(Secretariat Use)

S/N:



ENVIRONMENT AND CONSERVATION FUND

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**Application Form for**

**Waste Separation Projects**

**to Pave the Path for Municipal Solid Waste Charging**

Application Deadline: 6:00 pm on 4 March 2022

**Points to Note:**

1. To support the implementation of Municipal Solid Waste (MSW) charging, the Environment and Conservation Fund (ECF) has launched a funding programme on “***Waste Separation Projects to Pave the Path for Municipal Solid Waste Charging****”* (the Projects)for non-profit making organisations/bodies. The purposes of the funding programme are to enhance the public’s understanding on MSW charging, to give participants first-hand experience of the quantity-based charging arrangement, to educate them the importance of reducing waste at source, to promote the culture of “use less, waste less and recycle”, and to encourage the practicing of proper waste source separation and clean recycling. The aims of the funding programme are not merely to enhance community awareness, but also to mobilise collective actions within different sectors so as to maximise the benefits of charging in terms of waste reduction and recycling to get the entire community prepared for the implementation of MSW charging in Hong Kong and reduce waste.
2. Please read the “Guide to Application – Waste Separation Projects to Pave the Path for Municipal Solid Waste Charging” (Guide to Application) before completing this form.
3. Applicant organisations/bodies should provide sufficient and genuine information in their applications. Please ensure that all required information and supporting document(s) are submitted together with the Application Form. The Waste Reduction Projects Vetting Sub-committee Secretariat (the Secretariat) is not obligated to request for additional information from any applicant organisations/bodies.
4. The Application Form should be printed on both sides of the paper, and all sections of the Application Form should be completed in Chinese or English. Where the information sought is not applicable or not available, please fill in “NA”. Additional pages may be attached to the form if necessary.
5. The completed Application Form shall be submitted in both hard and soft copies in Word format. The soft copy of the Application Form can be downloaded from the website of the ECF at:

https://www.ecf.gov.hk/tc/application/index.html

1. The original hard copy of the completed Application Form (including its soft copy in Word format) must be returned in an envelope by the application deadline, i.e. **before 6:00 pm on 4 March 2022** to:

**Waste Reduction Projects Vetting Sub-committee Secretariat**

**Environment and Conservation Fund**

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

Please mark "Waste Separation Projects" on the covering envelope.

1. For applications submitted by mail, the postmark should be dated on or before the application closing date. Please ensure payment of sufficient postage as the Secretariat will not accept underpaid mails nor bear the surcharge so arisen. 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 closing date, the invitation closing time will be extended to 6:00 pm on the next working day.
2. Late or incomplete applications or applications not submitted in accordance with the instructions and methods as stated in the Guide to Application and Application Form, including an application submitted by facsimile or e-mail or without submission of the original hard copy in parallel, **will not be processed.**
3. Applicant organisations/bodies are also required to provide additional or supplementary information in relation to their applications upon the Secretariat’s request.
4. For enquiries, please call the Secretariat at 2835 1276.

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| **Declaration**  *I certify that:*   1. the organisation/body is non-profit-making in nature and it receives / does NOT receive^ Government subvention at present; 2. all activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation; 3. subsidies from other sources have / have not^ been or are / are not^ being obtained by the organisation/body for the same project or activities under application.   (If any subsidy from other sources has been or is being obtained, please specify:   |  | | --- | | ) |  1. the information provided above is correct to the best of our knowledge; and 2. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application – Waste Separation Projects to Pave the Path for Municipal Solid Waste Charging” and will comply with all the requirements laid down in the approval letter should we be granted a fund for the project. Among others, we are required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application form, progress report, completion report and other publications, guides or publicity material.  |  |  | | --- | --- | | Signature of Person-in-charge: |  | | Name of Person-in-charge: |  | | Position held by Person-in-charge: |  | | Official Chop: |  | | Date: |  |   **Note: The person-in-charge should be the Head or Deputy Head of the applicant organisation/body.**  Warning  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/body may be liable to prosecution for making a false declaration. The applicant organisation/body's explicit attention is drawn that obtaining pecuniary advantage by deception is a criminal offence. |

