**Secretariat Use Only 秘書處專用**

 S/N 編號：



Application Form for

Publicity and Education Projects

宣傳及教育項目 － 申請表格

|  |
| --- |
| ***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.**如申請「****清潔海岸小型項目****」或****「特別撥款項目」****，請從網頁（https://www.ecf.gov.hk）下載並交回註明為「宣傳及教育項目—清潔海岸小型項目」或「宣傳及教育項目—特別撥款項目」的申請表格，信封面請註明「清潔海岸小型項目」或「特別撥款項目」。* |

**Application Guideline 申請須知**

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.

環境及自然保育基金委員會、宣傳及教育項目審批小組（審批小組）及審批小組秘書處（秘書處）可隨時按需要修訂本申請表格的內容。

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

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

Please read the “Guide to Application – 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.

請詳閱《宣傳及教育項目－申請指引》，並清晰及簡潔地提供建議項目的詳情。請以中文或英文填寫本申請表格。申請機構須確保其申請所提交的資料詳盡確實。

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

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

Where supporting documents are required in the application form, please ensure that all required information is submitted with the application form in 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.

如申請表中需要提供證明文件，請確保所有需要的資料均連同申請表格以完整的方式一併遞交。審批小組和秘書處沒有責任向申請機構索取欠缺的資料或尋求澄清，並會以所遞交的資料進行審批。

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

申請機構必須應審批小組或秘書處的要求，提供任何有關申請所需的額外及／或補充資料。

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:

填妥的申請表格（連同所有補充或證明文件）須於**截止申請日期（即2024年12月27日）下午6時前**，透過以下方式**送達**秘書處：

* In person or by post to the following address:

親身或以郵寄方式送交以下地址：

|  |
| --- |
| Publicity and Education Projects Vetting Subcommittee SecretariatEnvironment and Conservation Fund5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong香港灣仔軒尼詩道130號修頓中心5樓環境及自然保育基金宣傳及教育項目審批小組秘書處* By email (Email address: ecf@eeb.gov.hk) (“Word” format)

電郵（電郵地址：ecf@eeb.gov.hk）（「Word」檔案格式） |

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

信封面或電郵標題請註明「宣傳及教育項目」及項目名稱。

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

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

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.

若以郵寄方式遞交申請表格，郵戳日期必須為截止申請日期或之前，否則會被視為逾期遞交。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。申請機構須自行承擔因未有支付足夠郵資而引致的任何後果。如在截止申請日期當天中午12時至下午6時期間的任何時段內，八號或以上熱帶氣旋警告訊號懸掛，或政府公布的黑色暴雨警告訊號／極端天氣情況生效，截止申請時間將順延至下一個工作日的下午6時。

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

逾期遞交或不完整的申請，以及沒有依據上述方式遞交的申請，**概不受理。**

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

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

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

如有查詢，請致電2835 1234或電郵至ecf@eeb.gov.hk。

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

Purpose of Collection 收集的目的

The personal data and other related information provided in the Application Form will be used by the ECF 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.

在申請表格內所提供的個人資料和其他有關的資料，是供環境及自然保育基金及相關政府部門在處理申請時使用。申請機構可自行決定是否在申請表格內提供個人資料及其他有關的資料，亦可向秘書處申請把部分資料保密，不予公開。不過，如沒有提供足夠及正確的資料，申請可能不獲處理。

Disclosure of Information 公開資料

The ECF may keep the Application Form, 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.

環境及自然保育基金可能會把申請表格、進度報告和完成報告存檔，亦可能會把申請表格內所提供的個人資料及其他有關資料編入紀錄冊／目錄，供公眾查閱。如有需要，所遞交的資料亦可能交予其他部門／機構／人士，以便予以核實或作其他與申請有關的用途。

Access to Personal Data 查閱個人資料

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

根據《個人資料（私隱）條例》（第486 章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向環境及自然保育基金提出。

I have read and understood the above information.

