機構名稱 Name of Organisation:	
項目名稱 Title of Project:	

請在<u>一個工作表內提供整個項目的預算。</u> Please provide the budget of the whole project in <u>one</u> worksheet.

Part I: 預計收入 Estimated Income								
項目 Item	總額 (元) Total Amount (\$)							
(A) 擬向兒童福祉及發展資助計劃 (資助計劃) - 特別徵集向少數族裔社群推廣保護兒童的項目申請的撥款額 Amount of funding applied for under the Funding Scheme for Children's Wellbeing and Development (the Scheme) - Special Call for Projects on Promotion of Child Protection in Ethnic Minority Communities								
(B) 申請機構承擔的費用(如適用) Contribution from applicant (if applicable)								
(C) 参加者繳付的費用(如適用) Participants' fees (if applicable)								
(D) 贊助和捐贈(如適用) Sponsorship and donation (if applicable) (請列明贊助或捐贈者的名稱及職絡方法 Please provide the name and contact information of the sponsor(s)/donor(s))								
(E) 其他(如適用) Others (if applicable)								
(F) 總額 Total = (A) + (B) + (C) + (D) + (E)	0.0							

			Par	rt II: 預計支出 I	Estimated Expe	nditure			
	項目 Item	單價 (元) Unit price (\$)	數量 No. of units	單位 Unit (例如: 小時, 次, 本等) (e.g. hour, time, copy, etc.)	款額(元) Amount (\$)	擬向資助計 劃申請的撥 款額 (元) Amount of funding applied for under the Scheme (\$)	項目總額(元) Item Total (\$)	佔申請撥款 總額的 百份比 % of total amount of funding sought	
1	Publicity (maximum: 10% of TAFA)						0.0	0.0%	Including design and printing cost
	e.g. Poster (Activity 1)								
1.1					0.0	0.0			
1.2					0.0	0.0			
2	Printed items (Maximum: \$13,000 for the whole project)						0.0	0.0%	
2.1	e.g. Notes (Activity 1)				0.0	0.0			
2.1					0.0	0.0			
2.2					0.0	0.0			
3	Hire of venue (maximum: \$500 per hour)						0.0		- In general, venues whose hire charges could be fully waived or more affordable (e.g. community halls or community centres) shall be given priority in the choice of the venue of the project activities - The hire cost will NOT be funded for an event held in the funded organisation's own venue
	e.g. Hire of venue (Activity 1)								
3.1					0.0	0.0			
3.2					0.0	0.0			
4	Hire of stage, backdrop, equipment and decoration of venue (maximum: \$20,000 for the whole project)						0.0	0.0%	Including decoration of the stage but excluding decoration of exhibition boards / booths
	e.g. Hire of stage (Activity 1)								
4.1					0.0	0.0			
4.2					0.0	0.0			
5	Exhibition board (maximum: \$5,000 for the whole project)						0.0	0.0%	Including hire, production and decoration of exhibition board
	e.g. Exhibition board (Activity 1)								
5.1					0.0	0.0	+		
5.2					0.0	0.0			
6	Booth (maximum: \$6,000 for the whole project)						0.0	0.0%	Including hire of booth bracket and decoration
	e.g. Booth (Activity 1)								
6.1					0.0	0.0			
0.2					0.0	0.0			
7	Beverages and light refreshments (maximum: \$64 per head per day of activity and 10% of TAFA)						0.0	0.0%	Only for performers, guests, volunteers and participants involved in activities continuously for less than three hours
	e.g. Refreshment for performers (Activity 1)								
7.1					0.0	0.0			
7.2					0.0	0.0			
8	Light meals (including beverages) (maximum: \$87 per head per day of activity and 10% of TAFA)						0.0	0.0%	Only for performers, guests, volunteers and participants involved in activities continuously for three hours or more and with a lunch or supper break
0 1	e.g. Light meals for performers (Activity 1)				0.0	0.0			The activity involves a lunch or supper break?
8.1					0.0	0.0			(Yes/No#) (Please delete as appropriate) The activity involves a lunch or supper break?
8.2					0.0	0.0			(Yes/No#) (Please delete as appropriate)

