

樂齡及康復創科應用基金（基金）申請表格
（購置／租用科技產品）
填寫指引

**Guidance Notes on Completing
Innovation and Technology Fund for Application in Elderly and Rehabilitation Care
(I&T Fund) Application Form
(Procurement / Rental of Technology Product)**

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. 基金將分批接受申請，唯撥款則視乎基金的餘下可用款項。申請機構計劃透過基金申請補助金租用科技產品時，亦請考慮基金結束運作的日期。
Applications for the I&T Fund will be invited by tranches, subject to the balance of the I&T Fund. When the applicant organisation plans to apply for grant for rental of technology products, please take into consideration the possible termination date of the I&T Fund.
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 project 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. 申請的科技產品需可：
The applied technology products should be able to –
 - (a) 照顧長者、殘疾人士的護理和康復需要或提升他們或／及其照顧者的生活質素；或
facilitate the rehabilitation or improve quality of life of the elderly or persons with disabilities and/or their carers; or
 - (b) 減輕護理人員及照顧者的負擔和壓力。
reduce the burden and pressure of care staff and carers.
6. 每個申請只能購置一項產品。申請機構需提供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 applicant organisation should provide at least one quotation and the product catalogue with details including price, specifications, certification and required operating professional.
7. 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。
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. 同一服務單位可遞交多次申請，惟所有申請的補助金總額不得超出適用於該服務單位的上限。
A single service unit may submit multiple applications, provided that the total amount of grants in all the applications does not exceed the ceiling applicable to the service unit.

9. 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.

10. 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).

11. 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，包括但並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.

12. 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，包括但並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.

13. 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 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.) –
- (a) 已填妥的申請表格（附件 2.1(a) 或 2.1(b)）正本兩份；
two originals of completed Application Form (Annex 2.1(a) or 2.1(b));
 - (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；及
two copies of Catalogue of the Application Product; and
 - (d) 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)
14. 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.

以下項目只適用於津助非政府機構津助服務單位

The following items only apply to subvented service units of non-governmental organisations

15. 津助非政府機構的管理層可在同一服務類別下，調配津助服務單位的資助額，唯申請的補助金總額不得超過該機構的資助額上限。
Non-governmental organisation (NGO)'s management may redeploy the grants among eligible subvented service units under the same service type after assessing their needs, with the condition that the total applied amount of grants should not exceed the total amount of maximum grants allocated to the subvented service units of the NGO concerned.
16. 調撥資助額須由合資格非政府機構以書面形式向社署提出。合資格非政府機構須填寫附件 2.1(f) 之「調撥資助額通知書」，並於每批次的申請期內透過郵寄或親身遞交一份通知書的正本至九龍深水埗元州街 290-296 號西岸國際大廈 5 樓 502 室樂齡及康復創科應用基金秘書處。
Notification of virement of grants is required and should be made in written by the eligible NGOs to the SWD. Eligible NGOs should complete the Notification Form of Virement at Annex 2.1(f), and submit one original of the form by post or in person to the Secretariat to Innovation and Technology Fund for Application in Elderly and Rehabilitation Care, Room 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon, **within the application period of each tranche.**
17. 每宗調撥資助額通知只能涵蓋在同一服務類別下（即安老服務或康復服務）服務單位的調撥。合資格非政府機構於每批次只能就轄下每一服務類別之服務單位向社署提出各一次調撥資助額通知（即安老服務單位的調撥及康復服務單位的調撥各一次）。
Each notification of virement can only be made among service units under the same service type (i.e. elderly service or rehabilitation service). Eligible NGOs can only submit one notification of virement among service units under each service type in each tranche (i.e. one notification of virement among service units providing elderly service and one notification of virement among service units providing rehabilitation service).

18. 社署會以電郵形式向機構發出認收通知，表明相關調撥資助額通知已獲社署接納。在接獲該認收通知前，機構不應視已成功調撥相關資助額。

The SWD will acknowledge receipt and inform the NGOs of its acceptance of the notification through email. NGOs should not consider the grants to be successfully redeployed before receipt of such acknowledgement email.

19. 調撥通知獲接納後不能撤回或修改。相關購置／租用科技產品的申請最終獲批與否均不會影響已獲接納調撥的資助額。有關服務單位可於不同的批次申請使用已調撥之金額作購置／租用科技產品。

The accepted notification of virement cannot be withdrawn nor amended. The result of the related application for procurement or rental of technology product does not affect the accepted notification of virement of grants. The concerned service units could utilise the deployed amount for procurement or rental of technology product through submission of applications in different tranches.

20. 若調撥通知不獲接納，而引致有關服務單位因而未有足夠資助額購置／租用科技產品，有關服務單位須以本身的資源承擔超出的金額，有關申請才會獲得考慮。

If the notification of virement is not accepted and the concerned service units do not have sufficient grant for the procurement or rental of technology product, the concerned service units shall undertake to bear the excessive amount by their own resources before the application will be considered.