

COUNTRYSIDE CONSERVATION FUNDING SCHEME

鄉郊保育資助計劃

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Application Form申請表格

Formulation of Proposals on Restoration of Built Heritage,

文物建築復修計劃書的擬定 、

Cultural Rehabilitation/Revitalisation Projects or

文化復興／復育項目 或

Research Activities on Countryside Conservation and Revitalisation

鄉郊保育及復育研究活動

*(Version 1.5, Feb 2022 版本1.5，2022年2月)*

Please read the “Guide to Application – Nature Conservation Management Agreement Projects, Formulation of Proposals on Restoration of Built Heritage, Cultural Rehabilitation/Revitalisation Projects, or Research Activities on Countryside Conservation and Revitalisation” (Version 1.5, Feb 2022) (Guide to Application) before completing this form. You may complete this Application Form in Chinese or English.

填表前請參閱《自然保育管理協議項目、文物建築復修計劃書的擬定、文化復興／復育項目、或鄉郊保育及復育研究活動 - 申請指引》（版本1.5，2022年2月）（申請指引）。請以中文或英文填寫本表格。

Completed application form (in both hard and soft copies) should be returned to (please state “Countryside Conservation Funding Scheme Application” on the envelope):

填妥的表格（正本及軟複本）須提交至以下地址（信封面請註明「鄉郊保育資助計劃申請」）：

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| The Secretariat of the  Countryside Conservation Funding Scheme  Environmental Protection Department  22/F, Chinachem Exchange Square  1 Hoi Wan Street  Quarry Bay, Hong Kong  Tel 電話 : 3151 7137  Fax傳真 : 3151 7263  Email 電郵 : ccfs@epd.gov.hk | 香港鰂魚涌海灣街1號  華懋交易廣場22樓  鄉郊保育資助計劃秘書處 |

For applications submitted by mail, the postmark will be used to determine whether the application is submitted before the cut-off date. Please ensure payment of sufficient postage as underpaid mails will not be accepted. In case a Black Rainstorm Warning Signal or Tropical Cyclone Warning Signal No. 8 or above is in force, or suspension of major public transport for any duration between 12:00 noon and 5:00 pm on the cut-off date, the cut-off time will be extended to 5:00 pm on the next working day. Special announcement about the details will be made on the Countryside Conservation Funding Scheme (CCFS) webpage.

若以郵寄方式提交申請表格，郵戳日期會用以決定申請是否在截止日期前提交。投寄前請確保已付足夠郵資，郵資不足的郵件不會被接受。如在指明的截止日期當天中午十二時至下午五時期間，八號或以上熱帶氣旋警告訊號或黑色暴雨警告訊號生效，或主要公共交通暫停服務，截止時間將會延至下一個工作日的下午五時。鄉郊保育資助計劃（資助計劃）的網頁將會發布特別通告詳述安排。

Incomplete applications or applications not submitted in accordance with the format prescribed above, including applications submitted by facsimile or e-mail or without submission of the original hard copy of the application form, or the application form is not personally signed by the person-in-charge of the proposed project and affixed with an original seal of the applicant organisation, will not be processed.

不完整的申請，以及沒有依照上述方式提交的申請 （包括以傳真或電子郵件方式提交的申請、沒有提交申請表格正本的申請，以及建議項目的負責人沒有親自在申請表格上簽署及蓋上申請機構印章的申請），將不獲處理。

To avoid undue delay in processing application, where feedback / response from the person-in-charge is not received within two weeks, the Secretariat will consider the person-in-charge withdraws the application and terminate the processing of the application.

