

樂齡及康復創科應用基金（基金）申請表格
（借出創科產品予長者、殘疾人士及其照顧者居家使用）
填寫指引

**Guidance Notes on Completing
Innovation and Technology Fund for Application in Elderly and Rehabilitation Care
(I&T Fund) Application Form
(Lending I&T Fund Products to Elderly Persons, Persons with Disabilities and Carers
for Use at Home)**

1. 在遞交申請表格之前，請先閱讀《樂齡及康復創科應用基金手冊》（載於社會福利署（社署）網頁：公共服務 → 康復服務 → 特定基金／特殊需要信託／經濟援助 → 樂齡及康復創科應用基金，或網址 https://www.swd.gov.hk/en/pubsvc/rehab/cat_fundtrustfinaid/itfund/）。
Before you lodge an application for the I&T Fund with the application form, please study the I&T Fund Manual (available at Social Welfare Department (SWD)'s website: Public Services → Rehabilitation Services → Funds for Specific Groups / Special Needs Trust / Financial Assistance → Innovation and Technology Fund for Application in Elderly and Rehabilitation Care, or website at https://www.swd.gov.hk/tc/pubsvc/rehab/cat_fundtrustfinaid/itfund/).
2. 借出創科產品予長者、殘疾人士及其照顧者居家使用（借用）全年均接受申請。
Application for Lending I&T Fund Products to Elderly Persons, Persons with Disabilities and Carers for Use at Home (Lending) is open year-round.
3. 不能為同一申請項目同時申請其他政府基金。
Duplication of different government funds to cover the same applied lending products for the I&T Fund is not allowed.
4. 申請機構填寫申請表格時，須提供個人資料。詳情請參閱各申請表內所載的《個人資料收集聲明》。
The applicant organisation will be required to provide personal data when filling in the application form. Please refer to the “Personal Information Collection Statement” at each application form.
5. 申請借出作居家使用的創科產品須可：
The applied innovative technology products for household use should be able to –
 - (a) 提升長者、殘疾人士的生活質素；或
improve quality of life of the elderly or persons with disabilities; or
 - (b) 減輕照顧者的壓力。
relieve the pressure of their carers.
6. 每個申請只能購置一項產品。申請機構須提交至少一份報價單及產品單張，內容包括價格細項、規格、證書和所需專業人員。
Only one product can be included in each application. The application organisation should provide at least one quotation and product catalogue with details including price details, specifications, certification and required operating professional.
7. 借用只接受現為長者或殘疾人士提供社區照顧及支援服務的津助安老及康復服務單位的申請（不包括院舍服務單位）。在填寫申請表格內「服務單位類別」時，請參閱附件 2.3 所列的服務類別填寫。
Lending only accepts applications from subvented elderly and rehabilitation service units providing community care and support services for the elderly or persons with disabilities (excluding residential service units). Please refer to Annex 2.3 when filling in “Type of Service Unit” in the application form according to the specified and exact name of the relevant service type.

8. 申請服務單位須承擔與借用服務相關的額外費用（包括但不限於產品清潔及運送等）。
The applicant service unit(s) will have to bear the additional costs related to lending service (including but not limited to the charge for product cleaning and delivery, etc.).
9. 借用接受由兩個或以上機構共同提出的申請（聯合申請）。聯合申請的各機構須指定其中一間機構作為申請統籌機構。所有機構均須以書面同意（同意聲明書載於附件 2.1(e)）遞交申請，以及就所申請項目承擔共同責任，並授權申請統籌機構遞交申請和作為單一代表與政府聯絡及處理有關此申請的一切事宜，包括但不限於收取就此申請所獲批發放的全部補助金。政府在任何情況下並不會就申請機構間潛在或發生的任何糾紛承擔任何責任。
Joint application for lending, which is an application made by two or more organisations, is allowed. All organisations constituting the joint application shall appoint one organisation as the lead applicant organisation for the application. All organisations must indicate their consent in written (The Declaration of Consent Form is at Annex 2.1(e)), for the application and bear joint responsibilities for the application, as well as to authorise the lead applicant organisation to submit the application and act as the sole representative in the communication with the government and to handle any matters arising from the application, including but not limited to receiving the full amount of grants approved for the application. The government does not in any circumstances accept any responsibility or liability for any potential disputes or disputes arising from between the applicant organisations.
10. 遞交報價單時需注意以下各項：
Please note the following when providing quotations –
- (a) 抬頭應與申請機構／服務單位名稱相同；
the name of the applicant organisation or service unit and the recipient of the quotation should be identical;
 - (b) 提供報價單的公司必須為香港註冊公司；及
the quotation should be provided by companies registered in Hong Kong; and
 - (c) 須清楚列明每項產品組件或服務細項的價格及數量。
the price and quantity of each product component and service item should be listed in the quotation.
11. 申請的產品必須符合香港所有相關法例和其他相關產品安全指引，包括但並不限於以下各項：
The application product should comply with all relevant laws, regulations and other relevant product safety guidelines in Hong Kong, including but not limited to the following –
- (a) 電氣產品必須符合《電氣產品（安全）規則》（第 406G 章）所訂的安全規格；
electrical products should comply with the safety requirements as laid out in the Electrical Products (Safety) Regulation (Cap. 406G);
 - (b) 其他產品必須符合《消費品安全條例》（第 456 章）所訂的安全規定；及
other products should comply with the safety requirement of the Consumer Goods Safety Ordinance (Cap. 456); and
 - (c) 所有產品的使用必須符合《安老院條例》（第 459 章）及規例、《私營醫療機構條例》（第 633 章）、《殘疾人士院舍條例》（第 613 章）及規例和《個人資料（私隱）條例》（第 486 章）所訂的規定。
use of all products should comply with the requirement of Residential Care Homes (Elderly Persons) Ordinance (Cap. 459) and regulations, Private Healthcare Facilities Ordinance (Cap. 633), Residential Care Homes (Persons with Disabilities) Ordinance (Cap. 613) and regulations and Personal Data (Privacy) Ordinance (Cap. 486).
12. 政府或其授權使用者有權使用申請機構所提交的申請表格及所有相關文件或材料作若干用途，包括但不限於評核申請及管理已批核申請。
The Government or its authorised users shall have the right to use the application form and all the related documents or materials submitted by the applicant organisation, for purposes including but not limited to evaluation of applications and management of approved applications.

