**Secretariat Use Only 秘书处专用**

S/N 编号：

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| --- | --- |
|  | **ENVIRONMENT AND CONSERVATION FUND****环境及自然保育基金****Publicity and Education Projects****宣传及教育项目** |

**Application Form for Special Grant Project**

**特別撥款項目申請表格**

“Special Grant Projects” accepts applications from eligible organisations which have not been granted funding support from the Environment and Conservation Fund (ECF) for implementing Publicity and Education (P&E) Projects, and/or other eligible organisations (e.g. schools) as specified in each round of applications invitation.

「特别拨款项目」接受从未获环境及自然保育基金批出资助以开展宣传及教育项目的合资格机构，及／或其他在邀请资助申请时指定的合资格机构（例如：学校）申请。

**Application Guideline 申请须知**

This Application Form may be amended by the ECF Committee, P&E Projects Vetting Subcommittee (the Vetting Subcommittee) and the Vetting Subcommittee Secretariat (the Secretariat) as and when necessary.

环境及自然保育基金委员会、宣传及教育项目审批小组（审批小组）及审批小组秘书处（秘书处）可随时按需要修订本申请表格的内容。

The soft copy of the Application Form can be downloaded from the website of the ECF at:

申请表格的软复本可从环境及自然保育基金网页下载，网址如下：

* https://www.ecf.gov.hk

Please read the “Guide to Application – Publicity and Education 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. Additional pages may be attached to the form if necessary.

请详阅《宣传及教育项目－申请指引》，并清晰及简洁地提供建议项目的详情。请以中文或英文填写本申请表格。如有需要，可另页书写。

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.

申请表格的所有部分均须填写，如所须填报的数据为不适用或未能提供，请填上「不适用」。如有需要，可扩充表格或另页书写。

Applicant organisation is required to complete **Appendix I** of the application form – Agreement. An application will be considered **invalid** if the Appendix is not duly signed and submitted along with the application.

申请机构须填妥申请表格**附录I** - 确认书。如无妥为签署并连同申请表格一并递交此附录，申请将被视为**无效**。

Where supporting documents are required in the application form, please ensure that all required information is submitted with the application form in a complete manner. The Vetting Subcommittee and the Secretariat are 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.

如申请表中需要提供证明文件，请确保所有需要的数据均连同申请表格以完整的方式一并递交。审批小组和秘书处没有责任向申请机构索取欠缺的资料或寻求澄清，并会以所递交的数据进行审批。

Applicant organisations are required to provide additional and/or supplementary information in relation to their applications upon request by the Vetting Subcommittee or the Secretariat.

申请机构必须应审批小组或秘书处的要求，提供任何有关申请所需的额外及／或补充资料。

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.

就纸本申请而言，申请表格应双面打印。申请表格的正本及软复本（「Word」文件格式）亦须一并递交。

The duly completed Application Form (together with all supplementary/supporting documents) must reach the Secretariat by the **application deadline, i.e. before 6:00 pm on 27 December 2024** by the following means:

填妥的申请表格（连同所有补充或证明文件）**须于截止申请日期（即2024年12月27日）下午6时前**，透过以下方式**送达**秘书处：

* In person or by post to the following address:

 亲身以邮寄方式送交以下地址：

Publicity and Education Projects

Vetting Subcommittee Secretariat

Environment and Conservation Fund

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

香港湾仔轩尼诗道130号修顿中心5楼

环境及自然保育基金

宣传及教育项目审批小组秘书处

* By email (Email address: ecf@eeb.gov.hk)

 电邮（电邮地址：ecf@eeb.gov.hk）

Please mark “P&E Projects - Special Grant Project” and the Project Title on the envelope or as the email title.

信封面或电邮标题请注明「宣传及教育项目－特别拨款项目」及项目名称。

**A video no longer than 3 minutes in MP4 or MOV format about the project’s content must also be submitted together with the application form before the application deadline.**

**在申请截止前，必须连同申请表格一并递交一段不长于3分钟有关项目内容的短片（MP4或MOV格式）。**

For applications submitted by post, the postmark should be dated on or before the application closing date. Otherwise, it will be regarded as late applications. Please ensure payment of sufficient postage as underpaid mails will not be accepted. Applicant organisations will bear any consequences arising from paying insufficient postage. In case Tropical Cyclone Warning Signal No. 8 or above is hoisted, or Black Rainstorm Warning Signal / Extreme Weather Condition announced by the Government is/are in force for any duration between 12:00 noon and 6:00 pm on the application closing date, the application closing time will be extended to 6:00 pm on the next working day.