為避免過度延誤處理申請，如建議項目的負責人未能於兩星期內因應要求提供資料，秘書處會視該項目負責人撤回申請，並終止處理有關申請。

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

1. **Applicant Organisation   
   申請機構**

*For first time applicant organisation, please complete the “Supplementary Sheet for First-time Applicant Organisations”.   
首次申請機構請額外填寫《供首次申請機構填寫的補充資料頁》*

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| --- | --- | --- | --- | --- | --- |
| Name of Organisation  機構名稱 | (English英文) |  | | | |
| (Chinese中文) |  | | | |
| Mailing Address  通訊地址 |  | | | | |
| Person-in-charge \*  負責人\* |  | | | Position Held  職位 |  |
| Tel. No.  電話號碼 |  | | Fax No.  傳真號碼 | |  |
| Mobile Phone No.  流動電話號碼 |  | | E-mail Address  電郵地址 | |  |

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

*負責人必須是申請機構的主管或副主管。*

*(Please insert a “🗸” where appropriate 請在適當位置填上 “🗸”號)*

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| □ | The applicant organisation has been registered under 申請機構已根據下列條例註冊 –   * the Companies Ordinance《公司條例》 (Year \_\_\_\_\_\_\_ 年／Registration No.註冊號碼　\_\_\_\_\_\_\_\_\_\_\_\_\_\_) * others其他(Please specify 請註明 :) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   *(Please provide a copy of the organisation’s registration document and a copy of supporting document certifying that the applicant organisation qualifies for tax exemption under section 88 of the Inland Revenue Ordinance.  請附上機構的註冊文件副本及申請機構根據《稅務條例》第88條獲豁免繳稅的證明文件副本。)* |

Does the Organisation receive Government subvention機構有沒有接受政府補助？

* No 沒有
* Yes 有 (Please indicate the name of department請填寫部門名稱)

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| □ | First-time Applicant Organisation首次申請機構  *Please fill in the Supplementary Sheet on p.17. 請填寫第17頁的補充資料頁。* |

1. **Summary** **of the Proposed Project   
   建議項目摘要**

*(The Summary will be published on CCFS webpage if the proposed project is approved.   
如建議項目獲批准，此項目摘要將會上載至資助計劃的網頁。)*

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| Project Type  項目類別 \* |  | Formulation of Proposals on Restoration of Built Heritage (BH)  文物建築復修計劃書的擬定 |
|  | Cultural Rehabilitation / Revitalisation (CR) Projects  文化復興/復育項目 |
|  | Research Activities (RA) on Countryside Conservation and Revitalisation  鄉郊保育及復育研究活動 |
| Project Title  項目名稱 | (English英文) |  |
| (Chinese中文) |  |
| Project Description項目簡介 # | (English英文) |  |
| (Chinese中文) |  |
| Key Objectives  主要目的 | (English英文) |  |
| (Chinese中文) |  |
| Major Benefits  (at least five)  主要益處  (最少五項) | (English英文) |  |
| (Chinese中文) |  |
| Amount of Grant Requested  申請資助總額 | | HK$  港幣　　　　　　　　　　元 |

**\***Please insert a“✓”where appropriate. 請在適當位置填上“✓”號。

#Not more than 200 words. 不超過200字。

**Declaration 聲明**

*I certify that 本人謹此聲明 –*

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\* 有／沒有接受政府補助；
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;  
   所有申請資助的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；
3. subsidy from other sources has / has not\* been or is / is not\* being obtained by us for the same project or activities under application. If subsidy from other sources has been or is being obtained, please specify:

本機構曾／不曾\*或現正有／沒有\*就是次申請資助的項目或活動，向其他撥款機構申請資助。如曾經或現正有向其他撥款機構申請資助，請註明：

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1. the information provided above is correct to the best of my knowledge; and  
   據本人所知，上述填報的資料均正確無訛；以及
2. we understand and agree to abide by the terms and conditions as set out in the “Guide to Application” and will comply with all the requirements laid down in the Agreement should we be approved grant for the project.