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| **Section A – Data Sheet** | | | | | | | | | | | | | |
| 1. **Applicant organisation/body** | | | | | | | | | | | | | |
| Name of applicant organisation/body (a1): | | (English) |  | | | | | | | | | | |
| (Chinese) |  | | | | | | | | | | |
| Mailing address: | |  | | | | | | | | | | | |
| Name of person-in-charge (a2): | |  | | | | | | (Mr / Mrs / Ms / Miss^) | | | | | |
| Position held: | |  | | | | | | | | | | | |
| Tel. no.: | |  | | | | Fax no.: | | |  | | | | |
| Mobile phone no.: | |  | | | | Email address: | | |  | | | | |
| 1. **The proposed project** | | | | | | | | | | | | | |
| Project title: | | (English) | **ECF** | | | | | | | | | | |
| (Chinese) | **環保基金** | | | | | | | | | | |
| Anticipated commencement date: | |  | | (Year) |  | | (Month) | | |  | | | (Day) |
| Target sector of the project:  (may choose more than one items subject to the project content) | | Residential estates with property management companies | | | | | | | | | | | |
| Rural and other low density residential buildings | | | | | | | | | | | |
| “Three-nil buildings” (a3) | | | | | | | | | | | |
| Single block residential buildings (excluding “three-nil buildings”) | | | | | | | | | | | |
| Institutional and community services units | | | | | | | | | | | |
| Commercial and industrial buildings/premises | | | | | | | | | | | |
| Targets of the project | | Waste reduction target:  **(e.g.: decreased by 10%)** | | | | | |  | | | | % | |
| Waste separation/recycling target:  **(e.g.: increased by 20%)** | | | | | |  | | | | % | |
| No. of participants in the MSW charging trials: | | | | | |  | | | (person/unit)^ | | |
| No. of participants in the promotion and education activities: | | | | | |  | | | (person/unit)^ | | |
| Others (please specify): | | | | | | | | | | | |
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| Notes: | (a1) If the project is jointly applied by several organisations/bodies, the organisations/bodies should identify and nominate a principal organisation/body as the applicant organisation/body to apply for the project.  (a2) The person-in-charge should be the Head or Deputy Head of the applicant organisation/body.  (a3) “Three-nil buildings” refers to those buildings/premises with no owners’ corporations, residents’ organisations or property management companies. For the list and information of “three-nil buildings”, please refer to the Home Affairs Department’s “Database of Private Buildings in Hong Kong” at the following website: https://bmis2.buildingmgt.gov.hk. | | | | | | | | | | | | |

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| **Section B – Contents of the Project** |
| ***Important Notes:***   1. **In order to encourage more organisations/bodies to implement the Waste Separation Projects in the “three-nil buildings” and to help the residents of “three-nil buildings” to get prepared for MSW charging, priority will be accorded to applications involving “three-nil buildings”.** 2. Each project shall consist of **three stages**: (i) the preparation stage, (ii) the trial stage, and (iii) the post-trial evaluation stage. The applicant organisations/bodies can choose either **“6-month mode”** or **“12-month mode”**, and implement the project according to the following timeframes:    * “6-month mode”: The project shall last for a total of 6 months, and include the preparation stage (2 months), the trial stage (3 months) and the post-trial evaluation stage (1 month); or    * “12-month mode”: The project shall last for a total of 12 months, and include the preparation stage (3 months), the trial stage (6 months) and the post-trial evaluation stage (3 month). 3. The Waste Reduction Projects Vetting Sub-committee will determine the amount of funding support for project staff subject to the scales of the Project(s) on a case-by-case basis. **Any applications with the total number of target buildings/premises less than the following may not be considered**:  |  |  | | --- | --- | | **Target sectors** | **Number of target buildings/premises of each project** | | Residential estates with property management companies | * Not less than 1 residential estate per project; and * Not more than 4 multi-storey residential blocks in each housing estate. | | Rural and other low density residential buildings | * Not less than 2 rural villages per project; and * Number of participating units not less than 150 in total. | | “Three-nil buildings” | * Number of participating units not less than 150 in total. | | Single block residential buildings (excluding “three-nil buildings”) | * Not less than 3 residential buildings per project; and * Number of participating units not less than 200 units in total. | | Institutional and community services units | * Not less than 4 premises per project (e.g. secondary schools, primary schools, institutions or other types of community service buildings). | | Commercial and industrial buildings/premises | * Not less than 2 industrial and commercial buildings or 1 large scale shopping mall per project. | |

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| 1. **Implementation mode of the project** (choose one mode only): | | |
| **6-month** mode | | * The project shall last for **a total of 6 months**, and * shall include the preparation stage (2 months), the trial stage (3 months) and the post-trial evaluation stage (1 month). |
| **12-month** mode | | * The project shall last for **a total of 12 months**, and * shall include the preparation stage (3 months), the trial stage (6 months) and the post-trial evaluation stage (3 months). |
| 1. **Target building(s)/premises (b1)** : | | |
| Serial number of the target building(s)/ premises | Name of target building(s)/premises (b2) | |
| **Examples:** | **Residential estates - P1 Green Garden (Block 1, 2, 3 and 4)**  **Rural villages - P1 Green Village, P2 Conservation Village**  **“Three-nil buildings” - P1 Green Building**  **Single block residential buildings - P1 Green House, P2 Conservation Court, P3 Waste Reduction House**  **Community services units - P1 Green Elderly Service Centre, P2 Green Kindergarten, P3 Green Primary School, P4 Green Secondary School**  **Commercial and industrial buildings - P1 Green Industrial Building, P2 Green Mall** |
| P1 |  | |
| P2 |  | |
| P3 |  | |
| P4 |  | |
| P5 |  | |
| P6 |  | |
| P7 |  | |
| P8 |  | |