本人已閱讀及明白以上內容。

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

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

*#* ***項目負責人必須是申請機構的主管或副主管。***

**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.**

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

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

請在適當空格內填上「✓」號以核對是否已提供申請所需文件：

|  |  |
| --- | --- |
| □ | Original of the completed Application Form完整申請表格正本 |
|  |  |
| □ | Completed **Appendix I** of this Application Form - Agreement (The application will be considered **invalid** if this Appendix is not submitted.) |
|  | 填妥的本申請表格**附錄I** - 確認書（如無遞交此附錄，申請將被視為**無效**。） |
|  |  |
| □ | Completed **Appendix II** of this Application Form - Project Evaluation |
|  | 填妥的本申請表格**附錄II** - 項目成效評估 |
|  |  |
| □ | Supplementary Sheet for Information on the Applicant Organisation申請機構資料補充頁 |
|  |  |
| □ | Duly signed Personal Data Collection Statement |
|  | 已簽署的收集個人資料的聲明 |
|  |  |
| □ | A set of pre-activity and post-activity questionnaires for at least one selected activity |
|  | 就至少一個活動設計的一套活動前及活動後問卷 |
| □ | Softcopies of this Application Form (in “Word” format) and all the documents submitted |
|  | 本申請表格（「Word」檔案格式）及所有遞交文件的軟複本 |

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

*(Please refer to section 3.1 of “Guide to Application – Publicity and Education Projects”. 請參閱「宣傳及教育項目－申請指引」第3.1部分。)*

|  |  |
| --- | --- |
| □ | Supplementary Sheet for First-time Applicant Organisation;首次申請機構資料補充頁； |
|  |  |
| □ | A copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap.112) (if applicable); 稅務局就根據《稅務條例》（第112章）第88條所作豁免繳稅安排發出的函件副本（如適用）； |
|  |  |
| □ | A copy of the registration document of the organisation; and |
|  | 機構的註冊文件副本；及 |
|  |  |
| □ | A copy of the organisation’s Articles of Association. 機構的組織章程細則副本。 |
|  |

|  |
| --- |
| **Section A – Data Sheet****甲 部 – 資料頁** |

**Applicant Organisation 申請機構**

|  |  |  |
| --- | --- | --- |
| Name of Applicant Organisation\*:機構名稱\*： | (English英文) |  |
| (Chinese中文) |  |
| Mailing Address:通訊地址： |  |
| Name of Person-in-charge#:項目負責人姓名#： | (English英文) |  | (Mr / Mrs / Miss^) |
| (Chinese中文) |  | （先生／女士／小姐^） |
| Position Held:職位： | (English英文) |  |
| (Chinese中文) |  |
|  |
| Tel. No. of Organisation:機構電話號碼： |  | Fax No.:傳真號碼： |  |
| Other Contact Tel. No.:其他聯絡電話號碼： |  | Email Address:電郵地址： |  |

*\* 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.*

*若申請項目為不同機構合辦，有關機構須確認並在他們當中提名一個主要機構，作為本項目的申請機構。*

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

 ***項目負責人必須是申請機構的主管或副主管。***

*^ Please delete as appropriate. 請删去不適用者。*

**The Proposed Project 申請項目**

|  |  |  |
| --- | --- | --- |
| Project Title:項目名稱： | (English英文) | Environment and Conservation Fund |
|  |  |
| (Chinese中文) | 環境及自然保育基金資助 |
|  |  |  |
|  |
| Brief Description of Project:項目簡介：(in not more than 500 words不多於500字) |  |
| Amount of Grant Requested:擬申請資助總額： | HK 港幣$ |

**Declaration 聲明**

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

*I certify that 本人謹此證明 –*

1. the organisation is non-profit-making in nature and it receives / does NOT receive^ government subvention at present;

 本機構屬非牟利性質，現時有／沒有^接受政府補助；

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;

申請資助的項目及／或活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業宣傳之用；

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);

本機構有／沒有*^*就申請資助的項目或活動，向其他撥款機構申請資助（如有向其他撥款機構申請資助，請於乙部「15.項目其他資助來源」中註明）﹔

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

 據本機構所知，上述填報的資料均正確無訛；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.

