**資助申請須知**

**Guidance Notes on Sponsorship Application**

**申請程序 Application Procedures**

1. 填寫此申請表格前，申請者應細閱上載於基金委員會網站的《[資助計劃申請指引](https://www.pcfb.org.hk/Publish/researchdownload/20170821144615_0.pdf)》，並需特別留意當中有關「誠信條文」、「利益申報」及「個人資料」的部分。

Applicants should read carefully the “[Sponsorship Application Guideline](https://www.pcfb.org.hk/Publish/researchdownload/20170821144615_0.pdf)” posted on the Board’s webpage before submitting the application, particularly the parts related to “Probity Requirements", "Declaration of Interest” and “Personal Data”.

1. 申請者一般於3-6個月內（港幣300,000元或以下的資助申請）或6-9個月內（港幣300,000元以上的資助申請）獲通知初步／最終審批結果。

Under normal circumstances, applicants will be notified of the preliminary or final result within 3-6 months (for sponsorship applications not more than $300,000) / 6-9 months (for sponsorship applications above $300,000).

1. 資助項目申請期詳見基金委員會網頁。申請人需在申請期內提交申請，並在申請表格上列明計劃或活動開始日期。

Please refer to the website of the Board for the application periods for sponsorship. Applicants should submit their applications during these periods and state clearly in the forms the project commencement date.

1. 如有查詢，請致電3578 8102/ 3578 8110或電郵至sponsor@pcfb.org.hk與我們聯絡。

For enquiries, please contact us at 3578 8102/ 3578 8110 or sponsor@pcfb.org.hk.

**申請條款及細則 Terms and Conditions of Application**

1. 如申請者希望本基金委員會**同時**提供撥款及物資予有關計劃，請清楚列明相關申請。後補的物資資助申請將不予受理。如計劃為期一年或以上，在正常情況下，本基金委員會會按情況考慮每年最多提供物資兩次。

Applicants need to state specifically in the form if they apply for **both** funding and Souvenir/Materials Sponsorship for the project. Subsequent submission of the “Souvenir/Material Sponsorship Application Form” for the same project will not be accepted. If the project lasts for more than a year, the Board will consider provision of materials for not more than twice in a year, under normal circumstances.

1. 審批期間，申請者或須提交其他相關補充資料。無論申請成功與否，所有資料概不發還。

Applicants may need to submit supplementary information for evaluation. Regardless of the outcome of application, all submitted documents will not be returned to the applicant.

1. 本基金委員會保留拒絕任何申請之權利。

The Board reserves all rights to reject any application at its discretion.

1. 申請者提供之一切資料須正確無誤，本基金委員會如發現申請者因提供失實資料而獲得撥款或資助，會即時終止有關資助，並有權向其追討已提供之資助金額。

Applicants should provide true and accurate information in their application. The Board will terminate the respective sponsor if any successful applicant is found to have provided false information for evaluation, and, in which case, the Board reserves all rights to recover all the monies previously paid for the funding or sponsorship.

1. 本基金委員會須收集申請者之個人或公司資料作審查批核用途。如有需要，本基金委員會可能會向政府、法定或專業機構透露有關資料。

Applicants’ organizational details or personal data are collected for application evaluation. If necessary, such information may be disclosed to the Government, statutory or professional bodies.

1. 評審標準 Assessment Criteria
2. **項目的效用**

如擬議項目是否配合主題；能否彌補現行服務的不足；是否具創意；能否傳達深入全面的知識；能否提供直接有效的服務；是否有別於獲基金委員會資助的其他機構目前進行的項目等。

**Project effectiveness**

Such as whether the proposed project can match the theme of the sponsorship scheme; fill the existing service gap of other programmes of the Board; be innovative; able to deliver in-depth and comprehensive knowledge; provide direct and effective service; possess elements which differ from the existing projects being sponsored and run by other organisations, etc.

1. **項目的影響**

如擬議項目可有直接裨益，擬議項目的受惠者 / 參與者 / 使用者人數，是否確有需要推行擬議項目等。

**Project Impact**

Such as the direct benefit brought by the proposed project; the numbers of beneficiaries/participants/service users, whether there is a genuine need for the proposed project, etc.

