**Secretariat Use Only 秘书处专用**

S/N 编号：



Application Form for

Publicity and Education Projects

宣传及教育项目 － 申请表格

|  |
| --- |
| ***Note:***  ***注意：***  *To submit an application for* ***“Clean Shorelines Small Scale Project”*** *or* ***“Special Grant Project”****, please fill in the specific application form titled “Publicity and Education Projects – Small Scale Project on Clean Shorelines” or “Publicity and Education Projects - Special Grant Project” available at website: https://www.ecf.gov.hk. Please mark “Small Scale Project on Clean Shorelines” or “Special Grant Project” on the envelope.*  *如申请「****清洁海岸小型项目****」或****「特别拨款项目」****，请从网页（https://www.ecf.gov.hk）下载并交回注明为「宣传及教育项目—清洁海岸小型项目」或「宣传及教育项目—特别拨款项目」的申请表格，信封面请注明「清洁海岸小型项目」或「特别拨款项目」。* |

**Application Guideline 申请须知**

This Application Form may be amended by the Environment and Conservation Fund (ECF) Committee, Publicity and Education 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 (https://www.ecf.gov.hk).

申请表格的软复本可从环境及自然保育基金网页下载(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. Applicant organisations should ensure that they provide accurate and detailed information in their applications.

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。申请机构须确保其申请所提交的数据详尽确实。

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。

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。

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:

亲身或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) (“Word” format)   电邮（电邮地址：ecf@eeb.gov.hk）（「Word」文件格式） |

Please mark “P&E Projects” 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」及项目名称。

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）须一并递交。

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。**

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 ECF and relevant government departments for the purpose of processing the application. The provision of personal data and other related information in the Application Form is voluntary. The applicant organisation may apply to the Secretariat to withhold some data from releasing to the public. However, if adequate and accurate data are not provided, the application may not be processed.

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数据，亦可向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：

|  |  |
| --- | --- |
| □ | Original of the completed Application Form  完整申请表格正本 |
|  |  |
| □ | Completed **Appendix I** of this Application Form - Agreement (The application will be considered **invalid** if this Appendix is not submitted.) |
|  | 填妥的本申请表格**附录I** - 确认书（如无递交此附录，申请将被视为**无效**。） |
|  |  |
| □ | Completed **Appendix II** of this Application Form - Project Evaluation |
|  | 填妥的本申请表格**附录II** - 项目成效评估 |
|  |  |
| □ | Supplementary Sheet for Information on the Applicant Organisation  申请机构资料补充页 |
|  |  |
| □ | Duly signed Personal Data Collection Statement |
|  | 已签署的收集个人资料的声明 |
|  |  |
| □ | A set of pre-activity and post-activity questionnaires for at least one selected activity |
|  | 就至少一个活动设计的一套活动前及活动后问卷 |
| □ | Softcopies of this Application Form (in “Word” format) and all the documents submitted |
|  | 本申请表格（「Word」文件格式）及所有递交文件的软复本 |

**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。)*

|  |  |
| --- | --- |
| □ | Supplementary Sheet for First-time Applicant Organisation;  首次申请机构资料补充页； |
|  |  |
| □ | 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; and |
|  | 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。 |
|  |

|  |
| --- |
| **Section A – Data Sheet**  **甲 部 – 资料页** |

**Applicant Organisation 申请机构**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant Organisation\*:  机构名称\*： | (English英文) |  | | | |
| (Chinese中文) |  | | | |
| Mailing Address:  通讯地址： |  | | | | |
| Name of  Person-in-charge#:  项目负责人姓名#： | (English英文) |  | | | (Mr / Mrs / Miss^) |
| (Chinese中文) |  | | | （先生／女士／小姐^） |
| Position Held:  职位： | (English英文) |  | | | |
| (Chinese中文) |  | | | |
|  | | | | | |
| Tel. No. of Organisation:  机构电话号码： |  | | Fax No.:  传真号码： |  | |
| Other Contact Tel. No.:  其他联络电话号码： |  | | Email Address:  电邮地址： |  | |

*\* If the proposed project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant organisation to apply for the project.*

