***攜手扶弱基金 (恆常部分 — 第十六輪申請)***

***Partnership Fund for the Disadvantaged***

***(Sixteenth Round Regular Portion Application)***

**申請表格Application Form**

|  |
| --- |
| **重要事項 Important Notes：** |
| 1. 必須填妥申請表格內每頁的每一部分。Must fill out every part of all pages in the application form.
2. 請核取適切的方格。Please select the boxes as appropriate.
3. 遞交申請時必須夾附所需文件。Must attach the required documents when submitting an application.
 |
|  | 3.1 | 申請表格正本 Original copy of the application form | **[ ]**  |
|  |  |  |
|  | 3.2 | 由機構董事會主席簽署的「申請機構聲明及同意書」The “Declaration and Consent of the Applicant Organisation” duly signed by the Board Chairperson of your organisation | **[ ]**  |
|  |  |  |
|  | 3.3 | 儲存已填妥的申請表格的電腦光碟 Compact disc copy of the completed application form | **[ ]**  |
|  |  |  |
|  | 3.4 | 伙伴商業機構就其捐贈款額及性質的書面證明 (如已收捐款，請夾附商業機構簽發的支票副本及發給商業機構的收據) Written confirmation of the amount and nature of the contributions issued by partnering business corporation(s) (If the donation has been received, please attach copy(ies) of cheque(s) issued by the business corporation(s) and copy(ies) of receipt(s) issued to the business corporation(s)) | **[ ]**  |
|  |  |  |
|  | 3.5 | 商業機構的商業登記證副本或由商業機構成立和管理的慈善信託或慈善基金的登記文件、證明文件及其他背景資料(包括其資金來源) Copy(ies) of Business Registration Certificate of the partnering business corporation(s) or proof and document(s) on the set-up and management of the charitable trust(s)/foundation(s) with information on the background of the trust(s)/foundation(s) (including their source(s) of funding) | **[ ]**  |
|  |  |  |
|  | 3.6 | 商業機構捐贈實物的折算金額和相關報價表 (如適用) Translation of contributions in kind into monetary terms and relevant quotations (If applicable) | **[ ]**  |
|  |  |  |
|  | ***3.7 – 3.12 項只適用於目前並非受社會福利署(社署)資助的非政府福利機構*** ***Points 3.7 – 3.12 are only for applicant organisations currently not receiving subventions from Social Welfare Department (SWD)*** |
|  |  |  |
|  | 3.7 | 機構背景，包括宗旨、歷史、經費來源、主要提供的福利服務等的單張或簡介Leaflet or brief background about the applicant welfare NGO, including the mission, history, source of operating expenses, core services provided, etc. | **[ ]**  |
|  |  |  |
|  | 3.8 | 有關註冊文件的影印本 Copy(ies) of relevant registration documents | **[ ]**  |
|  |  |  |
|  | 3.9 | 機構董事會成員名單 Name list of the Board of Directors | **[ ]**  |
|  |  |  |
|  | 3.10 | 機構管理架構圖 Organisation chart | **[ ]**  |
|  |  |  |
|  | 3.11 | 機構組織章程的詳細資料 Organisation’s constitution or Articles of Association | **[ ]**  |
|  |  |  |
|  | 3.12 | 機構以申請日期計算過去十八個月內經審計的帳目 Audited accounts of the organisation not earlier than 18 months before the date of the application | **[ ]**  |
|  |  |  |
| 請將申請表格及相關文件送交或郵遞至：香港灣仔愛群道44號戴麟趾夫人訓練中心3樓311室 社會福利署 攜手扶弱基金秘書處Please send the application form and related documents to :The Secretariat of Partnership Fund for the Disadvantaged, Social Welfare Department,Room 311, 3/F, Lady Trench Training Centre, 44 Oi Kwan Road, Wan Chai, Hong Kong |