*Please expand the form if necessary.*

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| Notes: | (b1) | All target buildings/premises should preferably belong to the same target sector. |
| (b2) | Please fill in the name(s) of the target building(s)/premises in the blank next to the serial number of target building(s)/premises (e.g. P1 to P8). If the target building(s)/premises involve a residential estate or premises with more than one buildings, please provide the numbers or names of the participating buildings (e.g. P1 Green Garden (Block 1,2,3 and 4)). |

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| **3. Details of the target buildings/premises** (This page (i.e. Part B Section 3 of this Application Form) is for providing information on a single target building/premises of the project only. If the project involves more than one target buildings/premises, please **copy** this page and **fill in the relevant details of each target building/premises on each page**.) | | | | | | |
| Serial number of the target building/premises (b3)： | **(e.g.: P1)** | | | | | |
| Name of the target building/premises: |  | | | | | |
| Address: |  | | | | | |
| Sector of the target building/premises: | Residential estates with property management companies | | | | | |
| Rural and other low density residential buildings | | | | | |
| “Three-nil buildings” | | | | | |
| Single block residential buildings (excluding “three-nil buildings”) | | | | | |
| Institutional and community services units | | | | | |
| Commercial and industrial buildings/premises | | | | | |
| Whether written consent has been obtained: **(if yes, please provide the written consent from the appropriate authorities or residents’ representatives.)** | Yes | | No | | | Not applicable |
| Total number of occupants/units ^(b4): |  | | | | (persons/units)^ | |
| Anticipated number of participants/participating units ^(b4): |  | | | | (persons/units)^ | |
| Mode of waste collection and disposal (b5)： |  | 1. direct collection by refuse collection vehicles of the Food and Environmental Hygiene Department (FEHD) or its contractor(s) | | | | |
|  | 1. disposal at refuse collection points/bin sites managed by the FEHD | | | | |
|  | 1. collection by private waste collector(s) using refuse collection vehicles with rear compactors | | | | |
|  | 1. collection by private waste collector(s) using other types of refuse collection vehicles (without rear compactors) | | | | |
| Any existing waste compactor(s) in use: | Yes | | | No | | |
| Any existing waste chute(s) in use: | Yes | | | No | | |
| Existing type(s) of recyclables: | wasted paper  metal  plastics  glass  fluorescent lamps and tubes  rechargeable batteries  used clothes  Others (please specify): | | | | | |
| Additional type(s) of recyclables(b6): | wasted paper  metal  plastics  glass  fluorescent lamps and tubes  rechargeable batteries  used clothes  Others (please specify): | | | | | |

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| Notes: | (b3) | Please refer to Section B Part 2 of this Application Form and fill in the serial number of the target building/premises. |
|  | (b4) | The total number of occupants/units and the anticipated number of participants/participating units, such as the number of residents/tenants and shops in the target building(s)/premises, or the number of teachers and students in the school(s), etc. |
|  | (b5) | The mode of waste collection and disposal for each target building/premises shall be accurately provided.   * If the target building(s)/premises involve(s) waste collection and disposal mode “**A**”, “**B**” or “**C**”, the applicant organisation/body shall try out the charging mode of **“charging by designated garbage bags”** in such building(s)/premises. * If the target building(s)/premises involve(s) waste collection and disposal mode “**D**”, the applicant organisation/body shall try out the charging mode of **“charging by weight-based gate-fee”** in such building(s)/premises. |
|  | (b6) | Please provide more details on the enhancement measures proposed for the target building(s)/premises to support waste separation and recycling in Section B Part 4.2.1 of this Application Form. |

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| **4. Work plan** | |
| **4.1 Key tasks** (**All of the following key tasks in each stage** shall be conducted and completed at each target building/premises under the project, otherwise the **application will not be considered**.) | |
| **Preparation stage** | |
| (**Must tick** to confirm that all key tasks will be conducted and completed) | * Contact the stakeholders, such as households, commercial tenants, property management companies, cleaning companies, waste collectors, frontline management and cleaning staff, to seek their support and cooperation. |
| * Review the existing waste collection arrangement of the building(s)/premises to facilitate the trials on “charging by designated garbage bags” or “charging by weight-based gate-fee”. |
| * Develop the arrangements and operational procedures for the trials on “charging by designated garbage bags” or “charging by weight-based gate-fee” *(No actual charges shall be incurred)*. |
| * Review and develop enhancement measures to support waste separation and recycling. |
| * Devise monitoring mechanisms for waste disposal quantity and recyclables collection quantity. |
| * Devise dummy designated garbage bags distribution and usage monitoring mechanism (b8) (if applicable). |
| * Develop working guidelines and provide trainings for frontline management and cleaning staff. |
| * Recruit participants and confirm participation. |
| **Trial stage** | |
| (**Must tick** to confirm that all key tasks will be conducted and completed) | * Encourage and assist participating units/participants to practise proper source separation of waste and clean recycling. |
| * Practise the “Pay As You Throw” measure(s) to enable the participating units/participants to rehearse the charging process *(No actual charges shall be incurred)*. |
| * Report to the participating units their respective mock charge on a monthly basis. |
| * Monitor the recyclables collection quantity (b7). |
| * Monitor the waste disposal quantity (b7). |
| * Distribute the dummy designated garbage bags (b8) (if applicable). |
| * Monitor the usage of dummy designated garbage bags (b8) (if applicable). |
| * Monitor the trial arrangement and operation to apportion the waste charge(b9) (if applicable). |
| **Post-trial evaluation stage** | |
| (**Must tick** to confirm that all key tasks will be conducted and completed) | * Conduct a questionnaire survey to collect views from the participating units/participants. |
| * Review the project results and evaluate the effectiveness of the project. |
| * Summarise the project and report to relevant stakeholders. |