本機構明白並同意遵守《申請指引》所列之條款；如項目獲資助計劃資助，本機構會遵守協議書所列的各項規定。

\* Please delete as appropriate.  
 請刪除不適用者。

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | Signature 簽署 | |  | |
| Name of Person-in-charge  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 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；如申請人被發現作出虛假聲明，亦可遭檢控。申請機構須注意，以欺詐手段取得金錢利益，屬於刑事罪行。

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| **Section B – Content of Project Proposal**  **乙 部 – 項目建議書的內容** |

***Important Notes* 重要須知**

1. All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.   
   申請表格的所有部分均須填寫。如有需要，須提交證明文件。如所須填報的資料不適用或不詳，請填上“不適用”。
2. The application form must be typed and printed on both sides of a paper, duly signed by the person-in-charge (i.e. the Head or Deputy Head of the applicant organisation), dated and affixed with the chop of the applicant organisation.   
   申請表格須雙面打印及列印，並須由建議項目的負責人（即申請機構的主管或副主管）簽名，並填上日期及蓋上申請機構印章，方可提交。
3. Please give clear and concise information. Additional pages may be attached to the form if such is necessary.  
   填報的資料須清晰簡潔。如有需要，可另頁書寫。
4. Softcopy of the application form can be downloaded from the CCFS webpage below:   
   申請表格的軟複本可從以下資助計劃網頁下載:

* Countryside Conservation Funding Scheme : https://www.epd.gov.hk/epd/english/environmentinhk/conservation/ccfs/ccfs\_main.html  
  鄉郊保育資助計劃：  
  <https://www.epd.gov.hk/epd/tc_chi/environmentinhk/conservation/ccfs/ccfs_main.html>

1. The application form should be submitted in both hard and soft copies (in word format and excel format for budget plan).   
   提交申請時，除表格列印本外，須另附表格的軟複本（表格以Word格式；預算開支以Excel格式）。
2. Acknowledgment will be sent to the applicant organisation after receipt of an application by EPD.  
   環境保護署接獲申請後，將向申請機構發出認收通知。
3. Please read the “Guide to Application” carefully, and provide all details of the proposed project.   
   請詳閱《申請指引》，並提供建議項目的詳情。

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

1. Project Title 項目名稱

|  |  |
| --- | --- |
| (English 英文) |  |
| (Chinese中文) |  |

1. Target Site目標地點

For BH 文物建築復修計劃書的擬定

*(Please attach a map showing the target site. Please refer to Section 2.1 of the “Guide to Application” for eligible sites. 請附加地圖顯示目標地點位置。關於合資格地點，請參閱「申請指引」第2.1節。)*

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| --- | --- | --- | --- | --- |
|  | Priority Site for Enhanced Conservation 須優先加強保育地點： | | | |
|  | Country Park Enclave 郊野公園「不包括的土地」： | | | |
|  | Country Park 郊野公園： | | | |
|  | |  |  |
| Involve private land and/or premises | |  | Yes 是 |
| 涉及私人土地及/或物業 | |  | No 不是 |

For CR or RA 文化復興／復育項目、或鄉郊保育及復育研究活動

*(Please attach a map showing the target site and the nearest location where public transportation can reach. Please refer to Section 2.1 of the “Guide to Application” for eligible sites. 請附加地圖顯示目標地點及最近目標地點的公共交通工具可到達的位置。關於合資格地點，請參閱「申請指引」第2.1節。)*

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| Public transportation is not accessible within 500m walking distance of the site |  | Yes 是 |
| 公共交通工具可到達的500米步行距離範圍以外 |  | No 不是 |
|  |  |  |
| Involve private land and/or premises |  | Yes 是 |
| 涉及私人土地及/或物業 |  | No 不是 |

*(Please insert a “✓” where appropriate. 請在適當位置填上“✓”號。)*

1. Duration of the Project 項目時期

*(Please specify commencement and completion date. 請註明開始及完成日期。)*

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1. Nature and Purpose of the Project 項目的性質和目的

*(Please refer to Section 3.2.4 of the “Guide to Application” for details. 詳情請參閱「申請指引」第3.2.4節。)*

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1. Name of Applicant Organisation 申請機構名稱

