



Briefing on Countryside Conservation Funding Scheme 鄉郊保育資助計劃簡介會



鄉郊保育資助計劃

Countryside Conservation Funding Scheme



鄉郊保育辦公室
Countryside
Conservation
Office

24 July 2026
2026年7月24日

1

Introduction 簡介

- Countryside Conservation Office (CCO)
鄉郊保育辦公室 (鄉郊辦)
- Advisory Committee on Countryside Conservation (ACCC)
鄉郊保育諮詢委員會 (諮詢委員會)
- Countryside Conservation Funding Scheme (CCFS)
鄉郊保育資助計劃 (資助計劃)

2

Application 申請

- Prescribed themes
指定主題
- Application Requirements
申請要求
- Application Process
申請流程
- Vetting Procedures
評審程序

3

Implementation 推行

- Project Monitoring
項目監察
- Report Submission
遞交報告
- Fund Disbursement
發放資助款項

1

Introduction

簡介

Roles of the CCO

鄉郊辦的工作

- Promote sustainable development in countryside
促進鄉郊的可持續發展
- Co-ordinate countryside conservation efforts and
revitalisation works
統籌鄉郊保育工作及活化工程
- Provide secretariat support to ACCC
為諮詢委員會提供秘書服務



Chaired by SEE

環境及生態局局長任主席

- Members include scholars, professionals, rural/district stakeholders, representatives of green groups; and representatives of relevant Government departments
成員包括學者、專業人士、鄉郊 / 地區持份者、保育團體代表; 及相關政府部門代表

Key Terms of Reference

主要職權範圍

- Advise on the priorities for the conservation and revitalisation work proposals to be carried out by the CCO
就鄉郊辦建議進行的鄉郊保育及活化工程優先次序提供意見
- Advise on the policy and matters relating to the overall administration, operation and funding approach of the CCFS
就資助計劃的整體行政、運作與資助政策，以及相關事務提供意見



鄉郊保育資助計劃

Countryside Conservation Funding Scheme

- Support **local non-profit-making organisations (NPOs)** for organising diverse and innovative conservation activities or projects in the countryside (except Lantau Island) based on an interactive and co-operative approach
支援**本地非牟利機構**互動協作，在鄉郊地區（大嶼山除外）推展多元及創新的保育活動或項目
- Support sustainable and holistic conservation efforts in Hong Kong's countryside
以可持續及整全的方式支持香港鄉郊保育工作

Project Type 項目種類	Project Scope 項目範圍
Nature Conservation Management Agreement (MA) Projects 自然保育管理協議 (管理協議)	Proposed by applicant organisation (local NPOs) according to the prescribed project types, themes, locations and scopes 由申請機構 (本地非牟利機構) 按指定項目類別、主題、地點及範圍擬議
Formulation of Proposals on Restoration of Built Heritage (BH) 文物建築復修計劃書的擬定 (文物建築)	
Research Activities (RA) on Countryside Conservation and Revitalisation 鄉郊保育及復育研究活動 (研究活動)	
Cultural Rehabilitation/Revitalisation Projects (CR) 文化復興 / 復育項目 (文化復興 / 復育)	
Proactive Conservation (PC) 積極保育項目 (積極保育)	Proposed by the CCO, with engagement of competent NPO following the established government procurement and tender procedures to execute the project 由鄉郊辦主動提出，按照政府既定的採購及招標程序委託有能力的本地非牟利機構執行

- Enhancing the nature conservation of the sites concerned through **management agreements** between the **applicant organisation (the applicant)** and **landowners and/or tenants**.

透過申請機構(申請者)與土地擁有人及/或租戶達成的管理協議，加強有關地點的自然保育工作。

- The ecological or natural enhancement activities of a MA project should be primarily conducted on private lands. If part of the site concerned is under Government ownership, the applicant is encouraged to apply for short-term tenancy (STT) of the Government land concerned prior to its application.

管理協議項目內的促進生態或自然保育活動須主要在私人土地上進行。如項目地點有部份屬政府擁有，我們鼓勵申請機構在申請資助前先申請有關政府土地的短期租約。



GtA S2.4.1 - 2

- Stating the significance of the target built heritage to the local community of the sites concerned, and how the restoration/revitalisation would make significant contributions towards village revitalisation and countryside conservation.

須列明目標文物建築對有關地點所在的社區的重要性，以及復修/復育工作如何對鄉村復育及鄉郊保育作出顯著的貢獻。

- Target built heritage to be studied for future restoration or revitalisation works under the BH could be under private ownership or the Government, **the applicant organisation should assess the feasibility of securing consent from relevant premises owner(s)/government department(s) and include the assessment in the application.**

在文物建築復修計劃書的擬定中，將會研究復修或復育的目標文物建築，則可以是私人或政府擁有，申請機構須評估獲取物業擁有人或相關政府部門同意的可行性，以及將評估包括在申請之內。



Stating the **significance of the target cultural assets** to the local community of the sites concerned, and how the restoration/revitalisation would make significant **contributions towards village revitalisation and countryside conservation.**

須列明目標**文化資產**對有關地點所在社區的**重要性**，以及復興/復育工作如何**對鄉村復育及鄉郊保育**作出顯著的**貢獻**。



Stating how the research activities would harness the acquired knowledge to **tackle the site-specific** or in more general terms **challenges on countryside conservation and revitalisation**.

須清楚具體地說明，研究活動如何利用所得的知識，去**應對特定地點**或更廣泛的**鄉郊保育及復育上所面對的挑戰**。



Project Type 項目類型	Funding Limit (HK\$ million) 資助限額(百萬港元)	Duration Limit (Year) 年期上限 (年)
MA Project 管理協議項目	15 [#]	1 - 3 years* 1 - 3年
BH Project 文物建築項目	3	Not more than 3 years 不超過3年
CR Project 文化復興/復育項目	3	1 - 3 years 1 - 3年
RA Project 研究活動項目	3	Not more than 3 years 不超過3年

- # Capped at 13 million for each application. An extra funding of up to 2 million can be applied for enhancement elements related to revitalisation of architectural and/or cultural aspects in supplement to nature conservation aspect of the project.
資助上限為每宗申請1,300萬元，若項目建議加入可促進項目的建築及 / 或文化復育工作，並可輔助執行項目的自然保育工作，則可就該等元素申請最高200萬元的額外資助。
- * Project duration that is less than 2 years is only for interim solution.
少於兩年的項目年期只適用作短期解決方案。

GtA S2.5.1

Aggregate Funding Limit for Each Applicant Organisation

每個申請機構的累計資助限額

Project Type 項目類型	Funding Limit in any 3 years' time (HK\$ million) 三年內的資助上限 (百萬港元)	No. of Projects in any 3 years' time 三年內的項目數目上限
MA project only 只有管理協議項目	15	1 MA 1個管理協議項目
Non-MA project only 只有非管理協議項目	8	Not more than 3 non-MA 不超過3個非管理協議項目
MA and non-MA project 管理協議和非管理協議項目	20	1 MA + Not more than 2 non-MA 1個管理協議項目+ 不超過2個非管理協議項目

GtA S2.5.2

2

Application 申請

Prescribed Project Types and Locations for This Round of Application

本輪申請的項目類別及地點

1. MA Projects 管理協議項目

- Fung Yuen 鳳園
- Fishponds in Ramsar Site and Deep Bay Wetland outside the Ramsar Site
拉姆薩爾濕地和拉姆薩爾濕地以外的后海灣濕地

2. CR Project 文化復興/復育項目

- Mui Tsz Lam 梅子林

3. RA Project 鄉郊保育及復育研究活動

- Ho Sheung Heung areas 河上鄉一帶

Applications outside the **prescribed project types, themes, locations, scopes and the corresponding cut-off date**, and incomplete applications will not be assessed.