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| **4.2 Other proposed tasks** | | Anticipated number of participants | Serial number of the applicable target building(s)/ premises (b12)  **（e.g. P1- P8）** |
| **4.2.1 Enhancement measures to support waste separation and recycling (b10)** | | | |
|  | Collect additional type(s) of recyclables. |  |  |
|  | Install additional waste separation and recycling facilities (Please ensure the additional waste separation and recycling facilities installed will be of continual use after completion of the project). |  |
|  | Relocate the existing recycling bins to better locations. |  |
|  | Refine the separation and recycling notices/guidelines in the target building(s)/premises |  |
|  | Identify additional outlet(s) for the existing and additional recyclables, e.g. the “GREEN@COMMUNITY” Community Recycling Network of the Environmental Protection Department (EPD) and other reputable recycler(s)/recycling organisation(s) |  |
|  | Coordinate with the operator(s) of the “GREEN@COMMUNITY” Community Recycling Network to organise promotion and education activities for the participating units/participants |  |
|  | Others (please specify): |  |
| **4.2.2 Promotion and education activities (b11)** | | | |
| **Preparation stage** | | | |
|  | Organise green carnivals (opening ceremony) |  |  |
|  | Organise project briefing/waste charging briefings |  |  |
|  | Arrange door-to-door visits |  |  |
|  | Set up project publicity booths/stalls |  |  |
|  | Set up “Green Corner(s)” with regular reports on project progress and green information at different stages |  |  |
|  | Design and produce promotion and education materials |  |  |
|  | Others (please specify): |  |  |
| **Trial stage** | | | |
|  | Arrange door-to-door visits |  |  |
|  | Set up project publicity booths/stalls |  |  |
|  | Set up waste separation and recycling booths/stalls |  |  |
|  | Organise waste reduction and recycling talks/seminars |  |  |
|  | Organise recycling workshops |  |  |
|  | Organise waste reduction and recycling competitions |  |  |
|  | Organise visits to local environmental facilities |  |  |
|  | Others (please specify): |  |  |
| **Post-trial evaluation stage** | | | |
|  | Set up waste separation and recycling booths/stalls |  |  |
|  | Organise experience sharing sessions |  |  |
|  | Organise green carnivals (closing ceremony) |  |  |
|  | Others (please specify): |  |  |

*Please expand the form if necessary.*

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| Notes: | (b7) | Please provide details of the waste disposal quantity and recyclables collection quantity monitoring mechanisms in Section B Part 5 of this Application Form. |
| (b8) | Applicable only to projects involving trials on **“charging by designated garbage bags”**. Dummy designated garbage bags of appropriate sizes will be provided by the EPD free of charge for each participating unit (e.g. household) (on the basis of no more than 30 bags per unit in each month) during the trial stage for three or six months subject to the project implementation mode. The applicant organisations/bodies shall provide details of the dummy designated garbage bags distribution arrangement and usage monitoring mechanism in Section B Part 5 of this Application Form. |
| (b9) | Applicable only to projects involving trials on **“charging by weight-based gate-fee”**. The applicant organisations/bodies shall provide details of the proposed trial arrangement for trying out the mechanism to apportion the waste charge on the basis of the waste load among various waste producers at the target building(s)/premises as well as the associated monitoring mechanism in Section B Part 5 of this Application Form. |
| (b10) | The applicant organisations/bodies shall assist the target building(s)/premises in developing and implementing enhancement measures to support waste separation and recycling. If the project involves installation of additional waste separation and recycling facilities at the target building(s)/premises, please specify the types and quantities of these facilities, and provide the associated estimated expenditures in Section B Part 7.2.1 of this Application Form. |
| (b11) | To encourage and assist the public to reduce waste and practise waste separation, as well as to enhance their understanding of MSW charging and encourage their participation, the applicant organisations/bodies shall organise appropriate promotion and education activities for the target building(s)/premises. Please specify the types and frequencies/quantities of promotion and education activities/materials, and provide the associated estimated expenditures in Section B Part 7.4.1 and 7.4.2 of this Application Form. |
| (b12) | Please refer to Section B Part 2 of this Application Form and fill in the serial number of the applicable building(s)/premises corresponding to the proposed tasks and promotion and education activities. For example, if applicable to 8 target buildings/premises, please fill in “P1 to P8”. |

