**獎 券 基 金 撥 款 申 請 表 格 (工 程 / 家 具 及 設 備)**

**Application Form for Lotteries Fund Grant (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 | | | | |
|  | 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 NGO: |  | | |
|  |  |  | | |
|  | 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): | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 申 請 撥 款 原 因 (綜合描述是項申請的背景，原因及目的，而無需將每一項目類別給予理據)  Reasons for the application (a comprehensive description of the background, reason and purpose of this application, not justifications for each requested item) | | | |
|  |  | | | |
|  | 申 請 項 目 撮 要  Summary of the application | | | |
|  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 類 別 | | 申 請 款 額  元 | 附 件 (包括印文本及電腦檔案)  (請在適當方格內加 √ 號) | | | | | Category | | Amount requested  $ | Attachment (in hard and soft copies)  (please tick where appropriate) | | | | | 3.1 | 工程項目  Works item | ( ) |  | 附錄 Appendix | 1    2 |  | | 3.2 | 家具及設備  Furniture & equipment | ( ) |  | 附錄 Appendix | 3 |  | | 3.3 | 其他, 如購買車輛 (請註明)  Others, such as purchase of vehicle (please specify) | ( ) |  | 附錄 Appendix | 3 |  | |  | 總款額:  Total: | ( ) |  | |  |  | |  |  |  |  | |  |  | | | | |
|  | 項 目 時 間 表  Project Timetable | | | |
|  | 1. 就工程項目   For Works Project | | | |
|  | 4.1 | 提交聘請顧問文件以供審批  Submission of documents for hiring of Consultant for vetting |  | 撥款後\_\_\_\_月  \_\_\_\_ Months after grant approval |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  | 4.2 | 提交聘請總承建商文件以供審批  Submission of document for hiring of Main Contractor for vetting |  | 聘請顧問後\_\_\_\_月  ­­\_\_\_\_ Months after hiring of consultant |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | 4.3 | 實際竣工  Practical completion of works |  | 聘請總承建商後\_\_\_\_月  \_\_\_\_ Months after award of main contract |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  | 4.4 | 提交結算項目帳目  Submission of final account |  | 實際完工後\_\_\_\_月  \_\_\_ Months after practical completion |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  | 1. 就採購家具及設備項目   For Project on Purchase of Furniture & Equipment | | | |
|  | 4.5 | 落單  Placement of Order for Purchase |  | 撥款後\_\_\_\_月  \_\_\_\_ Months after grant approval |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  | 4.6 | 送貨  Delivery |  | 落單後\_\_\_\_月  ­­\_\_\_\_ Months after placing order |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |
|  | 4.7 | 提交結算項目帳目  Submission of final payment claim |  | 送貨後\_\_\_\_月  \_\_\_ Months after delivery |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  | 1. 就其他項目   For Other Projects | | | |
|  | 4.8 | 撥款後展開與項目有關的工作﹝請提供詳情﹞  Commencement of work related to the project after grant allocation (please provide details) – |  | 撥款後\_\_\_\_月  \_\_\_\_ Months after grant approval |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  | 4.9 | 項目進行中﹝請提供詳情﹞  Project in-progress (please provide details) – |  | 展開與項目有關的工作後\_\_\_\_月  ­­\_\_\_\_ Months after commencement of work related to the project |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  | *[如有需要，可另加補充紙張*  *Supplementary sheets may be added]* |  |  |
|  | 4.10 | 提交結算項目帳目  Submission of final payment claim |  | 項目完成後\_\_\_\_月  \_\_\_ Months after completion of project |
|  |  |  | 或/or |
|  |  |  | 於\_\_\_\_\_\_ 年第\_\_\_\_\_季內  in Q\_\_\_ /\_\_\_\_\_\_\_ (Quarter/ Year) |
|  |  |  |  |  |
|  |  |  |  |  |
| 5. | 聲 明  Declaration | | | |
|  | 我謹代表\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_﹝申請機構﹞在此聲明，申請機構就是次申請之項目並沒有在最近5年向任何資助計劃申請或沒有從任何資助計劃獲批資助。我承諾日後任何有關是次申請的資料的改變﹝例如於提交是此申請後獲其他資助計劃撥款資助同一申請項目﹞，申請機構盡快通知社會福利署的獎券基金計劃組。 | | | |
|  | I, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(applicant organisation), hereby declare that the applicant organisation is NOT applying for or has NOT been granted any financial support under any other funding schemes for the items under application in the last five years. I undertake that the applicant organisation will inform any change in information in respect of its application (e.g. subsequent approval of funds under other funding scheme for the same project under application after the application is submitted) to the Lotteries Fund Projects Section of the Social Welfare Department as soon as possible. | | | |
|  | 我在填寫此份表格時己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 |  |  |
|  |  |  |

|  |
| --- |
| **警告Warning**  任何虛假聲明可導致批款協議被中止、機構需退還已發放之資助及刑事檢控的可能。  Any false declaration may lead to termination of the funding agreement, refund of any funds disbursed, and the possibility of criminal charges. |