

獎券基金撥款申請表格 (工程/傢俬/用具)
Lotteries Fund Application Form (Works/Furniture/Equipment)

在填寫此份表格前，請仔細參閱表格內附錄 5 的指引及獎券基金手冊
Please Study the Guidance Notes at Appendix 5 and the Lotteries Fund Manual carefully before you complete the form.

一般資料表
General Information Sheet

1. 申請撥款的服務單位簡介
Brief description of the applying service unit
 - 1.1 營辦機構：
Operating agency:
 - 1.2 服務單位：
Service unit:
 - 1.2.1 名稱：
Name:
 - 1.2.2 服務性質：
Service nature:
 - 1.2.3 地址：
Address:
 - 1.2.4 電郵地址及傳真號碼：
E-mail Address and Fax Number:
 - 1.2.5 通訊地址 (如與上方不同)：
Correspondence Address
(if different from above):
 - 1.2.6 聯絡人及電話號碼：
Contact person & telephone no.:
 - 1.2.7 開辦日期 (月/年)：
Commencement of operation (month/year):
 - 1.2.8 開始接受社會福利津貼日期 (月/年)：
Commencement of subvention (month/year):

2. 申請撥款原因 (廣泛敘述是項申請的背景，原因及目的，而無需將每一項目類別給予以據)
Reasons for the application (a comprehensive description of the background, reason and purpose of this application, not justifications for each requested item)

3. 申請項目撮要
Summary of the application

<u>類別</u> <u>Category</u>	<u>申請款額</u> 元 <u>Amount requested</u> \$	<u>附件</u> (包括印文本及電腦檔案) (請在適當方格內加✓號) <u>Attachment (in hard and soft copies)</u> (please tick where appropriate)
3.1 工程項目 Works item	()	附錄 1 <input type="checkbox"/> Appendix 及 2 <input type="checkbox"/> and
3.2 傢俬及用具 Furniture & equipment	()	附錄 3 <input type="checkbox"/> Appendix
3.3 其他，如購買或維修車輛 (請註明) Others, such as purchase or overhauling of vehicle (please specify)	()	附錄 3 <input type="checkbox"/> Appendix
總款額： Total：	(0)	

我在填寫此份表格時已經仔細參閱表格內附錄 5 的指引及獎券基金手冊。
同時，我亦已附上所有需要的有關文件以供審閱。

I have read the Guidance Notes at Appendix 5 and the Lotteries Fund Manual carefully before completing this form. I have also enclosed all the supporting documents required.

負責職員 : _____
Prepared by (簽署) (Signature)

姓名 : _____
Name

職位 : _____
Post

電話號碼 : _____
Telephone No.

日期 : _____
Date

獎券基金
申請工程項目撥款摘要 (見註)
Summary of Application for Lotteries Fund Grant for Works Items (See Note)

項目編號 Item No.	工程項目摘要 Summary of Items Requested	款額 (元) Amount (\$)	備註 Remarks
1.	工程項目類別 Works Items		
1.1	混凝土工程 Concrete Works		
1.2	磚工 Brickwork & Blockwork		
1.3	木工及細木工 (包括木工五金配件) Carpentry & Joinery (including Ironmongery)		
1.4	鐵器工程 Metal Works		
1.5	水泥批盪及飾面工程 Plastering & Finishes		
1.6	供水及排污裝置工程 Plumbing and Drainage		
1.7	玻璃裝嵌工程 Glazing		
1.8	油漆及塗飾工程 Painting		
1.9	電氣設備裝置工程 Electrical Works		
1.10	暖氣、通風與空氣調節設備裝置工程 Heating, Ventilation and Air-conditioning Works		
1.11	消防設備裝置工程 Fire Services Installation		
1.12	氣體設備裝置工程 Gas Installation		
1.13	其他 (請註明) Others (please specify)		
	分項1合計款項： Sub-total :	0.00	
2.	顧問及有關工程合約支出 (只適用於聘有認可人 / 其他專業顧問之工程申請) Fees and Related Contractual Charges (ONLY applicable for application when Authorized Person / Consultant is appointed)		
2.1	基本工程合約條款支出 / 初步費用 Preliminaries		
2.2	工程備用金 Contingencies		
2.3	認可人 / 專業顧問費 Professional Fees		
2.4	印務費 Lithography		
	分項2合計款項： Sub-total :	0.00	
	總款額： GRAND TOTAL :	0.00	

註：請列出各項目的詳細資料於附錄2。

Note : Breakdown and Details of the works items should be provided in Appendix 2.

工程細項詳細闡釋
項目摘要錄於附錄 1 (見註)
Breakdown and Details of the Proposed Works Items
Summarized at Appendix 1 (See Note)

項目編號 Item No.	各項工程之範圍， 度量 / 規格 Extent of each works items, its dimensions / specifications	各項工程之 詳細位置 Detailed location	數量 及單位 Quantity & unit	單價 Unit rate	款額 (元) Amount (\$)	每項工程之理據 (可另紙呈報) Justification for each proposed item (provide in separate sheet if necessary)
總款額： TOTAL :					0.00	

註： 請提交各項施工所需的文件以供審閱 (文件包括有關業主/授權機關的核准書，其他政府部門的推薦信，工程草圖，圖則，分佈圖，裝備系統圖，報價單，指定物料，施工方法...等)。

Note : Please provide prerequisite documents (e.g. approval of the landlord/authority concerned, recommendation from other government departments, sketches, drawings, layout plans, installation plans, quotations, specifying material & works method...etc.).