**攜手扶弱基金（恆常部分 *—* 第十六輪申請）**

**申請書確認回條**

**Partnership Fund for the Disadvantaged**

**(Sixteenth Round Regular Portion Application)**

**Acknowledgement of Receipt of Application**

|  |
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| **第一部分Part I** |
|  |
| **致: To:** |  |
|  | **(機構中英文名稱Name of Organisation in Chinese & English)** |
|  |  |
| **由From:** | **攜手扶弱基金秘書處****The Secretariat of Partnership Fund for the Disadvantaged (PFD)** |
|  |
| **計劃名稱 (中文)** |  |
| **Project Title (English)** |  |
| **檔案編號 Ref No.** | **SWD/COR/PFD/16/** | (*此欄供本署填寫For office use only*) |
|  |
| 秘書處已收到你的申請書。有關申請結果將另行通知。 |
| The Secretariat has received your application. We will notify you of the result of your application when it is available. |
|  |
| **接收申請日期Application received on:** |  | (*此欄供本署填寫For office use only***)** |
|  |
|  | **攜手扶弱基金秘書處蓋印****PFD Secretariat Chop:** |  |

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| **(如申請表格以郵遞方式遞交，請填寫第二部分。Please complete Part II if the application form is sent by post.)****第二部分Part II**  |
|  |
| **董事會主席姓名Name of Board Chairperson:** |  |
|  |
| **總辦事處地址Address of Headquarters:** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 1. **申請機構資料**

**Particulars of Applicant Organisation** | ***此欄供本署填寫For office use only -*** |
| **機構名稱(中文) :** |  | **[ ]** Checked |
| **Name of Organisation (English):** |  | SWD/COR/PFD/16/\_\_\_\_ |
| **機構行政總裁/總幹事姓名****Name of Head of Organisation:** |  |
| **總辦事處地址Address of Headquarters:** |  |
| **電話號碼Telephone No.:** |  |
| **電郵地址E-mail Address:**  |  |

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| 1. **擬提供的福利服務計劃**

**Proposed Welfare Project** |
| **2.1 服務計劃負責人Responsible Project Officer** |
|  | **[ ]**  Checked |
| **姓名Name:** |  |  |
| **職位／所屬單位Post/ Office:** |  |
| **電話號碼Telephone No.:** |  |
| **電郵地址E-mail Address:** |  |
| **地址Address:** |  |

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| --- |
| **2.2 基本資料Basic Information** |
|  | **[ ]**  Checked |
| **服務計劃名稱(中文)：** |  |  |
| **Project Title (English):** |  |
| **計劃開始及結束日期****Date of Commencement and Completion:** |  | 至to |  |
| **計劃時期Duration of Project:** |  | (年/Years) |  | (月/Months) |
| **受惠對象性別比例 註[[1]](#footnote-1)****Gender Ratio of Beneficiaries *Note 1*:** | **(男Male)** |  | **%** | **:** | **(女Female)** |  | **%** |
| **推行計劃的服務單位名稱／地址Name(s)/Address(es) of Service Unit(s):** |  |

|  |
| --- |
| **2.3 服務範圍Service Programme** |
|  | **[ ]**  Checked |
| **[ ]**  | **安老服務** Elderly Services |  |
| **[ ]**  | **家庭及兒童福利服務** Family & Child Welfare Services |
| **[ ]**  | **康復及醫務社會服務** Rehabilitation & Medical Social Services |
| **[ ]**  | **青年及感化服務 Youth & Corrections Services** |
| **[ ]**  | **為其他弱勢社群提供的服務 Services for Other Disadvantaged Groups** |

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| **2.4 推行計劃的地區Location(s)/District(s) of the Project** |
|  | **[ ]**  Checked |
| **[ ]**  | **東區**Eastern District | **[ ]**  | 深水埗區Sham Shui Po District |  |
| **[ ]**  | **灣仔區**Wan Chai District | **[ ]**  | 荃灣區Tsuen Wan District |
| **[ ]**  | **中西區**Central & Western District | **[ ]**  | 葵青區Kwai Tsing District |
| **[ ]**  | **南區S**outhern District | **[ ]**  | 屯門區Tuen Mun District |
| **[ ]**  | **離島區**Islands District | **[ ]**  | 元朗區Yuen Long District |
| **[ ]**  | 觀塘區Kwun Tong District | **[ ]**  | 沙田區 Sha Tin District |
| **[ ]**  | 黃大仙區Wong Tai Sin District | **[ ]**  | 大埔區 Tai Po District |
| **[ ]**  | 西貢區Sai Kung District | **[ ]**  | 北區 North District |
| **[ ]**  | 九龍城區Kowloon City District | **[ ]**  | **全港性**Territory-wide |
| **[ ]**  | 油尖旺區Yau Tsim Mong District |  |  |