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	Т	1	Pa	rt II: 預計支出 E 「	Stimated Expe				
	項目 Item	單價 (元) Unit price (\$)	數量 No. of units	單位 Unit (例如: 小時, 次, 本等) (e.g. hour, time, copy, etc.)	款額 (元) Amount (\$)	擬向資助計劃申請的撥 款額 (元) Amount of funding applied for under the Scheme (\$)	項目總額 (元) Item Total (\$)	佔申請撥款 總額的 百份比 % of total amount of funding sought	
9	Souvenir or gift of a token nature (maximum: \$410 per activity)						0.0	0.0%	- Cash or items that may be cashed (e.g. bank coupons) must not be given - No souvenir or gift of a token nature for anyone who has received an honorarium
9.1	e.g. Souvenir for guests (Activity 1)				0.0	0.0			
9.2					0.0	0.0			
10	Prizes (maximum: \$1,500 per activity)  e.g. Prizes (Activity 1)						0.0	0.0%	- Including competition trophies, medals, awards and commendations - Cash or items that may be cashed (e.g. bank coupons) must not be given
10.1	e.g. Trices (Iterrity 1)				0.0	0.0			
10.2					0.0	0.0			
11	Small gifts for participants (including booth game gifts) (maximum: \$20 per gift and \$5,000 for the whole project) e.g. Ballpen for participants (Activity 1)				0.0		0.0	0.0%	
11.1					0.0	0.0			
11.2						0.0			
12.1	Payment of fees to instructor / speaker / guest (maximum: \$300 per hour) e.g. Instructor fee (Activity 1)				0.0	0.0	0.0	0.0%	
12.1					0.0	0.0			
	Performers (including master of ceremony) and artists (maximum: \$250 per hour per performer/artist, \$1,000 per performing group per activity, and \$5,000 in total for all performers/artists and performing groups per activity) e.g. Performer (Activity 1)						0.0	0.0%	
13.1					0.0	0.0			
13.2					0.0	0.0			
14	Hire of transport (for participants) (maximum: \$2,400 per coach per round trip and \$700 per rehabus per single trip)						0.0	0.0%	
14.1	e.g. Hire of bus for participants (Activity 1)				0.0	0.0			
14.2					0.0	0.0			
15	Travelling expenses for volunteers using public transport (maximum: \$25 per head per activity) e.g. Travelling expenses for volunteers (Activity 1)						0.0	0.0%	Disbursement of travelling allowance to participants will not be funded
15.1	e.g. Travelling expenses for volumeers (Activity 1)				0.0	0.0			
15.2					0.0	0.0			
16	Photos and video recording (Maximum: \$1,000 for the whole project)						0.0	0.0%	
10.	e.g. Video recording (Activity 1)				0.0	0.0			
16.1 16.2					0.0	0.0			
17	Project staff (maximum: 25% of TAFA)						0.0	0.0%	To cover staff cost directly and specifically incurred to follow throug the approved project and/or for subsidising the overtime allowance for existing staff employed by the organisation for running the approved project
17.1					0.0	0.0			
17.2					0.0	0.0			
18	Audit fee * (maximum: 2% of TAFA)				0.0	0.0	0.0	0.0%	
	Administrative expenses (maximum: 10% of TAFA)				0.0	0.0	0.0		<ul> <li>Including stationery, photocopy, postage, feedback forms, etc.</li> <li>This item cannot be used for paying the administration fee charged by the funded organisation.</li> </ul>
-	Premium for public liability insurance and/or accident insurance  Contingency (maximum: 5% of TAFA)				0.0	0.0	0.0	0.0%	
21	Contingency (maximum: 5% of TAFA)				0.0	0.0	0.0	0.0%	
	Other expenditure items								
22	Activity 1:						0.0	0.0%	
22.1					0.0	0.0			
22.2					0.0	0.0			
	Activity 2:						0.0	0.0%	
23.1					0.0	0.0			
23.2	總數 Total				0.0			0.0%	
					<b>↑</b>	<b>^</b>			

(same as Item (F) of Part I)

A tem (F) of Item (A) of Part I)

Note: Expenditure incurred for covering recurrent expenses (e.g. rental and utility expenses of the applicant's premises and other ongoing costs for running an office); purchasing durable assets including furniture and equipment (e.g. desks, chairs, cabinets, computers, printers, cameras, etc.) of any value and other durable items with unit cost of \$500 or above; improving facilities or services of the organisation; producing or purchasing items for sale; providing direct one-to-one service to participants (e.g. one-on-one therapy or counselling sessions); or disbursing travelling allowance to participants will not be funded.

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<sup>\*</sup> For projects with total approved funding amount exceeding \$100,000