不完整或不符合指定項目類別、主題、地點、範圍及相應截止日期的申請，概不受理。

GtA S2.6.1

Project Locations:

項目地點:

1. **Fung Yuen 鳳園**
2. **Fishponds in Ramsar Site and Deep Bay Wetland outside the Ramsar Site**
拉姆薩爾濕地和拉姆薩爾濕地以外的后海灣濕地

covering the fishponds in the below areas through 3 independent projects:

以三個獨立項目覆蓋以下地點的魚塘:

- a) **Nam Sang Wai, Fung Lok Wai and Mong Tseng** 南生圍、豐樂園及輞井
- b) **Mai Po, Tai Sang Wai and Lut Chau** 米埔、大生圍及甩洲
- c) **Ma Tso Lung and San Tin** 馬草壟及新田

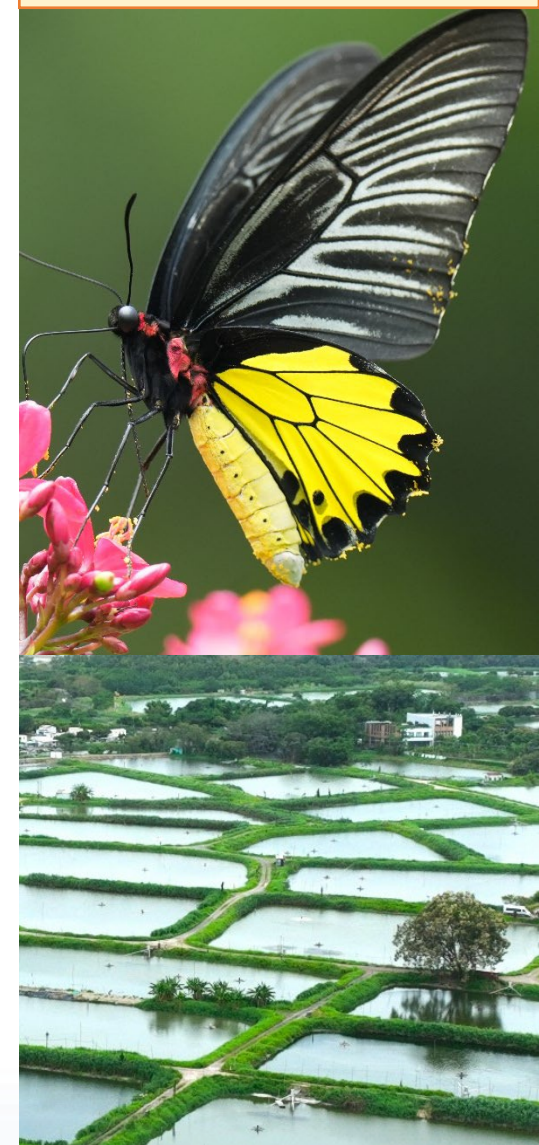
- (1) Enhance ecological and nature conservation value of the sites
加強項目地點的生態和自然保育價值
- (2) Organise public engagement activities to raise public appreciation and awareness towards ecological conservation
舉辦活動供公眾參與，從而提高公眾對生態保育的欣賞和意識

For each of the 4 project areas above, only one application with best assessment performance will be selected for approval with granting of fund.
就以上4個項目地點，每地點只有1個在評審中表現最佳的申請會獲批而得到資助。

New Round of Application

新一輪申請

MA Projects 管理協議項目



Project Location:

項目地點:

Mui Tsz Lam

梅子林

Building on the various outcomes of past CCFS projects in Mui Tsz Lam and Kap Tong, the project shall promote village revitalisation through a community-driven model by organising immersive cultural and eco-tour activities that showcase the villages' unique natural and cultural assets, while introducing economic incentives to support their long-term sustainability.

建基於過往在梅子林及蛤塘多個資助計劃的成果，本項目將透過社區主導的鄉郊復育模式，推展沉浸式的文化及生態旅遊活動，以展現村落獨特的自然及文化資產，從而推動村落活化，並引入經濟誘因，以支持其長遠可持續發展。

Only 1 application with best assessment performance will be selected for approval with granting of fund.
只有在評審中表現最佳的1個申請會獲批而得到資助。

New Round of Application

新一輪申請

CR Project
文化復興/復育項目



Project Location: Ho Sheung Heung
項目地點: 河上鄉

RA Project
研究活動項目

Theme主題 :

The Cultural History of the Ho Sheung Heung Village and Maintenance of Wet Habitats
河上鄉村落文化歷史典故和濕地生境維護

- (1) Consolidate the history of Ho Sheung Heung village culture through baseline survey(s), oral history collection and documentation review; and
透過基線調查、口述歷史和檢視文獻記錄方式整合河上鄉村落文化習俗的歷史；
- (2) Maintain the core wetland habitats at Ho Sheung Heung, covering around 1.5 ha wet farmlands (at least half of the area should be paddy rice) and not less than 0.5 ha water flea pond.
維護河上鄉的核心濕地生境，包括約1.5公頃的濕田（當中不少於一半須為水稻田）和不少於0.5公頃的水蠓塘。

Only 1 application with best assessment performance will be selected for approval with granting of fund.
只有在評審中表現最佳的1個申請會獲批而得到資助。

New Round of Application

新一輪申請



Application must be Submitted by a Single Organisation

申請均須由單一機構提出

Eligible Applicant and Co-organising/Supporting Organisations:

- a) Local Tax-exempt Charities
- b) Local Registered and Non-profit-making Companies
- c) Local Non-profit-making Post-secondary Education Institutions

合資格的申請者及合辦 / 支持機構:

- a) 具法人資格並獲豁免繳稅的本地慈善機構
- b) 本地註冊的非牟利公司
- c) 本地非牟利專上教育院校

Section A – Particulars of Applicant 甲部 – 申請者資料

Name of Organisation*

機構名稱*

(English 英文)

(Please provide both English and

Chinese names 請提供中英文名稱)

(Chinese 中文)

Background of Applicant* 申請者的背景*

(Please include year of establishment, objectives, funding source, etc. 請提供資料，包括成立年份、宗旨、經費來源等)

Applicant = Applicant Organisation

申請者 = 申請機構

Only **local NPOs** having **legal capacities** to enter into contract, by satisfying at least one of the following non-profit-making criteria, are eligible to apply for funding support under the CCFS:

(a) Local Tax-exempt Charities having Legal Personality

When submitting an application, the Applicant and co-organising/supporting organisations shall provide:

- (i) a copy of the Certificate of Incorporation (“CI”) issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32);
- (ii) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112);
- (iii) a copy of the founding document (e.g. articles of association (“AoA”) or other equivalent documents), if available; and
- (iv) a list of the principal persons-in-charge and their positions.

(b) Local Registered and Non-profit-making Companies

When submitting an application, the Applicant and co-organising/supporting organisations shall provide:

- (i) a copy of the CI issued by the Companies Registry pursuant to the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32);
- (ii) a copy of the AoA or other equivalent documents, which must include clause(s) prohibiting the distribution of the organisation’s profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its profits and properties amongst its members; and
- (iii) a list of directors and their positions.

