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| **Progress Report**  **工作進度報告書** | | **Secretariat Use 秘書處專用**  Serial Number 編號: |
|  | Project Title  計劃名稱 | |
|  |
| COUNTRYSIDE CONSERVATION FUNDING  SCHEME  鄉郊保育資助計劃 |  | |
| Date of Approval  批准日期 | |
|  | |
| Amount of Approved Grant  獲批資助款項 | |
|  | |
| Other Source of Fund and Amount  其他資金來源及金額 | |
| Dear Sir,  I certify that the attached the progress report and statement of account are correct and that the goods and services purchased and acquired are necessary for the activities of the project and that the prices are fair and reasonable.  執事先生：  本人證實所夾附的第 份工作進度報告書和帳目報表均正確無誤，所購買的物料和獲取的服務，是本計劃內的活動所必要的，而且價格公道合理。 | |
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| Nature Conservation Management Agreement Projects |
| 自然保育管理協議項目 | Recipient Organisation  獲資助機構 | |
| Person-in-charge  機構負責人 | |
| Position Held  職位 | |
|  |
|  | Signature  簽署 | |
|  |  | |
|  | Date of Report  報告日期 | |
|  |  | |
|  | Official Chop of Organisation  機構正式印鑑 | |
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Reporting period 報告期間: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this Progress Report and submit it to the Secretariat of the Countryside Conservation Funding Scheme. Please note that Part I of this report may be made available for public inspection.

**請填妥這份工作進度報告書，並送交鄉郊保育資助計劃秘書處。請注意，這份報告書的第 I 部份可能會供公眾查閱。**

1. **PROJECT DETAILS AND OUTCOME 項目詳情及成果**
2. Project schedule 項目時間表

|  |  |  |  |
| --- | --- | --- | --- |
| Commencement Date 開始日期 | | Completion Date 完成日期 | |
| Original  原定 | Actual  實際 | Original  原定 | Expected  預計 |
|  |  |  |  |

1. Change of project objective and/or scope 計劃目的和／或範圍的更改 *(If yes, please specify change and reasons. 如有，請註明有何更改及所持理由。)*

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1. Implementation progress 推行進展 *(Please compare with the proposed progress as submitted in the application. 請以提交申請時的建議推行進展作比較。)*
   1. Nature Conservation 自然保育
2. Habitat conservation 生境保育  
   Summary 撮要

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| *e.g. Total area of land conserved /managed, condition of habitats*  *例如：保育／管理的土地面積總計，生境的狀況* |
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*(Please provide breakdowns by habitat types / habitat management measures if applicable.　如適用，請細分不同的生境種頪／生境管理措施。)*

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| --- | --- | --- |
| Habitat type / Habitat management Measure  生境種頪／生境管理措施 | Proposed area  建議面積 | Actual area  實際面積 |
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|  |  |  |
| Total 總計 |  |  |

1. Species conservation 物種保育  
   Summary 撮要

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| *e.g. New species records, major findings.*  *例如：記錄得的新物種，主要研究成果。* |
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1. Progress of activities carried out 推行活動的進展

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| Activity 活動 | *(E.g. habitat management measures, biodiversity surveys/monitoring.*  *例如：生境管理措施、生物多樣性調查／監察。)* |
| Date 日期/  Duration 為期/  Frequency 次數 | *(E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for establishing new farmland. 例如：單次／非恆常活動的日期，恆常／季節性活動的時期及次數，開發農地所需時間。)* |
| Implementation Progress  推行進展 | *(E.g. crop/host plants planting, habitat restoration, fishpond drain down with reference to appendices (if applicable) .例如：栽種農作物／寄主植物，修復棲息地，魚塘降水，如適用，請附加資料以供參考。)*  *Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).*  *請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

*(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. Landowner / tenant engagement 土地擁有人／其租戶的參與

Summary 撮要

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| *e.g. Number of manage agreements signed, number of landowners / tenants / fishpond operators engaged*  *例如：已簽訂的管理協議數目、土地擁有人／其租戶／魚塘經營者參與的數目* |
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1. General public engagement 公眾參與  
   Summary 撮要

