



兒童事務委員會
2025-26 年度兒童福祉及發展資助計劃
撥款申請表格
Commission on Children
2025-26 Funding Scheme for Children's Well-being and Development
Funding Application Form

申請編號
Application no.
(只供兒童事務委員會填寫)
(Official use only)

(截止日期：2025 年 10 月 20 日下午 5 時 Deadline: 5pm, 20 October 2025)

機構名稱 Name of Organisation	(中文 Chi)	
	(英文 Eng)	
項目名稱 Title of Project	(中文 Chi)	
	(英文 Eng)	
申請類型 Type of Application (只可選擇一個 Please select one only)	<input type="checkbox"/> 大規模全港性項目 Large-scale territory-wide project (所有活動必須於 2026 年 3 月 1 日至 2028 年 2 月 29 日兩年內進行。 All activities must be carried out within two years from 1 March 2026 to 29 February 2028.)	
	<input type="checkbox"/> 一年期較小規模項目 One-year smaller-scale project (所有活動必須於 2026 年 3 月 1 日至 2027 年 2 月 28 日期間進行。 All activities must be carried out within the period from 1 March 2026 to 28 February 2027.)	
	<input type="checkbox"/> 兩年期較小規模項目 Two-year smaller-scale project (所有活動必須於 2026 年 3 月 1 日至 2028 年 2 月 29 日兩年內進行。 All activities must be carried out within two years from 1 March 2026 to 29 February 2028.)	
申請總額 Total Amount Sought	\$	

1. 填寫本撥款申請表格前，請細閱上載於兒童事務委員會網站的《2025–26 年度兒童福祉及發展資助計劃撥款指引》(<https://www.coc.gov.hk/tc/funding.html>)。
Please read carefully the **2025-26 Funding Scheme for Children's Well-being and Development Funding Guidelines** available at the Commission on Children website at <https://www.coc.gov.hk/en/funding.html> before completing this Funding Application Form.
2. 請提供本撥款申請表格要求的一切資料和附上相關的證明文件，以供評審申請。
Please provide all information requested in this Funding Application Form and attach relevant supporting documents to facilitate assessment of the application.
3. 申請機構遞交的所有資料（包括但不限於撥款申請表格、相關的證明文件）概不退還。
All information (including but not limited to the Funding Application Form, relevant supporting documents) submitted by the applicant will not be returned.

甲部 Section A - 基本資料 Basic Information

1. 機構的名稱和地址 Name and Address of the Organisation

名稱 Name	(中文 Chi)	
	(英文 Eng)	
地址 Address	(中文 Chi)	
	(英文 Eng)	

2. 機構簡介 Brief Description of the Organisation

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3. 項目主題 Theme of Project (只可選擇一個主題 Only **one** theme can be selected)

<input type="checkbox"/> 童飛翔 展潛能 Unleashing the potential and talents of children <input type="checkbox"/> 身心發展 康樂童行 Promoting healthy and happy childhood <input type="checkbox"/> 童一天空下 關懷顯愛心 Caring for children with specific needs <input type="checkbox"/> 愛 • 保護孩子 Promoting child protection <input type="checkbox"/> 童聲創未來 Promoting children's rights

4. 項目摘要(請在附件 C 的附錄 I 的項目摘要表格上扼要列出擬舉辦項目的目的及提供活動簡介等資料，個別活動的詳情請在乙部填寫)

Project Summary (Please outline the objective(s) of the proposed project and provide information such as brief description of the activities in the Project Summary form at **Appendix I to Annex C**. Details of individual activities should be given separately in Section B.)

5. 項目的延續性及其擴展性(適用於大規模全港性項目及兩年期較小規模項目) :
Project Continuity and Scalability (for large-scale territory-wide projects and two-year smaller scale projects) :

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6. 如申請獲批准，付款支票的抬頭人應為(若支票抬頭人名稱與申請機構的名稱不相同，請提供支票抬頭人的註冊文件及相關文件以顯示兩者關係)：

If the application is approved, the cheque should be made payable to (If the name of payee is different from the name of the applicant, please provide registration document of the payee and document(s) to show the relationship between the applicant and the payee):

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7. 負責人 Responsible Persons

(a) 項目主管 ¹ Officer-in-charge ¹ of the Project			
姓名 Name	(□先生 Mr. / □太太 Mrs. / □女士 Ms.)		
職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	
(b) 獲授權人 ² Authorised Person ² of the Organisation			
姓名 Name	(□先生 Mr. / □太太 Mrs. / □女士 Ms.)		
職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	

(# 所有收據均須由項目主管或獲授權人簽署核實，並蓋上機構印鑑 Every receipt must be certified by either the officer-in-charge of the project or the authorised person of the organisation, together with the organisation chop)

¹ 項目主管是指項目的聯絡人。

Officer-in-charge serves as the contact officer of the project.