1. **項目的設計及可行性**

如擬議項目的推行時間表是否經過審慎計劃，參與者在策劃和推行項目方面的參與程度，建議預算是否合理和合乎實際情況，如何傳達信息，或提供連貫性的服務，衡量擬議項目是否採用妥善的評估機制及選取具體的成效指標等。

**Project Design and Feasibility**

Such as whether the proposed project schedule is well-planned, the degree of participants’ involvement in the planning and implementation of the project, whether the proposed budget is reasonable and realistic, the approach of delivering the message, or providing continuum of services, and whether the proposed project has adopted a proper evaluation mechanism and specific performance indices, etc.

1. **經驗及往績**

申請人／負責員工／機構在技術和管理方面的能力，及過往運用基金委員會贊助或其他資助項目的表現參考，包括恪守撥款條件等。

**Experience and Track Record**

Technical and management capacity of applicant/staff-in-charge/the organisation, and track record in running programmes sponsored by the Board or other organisations, including its compliance with the terms of the use of funding.

**資助申請表格**

**Sponsorship Application Form**

|  |  |  |
| --- | --- | --- |
| 申請編號Application No. | 輸入文字 | 由職員填寫For Office Use |

甲部 ─ 申請機構資料 Part A – Applicant’s Information

|  |
| --- |
| 1. **申請者所屬機構詳情 Details of the Applicant’s Organization**
 |
| 機構名稱Name of Organization  | （中文） 輸入文字(Eng) 輸入文字 |
| 地址Address | 輸入文字 |
| 電話Tel | 輸入文字 | 網址Website | 輸入文字 |
| 類別\*Category | [ ]  政府／公共機構 governmental/public[ ]  大學／教育機構 university/educational[ ]  非牟利機構 non-profit making[ ]  其他 others |
| 機構簡介Descriptions（100字以內）(in 100 words) | 輸入文字 |
| 1. **聯絡人 Details of Contact Person**
 |
| 姓名Name | 輸入文字 先生／女士（中文） | Mr./Ms. 輸入文字(Eng) |
| 職位Position | 輸入文字 | 電話Tel | 輸入文字 | 傳真Fax | 輸入文字 |
| 電郵地址Email | 輸入文字 |

\*請在適當方格內填上✓號 Please tick as appropriate.

乙部 ─ 計劃詳情 Part B – Project Description

|  |  |
| --- | --- |
| 申請資助範疇Sponsorship Category | [ ]  預防資助計劃Prevention Sponsorship Project[ ]  復康資助計劃Rehabilitation Sponsorship Project若同時申請兩項資助計劃，請分別提交**兩份**申請表。If applying for two sponsorship projects simultaneously, please submit **two separate** application forms. |

\*請在適當方格內填上✓號 Please tick as appropriate

|  |  |
| --- | --- |
| 計劃名稱Name of Project | 輸入文字 |
| 對象Target Group | 輸入文字 | 預計參與總人數Estimated Number of Total Participants | 輸入文字 |
| 計劃目的Project Objective | 輸入文字 |
| 計劃執行摘要Project Executive Summary（200字以內）(in 200 words)（如位置不足，可另紙書寫）(Supplementary sheets can be submitted in case of insufficient space) | 輸入文字 |
| 內容（包括預計舉行地點）Content (including tentative location)（200字以內）(in 200 words)（如位置不足，可另紙書寫）(Supplementary sheets can be submitted in case of insufficient space) | 輸入文字 |
| 計劃／活動日期Schedule of all Project Activities港幣300,000元或以下的資助申請，活動開始日期一般應至少為是次資助邀請期完結的三個月後；港幣300,000元以上的資助申請，則一般至少為是次資助邀請期完結的六個月後。In general, for sponsorship applications not more than $300,000, the project commencement date should be at least 3 months after the application deadline; while the commencement date should be at least 6 months after the application deadline for sponsorship applications above $300,000. |
| 活動日期Schedule | 活動及地點 Activity & Location |
| 由From | 至To |
| 輸入文字 | 輸入文字 | 輸入文字 |
| 成效評估方法Evaluation Method |
| 活動Activity | 評估方法Evaluation Method |
| 輸入文字 | 輸入文字 |
| 合辦機構\*Co-organizers | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |

\*請在適當方格內填上✓號 Please tick as appropriate.