|  |
| --- |
| **2.5 受惠人士Target Beneficiaries** |
|  |
| 類別 (可選多於一項)Type (may select more than one option) | 人數No. of Beneficiaries | 只選一項**主要**受惠人士Select **one Major** Beneficiary Type | **[ ]**  Checked |
| **[ ]**  | 青年／中學生 Youth/Secondary Students |  | **[ ]**  |  |
| **[ ]**  | 兒童／小學生 Children/Primary Students |  | **[ ]**  |
| **[ ]**  | 婦女Women |  | **[ ]**  |
| **[ ]**  | 家庭 Families |  | **[ ]**  |
| **[ ]**  | 少數族裔 Ethnic Minorities |  | **[ ]**  |
| **[ ]**  | 殘疾人士 Persons with Disabilities |  | **[ ]**  |
| **[ ]**  | 新來港人士 New Arrivals |  | **[ ]**  |
| **[ ]**  | 長者 Elderly Persons |  | **[ ]**  |
| **[ ]**  | 更生人士 Ex-offenders |  | **[ ]**  |
| **[ ]**  | 失業人士 Unemployed Persons |  | **[ ]**  |
| **[ ]**  | 義工Volunteers |  | **[ ]**  |
| **[ ]**  | 公眾人士 General Public |  | **[ ]**  |
| **[ ]**  | 其他 Others |  | **[ ]**  |
|  | 總數Total |  |  |
|  |
| 甄選受惠人士的準則:Selection criteria for target beneficiaries: |
|  |
|  |
|  |

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| --- |
| **2.6 計劃目的Project Objectives** |
| **(1)****(2)** | **[ ]**  Checked |

|  |
| --- |
| **2.7 財政預算總表Proposed Budget Summary** |
| **收入來源****Source of Income** | **款項****Amount and Nature ($)** | **總數****Total ($)** | **%** | **[ ]**  Checked |
| **來自****From** |  | **間商業贊助Business Sponsorship(s)** | **現金 Cash** |  |  |  |  |
| **實物註[[2]](#footnote-2) In Kind*Note 2*** |  |
| **申請機構支付的款額****Applicant Organisation’s Contribution** |  |  |  |
| **其他收入Other Income****(請填寫2.7(ii)項****Please complete item 2.7(ii))** |  |  |  |
| **申請基金款額****Amount of Fund Sought** |  |  |  |
| **總收入Total Income** |  | 100 |
| ***(總收入應與2.8(iv)項的總開支相符Total Income here should be the same as Total Expenditure in item 2.8(iv))*** |

|  |
| --- |
| **(i) 折算實物價值Estimation of In Kind Value：** |
| **物品****Items** | **參考價值註2****Price Referred*Note2*** | **報價註[[3]](#footnote-3)Quotations*****Note**3*** | **[ ]**  Checked |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q5** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |

|  |
| --- |
| **(ii) 其他收入 (如適用) Other Income (if applicable)：** |
|  | **收入項目****Income Items** | **計算程式****Calculation Details** | **總數****Total ($)** | **[ ]** Checked**[ ]** Supported |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| **總數Total** |  |  |

|  |
| --- |
| **2.8 預算開支詳情 Details of Estimated Expenditure** |
| **(i) 人手支出Staffing Cost** |
| **職位名稱** **Post Title**  | **#月薪(包括強積金)**#Monthly Salary (including MPF)($) | **受聘時期(月)**Employment Duration (month) | **預算**Budget ($) |  |
| 1. |  |  |  |  | **[ ]** Checked**[ ]** Supported |
| 2. |  |  |  |  | **[ ]** Checked**[ ]** Supported |
| **總數Total (A)** |  | **[ ]** Checked**[ ]** Supported |

