

# 環境及自然保育基金 社區減少廢物項目

Environment and Conservation Fund  
Community Waste Reduction Projects

2022/23第一輪申請  
第一場簡介會

First Briefing Session for the 1<sup>st</sup> Round  
Applications Invitation of 2022/23

2022年6月8日  
8<sup>th</sup> June 2022



環境及自然保育基金

ENVIRONMENT AND CONSERVATION FUND

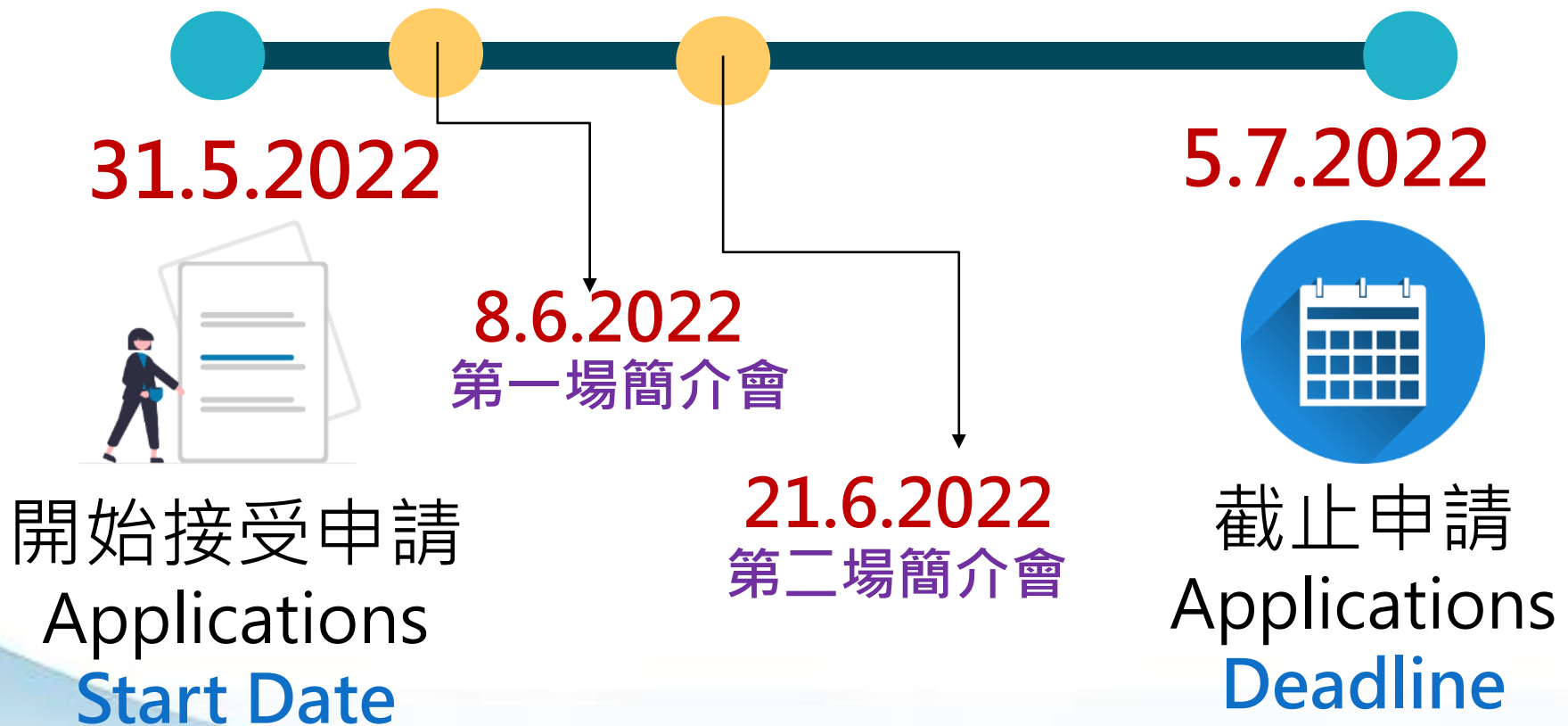
# 社區減少廢物項目

## Community Waste Reduction Projects

每年設有兩輪申請。現正邀請**2022/23年第一輪**申請。

2022/23第二輪申請暫定於2022年11月開始。

Applications will be invited twice a year. Now calling for the 1<sup>st</sup> round applications of 2022/23. The 2<sup>nd</sup> round applications will be tentatively called in Nov 2022.



# 第一場簡介會內容

The First Briefing Session will cover:

1. 環保基金及社區減少廢物項目**簡介**  
Introduction of ECF and Community Waste Reduction Projects
2. 政策大**方向**  
Major Government Initiatives
3. 社區減少廢物**項目範疇**  
Project Areas of Community Waste Reduction Projects
4. 申請**須知**  
Notes on Application

# 第一場簡介會內容

The First Briefing Session will cover:

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
7. **問答**環節  
Q&A Session

# 6月21日舉行的第二場簡介會內容

The Second Briefing Session on 21 June will cover:

1. 申請**須知**  
Notes on Applications
2. 填寫申請**表格**  
Application Form Completion
3. **問答**環節  
Q&A Session