若以邮寄方式递交申请表格，邮戳日期必须为截止申请日期或之前，否则会被视为逾期递交。投寄前请确保已付足够邮资，秘书处并不接受邮资不足的邮件。申请机构须自行承担因未有支付足够邮资而引致的任何后果。如在截止申请日期当天中午12时至下午6时期间的任何时段内，八号或以上热带气旋警告讯号悬挂，或政府公布的黑色暴雨警告讯号／极端天气情况生效，截止申请时间将顺延至下一个工作日的下午6时。

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

逾期递交或不完整的申请，以及没有依据上述方式递交的申请，**概不受理**。

Applicant organisations should ensure that they provide accurate and detailed information in their applications, and the Secretariat is not obligated to request additional information from applicant organisations.

申请机构须确保其申请所提交的数据详尽确实，秘书处并无责任向申请机构索取额外资料。

Applicant organisations are required to provide additional and/or supplementary information in relation to their applications upon request by the Secretariat.

申请机构必须应秘书处的要求，提供任何有关申请所需的额外及／或补充资料。

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 to the point that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申请中作失实陈述或漏报资料，有关申请可被拒绝或中止发放拨款，而申请机构虚报数据，可能会被检控。申请机构须注意，以欺诈手段取得金钱利益，属刑事罪行。

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

如有查询，请致电2835 1234或电邮至ecf@eeb.gov.hk。

**Personal Data Collection Statement 收集个人资料的声明**

**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 Environment and Conservation 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 Publicity and Education Projects Vetting-subcommittee Secretariat to withhold some data from releasing to the public. However, if adequate and accurate data are not provided, the application may not be processed.

在申请表格内所提供的个人资料和其他有关的数据，是供环境及自然保育基金及相关政府部门在处理申请时使用。申请机构可自行决定是否在申请表格内提供个人资料及其他有关的资料，亦可向宣传及教育项目审批小组秘书处申请把部分资料保密，不予公开。不过，如没有提供足够及正确的资料，申请可能不获处理。

**Disclosure of Information 公开资料**

The ECF may keep the Application Form, the progress report and the 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.

环境及自然保育基金可能会把申请表格、进度报告和完成报告存盘，亦可能会把申请表格内所提供的个人资料及其他有关数据编入纪录册／目录，供公众查阅。如有需要，所递交的数据亦可能交予其他部门／机构／人士，以便予以核实或作其他与申请有关的用途。

**Access to Personal Data 查阅个人资料**

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.

根据《个人资料（私隐）条例》（第486 章）的规定，你有权要求查阅及更改你所提供的个人及其他有关资料。有关要求应以书面向环境及自然保育基金提出。

I have read and understood the above information.

本人已阅读及明白以上内容。

|  |  |
| --- | --- |
|  | Signature 签署 |
| Name of Person-in-charge#:项目负责人姓名# | ( |  | ) |
| Date:日期： |  | Official Chop: 机构印章： |  |

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

*# 项目负责人必须是申请机构的主管或副主管。*

**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 not be processed.**

**如申请机构未有连同本申请表格一并递交下列所需文件，其申请可能不获受理。**

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

请在适当空格内填上「✓」号以核对是否已提供申请所需文件：

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|  |
| □ | Completed **Appendix** I of this Application Form - Agreement (The application will be considered **invalid** if this Appendix is not duly signed and submitted along with the application.) |
|  | 填妥的本申请表格**附录I** -确认书（如无妥为签署并连同申请表格一并递交此附录，申请将被视为**无效**。） |

**Applicable to first-time applicant organisation only只适用于首次申请机构：**

*(Please refer to section 3.1 of “Guide to Application – Publicity and Education Projects”. 请参阅「宣传及教育项目－申请指引」第3.1部分。)*

|  |  |
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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) 税务局就根据《税务条例》（第112章）第88条所作豁免缴税安排发出的函件副本（如适用）； |
|  |
|  |  |
| □ | A copy of the registration document of the organisation机构的注册文件副本；及 |
|  |  |
| □ | A copy of the organisation’s Articles of Association 机构的组织章程细则副本。 |

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**Declaration 声明**

*I certify that 本人谨此证明 –*

1. the organisation is non-profit-making in nature and it receives / does NOT receive^ government subvention at present (if government subvention has been or is being obtained, please specify the name of department concerned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);

 本机构属非牟利性质，现时有／没有^接受政府补助（如有向政府申请补助，请注明有关部门名称：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_）；