#薪金實際加幅一般不應高於按年公務員薪酬的調整幅度。Actual salary adjustment should not be higher than the Civil Service Pay Adjustment of the respective financial year.

|  |  |  |  |
| --- | --- | --- | --- |
| 職位1 Post 1: | 學歷Qualification: |  | **[ ]**  Checked |
|  | 相關工作經驗(年) Relevant working experience (year): |  |
|  | 工作範圍Job Duties: |  |
|  |  |  |  |
| 職位2 Post 2: | 學歷Qualification: |  | **[ ]**  Checked |
|  | 相關工作經驗(年) Relevant working experience (year): |  |
|  | 工作範圍Job Duties: |  |

|  |
| --- |
| **(ii) 行政支援開支Administration Overheads** **(不超過計劃總開支10% not exceeding 10% of the Total Project Expenditure)** |
| **行政支援開支項目****Items covered by Administration Overheads**  | **預算****Budget ($) (B)** | **[ ]** Checked**[ ]** Supported |
|  | 服務計劃的籌劃及管理、工作協調及質素保證Service planning and management, coordination and quality assurance |  |
|  | 人力資源管理Human resource management |
|  | 帳目管理及財務監控 (包括核數費)Accounting management and financial monitoring (including audit fee) |
|  | 風險責任管理、內部審計及管控 (包括勞工保險)Risk management, internal audit and compliance (including employees’ compensation insurance) |
|  | 公共關係、伙伴協作、企業傳訊及服務推廣Public relations, partnership, corporate communication and publicity |
|  | 辦公及活動場所與器材設施提供、日用消耗品補給Office/ Project venue, equipment and facilities, and consumables  |
|  | 資訊科技設施供應及技術支援Information technology facilities and support |

|  |
| --- |
| **(iii) 活動支出Programme Expenses** * *如活動多於一項，包括沒有任何開支項目的活動，請複製表格範本。Please copy and insert template if more than one activity is planned including those without expenditure item.*
* *請將小額活動開支歸納為一項不多於5,000元的開支項目，並於「理據*／*詳細說明」扼要描述開支內容。Please categorise small amount expenses into one expenditure item not exceeding $5,000 and give brief description of spending in respective “Justifications/Elaboration”.*

**\*** 請展示計算程式。如開支項目涉及聘用導師、教練等人手，請提供有關人士的資歷及相關工作經驗要求。Please illustrate calculation details of each expenditure item. The required qualification and relevant work experience of staff such as tutors and coaches, if applicable, should be provided. |

|  |  |
| --- | --- |
| **活動一 Activity 1 :** | **[ ]** Checked**[ ]** Supported |
| **名稱Name：** |  |
| **目的Purpose：** |  |
| **內容Content：** |  |
| **服務對象及參與活動總人數Target & Total no. of Participants in Activity：** |  |
| **班/組數No. of Classes/Groups：** |  | **每班/組人數No. of** **Beneficiaries per Class/Group：** |  |
| **每班/組節數No. of Sessions per Class/Group：** |  | **每節時數No. of Hours per Session：** |  |
| **預算Budget Breakdown：** |  |  |
| **開支項目****Expenditure Items****(包括聘用額外人手或活動物資including additional manpower and activity materials)** | **單項價格 (註明所用單位)****Unit Cost (*Please state the parameter*) ($)** | **數量****Quantity** | **預算****Budget** **($)** | **理據／詳細說明\*****Justifications/ Elaborations\*** | **[ ]** Checked |
| 1. |  |  |  |  |  | **[ ]** Supported |
| 2. |  |  |  |  |  | **[ ]** Supported |
| 3. |  |  |  |  |  | **[ ]** Supported |
| **總數Total (C)** |  | **[ ]** Checked**[ ]**  Supported |

|  |
| --- |
| **(iv) 計劃總開支Total Project Expenditure**[2.8項(i), (ii)及(iii) (即所有活動支出)的總和 The sum of expenditure in items 2.8(i), (ii) & (iii)(i.e. expenses of all activities)] |
|   | 2.8(i) (A) + 2.8(ii) (B) + 2.8(iii) (C) = | $ |  | [ ]  Checked[ ]  Supported |
| ***(總開支應與2.7項的總收入相符Total Expenditure here should be the same as Total Income in item 2.7)*** |