² 獲授權人是指代表機構提出資助申請的人士。獲授權人與項目主管不得是同一人。

Authorised person refers to the person who applies for the fund on behalf of the organisation. Authorised person and officer-in-charge should not be the same person.

8. 註冊資料 Registration Information (請夾附相關證明文件，例如註冊證明書的影印本。如申請機構是按《公司條例》註冊成立的公司，請提供最近期的商業登記證、公司註冊證書及公司組織章程大綱及細則的副本。Please attach documentary proof such as photocopy of the relevant registration certificate(s). If the applicant is a company incorporated under the Companies Ordinance, please provide duplicate copies of the latest Business Registration Certificate, Certificate of Incorporation and Company's Memorandum and Articles of Association)

申請機構取得的法律地位 (請在適當的空格內加上剔號)：

The legal status that the applicant has acquired (Please tick as appropriate):

- ☐ 按《公司條例》(第 622 章或 2014 年 3 月 3 日之前的第 32 章)註冊成立的非牟利公司
A non-profit-making company, incorporated under the Companies Ordinance (Cap. 622 or Cap. 32 before 3 March 2014)
- ☐ 按《社團條例》(第 151 章)成立的組織
An organisation established under the Societies Ordinance (Cap. 151)
- ☐ 按《稅務條例》(第 112 章)第 88 條獲豁免繳稅的屬公共性質的慈善機構或慈善信託名單上登記的機構
An organisation registered on the list of charitable institutions or trusts of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112)
- ☐ 官立學校或按《教育條例》(第 279 章) / 《專上學院條例》(第 320 章) / 《職業訓練局條例》(第 1130 章) / 《幼兒服務條例》(第 243 章) 成立或註冊的機構
A government school or an organisation established or registered under the Education Ordinance (Cap. 279) / Post Secondary Colleges Ordinance (Cap. 320) / Vocational Training Council Ordinance (Cap. 1130) / Child Care Services Ordinance (Cap. 243)
- ☐ 其他(請註明):
Others (please specify): _____

乙部 Section B - 項目詳情 Project Details

請就每項申請資助的活動分別按乙部第 1 至 10 項提供資料。舉例來說，如項目包括展覽及研討會，則需要填報兩份乙部表格，一份有關展覽的詳情，一份關於研討會的資料。

Please provide the following details for each activity which requires funding support by filling **separately** for items 1 to 10 under Section B. For example, if your project comprises an exhibition and a seminar, you should file two separate returns, one covering details of the exhibition and another on the seminar.

第 份，共 份
Out of

1. 活動名稱 Activity Name

(中文 Chi)	
(英文 Eng)	

2. 具體活動目的 Specific Objectives

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3. 內容及形式 Content & Format

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4. 建議推行各項活動的時間表 Proposed Implementation Schedule

活動 Activity	日期 Date	時間 Time*	地點 Venue

*如現階段未能提供具體時間，請提供活動舉行時數。If no specific time can be provided at this stage, please provide duration of the activity.

5. 目標參加人數及對象 Target Number of Participants and Target Groups

6. 請註明項目是否申請或現正接受政府或其他撥款來源的資助：

Please indicate whether the project has been submitted as application for, or is currently being funded, in part or in full, by the Government or other funding sources:

☐ 是 Yes ☐ 否 No

如是，請提供詳情（如：向哪個部門或基金提出申請、申請金額、申請結果、獲資助金額、該撥款所支持的項目等）

If yes, please provide details (e.g. department/funds to which the application was submitted, amount sought, results, amount granted, items for which such funding supports, etc.)

7. 推行項目的地區 Target Districts

註：全港性大規模項目的活動必須於不同地區舉行。請參閱撥款指引第七至九段。

Remarks: Activities of a large-scale territory-wide project should be implemented in different districts. Please refer to paragraphs 7 to 9 of the Funding Guidelines.