1. the project and/or 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;

申请资助的项目及／或活动均属非牟利性质，且非为个人或团体作政治、宗教或商业宣传之用；

1. subsidies from other sources have / have not^ been or are / are not^ being obtained by the organisation for the same project and/or activities under application (if subsidy from other sources has been or is being obtained, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);

本机构有／没有^就申请资助的项目或活动，向其他拨款机构申请资助（如有向其他拨款机构申请资助，请注明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_）﹔

1. the information provided above is accurate to the best of our knowledge; and

 据本机构所知，上述填报的数据均正确无讹；以及

1. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application – Publicity and Education Projects” and will comply with all the requirements laid down in the Agreement should we be granted a fund for the project.

本机构明白并同意遵守《宣传及教育项目－申请指引》所载列的条款；如获环境及自然保育基金资助，本机构会遵守协议书所列的各项规定。

*^ Please delete as appropriate. 请删去不适用者。*

|  |  |
| --- | --- |
|  | Signature签署 |
| Name of Person-in-charge:项目负责人姓名 | ( |  | ) |
| Date:日期： |  | Official Chop:机构印章：  |  |

**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 to the note that obtaining pecuniary advantage by deception is a criminal offence.

凡故意在本申请中作失实陈述或漏报资料，有关申请可被拒绝或中止发放拨款，而申请机构虚报资料，亦可遭检控。申请机构须注意，以欺诈手段取得金钱利益，属刑事罪行。

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| 1. **Information of Applicant Organisation申请机构资料**

Name of Applicant Organisation:机构名称：(English 英文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chinese 中文) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing Address:通讯地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The Organisation is registered under\*:机构根据下列条例注册\*：□ The Companies Ordinance《公司条例》 □ The Societies Ordinance《社团条例》 □ Others 其他（Please specify 请注明： ） Year: 年份： Registration No.: 注册号码： *\* Please tick “✓” as appropriate.**\* 请在合适空格填上“✓”号。**(Note: Local* ***non-profit making organisations*** *(e.g. green groups, community bodies, schools, etc.) are eligible to apply. Please provide a copy of the organisation’s registration document to prove that the organisation is non-profit making in nature. The Head or Deputy Head of the applicant organisation must sign personally and affix the original seal of the organisation on the relevant documents to confirm that they are certified true copy of the originals.)**[注：本港非牟利机构（例如环保团体、小区组织、学校等）均合资格申请。请递交机构注册文件副本以证明机构属非牟利性质。机构主管或副主管需于有关副本签署及盖上机构印章，确认其为核证副本。]*Background of Organisation:机构背景资料：

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Information of Head/Deputy Head and Project Leader:主管／副主管及项目组长数据： |
| Name of **Head or Deputy Head** of the Applicant Organisation:机构**主管或副主管**姓名：(Mr / Mrs / Miss^)（先生／女士／小姐^）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position Held: 职位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:电邮地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No.:联络电话号码：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Project Leader:项目组长姓名：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Position Held:职位：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address:电邮地址：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Tel. No.:联络电话号码：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| *^ Please delete as appropriate. 请删去不适用者。* |
| 1. **Project Brief 建议项目的详情**
	1. Project Title: (English 英文)

Environment and Conservation Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 项目名称：(Chinese 中文)环境及自然保育基金资助 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* 1. Project Period: 项目期：

From 由 \_\_\_\_\_\_\_\_ Year年 \_\_\_\_\_\_\_\_ Month月to 到 \_\_\_\_\_\_\_\_ Year年 \_\_\_\_\_\_\_\_ Month月(Duration: 合共：\_\_\_\_\_\_\_\_ Months月) *(Note: Not more than 12 months.)**[注：不超逾十二个月。]* * 1. Amount of Grant Requested: 拟申请资助总额：HK 港币 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Note: Not more than HK$100,000.)**[注：不超逾港币$10万。]** 1. Objectives of Project: 项目目的：

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* 1. Brief Description of Project: 项目简介：

*(in not more than 200 words 不多于200字)*

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* 1. Please prepare a video no longer than 3 minutes in MP4 or MOV format to introduce the project content. The video should be submitted via a web link or by other means together with the Application Form.

