Projects出版著作*／*已完成項目 |
|  |  |  |  |
|  |  |  |  |
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1. Declaration of Relationship 申報關係

Declare any past and present relationships between the Investigator(s) (i.e. the Principal Investigator and the Co-Investigator(s)) and the nominated external assessors. **Each Investigator should complete a separate form** to indicate, for each external assessor, the nature of the relationship and provide details (e.g. when and where the relationship was/is developed, name/nature of project, publications or events involved). 申報研究人員(主要研究人員及共同研究人員)與建議外界專家的關係。**每位研究人員須填寫一份表格**，各自申報他與每位建議外界專家的關係及詳情（例如何時建立此等關係，現在或曾經合作的項目名稱及性質、著作、事項等）。

| Name of Investigator: 研究人員姓名： | Proposed Assessors No.建議外界專家編號 |
| --- | --- |
| Nature of Relationship: 關係： | (1) | (2) | (3) | (4) | (5) |
| (tick “✓” the box(es) as appropriate)（在適當方格內劃上「✓」號） |
| Supervisor or Supervisee of PhD or MPhil studies 研究生課程的導師或學生 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Advisor or Advisee in research studies/research projects 研究項目的顧問或學生 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Colleagues in the same organisation (please specify if in the same department)同一機構的同事（如屬同一部門，請詳述）  | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Collaborators in research projects/programmes研究項目的合作夥伴 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Co-authors of research publications/patents 研究著作／專利的合作夥伴 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Relatives/Long-time personal friends 親屬／長期的友好關係 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Fellow members of the same editorial board/professional association (please specify the details)同一編輯委員會／專業團體的成員（請詳述）  | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| None 沒有任何關係 | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |
| Others (please specify the details) 其他（請詳述）  | 🞎 | 🞎 | 🞎 | 🞎 | 🞎 |

1. Please provide details to the above relationships. 請就上述關係提供詳情。

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**Supplementary Sheet for**

**First-time Applicant Organisation**

**首次申請機構資料補充頁**

For first-time applicant organisations of Environmental Research, Technology Demonstration and Conference Projects, or an organisation applied for funding support from the ECF before but the organisation’s information and / or Memorandum of Association and / or Articles of Association has / have been changed, please complete this supplementary sheet.

如機構為首次申請環保研究、技術示範和會議項目，或曾經申請環境及自然保育基金資助但其後機構資料及／或組織章程大綱及／或組織章程細則有所更改，須填妥此資料補充頁。

**Details of the Applicant Organisation 申請機構的詳細資料**

(Please tick the appropriate box. 請在適當的方格內填上「✓」號。)

1. Is the organisation exempted from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)?

機構是否根據《稅務條例》（第112章）第88條獲豁免繳稅？

|  |  |
| --- | --- |
| □ | Yes 是 |
| □ | No 否 |

Information on the principal persons-in-charge of the organisation:
機構主要成員的資料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position職位 | Contact Telephone No.聯絡電話號碼 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |  |
| --- | --- |
| □ | the Societies Ordinance (Cap.151)《社團條例》（第151章） |
|  | （Year: 年份： |  | / Registration No.: 註冊號碼： |  | ） |

Please provide the particulars of all the office-bearers of the organisation according to the Application Form for registration of a Society submitted to the Hong Kong Police Force.

請根據向香港警務署提交的社團註冊申請表所載的各社團幹事提供以下個人資料詳情。

|  |  |  |  |
| --- | --- | --- | --- |
| Office Held in Society幹事職銜 |  |  |  |
| Name in English英文姓名 |  |  |  |
| Name in Chinese中文姓名 |  |  |  |
| First 4 Digits of Hong Kong Identity Card Number香港身份證首4個號碼 |  |  |  |
| Hong Kong Address香港地址 |  |  |  |
| Contact Telephone No.聯絡電話號碼 |  |  |  |

|  |  |
| --- | --- |
| □ | the Companies Ordinance (Cap. 622)《公司條例》（第622章） |
|  | （Year: 年份： |  | / Registration No.: 註冊號碼： |  | ） |

Information on the directors of the company:
公司主要成員的資料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English英文姓名 | Name in Chinese中文姓名 | Position職位 | Contact Telephone No.聯絡電話號碼 |
|  |  |  |  |
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|  |  |
| --- | --- |
| □ | others其他（Please specify. 請註明。 ） |

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

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？

|  |  |
| --- | --- |
| □ | No 否 |
| □ | Yes 是 |

1. Does the organisation receive any Government subvention?

機構是否正接受政府補助？

|  |  |
| --- | --- |
| □ | No 否 |
| □ | Yes 是（Please indicate the name of the department concerned. 請填寫有關部門名稱。） |
|  |
|  |  |
|  |  |

1. Background information about the organisation (including year of establishment, objective(s), source of funding, etc.):
機構的背景資料（包括成立年份、宗旨、經費來源等）：

|  |
| --- |
|  |