*若申请项目为不同机构合办，有关机构须确认并在他们当中提名一个主要机构，作为本项目的申请机构。*

**# *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。***

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

**The Proposed Project 申请项目**

|  |  |  |
| --- | --- | --- |
| Project Title:  项目名称： | (English英文) | Environment and Conservation Fund |
|  |  |
| (Chinese中文) | 环境及自然保育基金资助 |
|  |  |  |
|  | | |
| Brief Description of Project:  项目简介：  (in not more than 500 words  不多于500字) | |  |
| Amount of Grant Requested:  拟申请资助总额： | | HK 港币$ |

**Declaration 声明**

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

*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;

本机构属非牟利性质，现时有／没有^接受政府补助；

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 in “15. Other Sources of Funds” under Section B);

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，请于乙部「15.项目其他资助来源」中注明）﹔

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。

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | 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。

|  |
| --- |
| **Section B – Project Proposal**  **乙 部 – 项目计划** |

***Details of the Proposed Project 建议项目的详情***

1. Project Theme 项目主题：

*Please choose* ***one theme ONLY*** *(i.e., A or B) and* *mark a “✓” in the appropriate box.*

*请选择****其中一个****主题（甲或乙），并在适当的方格内填上*「✓」*号。*

1. **Other Theme** (choose one or more)

**甲 其他主题**（可选多于一项）

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| □ | Air 空气 | □ | Water 水 | | □ | Waste 废物 | | □ | Food Waste 厨余 | |
| □ | Noise 噪音 | □ | Greening 绿化 | | □ | Energy 能源 | | □ | Nature Conservation 自然保育 | |
| □ | Others 其他 | | | (Please specify: 请注明： | | |  | | | ) |

1. **Special Theme** (choose **one only**)

**乙 特定主题**（请选**其中一项**）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | Waste Reduction at Source  源头减废推广 | □ | Biodiversity  生物多样性 | □ | Clean Shorelines  清洁海岸 |
| □ | Clean Air Plan  清新空气蓝图 | □ | Carbon Neutrality / Low Carbon Living  碳中和／低碳生活 | □ | Community Waste and Single-use Plastic Reduction Promotion  小区回收及即弃塑料推广 |

1. Duration of the Project 项目运作时间

*(Please specify the commencement and completion dates* *in the format “dd/mm/yyyy”.)   
（请以「日／月／年」格式注明开始及完成日期。）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| From 由 |  | To 至 |  | （Total: 合共： |  | Months 个月） |

1. Objectives of the Project 项目目的

|  |
| --- |
|  |

1. Scope of Work of the Applicant Organisation in the Project 申请机构在项目中的工作范畴

□ Organising 主办 □ Assisting 协办 □ Sponsoring 赞助

□ Others 其他（Please specify: 请注明： ）

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

项目的其他协办／协助／赞助团体的详细资料

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation  机构名称 | Contact Details  (Name and Tel. No.)  联络数据  （姓名及电话号码） | Role  角色 | Duties  职责 | Status  状况 |
| e.g.: xxx  例： | Ms xxx  Tel: xxxx xxxx  XXX女士  电话：xxxx xxxx | \*Assisting/  ~~Supporting/~~  ~~Sponsoring~~  \*协办／~~协助／赞助~~ | To help promoting the project to its members  协助向会员推广项目 | \* Confirmed /  ~~To Be Confirmed~~  \*落实／~~待定~~ |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*协办／协助／赞助 |  | \*Confirmed/  To Be Confirmed  \*落实／待定 |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*协办／协助／赞助 |  | \*Confirmed/  To Be Confirmed  \*落实／待定 |
|  |  | \*Assisting/  Supporting/  Sponsoring  \*协办／协助／赞助 |  | \*Confirmed/  To Be Confirmed  \*落实／待定 |

*If the organisation(s) stated above has/have confirmed its/their involvement in the project, please provide relevant written consent document(s).*

*如以上机构已落实参与此项目，请递交有关的书面同意书。*

1. Details of Implementation Plan of the Project 推行项目详情
2. Target District(s), Target Group(s), and Anticipated Number of Participants in Activities

活动项目的目标地区、对象和预计参加人数

| Activity  活动 | Target district(s)  目标地区 | Target group(s)  目标对象 | Anticipated number of participants  预计参加人数 |
| --- | --- | --- | --- |
| e.g. Training workshops  训練工作坊及讲座 | Wan Chai District  湾仔区 | Secondary school students  中学生 | 1 000 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Method(s) in Recruiting Participants and the Selection Criteria  
   招募参加者的方法及甄选准则

|  |
| --- |
| e.g.: Participants will be selected on a first-come-first-served basis  例：参加者以先到先得形式挑选 |