请制作一段不长于3分钟之短片（MP4或MOV格式）以简介项目内容，并以网上连结或其他方法与申请表格一同递交。* 1. Activity Summary: 活动概要：

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity活动内容 | Total Number of Sessions / Duration次数*／*时数 | Date / Time日期*／*时间 | Location地点 | Anticipated No. of Participants / Target Participants预计参加人数及对象 |
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* 1. Targeted Deliverables: 目标成果：

|  |  |
| --- | --- |
| **Output Indicators 成果指标** | **Beneficiaries 受惠者** |
|  |  |
|  |  |
|  |  |
| **Outcome Indicators 效益指标** | **Beneficiaries 受惠者** |
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| 1. **Budget of Project 预算开支**

| **Expenditure Item****开支项目** | **Estimated Expenditure****预算开支****（$）** |
| --- | --- |
| 1. **Project Staff and Relevant Subsidies 项目职员及相关津贴**
 |  |
| 1. **Project Activities 项目活动**
 |  |
| 1. **Administrative Costs 行政支出**
 |  |
| 1. **Miscellaneous 其他**
 |  |
|  | **Total总额：***(Note: Total budget should not be more than $100,000.)**[注：总额不得超逾 $10万。]* |  |

Remarks 附注：1. Recipient organisations must follow paragraph 10 of Appendix I of the “Guide to Application - Publicity and Education Projects” for procurement matters.

 机构须跟从《宣传及教育项目—申请指引》附录I第10项的规定进行采购。1. Within two months upon completion of project or before the date specified in the approval letter, recipient organisations have to submit a completion report and a statement of accounts, together with the original invoices and receipts, to the Vetting Subcommittee for assessment of project’s effectiveness and release of payment.

 机构须于项目完成两个月内，向秘书处递交完成报告书和账目报表，并附上发票和收据的正本，供审批小组评估项目的成效及发放款项之用。1. Reimbursement is based on actual expenditure. Recipient organisations have to submit the original invoices and receipts for release of payment.

 开支实报实销，机构须递交发票及收据正本供发还款项之用。1. It is recommended to promote related activities by electronic means to avoid production and printing of leaflets and other publicity materials.

 建议使用电子方式宣传有关活动，避免印制单张及其他印刷品。 |

**注意：須就每份申請遞交一份確認書。**

**附录I**

致：环境及自然保育基金

　　宣传及教育项目审批小组秘书处

**环境及自然保育基金**

**宣传及教育项目申请**

**确认书**

我们已阅读及明白下列条款：

(i) 政府保留权利以本机构曾经参与、正在参与或有理由相信本机构曾经或正在参与可能导致或构成发生危害国家安全罪行的行为或活动为由，取消本机构的申请资格，又或为维护国家安全，或为保障香港的公众利益、公共道德、公共秩序或公共安全，而有必要剔除本机构日后申请环境及自然保育基金的资格。

(ii) 即使有关申请已获批准，如果出现下列任何一种情况，政府可立即撤回或取消止有关批准：

* 本机构曾经参与或正在参与可能会构成或导致发生危害国家安全罪行或不利于国家安全的行为或活动；
* 继续委约本机构或继续推行该环境及自然保育基金项目将不利于国家安全；或
* 政府合理地相信上述任何一种情况将会发生。

我们谨此确认，我们同意及承诺遵守上述条款。

|  |  |
| --- | --- |
| 机构名称（英文）： |  |
| 机构名称（中文）： |  |
| 主管／副主管姓名（英文）： |  |
| 主管／副主管姓名（中文）： |  |
| 职位（英文）： |  |
| 职位（中文）： |  |
| 机构印章： |  |
| 主管／副主管签署： |  |
| 日期： |  |

**NB: Please submit one agreement for each application.**

**Appendix I**

To: Environment and Conservation Fund

Publicity and Education Projects Vetting Subcommittee Secretariat

**Environment and Conservation Fund (ECF)**

**Application for Publicity and Education Projects**

**Agreement**

 We have read and understood the following clauses:

 (i) the Government reserves the right to disqualify our application on the grounds that our organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of our organisation from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

 (ii) even after the application is approved, the Government may immediately withdraw or cancel the relevant approval upon the occurrence of any of the following events:

* our organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
* the continued engagement of our organisation or the continued implementation of the ECF project is contrary to the interest of national security; or
* the Government reasonably believes that any of the events mentioned above is about to occur.

 We hereby confirm we agree and undertake to comply with the above clauses.

|  |  |
| --- | --- |
| Organisation Name (in English): |  |
| Organisation Name (in Chinese): |  |
| Name of Head/Deputy Head (in English): |  |
| Name of Head/Deputy Head (in Chinese): |  |
| Position (in English): |  |
| Position (in Chinese): |  |
| Organisation Chop: |  |
| Signature of Head/Deputy Head: |  |
| Date: |  |