***攜手扶弱基金 (恆常部分 — 第十七輪申請)***

***Partnership Fund for the Disadvantaged***

***(Seventeenth 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 all 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項適用於所有推行功課輔導、學習技巧訓練及語文訓練班等的申請計劃，不論推行的地點所在，均須符合《教育條例》(第279章)的規定***  ***Point 3.7 is for all project proposals providing tutorial classes, learning skills training and language training, etc., which irrespective of the venue of such classes/training, may warrant regulation under the Education Ordinance (Cap. 279)*** | | |
|  |  |  |  |
|  | 3.7 | 根據《教育條例》(第279章)第9(5)條所發出的豁免學校註冊文件(副本) Copy(ies) of certificate(s) of exemption from registration as a school under section 9(5) of the Education Ordinance |  |
|  | |  |  |
|  | ***3.8 – 3.13 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 3.8 – 3.13 are only for applicant organisations currently not receiving subventions from Social Welfare Department (SWD)*** | | |
|  | |  |  |
|  | 3.8 | 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 organisation, including the mission, history, source of operating expenses, core services provided, etc. |  |
|  | |  |  |
|  | 3.9 | 有關註冊文件的影印本 Copy(ies) of relevant registration documents |  |
|  | |  |  |
|  | 3.10 | 機構董事會成員名單 Name list of the Board of Directors |  |
|  | |  |  |
|  | 3.11 | 機構管理架構圖 Organisation chart |  |
|  | |  |  |
|  | 3.12 | 機構組織章程的詳細資料 Organisation’s constitution or Articles of Association |  |
|  | |  |  |
|  | 3.13 | 機構以申請日期計算過去十八個月內經審計的一年帳目 Full year 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 *—* 第十七輪申請）**

**申請書確認回條**

**Partnership Fund for the Disadvantaged**

**(Seventeenth Round Regular Portion Application)**

**Acknowledgement of Receipt of Application**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **第一部分Part I** | | | | | |
|  | | | | | |
| **致: To:** | **ABC機構 ABC Association** | | | | |
|  | **(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)** | | **親子計劃2024** | | | |
| **Project Title (English)** | | **Parent-child Project 2024** | | | |
| **檔案編號 Ref No.** | | **SWD/COR/PFD/17/** | | | (*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:** | |  |

|  |  |
| --- | --- |
| **(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:** | 陳大文博士 |
|  | |
| **總辦事處地址Address of Headquarters:** | 香港銅鑼灣道33號ABC中心10樓1室 |
|  |  |
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| 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) :** | ABC機構 | Checked |
| **Name of Organisation (English):** | ABC Association | SWD/COR/PFD/17/\_\_\_\_ |
| **機構行政總裁/總幹事姓名**  **Name of Head of Organisation:** | 李大仁先生 |
| **總辦事處地址Address of Headquarters:** | 香港銅鑼灣道33號ABC中心10樓1室 |
| **電話號碼Telephone No.:** | 2345 6789 |
| **電郵地址E-mail Address:** | lty@abc.org.hk |

|  |  |  |
| --- | --- | --- |
| 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:** | 黃婷婷小姐 |  |
| **職位／所屬單位Post/ Office:** | 項目主任 |
| **電話號碼Telephone No.:** | 2345 6789 |
| **電郵地址E-mail Address:** | wtt@abc.org.hk |
| **地址Address:** | 香港銅鑼灣道33號ABC中心10樓2室 |

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| **2.2 基本資料Basic Information** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Checked |
| **服務計劃名稱(中文)：** | 親子計劃2024 | | | | | | | | | | | |  |
| **Project Title (English):** | Parent-child Project 2024 | | | | | | | | | | | |
| **計劃開始及結束日期**  **Date of Commencement and Completion:** | 2024年7月 | | | | | 至  to | | | 2025年6月 | | | |
| **計劃時期Duration of Project:** | 1 | (年/Years) | | | | | 0 | | | (月/Months) | | |
| **受惠對象性別比例 註[[1]](#footnote-1)**  **Gender Ratio of Beneficiaries *Note 1*:** | **(男Male)** | | 50 | **%** | **:** | | | **(女Female)** | | | 50 | **%** |
| **推行計劃的服務單位名稱／地址Name(s)/Address(es) of Service Unit(s):** | 香港銅鑼灣道33號ABC中心10樓2室 | | | | | | | | | | | |