13. 政府可在其認為適當時，以及在毋須進一步知會申請機構的情況下，披露有關基金申請機構的申請資料，包括但不限於申請機構的資料及個人資料。申請機構提交申請表格，即表示其不可撤銷，以及無條件地授權並同意政府作出上述任何披露。

The Government shall have the right to disclose, without further reference to the applicant organisation, whenever it considers appropriate, any information in relation to the submitted applications for the I&T Fund, including but not limited to the information and personal data of the applicant organisation. In submitting the application form, each applicant organisation irrevocably and unconditionally authorises the Government to make and consents to the Government making any of the aforesaid disclosure.

14. 申請機構可透過電子資料呈交系統、郵寄或親身送交以下文件向樂齡及康復創科應用基金秘書處提出申請（地址：九龍深水埗元州街 290-296 號西岸國際大廈 5 樓 502 室）：

Applications can be submitted by electronic submission system, post or in person by the applicant organisation(s) to the Secretariat to Innovation and Technology Fund for Application in Elderly and Rehabilitation Care with the following documents (Address: Room 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon.) –

單一機構申請 Application by a single organisation

- (a) 已填妥的申請表格（附件 2.1(c)）正本兩份；
two originals of completed Application Form (Annex 2.1(c));
- (b) 申請產品的報價單副本兩份；
two copies of Quotation of the Application Product;
- (c) 申請產品的產品單張副本兩份；
two copies of Catalogue of the Application Product;
- (d) 用以收集服務使用者（及／或其照顧者）對借用服務及借用產品之意見的相關問卷／調查表的範本兩份；及
the template of the questionnaire / survey to be used to collect feedback from service users and/or carers on the lending service and product in duplicate; and
- (e) 載有上述文件的電子副本（申請表格：微軟 Word 2003 或以上格式；其餘文件：PDF 格式）的光碟或 USB 儲存器。
CD-ROM Disc or USB drive containing the electronic copies of the above documents (Application Forms: in Microsoft Word 2003 or above format; Other documents: in PDF format)

跨機構聯合申請 Joint application with multiple organisations

- (a) 由申請統籌機構填妥的聯合申請表格（附件 2.1(d)）正本兩份；
two originals of Joint Application Form completed by the lead applicant organisation (Annex 2.1(d));
- (b) 由其餘聯合申請機構各自簽妥的同意聲明書（附件 2.1(e)）正本各兩份；
two originals of each of the Declaration of Consent Form(s) (Annex 2.1(e)) duly signed by the remaining joint applicant organisation(s);
- (c) 申請產品的報價單副本兩份；
two copies of Quotation of the Application Product;
- (d) 申請產品的產品單張副本兩份；及
two copies of Catalogue of the Application Product; and

(e) 用以收集服務使用者（及／或其照顧者）對借用服務及借用產品之意見的相關問卷／調查表的範本；及
the template of the questionnaire / survey to be used to collect feedback from service users and/or carers on the lending service and product in duplicate; and

(f) 載有上述文件的電子副本（申請表格：微軟 Word 2003 或以上格式；其餘文件：PDF 格式）的光碟或 USB 儲存器。
CD-ROM Disc or USB drive containing the electronic copies of the above documents (Application Forms: in Microsoft Word 2003 or above format; Other documents: in PDF format)

15. 社署收到申請後，會向申請機構發出認收通知。
The SWD will issue acknowledgment to the applicant organisation after receipt of the application.