香港

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> 中西區 Central & Western | <input type="checkbox"/> 東區 Eastern | <input type="checkbox"/> 南區 Southern |
| <input type="checkbox"/> 灣仔 Wan Chai | | |

九龍

- | | | |
|--|---|---|
| <input type="checkbox"/> 九龍城 Kowloon City | <input type="checkbox"/> 觀塘 Kwun Tong | <input type="checkbox"/> 深水埗 Sham Shui Po |
| <input type="checkbox"/> 油尖旺 Yau Tsim Mong | <input type="checkbox"/> 黃大仙 Wong Tai Sin | |

新界

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> 離島 Islands | <input type="checkbox"/> 葵青 Kwai Tsing | <input type="checkbox"/> 北區 North |
| <input type="checkbox"/> 西貢 Sai Kung | <input type="checkbox"/> 沙田 Sha Tin | <input type="checkbox"/> 大埔 Tai Po |
| <input type="checkbox"/> 荃灣 Tsuen Wan | <input type="checkbox"/> 屯門 Tuen Mun | <input type="checkbox"/> 元朗 Yuen Long |

- | |
|---|
| <input type="checkbox"/> 全港各區 All districts in HK |
|---|

8. 預算表 Budget Form

申請機構必須提交用以推行項目的建議預算，並使用下述載於**附件 C 的附錄 II**的 Excel 表格列載所有開支和收入來源(包括但不限於非政府贊助及／或捐贈)，以及預算的理據和計算方法。申請機構在填寫本部時，應參考**附件 B - 「獲准開支項目及開支限額」**的項目分類。

Applicant is required to submit a proposed budget using the Excel form at **Appendix II to Annex C** as mentioned below for implementing the proposal, showing all expenditure and income (including but not limited to non-government sponsorships and/or donations) together with justifications and calculation. Applicant should refer to **Annex B - “Permissible Items of Expenditure for Projects and Limits of Expenditure”** when completing this Section.

請於下述網址下載**附件 C 的附錄 II**的 Excel 表格，並使用該表格擬備預算詳情，包括個別活動的分項數字，再連同本撥款申請表格一併遞交。

Please download the Excel form at **Appendix II to Annex C** from the link below. The budget, including breakdown of individual activities, is to be prepared using the Excel form and submitted together with this Funding Application Form.

<https://www.coc.gov.hk/en/funding.html> (英文表格)

<https://www.coc.gov.hk/tc/funding.html> (中文表格)

請注意： Please note:

一年期較小規模項目 One-year smaller-scale project

所有活動必須於 2026 年 3 月 1 日至 2027 年 2 月 28 日期間進行。 All activities must be carried out within the period from 1 March 2026 to 28 February 2027.

大規模全港性項目/兩年期較小規模項目 Large-scale territory-wide project/Two-year smaller-scale project

所有活動必須於 2026 年 3 月 1 日至 2028 年 2 月 29 日兩年內進行。 All activities must be carried out within two years from 1 March 2026 to 29 February 2028.

9. 合辦者資料 Details of Co-organisier(s)

如項目涉及合辦者，請列出與合辦者之建議合作方案。只提供場地或協助宣傳者不在此列。如位置不足，可另紙書寫。

Where the proposal involves co-organisier(s), please provide details on the proposed collaboration with the co-organisier(s). **Entities that purely provide support through the provision of venue or assistance in promotion will not be considered as co-organisier(s).** Please use separate sheets if space is insufficient.

	合辦者名稱 Name of Co-organisier	請簡述有關機構在項目的合作性質 Please briefly describe the nature of co-organisation	機構獲授權人 Authorised Person ■ 姓名 Name ■ 職銜 Post ■ 電話號碼 Tel. No. ■ 傳真號碼 Fax No. ■ 電郵 Email	機構獲授權人簽署及機構印鑑 Signature of Authorised Person and Organisation Chop
1.				
2.				

10. 其他資助途徑 Alternative Funding Support

請註明如擬舉辦項目的核准撥款額少於向本資助計劃申請的撥款額，將如何取得餘下經費推行該項目。

Please indicate how the proposed project will be financed if the approved funding amount is less than the funding amount applied for under this Scheme.

(a) 其他收入來源 Other sources of income

- ☐ 申請機構承擔的費用 Contribution from the applicant
- ☐ 贊助和捐贈 Sponsorship and donation
- ☐ 增加參加者費用 Increase participants' fees
- ☐ 其他 (請註明) Others (Please specify)

(b) ☐ 取消項目 / 部份活動 Cancel the project or some of the activities

(c) ☐ 其他 (請註明) Others (Please specify)

丙部 Section C – 其他資料 Other Details

1. 宣傳安排 Publicity Arrangements

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2. 執行項目的工作人員數目及工作分配(包括義工人數) Number of Staff Members Implementing the Project and Their Respective Duties (including number of volunteers)

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3. 建議推行項目的時間表(包括宣傳安排) Proposed Project Implementation Schedule (including publicity arrangement)