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| **5. Monitoring mechanism** | |  | |
| **5.1 Waste disposal quantity monitoring mechanism**(b14)(may choose more than one items) | | | |
| Monitoring arrangement | | Frequency | Serial number of the applicable target building(s)/ premises (b15)  **(Example: P1- P8)** |
|  | Measure waste disposal quantity by using platform scales or pallet truck scales at the ground-floor or centralised waste collection room(s) of the target building(s)/premises.  *(applicable to most multi-storey residential, commercial and industrial buildings)* | Average    time(s) a week |  |
|  | Measure waste disposal quantity by using hand-held scales or stand scales at the floor-level waste collection room(s) or point(s) of the target building(s)/premises.  *(applicable to single-block residential buildings with relatively smaller number of households, e.g. “three-nil buildings”)* | Average    time(s) a week |  |
|  | Others (please specify): | Average  time(s) a week |  |
| **5.2 Recyclables collection quantity monitoring mechanism**(b14)(may choose more than one items) | | | |
| Monitoring arrangement | | Frequency | Serial number of the applicable target building(s)/  premises (b15) |
|  | Carry out measurements by the applicant organisation/body’s staff or other externally hired workers. | Average  time(s) a week |  |
|  | Carry out measurement by the property management companies or the associated recycler(s)/recycling organisation(s). | Average  time(s) a week |  |
|  | Others (please specify): | Average time(s) a week |  |
| **5.3 Dummy designated garbage bags distribution and usage monitoring mechanism** (b16) (if applicable) | | | |
| **5.3.1 Dummy designated garbage bags distribution arrangement** (may choose more than one items) | | | |
| Distribution arrangement | | Frequency | Serial number of the applicable target building(s)/  premises (b15) |
|  | Set up collection point(s) at ground-floor lobby(ies) or management office(s) to facilitate collection by the participating units/participants at any time. |  |  |
|  | Distribute to the participating units/participants at the publicity booths/stalls. | At least    time(s) a month |  |
|  | Distribute to the participating units/participants through door-to-door visits. | At least    time(s) a month |  |
|  | Others (please specify): | At least    time(s) a month |  |
| Suspension of free garbage bag distribution | | Frequency | Serial number of the applicable target building(s)/  premises (b15) |
|  | There is **no current arrangement** for distribution of free garbage bags. |  |  |
|  | There is **current arrangement** for distribution of free garbage bags, but consents from the relevant property management companies and representatives have been obtained to suspend the distribution of free garbage bags during the trial period. |  |
|  | Others (please specify): |  |
| **5.3.2 Designated garbage bags usage monitoring mechanism** | | | |
| Monitoring arrangement | | Frequency | Serial number of the applicable target building(s)/  premises (b15) |
|  | **Count the numbers of dummy designated garbage bags and non-designated garbage bags** at floor-level waste collection room(s) or point(s).  *(applicable to most multi-storey residential, commercial and industrial buildings)* | At least    time(s) a week |  |
|  | Others (please specify): | At least    time(s) a week |  |
| **5.4 Trial arrangement and monitoring mechanism to apportion the waste charge** (b17) (if applicable) | | | |
| **5.4.1 Trial arrangement** | | | Serial number of the applicable target building(s)/  premises (b15) |
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| **5.4.2 Monitoring mechanism** | | | Serial number of the applicable target building(s)/  premises (b15) |
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| Notes: | (b14) | The applicant organisations/bodies shall regularly monitor and report to EPD the waste disposal and recyclables collection quantities of the target building(s)/premises. Please refer to Section 4.5 of the Guide to Application for the relevant reporting requirements. |
| (b15) | Please refer to Section B Part 2 of this Application Form and fill in the serial number of the applicable building(s)/premises corresponding to the proposed arrangement and monitoring mechanism (e.g. if applicable to 8 target buildings/premises, please fill in “P1 to P8”). |
|  | (b16) | Applicable only to projects involving the charging mode of **“charging by designated garbage bags”**. The applicant organisations/bodies shall regularly monitor the distribution and usage of dummy designated garbage bags, and report the participation rate, usage rate and compliance rate to EPD during the trial stage. Please refer to Section 3.2.2.5 and Section 4.5 of the Guide to Application respectively for the relevant calculation methods and reporting requirements. |
|  | (b17) | Applicable only to projects involving charging mode of **“charging by weight-based gate-fee”**. The applicant organisations/bodies shall provide details of the proposed trial arrangement for trying out the mechanism to apportion the waste charge on the basis of the waste load among various waste producers at the target building(s)/premises as well as the associated monitoring mechanism. Please refer to Part 4.5 of the Guide to Application for the relevant reporting requirements. |