1. Work Schedule and Activity Summary 工作时间表及活动概要

*(Please list out all the work schedule and activities under the project and provide the details of the activities.)*

*（请列出项目的所有活动及工作时间表，并提供活动的详情。）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity**  **(including planning, recruitment)**  **活动**  **（包括筹备、**  **招募等）** | **Date**  **日期** | **Time**  **时间** | **Venue**  **地点** | **Total No. of Sessions/Duration**  **总节数／时数** | **Content**  **内容** | **Target Participants/ Anticipated No. of Participants**  **对象／预计 参加人数** |
| e.g.: Eco Talk  例：环保讲座 | 10/5/2023 | 1pm-3pm | School hall  学校礼堂 | NA  不适用 | Invite speakers from green groups to deliver talks on green living  邀请绿色团体代表以绿色生活为题演讲 | 200名中学生 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Other Information 其他数据
2. Method(s) in Promoting the Activities 推广活动的方法

*(Please specify the types and quantities of publicity materials required, if any.)*

*（请注明所需宣传品的种类和数量（如有）。）*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type**  **种类** | **Content**  **内容** | **Purpose**  **用途** | **Publicity Materials (if any)**  **宣传品（如有）** | |
| **Quantity**  **数量** | **Distribution Channel**  **派发渠道** |
| e.g.: Promotional posters  例：宣传海报 | Include information on upcoming project activities  包括项目未来活动的数据 | To promote project activities and invite participants  宣传项目活动及招募参加者 | 20 | Displayed at our centre  张贴在本机构中心 |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

1. Promotion plan for project results 项目成果宣传计划  
   *Promotion plan for project results (Applicable to project proposals seeking for funding support exceeding two million dollars)*

*（适用于申请资助额超过200万元的建议项目）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Promotional means  推广方式 | Content  内容 | Period  时期 | Quantity  次数 | Venue(s)  (if applicable)  地点  （如适用） | Target group(s) and expected numbers of participants  目标对象及人数 | Expected Results  预计效果 |
| e.g  Facebook posts | e.g.: Project commencement, project completion and achievement of recycling targets, etc.  例如：项目开展、项目完成、回收量达标等 | 12th month | 12 | N/A. | General public  (1,000) | 1,000  views for each post |
|  |  |  |  |  |  |  |
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1. Publication and Production of Educational Materials (if any) 出版及制作教材（如有）

*(Applicant organisations are encouraged to upload the materials to the Internet to avoid printing and photocopying.)*

*（申请机构应把数据上载至互联网，以避免印刷及影印。）*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type**  **种类** | **Purpose**  **用途** | **Content**  **内容** | **Quantity**  **数量** | **Distribution Channel**  **派发渠道** |
| e.g.:  Educational materials for training workshops  例：训練工作坊教材 | To provide environmental protection knowledge  提供环境保护的知识 | Include information on green living, energy consumption and waste reduction, etc.  包括绿色生活、  用电及减废的资料 | 1 | Project’s website  项目网站 |
| e.g. Promotional video  例：宣传影片 | To promote environmental awareness on carbon reduction  宣传环保减碳意识 | Include information on low carbon and waste reduction  包括低碳及减废的信息 | 2 | Organisation’s social media platform  机构社交媒体平台 |
|  |  |  |  |  |
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1. Details of Speaker/Tutor of Seminar(s)/Workshop(s) (if any)

讲座／工作坊的讲者／导师详情（如有）

*(Please provide curriculum vitae(s) of the invited speaker(s)/tutor(s) for reference, if available.)*

*（请提供已邀请的讲者／导师的履历（如有），以供参考。）*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activity**  **活动名称** | **Theme**  **主题** | **Details of Speaker/ Tutor**  **讲者／导师详情** | | | |
| **Duties of Speaker/ Tutor**  **讲者／导师的职责** | **Qualification of Speaker/ Tutor**  **讲者／导师的资历** | **Status**  **状况** | **No. of Session Involved**  **负责节数** |
| e.g.: Eco Talk  例：环保讲座 | Green living  绿色生活 | To conduct the talk and answer questions  负责演讲及解答问题 | Representative from green group  绿色团体代表 | \* Invited /  ~~To Be Invited~~  \* 已邀请／~~未邀请~~ | 1 |
|  |  |  |  | \* Invited /  To Be Invited  \* 已邀请／未邀请 |  |
|  |  |  |  | \* Invited /  To Be Invited  \* 已邀请／未邀请 |  |

1. Other Details (if any) 其他详情（如有）

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1. Innovative Elements of the Project and its Difference(s) from Similar Type Projects (e.g. method of implementation, location, target participants, theme, types of activities, etc.)