|  |
| --- |
| **2.9 成效評估 Outcome Effectiveness** |
| **成效範圍****Area of Effectiveness** | **目標結果****Outcome Target** | **評估方法****Method of Evaluation** | **[ ]**  Checked |
| 1. |  |  |  | **[ ]**  Supported |
| 2. |  |  |  | **[ ]**  Supported |

|  |
| --- |
| **3. 商業贊助資料註[[4]](#footnote-4)**  **Sponsorship from Business Corporation *Note 4*** |
| **公司名稱Company Name** |  | **[ ]**  Checked |
| **地址Address** |  |
| **業務性質Nature of Business** |  |
| **聯絡人Contact Person** |  |
| **職位Post Title** |  |
| **電話號碼Telephone No.** |  |
| **電郵地址E-mail Address** |  |
| **請註明 Please indicate：** |
| **3.1** | 伙伴商業機構有否曾經贊助申請機構獲批的攜手扶弱基金計劃？如有，共贊助多少次？ Has the business corporation sponsored any approved PFD Project delivered by applicant organisation? If yes, please state no. of sponsorship offered? | **[ ]**  Checked |
|  | **[ ]**  | 是 Yes |  | 次 times | **[ ]**  | 否 No |
|  |  |
| **3.2** | 贊助的慈善信託或慈善基金是否由持有香港商業登記及於香港經營業務的商業機構成立、管理及提供資金？ Is the charitable trust/foundation established, managed and funded by a registered business corporation operating business in Hong Kong? | **[ ]**  Checked |
|  | **[ ]**  | 是 Yes | **[ ]**  | 否 No | **[ ]**  | 不適用 Not applicable |
|  |  |  |  |  |  |  |  |
| **3.3** | 伙伴商業機構是否從事煙草或有關業務？ Is the business corporation running business in connection with smoking? | **[ ]**  Checked |
|  | **[ ]**  | 是 Yes | **[ ]**  | 否 No |  |  |  |
|  |  |  |  |  |  |  |  |
| **3.4** | 申請機構、其董事會成員或項目主要參與工作人員與商業伙伴之間是否存在任何實際、潛在或可被視為有衝突的利益？(包括過往或一向以來與商業伙伴間的任何業務往來) Is there any actual, potential or perceived conflict of interest in the proposed business partnership between the applicant organisation, its board members or key personnel involved in the project and the business corporation (including any previous or on-going business dealings with the business corporation)? | **[ ]**  Checked |
|  | **[ ]**  | 是 Yes\* | **[ ]**  | 否 No |  |  |  |
|  | \*如有，請同時提交填妥的利益衝突聲明書表格，詳盡披露一切有關詳情，並提出方法及安排以適當處理該利益衝突。\*If yes, please submit a completed standard form for declaration of conflict of interest to provide details and set out actions taken / to be taken to properly manage the conflict of interest. |
|  |  |  |  |  |  |  |  |
| **3.5** | 贊助總值Value of Donation:  | **[ ]**  Checked |
|  | **[ ]** (A) 現金Cash | $ |  |  |  |
|  | **[ ]** (B) 實物In Kind | $ |  |  |  |
|  | 實物In Kind |  | 數量 Qty |  | 單價Unit Cost($) |  | 估值註[[5]](#footnote-5)Value ($)*Note5* |
|  |  |  |  |  |  |  |  |
|  | **總值Total :** | $ |  | **(A + B)** |