本機構明白並同意遵守《宣傳及教育項目－申請指引》所載列的條款；如獲環境及自然保育基金資助，本機構會遵守協議書所列的各項規定。

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

**Warning 警告**

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

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

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

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

1. Project Theme 項目主題：

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

*請選擇****其中一個****主題（甲或乙），並在適當的方格內填上*「✓」*號。*

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

**甲 其他主題**（可選多於一項）

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| □ | Air 空氣 | □ | Water 水 | □ | Waste 廢物 | □ | Food Waste 廚餘 |
| □ | Noise 噪音 | □ | Greening 綠化 | □ | Energy 能源 | □ | Nature Conservation 自然保育 |
| □ | Others 其他 | (Please specify: 請註明： |  | ) |

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

**乙 特定主題**（請選**其中一項**）

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ | Waste Reduction at Source源頭減廢推廣 | □ | Biodiversity生物多樣性 | □ | Clean Shorelines清潔海岸 |
| □ | Clean Air Plan清新空氣藍圖 | □ | Carbon Neutrality / Low Carbon Living碳中和／低碳生活  | □ | Community Waste and Single-use Plastic Reduction Promotion 社區回收及即棄塑膠推廣 |

1. Duration of the Project 項目運作時間

*(Please specify the commencement and completion dates* *in the format “dd/mm/yyyy”.)
（請以「日／月／年」格式註明開始及完成日期。）*

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

1. Objectives of the Project 項目目的

|  |
| --- |
|  |

1. Scope of Work of the Applicant Organisation in the Project 申請機構在項目中的工作範疇

□ Organising 主辦 □ Assisting 協辦 □ Sponsoring 贊助

□ Others 其他（Please specify: 請註明： ）

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

項目的其他協辦／協助／贊助團體的詳細資料

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Organisation機構名稱 | Contact Details(Name and Tel. No.)聯絡資料（姓名及電話號碼） | Role角色 | Duties職責 | Status狀況 |
| e.g.: xxx 例： | Ms xxxTel: xxxx xxxxXXX女士電話：xxxx xxxx | \*Assisting/ ~~Supporting/~~~~Sponsoring~~ \*協辦／~~協助／贊助~~ | To help promoting the project to its members協助向會員推廣項目 | \* Confirmed /~~To Be Confirmed~~\*落實／~~待定~~ |
|  |  | \*Assisting/Supporting/Sponsoring\*協辦／協助／贊助 |  | \*Confirmed/To Be Confirmed\*落實／待定 |
|  |  | \*Assisting/Supporting/Sponsoring\*協辦／協助／贊助 |  | \*Confirmed/To Be Confirmed\*落實／待定 |
|  |  | \*Assisting/Supporting/Sponsoring\*協辦／協助／贊助 |  | \*Confirmed/To Be Confirmed\*落實／待定 |

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

*如以上機構已落實參與此項目，請遞交有關的書面同意書。*

1. Details of Implementation Plan of the Project 推行項目詳情
2. Target District(s), Target Group(s), and Anticipated Number of Participants in Activities

活動項目的目標地區、對象和預計參加人數

| Activity活動 | Target district(s)目標地區 | Target group(s)目標對象 | Anticipated number of participants 預計參加人數 |
| --- | --- | --- | --- |
| e.g. Training workshops訓練工作坊及講座 | Wan Chai District灣仔區 | Secondary school students中學生 | 1 000 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Method(s) in Recruiting Participants and the Selection Criteria
招募參加者的方法及甄選準則