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| (English 英文) |  |
| (Chinese中文) |  |

1. Details of the Project Team 項目團隊的詳細資料

(a) Structure of the project team項目團隊的組織架構

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(b) Information about the project leader(s) 項目組長的資料

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| --- | --- | --- | --- |
| Name of project leader  項目組長姓名 |  | Position held  職位 |  |
| Tel. no.  電話號碼 |  | Fax no.  傳真號碼 |  |
| Mobile phone no.  流動電話號碼 |  | E-mail address  電郵地址 |  |

Experience in organising similar projects

舉辦同類項目的經驗

*(May attach C.V. of the project leader(s) of no more than two pages to demonstrate previous experience in undertaking similar projects. 可夾附不超過兩頁有關項目組長的個人履歷，列舉以往參與同類項目的經驗。)*

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(c) Number of staff involved in the proposed project and their positions in the organisation   
參與建議項目的工作人員總數及各人員在所屬機構的職位

*(Please also provide details of project coordinator(s) and other supporting staff to be involved and their respective role, and give full justification. Please provide breakdown on the number of full time staff, part time staff and voluntary workers. 請提供項目統籌員及其他參與建議項目的支援人員的資料及其項目角色，並詳述理由。請詳細列出全職人員、兼職人員及義工的總數。)*

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1. Role of Applicant Organisation in the Project申請機構於項目內的角色

*(Applicant organisation that does not make major contribution to organising and implementing a project will not be eligible for funding. 申請機構如沒有對舉辦及推行項目作出重大貢獻，將不符合資格獲得資助。)*

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1. Details of Agreement Made with Land and/or Premises Owners and/or Tenants for the Proposed Project (If any) 建議項目涉及的土地及／或物業擁有人及／或租戶的詳情（如有）

*(The applicant organisation should confirm whether it has already obtained the in-principle agreement from the concerned land and/or premises owners and/or tenants to be involved in the project, and provide detailed information. If the application site involves government land and/or premises, the application organisation should seek relevant department’s in-principle agreement before submitting application. Please refer to Section 3.2.8 of the “Guide to Application” for details. 申請機構須確定是否已獲得有關地點土地及／或物業的擁有人及／或租戶業主原則上同意參與本項目，如涉及政府土地及／或物業，申請機構應先尋求相關政府部門原則上同意，並提供詳細資料。詳情請參閱「申請指引」第3.2.8節。)*

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| --- | --- | --- | --- |
| Name of Owner or Tenant 擁有人或租戶名稱 | Lot No. or Address of Premises Involved  涉及的地段編號或物業地址 | Role  (e.g. rent out the land and/or premises, conduct workshops, etc.)  角色  (例如：出租土地及／或物業、舉行工作坊等) | Status  情況 |
|  |  |  | \* Agreed in-principle  原則上同意 /  To be Confirmed待定 |
|  |  |  | \* Agreed in-principle  原則上同意 /  To be Confirmed待定 |
|  |  |  | \* Agreed in-principle  原則上同意 /  To be Confirmed待定 |

*(If the owner and/or tenant stated above has agreed in-principle to be involved in the project, please provide relevant written consent. 如以上擁有人及／或租戶已原則上同意參與本項目，請提交有關的書面同意書。)*

1. Details of Other Co-organising/Assisting/Supporting/Sponsoring Bodies for the Proposed Project 建議項目的其他合辦／協辦／協助／贊助團體的詳情

*(Please refer to Sections 2.3 and 3.2.9 of the “Guide to Application” for details. 詳情請參閱「申請指引」第2.3節及3.2.9節。)*