傢俬及用具（包括購買車輛）
申請獎券基金撥款詳情（見註）
**Details of Application for Lotteries Fund Grant
for Furniture and Equipment including Purchase of Vehicle (See Note)**

項目 編號 Item No.	項目詳情及位置 Details of the items and locations	數量 及單位 Quantity & unit	單價 Unit rate	款額(元) Amount (\$)	理據 (請說明該項目是新項目，更新或改善項目；並加以詳述) Justification (please state whether it is a new item, replacement or improvement item; and with elaboration)
				總款額： TOTAL :	0.00

註： 若申請項目並未列入於最新的『常用家具及設備價目表』內，請提供至少一份報價單，支持你所申請的款額。

Note : For items outside the latest edition of the Price List of Common Furniture & Equipment, please provide at least one quotation in support of your requested amount.

個人資料收集聲明

Notes about Personal Data

收集目的

Purposes of Collection

本表格所提供的機構及個人資料，會供社會福利署用以審核貴機構的獎券基金申請，以及供研究和調查之用。填寫本表格提供個人資料，純屬自願。如未能提供足夠資料，本署可能無法處理有關的獎券基金申請。

The personal data provided by means of this form will be used by the Social Welfare Department for assessing your application for Lotteries Fund and conducting of research and surveys. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

向其他轉介資料的人士的類別

Classes of Transferees

在本表格所填報的機構及個人資料，可能會供政府其他決策局、署及部門作上文所述的用途。

The personal data you provide by means of this form may be disclosed to other Government bureaux, commissions and departments for the purposes mentioned in above.

查閱個人資料

Access to Personal Data

你有權根據《個人資料(私隱)條例》(第486章)第18條、第22條及附表1第6原則的規定，就有關你的個人資料提出查閱及改正要求。你的查閱權利包括取得本表格所填報關於你個人資料的副本一份。

You have a right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap.486. Your right of access includes the right to obtain a copy of your personal data provided by this form.

查詢

Enquiries

與本申請表所收集的個人資料有關的查詢，包括提出查閱及改正要求，應向下述人士提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

社會福利署署長 [經辦人: 社會工作主任(獎券基金)]

香港灣仔

皇后大道東248號

36樓3601至02室

電話: 2832 4328, 2832 4340, 傳真: 2151 0573, 電郵: lfenq@swd.gov.hk

Director of Social Welfare [Attn: Social Work Officer (Lotteries Fund)]

Room 3601-02, 36/F

248 Queen's Road East

Wan Chai, Hong Kong

Tel : 2832 4328, 2832 4340, Fax: 2151 0573, E-mail: lfenq@swd.gov.hk

**Guidance Notes on Completing Lotteries Fund Application Form
(Works/Furniture/Equipment)**

1. General

- 1.1 Please study the Lotteries Fund Manual before you lodge an application for grants from the Lotteries Fund.
- 1.2 The completed application form should include the General Information Sheet as supported by Appendices 1, 2 or 3 as appropriate. In completing item 2 of the General Information Sheet, i.e. 'Reasons for the application', please highlight the purpose [e.g. renovation, alterations, improvements, acquisition of replacement/additional furniture and equipment (F&E), etc.] and state why it is necessary (e.g. general wear and tear, meeting safety requirements or making good defects, etc.).
- 1.3 Appendices 1 and 2 should be completed for works projects. Appendix 1 is the summary of costs for the works items and Appendix 2 is the breakdown of costs and details of the works items. Please complete Appendix 3 for the purchase of furniture & equipment including vehicle. **Please ensure to attach soft copies (Excel) of completed Appendices 1, 2 or 3 to your application.** The soft copies of the forms may be downloaded from SWD's website.
- 1.4 The following paragraphs provide guidelines in completing Appendices 1, 2 and 3.

2. Works (Appendices 1 & 2)

- 2.1 For the proposed works items, please attach two copies of sketches and layout plans, specifying materials, method and cost quotations. For electrical testing and rectification works, please attach two copies of the schematic wiring diagram.
- 2.2 If the proposed works have structural implications, please attach documents showing approval-in-principle of the landlord (e.g. Housing Department or Housing Society) and/or relevant authorities (e.g. Buildings Department, Fire Services Department, Environmental Protection Department, etc.).
- 2.3 If the proposed works are for meeting statutory requirements (such as fire, gas, electricity, etc.), please attach copies of letters of requirement or letters of no objection from relevant authorities (e.g. Fire Services Department, Buildings Department, Social Welfare Department 's Child Care Centres Advisory Inspectorate and Licensing Office of Residential Care Home for the Elderly, etc.).