项目的创意元素及与同类型项目比较的不同之处（如实施方法、地点、目标参与者、主题及活动的类型等）

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1. Expected Benefits of Project 项目的预期成效

Project evaluation should be made to assess the effectiveness of the project upon completion. Please state clearly the expected output indicators with the target beneficiaries by completing **Appendix II** of this Application Form. Applicant organisation should also identify one activity of the project, illustrate the design of **a set of pre-activity and post-activity questionnaires in the application form**, invite the activity’s participants to fill in the questionnaires before and after the activity respectively, and collect questionnaires from not less than around 20% or 50 of the total participants (whichever is the less) for activity assessment. A summary of activity assessment should be submitted together with the completion report. Samples of the questionnaires are available at the ECF website.

在项目完成后，申请机构须进行「项目成效评估」，请填妥本申请表格**附录II**，以列明清晰的预期表现指针和其目标受惠者。同时，申请机构亦须选取项目其中一个活动，就该活动设计**并与申请表格一并递交一套活动前和活动后问卷**，并邀请活动参加者分别在该活动开始前后填写问卷，以及收回不少于参加人数约20%或50份已填妥的问卷（以较少者为准），作为「活动成效检讨」。活动成效检讨的摘要须夹附于项目完成报告书内。问卷参考范本可于环境及自然保育基金的网页参阅。

1. Sustainability 项目可持续性

*(Please describe the plan to maintain development of the project and sustain its impacts after project completion. 请阐述项目在完成后维持发展和延续成效的计划。)*

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1. Budget of the Project 项目预算

*(Please read paragraph 5.2.2.11 of the Guide to Application before completing this part. Please provide the unit cost and quantity for each expenditure item. If no detailed information is provided, the expenditure item may not be approved.)*

*（在填写这部分前，请参阅《申请指引》第5.2.2.11部分。请提供每个开支细项的单价和数量。如没有提供详细资料，有关的开支细项或不会获批资助。）*

| **Expenditure Item 开支细项** | **Unit Cost**  **($)**  **单价**  **（元）** | **Quantity 数量** | **Unit 单位** | **Total Expenditure ($)**  **总开支**  **（元）** |
| --- | --- | --- | --- | --- |
| 1. Staffing 员工 | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Travel and Transportation 交通和运输 | | | | |
|  |  |  |  |  |
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|  |  |  |  |  |
| 1. Education and Promotion 教育和宣传 | | | | |
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|  |  |  |  |  |
| 1. Insurance 保险 | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Administrative and General Expenses行政和一般支出 | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Others 其他 | | | | |
|  |  |  |  |  |
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|  |  |  |  |  |
| Amount of Grant Requested:  (should be same as the amount stated on page 6 of this Application Form)  拟申请资助总额：（须与本申请表格第6页所列的数额相同） | | | |  |

1. Justification(s) for Procurement of Capital Items (if applicable)

采购资本物品理由（如适用）  
*(Please refer to part 5.2.2.12 of the Guide to Application. The listed capital items and relevant estimated expenditures should be included in the above “Budget of the Project”.)*

*（请参阅《申请指引》第5.2.2.12部分。所列的资本物品及相关预算开支应包括在上表「项目预算」内。）*

| Item  项目 | Unit Cost ($)  单价  （元） | Quantity  数量 | Estimated Expenditure ($)  预算开支（元） | Use and necessity  用途及必要性 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

1. Estimated Revenue Generated from the Project (including recurrent income)

项目预算收入（包括经常收入）

| Revenue Item  收入项目 | Estimated Revenue ($)  预算收入（元） |
| --- | --- |
|  |  |
|  |  |
|  |  |
| Total 总数 |  |