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| *e.g. Types of activities organised, target groups engaged, participation numbers, etc.*  *例如：已與辦的活動的種類，目標群體的參與，參與人數等* |
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1. Publications and publicity 出版物及宣傳

Summary 撮要

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| *e.g. Publications produced, media coverage*  *例如：已製作的出版物，媒體報導* |
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1. Progress of activities carried out 推行活動的進展

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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 | *(E.g. actual implementation dates / periods. 例如：實際與行日期／時期。)* |
| Venue 地點 |  |
| Implementation Progress  推行進度 | *Summary of progress during reporting period .報告其間的推行進度撮要。*  *Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any).*  *請匯報計劃延誤、遇到的問題、為解決問題所採取的補救措施及這些措施的成效（如有）。* |

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

* 1. Architectural and Cultural Assets Conservation 文物建築及文化資產保育

1. Summary 撮要

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1. Progress of activities carried out 推行活動的進展

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| --- | --- |
| Activity 活動 | *(E.g. repair, protect or appropriate additions works onto building(s) or building compound inside project area, like farmhouse, storage hut, pavilion, etc.. 例如：維修、保護及適度加建項目內合適的建築物或建築群，如農舍、倉庫、亭子等。)* |
| Date 日期 /  Duration 為期 /  Frequency 次數 |  |
| Implementation Progress  推行進度 |  |

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

* 1. Deliverables and Expected Benefits 項目成果及預計帶來的益處

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverables and Expected Benefits  項目成果及預計帶來的益處 | Proposed No.  建議數量 | Actual No.  實際數量 | % of Target Achieved  達到建議數量的百份比 |
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1. **STATUS OF CAPITAL ITEMS 資本物品的狀況**

Please report the status of capital items, educational material and computer softwares procured with the grant, which should be listed out below with photos and conditions of the items attached. Photos of all capital items procured with the grant should be taken afresh within the reporting period.

請匯報這些資本物品的狀況，並附上圖片。該等圖片需於進度報告書的匯報期間拍攝。

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. 物品編號 | Status 狀況 | Photo 圖片 | Remarks 備註 |
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1. **FINANCIAL REPORT 財務報告**

*(As per approved budget items. 須按各項已批准的預算開支列出。)*

1. Overall Position 整體狀況

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| --- | --- | --- | --- | --- | --- |
| Opening Balance as at |  |  |  |  |  |
| 開始結餘截至 | : | $ | 元 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Income during the period | from |  | to |  |  |  |  |
| 這段期間的收入 | 由 | 至 | : $ | 元 |

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| --- | --- | --- | --- |
| ***Less*** Expenditure during the abovementioned period |  |  |  |
| ***減去***在上述期間的支出 | : $ |  | 元 |

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| --- | --- | --- | --- | --- | --- |
| Closing Balance as at |  |  |  |  |  |
| 期終結餘截至 | : | $ | 元 |

1. Detailed breakdown of incomes 收入分項詳情 (including project interest 包括項目利息)

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| --- | --- | --- |
| Items 分項 | Amount 金額 | Use 用途 |
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1. Detailed breakdown of expenditure 支出分項詳情

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| --- | --- | --- | --- |
| Items  分項 | Approved Budget  獲批准預算 | Actual Expenditure  實際開支 | Expected Expenditure  預計開支 |
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1. Amount of advance payment 預支金額

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1. Balance to be claimed 現在申請發放的金額 (if any 如有)

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1. Estimated amount of unspent balance of approved grant upon completion of the project 預算計劃完成時，批准款額中尚未動用的餘款

*(Any unspent balance must be returned to the CCFS 任何未動用的資助款項須交還資助計劃)*

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Note: Written explanation should be submitted should the organisation fail to complete or cancel any activity which has received funding support.

註： 獲得資助計劃撥款資助的任何活動倘若未能完成或已取消者，有關機構必須提交書面解釋。