|  |  |  |
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| **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 |  |  |

|  |  |  |  |  |
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| **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 | **88** |  |
|  | 婦女Women |  |  |
|  | 家庭 Families | **50** |  |
|  | 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 | **10** |  |
|  | 公眾人士 General Public |  |  |
|  | 其他 Others |  |  |
|  | 總數Total | **148** |  |
|  | | | |
| 甄選受惠人士的準則:  Selection criteria for target beneficiaries: | | | |
| **服務對象為有學習障礙或特殊教育需要的兒童(六至十二歲)及其家庭。受惠兒童須:** | | | |
| 1. 已確診為有學習障礙或特殊教育需要，並出示兒童體能智力測驗中心評估報告、醫生證明或由學校或社工發出的證明文件及轉介文件;及 | | | |
| 1. **來自基層家庭，即領取綜合社會保障援助(綜援)、學生資助計劃全額或半額津貼、在職家庭津貼的受助人士。** | | | |

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| **2.6 計劃目的Project Objectives** | |
| 1. 増進有特殊教育需要的兒童及其家長的親子關係 2. 為有特殊教育需要的兒童提供學童支援及功課輔導，減低學習上的困難，亦減少家長在功課及學習上與子女間的磨擦 | Checked |

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| **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** | 1 | **間商業贊助Business Sponsorship(s)** | **現金 Cash** | 159,782.5 | 159,782.5 | 50 |  |
| **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** | | |  | | 159,782.5 | 50 |
| **總收入Total Income** | | | | | **319,565** | 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))*** | | | | | | | |

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| **(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. | 0.5 項目主任  (註冊社工) | $29,120 x 0.4 x 1.05  (包括僱員強積金5%) | 12 | 146,765 | Checked  Supported |
| 2. |  |  |  |  | Checked  Supported |
| **總數Total (A)** | | | | 146,765 | 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.

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| 職位1 Post 1: | 學歷Qualification: | 持有認可社會工作文憑或同等學歷及必須為香港註冊社工 | Checked |
|  | 相關工作經驗(年)  Relevant working experience (year): | 3年或以上工作經驗，與有特殊教育需要的兒童相關工作經驗優先 |
|  | 工作範圍Job Duties: | 1. **直接服務 Direct service [必須填寫，並列明相應活動 Mandatory, please list out the corresponding activity(ies)]**   輔導服務 Counselling service  (活動 Activity : 3 )  工作坊/興趣班導師 Tutor of  workshop(s)/ interest class(es)  (活動 Activity : 1, 2 )  講座/座談會講者 Speaker of talk(s)/  seminar(s)  (活動 Activity : )  活動當天帶領活動（如義工服務、郊  遊活動） Leading the activity on the  event day(s) (e.g. volunteer service  and outing(s))  (活動 Activity : 2 )  其他 Others  (活動 Activity : )   1. **其他工作範圍(如有)**   **Other job duties (if any)** |
|  |  |  |  |
| 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: | 1. **直接服務 Direct service [必須填寫，並列明相應活動 Mandatory, please list out the corresponding activity(ies)]**   輔導服務 Counselling service  (活動 Activity :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  工作坊/興趣班導師 Tutor of  workshop(s)/ interest class(es)  (活動 Activity :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  講座/座談會講者 Speaker of talk(s)/  seminar(s)  (活動 Activity :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  活動當天帶領活動（如義工服務、郊  遊活動） Leading the activity on the  event day(s) (e.g. volunteer service  and outing(s))  (活動 Activity :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  其他 Others  (活動 Activity :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)   1. **其他工作範圍(如有)**   **Other job duties (if any)** |

**人力資源支出總計 Summary of costs of manpower**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **項目 Items** | | **計算程式**  **Calculation Details** | **總數**  **Total ($)** | **佔總開支比例**  **% of the Total Project Expenditure** | Checked  Supported |
| 1. | 2.8項(i) 人手支出  Item 2.8(i) Staffing Cost | **項目主任**  **(註冊社工):**  $29,120 x 0.4 1.05 x 12個月  (包括僱員強積金5%) | 146,765 | **45.9%** |
| 2. | 2.8項(iii) 活動支出人手 (包括導師費、教練費等)  Item 2.8(iii) Staff fee under programme expenses (e.g. tutor fee, coach fee, etc.) | **活動一:**  小班功課支援導師費:  300/節x 120節 = 36,000  註冊遊戲治療師  = 850/節x 32節 = 27,200  **活動二:**  言語治療師  = 1,000/節x 4節 = 4,000 | 67,200 | **21.0%** |
| **總數Total** | | | **213,965** | **66.9%** |