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

1. Work Schedule and Activity Summary 工作時間表及活動概要

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

*（請列出項目的所有活動及工作時間表，並提供活動的詳情。）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity****(including planning, recruitment)****活動****（包括籌備、****招募等）** | **Date****日期** | **Time****時間** | **Venue****地點** | **Total No. of Sessions/Duration****總節數／時數** | **Content****內容** | **Target Participants/ Anticipated No. of Participants****對象／預計參加人數** |
| e.g.: Eco Talk例：環保講座 | 10/5/2023 | 1pm-3pm | School hall學校禮堂 | NA不適用 | Invite speakers from green groups to deliver talks on green living邀請綠色團體代表以綠色生活為題演講 | 200名中學生 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Other Information 其他資料
2. Method(s) in Promoting the Activities 推廣活動的方法

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

*（請註明所需宣傳品的種類和數量（如有）。）*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type****種類** | **Content****內容** | **Purpose****用途** | **Publicity Materials (if any)** **宣傳品（如有）** |
| **Quantity** **數量** | **Distribution Channel****派發渠道** |
| e.g.: Promotional posters例：宣傳海報 | Include information on upcoming project activities包括項目未來活動的資料 | To promote project activities and invite participants宣傳項目活動及招募參加者 | 20 | Displayed at our centre張貼在本機構中心 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Promotion plan for project results 項目成果宣傳計劃
*Promotion plan for project results (Applicable to project proposals seeking for funding support exceeding two million dollars)*

*（適用於申請資助額超過200萬元的建議項目）*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Promotional means推廣方式 | Content內容 | Period時期 | Quantity次數 | Venue(s)(if applicable)地點（如適用） | Target group(s) and expected numbers of participants目標對象及人數 | Expected Results預計效果 |
| e.gFacebook posts | e.g.: Project commencement, project completion and achievement of recycling targets, etc.例如：項目開展、項目完成、回收量達標等 | 12th month | 12 | N/A. | General public(1,000) | 1,000 views for each post  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Publication and Production of Educational Materials (if any) 出版及製作教材（如有）

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

*（申請機構應把資料上載至互聯網，以避免印刷及影印。）*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type****種類** | **Purpose** **用途** | **Content****內容** | **Quantity** **數量** | **Distribution Channel****派發渠道** |
| e.g.:Educational materials for training workshops例：訓練工作坊教材 | To provide environmental protection knowledge提供環境保護的知識 | Include information on green living, energy consumption and waste reduction, etc.包括綠色生活、用電及減廢的資料 | 1 | Project’s website項目網站 |
| e.g. Promotional video例：宣傳影片 | To promote environmental awareness on carbon reduction宣傳環保減碳意識 | Include information on low carbon and waste reduction包括低碳及減廢的資訊 | 2 | Organisation’s social media platform機構社交媒體平台 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Details of Speaker/Tutor of Seminar(s)/Workshop(s) (if any)

講座／工作坊的講者／導師詳情（如有）

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

*（請提供已邀請的講者／導師的履歷（如有），以供參考。）*

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

|  |  |  |
| --- | --- | --- |
| **Name of Activity****活動名稱** | **Theme****主題** | **Details of Speaker/ Tutor****講者／導師詳情** |
| **Duties of Speaker/ Tutor****講者／導師的職責** | **Qualification of Speaker/ Tutor****講者／導師的資歷** | **Status****狀況** | **No. of Session Involved****負責節數** |
| e.g.: Eco Talk例：環保講座 | Green living 綠色生活 | To conduct the talk and answer questions負責演講及解答問題 | Representative from green group綠色團體代表 | \* Invited /~~To Be Invited~~\* 已邀請／~~未邀請~~ | 1 |
|  |  |  |  | \* Invited /To Be Invited\* 已邀請／未邀請 |  |
|  |  |  |  | \* Invited /To Be Invited\* 已邀請／未邀請 |  |

1. Other Details (if any) 其他詳情（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.)

項目的創意元素及與同類型項目比較的不同之處（如實施方法、地點、目標參與者、主題及活動的類型等）

|  |
| --- |
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1. Expected Benefits of Project 項目的預期成效

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.