Tax-exemption under section 88 is not required

(a) 具法人資格並獲豁免繳稅的本地慈善機構

提交申請時，申請者及合辦 / 支持機構須提供：

- (i) 公司註冊處根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)發出的公司註冊證明書副本；
- (ii) 稅務局根據《稅務條例》(第 112 章)第 88 條發出的豁免繳稅函件副本；
- (iii) 該機構的成立文件副本（如組織章程細則或其他等同文件的副本），如有；以及
- (iv) 主要負責人及其職位名單。

(b) 本地註冊的非牟利公司

提交申請時，申請者及合辦 / 支持機構須提供：

- (i) 公司註冊處根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)發出的公司註冊證明書副本；
- (ii) 該機構的組織章程細則或其他等同文件的副本，當中須包含禁止機構在解散時將利潤或資產攤分予成員的條款；而其宗旨及權力須列明禁止將利潤及資產攤分予成員；以及
- (iii) 董事及其職位名單。

GtA S2.3.1

Only **local NPOs** having **legal capacities** to enter into contract, by satisfying at least one of the following criteria, are eligible to apply for funding support under the CCFS:

(c) Local Non-profit-making Post-secondary Education Institutions

Post-secondary education institutions refer to the degree-awarding higher education institutions listed on the Education Bureau's website and the member institutions which provide manpower training under the Vocational Training Council.

When submitting an application, the Applicant and co-organising/supporting organisations shall provide:

- (i) a copy of the institution's own ordinance/Post Secondary Colleges Ordinance (Cap. 320) / Vocational Training Council Ordinance (Cap. 1130) as documentary proof of its establishment, or other documentary proof as accepted by the Secretariat (If in doubt, please confirm with the Secretariat whether the documents are valid documentary proof);
- (ii) a copy of the letter issued by the Inland Revenue Department on tax-exemption under section 88 of the Inland Revenue Ordinance (Cap. 112), AoA or other equivalent documents, which must include clause(s) prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution; and its objects and powers shall prohibit the distribution of its profits and properties amongst its members; and
- (iii) a list of board members and their positions.

(c) 本地非牟利專上教育院校

專上教育院校指教育局網頁所列可頒授學位的高等教育院校和職業訓練局轄下提供人力培訓的成員機構。

提交申請時，申請者及合辦 / 支持機構須提供：

- (i) 根據院校本身的條例 / 《專上學院條例》(第 320 章) / 《職業訓練局條例》(第 1130 章) 成立的證明文件或秘書處接受的其他證明文件(如有疑問，請先與秘書處確認有關文件是否屬有效的證明)的副本；
- (ii) 稅務局根據《稅務條例》(第 112 章) 第 88 條發出的豁免繳稅函件副本，該機構的組織章程細則或其他等同文件的副本，當中須包含禁止機構在解散時將利潤或資產攤分予成員的條款；而其宗旨及權力須列明禁止將利潤及資產攤分予成員；以及
- (iii) 校董及其職位名單。

GtA S2.3.1

- ✓ Authority to sign the **agreement** on behalf of the applicant organisation
有權代表申請機構簽署協議
- ✓ Accountable for the **project implementation**
對項目的落實情況負責
- ✓ Endorse all the **progress, completion reports** and **statements of account**
負責批准提交所有項目文件及報表

Person-in-charge 負責人

Name*
姓名*

(In English, Surname First 英文·姓氏先行)

Position*
職位*

Tel. No.*
電話號碼*

Mobile Phone No.*
流動電話號碼*

- ✓ **Oversee** the Implementation of Project
監督執行項目的負責人
- ✓ Responsible for **the draft submission** of all reports to maintain the quality
負責所有報告擬稿的提交以保持質量
- ✓ Submission of CV in application form
在申請表提交項目負責人的履歷
- ✓ Seek prior approval by the Secretariat on change of Project Leader
更換項目負責人須事先得到秘書處批准

Project Leader² 項目負責人²

Name*
姓名*

(In English, Surname First 英文·姓氏先行)

Position*
職位*

Tel. No.*
電話號碼*

Mobile Phone No.*
流動電話號碼*

GtA S2.7.3 and S5.8.8

The Applicant has the Responsibility to Ascertain All Statutory Requirements Related to the Project

申請者有責任確認項目所牽涉的所有法定要求

- Obtain all necessary endorsement from relevant authorities (e.g. change in use of land) prior to the commencement of the associated activities

展開相關活動前向有關當局取得全部所需的批准（例如改變土地用途）

- Planning Applications
規劃申請
- Business Licence Applications
業務牌照



- Workplan
工作計劃
 - Project Programme
項目計劃
 - Budget
開支預算
 - Project Milestones
項目里程
- ↓
- Release of Fund
資助發放

GtA S2.4.5

Application must be Submitted by a Single Organization 申請均須由單一機構提出

12. Co-organising/Supporting Bodies of the Project (if any)^{12^} 合辦/支持項目的團體 (如有)^{12^}

The applicant may collaborate with other bodies to implement the project. However, the applicant shall be the single contact point of and accountable for the project.
申請者可以與其他團體合作推展項目。然而，申請者必須是擬議項目的單一聯絡點並對其負責。

If the space provided is not sufficient, please submit additional pages as supplementary information.如空位不足，可加紙提供補充資料。

Name of organisation 機構名稱	Role & duties under project 角色及項目下的職責	Agreement to participate in project* 同意參與項目*
		☐ Confirmed and attached with documentary proof 確認並已夾附證明文件

- Provide **written confirmation** from all the **co-organising /supporting organisations and sponsoring bodies**
提供所有**合辦 / 支持機構和贊助團體**的書面確認
- Set out clearly the involvement and roles of each party in the project, which **the applicant shall be the single contact point and accountable for the proposed project**
列明各團體在項目上的參與及角色，申請者須屬擬議項目的單一聯絡點，並對有關項目負責

GtA S2.7.9

GtA S2.3.2

The Applicant has the Responsibility to Check the Ownership and Status of the Land and/or Buildings Involved

申請者有責任查核所涉土地及 / 或建築物的業權狀況

13. Owners/Tenants of the Land or Building Involved for Conducting the Project and Associated Activities (if any)^{13^} 涉及推展項目和相關活動的土地或建築的擁有人／其租戶(如有)^{13^}

If project staff is also a local villager, please mark with #. 如項目人員為當區村民，請以# 標示。

If the space provided is not sufficient, please submit additional pages as supplementary information. 如空位不足，可加紙提供補充資料。

Name 名稱	Lot no. or address of premises involved 涉及的地段編號或物業地址	Role & duties under project 角色及項目下的職責	Agreement in principle to implement project* 原則上同意推展項目*
e.g. Chan Tai Man# 例如：陳大文#	e.g. DD123 Lot no. 12 例如：丈量約份第 123 約地段第 12 號	e.g. landowner to lend land for use in the project 例如：地主借出土地供項目使用	☐ Confirmed and attached with documentary proof 確認並已夾附證明文件