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| --- | --- | --- | --- |
| **(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 (包括設計計劃內容、招聘人才、與計劃中相關人士/服務單位/承包商溝通、聯繫及協作、撰寫報告及其他行政工作)  Service planning and management, coordination and quality assurance (including design of the project content, employment of staff, communication, liaison and coordination with relevant parties, service units and contractors, preparing reports and other administrative work) | 31,900 |
|  | 人力資源管理 (包括管理計劃下屬)  Human resource management (including supervision of subordinates) |
|  | 帳目管理及財務監控 (包括核數費、整理賬目及單據、採購)  Accounting management and financial monitoring (including audit fee, bookkeeping and procurement) |
|  | 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(包括招募參加者、與參加者面試)  Public relations, partnership, corporate communication and publicity (including recruitment and interview of participants) |
|  | 辦公及活動場所與器材設施提供、日用消耗品補給 (包括文具、清潔用品)  Office/ Project venue, equipment and facilities, and consumables (including stationery and cleaning supplies) |
|  | 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：** | | 特殊學習需要學童支援服務 | | | | | |
| **目的Purpose：** | | 為學習障礙或特殊學習需要學童提供學習支援服務及遊戲治療，以提昇其學習能力和自信心。同時活動可以協助學童建立社交網絡，改善人際關係。 | | | | | |
| **內容Content：** | | 為學習障礙或特殊學習需要學童提供小班功課支援(暑假期間除外)，以提供學習上的支援，並舒緩家長的壓力。（備註：在擬訂舉辦課餘託管班的地點，機構已獲得教育局根據《教育條例》(第279章)第9(5)條所發出的豁免學校註冊文件。）  另外，計劃為學習障礙或特殊學習需要學童提供遊戲治療小組，以遊戲形式刺激學童發展。計劃社工會連同註冊遊戲治療師帶領遊戲治療小組。 | | | | | |
| **服務對象及參與活動總人數Target & Total no. of Participants in Activity：** | | 48名患有學習障礙或特殊學習需要的學童。 | | | | | |
| **班/組數No. of Classes/Groups：** | | 功課支援：6班  遊戲小組：4班 | | **每班/組人數No. of**  **Beneficiaries per Class/Group：** | | | 功課支援：5人  遊戲小組：12人 |
| **每班/組節數No. of Sessions per Class/Group：** | | 功課支援：20節  遊戲小組：8節 | | **每節時數No. of Hours per Session：** | | | 功課支援：1.5小時  遊戲小組：1小時 |
| **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. | 小班功課支援：  導師費 | 300/節 | 120節 | | 36,000 | 導師需具大專或以上學歷及具1年支援懷疑或已辨別學習障礙或特殊學習需要的學生經驗。平均導師學生比為1:5。 | | Supported |
| 2. | 小班功課支援：  補充練習 | 250 /人 | 30 | | 7,500 | 導師會因應學童的能力及需要去購買補充練習 | | Supported |
| 3. | 遊戲治療小組：  註冊遊戲治療師 | 850/節 | 32節 | | 27,200 | 由註冊遊戲治療師提供遊戲治療。($850/小時 x 1小時 x 8節 x 4班) | | Supported |
| 4. | 遊戲治療小組：  助理導師(註冊社工) | 0 | 32節 | | 0 | 項目主任也會協助帶領遊戲治療小組, 平均導師學生比為1:6。 | | Supported |
| 5. | 遊戲訓練物資費 | 225/節 | 32節 | | 7,200 | 遊戲訓練用具，包括玩具($3,000)、桌上遊戲($2,000)及圖書等($2,200) | | Supported |
| 6. | 活動雜項費用 | 41.7 /人 | 48人 | | 2,000 | 工作紙、畫筆、畫紙 | | Supported |
| **總數Total (C)** | | | | | **79,900** | | | Checked  Supported |

