**資助計劃報告：注意事項**

**Guidance Notes on Sponsored Project Report**

1. 在提交計劃報告時，請使用正確的報告格式。若計劃為撥款資助項目，請使用「撥款計劃報告」來撰寫報告；若計劃為物資贊助項目，則請使用「物資贊助計劃報告」。

Please use the correct report format when submitting project reports. The format of “Funding Project Report” should be used for projects receiving funding by the Pneumoconiosis Compensation Fund Board (PCFB); while the format of “Souvenir/Material Sponsored Project Report” should be used to prepare reports for projects obtaining souvenirs and materials sponsorship from PCFB.

1. 「撥款計劃報告」的頁數限制為6頁，而「物資贊助計劃報告」的頁數限制則為2頁。

The limitations on page numbers of “Funding Project Report” and “Souvenir/Material Sponsorship Project Report” are 6 pages and 2 pages respectively.

1. 有關計劃活動的宣傳物品或資料，請把電子版本另外燒錄成光碟呈交，並在報告「附件」部分中列明，包括：

All promotional materials or info related to the projects should be submitted in electronic format in a CD and stated clearly in the part of “Attachment” in the report, including:

1. 印有肺塵埃沉着病補償基金委員會標誌的宣傳或其他物品

Promotional or other materials containing the logo of Pneumoconiosis Compensation Fund Board

1. 計劃活動的宣傳物品如海報、傳單及信件等

Promotional materials such as posters, leaflets and letters, etc.

1. 計劃活動的相片

Photos of project activities

1. 報告的檔案大小必須少於2mb。

The file size of the report should not be larger than 2mb.

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| 參考編號  Ref No. |  | 由職員填寫  For Office Use |

**物資贊助計劃報告**

**Souvenir/Material Sponsored Project Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **第一部分 ─ 活動詳情 Part I – Details of Activity** | | | | |
| 活動名稱  Name of Activity |  | | | |
| 活動目標及概要  Objective and Summary |  | | | |
| 活動日期  Date of Activity |  | | 參與人數  Number of Participants |  |
| 主辦機構  Organiser |  | | 協辦機構（如適用）  Co-organiser (if any) |  |
| 報告提交日期  Date of Report Submission |  | | | |
| 負責人  Person in Charge |  | 職銜  Title | |  |
| 聯絡電話  Contact Number |  | 簽名及公司蓋印  Signature and Company Chop | |  |
| 電郵  Email |  |

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| --- | --- | --- | --- |
| **第二部分 ─ 贊助物資總結 Part II –Summary of Souvenir/Material Sponsored** | | | |
|  | 獲贊助的物資種類及數量  Type and Quantity of Souvenir/Material Sponsored | 受惠對象  Target Beneficiaries | 派發的物資數量  Quantity of Souvenir/Material Distributed |
| 1 |  |  |  |
| 2 |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **第三部分 ─ 附件 Part III – Attachment** | | |
|  | 附件名稱  Name of Attachment | 詳述  Descriptions |
| 1 |  |  |
| 2 |  |  |
|  |  |  |

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| **第四部分 ─ 活動總結及報告Part IV – Summary and Report of Activity** |
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| --- | --- | --- | --- |
| **由職員填寫 For Office Use Only** | | | |
| 報告接收日期  Date of Report Receipt |  | | |
| 總結及分析完成日期  Completion Date of Summary and Analysis |  | | |
| 向預防／復康\*委員會提出建議日期  Date of Recommendations Submissions to Prevention/Rehabilitation\* Committee |  | 審批  Approval | 是Yes／否No\*  備註Remarks |
| 審閱人 Reviewed by | 查核人 Checked by | | 審批人 Approved by |

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\*請刪去不適用者Please delete as appropriate.