

**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

1. 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):

2. 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)

3. 申請項目撮要  
Summary of the application

類別 <u>Category</u>	申請款額 元 <u>Amount requested</u> \$	附件 (包括印文本及電腦檔案) (請在適當方格內加 √ 號) <u>Attachment (in hard and soft</u> <u>copies)</u> (please tick where appropriate)	
3.1 工程項目 Works item	( )	附錄 1 Appendix	<input type="checkbox"/>
		2	<input type="checkbox"/>
3.2 家具及設備 Furniture & equipment	( )	附錄 3 Appendix	<input type="checkbox"/>
3.3 其他，如購買車輛 (請註明) Others, such as purchase of vehicle (please specify)	( )	附錄 3 Appendix	<input type="checkbox"/>
總款額: Total:			
( )			

4. 項目時間表  
Project Timetable

- (I) 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)
- (II) 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)
- (III) 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已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.

**獎券基金**  
**申請工程項目撥款摘要(見註)**  
**Summary of Application for Lotteries Fund Grant for Works Items (See Note)**

項目編號 Item No.	工程項目摘要 Summary of Items Requested	款額(元) Amount (\$)	備註 Remarks
<b>1.</b>	<b>工程項目類別</b> <b>Works Items</b>		
1.1	混凝土工程 Concrete Works		
1.2	磚工 Brickwork & Blockwork		
1.3	木工及細木工(包括木工五金配件) Carpentry & Joinery (including Ironmongery)		
1.4	鐵器工程 Metal Works		
1.5	水泥批盪及飾面工程 Plastering & Finishes		
1.6	供水及排污裝置工程 Plumbing and Drainage		
1.7	玻璃裝嵌工程 Glazing		
1.8	油漆及塗飾工程 Painting		
1.9	電氣設備裝置工程 Electrical Works		
1.10	暖氣、通風與空氣調節設備裝置工程 Heating, Ventilation and Air-conditioning Works		
1.11	消防設備裝置工程 Fire Services Installation		
1.12	氣體設備裝置工程 Gas Installation		
1.13	其他(請註明) Others (please specify)		
	分項1合計款項： Sub-total：	0.00	
<b>2.</b>	<b>顧問及有關工程合約支出(只適用於聘有認可人/其他專業顧問之工程申請)</b> <b>Professional and Related Contractual Charges</b> (ONLY applicable for application when Authorized Person / Consultant is appointed)		
2.1	開拓費 Preliminaries		
2.2	工程備用金 Contingencies		
2.3	專業服務費 Professional Fees		
2.4	印務費 Lithography		
	分項2合計款項： Sub-total：	0.00	
	<b>總款額：</b> <b>GRAND TOTAL：</b>	<b>0.00</b>	

註：請列出各項目的詳細資料於附錄2。  
Note：Breakdown and Details of the works items should be provided in Appendix 2.

**工程細項詳細闡釋**  
**項目摘要錄於附錄 1 (見註)**  
**Breakdown and Details of the Proposed Works Items**  
**Summarized at Appendix 1 (See Note)**

項目編號 Item No.	各項工程之範圍， 度量 / 規格 Extent of each works items, its dimensions / specifications	各項工程之 詳細位置 Detailed location	數量 及單位 Quantity & unit	單價 Unit rate	款額 (元) Amount (\$)	每項工程之理據 (可另加紙呈報) Justification for each proposed item (provide in separate sheet if necessary)
<b>總款額：</b> <b>TOTAL :</b>						

註： 請提交各項施工所需的文件以供審閱 (文件包括有關業主/授權機關的核准書，其他政府部門的推薦信，工程草圖，圖則，分佈圖，裝備系統圖，報價單，指定物料，施工方法等)。

Note : Please provide prerequisite documents (e.g. approval of the landlord/authority concerned, recommendation from other government departments, sketches, drawings, layout plans, installation plans, quotations, specifying material & works method, etc.).