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| **活動二 Activity 2 :** | | | | | | | | Checked  Supported |
| **名稱Name：** | | 家長訓練及支援服務 | | | | | |
| **目的Purpose：** | | 為照顧學習障礙或特殊學習需要子女的家長提供訓練及支援服務，以提昇家長對學習障礙或特殊學習需要子女的認識和照顧技巧，同時建立家長支援網絡。 | | | | | |
| **內容Content：** | | 舉辦家長訓練及支援活動，包括家長管教訓練、親子大使培訓及家長互助小組，以提昇家長對學習障礙或特殊學習需要的認識和照顧技巧。另外，計劃邀請有豐富照顧有特殊需要子女經驗的家長參加親子大使訓練，並在培訓後擔任小導師，與其他家長組成互助小組，建立家長支援網絡，讓家長可以彼此支持、鼓勵和分享在管教子女和舒緩壓力上的心得。此外，計劃亦會舉辦親子戶外活動，建立正面的親子活動經驗，改善彼此的關係。計劃社工會負責推行整個活動，部分活動輔以言語治療師。 | | | | | |
| **服務對象及參與活動總人數Target & Total no. of Participants in Activity：** | | 50名照顧患有學習障礙或特殊學習需要子女的家長及40名患有學習障礙或特殊學習需要的兒童，包括：   1. 家長管教訓練：**40名家長** 2. 親子大使培訓：**10名家長** 3. **家長**互助小組：**50名家長 (參加者為活動一及二的家長)** 4. 親子戶外活動：**40名家長、40名兒童、10名企業義工** | | | | | |
| **班/組數No. of Classes/Groups：** | | 管教訓練：4組  大使培訓：1組  互助小組：2組  戶外活動：2組 | | **每班/組人數No. of**  **Beneficiaries per Class/Group：** | | | 管教訓練：10位  大使培訓：10位  互助小組：25位  戶外活動：20個家庭 +5名企**業**義工 |
| **每班/組節數No. of Sessions per Class/Group：** | | 管教訓練：4節  大使培訓：4節  互助小組：4節  戶外活動：5節 | | **每節時數No. of Hours per Session：** | | | 管教訓練：1小時  大使培訓：1小時  互助小組：1小時  戶外活動：4小時 |
| **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. | 家長管教訓練：  導師費(言語治療師) | 1,000/小時 | 4節 | | 4,000 | 4節由言語治療師提供($1000/小時x 4節) | | Supported |
| 2. | 家長管教訓練：  導師費(註冊社工) | 0 | 12節 | | 0 | 12節由項目主任負責帶領，故無須額外開支 | | Supported |
| 3. | 家長管教訓練：  物資費 | 2,000/組 | 4組 | | 8,000 | 課堂筆記及教材 (工具卡及光碟) | | Supported |
| 4. | 親子大使培訓：  導師費(註冊社工) | 0 | 4節 | | 0 | 項目主任將負責帶領親子大使培訓，故無須額外開支 | | Supported |
| 5. | 親子大使培訓：  物資費 | 2,000/組 | 1組 | | 2,000 | 小組活動物資(筆記)  美術用品(包括卡紙**、**顏色筆等)。 | | Supported |
| 6. | 互助小組:  導師費(註冊社工) | 0 | 8節 | | 0 | 項目主任將負責帶領互助小組，故無須額外開支 | | Supported |
| 7. | 互助小組:  物資費 | 2,000/組 | 2組 | | 4,000 | 小組活動物資(筆記**、**小冊子)、茶點 | | Supported |
| 8. | 親子戶外活動：  領隊(註冊社工) | 0 | 10節 | | 0 | 項目主任將負責帶領親子戶外活動，故無須額外開支 | | Supported |
| 9. | 親子戶外活動：  食物及飲料 | 1,500/節 | 10節 | | 15,000 | 每節親子戶外活動為4小時, 所以安排食物及飲料。每節會有45人出席(2**0名家長、20名兒童、5名企業義工**); 人圴食物及飲料費約為$33.33。 | | Supported |
| 10. | 親子戶外活動：  交通費用 | 2,000/節 | 10節 | | 20,000 | 旅遊巴來回車費 | | Supported |
| 11. | 親子戶外活動：  活動物資費用 | 800/節 | 10節 | | 8,000 | 互外親子小組遊戲物品、工作紙、急救及護理物資等 | | Supported |
| **總數Total (C)** | | | | | **61,000** | | | Checked  Supported |