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| **6. Supporting facilities and measures for “three-nil buildings”** (applicable only to projects involving “three-nil buildings”) (may choose more than one items) | | |
| **6.1 Supporting facilities and measures (b18)** | | **Serial number of the applicable target building(s)/ premises (b19)**  **(Example: P1- P8)** |
|  | Conduct a one-off cleanup operation in common areas (e.g. rooftops, patios and staircases) (b20)(b22). |  |
|  | Install closed-circuit television (CCTV) surveillance system(s) in common areas (e.g. rooftops, patios and staircases) (b21)(b22). |  |
|  | Provide door-to-door waste collection services for the participating households. |  |
|  | Provide door-to-door recyclables collection services for the participating households. |  |
|  | Others (please specify): |  |

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| Notes: | (b18) | Please fill in the estimated expenditures of the supporting facilities and measures in Section B Part 7.5 of this Application Form. |
|  | (b19) | Please refer to Section B Part 2 of this Application Form and fill in the serial number of the applicable building(s)/premises corresponding to the supporting facilities and measures (e.g. if applicable to 8 target buildings/premises, please fill in “P1 to P8”). |
| (b20) | For applications involving provision of one-off cleanup operation in common areas of the target building(s) (e.g. rooftops, patios and staircases), the applicant organisations/bodies shall provide supplementary information to specify the required cleanup area(s)/location(s), as well as to provide photos to show the existing environment and condition of such area(s)/location(s). |
|  | (b21) | For applications involving installation of CCTV surveillance system(s) in common areas of the target building(s) (e.g. rooftops, patios and staircases), the applicant organisations/bodies shall supplement information on the proposed number of CCTV cameras and their installation locations, as well as provide photos to show the coverage of the cameras and the existing environment and condition of the covered area(s)/location(s). Besides, please give details of the arrangements for the preparation, installation, operation, maintenance and warranty of the CCTV surveillance system(s). |
|  | (b22) | Prior to commencement of any cleanup operation or installation works of CCTV surveillance system(s) at the target building(s), the applicant organisations/bodies **must inform** the residents of the target building(s) of the details of the supporting facilities and measures through appropriate channels, such as posting notices in the building(s), distributing/mailing notification letters and briefing the residents in person via door-to-door visits, as well as **conducting thorough consultation with the residents and seeking their consents.**  If any residents of the target building(s) raise any objections to the proposed supporting facilities/measures, the applicant organisations/bodies **must immediately terminate or suspend** the implementation of the concerned facilities/measures. |

| **7. Budget of the project** (Please refer to the “Guide to Application”) | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **7.1 Staffing** | | | | | | | | | |
| **Salary** | | (a)  Headcount | (b)  Maximum amount of funding support | | | | (c)  Project duration | **Estimated Expenditure**  **($)**  **(a)x(b)x(c)** | |
|  | Project Coordinator |  | $26,250  (including 5% MPF) | | | | 6 / 12^months | **(A)** |  |
|  | Project Assistant |  | $15,750  (including 5% MPF) | | | | 6 / 12^months | **(B)** |  |
| **Sub-total (item 7.1)** (A)+(B)**:** | | | | | | | |  | |
| **7.2 Waste separation/recycling support and other waste handling equipment** (may choose more than one items) | | | | | | | | | |
| **7.2.1 Waste separation/recycling support** | | | | **Quantity** | | **Unit Price**  **($)** | | **Estimated Expenditure**  **($)** | |
|  | Separation and recycling bins | | |  | set(s) |  | |  | |
|  | Recycling bags/other containers for collecting recyclables | | |  | pc(s) |  | |  | |
|  | Others (please specify): | | |  | |  | |  | |
|  | | |
| **7.2.2 Other waste handling equipment** | | | | **Quantity** | | **Unit Price**  **($)** | | **Estimated Expenditure**  **($)** | |
|  | Hand-held scales | | |  | |  | |  | |
|  | Stand scales | | |  | |  | |  | |
|  | Platform scales or pallet truck scales | | |  | |  | |  | |
|  | Waste handling tools (e.g. hand trolley, roll cage trolley, hand tools, etc.) | | | The whole period | | | |  | |
|  | Personal protective equipment and anti-epidemic items | | | The whole period | | | |  | |
|  | Others (please specify): | | |  | |  | |  | |
|  | | |
| **Sub-total (item 7.2):** | | | | | | | |  | |