# 1. 環保基金及社區減少廢物項目簡介

## Introduction of Environment and Conservation Fund (ECF) and Community Waste Reduction Projects





歡迎辭

關於我們

最新消息

基金申請詳情

獲批准項目

委員會

媒體報導

會議

出版刊物

相關結連

秘書處

資料庫

聯絡我們

### 基金申請詳情

以下資助計劃 / 項目將定期接受申請，詳情將在“最新消息”公布。申請結果一般會於接獲申請後6個月內發出。

資助計劃 / 項目	2022 / 23年接受申請時間
社區減少廢物項目	第一輪：2022年5月31日至7月5日 <b>[現正接受申請]</b>
	第二輪：2022年11月（暫定）
環保教育和社區參與項目	2022年10月（暫定）
環保研究、技術示範和會議項目	2022年7月（暫定）
公私營界別合作計劃的自然保育項目	2022年3月25日至5月13日

# 社區減少廢物項目

## Community Waste Reduction Projects

- ▶ 本港**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 and non-profit-making organisations



# 社區減少廢物項目性質

## Nature of Community Waste Reduction Projects

- ▶ 提高市民對**循環再用、減少、分類和回收固體廢物**的意識，並確保市民持續參與這些行動。  
Enhance awareness and ensure sustained participation of the public in solid waste recycling, reduction, separation, and recovery.
- ▶ 項目須在社區內起**持續和可見的效果**。  
Projects should bring about sustained and tangible effect in local communities.
- ▶ **不應是一次性**的宣傳活動。  
Should not be one-off publicity events.
- ▶ 社區減少廢物項目須與**政策互相呼應**，同時**避免與現有服務重疊**。  
The Community Waste Reduction Projects should echo government policies, and at the same time avoid duplication of existing services.



## 2. 政策大方向

# Major Government Initiatives

# 政策大方向

## Major Government Initiatives

- ▶ 《香港資源循環藍圖2035》以「**全民減廢·資源循環·零廢堆填**」為願景，提出應對至2035年廢物管理挑戰的策略、目標和措施。

The Waste Blueprint for Hong Kong 2035 set out the vision of "Waste Reduction·Resources Circulation·Zero Landfill", the blueprint outlines the strategies, goals and measures to tackle the challenge of waste management up to 2035.



## 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

Promote the elimination of plastic at source, reduction of disposable plastic 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 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

**塑膠購物袋收費**計劃首階段於2009年實施，涵蓋3,000多個主要為大型連鎖超級市場、便利店及健康護理和化妝品店的零售點。現階段計劃自2015年4月1日在整個**零售業界全面推行**。



The first phase of the PSB Charging Scheme was implemented in 2009 targeting some 3,000 retail outlets mostly being supermarkets, convenience stores and medicare and cosmetics stores. The current phase of the Scheme has been fully implemented in the entire retail sector since 1 April 2015.



# 管制即棄膠餐具計劃

## Scheme on Regulation of Disposable Plastic Tableware

政府將立法**分階段管制即棄膠餐具**。首階段管制將包括**禁止在本地銷售及在餐飲處所提供**即棄發泡膠餐具、禁止餐飲處所向堂食顧客提供即棄膠餐具，以及禁止向外賣顧客提供已有成熟替代品的即棄塑膠餐具，例如飲管、攪拌棒、叉、刀、匙、碟等。

The Government will introduce legislation to control disposable plastic tableware in phases. The first phase consists of banning the local sale of disposable EPS tableware and the provision of EPS tableware by catering premises to customers, banning the provision of all types of disposable plastic tableware by catering premises to customers for dine-in services as well as the provision of straws, stirrers, forks, knives, spoons and plates by catering premises to customers for takeaway services.



## 2 分類回收 Waste Separation and Recycling



- ▶ 為全港各區**提供更充足的回收途徑**，支持大眾實踐廢物源頭分類及回收。

Provide every district with more adequate recycling outlets to facilitate waste separation at source and recycling by the public.

- ▶ **擴闊回收物料種類**（包括玻璃容器、慳電膽 / 光管、充電池、小型電器及四電一腦），推動「**慳多啲 點止三色咁簡單**」。  
Encourage the collection of more recyclable types (including glass bottles, fluorescent lamps and tubes, rechargeable batteries, small electrical appliances, and regulated waste electrical and electronic equipment).







- ▶ 環保署在全港18區設立「回收環保站」、「回收便利點」及「回收流動點」，接收不少於8種回收物，包括廢紙、金屬、塑膠、玻璃樽、四電一腦、小型電器、慳電膽及光管、充電池等，以加強支援地區層面的減廢回收。

To strengthen the support for waste reduction and recycling at the district level, EPD has set up Recycling Stations, Recycling Stores and Recycling Spots across the territory to collect at least eight common types of recyclables, including paper, metals, plastics, glass bottles, regulated electrical equipment, small electrical appliances, fluorescent lamps and tubes, and rechargeable batteries, etc.