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| 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 | Fund Granted (if any) 資助額 (如有)  ($) | Status  情況 |
|  |  | \* Co-organising 合辦/  Assisting協辦/  Supporting協助/  Sponsoring贊助 |  |  | \* Confirmed落實/  To be Confirmed待定 |
|  |  | \* Co-organising合辦/  Assisting協辦/  Supporting協助/  Sponsoring贊助 |  |  | \* Confirmed落實/  To be Confirmed待定 |
|  |  | \* Co-organising合辦/  Assisting協辦/  Supporting協助/  Sponsoring贊助 |  |  | \* Confirmed落實/  To be Confirmed待定 |

*(If the organisation stated above has agreed in-principle to be involved in the project, please provide relevant written consent. 如以上機構已原則上同意參與本項目，請提交有關的書面同意書。)*

1. Details of Scope and Implementation Method of Project 推行項目的詳細方法

*(Please state clearly the implementation method to be employed and demonstrate how this could help achieve the purpose of the project. For details, please refer to Sections 3.2.10 to 3.2.12 of the “Guide to Application”. 請清晰說明推行計劃的方法及表述如何透過這方法達到計劃目標，詳情請參閱「申請指引」第3.2.10節至3.2.12節。）*

1. About the Proposed Restoration/Rehabilitation/Revitalisation/Research

關於復修／復興／復育/研究目標

* 1. Built heritage and/or cultural assets involved in the project, if any

項目涉及的文物建築及／或文化資產，如有

*(Please refer to Section 2.2 of the “Guide to Application” for details. 詳情請參閱「申請指引」第2.2節。)*

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* 1. Assessment of the conservation value of the proposed restoration/rehabilitation/revitalisation/research target

對復修／復興／復育目標的保育價值

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* 1. Implementation Method of the Project 項目推行方法

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* 1. Workplan and Timetable 工作計劃及時間表

*(Please provide detailed descriptions of the tentative schedule and implementation methods of the studies/works/events/activities to be carried out under the project. 請詳細提供計劃下各項可行性研究或復興／復育活動的**暫定時間表及推行方法。)*

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| --- | --- |
| Activity 活動 | *(E.g. submission of detailed restoration design, conduct consultation with local community, organise workshops, conduct interview for documentation of cultural assets, research activities etc. 例如：提交詳細復修設計、諮詢當地群體，舉辦工作坊、為記錄文化資產進行訪談等。)* |
| Date 日期 /  Duration 為期 /  Frequency 次數 |  |
| Venue 地點 |  |
| Implementation Method  推行方法 |  |

*(Please use separate tables for different activities. 不同活動請分別以不同表單填寫。)*

1. Public Education and Community Engagement 公眾教育及社區參與
   1. Land/premises owners or tenants to be engaged in project

參與項目的土地／物業擁有人或其租戶

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* 1. Public education and community engagement programmes

公眾教育及社區參與活動計劃

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| --- | --- |
| Activity 活動 | *(E.g. ecotours, workshops, festivals, volunteer schemes. 例如：生態旅遊、工作坊、節慶、義工計劃。)* |
| Date 日期/  Duration 為期/  Frequency 次數 |  |
| Venue 地點 |  |
| Activity details  活動內容 |  |
| Target audiences  對象 |  |

*(Please use separate tables for different activities. 不同活動請分別以不同表單填寫。)*

* 1. Publications and publicity plan 出版物及宣傳計劃

|  |  |
| --- | --- |
| Publications and publicity activity 出版物及宣傳活動 | *(E.g. books, leaflets, posters, newsletters, online materials, promotional activities, dissimilation sessions, etc)*  *(例如書籍、單張、海報、通訊、網上資料、宣傳活動、發佈活動等)* |
| Date 日期 /  Frequency 次數 /  Quantity 數量 |  |
| Venue 地點/  Distribution channels  分發途徑 |  |
| Details  詳細內容 |  |
| Target audiences  對象 |  |

*(Please use separate tables for different publication / activities. 不同出版物／活動請分別以不同表單填寫。)*

1. Deliverables and Expected Achievements of the Project 項目成果及預期成效

*(Please refer to Section 3.2.13 of the “Guide to Application” for details.詳情請參閱「申請指引」第 3.2.13節。)*

