**樂齡及康復創科應用基金秘書處的地址已更改為九龍深水埗元州街290-296號西岸國際大廈5樓502室。**

**The address of the Secretariat for Innovation and Technology Fund for Application in Elderly and Rehabilitation Care of the SWD is changed to Rooms 502, 5/F, West Coast International Building, 290-296 Un Chau Street, Sham Shui Po, Kowloon.**

**樂 齡 及 康 復 創 科 應 用 基 金 申 請 表 格**

**(試用新研發科技產品)**

**Innovation and Technology Fund for Application in Elderly and Rehabilitation Care**

**Application Form**

**(Trial Use of Newly Developed Technology Product)**

在填寫此份表格前，請仔細參閱附錄4(T)及6的指引及樂齡及康復創科應用基金手冊。

Please study the Guidance Notes at Appendix 4(T) & 6 and the Innovation and Technology Fund for Application in Elderly and Rehabilitation Care Manual carefully before you complete the form.

**一般資料表**

**General Information Sheet**

1. **申請機構和服務單位簡介**

**Brief description of the applicant organisation and service unit**

|  |  |
| --- | --- |
| 營辦機構：(中) | 按一下這裡以輸入文字。 |
| Operating agency: (English): | Click here to enter. |
| 通訊地址：(中) | 按一下這裡以輸入文字。 |
| Correspondence address: (English) | Click here to enter. |
| 電話號碼 Telephone number: | 按一下這裡以輸入文字。Click here to enter. |
| 傳真號碼 Fax number: | 按一下這裡以輸入文字。Click here to enter. |
| 電郵地址 E-mail address: | 按一下這裡以輸入文字。Click here to enter. |
| 負責職員 Responsible staff: | 按一下這裡以輸入文字。Click here to enter. |

|  |  |  |
| --- | --- | --- |
| 機構性質  Nature of organisation | : | 現正接受社會福利署津貼/資助的非政府機構  Non-governmental organisation currently receiving subvention / subsidies from the Social Welfare Department  現正接受社會福利署資助的私營機構  Private organisation currently receiving subsidies from the Social Welfare Department |
|  |  |  |
| 申請性質  Type of application | : | 個別服務單位申請  Application from individual service unit  同一機構跨服務單位申請  Joint application from service units of the same organisation |
|  |  |  |
| 服務單位類別  (可選多於一項)  Type of service unit(s)  (Can choose more than one type) | : | 安老服務 Elderly Services  康復服務 Rehabilitation Services |

|  |  |
| --- | --- |
| 服務單位現正接受社會福利署津貼/資助Service unit(s) currently receiving subventions / subsidies from SWD: | 是 Yes  否 No (如 “否”, 申請不合資格  If “No”, applicant is not eligible) |

1. **其他基金或捐助**

**Other funding or donation**

無：是項申請項目並無其他基金／捐款資助。

No: There is no other funding/donation received on the same project.

有：是項申請項目獲其他基金／捐款資助。

Yes: There is other funding/donation received on the same project.

|  |  |
| --- | --- |
| 基金／捐款名稱：  Name of funding/donation: |  |
| 基金／捐款參考編號：  Reference no. of funding/donation: |  |
| 基金／捐款性質：  Nature of funding/donation: | 政府 Government 非政府 Non-government |
| 基金／捐款款項金額：  Amount of funding/donation: | 港幣 HK$ |

**聲明**

**Declaration**

本人代表 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(申請機構名稱)*，並獲其正式授權，作出以下聲明：

I, on behalf of and duly authorised by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of the Applicant Organisation)*, declare that

1. 本申請表格內的資料及夾附於申請表格的資料，均屬真實無誤，並反映截至提交申請當日的真實情況。本人承諾，如上述資料日後如有任何更改(特別是在本申請提交後，獲批予的社會福利署的資助有所改動) ，會立即通知社會福利署。如填報資料不正確，申請將被視為無效，同時，社會福利署將取消已批准的撥款，而已支付的款項亦須全數退還《樂齡及康復創科應用基金》。蓄意虛報資料或隱瞞任何重要資料者有可能被轉介到執法機關處理；

all factual information provided in this Application Form as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the Social Welfare Department immediately if there are any subsequent changes to the above information (in particular, subsequent change in subsidy from the Social Welfare Department after this application is submitted). Any inaccurate information will make the application invalid such that any grant approved will be withheld and payment made must be refunded in full to the “Innovation and Technology Fund for Application in Elderly and Rehabilitation Care”. Making false declarations or withholding material information may result in referral to law enforcement authorities.