1. Proposed Percentage of First Payment 建议首期拨款发放百分比

| Payment  发放款项 | % of approved grant  批准拨款的百分比 (%) | Requirements for payment  发放款项的条件 |
| --- | --- | --- |
| First payment  首期拨款 |  | After signing of the funding agreement  签署资助协议后 |

*The applicant organisation should consider the need for office rental, procurement of capital items, etc. in the initial stage of the project in calculating the percentage of first payment required to kick start the project. The ECF Committee will consider various factors to make a final decision on the percentage of the first payment.*

*申请机构填写此部分时须考虑项目初期需要租用办公室、购置资本物品等需要。环境及自然保育基金委员会会考虑各因素，就首期拨款百分比作最终决定。*

1. Other Sources of Funds (both confirmed and being applied for; state name(s) of sponsor(s) and sponsorship amount(s))

项目其他资助来源（包括已获批准及正在申请的资助；请列明赞助机构名称及赞助金额）

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

|  |  |  |
| --- | --- | --- |
| Name of Sponsor  赞助机构名称 | Sponsorship Amount ($)  赞助金额（元） | Status\*  状况\* |
|  |  | Confirmed/ Being Applied For  已获批准／正在申请 |
|  |  | Confirmed/ Being Applied For  已获批准／正在申请 |
|  |  | Confirmed/ Being Applied For  已获批准／正在申请 |
|  |  | Confirmed/ Being Applied For  已获批准／正在申请 |

1. Information of the Project Team 项目团队数据

*(Please state composition and number of staff to be involved in the project, their duties and the amount of time to be contributed to the project, etc. including full-time staff, part-time staff and volunteers. If there are any proposals for employing an existing staff member of the applicant organisations under the project, please provide his/her name and curriculum vitae for approval. Please also provide the project team’s organisation chart.)*

*（请列出项目职员组合及人数、各人的职责及投放于项目的工作时间，包括全职及兼职人员和义工。如计划聘用申请机构的现职员工参与这个项目，请提供他们的姓名和履历，以供批核。另请提供项目团队的组织架构图。）*

1. Project Leader 项目组长

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Project Leader:  项目组长姓名： |  | Position Held:  职位： |  |
| Contact Tel. No.:  联络电话号码： |  | Fax No.:  传真号码： |  |
| Mobile Phone no.:  流动电话号码： |  | Email Address:  电邮地址： |  |

1. Full-time/Part-time staff 全职／兼职人员

| **Position**  **(Number)**  **职位**  **（数目）** | **Qualification Required**  **所需资历** | **Duties**  **职责** | **Full-time/**  **Part-time**  **全职／ 兼职** | **Amount of time  to be contributed to the project  (in terms of number of working days/ hours per month)**  **投放于项目**  **的工作时间 （以每个月的**  **工作日数／**  **时数计算）** | **Salary (including MPF)**  **薪金**  **（包括**  **强积金）** | **Recruitment Method**  **招聘方法** |
| --- | --- | --- | --- | --- | --- | --- |
| e.g.:  Project Coordinator (1)  例：  项目统筹员(1) | Tertiary education; with one-year experience in organising activities.  专上程度；具备一年筹办活动经验 | To plan and implement the project.  计划及推行项目 | \* ~~Part-time~~/  Full-time  \*~~兼职／~~全职 | |  | | --- | | 22 |   days  per month  每月22个  工作日 | $16,850 | Open Recruitment  公开招聘 |
|  |  |  | \* Part-time/  Full-time  \*兼职／全职 | |  | | --- | |  |   days  per month  每月   |  | | --- | |  |   个工作日 |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | \* Part-time/  Full-time  \*兼职／全职 | |  | | --- | |  |   days  per month  每月   |  | | --- | |  |   个工作日 |  |  |

1. Volunteer 义工

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activities**  **活动名称** | **Duration of Activities**  **活动时段** | **No. of Volunteers**  **义工数目** | **Duties**  **职责** | **Recruitment Method**  **招募方法** | **Selection Criteria**  **甄选准则** |
| e.g.: Eco Talk  例：环保 讲座 | \*Half-day/ ~~Whole-day~~  \*半日／~~全日~~ | 5 | To assist in guest reception and registration  协助接待嘉宾及参加者登记 | Select from existing pool of volunteers  从现有义工中甄选 | With experience in conducting similar events  具备相关工作经验 |
|  | \*Half-day/ Whole-day  \*半日／全日 |  |  |  |  |
|  | \*Half-day/ Whole-day  \*半日／全日 |  |  |  |  |

