

兒童事務委員會
 兒童福祉及發展資助計劃
 撥款申請表格
Commission on Children
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：2021 年 6 月 18 日下午 5 時 Deadline: 5pm, 18 June 2021)

機構名稱 Name of Organisation	(中文 Chi)	
	(英文 Eng)	
計劃名稱 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"/> 大規模全港性計劃 Large-scale territory-wide project (所有活動須於 2023 年 11 月 30 日或之前完成。 All activities should be completed on or before 30 November 2023.)	
	<input type="checkbox"/> 一年期較小規模計劃 One-year smaller-scale project (所有活動須於 2022 年 11 月 30 日或之前完成。 All activities should be completed on or before 30 November 2022.)	
	<input type="checkbox"/> 兩年期較小規模計劃 Two-year smaller-scale project (所有活動須於 2023 年 11 月 30 日或之前完成。 All activities should be completed on or before 30 November 2023.)	
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 (<https://www.coc.gov.hk/tc/funding.html>) 的《兒童福祉及發展資助計劃撥款指引》。 Please read carefully the **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.

- 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.
- 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

- 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)	

- 機構簡介 Brief Description of the Organisation

- 計劃主題 Theme of Project (只可選擇一個主題 Only **one** theme can be selected)

童飛翔 展潛能 Unleashing the potential and talents of children

身心發展 康樂童行 Promoting healthy and happy childhood

童一天空下 關懷顯愛心 Caring for children with specific needs

愛 • 保護孩子 Promoting child protection

- 計劃摘要(請在附件C的附錄I的計劃摘要表格上扼要列出擬舉辦計劃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. 計劃的延續性及其擴展性(適用於大規模全港性計劃及兩年期較小規模計劃)：
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) 計劃主管 ¹ Officer-in-charge ¹ of the Project			
姓名 Name	(<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 女士 Ms.)		
職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	
簽署# Signature#		日期 Date	
(b) 獲授權人 ² Authorised Person ² of the Organisation			
姓名 Name	(<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 女士 Ms.)		
職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	
簽署# Signature#		日期 Date	

(# 所有收據均須由計劃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 official chop)

¹ 計劃主管是指計劃的聯絡人。

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並簽署撥款申請表格的人士。獲授權人與計劃主管不得是同一人。

Authorised person refers to the person who applies for the fund on behalf of the organisation and signs the funding application form. 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 - 計劃詳情 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，如計劃包括展覽及研討會，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 filing **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. 預計參加人數及對象 Expected Number of Participants and Target Groups

6. 請說明計劃是否申請或現正接受政府或其他撥款來源的資助：

Please state whether the project has been submitted as application for, or is currently being funded, in part or in full, by 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. 推行計劃的地區 Target Districts

註：全港性大規模計劃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.

- | | | |
|---|--|---|
| <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 | <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 |
| <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計劃的建議預算，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／或捐助)，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 - 「計劃的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:

一年期較小規模計劃 One-year smaller-scale project

所有活動須於 2022 年 11 月 30 日或之前完成。 All activities should be completed on or before 30 November 2022.

大規模全港性計劃/兩年期較小規模計劃 Large-scale territory-wide project/Two-year smaller-scale project

所有活動須於 2023 年 11 月 30 日或之前完成。2022 年 11 月 30 日或之前的開支將納入第一年的預算；而由 2022 年 12 月 1 日至 2023 年 11 月 30 日的開支則納入第二年的預算。

All activities should be completed on or before 30 November 2023. Expenditure incurred on or before 30 November 2022 shall be included in the budget for the first year, while the budget for the second year shall cover expenditure incurred during the period from 1 December 2022 to 30 November 2023.

9. 合辦者資料 Details of Co-organiser(s)

如計劃涉及合辦者，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-organiser(s), please provide details on the proposed collaboration with the co-organiser(s). **Entities that purely provide support through the provision of venue or assistance in promotion will not be considered as co-organiser(s).** Please use separate sheets if space is insufficient.

	合辦者名稱 Name of Co-organiser	請簡述有關機構在計劃的合作性質 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 Official Chop
1.				
2.				

10. 其他資助途徑 Alternative Funding Support

請註明如擬舉辦計劃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計劃。

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) 取消計劃 / 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

2. 執行計劃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)

3. 建議推行計劃的時間表(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 <i>Please ensure consistency with information provided in Item 4 under Section B</i>)

4. 計劃成效評估方法

Method of Assessment of the Project's Effectiveness

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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)

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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) 監察和評核獲資助計劃；
monitoring and evaluating the funded projects;
 - (e) 對獲資助計劃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 (兒童事務委員會) 1
電話：3655 5853

Commission on Children Secretariat
Senior Executive Assistant (Commission on 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計劃的詳情)公開讓公眾查閱以及公布。本人也同意向公眾表明本計劃獲得委員會資助，並承諾會在與計劃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《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 in all publicity materials and activities.

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

簽署及機構印鑑 Signature and Official Chop	
獲授權人姓名 Name of the Authorised Person of the Organisation	
職銜 Post	
日期 Date	按一下這裡以輸入日期。

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正本，並由獲授權人簽妥及蓋上機構印鑑。(硬複本及軟複本(文件檔案格式)) The original funding application form has been completed and duly signed by the authorised person of the organisation with official chop stamped. (in both hard and soft copies (in Word format))
<input type="checkbox"/>	計劃主管及獲授權人已於甲 7 部簽署。 The officer-in-charge of the project and the authorised person of the organisation have signed in Section A7.
<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-organiser(s) (if any) has signed in Section B9 with official chop stamped.
<input type="checkbox"/>	已夾附申請機構的註冊證明文件副本。 Provision of a copy of the registration document(s) of the applicant.
<input type="checkbox"/>	已夾附填妥的計劃摘要(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 **2021 年 6 月 18 日下午 5 時正前**，把填妥的撥款申請表格正本連同上述文件(硬複本及軟複本)，**寄回或親自送交**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。透過郵寄方式遞交申請，其郵戳日期不得遲於截止日期。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「2021-22 年度兒童福祉及發展資助計劃申請」。逾期申請概不受理，亦不會自動納入下一輪的申請。

The duly completed original funding application form together with the above documents **(in both hard and soft copies)** should reach the Commission on Children Secretariat at 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **by post or in person by 5pm on 18 June 2021**. Applications submitted by post will only be accepted with a postmark dated not later than the deadline. 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 2021-22 Funding Scheme for Children’s Well-being and Development”. Late applications will not be considered and will not be carried forward to the next round of application automatically.

~ 完 ~

~ End ~