在項目完成後，申請機構須進行「項目成效評估」，請填妥本申請表格**附錄II**，以列明清晰的預期表現指標和其目標受惠者。同時，申請機構亦須選取項目其中一個活動，就該活動設計**並與申請表格一併遞交一套活動前和活動後問卷**，並邀請活動參加者分別在該活動開始前後填寫問卷，以及收回不少於參加人數約20%或50份已填妥的問卷（以較少者為準），作為「活動成效檢討」。活動成效檢討的摘要須夾附於項目完成報告書內。問卷參考範本可於環境及自然保育基金的網頁參閱。

1. Sustainability 項目可持續性

*(Please describe the plan to maintain development of the project and sustain its impacts after project completion. 請闡述項目在完成後維持發展和延續成效的計劃。)*

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1. Budget of the Project 項目預算

*(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.)*

*（在填寫這部分前，請參閱《申請指引》第5.2.2.11部分。請提供每個開支細項的單價和數量。如沒有提供詳細資料，有關的開支細項或不會獲批資助。）*

| **Expenditure Item開支細項** | **Unit Cost** **($)****單價****（元）** | **Quantity數量** | **Unit單位** | **Total Expenditure ($)****總開支****（元）** |
| --- | --- | --- | --- | --- |
| 1. Staffing 員工
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Travel and Transportation 交通和運輸
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Education and Promotion 教育和宣傳
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Insurance 保險
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Administrative and General Expenses行政和一般支出
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. Others 其他
 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Amount of Grant Requested: (should be same as the amount stated on page 6 of this Application Form)擬申請資助總額：（須與本申請表格第6頁所列的數額相同）  |  |

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

採購資本物品理由（如適用）
*(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”.)*

*（請參閱《申請指引》第5.2.2.12部分。所列的資本物品及相關預算開支應包括在上表「項目預算」內。）*

| Item項目 | Unit Cost ($)單價（元） | Quantity數量 | Estimated Expenditure ($)預算開支（元） | Use and necessity用途及必要性 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

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

項目預算收入（包括經常收入）

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

1. Proposed Percentage of First Payment 建議首期撥款發放百分比

| Payment發放款項 | % of approved grant批准撥款的百分比 (%) | Requirements for payment發放款項的條件 |
| --- | --- | --- |
| First payment 首期撥款 |  | After signing of the funding agreement簽署資助協議後 |

*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.*

*申請機構填寫此部分時須考慮項目初期需要租用辦公室、購置資本物品等需要。環境及自然保育基金委員會會考慮各因素，就首期撥款百分比作最終決定。*

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

項目其他資助來源（包括已獲批准及正在申請的資助；請列明贊助機構名稱及贊助金額）

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

|  |  |  |
| --- | --- | --- |
| Name of Sponsor贊助機構名稱 | Sponsorship Amount ($)贊助金額（元） | Status\*狀況\* |
|  |  | Confirmed/ Being Applied For已獲批准／正在申請 |
|  |  | Confirmed/ Being Applied For已獲批准／正在申請 |
|  |  | Confirmed/ Being Applied For已獲批准／正在申請 |
|  |  | Confirmed/ Being Applied For 已獲批准／正在申請 |

1. Information of the Project Team 項目團隊資料

*(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.)*

*（請列出項目職員組合及人數、各**人的職責及投放於項目的工作時間，包括全職及兼職人員和義工。如計劃聘用申請機構的現職員工參與這個項目，請提供他們的姓名和履歷，以供批核。另請提供項目團隊的組織架構圖。）*

1. Project Leader 項目組長

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Project Leader: 項目組長姓名： |  | Position Held:職位： |  |
| Contact Tel. No.:聯絡電話號碼： |  | Fax No.:傳真號碼： |  |
| Mobile Phone no.:流動電話號碼： |  | Email Address:電郵地址： |  |