# 塑膠回收先導計劃

## Plastic Recycling Pilot Scheme

塑膠回收  
PLASTIC RECYCLING  
先導計劃 - 沙田  
Pilot Scheme -  
Sha Tin



乾淨・清空  
Empty and Keep Clean

環保署自2020年1月於三個地區（**東區、觀塘和沙田**）作試點，推行塑膠回收先導計劃，並正逐步擴展至九區（新增六區為**中西區、深水埗、荃灣、屯門、大埔及西貢**），以服務合約形式聘請承辦商向區內已登記的公私營住宅、學校、公營機構和「綠在區區」等**提供免費收集非工商業廢塑膠服務（包括發泡膠）**。



EPD has been implementing a Pilot Scheme in three districts (Eastern, Kwun Tong and Sha Tin) since January 2020, and has been gradually expanding the Pilot Scheme to nine districts (6 newly added districts are Central and Western, Sham Shui Po, Tsuen Wan, Tuen Mun, Tai Po and Sai Kung). Contractors are engaged under service contracts to provide free collection service for waste plastics (including Polyfoam) from registered premises for non-commercial and non-industrial sources such as public and private housing estates, schools and public institutions and GREEN@COMMUNITY in the districts.

# 塑膠飲料容器生產者責任計劃

## Producer Responsibility Scheme on Plastic Beverage Containers

政府建議推展**塑膠飲料容器生產者責任計劃**，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**，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。

The Government proposed to launch Producer Responsibility Scheme on Plastic Beverage Containers, which would require stakeholders to share the environmental responsibilities of collecting and treating plastic beverage containers, thereby turning them into marketable recycled materials. Furthermore, the proposed scheme will include rebates to encourage people to return used plastic beverage containers.





# 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」，環保署於2021年第一季推出**入樽機先導計劃**，於公眾地方或政府設施等地點，設置共**60部入樽機**（預計於今年內**增至120部**），並透過電子支付平台提供即時回贈，以鼓勵公眾交回使用完的塑膠飲料容器。社區上亦有一些機構設置了**入樽機供市民使用**。

To pave the way for the future implementation of the Producer Responsibility Scheme on Plastic Beverage Containers, EPD has rolled out a RVM Pilot Scheme in the first quarter of 2021. 60 RVMs (to be increased to 120 in this year) were installed at locations such as public places or government facilities, with provision of instant rebate via e-payment platform to encourage the public to return their used plastic beverage containers.



# 玻璃飲料容器生產者責任計劃

## Producer Responsibility Scheme on Glass Beverage Containers

政府已**委聘玻璃管理承辦商**，**為全港提供廢玻璃容器收集及處理服務**。玻璃管理承辦商須在所負責的區域建立玻璃樽回收點網絡，為區內的工商業處所（例如酒吧及食肆）及住宅樓宇和屋苑提供玻璃樽收集服務。由玻璃管理承辦商提供的收集服務，費用全免。



The Government has appointed Glass Management Contractors (GMCs) to provide collection and treatment services covering the territory for waste glass containers. The GMCs are required to set up within their catchment regions a network of collection points for glass bottles serving commercial and industrial establishments such as pubs and food premises, as well as residential buildings and estates. The collection services provided by the GMCs are free of charge.

# 可回收廚餘收集服務

## Recyclable Food Waste Collection Services

政府正陸續推出**廚餘收集服務**，為產生較多廚餘的場所收集廚餘，並**運送至指定的廚餘處理設施**。首份合約（覆蓋港島及離島區）已於2021年8月批出，並自2021年9月開始有關服務。第二份合約（覆蓋九龍、荃灣、葵青及將軍澳）最近已批出，並預計於2022年開始有關服務。餘下新界區的兩份合約於2022年5月至7月進行公開招標。

The Government has been progressively rolling out four food waste collection service contracts to collect food waste from premises that generated relatively larger quantities of food waste and deliver them to designated food waste recycling facilities. The first contract (covering Hong Kong Island and Islands District) was awarded in August 2021 and the service commenced in September 2021. The second contract (covering Kowloon, Tsuen Wan, Kwai Tsing and Tseung Kwan O), had recently been awarded and the service was expected to commence in 2022. The remaining two contracts (covering the New Territories) are now open for tendering from May to July 2022.



# 紙包飲品盒回收 Tetra Pak Recycling

「綠在區區」及一些本地機構已在全港不同地區提供紙包飲品盒回收服務，並**設立超過500個紙包飲品盒回收點**。

GREEN@COMMUNITY and some local organisations have provided recycling services for tetra pak and set up more than 450 tetra pak collection points in different districts of Hong Kong.





### 3 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.



T·PARK  
源·區



WEEE·PARK  
廢電器電子產品處  
理及回收設施



O·PARK 1  
有機資源回收中心  
第一期



Y·PARK  
林·區



O·PARK 2  
有機資源回收中心  
第二期



I·PARK  
綜合廢物管理設施

### 3. 社區減少廢物項目範疇

Project Areas of  
Community Waste Reduction Projects

# 避免與現有服務重疊

## Avoid Duplication with Existing Services

- ▶ 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 first consider areas / resources not covered by the existing projects or services in the community.

現有服務例子 Example of Existing Services:

社區上有各類二手物品的買賣、交換或轉贈平台，環保署亦設立了「香港二手物品交易平台」，鼓勵市民將他們不需要但仍然有用的物品拿出來交換。

There are various second-hand items trading, exchange or transfer platforms in the community, and EPD has set up "The Hong Kong Second-hand Exchange" to facilitate the exchange of unwanted but still usable items.

獲回收基金、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 Recycling Fund, Sustainable Development Fund, or Hong Kong Jockey Club Charities Trust.