|  |
| --- |
| **4. 服務計劃的其他資金來源** **Other Funding Source(s) for the Project** |

|  |  |  |  |
| --- | --- | --- | --- |
| **請註明 Please indicate：** | 有Yes | 否 No |  |
| **4.1** | 計劃(包括計劃內所有活動／項目)是否曾經／現時／將會申請其他政府資助？(例如獎券基金、社區投資共享基金、「伙伴倡自強」社區協作計劃、**校本課後學習及支援計劃**、全方位學習津貼等公共基金或津貼)Any application (including any activities/programmes of the entire project) made for other Government funding in respect of this project in the past, at present, or under planning (such as Lotteries Fund, Community Investment and Inclusion Fund, Enhancing Self-Reliance Through District Partnership Programme, School-based After-school Learning and Support Programmes, Life-wide Learning Grant, etc.) ? | **[ ]** 註[[6]](#footnote-6) *Note 6* | **[ ]**  | **[ ]**  Checked |
|  | 如有，請提供詳情(如：資助金額、資助部門、資助項目等) If yes, please provide details (e.g. amount of funding, funding department, funded items, etc.) : |  |
|  |  |  |
| **4.2** | 服務計劃現時是否自負盈虧(如通過收費收回成本)?Is the project self-financed (such as operating in a cost recovery mode through fee-charging)? | **[ ]**  | **[ ]**  | **[ ]**  Checked |
|  |  |  |
| **4.3** | 服務計劃內擬購置的家具或設備是否與機構過往五年內獲攜手扶弱基金批准的計劃所記錄的存貨相同? 如是，請提供詳情 (例如: 記錄的相關存貨及未能在此服務計劃使用存貨的原因)。Are the proposed furniture or equipment item(s) to be purchased in this project similar to the inventory item(s) recorded in other PFD projects of the organisation which were approved in the past 5 years? If yes, please provide details (such as the related item(s) recorded in the inventory and reason for not using such item(s) in this project.) | **[ ]**  | **[ ]**  | **[ ]**  Checked |
|  | 如有，請註明：If yes, please specify： |  |
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| **5. 申請機構聲明及同意書** **Declaration and Consent of the Applicant Organisation** |

本人謹此聲明

1. 本人確認已詳閱《攜手扶弱基金恆常部分 — 第十六輪申請的申請須知》，並願意遵守須知內列明的所有細則;
2. 本人保證在本申請表格填報的資料均屬真確無訛。本人明白如填報資料不確，申請將被視為無效，同時，基金將取消已批准的資助，而已支付的款項亦須全數退還香港特別行政區政府。蓄意虛報資料或隱瞞任何重要資料者同時有可能被轉介到執法機關處理;
3. 本人已徵得載於本申請表內本機構及伙伴商業機構的所有人員的訂明同意，社署可使用本申請表格內屬於他們的個人資料以審批本申請、處理本機構及／或本機構的伙伴商業機構就本申請所提出的投訴、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、整理統計數字、上載網上平台以供公眾查閱及舉辦訓練課程及分享會，以加強非政府福利機構與商業機構建立及維持伙伴關係的了解和能力;
4. 本人同意在有關本計劃的宣傳資料、刊物、各項活動、佈置/背幕和設施，印上或採用基金標記;
5. 本人同意社署為上述的目的而向相關政府決策局及部門披露及要求查核本申請內提交的資料;
6. 本人同意社署就懷疑申請機構及／或其負責人違反上述聲明的個案進行調查及／或追討已發放的配對基金的目的，要求其他機構／人士(包括但不限於政府決策局及部門)披露本人及本機構負責人的個人資料(包括但不限於聯絡方法)，並授權該些機構／人士向社署提供所需資料及紀錄；及
7. 本人同意接收任何有關社署攜手扶弱基金的資訊及刊物。