| **7.3 Labour cost** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7.3.1 Workers involved in waste handling work** | | | | | | | |
| **Salary** | (d)  Headcount | (e)  Total number of working weeks in the trial period | (f)  No. of working days per week | (g)  No. of working hours per day | (h)  Maximum amount of  hourly wage | **Estimated Expenditure**  **($)**  **(d)×(e)×(f)×(g)×(h)** | |
|  |  |  |  | $72 | **(C)** |  |
| **MPF** | (C) x 0.05 = (D) | | | | | **(D)** |  |
| **7.3.2 Green ambassadors involved in promotion and education activities** | | | | | | | |
| **Salary** | (i)  Headcount | (ii)  Project Period | (iii)  Total number of working hours per month | | (iv)  Maximum amount of  hourly wage | **Estimated Expenditure**  **($)**  (i)×(ii)×(iii)×(iv) | |
|  | 6 / 12^Months |  | | $57 | **(E)** |  |
| **MPF** | (E) x 0.05 = (F) | | | | | **(F)** |  |
| **Subtotal (item 7.3)** (C)+(D)+(E)+(F)**:** | | | | | |  | |
| **7.4 Education and Promotion** (may choose more than one items) | | | | | | | |
| **7.4.1 Activities** | | | | **Quantity** | | **Estimated Expenditure**  **($)** | |
|  | Organise green carnivals (opening ceremony/closing ceremony) | | |  | |  | |
|  | Organise project briefing/waste charging briefings | | |  | |
|  | Arrange door-to-door visits | | |  | |
|  | Set up project publicity booths/stalls | | |  | |
|  | Set up waste separation and recycling booths/stalls | | |  | |
|  | Organise waste reduction and recycling talks/seminars | | |  | |
|  | Organise recycling workshops | | |  | |
|  | Organise waste reduction and recycling competitions | | |  | |
|  | Organise visits to local environmental facilities | | |  | |
|  | Organise experience sharing sessions | | |  | |
|  | Set up “Green Corner(s)” | | |  | |
|  | Others (please specify): | | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **7.4.2 Materials** | | | **Quantity** | | | **Estimated Expenditure ($)** |
|  | Design and produce project brochures and guides on waste reduction and recycling | |  | | |  |
|  | Design and produce leaflets | |  | | |
|  | Design and produce roll-up banners | |  | | |
|  | Design and produce banners | |  | | |
|  | Design and produce posters | |  | | |
|  | Design and produce exhibition panels | |  | | |
|  | Design and produce mock charge bills | |  | | |
|  | Design and produce maps and guidelines of waste separation and recycling facilities | |  | | |
|  | Others (please specify): | |  | | |
| **Subtotal (item 7.4):** | | | | | |  |
| **7.5 Supporting facilities and measures for the “three-nil buildings”** (applicable only to applications involving “three-nil buildings”) | | | | | | |
| **Supporting facilities and measures** | | **Quantity** | | | **Unit Price ($)** | **Estimated Expenditure ($)** |
|  | Conduct a one-off cleanup operation in common areas |  | | |  |  |
|  | Install CCTV surveillance system(s) in common areas |  | | |  |  |
|  | Provide door-to-door waste collection services | Please include the required manpower in item 7.3.1 “Workers involved in waste handling work” | | | | |
|  | Provide door-to-door recyclables collection services |
| **Subtotal (item 7.5):** | | | | | |  |
| **7.6 Administrative cost** (may choose more than one items) | | | | | | |
| **7.6.1 Administrative and overhead cost** | | **Project Period** | | | **Unit Price ($)** | **Estimated Expenditure ($)** |
|  | Rental payment of office | 6 / 12^ | | months |  |  |
|  | Telecommunication/water/  electricity bills | 6 / 12^ | | months |  |  |
| **7.6.2 Other expenses** | | **Quantity** | | | **Unit Price ($)** | **Estimated Expenditure ($)** |
|  | Printing paper and consumables | The whole period | | | |  |
|  | Stationery and postage | The whole period | | | |  |
|  | Others (please specify): |  | | |  |  |
|  |
| **Subtotal (item 7.6):** | | | | | |  |

| **7.7 Audit** | | | | |
| --- | --- | --- | --- | --- |
| **Subtotal (item 7.7):** | | | |  |
| **7.8 Insurance** (including employees’ compensation insurance, third party liability insurance, public liability insurance and group personal accident insurance) | | | | |
| **Subtotal (item 7.8):** | | | |  |
| **7.9 Traffic and transportation** (may choose more than one items) | | | | |
| **Items** | | **Quantity** | **Unit Price** | **Estimated Expenditure**  **($)** |
|  | Transportation cost for materials and recyclables |  |  |  |
|  | Travel allowance for staff and volunteers | The whole period | |  |
| **Subtotal (item 7.9):** | | | |  |
| **Total amount of requested funding**  **(Sum of the subtotals of items 7.1 to 7.9):** | | | |  |

| **8. Other sources of funds for the project** (both confirmed and being applied for) | | |
| --- | --- | --- |
| **Name of Sponsor** | **Sponsorship Amount**  **($)** | **Status^** |
|  |  | Confirmed /  Being Applied For |
|  |  | Confirmed /  Being Applied For |
|  |  | Confirmed /  Being Applied For |

