

Guidance Notes for the Completion of Application Form (Annex D)

I General Instructions

- (a) Please read carefully the **Note** made on the application form (Annex D) and this Guidance Notes for completion of the application form.
- (b) Please **do not** fill in those shaded sections/columns.
- (c) Please complete all the sections, except those shaded mentioned in (b) above, as far as possible. For columns that you have no information to provide or no such requirements, please enter '**Nil**'.
- (d) If there is not enough space for entering the information in any section(s) of the application form or if you wish to include information relevant to the application but not required in the application form, please use a **separate sheet** to provide the information.

II Specific Explanations

- (a) Please provide the **name and full address** of the organisation (headquarters) and the centre concerned for the proposed project if they are different.
- (b) Administration headquarters of an organisation/agency with separate centers/offices should submit a **consolidated return** of all applications from its various centers/offices in one batch. Applications from **individual** centers/offices of these organisations **will not be considered**.
- (c) Under the column of '**Responsible Officer**', the name, telephone number, fax number and e-mail address of the '**Applicant**' should be the **subject officer** of the proposed project applying for funding support.
- (d) Please provide detailed description and justifications for the project in the column '**Objective & Description**'. Indicate whether it is an **existing** or a **new** project.
- (e) Please provide the amount of grant sought together with justifications and detailed breakdown in the column '**Budget**'. Quotations, if available, should be attached to the application.
- (f) If there are **recurrent implications** of the application, please provide the annual amount under the column 'Annual Recurrent Cost' and its source of funding support, if already secured, under the column 'Source of Funds'. Please enter '**Nil**' if there is no recurrent implication of the project.
- (g) Please state the government subvention or other sources of funding that you have sought for the proposed project under the column '**Alternative Sources of Funding for this application**'.
- (h) If this application is not successful, please state how the project will be proceeded or the consequence of the project not being funded under the column '**Consequence of this application not being approved**'.