Please tabulate the project deliverables and expected achievements by using the following table. 請用以下表格列出項目成果及預期成效。

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverables and Expected Achievements  項目成果及預期成效 | Reporting Period  進度報告 | | | | | | Total  總計 |
| M1-6  第1-6個月 | M7-12  第7-12個月 | M13-18  第13-18個月 | M19-24  第19-24個月 | M25-30  第25-30個月 | M31-36  第31-36個月 |
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1. Details of the Budget Plan 預算開支詳情

*(Please refer to Sections 4 and 5 of the “Guide to Application”. 請參閱「申請指引」第4及5節。)*

1. Breakdown of budget 預算開支的分項數字

*(Please provide the breakdown of budget in Excel format. 請以Excel格式提供預算開支的分項數字。)*

|  |  |  |
| --- | --- | --- |
| Particulars  分項詳情 | Estimated Expenditure ($)  預算開支(元) | Remarks  備註 |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| Total總計： |  |  |

*\*Please extend the table if necessary. 如有需要，請擴充表格。*

1. Justification of budget 預算開支的理據

(*Please provide full justification of every expenditure item. 請就每項開支預算提供充足理據。)*

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1. Proposed disbursement schedule 建議的資助額發放安排

*(Please refer to Section 5.3.1 of the “Guide to Application”*. *請參閱「申請指引」第 5.3.1 節。)*

|  |  |  |  |
| --- | --- | --- | --- |
| Phases  階段 | Estimated Expenditure ($)  預算開支（元） | Proposed Amount of Instalments ($)  建議發放金額（元） | (%) |
| Initial Disbursement  首次發放 |  |  |  |
| 2nd Disbursement  第二次發放 |  |  |  |
| 3rd Disbursement  第三次發放 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Final Disbursement  最後發放 |  |  | 10% |
| **Total**  **總計** |  |  | **100%** |

(*Please provide full justification of above proposed plan*. *請充分解釋以上建議的資助額發放安排。)*

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1. Other Sources of Funds 項目的其他資助來源

*(The availability of alternative funds will be taken into account when we consider an application. Any efforts to seek private sector sponsorship for a proposed project should be highlighted. 我們審批申請時將考慮是否有其他來源的資助，申請機構如正與私營界別洽商資助，請特別註明。）*

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1. Estimated Income Generated from the Project (if applicable) 項目的預算收入（如適用）

*(Please provide details and schedule of the estimated revenue gains from the project would normally be deducted from the amount of grant applied for. State how this will be used to offset the project cost. If this is not possible, full explanation should be given. 請就項目帶來的預算收入提供詳情及時間表。項目帶來的預算收入一般應從申請的資助額中扣除。請說明將如何利用項目帶來的收入抵銷項目的運作成本。如無法具體列述，請提供理由。*）

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1. Procurement of Capital Items (if applicable)  
   採購的資本物品（如適用）

*(Please refer to Section 4.2, 5.8 and 5.9 of the “Guide to Application”*. *請參閱「申請指引」第 4.2、5.8及5.9 節。)*

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1. Minor Works (if applicable)  
   小型工程（如適用）

*(Please refer to Section 4.2 of the “Guide to Application”*. *請參閱「申請指引」第 4.2 節。)*

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1. Record(s) of the Applicant Organisation in Implementing Similar Projects (if any)  
   申請機構舉辦同類項目的記錄（如有）
2. Experience of Applicant Organisation in organising similar projects   
   申請機構舉辦同類項目的經驗

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1. Existing Manpower of the organisation to be involved in delivering this Project

申請機構參與項目的現有人手

|  |  |  |
| --- | --- | --- |
| Position 職位 | Number of Staff 工作人員數目 | Nature of Work in the Project 在此項目的工作性質 |
|  |  |  |
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1. Additional Manpower to be involved in delivering this Project

