

機構名稱 Name of Organisation:

項目名稱 Title of Project:

項目編號 Project No. (只供兒童事務委員會填寫 Official use only):

請在一個工作表內提供整個項目的預算。
Please provide the budget of the whole project in one worksheet.

Part I: 預計收入 Estimated Income	
收入項目Income Item	總額 (元) Total Amount (\$)
(A) 擬向兒童福祉及發展資助計劃申請的撥款額 Amount of funding applied for under the Funding Scheme for Children's Well-being and Development	
(B) 申請機構承擔的費用(如適用) Contribution from applicant (if applicable)	
(C) 參加者繳付的費用(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聯絡方法 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

Part II: 預計支出 Estimated Expenditure									
開支項目 Expenditure 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 (\$)	擬向本資助計劃申請的撥款額 (元) Amount of funding applied for under this Scheme (\$)	開支項目總額 (元) Expenditure 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) <i>e.g. Poster (Activity 1)</i>						0.0	0.0%	Including design and printing cost
1.1					0.0	0.0			
1.2					0.0	0.0			
2	Printed items (For one-year project - maximum: \$13,000 for the whole project; For two-year project - maximum: \$26,000 for the whole project) <i>e.g. Notes (Activity 1)</i>						0.0	0.0%	
2.1					0.0	0.0			
2.2					0.0	0.0			
3	Hire of venue (maximum: \$500 per hour) <i>e.g. Hire of venue (Activity 1)</i>						0.0	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 normally NOT be funded for an event held in the funded organisation's own venue
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) <i>e.g. Hire of stage (Activity 1)</i>						0.0	0.0%	Including decoration of the stage but excluding decoration of exhibition boards / booths
4.1					0.0	0.0			
4.2					0.0	0.0			
5	Exhibition board (maximum: \$5,000 for the whole project) <i>e.g. Exhibition board (Activity 1)</i>						0.0	0.0%	Including hire, production and decoration of exhibition board
5.1					0.0	0.0			
5.2					0.0	0.0			
6	Booth (maximum: \$6,000 for the whole project) <i>e.g. Booth (Activity 1)</i>						0.0	0.0%	Including hire of booth bracket and decoration
6.1					0.0	0.0			
6.2					0.0	0.0			
7	Beverages and light refreshments (maximum: \$71 per head per day of activity and 10% of TAFA) <i>e.g. Refreshment for performers (Activity 1)</i>						0.0	0.0%	Only for performers, guests, volunteers and participants involved in activities continuously for less than three hours
7.1					0.0	0.0			
7.2					0.0	0.0			
8	Light meals (including beverages) (maximum: \$97 per head per day of activity and 10% of TAFA) <i>e.g. Light meals for performers (Activity 1)</i>						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
8.1					0.0	0.0			The activity involves a lunch or supper break? (Yes / No #) (Please delete as appropriate)
8.2					0.0	0.0			The activity involves a lunch or supper break? (Yes / No #) (Please delete as appropriate)
9	Souvenir or gift of a token nature (maximum: \$440 per activity) <i>e.g. Souvenir for guests (Activity 1)</i>						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					0.0	0.0			
9.2					0.0	0.0			