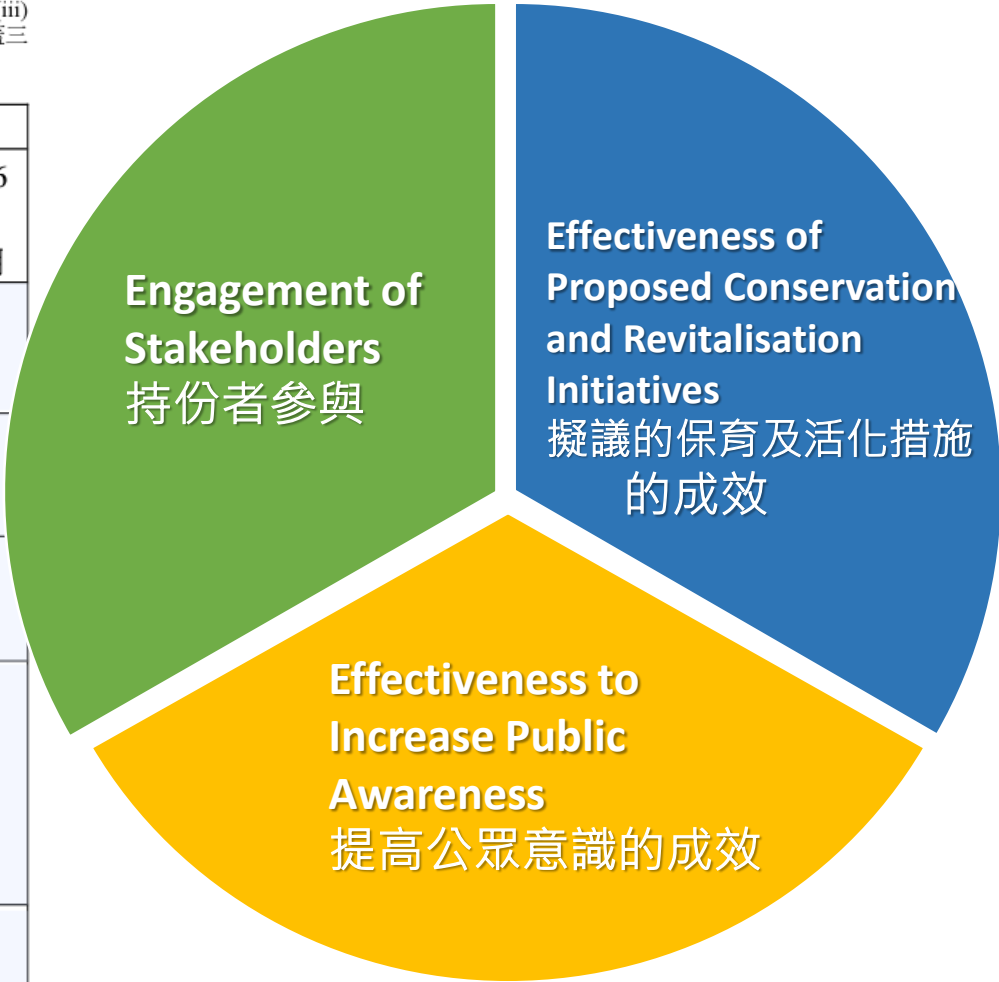
- Obtain **agreement in principle** from the land owners/ building owners/tenants/relevant government departments concerned with **documentary proof**
徵得土地 / 建築物擁有人 / 租戶 / 相關政府部門的**原則上同意**，並提供相關**證明文件**

GtA S2.4.3, S2.7.8

14. Key Performance Indicators (KPIs) and Deliverables of Project^{^*} 項目表現指標及成果^{^*}

Please list out deliverables and propose at least five key project-specific KPIs in phases to quantify project contributions in accordance with the programme. KPIs shall cover at least three different dimensions, including (i) Stakeholder Engagement; (ii) Effectiveness of the Proposed Conservation and Revitalisation Initiatives; and (iii) Public Awareness. A practical target should be set for each KPI. 請按工作計劃分階段列出成果及最少五個主要表現指標以量化項目貢獻。表現指標必須涵蓋三個不同類別，包括(i) 持份者參與；(ii) 擬議的保育及活化措施的成效；及(iii) 提高公眾意識的成效。每個表現指標應訂定實際目標。

Types of KPI 指標種類	Deliverables and KPI 成果和表現指標		Project progress 項目進度					
			M1-6 第 1-6 個月	M7-12 第 7-12 個月	M13-18 第 13- 18 個月	M19-24 第 19- 24 個月	M25-30 第 25-30 個月	M31-36 第 31- 36 個月
Engagement of stakeholders 持份者參與	Deliverables 成果	e.g. Organise X stakeholder engagement meetings 例如：舉辦 X 場持份者參與會議						
	KPI 表現指標	e.g. X stakeholders (e.g. village representative and relevant rural committee member) attend the engagement meetings 例如：X 個持份者（例如村長／村代表及相關鄉事委員會委員）出席參與會議						



GtA S2.7.13

- group sub-items into a single item with one cap
整合細項成為分項開支，及為分項設定上限
- provide the breakdown of budget in Excel format
請以Excel格式提供預算開支的分項數字
- please note the Level of Funding Support for Expenses at **Appendix 2** of the Guide
留意申請指引**附錄2**所列明的開支可獲得的資助限額

15. Details of the Budget Plan^{14*} 預算開支詳情^{14*}

Please provide the breakdowns of budget in Excel format as prescribed below. Please extend the table if necessary.

請以 Excel 格式提供預算開支的分項數字。如有需要，請擴充表格。

If the space provided is not sufficient, please submit additional pages as supplementary information. 如空位不足，可加紙提供補充資料。

Examples 例子	Particulars 分項詳情	Estimated expenditure (\$) 預算開支(元)	Remarks 備註
	Manpower 人力資源		
	General Expenses 一般支出		
	Minor Works and Equipment 小型工程及設備		
	Production of Publications and Websites 製作刊物及網站		
	Purchase of Educational Materials 購買教材		
	Purchase of Computer Softwares 購買電腦軟件		
	Other Expenses 其他開支		
Total 總計：		0.00	

Please provide full justification of every expenditure item, especially expenditure items with substantial amount of deviation from the budget of the previous CCFS project. 請就每項開支預算提供充足理據，特別是跟過去、鄉郊保育資助計劃項目開支預算有很大差距的分項。

GtA S3.1

In Excel format
以Excel格式

•Note the Level of Funding Support for Expenses at **Appendix 2 of the Guide**

留意申請指引附錄2所列明的開支可獲得的資助限額

•Project staff, general expenses, administrative and overhead cost, transport allowance, meal allowance, etc., have different levels of funding support for expenses

請注意項目員工、一般支出、行政及經常支出、交通津貼及飯餐津貼等可獲得的資助限額不同

Examples only

Particulars	Estimated Expenditure (\$)	Remarks
Manpower and General Expenses		
Salary – project staff	\$\$\$\$	Monthly Salary x XX months (MPF included)
Salary – Part-time project staff	\$\$\$\$	Monthly Salary x XX months (MPF included) Average weekly work hours
Minor Works and Equipment		
Equipment	\$\$\$\$	
Restoration Contract	\$\$\$\$	Type of services included, any maintenance cost
Publications and Websites		
Publications	\$\$\$\$	No. of copies
Website design	\$\$\$\$	Type of services included
General Expenses		
Audit fee	\$\$\$\$	No. of times
Other Expenses		
Transport allowance	\$\$\$\$	Unit cost x quantity, type of transport involved
Meals Allowance	\$\$\$\$	Unit cost x quantity, to volunteer, duration of activities
Contingency	\$\$\$\$	Items to be covered, justification

Project-based

3.5.3 Manpower and General Expenses

The requirements of Statutory Minimum Wage, Mandatory Provident Fund (MPF), employees' compensation insurance, and other employment legislations must be complied with. Funding for MPF and staff insurance within the project period will be supported. Other staff-related costs, unless clearly specified in the application and approved, will not be covered by the CCFS.