1. 本申請表格及所有有關材料均不侵犯及不會侵犯任何人的知識產權；

the Application Form and all the related materials submitted by the applicant organisation does not and will not infringe the Intellectual Property Rights of any person;

1. 如申請獲得批准，承諾會竭盡所能，按照本申請的批准項目完成計劃，並監察其過程；

utmost dedication and determination will be given to complete and monitor the funded project according to the approved terms of this application if the application is approved;

1. 申請機構已通知本申請有關的所有人士／機構，政府可使用本申請表格內的個人資料以審批本申請、履行法定職責、進行有關研究及調查、監察和檢討本申請的處理及整理統計數字；

the applicant organisation has informed all individuals / parties concerned in this application of the Government’s right to the use of their personal data contained in this application form to process this application, discharge statutory duties, conduct research or surveys, monitor and review the handling of this application and prepare statistics;

1. 本人在填寫此份表格時已經仔細參閱表格內附錄4及6的指引及《樂齡及康復創科應用基金手冊》。同時，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 4 & 6 and the “Innovation and Technology Fund for Application in Elderly and Rehabilitation Care Manual” carefully before completing this form and have also enclosed all the supporting documents required;

1. 申請機構、其管理委員會、首長或職員於是項申請科技產品並無任何擁有權或成份。

the applicant organisation, its Board of Management, Head or staff do not have any ownership or share of ownership of the applied innovative technology product.

|  |  |  |  |
| --- | --- | --- | --- |
| 只需在印文本蓋上印章及簽署  Chop and signature required for **hardcopy ONLY**. | 機構印章  Organisation chop | ： |  |
|  | 機構首長簽署  Signature of agency head | ： | (簽署) (Signature) |
| *(須同時以中文和英文填寫*  *should be completed in both English and Chinese)* | 機構首長姓名 (中) | ： |  |
| Name of agency head (English) | ： |  |
| 機構首長職位名稱 (中) | ： |  |
| Post title of agency head (English) | ： |  |
|  | 電話號碼  Telephone No. | ： |  |
|  | 日期  Date | ： |  |

**試 用 新 研 發 科 技 產 品**

申 請 樂 齡 及 康 復 創 科 應 用 基 金 撥 款 詳 情 ( 見 註1, 2, 3 )

**Trial Use of Newly Developed Technology Product**

Details of Application for

Innovation and Technology Fund for Application in Elderly and Rehabilitation Care Grant(see Note1, 2, 3)

*註1：請提供****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。如所試用的新研發產品有演示短片或照片，申請機構亦需提供有關****連結****。*

*Note1: Please provide* ***quotation and the product catalog*** *with details including price details, specifications, certification and required operating professional。 The applicant organisation should also provide a* ***link*** *to the demonstration (videos or photos) of the newly developed product under trial use if necessary.*

*註2：每份申請只可涵蓋一個項目。*

*Note2: Each application should only cover one project.*

*註3：如有需要，可自行加列。*

*Note3: The applicant organisation may add rows if necessary.*

**申請項目資料**

**Project Information**

|  |  |
| --- | --- |
| 申請項目名稱  Project name | (中)  (Eng) |
| 申請金額 (HK$)  Total amount sought (HK$) |  |
| 項目統籌人  Name of project coordinator | (中)  (Eng) |
| 職位  Post |  |
| 電話號碼  Telephone number |  |
| 電郵地址  Email address |  |

**協作伙伴資料**

**Information of Collaborative Partner**

|  |  |
| --- | --- |
| 協作伙伴名稱  Name of collaborative partner | (中)  (Eng) |
| 協作伙伴類別  Nature of collaborative partner | 本地科研機構 Local research and development companies  本地大專院校 Local tertiary institutions  其他(請註明) Other (please specify): |
| 協作伙伴地址  Address of collaborative partner |  |
| 協作伙伴項目統籌人  Project coordinator of collaborative partner | (中)  (Eng) |
| 職位  Post |  |
| 電話號碼  Telephone number |  |
| 電郵地址  Email address |  |

**產品資料**

**Product Information**

|  |  |  |
| --- | --- | --- |
| 產品名稱 (須與報價單一致)  Product name (identical to quotation)  *(須同時以中文和英文填寫*  *should be completed in both English and Chinese)* | | (中)  (Eng) |
| 產品品牌 (須與報價單一致)  Brand name (identical to quotation) | |  |
| 產品型號 (須與報價單一致)  Model No. (identical to quotation) | |  |
| 生產商名稱  Name of manufacturer | |  |
| 產地  Origin | |  |
| 證書 (如有，請註明)  Certification (If any, please state) | |  |
| 參與試用的服務單位數目  Number of service units participating in the Trial Use | |  |
| 服務單位 (見註3)  Service units (see Note 3) | *(須同時以中文和英文填寫*  *should be completed in both English and Chinese)* | 服務單位類別 (見附錄5)  Type of service units (see Appendix 5) |
|  | | 選擇一個分類。Choose one Category. |
|  | | 選擇一個分類。Choose one Category. |
| 受惠者類別和數目  Type and number of beneficiaries | | 長者 Elderly Persons  \_\_\_\_\_\_\_\_ 人persons  殘疾人士Persons with disabilities  殘疾類別 Type of disability：\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ 人persons  護理人員 Care staff  \_\_\_\_\_\_\_\_ 人persons  (請在適當的方格內加上「🗸」號。)  (Please“🗸”where appropriate.) |
| 理據 (請詳述產品/項目對受眾帶來的益處。如申請項目包含多個組件/服務項目，則每個組件/服務項目必須提供相應的申請理據。)  Justification (Please elaborate benefits of the product/project to the beneficiaries. If application includes multiple components/ service items, justification should be provided for each of them.) | |  |
| 請說明申請機構使用有關產品的經驗、能力和專業知識，以及供應商所提供的產品訓練詳情  Elaboration on the applicant organisation's experience, ability and professional knowledge in using the applied product and details on training given by vendor | |  |
| 請詳述若試用產品效果理想，申請機構的跟進計劃（如購買、租借有關產品，或擴大產品應用至其他服務單位等）  Description of the applicant organisation’s plan if the trial use of the product is satisfactory (e.g. to procure/rent the product, expand adoption of the product to other service units, etc.) | |  |
| 請詳述若試用產品效果不理想，申請機構的跟進計劃  Description of the applicant organisation’s plan if the trial use of the product is unsatisfactory | |  |