項目涉及的額外人手

*(i.e. work/job opportunities arising from the project.即項目所帶來的工作／就業機會。)*

|  |  |  |
| --- | --- | --- |
| Position 職位 | Number of Staff 工作人員數目 | Nature of Work in the Project 在此項目的工作性質 |
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1. Record of previous applications which are either approved or rejected by Environment and Conservation Fund, Countryside Conservation Funding Scheme or other relevant government sponsorship   
   以往曾獲環境及自然保育基金、鄉郊保育資助計劃或其他相關的政府資助獲批准或遭否決的申請的記錄

| Name of the Funding Support  資助名稱 | Title and Application No. of Project ***Approved*** ***獲批准***項目的名稱及 申請編號 | Approval Date 批准日期 | Granted Amount  資助金額  ($) | Completion Date 完成日期 | Date to Submit Completion Report  提交完成報告的日期 |
| --- | --- | --- | --- | --- | --- |
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| Name of the Funding Support  資助名稱 | Title and Application No. of Project ***Rejected*** ***遭否決***項目的名稱及申請編號 | Applied Amount  申請資助金額 ($) | Submission Date 申請日期 |
| --- | --- | --- | --- |
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1. Other relevant information in support of your application 其他支持申請的相關資料

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###### **Supplementary Sheet for First-time Applicant Organisations**

供首次申請機構填寫的補充資料頁

Details of First-time Applicant Organisation

**首次申請機構的資料**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name of Organisation  機構名稱 | (English英文) |  |  |
| (Chinese中文) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. Mailing Address  通訊地址 | (English英文) |  |  |
|  |  |  |
| (Chinese中文) |  |  |
| 3. Cheque Payable to  支票抬頭人 |  |  |  |
|  |  |  |  |

4. Background information about the organisation, including years of establishment, objective of the organisation, source of funding etc:   
機構的背景資料，例如機構的成立年份、宗旨、經費來源等：

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5. Information about key members of the organisation and the Person-in-Charge of the project:   
機構的主要成員及項目負責人的資料：

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6. Experience in organising similar activities   
舉辦同類活動的經驗：

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**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 by you in the Application Form will be used by Environmental Protection Department (EPD), Agriculture, Fisheries and Conservation Department (AFCD), other relevant government departments and the Advisory Committee on Countryside Conservation for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the Secretariat of the Countryside Conservation Funding Scheme to withhold some data from release to the public. However, if you do not provide adequate and accurate data, we may not be able to process your application.

你在申請表格內所提供的個人資料和其他有關的資料，環境保護署、漁農自然護理署、其他有關政府部門及鄉郊保育諮詢委員會將用於處理你的申請。在申請表格內提供個人資料及其他有關的資料屬自願性質。你亦可向鄉郊保育資助計劃秘書處申請把部分資料保密，不予公開。不過，如你沒有提供足夠及正確的資料，你的申請可能不獲處理。

Disclosure of Information公開資料

The Secretariat of the Countryside Conservation Funding Scheme may keep your application and the progress and completion reports in the Registry and may include the personal data and other related information you provided in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

鄉郊保育資助計劃秘書處可能會把你的申請表格、進度報告書和完成報告書存於檔案室，亦可能會把你在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，你所提交的資料亦可能交予其他部門／機構／人士，以便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 Secretariat of the Countryside Conservation Funding Scheme.

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鄉郊保育資助計劃秘書處提出。

*I have read and understood the Conditions for the Use and Allocation of Fund and agree to the conditions.  
本人已閱讀及明白“使用和撥出資助款項的條件”的內容，並同意接受該等條件約束。*

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| --- | --- | --- | --- | --- |
|  | | Signature 簽署 |  | |
| Name of Person-in-charge 負責人姓名 | | () |  | |
| Date 日期 |  | |  |  | |

Note注意:

* Please photocopy this Form if more than one is required. 如需要超過一份表格，請自行影印。
* This Form may be amended by the EPD as and when necessary. 環保署可隨時按需要修訂本表格的內容。