## 回收環保站 Recycling Stations ( 11 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





### 回收便利點 Recycling Stores ( 32 個 )

綠在田灣	綠在長沙灣	綠在新墟	綠在石湖墟
綠在天后	綠在大角咀	綠在建生	綠在粉嶺
綠在西營盤	綠在佐敦	綠在朗屏	綠在聯和墟
綠在上環	綠在裕民坊	綠在元朗墟	綠在太和
綠在鰂魚涌	綠在寨城	綠在路德圍	綠在大埔墟
綠在鴨脷洲	綠在新蒲崗	綠在二陂坊	綠在寶琳
綠在跑馬地	綠在土瓜灣	綠在大圍	綠在西貢墟
綠在堅城	綠在紅磡	綠在葵涌	綠在梅窩



回收流動點  
Recycling Spots

> 100 個

回收流動點位置 Locations of Recycling Spots :

[https://www.wastereduction.gov.hk/tc/community/crn\\_outlets.htm#recyc\\_stations](https://www.wastereduction.gov.hk/tc/community/crn_outlets.htm#recyc_stations)

- ▶ 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**，並闡明建議新項目**如何改善**現有項目的**不足**。

If it covers areas / resources covered by the existing projects or services in the community, it should point out their deficiencies, and clarify how the proposed new project could improve the deficiencies of the existing projects or services.





## 較少回收的物品 More Recyclables

例子：木材、布料...

Example: Wood, textiles...



## 較少接觸的對象 More Target Groups

婦女/  
家庭主婦  
Women/  
Housewife

青少年  
Teenagers

少數族裔  
Ethnic  
Minorities

退休人士  
Retirees

外傭  
Foreign  
Domestic  
Helpers

有特殊  
需要者  
Persons  
with Special  
Needs

# 擴展社區回收網絡

## Expand Recycling Network in the Community



智能回收桶  
Smart Bins



流動回收車  
Mobile Collection



偏遠位置回收點  
Remote Collection Points

# 廚餘回收

## Food Waste Recycling

- ▶ **現場處理**廚餘

On-site food waste processing



- ▶ 應用**創新的廚餘回收技術或收集方式**，更具效率地處理廚餘

Apply new technology and collection method to handle food waste more effectively

- ▶ 與現有**廚餘處理設施接軌**

Connect with existing food waste recycling facilities





# 延續項目的申請

## Application for Extension Projects

獲環保基金資助的項目  
ECF-funded projects



獲批准的社區減少廢物項目：

[https://www.ecf.gov.hk/tc/approved/cwrp\\_index.html](https://www.ecf.gov.hk/tc/approved/cwrp_index.html)

Approved Community Waste Reduction Projects:

[https://www.ecf.gov.hk/en/approved/cwrp\\_index.html](https://www.ecf.gov.hk/en/approved/cwrp_index.html)

若屬延續項目的申請，有否在不同方面提出**加強 / 改善**項目之處，如成本效益、項目模式或範圍、回收物料的數量及類別、具有可信的監察和評估機制，以及可評估的項目預期成果及效益等。

If it is an application for extension, whether the project shows enhancement / improvement in different aspects such as cost effectiveness, project mode or scope, quantity and type of recyclables, demonstrable project outputs and benefits with credible monitoring and evaluation mechanisms etc.

# 剩食回收

## Surplus Food Recovery



由環保基金資助的機構現正於全港不同**街市**、**零售商**、**供應商**及**餐飲業界**等回收剩食。

Organisations funded by the ECF have been currently recovered surplus food from different markets, retailers, suppliers and catering industries, etc. throughout Hong Kong.



由環保基金資助項目的  
**街市回收點**  
(截至2022年5月)

Markets Recovery Points for  
ECF-funded Projects (as at  
May 2022)

# 剩食回收點 Surplus Food Recovery Points

地區 Area	分區 District	街市 Market
香港 Hong Kong	中西區 Central and Western District	石塘咀街市、上環街市、士美菲路街市 Shek Tong Tsui Market, Sheung Wan Market, Smithfield Market
	東區 Eastern District	柴灣街市、渣華道街市、西灣河街市 Chai Wan Market, Java Road Market, Sai Wan Ho Market
	南區 Southern District	香港仔街市、鴨脷洲街市、鴨脷洲西邨街市、華富一邨街市 Aberdeen Market, Ap Lei Chau Market, Ap Lei Chau West Estate Market, Wah Fu (I) Estate Market
九龍 Kowloon	九龍城區 Kowloon City District	何文田街市、紅磡街市、九龍城街市、土瓜灣街市 Ho Man Tin Market, Hung Hom Market, Kowloon City Market
	觀塘區 Kwun Tong District	鯉魚門市場、樂華街市、牛頭角街市、秀茂坪街市、瑞和街街市、德田街市 Lei Yue Mun Market, Lok Wah Market, Ngau Tau Kok Market, Sau Mau Ping Market, Shui Wo Street Market, Tak Tin Market
	深水埗區 Sham Shui Po District	長沙灣副食品批發市場、麗閣街市、南山邨街市、南昌薈街市、石硤尾街市、北河街街市、保安道街市、順寧道商戶、北河街街市附近檔販 Cheung Sha Wan Wholesale Food Market, Lai Kok Market, Market of Nam Shan Shopping Centre, Nam Cheong Place Market, Market of Shek Kip Mei Shopping Centre, Pei Ho Street Market, Po On Road Market, Vendors nearby Shun Ning Road Street and Pei Ho Street Market
	黃大仙區 Wong Tai Sin District	彩雲街市、竹園街市、牛池灣街市、雙鳳街街市、大成街街市、慈雲山街市、東頭(二)邨街市、樂富街市、鳳德街市、鳳德街市周邊商戶 Choi Wan Market, Chuk Yuen Market, Ngau Chi Wan Market, Sheung Fung Street Market, Tai Shing Street Market, Tsz Wan Shan Market, Tung Tau (II) Estate Wet Market, Lok Fu Market, Fung Tak Market, Vendors nearby Fung Tak Market
	油尖旺區 Yau Tsim Mong District	花園街街市、果欄(九龍水果批發市場)、旺角街市、大角咀街市、油麻地街市 Fa Yuen Street Market, Kowloon Wholesale Fruit Market, Mong Kok Market, Tai Kok Tsui Market, Yau Ma Tei Market