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| **活動三 Activity 3 :** | | | | | | | | Checked  Supported |
| **名稱Name：** | | 特殊學習需要家庭輔導服務 | | | | | |
| **目的Purpose：** | | 為學習障礙或特殊學習需要的子女及其家長提供情緒支援及輔導服務，以舒緩他們的壓力或負面情緒。 | | | | | |
| **內容Content：** | | 計劃社工會因應參加計劃活動的學童及家長的狀況，約見有需要的家庭，為他們提供面見諮詢及輔導服務，即時提供意見，協助尋找合適的社區資源，並轉介有需要家長到相關的服務單位接受跟進服務。 | | | | | |
| **服務對象及參與活動總人數Target & Total no. of Participants in Activity：** | | 20個學習障礙或特殊學習需要兒童的家庭 (包括兒童及家長) | | | | | |
| **班/組數No. of Classes/Groups：** | | 20個案 | | **每班/組人數No. of**  **Beneficiaries per Class/Group：** | | | 最少一位家庭成員 |
| **每班/組節數No. of Sessions per Class/Group：** | | 3節 | | **每節時數No. of Hours per Session：** | | | 1小時 |
| **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. | 輔導服務：  註冊社工 | 0 | 60節 | | 0 | 由計劃的項目主任(註冊社工)提供輔導服務，故無須額外開支。 | | Supported |
| **總數Total (C)** | | | | | **0** | | | Checked  Supported |

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| **(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) = | $ | **319,565** | 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)*** | | | | |

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| **2.9 有關恆常功課輔導班、學習技巧訓練及語文訓練班的詳細資料 Details of Regular Tutorial Class, Learning Skills Training and Language Training Class** | | | | | | | | |
|  | | | | | | | | |
| **活動性質**  **Nature of Activity** | | | **每節推行**  **時間**  **Operation Hours of each Session** | **總節數**  **Total no. of Sessions**  **(no. of sessions per week x no. of weeks)** | | **參與**  **學生人數**  **No. of Students** | **導師：學生**  **比例**  **Tutor to Student Ratio** | Checked  Supported |
| 1. | 特殊學習需要學童支援服務 - 功課支援 | | 1.5 | 120 | | 30 | 5 |  |
| 2. | 特殊學習需要學童支援服務 - 遊戲小組 | | 1 | 32 | | 48 | 6 |  |
| **2.10 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. | | 學童支援服務   1. 學習能力 2. 生活技能和自信心 | 1. 不少於80% 學童認為學術支援服務可以減低學習上的困難。 2. 不少於80% 學童認為遊戲治療可以提昇其生活技能和自信心。 | | 參加者填寫問卷 | | | Supported |
| 2. | | 家長訓練及支援服務   1. 管教子女的技巧 2. 親子溝通及相處 | 1. 不少於80% 家長認為家長訓練及支援服務可以令他們學習到管教子女的技巧及促進家長間彼此扶持。 2. 不少於80% 家長認為透過親子戶外活動，令他們增加親子溝通相處機會。 | | 參加者填寫問卷 | | | Supported |
| 3. | | 改善親子關係 | 1. 不少於80% 家長及子女在參與活動後，在親子相處上有改善 | | 每一個參與家庭都須要在參與項目前及後填寫「親子相處行為問卷」 | | | Supported |

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| **3. 商業贊助資料註[[4]](#footnote-4)**  **Sponsorship from Business Corporation *Note 4*** | | | | | | | | | | | | | | | | | | | | | | | |
| **公司名稱Company Name** | | | | | | | | | | 陽光有限公司 | | | | | | | | | | | | | Checked |
| **地址Address** | | | | | | | | | | 香港中環陽光大廈18樓 | | | | | | | | | | | | |
| **業務性質Nature of Business** | | | | | | | | | | **金融投資** | | | | | | | | | | | | |
| **聯絡人Contact Person** | | | | | | | | | | 梁瑪莉小姐 | | | | | | | | | | | | |
| **職位Post Title** | | | | | | | | | | 市場策劃經理 | | | | | | | | | | | | |
| **電話號碼Telephone No.** | | | | | | | | | | 2333 3333 | | | | | | | | | | | | |
| **電郵地址E-mail Address** | | | | | | | | | | maryleung@sunny.com.hk | | | | | | | | | | | | |
| **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 | | | | | | | | | | $ | | | 159,782.5 | | | |  |  | | | |
|  | | (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 :** | | $ | | 159,782.5 | | | | | | | | | | | | | **(A + B)** | | | | |