(月 Month/年 Year)	計劃進行的活動 Activities to be Implemented (請確保與乙部第四項的資料一致 Please ensure consistency with information provided in Item 4 under Section B)

4. 請具體說明評估項目成效的計劃和方法（例如設立甚麼績效指標以量度項目成效，包括參加人數、參加者的滿意程度、項目是否達到預期目標，以及其價值和影響（如項目帶來的顯著貢獻、正面影響、具價值的改變）等）

Please specify the Plan and Method of Assessment of the Project's Effectiveness (e.g. setting what kinds of Key Performance Indicator(s) to measure the project's effectiveness, including the number of participants, participants' satisfaction level, how far the objective(s) of the project has been met, and the value and impacts of the project (such as demonstrated contribution, positive effects, valuable changes), etc.)

5. 如申請機構曾在過去兩年舉辦規模和性質相若的活動，請概述有關經驗
Brief Description of the Applicant's Experience in Conducting Projects of Similar Scale and Nature in the Past Two Years (if any)

6. 其他相關資料(預計困難及應變計劃)
Other Relevant Information (Anticipated challenges and contingency plan)

丁部 Section D - 收集個人資料聲明 Personal Information Collection Statement

收集資料的目的 Purpose of Collection

1. 兒童事務委員會(委員會)透過撥款申請表格收集到的個人資料，將作下列用途：
The personal data collected in the Funding Application Form will be used by the Commission on Children (“the Commission”) for the following purposes:
 - (a) 處理和評審兒童福祉及發展資助計劃(「資助計劃」)申請；
processing and assessing applications for the Funding Scheme for Children’s Well-being and Development (“the Scheme”);
 - (b) 「資助計劃」的日常運作；
the daily operation of the Scheme;
 - (c) 安排公布及宣傳；
arranging public announcement and publicity;
 - (d) 監察和評核獲資助項目；
monitoring and evaluating the funded projects;
 - (e) 對獲資助項目採取任何補救或跟進工作；
taking any remedial or follow-up action on the funded projects;
 - (f) 因應任何法例要求作出披露；
meeting the requirements to make disclosure under the requirements of any law;
 - (g) 進行研究；
conducting research;
 - (h) 記錄和編制統計數據；以及
recording and preparing statistics; and
 - (i) 任何與上述用途相關的目的。
any purposes relating to any of the above.
2. 申請機構必須提供申請所要求的所有個人資料。如未能提供全部所需的資料，有關申請可能不獲考慮。
Applicant’s provision of all the personal data requested in the application is obligatory. An application may not be considered if the applicant fails to provide all information as requested.

獲轉移資料的機構的類別 Classes of Transferees

3. 為了上述第1段的目的，委員會或會轉交或披露於撥款申請表格中提供的個人資料予：
The personal data provided in the Funding Application Forms may be transferred or disclosed to any of the following persons by the Commission for the purposes set out in paragraph 1 above:
 - (a) 任何與「資助計劃」相關的人士(包括政府的代理人、承辦商或第三方服務供應商)；
any person (including the agent, the contractor or the third-party service provider of the Government) who is involved in the Scheme;

- (b) 任何向委員會負有保密責任的人士；以及
any person under a duty of confidentiality to the Commission; and
- (c) 因應任何法例要求，委員會有責任向其披露資料的人士。
any person to whom the Commission is under an obligation to make disclosure under the requirements of any law.

查閱個人資料 Access to Personal Data

4. 申請機構的負責人員有權根據《個人資料(私隱)條例》(第 486 章)查閱和更正已提供的個人資料。查閱權包括取得本表格內資料當事人個人資料的副本。

The responsible officer(s) of the applicant has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the data subjects' personal data provided by this form.

5. 遞交申請後，若須更正或查閱個人資料，請與下述人員聯絡：
Should there be any correction of and access to the personal data after submission of application, please address to:

兒童事務委員會秘書處
高級行政助理 (兒童) 1
電話：3655 5853

Commission on Children Secretariat
Senior Executive Assistant (Children) 1
Tel: 3655 5853

戊部 Section E - 申請機構聲明及同意書 Declaration and Consent of the Applicant

本人謹此聲明，在本撥款申請表格填報和附隨的所有資料均真確無誤。本人明白，如提供任何虛假或不準確的資料，或隱瞞任何重要資料，申請即告無效。此外，委員會將停止發放核准撥款，而已支付的款項也須全數退還委員會。本人並同意委員會可保留權利，以追討民事債項的方式追討多付或以欺詐手段獲得的「資助計劃」撥款。