**家具及設備 / 購買車輛  
申請政府獎券基金撥款詳情 (見註)  
Details of Application for Lotteries Fund Grant  
for Furniture and Equipment/ Purchase of Vehicle (See Note)**

項目 編號 Item No.	項目詳情及位置 Details of the items and locations	數量 及單位 Quantity & unit	單價 Unit rate	款額 (元) Amount (\$)	理據 (請說明該項目是新項目、更 新或改善項目；並加以詳述) Justification (please state whether it is a new item, replacement or improvement item; and with elaboration)
<b>總款額：</b> <b>TOTAL :</b>					

註： 若申請項目並未列入於最新的『常用家具及設備價目表』內，請提供至少一份報價單，支持你所申請的款額。購買車輛的申請應與購買其他家具及設備申請分開遞交。

Note : For items outside the latest edition of the Price List of Common Furniture & Equipment, please provide at least one quotation in support of your requested amount. Application for purchase of vehicle should be submitted separately from those of other F&E items.

**收集個人資料前向資料當事人發出的收集個人資料聲明****Personal Information Collection Statement to Data Subject Before Collection of Personal Data**

向社會福利署(社署)提供個人資料之前，請先細閱本通知書。

Please read this notice before you provide any personal data to Social Welfare Department (SWD).

**收集資料的目的****Purposes of Collection**

- (1) 社署及／或獲社署提供津助／資助的非政府機構，或由社署委託的非政府機構，將會使用你所提供的個人資料，向你及／或你的家人提供你及／或你的家人所需要的及由社署及／或上述非政府機構提供的援助或服務，包括（但不限於）用於監察和檢討各項服務、處理有關你及／或你的家人所獲得服務的投訴、進行研究及調查、製備統計數字、履行法定職責等。向社署提供個人資料純屬自願。不過，如你未能提供所要求的個人資料，本署可能無法處理你的申請或向你及／或你的家人提供援助／服務。

The personal data supplied by you will be used by the SWD and/or those non-governmental organisations (NGOs) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you and/or your family members.

**可能獲轉移資料者****Classes of Transferees**

- (2) 你所提供的個人資料，會按需要知道的原則提供給在本署工作的職員。除此之外，該等個人資料亦可能會為上文第1段所述的目的而向下列機構／人士披露，或在下述情況下披露：

The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above:

- (a) 其他機構／人士（例如政府決策局／部門、醫院管理局、非政府機構、公用事業公司等），如該等機構／人士有參與以下事項：

Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies if they are involved in:

- (i) 審批及／或評估你及／或你的家人就上文第1段所提及社署及／或非政府機構向你及／或你的家人提供服務／援助而提出的任何申請；

processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;



- (ii) 上文第 1 段所提及社署及／或非政府機構向你及／或你的家人所提供的服務／援助；或  
the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or
- (iii) 監察和檢討上文第 1 段所提及社署及／或非政府機構所提供的服務，或製備統計數字；  
monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;
- (b) 處理投訴的機構（例如申訴專員公署、個人資料私隱專員公署、社會工作者註冊局、立法會等），如果這些機構正在處理有關社署向你及／或你的家人所提供的服務或援助的投訴；  
Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;
- (c) 法律授權或法律規定須披露資料；或  
Where such disclosure is authorised or required by law; or
- (d) 你曾就披露資料給予訂明同意。  
Where you have given your prescribed consent to such disclosure.

#### 查閱個人資料

#### Access to Personal Data

- (3) 按照《個人資料(私隱)條例》(第486章)，你有權就社署所持有的有關你的個人資料提出查閱及改正要求。本署提供個人資料複本將須收取費用。如需查閱或改正社署收集的個人資料，請向以下人士提出：

You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

社會福利署署長 [經辦人: 社會工作主任(獎券基金)]

香港灣仔

皇后大道東248號

大新金融中心

36樓3601至02室

電話: 2832 4328, 2832 4340, 傳真: 2151 0573, 電郵: lfenq@swd.gov.hk

Director of Social Welfare [Attn: Social Work Officer (Lotteries Fund)]