*Please extend the table if necessary.*

| **9. Estimated revenue generated from the project** (including recurrent income) | |
| --- | --- |
| **Revenue Item** | **Estimated Revenue**  **($)** |
|  |  |
|  |  |
|  |  |
|  |  |

*Please extend the table if necessary.*

|  |
| --- |
| **Section C - Project and Staffing Arrangement** |

1. **Details of Project Leader:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Project Leader: |  | Position Held: |  |
| Tel. No.: |  | Fax No.: |  |
| Mobile Phone no.: |  | Email Address: |  |

1. **Details of other Assisting/Supporting/Sponsoring Bodies of the Project:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of**  **Organisation/Body** | **Role^** | **Duties** | **Fund Granted,**  **if any**  **($)** | **Status^** |
|  | Assisting /  Supporting /  Sponsoring |  |  | Confirmed /  To Be Confirmed |
|  | Assisting /  Supporting /  Sponsoring |  |  | Confirmed /  To Be Confirmed |
|  | Assisting /  Supporting /  Sponsoring |  |  | Confirmed /  To Be Confirmed |

*Please extend the table if necessary.*

If the organisation(s)/body/bodies stated above has/have confirmed its/their involvement in the project, please provide the following contact details and attach relevant written consent document(s) (if any).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Organisation** | **Name of the Contact Person** | **Tel. No** | **Email Address** | **Written Consent Available^** |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |

*Please extend the table if necessary.*

1. **Record of the applicant organisation/body in implementing similar projects:**

| **Role** | **Project Name** |
| --- | --- |
| As Organiser |  |
|  |
|  |
| As Assisting-organiser |  |
|  |
|  |

*Please extend the table if necessary.*

1. **Other relevant information in support of the application:**

|  |
| --- |
|  |

*Please extend the table if necessary.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Supplementary Sheet** **for**  **First-time Applicant Organisation/Body**  **Details of the Applicant Organisation/Body**   1. The applicant organisation/body is registered under:  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | the Societies Ordinance | | | | | | | | (Year: |  | / Registration No.: |  | ) |   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:   |  |  | | --- | --- | | Position held in Society: |  | | Name in English: |  | | Name in Chinese: |  | | First 4 digits of Hong Kong Identity Card Number: |  | | Hong Kong Address: |  | | Contact Telephone No.: |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | the Companies Ordinance | | | | | | | | (Year: |  | / Registration No.: |  | ) | | |  |  | | | | | | | | |  | Others (please specify): | | | | | | | | |  |  | | | | |  | | |   Note: Please provide a copy of the organisation’s/body’s registration document. To prove that the organisation/body is non-profit making in nature, please also submit a copy of the “Memorandum and Articles of Association” or other supporting documents. The Head or Deputy Head of the applicant organisation/body must sign personally and affix the original seal of the applicant organisation/body on the relevant documents to confirm that they are certified true copies of the originals.   1. Is the organisation/body a charitable organisation qualified for tax exemption under Section 88 of the Inland Revenue Ordinance?  |  |  | | --- | --- | |  | No | |  | Yes (Please submit a copy of relevant supporting document.) |  1. Does the organisation/body receive any Government subvention?  |  |  |  |  | | --- | --- | --- | --- | |  | No | | | |  | Yes (Please indicate the name of the department concerned.) | | | |  | |  |  1. Background information about the organisation/body (including year of establishment, objective(s), source of funding, etc.):  |  | | --- | |  |  1. Information about the key member(s) of the organisation/body:  |  |  |  |  | | --- | --- | --- | --- | | **Name in English** | **Name in Chinese** | **Position** | **Contact**  **Telephone No.** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Data Collection Statement**  Purpose of Collection  The personal data and other related information provided in the Application Form will be used by the Waste Reduction Projects Vetting Sub-committee (the Vetting Sub-committee) of the Environment and Conservation Fund (ECF) Committee and its Secretariat 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 / body may apply to the Vetting Sub-committee Secretariat to withhold some data from release to the public. However, if adequate and accurate data are not provided, the application may not be able to be processed.  Disclosure of Information  The Secretariat 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 will be made available for public inspection. Where necessary, the particulars submitted may also be provided to other departments / organisations / bodies/ persons for the purpose of verifying the particulars provided and other purposes related to the application.  ***Access to Personal Data***  You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Secretariat.  *I have read and understood the above information.*   |  |  | | --- | --- | | Signature of the person-in-charge: |  | | Name of the person-in-charge: |  | | Position of the person-in-charge: |  | | Date: |  |   Notes:  The person-in-charge must be the Head or Deputy Head of the applicant organisation / body.   * Please photocopy this Application Form if more than one is required. * This Application Form may be amended by the ECF Committee as and when necessary. |