- 2.4 For installation/replacement of air-conditioners as works items, please supply information on the dimension and function of the area served, the type and power of air-conditioners and installation proposal. If the installation has structural implications, please follow para. 2.2 above. (Note : Installation of split-type air-conditioners on external wall is considered as a structural alteration to the building and approval from the Buildings Department or Housing Department should be submitted together with your application.)
- 2.5 If built-in furniture instead of loose furniture is required, please provide justifications and attach location plans and drawings with dimensions and cost quotations.

3. Furniture and Equipment (Appendix 3)

- 3.1 Please refer to the Price List of Common Furniture and Equipment and the F&E Lists (both available on SWD's website), where appropriate, before completing this part. Please note that loose F&E items are standard provision. Built-in furniture should be classified as works items and entered in Appendices 1 and 2 (see paragraph 2.5 above). Quotations and drawings with dimensions, and/or catalogue are also required for our examination.

4. Vehicle Repairs/Overhauling or Purchase of Vehicle (Appendix 3)

- 4.1 For vehicle repairs and overhauling, please provide reasons (e.g. annual inspection or damage due to an accident) and attach photocopy of the vehicle registration document and the quotation for the proposed repairs and overhauling. Please note that when the cost for repairs/overhauling does not exceed \$100,000, the related cost should be met in the Block Grant for NGOs providing SWD – subvented services.
- 4.2 For procurement of a new vehicle, please provide a quotation. For the replacement of vehicle, please also attach photocopy of the registration document of the existing vehicle to be replaced and quotation for repairs to facilitate technical vetting of Electrical & Mechanical Services Department. If specifications of the replacement vehicle is different in terms of additional capacity and ancillary equipment (e.g. tail-lift), please provide justifications. The application to fund the procurement of a new vehicle should exclude items of recurrent nature (such as licence fee, insurance premium, TAVA levy, etc.) which will not be supported by the Lotteries Fund.

獎券基金申請表填寫指引 (工程／家具／設備)

1. 概述

- 1.1 在遞交獎券基金補助金申請表之前，請先閱讀獎券基金手冊。
- 1.2 填妥的申請表應包括附件1，2及3的一般資料表。在填寫一般資料表第2項時，即“申請撥款原因”，請說明具體目的（例如翻新、改建、改善、置換或增置家具和設備等），並說明其必要性（例如一般的耗損、符合安全規定或修補錯漏失修的工程等）。
- 1.3 對工程項目而言，必須填寫附件1和2。附件1是各工程項目所須撥款摘要，而附件2則是有關工程估價表的各項詳細說明。如果爲了購置家具和設備（包括車輛）而申請撥款，則需要填寫附件3。在遞交申請時請務必附上附件1、2和3的電子文件（Excel格式）。這些表格的電子文件可以從社會福利署的網址上下載。
- 1.4 下列各段將就如何填寫附件1，2和3給予指引。

2. 工程項目（附錄1和2）

- 2.1 對於工程項目，請附上各一式兩份的工程草圖、位置分佈圖、指定物料、施工方法及成本報價。對於電力設備測試和改善工程，請附上一式兩份電路分佈圖。
- 2.2 倘工程項目對樓宇結構造成影響，請附上相關文件證明業主（例如房屋署或房屋協會）和／或相關機構（例如屋宇署、消防署、環境保護署等）原則上已批准有關工程。
- 2.3 倘工程項目的建設是爲符合法定要求（例如消防、氣體、電力等），則請附上相關機構（例如消防署、屋宇署、社會福利署的幼兒中心督導組及安老院牌照事務處等）的法定要求函件或不反對書。
- 2.4 倘工程項目中包括安裝／置換空調設備，請提供使用該等空調設備的空間大小和用途、空調的類型和匹數及安裝建議。如果安裝工作對樓宇結構造成影響，則請按上文2.2段處理。（注意：在外牆安裝分體式空調是屬於對樓宇結構的更改，因此，在遞交申請時需附上屋宇署或房屋署的批准書。）
- 2.5 倘需要裝置入牆家具而並非活動家具，請提供理據，並附上位置圖和圖樣，標明尺寸和成本報價。

3. 家具和設備 (附錄3)

3.1 在填寫該表格之前，請參閱常用家具及設備價目表及標準家具及設備一覽（可於社會福利署網址下載）。請注意，活動家具和設備是標準設備，入牆家具應劃分為工程項目，並須在附件1和2填寫（見上文2.5段）。請提供報價、標明尺寸的圖樣和／或目錄，以便查核。

4. 維修／檢查或購買車輛 (附錄3)

4.1 對於車輛的維修和檢查，請提供有關原因（例如每年檢查結果或因意外損壞），並附上車輛登記文件副本及維修和檢查報價單。請注意，倘維修／檢查費用不超過 \$100,000，則須由提供社署津貼服務的非政府機構的整體補助金支付。

4.2 如要購置新車輛，請提供報價單。如果是更換車輛，則請同時附上需要更換的現有車輛登記文件副本及維修報價單，以便機電工程署進行技術審核。如果更換車輛增加了載客量和輔助設備（例如車尾升降機），則需提供理據。為購置新車輛而提出的撥款申請不應包括經常性開支（例如車輛牌費、保險費、交通意外傷亡援助基金徵費等），獎券基金不會資助該等開支。