 丙部 ─ 資助申請項目 Part C – Sponsorship Descriptions

|  |
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| **申請資助項目 Sponsorship Items Applied\*** |
| [ ]  **撥款Funding***請填寫下表****第一部分。*** *Please fill in* ***Part 1*** *below.* | [ ]  **物資資助Souvenir/Material Sponsorship***請填寫下表****第二部分。*** *Please fill in* ***Part 2*** *below.* |
| [ ]  **撥款及物資資助Funding and Souvenir/Material Sponsorship** *若****同時****申請「撥款」及「物資資助」，請填寫下表****第一部分及第二部分****。* *Please fill in* ***Part 1 and Part 2*** *below If applying for* ***BOTH*** *“Funding” and “Souvenir/Material Sponsorship”,*  |

\*請在適當方格內填上✓號 Please tick as appropriate.

|  |
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| **第一部分 ─ 撥款 Part 1** – **Funding** |
| 1. 預算開支Expenditure Budget

*有關獲准主要開支項目及開支限額及要求及通常不予資助的開支，請參考肺塵埃沉着病及／或間皮瘤計劃資助指引附件D；For the major expenditure items which are generally allowed (with respective ceilings) and not allowed, please refer to the “Sponsorship Guideline for Pneumoconiosis and/or Mesothelioma Programmes”- Appendix D* |
| 項目Item(s) | 單價Unit Price | 數量No. of Units | 款額Amount | 申請資助款額Funding Amount Applied |
| **例子：**1. **員工薪酬／津貼**
	1. 職員薪酬（全職／兼職**）**
	2. 導師／講者費用
2. **場地**
	1. 場地租用
	2. 器材
3. **運輸／交通**
	1. 物資運送
	2. 交通費用
4. **宣傳／印刷**
	1. 宣傳
	2. 印刷品
5. **核數費 （港幣100,000元以上的計劃必須填寫）**
6. **保險**
	1. 第三者保險、公眾責任保險、團體人身意外保障等
7. **義工津貼**
	1. 交通津貼
	2. 飯餐津貼
8. **參加者膳食**
 | 輸入文字 | 輸入文字 | 輸入文字 | 輸入文字 |
| 1. 預算開支（續）Expenditure Budget (Cont.)
 |
| 項目Item(s) | 單價Unit Price | 數量No. of Units | 款額Amount | 申請資助款額Funding Amount Applied |
| 1. **行政及雜項**
	1. 行政費用^
	2. 雜項
2. **其他**
 |  |  |  |  |
| 總額Total Amount | 輸入文字 | 輸入文字 |
| 每一受惠人的平均資助額（=申請資助總額／預計參與總人數）Average Funding Amount Used on Each Beneficiary(= Total Funding Amount Applied / Estimated Number of Total Participants) | 輸入文字（＝輸入文字／輸入文字） |

^請額外提供「行政費用」中的明細資料，當中所有項目必須與計劃內容直接相關。
Please provide a detailed breakdown of “administrative expenses”, ensuring that all items are directly related to the project.

|  |  |
| --- | --- |
| 若計劃為期一年及申請資助總額超過港幣100,000元，可申請預支最高50%資助總額。為期一年以上至兩年，可申請分別於計劃初期（最高30%）、中期（最高30%）及計劃完成後餘下的數額，分三期撥款。請列明是否需作有關申請，惟基金委員會保留最終決定權。For sponsorship application exceeding HK$100,000 and with project period up to 1 year, the Applicant can apply for a prepayment of 50% at maximum of the sponsorship; For application with project period over 1 year and up to 2 years, the Applicant can apply 3 payment installments payable at the beginning (at maximum 30%), mid-term (at maximum 30%) and completion of the project (for the remaining amount) respectively. Please state for such application, provided that the Board reserves the right of final decision. | [ ] 是Yes[ ] 否No |
| 1. 計劃活動收入 Income of all project activities
 |
| 活動收費\*Activities’ Fares | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |
| 其他收入\*Other income | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |
| 其他撥款／資助\*（包括已批核及正在申請中的撥款／資助）Other Funding/Sponsorship\*（including those approved and applying for Funding/Sponsorship） | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |

\*請在適當方格內填上✓號 Please tick as appropriate.

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| **第二部分 ─ 物資資助申請 Part 2** – **Souvenir/Material Sponsorship** |
| 物資 Item(s) | 數量Quantity | 物品用途 Use of Items |
| 輸入文字 | 輸入文字 | 輸入文字  |