3.10.3 Others – Travel and Relevant Living Expenses

Travel expenses between Hong Kong and places outside Hong Kong, as well as relevant living expenses will normally not be supported.

3.5.3 人力資源及一般開支

必須遵守法定最低工資、強積金、僱員補償保險及其他僱傭條例的要求。項目期間內的強積金及員工保險開支將會獲得資助。其他與員工相關的開支，除非在申請中清晰列明並獲批准，將不獲資助計劃支持。

3.10.3 其他 – 旅費及相關生活開支

往來香港與香港以外地方的旅費及相關生活開支通常不會獲得資助。

Disbursement 款項發放	Disburse Conditions 發放條件	Proportion (%) 份額 (%)	
First Part of Initial Disbursement 首次發放款項的第一部分	One month before commencement date and/or 項目開始前的一個月及/或 Other conditions stipulated in approval letter 其他載於批核書上的條件	Capped at 25% of the grant 以資助額的25%為限	Capped at 50% in total 合共以 50% 為限
Remaining Part of the Initial Disbursement 首次發放款項的餘下部分	Upon Secretariat’s satisfaction and acceptance of inception report 秘書處對報告書滿意，並接納初始報告書		
2 nd Disbursement 第二次發放款項 3 rd Disbursement 第三次發放款項 ...	Subject to the progress and the satisfactory performance of the project (e.g. financial position of the project) 須視乎項目的進度及表現是否達滿意程度(例如帳戶財務狀況)	According to the disbursement schedule stipulated in approval letter (The Secretariat may revise the schedule having regard to the progress of the project and/or other relevant situations) 根據批核書的發放資助時間表(秘書處會按項目的進度及其他相關的情況修訂發放時間表)	
Final Disbursement 最後發放款項	Completion of project and 完成項目及 Upon Secretariat’s satisfaction and acceptance of completion report & final audited accounts 秘書處對報告書滿意，並接納完成報告及最終審計帳目後兩個月內	10% or actual outstanding payment, whichever is the less 10%或實際的未付款項，以較少者為準	

Please make use of the [checklist](#) at Annex 2 of the application form to check the required documents
請利用申請表附錄二內的[清單](#)核對所需要提交的文件

Essential Documents 必要文件	Submission Status^ 提交狀況^	Soft Copy Format Requirement 軟複本的格式要求
1. Original copy of application form 表格正本	☐ Yes 已提交	Electronic-input application form (Downloadable from CCFS website) 電子輸入格式申請表格 (可於資助計劃網頁下載)
- Soft copy of application form 表格軟複本	☐ Yes 已提交 ☐ NA 不適用	
- Signed by an acceptable Person-in-charge 負責人簽署	☐ Yes 已提交	
- Stamped with official organisation/company chop 蓋上申請機構印章	☐ Yes 已提交	
2. Documentary proof of the applicant's eligibility 申請者資格證明文件	☐ Yes 已提交	MS Word/PDF
3. Map showing project location and area 地圖顯示項目地點和面積	☐ Yes 已提交	MS Word/PDF
4. Photos showing the existing condition of the project area 照片顯示項目地點的現有狀況	☐ Yes 已提交	Scanned copies in PDF PDF 格式掃描本
5. Curriculum vitae (CV) of the Project Leader 項目負責人簡歷	☐ Yes 已提交	MS Word/PDF
6. Documentary proof showing the agreement of co-organising/supporting bodies to participate in the project 合辦／支持項目團體同意參與項目的證明文件	☐ Yes 已提交 ☐ NA 不適用	Scanned copies in PDF PDF 格式掃描本
7. Documentary proof of the eligibility	☐ Yes 已提交	Scanned copies in PDF

Submit the completed application form in both original **hard copy and soft copy** 申請者須遞交填妥的表格**正本及軟複本**

- The **original hard copy** of the application form must be **signed** by a person-in-charge of the applicant organisation and **stamped** with an official organisation/company chop.
申請表格**正本**必須由申請機構的負責人（下稱「負責人」）**簽署**，並蓋上申請機構的**印章**。
- Otherwise, the application will **not** be considered.
若沒有，該申請將**不獲**考慮。
- The original hard copy of the application form, together with relevant materials (if any), shall be dated and sealed in an envelope marked with “Countryside Conservation Funding Scheme” and the nature of project applied.
申請表格**正本**，連同相關資料（如有），需註明日期及放在一個密封的信封內，信封標明「鄉郊保育資助計劃」及申請的項目性質。
- The completed application form shall be submitted to the Secretariat **before the specified cut-off time in both hard copy (the original copy) and soft copy** using the e-form available in the CCFS webpage (<https://cco.gov.hk/en/countryside-conservation-funding-scheme>).
已填妥的申請表格之**硬複本(正本)及軟複本**(採用鄉郊辦網頁提供的電子表格) **須在指定截止時間前提交至秘書處**。
- Late submissions, including those posted prior to, but received after the specified cut-off time will not be considered.
逾期提交的申請（包括在截止時間前投寄，但在截止時間後收到的申請）將**不獲**考慮。
- Should there be any discrepancy between the hard and soft copies, the **hard copy** shall prevail.
如硬複本與軟複本之間有任何出入，概以**硬複本**為準。

GtA (version 1.9) and Application Form (version 1.8) are available at:
申請指引 (版本1.9) 及申請表格 (版本1.8) 載於:
<https://cco.gov.hk/en/countryside-conservation-funding-scheme>

CCFS Application



Local NPOs which want to apply for funding support under the CCFS to implement any of the above types of projects in eligible sites can submit the completed Application Form with relevant supporting documents to the Secretariat of the CCFS. Please note the cut-off date of application submission announced in the [What's New](#) of the CCFS webpage. Please refer to the [Guide to Application \(Version 1.9, Jul 2026\)](#) for the eligible sites for implementation of projects under the CCFS.



Nature Conservation Management Agreement (MA) projects must contribute to enhancing the ecological or nature conservation of the sites concerned through management agreements between local non-profit-making organisations (NPOs) and landowners and/or tenants. Under these agreements, NPOs may provide landowners and/or tenants with financial incentives in exchange for management rights over their land or their cooperation in enhancing ecological or nature conservation of the priority sites for enhanced conservation, private land in country park enclaves or in country parks.

Application Form for MA Projects (Version 1.8, Jul 2026)



Formulation of Proposals on Restoration of Built Heritage (BH) projects aim at formulating proposals on how to restore/revitalise the target built heritage, which should include relevant studies that support the feasibility of the proposals. Proposals for funding for the reinstatement/restoration of built heritage that could bring significant benefits to the community and general public will also be considered.