# 剩食回收點 Surplus Food Recovery Points

地區 Area	分區 District	街市 Market
新界 New Territories	葵青區 Kwai Tsing District	葵盛東街市、葵盛西街市、北葵涌街市、石籬街市、青衣街市 Kwai Shing East Estate Market, Kwai Shing West Estate Market, North Kwai Tung Market, Shek Lei Market, Tsing Yi Market
	北區 North District	祥華街市、聯和墟街市、北區臨時農產品批發市場、石湖墟街市、華明街市、雍盛街市 Cheung Wah Market, Luen Wo Hui Market, North District Temporary Wholesale Market For Agricultural Products, Shek Wu Hui Market, Wah Ming Market, Yung Shing Market
	沙田區 Sha Tin District	頌安邨街市、利安邨街市、新港城街市、沙田街市、秦石街市、日日食良 - Lake Silver、大圍街市及市集 Chung On Market, Lee On Market, MOS Town Market, Sha Tin Market, Chun Shek Market, Day Day Fresh - Lake Silver, Tai Wai Market
	大埔區 Tai Po District	富善街市集、大埔墟街市、大元街市、翠屏花園一帶商戶 Fu Shin Street Street Market, Tai Po Hui Market, Tai Yuen Market, Vendors nearby Jade Plaza
	荃灣區 Tsuen Wan District	鮮薈市場荃灣(大窩口街市)、梨木樹街市、楊屋道街市、楊屋道周邊街道街市 F.One The Fresh One Market, Lei Muk Shue Market, Yeung Uk Road Market, Market nearby Yeung Uk Road
	屯門區 Tuen Mun District	蝴蝶街市、富泰街市、富健花園街市、H.A.N.D.S街市、建生街市、藍地街市、良景街市、新墟街市、山景街市、仁愛街市、大興街市 Butterfly Market, Fu Tai Market, Glorious Garden Market, H.A.N.D.S Market, Kin Sang Market, Lam Tei Market, Leung King Market, San Hui Market, Shan King Market, Yan Oi Market, Tai Hing Market
	元朗區 Yuen Long District	大橋街市、同益街市、洪水橋臨時街市、錦田街市、朗屏街市 Tai Kiu Market, Tung Yick Market, , Hung Shui Kiu Temporary Market, Kam Tin Market, Long Ping Market

## 其他恆常非街市回收點 Other Regular Recovery Points other than Markets

- 超市及連鎖店 (如: 百佳, city 'super, 華潤, 錢大媽, 香港家豬, U購, 永旺百貨, 實惠, UNY, DON DON DONKI, 一田, Marae) Supermarkets and chain store (e.g. PARKnSHOP, city 'super, CR Vanguard, Qdama, U Select, AEON, Pricerite UNY, DON DON DONKI, YATA, Marae)
- 酒店、宴會及會所等餐飲業界 Hotel, banquets, club-houses and other catering industries
- 貨運業界 Carrying trade



# 剩食回收

Surplus Food Recovery

## 可開拓的剩食回收點

Potential Surplus Food Recovery Points



所示商標僅為參考例子而非具指示性  
Trademarks displayed are examples for  
information only and not indicative

## 4. 申請須知

### Notes on Application

# 如何申請? How to Apply?

1



填寫**網上電子表格**

Fill in an electronic application form

<https://eform.one.gov.hk/form/epd004/>

如機構未能填寫網上電子表格，可選擇：

If your organisation is unable to fill in the e-form, you may choose to:



於環保基金網站下載表格：

Download application form from ECF website:

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

2

親身或以郵寄方式送交秘書處

In person or by post to the Secretariat

香港灣仔軒尼詩道130號修頓中心5樓  
5/F, Southorn Centre, 130 Hennessy Road,  
Wan Chai, Hong Kong

3

以電郵方式發送至秘書處

By email to the Secretariat

[wrp@epd.gov.hk](mailto:wrp@epd.gov.hk)

# 申請截止日期

## Application Deadline



- ▶ 不論是選擇遞交網上申請 或 紙本申請，均須於**2022年7月5日下午6時之前遞交**。若以郵寄方式遞交，**郵戳日期必須為2022年7月5日或以前**。

Completed application form must be submitted before 6:00 pm on 5 July 2022. If the applications are submitted by mail, the postmarks should be dated on or before 5 July 2022

- ▶ 如選擇遞交紙本申請，須遞交申請表格正本及**軟複本**（「Word」格式）。

For paper-based application forms, both original hard copy and soft copy (in "Word" format) of the application form shall be submitted.

- ▶ **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 should provide the best and fullest information in their applications and provide supporting documents.