1. Others – number and positions of other staff to be involved but not funded under the project

其他*—*不在资助范围内但参与项目的其他员工的数目及职位

|  |
| --- |
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1. Experience and record of applicant organisation in organising related activities other than projects funded by the ECF

申请机构举办环境及自然保育基金资助项目以外的相关活动经验及记录

|  |
| --- |
|  |

1. Brief Descriptions on Environmental, Social and Governance (ESG) Practices of the Applicant Organisation (e.g. initiatives implemented to reduce negative environmental impact, improve social responsibility, ensure strong corporate governance, etc.) 申请机构实践环境、社会和管治（ESG）的简要描述（例如推行降低影响环境措施、加强社会责任和确保健全公司治理的安排等）

|  |
| --- |
| **Environmental 环境**  e.g.: Measuring and reporting on carbon emissions, and setting targets to reduce them over time  例如：测量和报告碳排放量，并设定目标以随着时间的推移减少碳排放量  **Social 社会**  e.g.: Supporting local communities through charitable donations or volunteer work  例如：通过慈善捐赠或义工活动支持当地小区  **Governance 管治**  e.g.: Implementing strong ethical and compliance policies to ensure legal and ethical behavior  例如：实施强而有力的道德和合规政策以确保合法和道德的行为 |

1. Other relevant information in support of application 其他支持申请的相关数据

|  |
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**Supplementary Sheet for**

**First-time Applicant Organisation**

**首次申请机构资料补充页**

For first-time applicant organisation of Publicity and Education Project, or an organisation applied for funding support from the ECF before but the organisation’s information and/or Memorandum of Association and/or Articles of Association has/have been changed, please complete this supplementary sheet.

如机构为首次申请环保教育及小区参与项目，或曾经申请环境及自然保育基金资助但其后机构数据及／或组织章程大纲及／或组织章程细则有所更改，须填妥此资料补充页。

**Details of the Applicant Organisation**

**申请机构的详细资料**

(Please tick the appropriate box. 请在适当的方格内填上「✓」号。)

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

机构是否根据《税务条例》（第112章）第88条获豁免缴税？

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

Information on the principal persons-in-charge of the organisation:   
机构主要成员的资料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English  英文姓名 | Name in Chinese  中文姓名 | Position  职位 | Contact Telephone No.  联络电话号码 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. The applicant organisation is registered under: 机构根据以下条例注册：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | the Societies Ordinance (Cap.151)《社团条例》（第151章） | | | | |
|  | （Year: 年份： |  | / Registration No.: 注册号码： |  | ） |

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.

请根据向香港警务署提交的社团注册申请表所载的各社团干事提供以下个人资料详情。

|  |  |  |  |
| --- | --- | --- | --- |
| Office held in Society  干事职衔 |  |  |  |
| Name in English  英文姓名 |  |  |  |
| Name in Chinese  中文姓名 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First 4 digits of Hong Kong Identity Card Number  香港身份证首4个号码 |  |  |  |
| Hong Kong Address  香港地址 |  |  |  |
| Contact Telephone No.  联络电话号码 |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | the Companies Ordinance (Cap. 622)《公司条例》（第622章） | | | | |
|  | （Year: 年份： |  | / Registration No.: 注册号码： |  | ） |

Information on the directors of the company:   
公司主要成员的资料：

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English  英文姓名 | Name in Chinese  中文姓名 | Position  职位 | Contact Telephone No.  联络电话号码 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| □ | others其他（Please specify. 请注明。 ） |

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

机构是否曾于过去一年内修改其组织章程细则中有关利润或资产的条款？

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

1. Does the organisation receive any Government subvention?

机构是否正接受政府补助？

|  |  |
| --- | --- |
| □ | No 否 |
| □ | Yes 是（Please indicate the name of the department concerned. 请填写有关部门名称。） |
|  |
|  |  |
|  |  |

1. Background information about the organisation (including year of establishment, objective(s), source of funding, etc.):   
   机构的背景资料（包括成立年份、宗旨、经费来源等）：

|  |
| --- |
|  |