Application Form for BH Projects (Version 1.8, Jul 2026)

申請被拒絕的主要原因 Key Reasons of Rejection

- ☐ Could not provide documentary proof on their local non-profit-making status
未能提交文件證明為本地非牟利組織
- ☐ Could not provide documentary proof on management agreements with landowners or tenants of the target site for MA projects
就自然保育管理協議項目未能提供與目標地點的土地擁有人或租戶訂立管理協議的證明文件
- ☐ The proposal could not demonstrate obvious enhancement or benefits on ecological conservation/village revitalisation
建議項目在加強生態保育、鄉村復育未能展示明顯改善或效益
- ☐ The project site did not fall under the specified sites of CCFS
項目的地點不屬資助計劃下的指定地點
- ☐ The land status of the project site was unclear
所涉地點土地業權不清晰
- ☐ There was doubt on the feasibility of the project, or the project overlapped with other completed/ongoing CCFS projects
項目可行性成疑，或與其他已或正推行的資助項目重疊
- ☐ No company seal/ signature on original application form
正本沒有公司蓋章/簽署
- ☐ Using outdated application form with essential information missing
使用舊版申請表格而沒有提交必要資料
- ☐ Original copy (hard copy)/ soft copy of the Application Form did not reach the Secretariat before the cut-off time
正本(硬本)/軟複本於截止時間前未能送達秘書處

For rejected application, the applicant may submit the revised application in upcoming rounds of application if meeting the prescribed project types, themes, locations and scopes.

被拒絕的申請如符合往後申請中所訂的項目類別、主題、地點及範圍，申請者可遞交經修改的申請。

GtA S4.5

更多常見問題可參閱 More FAQ at:
<https://cco.gov.hk/en/faq>

Cut-off date of Submission :
13 August 2026 (Thursday) 5pm

申請截止日期:
2026年8月13日(星期四)下午5時正

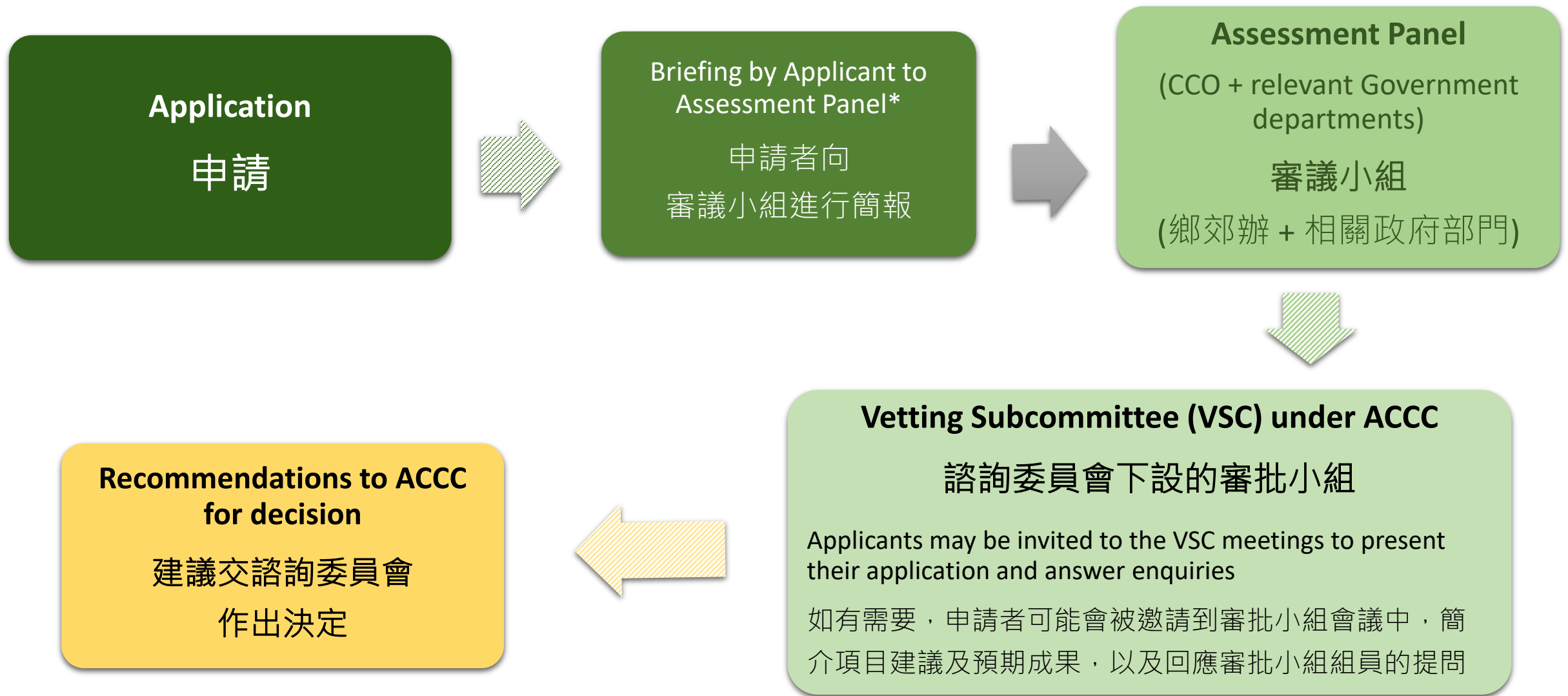
The application and approval processes will normally be completed within six months after the cut-off date of application.

申請及審批程序一般會在截止申請日期後的6個月內完成。

Where the Secretariat requests for **additional information** and no feedback/response from the applicant is received **within 14 calendar days** from the date of such request, the application will be considered as withdrawn and the application will not be further processed.

倘秘書處要求申請者提供**額外資料**，但在提出要求當日起計的**14個曆日內**並無收到申請者的回應/回覆，則有關申請將被視作撤回。

GtA S2.6



*If applicant did not attend the briefing to Assessment Panel and/or present in the VSC meeting, its application may be regard as not ready and may not be processed further

*如申請者不向審議小組安排簡報及/或不出席審批小組會議，申請可被視作不完整而不會再作處理

GtA S4.1

- Application will be assessed according to the vetting criteria for respective project type i) MA application; and ii) BH, CR and RA applications.
- 申請將按所屬項目種類的審批準則評審 i) 管理協議; 及 ii) 文物建築、文化復興/復育及研究活動。

Vetting Criteria for MA Applications

審批管理協議申請的準則



Vetting Criteria for BH, CR and RA Applications

審批文物建築、文化復興/復育及研究活動申請的準則



**Enhance the Nature Conservation
and Ecological Values**

加強有關地點的
自然保育及生態價值

**Reasonable and
Realistic Budget**
合理和實際預算開支

Project Sustainability*

項目可持續性

**Technical and Project
Management Capability**

技術、項目管理上的
能力及往績

**Well-planned and Practicable
Project Programme**

周詳和切實可行的項目推行
時間表

Educational Activities

教育活動

- ✓ To provide a proposal with timeline to set out **the sustainability of the project in future**
提供一份載有時間表的計劃書，說明日後項目將如何持續運作
- ✓ To provide details of the income and sponsorships including source and amount
清楚列明收入和贊助的詳情，包括來源及數額

GtA S4.2

文化復興/
復育
CR

Enhance Public Appreciation and Awareness of Cultural Conservation

提高公眾對目標物質及非物質文化資產保育的認識及意識

Uniqueness or Representative of Cultural Assets to the Local Community

該文化資產對本地社區獨特性或代表性

研究活動
RA

Capability to Harness the Local/ Overseas Experience and Knowledge
利用本地 / 海外的經驗及知識

Propose Novel Solutions
建議新穎的解決方案

Long Term Impacts/ Benefits
社會性的長遠影響/效益

Realistic and Reasonable
Implementation Schedule

實際和合理的推行時間表

Project Management Capability and
Track Record

項目管理上的能力及往績

Reasonable and Realistic Budget
合理和實際預算開支

Educational Activities
教育活動

GtA S4.3

CR/RA - Vetting Criteria

文化復興 / 復育或研究活動 - 審批準則

3

Implementation

推行

Approval Letter for Successful Application

成功申請的批核信

Terms and Conditions
條款及細則

Project organisations are required to observe the terms and conditions during project implementation and using allocated grant.