**Applicable to first-time applicant organisation only 只適用於首次申請機構：**

*(Please refer to section 2.1 of "Guide to Application – Community Waste Reduction Projects". 請參閱「社區減少廢物項目－申請指引」第 2.1 部分。)*

- ☐ 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)
- ☐ A copy of the registration document of the organisation  
機構的註冊文件副本
- ☐ A copy of the organisation's Articles of Association  
機構的組織章程細則副本

**Applicable to surplus food recovery projects only 只適用於剩食回收項目：**

*(Please refer to section 3.2.2.5(c) of "Guide to Application – Community Waste Reduction Projects". 請參閱「社區減少廢物項目－申請指引」第 3.2.2.5(c) 部分。)*

- ☐ Written consent(s) of all of the target recovery points for surplus food recovery activities  
所有剩食回收活動目標回收點的書面同意書



申請前請先**細閱「社區減少廢物項目－申請指引」**

Please read the "Guide to Application – Community Waste Reduction Projects" carefully before application



# 6月21日舉行的第二場簡介會內容

The Second Briefing Session on 21 June will cover:

1. 申請**須知**

Notes on Applications

2. 填寫申請**表格**

Application Form Completion

3. **問答**環節

Q&A Session

如有興趣出席，請聯絡  
秘書處報名。

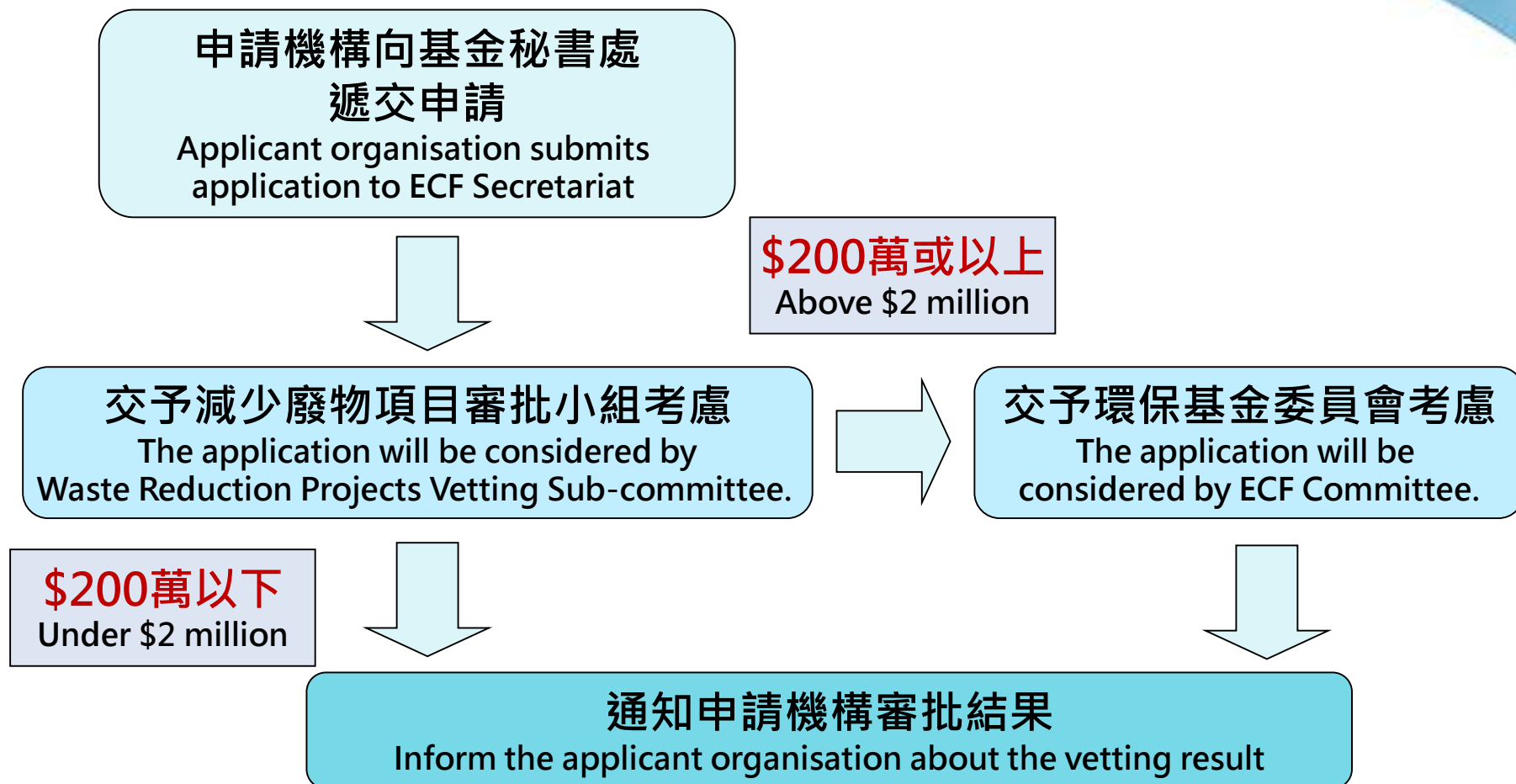
If you are interested to  
attend, please contact the  
Secretariat to register.