**安全合規性**

**Safety Compliance**

[詳細資料及證明文件由協作伙伴/申請機構以附件形式提供Details and supportive documents provided by Collaborative Partner /Applicant Organsiation as Annex ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 有  Yes | 無  No | 不適用  N/A | 已提交有關資料 /文件Information/ Documents provided |
| 產品的安全性及功能測試的内容及結果及證明文件  Content and results of tests on safety and functions of the product and supporting documents |  |  |  |  |
| 產品尚未完成的安全測試的內容及跟進安排  Outstanding safety tests of the product, if any, and the follow up arrangement |  |  |  |  |
| 產品通過實地測試內容及證明文件  Content of field test of the product, if any and supporting documents |  |  |  |  |
| 產品需要配合特定的設施(如無綫網絡，天花連接等)使用詳情，以證明申請服務單位有足夠設施配合產品運作  Required technical/physical infrastructure (e.g. WiFi, product parts mounting to the ceiling) if any, and supportive documents to confirm such infrastructure be available in the service unit to support the use of the product. |  |  |  |  |

**項目進度指標**

**Project Milestones**

請列明在不同的主要階段，就匯報期擬定達到的進度指標。有關進度指標必須具體、可量度、及與計劃目標相符。

Please set out the project milestones to achieve at different key stages of the reporting period. The milestones should be specific, measurable and relevant to project objectives.

如有需要，請加入新列填寫。

Please insert additional rows for filling if necessary.

|  |  |
| --- | --- |
| 計劃開始日期 *(年-月-日)*  Trial use commencement date *(dd/mm/yyyy)* |  |
| 計劃完成日期 *(年-月-日)*  Trial use completion date *(dd/mm/yyyy)* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 主要階段  Key Stage | 期間 *(年-月-日)*  Period *(dd/mm/yyyy)* | 時期 *(月)*  Duration *(Month)* | 詳細内容(包括進行產品測試、員工訓練等。此外須註明該階段所需的專業人員種類及數目)  Details (e.g. product testing, staff training. The types and number of professionals should also be stated.) | 擬定達到的進度指標  Project milestones to be reached |
| 第一年  1st Year | ( )  至 to  ( ) |  |  |  |
| ( )  至 to  ( ) |  |  |  |
| 第二年  2nd Year | ( )  至 to  ( ) |  |  |  |
| ( )  至 to  ( ) |  |  |  |
| 第三年  3rd Year | ( )  至 to  ( ) |  |  |  |
| ( )  至 to  ( ) |  |  |  |

**預算Budget**

以下預算細項僅供參考。

The following budgetary items are for reference only.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 項目類別  Item Category | 内容  Content | 款項 (元)  Amount ($) | | | 小計 (元)  Subtotal ($) |
| 第一年  Year 1 | 第二年  Year 2 | 第三年  Year 3 |
| 科研產品價格  Cost for newly developed technology product(s) | (請註明，如產品數量及單價)  (Please elaborate, e.g. quantity of product, unit price) |  |  |  |  |
| 科研產品改良/度身訂製費用 (如適用)  Cost for technology product(s) customization/enhancement (if applicable) |  |  |  |  |  |
| 科技研發公司/ 大專院校顧問費用  Consultation fee for R&D company/ tertiary institution |  |  |  |  |  |
| 員工使用科技產品訓練費用  Staff training fee for using the newly technology product(s) |  |  |  |  |  |
| 保養費用  Maintenance Fee | (請註明保養內容及保養時期， 不包括附送的保養年期)  (Please state the maintenance coverage and period, excluding the free maintenance provided) |  |  |  |  |
| 雜項費用  Miscellaneous expense |  |  |  |  |  |
| 行政支援費用 (上限為項目總開支15%)  Administrative overheads (not exceeding 15% of total project cost) | 如服務計劃籌備、人力資源及管理、帳目管理及財務監控、內部審計及管控、資訊科技設施供應及技術支援等(請註明)  Such as service planning, manpower management, financial management and technical support etc. (Please elaborate) |  |  |  |  |
| 總款項 (元)  Total Amount ($) | |  |  |  |  |