項目獲批核後，項目機構須承諾進行項目期間遵守協議的條款及細則。

Project organisations shall exercise utmost prudence in **procuring capital items, goods or services** for the project and must adhere to **the procurement procedures** set out in the Approval Letter or latest procedures to be advised by the Secretariat.

項目機構為項目**採購資本物品、物品或服務**時，應盡量小心謹慎，必須依循批准信件所列明的**採購程序**或秘書處所指示的最新程序辦理。

Project organisations are required to submit all data and information generated under the Project for release for public access and use.

項目機構須按照規定提交項目下產生的所有數據和資料，以供發布讓公眾存取和使用。

Project organisation are required to **support and participate in the activities organised by CCO** and/or **organise relevant activities** during the project period upon request.

項目機構須**支持及參與由鄉郊辦主辦的活動**，及 / 或**籌辦相關活動**。

Submissions 提交

Progress Report

- Project Details and Outcome
- Status of Capital Items
進度報告書
 - 項目詳情及成果
 - 資本物品的狀況

Financial Report

財務報告

- Statement of Account
帳目報表
- Annual Audited Accounts
經審計的年度帳目

Exit plan

(submit at least 6 months
before project completion)
退場計劃
(項目完成至少6個月前提
交)

Completion Report & Final Audited Accounts

完成報告及
最終審計帳目

GtA S5.8.11

Event Calendar

- photos and
participant number

活動資料

- 相片及參與人數

Project Specific Data

項目專屬數據

Project Related Story

項目花絮/故事

Photos & Videos

相片及影片

Wrap-up Project Video

總結影片

Publications

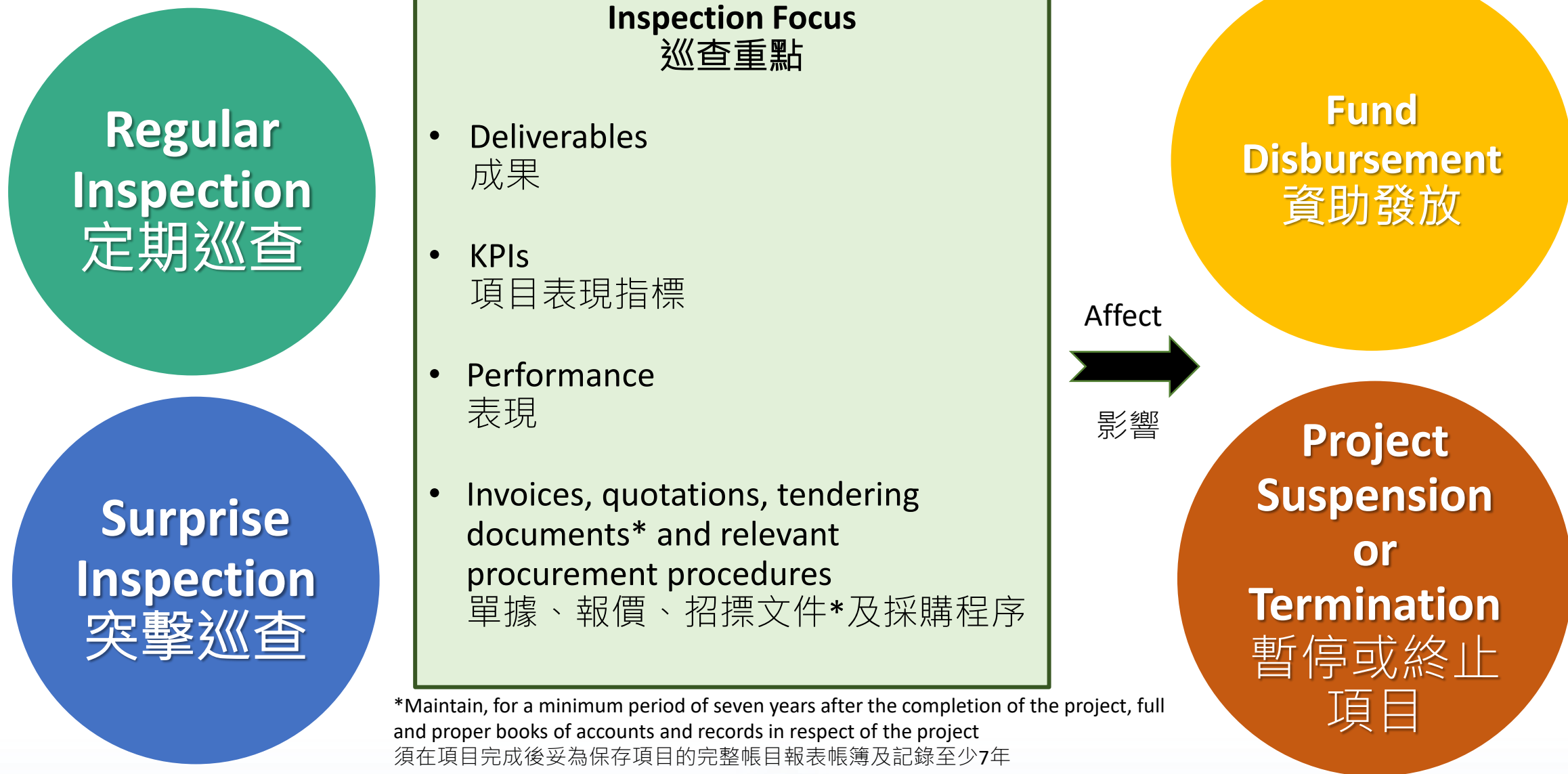
印刷品

Social media post

社交媒體貼文

GtA S5.12

Project Monitoring 項目監察



Disbursement Schedule 發放款項安排

Disbursement 款項發放	Disburse Conditions 發放條件
First Part of Initial Disbursement 首次發放款項的第一部分	One month before commencement date and/or 項目開始前的一個月及/或 Other conditions stipulated in approval letter 其他載於批核書上的條件
Interim and Final Disbursement 中期及最後發放款項	Subject to the progress and the satisfactory performance of the project (e.g. financial position of the project) 須視乎項目的進度及表現是否達滿意程度(例如帳戶財務狀況)

Disbursements are subject to conditions, e.g. statutory requirements, project progress, financial position, expenditure projection etc.
發放款項安排將視乎法定要求的申請進度，項目進度，項目的財務狀況等

CCO may post relevant event dates, photos, data or project stories on social media and CCO website for promoting the projects.

鄉郊辦可能會在社交媒體和鄉郊辦網頁上發布相關活動日期、照片、數據或項目花絮/故事，以推廣項目。

Both the name and logo of CCFS and CCO must be acknowledged in all publicity materials relating to the project.

所有與項目有關的宣傳品上，須印資助計劃及鄉郊辦的名稱及徽號，以鳴謝資助來源。

Hashtags of the CCFS and the CCO should be included in social media posts.

在社交媒體的宣傳信息中加上資助計劃及鄉郊辦的主題標籤(#).