## 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，審批小組實施**以成效為基礎的排名制度**，按以下各方面評估及選出最可取的申請予以資助：

Corresponding to the competition-based vetting mechanism, the Vetting Subcommittee implements a merit-based ranking system to assess and select the most meritorious applications for funding support against the following aspects:

50%

建議項目的詳情。

Details of the project proposal.

40%

建議項目對社區的整體影響。

Overall impact of the project proposal on community.

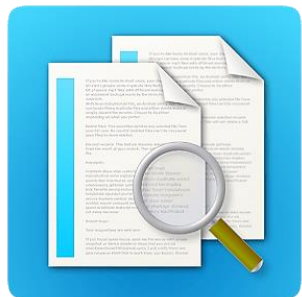
10%

申請機構的能力。

Capability of the applicant organisation.

# 申請獲資助的主要原因

## Main Reasons for Supporting the Applications



- ✓ 項目富創意，**與社區上現有的活動或服務沒有重疊**，並能推動社區作出行為改變。

The project is creative, not duplicating with the activities or services in the community and can induce behavioural changes among participants.

- ✓ **呼應政府政策主題**，並有**周詳的計劃**（如詳述回收物的出路、有效的宣傳方法）。

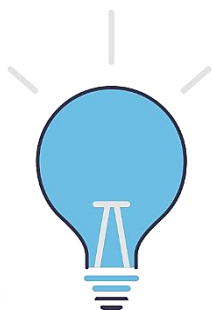
The activities echo the theme of government policies and have a good implementation plan (e.g. with details on recyclable outlets, effective promotion plan).

- ✓ 訂立**合理可行**的計劃目標，**預算審慎**、實際並具成本效益。

Set reasonable and feasible targets while the proposed budget is prudent, realistic and cost-effective.

- ✓ 申請者於過往項目的**表現良好**。

The past performance of the applicant organisation is good.





# 申請不獲資助的主要原因

## Main Reasons for Not Supporting the Applications

X 訂立**不實際的目標**(如參與者, 回收率等)。

The targets (e.g. participants, recycling rates, etc.) are not realistic.

X 項目計劃不完善, 活動**內容渙散**, 未能充份帶出項目主題。

**重複**申請機構 / 其他團體 / 政府部門正進行的工作或活動。

The project proposal is not comprehensive. The project activities are unfocused and fail to bring out the project theme fully. Repeat work or activities conducting by the applicant organisation/other groups/government.

X 計劃所涉及**預算過高**, 未符成本效益。

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

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.



如機構過往曾獲批社區減少廢物項目, 必須**遞交所有已完成項目的相關文件**後, 新的申請才會**正式獲批**。

If the organisation had been approved for community waste reduction project(s), it must submit all relevant documents of the completed project(s) before the new application will be officially approved.

## 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

- ▶ 所有與項目有關的宣傳品上，必須印有**環保基金的名稱及徽號**，以鳴謝資助來源。

To acknowledge the source of funding, both the name and logo of the ECF should be used in all publicity materials resulting from a project.

- ▶ 項目的資料可能會被上載至環保基金 / 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、表現及財務狀況</b> （ <b>帳目報表</b> ） Report progress, performance and financial position (statement of accounts) of the project in phase
完成報告書 Completion Report	報告期為 <b>整個項日期</b> Report the whole project period  於項目完成後 <b>兩個月內</b> 遞交 Submit within two 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</b> （ <b>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.



獲資助機構可能需要以**智能電子方式定期報告項目進度**。秘書處亦可能會進行突擊視察。  
Recipient organisation may be required to report project outputs regularly via smart electronic means.  
The Secretariat may also conduct surprise inspection.



# 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).

### 報告書範本 Report Templates

<https://www.ecf.gov.hk/tc/application/index.html> (中文 Chinese)

<https://www.ecf.gov.hk/en/application/index.html> (英文 English)

# 審計要求

## Auditing Requirements



資助額 Funding Amount	帳目報表 Statement of Accounts	經審計的帳目報表 Audited Statement of Accounts	支出證明文件 Supporting documents of the expenses
15萬港元以下 Below HK\$150K	✓	✗	✓
15萬港元或以上 及30萬以下 HK\$150K or above and below HK\$300K	✓	<p>機構可選擇遞交：</p> <p>1. 經審計的帳目報表 ( 不須附上支出證明文件 ) 或</p> <p>2. 不經審計的帳目報表 ( 須附上支出證明文件 )</p> <p>Recipient organisation may opt to submit:</p> <p>1. Audited statement of accounts (no need to attach supporting documents of the expenses), <u>OR</u></p> <p>2. Non-audited statement of accounts (need to attach supporting documents of the expenses).</p>	
30萬港元或以上 HK\$300K or above	✓	<p>✓</p> <p>*如項目為期超過18個月，機構須每12個月遞交一份。</p> <p>*For projects lasting more than 18 months, organisations are required to submit <b>once every 12 months</b>.</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.

- ▶ 詳細要求請參照分別載於申請指引附錄II及III的**《獲資助機構的審計師須知》**及**《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” in Appendices II and III respectively of the Guide to Application.