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

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| --- | --- | --- | --- | --- | --- | --- |
| **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 — 第十七輪申請的申請須知》，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，印上或採用政府和基金標記;
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) (Seventeenth 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 Government and 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：** | CHAN Tai-man | **簽署：**  **Signature：** | Chan Tai Man | Checked |
| **職銜：**  **Title：** | **董事會主席**  **Board Chairperson** | **電話號碼：**  **Telephone no.：** | 2345 6789 |
| **日期：**  **Date：** | 1 February 2024 | **機構蓋章 :**  **Organisation Chop :** | ABC Association |

攜手扶弱基金

利益衝突聲明書表格

致: 攜手扶弱基金秘書處

|  |  |  |
| --- | --- | --- |
| 申請機構名稱 | : | ABC機構 |
| 服務計劃名稱 | : | 親子計劃2024 |
| 申請批次 | : | 恆常 *~~／~~*~~專款\*~~部份第17輪申請 |
| 合作伙伴關係 | : | 陽光有限公司 |

*註︰每位涉及利益衝突的董事局成員/項目主要參與工作人員/機構/學校須個別填寫聲明書表格。*

**甲部 – 聲明**

本人申報與上述商業機構在擬議的伙伴關係上存在下列~~實際~~*~~／~~* ~~潛在~~*~~／~~*可被視為有衝突\*的利益︰

|  |  |  |
| --- | --- | --- |
| 🗹 | 本人在上述商業機構有擔任職務 | |
|  |  | 本人於上述商業機構有不具實務的榮譽職位  (職位名稱︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  | 🗹 | 本人於上述商業機構有具實務的職位  (職位名稱及職責︰\_董事會成員\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |  | 本人於上述商業機構負責處理是次申請的贊助及/或履行該服務計劃 |
|  |  | 本人是上述商業機構的主要股東 |
|  |  | 其他: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 本人與 （負責處理是次申請的贊助及*／*或履行該服務計劃的商業機構人士的姓名）有公務往來*／*私人關係\*  (簡單描述: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
|  | 本申請機構／學校\*在過往*／*一向以來\*與上述商業機構有業務往來  (簡單描述: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
|  | 本人*／*本申請機構*／*學校\*有其他實際*／*潛在*／*可被視為有衝突\*的利益  (簡單描述: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |

\*刪去不適用的部分

|  |  |  |
| --- | --- | --- |
|  |  | **聲明:** |
|  |  | *李小明* |
|  | ( 李小明 ) |
|  | ( ABC機構董事 ) |
|  | ( 2024年2月1日 ) |

攜手扶弱基金

利益衝突聲明書表格

**乙部 – 確認**

本機構*~~／~~*~~學校\*~~在申請過程中及履行服務計劃時，將會採取下列安排以適當處理甲部所申報的利益衝突 (可選取多項)︰

|  |  |
| --- | --- |
| **個人層面的利益衝突** - **李小明** *(董事局成員~~/項目主要參與工作人員姓名~~)* | |
| 🗹 | 聲名人將退出參與與服務計劃的規劃、履行、採購及招募有關的任何會議、討論及決策。 |
|  | 聲名人將授權予跟擬議伙伴關係沒有利益衝突的人士\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(姓名及職位)全權處理他*／*她在有關服務計劃的職務。 |
|  | 聲名人可參與有關服務計劃的會議及討論，但不參與投票及任何決策。 |
|  | 聲名人將退出服務計劃的採購、招募、商業捐贈及政府撥款的運用，以及其他財務事宜的會議及討論。 |
|  | 聲名人將*／*已於\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(年*／*月*／*日)起(*請提供證明文件*)\*辭去上述商業機構內的職位及職務。 |
| **機構層面的利益衝突 -**  陽光有限公司 *(商業機構名稱)* | |
|  | 本人機構*／*學校\*在履行有關服務計劃的任何階段，包括但不限於準備，提供服務及項目檢討階段，不會與上述商業機構或其有關公司有任何業務往來。 |
|  | 本人機構*~~／~~*~~學校\*~~不會邀請及接納上述商業機構或其有關公司所提供有關服務計劃的報價。 |
|  | 其他建議安排︰ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*刪去不適用的部分

|  |  |  |
| --- | --- | --- |
|  |  | **確認及同意:** |
| **ABC Association**  (機構蓋章) |  | *陳大文* |
|  | ( 陳大文 ) |
|  | ( 董事會主席 ) |
|  | (2024年2月1日) |

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/ngo/lotteriesf/index.html>

   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/ngo/lotteriesf/index.html> [↑](#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)