1. Full-time/Part-time staff 全職／兼職人員

| **Position****(Number)****職位****（數目）** | **Qualification Required****所需資歷** | **Duties****職責** | **Full-time/****Part-time****全職／兼職** | **Amount of time to be contributed to the project (in terms of number of working days/ hours per month)****投放於項目****的工作時間（以每個月的****工作日數／****時數計算）** | **Salary (including MPF)****薪金****（包括****強積金）** | **Recruitment Method****招聘方法** |
| --- | --- | --- | --- | --- | --- | --- |
| e.g.:Project Coordinator (1)例：項目統籌員(1) | Tertiary education; with one-year experience in organising activities.專上程度；具備一年籌辦活動經驗 | To plan and implement the project.計劃及推行項目 | \* ~~Part-time~~/Full-time\*~~兼職／~~全職 |

|  |
| --- |
| 22 |

daysper month每月22個工作日 | $16,850 | Open Recruitment公開招聘 |
|  |  |  | \* Part-time/Full-time\*兼職／全職 |

|  |
| --- |
|  |

daysper month每月

|  |
| --- |
|  |

個工作日 |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | \* Part-time/Full-time\*兼職／全職 |

|  |
| --- |
|  |

daysper month每月

|  |
| --- |
|  |

個工作日 |  |  |

1. Volunteer 義工

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Activities****活動名稱** | **Duration of Activities****活動時段** | **No. of Volunteers****義工數目** | **Duties****職責** | **Recruitment Method****招募方法** | **Selection Criteria****甄選準則** |
| e.g.: Eco Talk例：環保講座 | \*Half-day/ ~~Whole-day~~\*半日／~~全日~~ | 5 | To assist in guest reception and registration協助接待嘉賓及參加者登記 | Select from existing pool of volunteers從現有義工中甄選 | With experience in conducting similar events具備相關工作經驗 |
|  | \*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*—*不在資助範圍內但參與項目的其他員工的數目及職位

|  |
| --- |
|  |

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

申請機構舉辦環境及自然保育基金資助項目以外的相關活動經驗及記錄

|  |
| --- |
|  |

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.) 申請機構實踐環境、社會和管治（ESG）的簡要描述（例如推行降低影響環境措施、加強社會責任和確保健全公司治理的安排等）

|  |
| --- |
| **Environmental 環境** e.g.: Measuring and reporting on carbon emissions, and setting targets to reduce them over time例如：測量和報告碳排放量，並設定目標以隨著時間的推移減少碳排放量**Social 社會**e.g.: Supporting local communities through charitable donations or volunteer work例如：通過慈善捐贈或義工活動支持當地社區**Governance 管治**e.g.: Implementing strong ethical and compliance policies to ensure legal and ethical behavior例如：實施強而有力的道德和合規政策以確保合法和道德的行為 |

1. Other relevant information in support of application 其他支持申請的相關資料

|  |
| --- |
|  |

**Supplementary Sheet for**

**First-time Applicant Organisation**

**首次申請機構資料補充頁**

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.

如機構為首次申請環保教育及社區參與項目，或曾經申請環境及自然保育基金資助但其後機構資料及／或組織章程大綱及／或組織章程細則有所更改，須填妥此資料補充頁。

**Details of the Applicant Organisation**

**申請機構的詳細資料**

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

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

機構是否根據《稅務條例》（第112章）第88條獲豁免繳稅？

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

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

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

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Office held in Society幹事職銜 |  |  |  |
| Name in English英文姓名 |  |  |  |
| Name in Chinese中文姓名 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| First 4 digits of Hong Kong Identity Card Number香港身份證首4個號碼 |  |  |  |
| Hong Kong Address香港地址 |  |  |  |
| Contact Telephone No.聯絡電話號碼 |  |  |  |

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

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

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

|  |  |
| --- | --- |
| □ | others其他（Please specify. 請註明。 ） |

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

機構是否曾於過去一年內修改其組織章程細則中有關利潤或資產的條款？

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

1. Does the organisation receive any Government subvention?

機構是否正接受政府補助？

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

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

|  |
| --- |
|  |