# 資助款項的發放

## Disbursement of Funds

資助款項的發放條件 Criteria for disbursement of funds	發放款項百分比 % of Fund Disbursed	備註 Remarks
簽署資助協議後。 Upon signing of the funding agreement.	最高 maximum 50%	視乎所需的現金流及項目性質而定。 Depends on the cash flow requirement and nature of the project.
遞交載有項目財務狀況的進度報告書後，以及項目表現令人滿意。 Upon submission of a progress report with information financial position and satisfactory performance.	下一期款項 Further disbursement	按照項目的財務狀況和每月量化成果而定。 Depends on the financial position and the monthly quantitative results of the project.
遞交完成報告書及帳目報表，並獲審批小組通過後。 Upon submission of completion report with a statement of accounts and endorsed by the Vetting Subcommittee.	10%	視乎項目的實際開支而定。 Depends on the actual expenditures.



# 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 Sub-committee 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 Sub-committee 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 **批核信** 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.

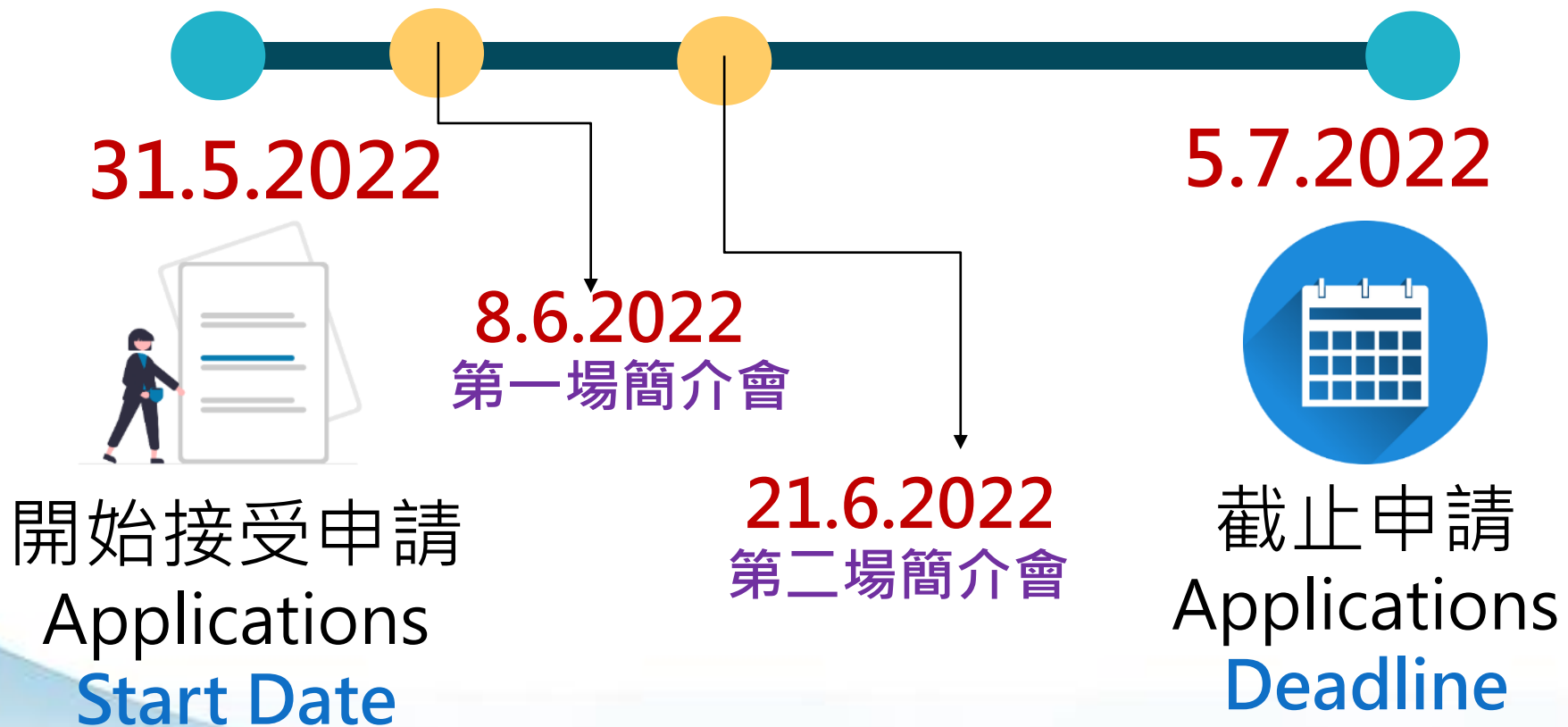
# 社區減少廢物項目

## Community Waste Reduction Projects

每年設有兩輪申請。現正邀請**2022/23年第一輪**申請。

2022/23第二輪申請暫定於2022年11月開始。

Applications will be invited twice a year. Now calling for the 1<sup>st</sup> round applications of 2022/23. The 2<sup>nd</sup> round applications will be tentatively called in Nov 2022.



# 6月21日舉行的第二場簡介會內容

The Second Briefing Session on 21 June will cover:

1. 申請**須知**  
Notes on Applications
2. 填寫申請**表格**  
Application Form Completion
3. **問答**環節  
Q&A Session



## 9. 問答環節

## Q&A Session

# 查詢 Enquiry

## 減少廢物項目審批小組秘書處

Waste Reduction Projects Vetting  
Sub-committee Secretariat



電話 Tel. : 2835 1219



傳真 Fax : 2827 8138

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



電郵 e-mail : [wrp@epd.gov.hk](mailto:wrp@epd.gov.hk)



環境及自然保育基金

ENVIRONMENT AND CONSERVATION FUND