

機構名稱 Name of Organisation: _____
計劃名稱 Title of Project: _____

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

預計收入 Estimated Income			
項目 Item	第一年 (元) 1 st Year (\$)	第二年 (元) 2 nd Year (\$)	總額 (元) Total Amount (\$)
(A) 擬向本資助計劃申請的撥款額 Amount of funding applied for under this Scheme			0.0
(B) 獲資助機構承擔的費用(如適用) Contribution from your organisation (if applicable)			0.0
(C) 參加者繳付的費用(如適用) Participants' fees (if applicable)			0.0
(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))			0.0
(E) 其他(如適用) Others (if applicable)			0.0
總額 Total (A) + (B) + (C) + (D) + (E)	0.0	0.0	0.0

預計支出 Estimated Expenditure																	
項目 Item	第一年 1 st Year			第二年 2 nd Year			總額 (元) Total Amount (\$)	擬向本資助計劃申請的撥款額 (元) Amount of funding applied for under this Scheme (\$)			此欄由兒童事務委員會填寫 For official use only						
	單價 (元) Unit price (\$)	數量 No. of units	款額 (元) Amount (\$)	單價 (元) Unit price (\$)	數量 No. of units	款額 (元) Amount (\$)		第一年 1 st Year	第二年 2 nd Year	總額 (元) Total Amount (\$)	核准撥款額 (元) Approved funding amount (\$)			備註 Remarks			
											第一年 1 st Year	第二年 2 nd Year	總額 (元) Total Amount (\$)	項目總額 (元) Item Total Amount (\$)	佔核准撥款總額的百分比 % of Total Approved Funding Amount (TAFA)	第一年 1 st Year	第二年 2 nd Year
1. Publicity (maximum: 10% of TAFA)														0.0	0.0%		
<i>e.g. Poster (Activity 1)</i>																	
1.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
1.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
2. Printed items (maximum: \$26,000)														0.0	0.0%		
<i>e.g. Notes (Activity 1)</i>																	
2.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
2.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
3. Hire of stage, backdrop, equipment and decoration (maximum: \$20,000)														0.0	0.0%		
<i>e.g. Hire of stage (Activity 1)</i>																	
3.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
3.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
4. Exhibition board (maximum: \$5,000)														0.0	0.0%		
<i>e.g. Exhibition board (Activity 1)</i>																	
4.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
4.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
5. Booth (maximum: \$6,000)														0.0	0.0%		
<i>e.g. Booth (Activity 1)</i>																	
5.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
5.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
6. Beverages and light refreshments (maximum: \$10% of TAFA)														0.0	0.0%		
<i>e.g. Refreshment for performers (Activity 1)</i>																	
6.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
6.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
7. Light meals (including beverages) (maximum: 10% of TAFA)														0.0	0.0%		
<i>e.g. Light meals for performers (Activity 1)</i>																	
7.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
7.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
8. Small gifts for participants (maximum: \$5,000)														0.0	0.0%		
<i>e.g. Ballpen for participants (Activity 1)</i>																	
8.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
8.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
9. Photos and video recording (maximum: \$2,000)														0.0	0.0%		
<i>e.g. Video recording (Activity 1)</i>																	
9.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
9.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
10. Project staff (maximum: 20% of TAFA)														0.0	0.0%		
10.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
10.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
11. Audit fee * (maximum: 2% of TAFA)			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
12. Administrative expenses (maximum: 10% of TAFA)			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
13. Contingency (maximum: 5% of TAFA)			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
Other expenditure items																	
14. Activity 1:														0.0	0.0%		
14.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
14.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
14.3			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
15. Activity 2:														0.0	0.0%		
15.1			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
15.2			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
15.3			0.0			0.0	0.0			0.0	0.0	0.0	0.0				
總數 Total			0.0			0.0	0.0			0.0	0.0	0.0	0.0	0.0	0.0%		

* For projects with total approved funding amount exceeding \$100,000