I hereby declare that -

1. I have read the “Application Guide on the Application for the Partnership Fund for the Disadvantaged (PFD) (Sixteenth Round Regular Portion Application) ” (the Guide) and agree to follow the provisions set out in the Guide;
2. I certify that all the information given in this application as well as the accompanying information is true and accurate. I understand 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 Government of the Hong Kong Special Administrative Region. Making false declarations or withholding material information may result in referral to law enforcement authorities;
3. I have obtained the prescribed consent of our staff and staff of our business partners to the use of their personal data contained in this application form by SWD to process this application, handle complaints related to this application lodged by my organisation and/ or my business partners, discharge statutory duties, conduct research or surveys, monitor and review the handling of this application, prepare statistics, post to the web-based platform for public scrutiny and conduct training and sharing sessions that would enhance applicant organisations’ understanding and competence in building up and maintaining partnership with the business sector;
4. I consent to use the logo of the PFD in all publications, publicity materials, programmes and activities, decorations / backdrops, facilities/ equipment related to this project;
5. I consent to SWD’s disclosure of the information provided in this application to other Government bureaux and departments and request for verification of the said information for the purposes mentioned above;
6. I consent to SWD’s making request to other parties (including but not limited to Government bureaux and departments) for disclosing my personal data and those of our head(s) of the organisation (including but not limited to contact means) for the purpose(s) of investigating into suspected cases of violation of the above declaration by applicant organisation and/ or its head(s), and/ or recovering the matching grant released. I also consent to the said parties’ disclosure of the requested data and records to SWD; and
7. I hereby give consent to receiving information and materials on PFD from SWD.

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| --- | --- | --- | --- | --- |
| **姓名：****Name：** |  | **簽署：****Signature：** |  | **[ ]**  Checked |
| **職銜：****Title：** | **董事會主席****Board Chairperson** | **電話號碼：****Telephone no.：** |  |
| **日期：****Date：** |  | **機構蓋章 :****Organisation Chop :** |  |

1. 註 申請機構籌備活動時須考慮性別主流化及參考相關資料，詳情可登入勞工及福利局網頁: <http://www.lwb.gov.hk/chi/home/index.htm>

Note 1 Applicant organisations are advised to make reference to gender mainstreaming and related information in arranging activities for the beneficiaries. For details, please refer to the website of the Labour and Welfare Bureau: <http://www.lwb.gov.hk/eng/home/index.htm> [↑](#footnote-ref-1)
2. 註 折算捐贈實物價值時，請依社署獎券基金網頁內《常用傢具及設備價目表》的「單價」為參考價值。<https://www.swd.gov.hk/tc/index/site_ngo/page_lotteriesf/>

Note 2 Please provide “Price Referred” for contributions in kind according to the “Unit Price” of “Price List of Common Furniture and Equipment” (PLCFE) in the SWD Lotteries Fund website.

<https://www.swd.gov.hk/en/index/site_ngo/page_lotteriesf/> [↑](#footnote-ref-2)
3. 註 如捐贈實物不在《常用傢具及設備價目表》內，申請機構須為總額不超過50,000元的單項物品取得最少兩份書面報價，而總額超過50,000元的單項物品則須取得最少五份書面報價。所有書面報價須由申請機構行政總裁/總幹事簽署核證提交的報價i）確實從市場獲取；以及ii）報價並非從捐贈實物商業機構的供應商或子公司獲取，避免利益衝突。我們會以最低的書面報價作為折算有關物品價值的依據。

Note 3 If contributions in kind are not covered in PLCFE, the applicant organisation has to seek and provide at least two written quotations for single item of a total value not exceeding $50,000 and at least five written quotations for single item of a total value exceeding $50,000. All written quotations should be certified by the Head of the applicant organisation as i) being genuinely obtained from market and ii) not being provided by the supplier or associated company of the business corporation offering contribution in kind to avoid any conflict of interest. Written quotation with the lowest value will be referred to. [↑](#footnote-ref-3)
4. 註 如多於一個伙伴商業機構，請就每一個伙伴商業機構填寫一份資料。

Note 4 For an application involving more than one business corporation, details of each corporation have to be provided. [↑](#footnote-ref-4)
5. 註 請以「\*」表示屬政府《常用傢具及設備價目表》內的項目。

Note 5 Please use “\*” to denote items which are covered in the “Price List of Common Furniture and Equipment”. [↑](#footnote-ref-5)
6. 註在遞交申請後2個月內，申請機構需以書面通知秘書處其他基金申請的結果或退出其他基金申請的文件副本，否則本基金會拒絕有關申請。

Note 6 The applicant organisation is required to inform the Secretariat in writing about the result of other funding application(s) or provide copy(ies) of document(s) showing its withdrawal from other funding application(s) within 2 months after submission of this application; otherwise, this application will be rejected. [↑](#footnote-ref-6)