Room 3601-02, 36/F

Dah Sing Financial Centre

248 Queen's Road East

Wan Chai, Hong Kong

Tel : 2832 4328, 2832 4340, Fax: 2151 0573, E-mail: lfenq@swd.gov.hk

**Guidance Notes on Completing Lotteries Fund Application Form  
(Works/Furniture/Equipment)**

**[Progress report, post-evaluation, etc.]**

**1. General**

- 1.1 Please study the Lotteries Fund Manual before you lodge an application for grants from the Lotteries Fund.
- 1.2 The completed application form should include the General Information Sheet as supported by Appendices 1, 2 or 3 as appropriate. In completing item 2 of the General Information Sheet, i.e. 'Reasons for the application', please highlight the purpose [e.g. renovation, alterations, improvements, acquisition of replacement/additional furniture and equipment (F&E), etc.] and state why it is necessary (e.g. general wear and tear, meeting safety requirements or making good defects, etc.).
- 1.3 Appendices 1 and 2 should be completed for works projects. Appendix 1 is the summary of costs for the works items and Appendix 2 is the breakdown of costs and details of the works items. Please complete Appendix 3 for the purchase of furniture & equipment including vehicle. Please ensure to attach soft copies (Word and Excel) of completed Appendices 1, 2 or 3 to your application. The soft copies of the forms may be downloaded from website of the Social Welfare Department (SWD).
- 1.4 The following paragraphs provide guidelines in completing Appendices 1, 2 and 3.

**2. Works (Appendices 1 & 2)**

- 2.1 For the proposed works items, please attach two copies of sketches and layout plans, specifying materials, method and cost quotations. For electrical testing and rectification works, please attach two copies of the schematic wiring diagram.
- 2.2 If the proposed works have structural implications, please attach documents showing approval-in-principle of the landlord (e.g. Housing Department or Housing Society) and / or relevant authorities (e.g. Buildings Department, Fire Services Department, Environmental Protection Department, etc.).
- 2.3 If the proposed works are for meeting statutory requirements (such as fire, gas, electricity, etc.), please attach copies of letters of requirement or letters of no objection from relevant authorities (e.g. Fire Services Department, Buildings Department, SWD's Child Care Centres Advisory Inspectorate and Licensing Office of Residential Care Homes for the Elderly, etc.).

- 2.4 For installation / replacement of air-conditioners as works items, please supply information on the dimension and function of the area served, the type and power of air-conditioners and installation proposal. If the installation has structural implications, please follow para. 2.2 above. (Note : Installation of split-type air-conditioners on external wall is considered as a structural alteration to the building and approval from the Buildings Department or Housing Department should be submitted together with your application.)
- 2.5 If built-in furniture instead of loose furniture is required, please provide justifications and attach location plans and drawings with dimensions and cost quotations.

### **3. Furniture and Equipment (Appendix 3)**

- 3.1 Please refer to the Price List of Common Furniture and Equipment and the Reference F&E Lists (both available on SWD's website), where appropriate, before completing this part. Built-in furniture should be classified as works items and entered in Appendices 1 and 2 (see paragraph 2.5 above). Quotations and drawings with dimensions, and/ or catalogue are also required for our examination.

### **4. Vehicle Repairs/ Overhauling or Purchase of Vehicle (Appendix 3)**

- 4.1 For vehicle repairs and overhauling, please provide reasons (e.g. annual inspection or damage due to an accident) and attach photocopy of the vehicle registration document and the quotation for the proposed repairs and overhauling. Please note that when the cost for annual overhauling, including related repairs, if any, does not exceed \$50,000, the related cost should be met in the Block Grant for NGOs providing SWD-subsented services.
- 4.2 For procurement of a new vehicle, please provide a quotation. For the replacement of vehicle, please also attach photocopy of the registration document of the existing vehicle to be replaced and quotation for repairs to facilitate technical vetting of Electrical & Mechanical Services Department. If specifications of the replacement vehicle is different in terms of additional capacity and ancillary equipment (e.g. tail-lift), please provide justifications. The application to fund the procurement of a new vehicle should exclude items of recurrent nature (such as licence fee, insurance premium, TAVA levy, etc.) which will not be supported by the Lotteries Fund.