贊助 | #鄉郊保育資助計劃 #鄉郊保育辦公室
#CountrySideConservationOffice #CCO
#CountrySideConservationFundingScheme #CCFS

#沙頭角 #荔枝窩 #鄉郊保育 #文化保育 #生境保育 #物種保育 #自然友善 #香港農業 #本地農業 #NbS
##NatureBasedSolutions #基於自然的解決方案 #濕地保育 #義工服務

Lai Chi Wo Village (荔枝窩村)和56

1則回應 2次分享

讚好

回應

分享





Intellectual Property Rights 知識產權

The applicant shall unconditionally grant of an irrevocable, non-exclusive, royalty-free, worldwide, perpetual and sub-licensable and transferable licence for the benefits of the Government, its authorised users, assigns and successors-in-title to do any of the acts restricted by copyright under Sections 22 to 29 of the Copyright Ordinance (Cap. 528) in respect of the application form and all its accompanying materials to be submitted by the applicant for all purposes contemplated by or incidental to this Guide, the application and approved grant including without limitation the application assessment, monitoring of the progress of the approved project, evaluation, review, audit and record keeping in relation to the funding support.

申請者須無條件向政府、其授權使用者、受讓人及權利繼承人，授予不得撤回、非專用、免繳版權費用、全球性、永久及可再行分授且可轉讓的特許，讓其針對申請者將提交的申請表格和所有一同提交的材料，作出《版權條例》(第 528 章)第 22 至第 29 條訂明受版權限制的作為，用於本指引、有關申請及獲批資助所設想或附帶的所有用途(包括但不限於與撥款資助相關的評審申請、監察獲批項目進展、評估、檢討、審計及備存記錄用途)。

GtA S5.11



National Security 國家安全

Notwithstanding anything to the contrary in the application documents, the Government reserves the right to disqualify an application on the grounds that the Applicant has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

The appearance of publications and publicity materials containing any message (whether explicit and/or implicit) which will/may possibly constitute or cause the occurrence of any offences endangering national security or otherwise may be contrary to the interest of national security shall strictly be prohibited.

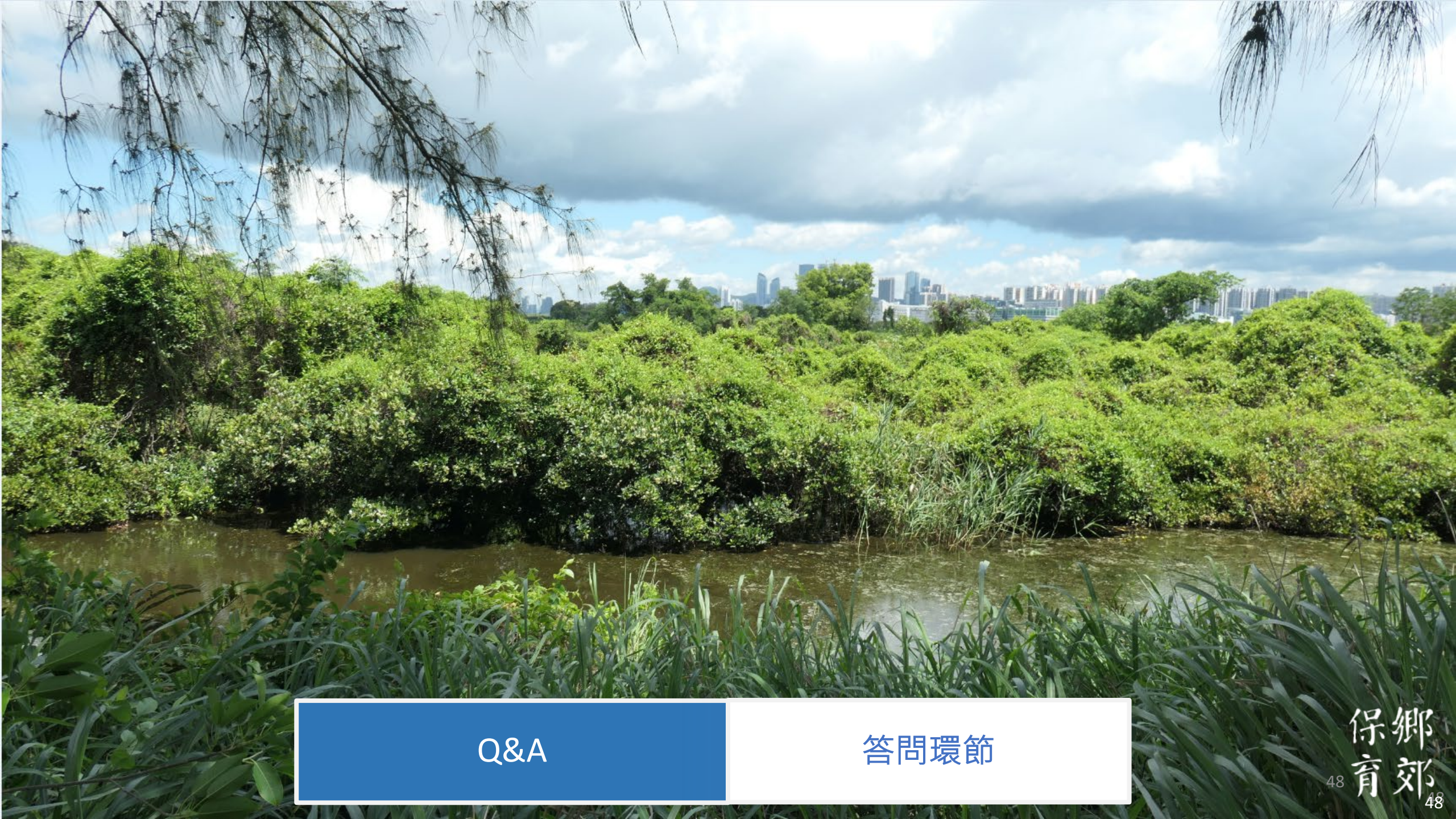
The Secretariat may immediately terminate funding granted to a project upon the occurrence of any of the following events: (a) The project organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security; (b) The continued engagement of the project organisation/contractor or the continued performance of the project is contrary to the interest of national security; or (c) The Government reasonably believes that any of the events mentioned above is about to occur.

即使申請文件中有任何相反規定，政府保留權利，可以申請者曾經從事、正在從事或有理由相信申請者曾經從事或正在從事相當可能導致或構成危害國家安全罪行的行為或活動為由，取消其申請資格，又或為維護國家安全，或為保障香港公眾利益、公共道德、公共秩序或公共安全，而有必要剔除有關申請。

刊物及宣傳品的外觀嚴禁包含(不論明示及 / 或暗喻)一些將會 / 可能構成或導致發生危害國家安全罪行或不利國家安全的訊息。

若出現下列任何一種情況，秘書處可立即終止對項目的資助：(a) 項目機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；(b) 繼續委聘有關項目機構 / 承辦商或繼續推行項目將不利於國家安全；或 (c) 政府合理地相信上述任何一種情況將會發生。

GtA S4.1.4 5.12.8 5.16.2



Q&A

答問環節

Secretariat of the Countryside Conservation Funding Scheme

鄉郊保育資助計劃秘書處

Cut-off date of Submission :
13 August 2026 (Thursday) 5pm

申請截止日期:
2026年8月13日(星期四)下午5時正

- Address: 22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong
地址: 香港鰂魚涌海灣街1號華懋交易廣場22樓
 - Telephone no. 電話: 3151 7137
 - E-mail 電郵地址: ccfs@eeb.gov.hk
 - Webpage 網頁: <https://cco.gov.hk/en>