丁部 ─ 利益申報 Part D – Disclosure of Interests

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| --- |
| 本人現申報以下利益：I hereby disclose interests as follows\* |
| [ ]  申請者或其負責人／職員與基金委員會概沒有重大聯繫^。The Applicant or its responsible person/employees do not have any significant connection^ with the Board.[ ]  申請者或其負責人／職員不會自計劃獲取任何金錢或其他利益。The Applicant or its responsible person/employees will not derive any monetary or any other benefits from the project.[ ]  請述明 Please specify: 輸入文字 ^「聯繫」包括： ^ “Connection” includes: 1. 任何與基金委員會或其附屬委員會委員或職員的家庭或其他個人關係；

any family or other personal relationship with any member/ committee member or staff of the Board; 1. 任何與基金委員會的顧問、客戶、僱傭或其他關係；及

any advisory, client, employment or other relationship with the Board; and 1. 其本人或連同／代表其配偶或子女持有任何與基金委員會之間存在顧問、客戶或其他關係的公司或其他團體的任何股份、董事職務或其他職務。

any shareholdings, directorship or other roles (which he/she has himself/herself or with or on behalf of his spouse or children) in companies or other bodies with any advisory, client or other relationship with the Board. |

\*請在適當方格內填上✓號 Please tick as appropriate.

戊部 ─ 聲明及簽名 Part E – Declaration and Signature

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| 申請者負責人聲明 Declaration by the Head of Organization |
| 本人證明本申請表所填報的資料均屬正確無誤，並明白任何不正確的資料會令本申請無效。本人已閱讀《肺塵埃沉着病及／或間皮瘤計劃資助指引》及《資助申請須知》，當中包括但不限於有關遵守所有適用於香港特別行政區的法例、規例和附例及有關防貪指引內容，申請人同意遵守及受其約束。I certify that all the information given in this application is true and correct, and understand that any inaccurate information that is given will render the application void. I have read the [Sponsorship Guideline for Pneumoconiosis and/or mesothelioma Programmes] and the [Guidance Notes on Sponsorship Application], including but not limited to compliance with all applicable laws and regulations of Hong Kong Special Administrative Region and relevant corruption prevention guidelines, and the Applicant agrees to abide by and be bound by them. |
| 姓名Name | 輸入文字 | 簽名及公司蓋印Signature with Company Chop |
| 職位Position | 輸入文字 |
| 聯絡電話Contact Number | 輸入文字 |
| 日期Date | 輸入文字 |

**警告 Warning**

倘若申請者在填寫本申請表格時虛報資料或隱瞞重要事實，或未有在申請表格內所提供資料有所改變後通知基金委員會，基金委員會可撤銷資助申請之批准，並保留追討已支付款項之權利。
If the Applicant wilfully gives any false information or withholds any material information in this Application Form, or fails to notify the Board of any subsequent change of information provided, the Board may withdraw its approval of the sponsorship application, and will reserve the rights to recover any sum paid to the Applicant.

**收集個人資料聲明 Personal Data Collection Statement**

申請人在本申請表向基金委員會所提供的任何個人資料，只會用作本申請的用途。若申請人未能提供要求的資料，基金委員會可能拒絕其申請。
Any personal data provided to the Board are for the purpose of the application herein. If the applicant does not provide the requested information, the Board may turn down your application.

申請人在本申請表所提供的個人資料供基金委員會處理本申請使用，並只會根據資料當事人之同意或香港法例第486章《個人資料（私隱）條例》（“私隱條例”）透露。
The personal data provided herein are for the use of the Board in handling the application and will only be disclosed to other parties where the data subject has given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance, Cap 486 (“PDPO”).

根據私隱條例第18條及22條以及附表1第6原則所述，資料當事人有權查閱及修正所提供之個人資料，包括有權取得資料當事人於上述情況下所提供的個人資料。基金委員會應查閱資料要求而提供資料時，可能要徵收費用。
The data subject shall have a right of access and correction with respect to personal data provided herein pursuant to sections 18 and 22 and Principle 6 of Schedule 1, PDPO. The right of access includes the right to obtain a copy of his/her personal data provided by the applicant during the occasion as mentioned hereinabove. A fee may be imposed for obtaining a copy of the data.

有關所提供個人資料（包括查閱及修正資料）的查詢，應送交：
Enquiries concerning the personal data provided, including access and making of corrections, should be addressed to:

肺塵埃沉着病補償基金委員會 Pneumoconiosis Compensation Fund Board

香港上環永樂街148號 15/F Nam Wo Hong Building

南和行大廈15字樓 148 Wing Lok Street, Sheung Wan, Hong Kong

電話: 3578 8102/ 3578 8110 Tel: 3578 8102/ 3578 8110

傳真: 2116 0116 Fax: 2116 0116

電郵: sponsor@pcfb.org.hk Email: sponsor@pcfb.org.hk