本人謹此同意及接納，委員會可使用本撥款申請表格內的資料處理申請，資料也會供進行評估研究以及訓練／經驗交流研討會之用。此外，本人同意及接納，如申請獲批並得到資助，委員會可將撥款申請表格內及日後提交的報告內的資料(包括但不限於有關本機構的資料及本項目的詳情)公開讓公眾查閱以及公布。本人也同意向公眾表明本項目獲得委員會資助，並承諾會在與項目有關的所有宣傳物品和活動上，展示委員會的名稱。

本人已閱讀並明白《2025 – 26 年度兒童福祉及發展資助計劃撥款指引》。本人同意，如獲得撥款資助，當會遵守上述文件所載的規定。

I hereby declare that all the information provided in this Funding Application Form and the accompanying information is true and accurate. I understand that giving any false or inaccurate information or withholding any material information will render the application null and void, any grant approved will be withheld and any payment made must be refunded to the Commission. I also accept that the Commission reserves the right to seek recovery of any overpaid or fraudulently claimed funds from the Scheme by way of civil debt.

I hereby agree and consent that the information provided in this Funding Application Form may be used by the Commission to process the application and conduct evaluative studies and training/sharing sessions. I further agree and consent that should this application be successful, all information contained in the Funding Application Form and the subsequent reports (including but not limited to that concerning my organisation and project details) may be released for inspection by the public and published by the Commission for general information. I agree to publicise the fact that the project is supported by the Commission and undertake to display the name of the Commission in all publicity materials and activities.

I have read and understood the contents of the 2025-26 Funding Scheme for Children's Well-being and Development Funding Guidelines and hereby agree to observe the provisions contained in the aforesaid document should the application for the funding be successful.

	項目主管 Officer-in-charge of the Project	獲授權人 Authorised Person of the Organisation
姓名 Name		
職銜 Post		
簽署 Signature		
機構印鑑 Organisation Chop		
日期 Date		

提交撥款申請表格的覆核清單 Checklist for Submission of Funding Application Form

<input type="checkbox"/>	已填妥撥款申請表格，並由項目主管及獲授權人於戊部簽妥及蓋上機構印鑑。 (正本及軟複本(文件檔案格式)) The Funding Application Form has been completed and duly signed by the officer-in-charge of the project and the authorised person of the organisation in Section E with organisation chop affixed. (original and soft copies (in Word format))
<input type="checkbox"/>	合辦機構(如有)的獲授權人已於乙9部簽署及蓋上機構印鑑。 The authorised person(s) of the co-organisier(s) (if any) has signed in Section B9 with organisation chop affixed.
<input type="checkbox"/>	已夾附申請機構的註冊證明文件。(副本及軟複本) Provision of the registration document(s) of the applicant. (duplicate and soft copies)
<input type="checkbox"/>	已夾附填妥的項目摘要(附件C的附錄I)。(硬複本及軟複本(文件檔案格式)) Provision of the completed project summary (Appendix I to Annex C). (in both hard and soft copies (in Word format))
<input type="checkbox"/>	已夾附填妥的預算表(附件C的附錄II)。(硬複本及軟複本(試算表檔案格式)) Provision of the completed Budget Form (Appendix II to Annex C). (in both hard and soft copies (in Excel format))

提交申請的方法 Methods of Application Submission

請在 **2025 年 10 月 20 日下午 5 時正或之前**，將填妥及已簽署的撥款申請表格正本連同其他所需文件(硬複本及軟複本)，**郵寄或親身遞交**至香港添馬添美道 2 號政府總部西翼十樓兒童事務委員會秘書處。如透過郵寄方式遞交申請，郵戳日期將被視為遞交申請日期。申請機構請在投寄前確保信封已貼上足夠郵資的郵費，以避免撥款申請表格未能成功送遞。所有郵資不足或未付郵資的郵件將由香港郵政安排退回或銷毀。信封請註明「2025-26 年度兒童福祉及發展資助計劃申請」。逾期遞交的申請，一般不予考慮，亦不會自動納入下一輪的申請。

The original of a duly completed and signed Funding Application Form together with other required documents **(in both hard and soft copies)** should be submitted **by post or in person** to the Commission on Children Secretariat at 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **on or before 5:00pm, 20 October 2025**. Date on the postmark would be treated as the date of submission if the application is delivered by post. Applicants should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid/unpaid mail items will be returned or disposed of by the HongKong Post. Please state on the envelope "Application for the 2025-26 Funding Scheme for Children's Well-being and Development". Late applications will normally not be considered and will not be carried forward to the next round of application automatically.

~ 完 End ~