## 獎券基金申請表填寫指引 (工程／家具及設備)

[ 進度報告、計劃完成後的評估 ]

### 1. 概述

- 1.1 在遞交獎券基金補助金申請表之前，請先閱讀獎券基金手冊。
- 1.2 填妥的申請表格應包括附錄1、2及3的一般資料表(如適用)。在填寫一般資料表格第2項時，即「申請撥款原因」，請說明具體目的（例如翻新、改建、改善、置換或增置家具及設備等），並說明其必要性（例如一般的耗損、符合安全規定或修補錯漏失修的工程等）。
- 1.3 就工程項目而言，必須填寫附錄1和2。附錄1是各工程項目所須撥款摘要，而附錄2則是有關工程估價表的各項詳細說明。如果為了購置家具和設備（包括車輛）而申請撥款，請填寫附錄3。在遞交申請時請務必附上附錄1、2和3的電子文件（Word 及Excel格式）。這些表格的電子文件可以從社會福利署（社署）的網址下載。
- 1.4 下列各段將就如何填寫附件1，2和3給予指引。

### 2. 工程項目（附錄1和2）

- 2.1 就工程項目而言，請附上各一式兩份的工程草圖、位置分佈圖、指定物料、施工方法及成本報價。對於電力設備測試和改善工程，請附上一式兩份電路分佈圖。
- 2.2 倘工程項目對樓宇結構造成影響，請附上相關文件證明業主（例如房屋署或房屋協會）和／或相關機構（例如屋宇署、消防署、環境保護署等）原則上已批准有關工程。
- 2.3 倘工程項目的建設是為符合法定要求（例如消防、氣體、電力等），則請附上相關機構（例如消防署、屋宇署、社署的幼兒中心督導組及安老院牌照事務處等）的法定要求函件或不反對通知書。
- 2.4 倘涉及安裝／置換空調設備的工程項目，請提供使用該等空調設備的空間大小和用途、空調的類型和匹數及安裝建議。如果安裝工作對樓宇結構造成影響，則請按上文2.2段處理。（注意：在外牆安裝分體式空調是屬於對樓宇結構的更改，因此，在遞交申請時需附上屋宇署或房屋署的批准書。）
- 2.5 倘需要裝置入牆家具而並非活動家具，請提供理據，並附上位置圖和圖樣，標明尺寸和成本報價。

### 3. 家具及設備 (附錄3)

- 3.1 3.1在填寫該表格之前，請參閱《常用家具及設備價目表》及《家具及設備參考表》(可於社署網址下載)。請注意，入牆家具應被劃分為工程項目，並須使用附錄1和2填寫(見上文2.5段)。請提供報價、標明尺寸的圖樣和/或目錄，以便查核。

### 4. 維修/檢查或購買車輛 (附錄3)

- 4.1 就於車輛的維修和檢修而言，請提供有關原因(例如每年檢查結果或因意外損壞)，並附上車輛登記文件副本及維修和檢修報價單。請注意，倘年度檢修〔包括相關維修(如有的話)〕費用不超過\$50,000，則須由提供社會福利署津貼服務的非政府機構的整體補助金支付。

- 4.2 如要購置新車輛，請提供報價單。如果是更換車輛，則請同時附上需要更換的現有車輛登記文件副本及維修報價單，以便機電工程署進行技術審核。如果更換車輛增加了載客量和輔助設備(例如車尾升降機)，則需提供理據。為購置新車輛而提出的撥款申請不應包括經常性開支(例如車輛牌費、保險費、交通意外傷亡援助基金徵費等)，獎券基金不會資助該等開支。