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

3 December 2025
2025年12月3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

- 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

- 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 works 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

Purpose of CCFS　　　　　　　　　　資助計劃的目的

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 theme 由申請機構 (本地非牟利機構)按所訂的主題擬議
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

Types of CCFS Projects 　　　　　資助計劃的項目種類

- 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

拉姆薩爾濕地以外的后海灣濕地
Deep Bay Wetland outside Ramsar Site
墾原及河上鄉 Long Valley and Ho Sheung Heung

鹿頸沼澤
Luk Keng Marsh

Wu Kau Tang
烏蛟騰

Ramsar Site
拉姆薩爾濕地

沙羅洞
Sha Lo Tung
Fung Yuen
鳳園

深涌
Sham Chung
Yung Shue O
榕樹澳

Cheung Sheung
嶂上

Mui Tsz Lam and Mau Ping
梅子林及茅坪

Tai Ho
大蠔

*Lantau excluded 不包括大嶼山

● Priority sites
須優先加強
保育地點

Country Parks
郊野公園

◯ Country Park
Enclaves
郊野公園
「不包括的土地」

MA project is not covered in this round of application

本輪申請不包括
管理協議項目

- 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**

BH project is not covered in this round of application
本輪申請不包括文物建築項目

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

CR project is covered in this round of application

本輪申請包括文化復興／復育項目

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

RA project is covered in this round of application
本輪申請包括研究活動項目

The eligible sites for CR and RA projects include countryside (excluding Lantau), which can be referred to in the "List of Villages" for details

文化復興/復育及研究活動的合資格地點包括除大嶼山以外的鄉郊，詳情可參閱「鄉村名單」

No.	Name of Remote Villages	District
D1	Sha Po	
D2	Tai Yuen	
D3	Ko Long	
D4	Wang Long	
D5	Tai Wan San Tsuen	
D6	Tai Wan Kau Tsuen	
D7	Lo Tik Wan	Islands excluding Lantau
D8	Tai Peng	
D9	Lo So Shing	
D10	Yung Shue Ha	
D11	Tung O	
D12	Luk Chau	
D13	Po Toi	
D14	Lai Chi Wo	
D15	Kap Tong	
D16	Mui Tsz Lam	
D17	Sam A	
D18	Kuk Po	
D19	Fung Hang	
D20	Yung Shue Au	North
D21	Kau Tam Tso	
D22	So Lo Pun	
D23	Ap Chau	
D24	Kat O (Kat O is partly within Country Park)	
D25	Ngau Shi Wu	
D26	Tsat Muk Kiu	
D27	Wong Mo Ying	
D28	She Tau	
D29	Tam Wat	
D30	Tit Kim Hang	Sai Kung
D31	Shek Hang	
D32	Ping Tun	
D33	Wong Yi (Nai) Chau	

No.	Name of Remote Villages	District
D34	Pak Tam Chung (Sheung Yiu)	
D35	Tai Long	
D36	Uk Cheung	
D37	Ma Nam Wat	
D38	Pak A	
D39	Tung A	Sai Kung
D40	Pak Lap	
D41	Yim Tin Tsai	
D42	Sai Wan	
D43	Tai No	
D44	Tai No Sheung Yeung	
D45	Wong Keng Tsai	
D46	Long Ke	
D47	Tai She Wan	
D48	Shap Yi Wat	
D49	Mau Tat	
D50	Kong Pui Tsuen	
D51	Kwun Yam Shan	
D52	Mau Tso Ngam	
D53	Lo Shu Tin	
D54	Mui Tsz Lam (Sha Tin)	
D55	Ma On Shan Tsuen	
D56	Mau Ping	Sha Tin
D57	Wong Chuk Shan	
D58	Shek Lung Tsai	
D59	Ngong Ping	
D60	Fu Yung Pit	
D61	Nim Au	
D62	Cheung Lek Mei	
D63	Wo Sheung Tun	
D64	Ho Lek Pui	
D65	Ngau Wu Tok	
D66	Au Pui Wan	
D67	Shek Lau Tung	
D68	Sha Lo Tung Cheung Uk	
D69	Sha Lo Tung Lei Uk	
D70	Siu Om Shan	
D71	Yin Ngam	Tai Po
D72	Ping Chau Chau Mei	
D73	Ping Chau Chau Tau	
D74	Ping Chau Sha Tau	
D75	Ping Chau Tai Tong	

No.	Name of Remote Villages	District
D76	Sham Chung	
D77	Pak Sha O	
D78	To Kwa Peng	
D79	Chek Keng	
D80	Cheung Sheung	
D81	Tan Ka Wan	
D82	Kau Lau Wan	Tai Po
D83	Lai Chi Chong	
D84	Nam Shan Tung	
D85	Ping Shan Chai	
D86	Tung Sam Kei	
D87	Ping Chau Nai Tau	
D88	Tap Mun	
D89	Tsing Fai Tong	
D90	Sheung Fa Shan	Tsuen Wan
D91	Sheung Tong	
D92	Ha Tong Lek	

GtA Appendix 1b

CR & RA - Eligible Sites   文化復興/復育及研究活動 - 合資格地點

- Initiated by CCO in collaboration with relevant government bureaux/departments to identify sites and conduct conservation work proactively.
由鄉郊辦聯同相關政府決策局／部門提交，主動物色合適地點進行保育工作。

- Run by NPOs, selection of which follows the established procurement and tendering procedures of the Government.
由本地非牟利機構執行，而遴選工作按照政府既定的採購及招標程序進行。

- The 1st PC project was commenced in 2024 to conserve the habitats of Sha Lo Tung (SLT), included habitats management, removal of invasive alien species, habitat mapping and ecological monitoring, and public education

首個積極保育項目於2024年開展，為保育沙羅洞生境進行生境管理、清除入侵物種、生境及物種監察、和公眾推廣的工作

Tendering details for new round of PC Project at SLT will be announced under the AFCD website
新一輪的沙羅洞積極保育項目招標詳情將於漁護署網頁公布

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 revitalization 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

Funding Limit and Duration　　　　資助上限及項目年期　　15

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 管理協議項目	15	1 MA 1個管理協議項目
Non-MA project 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 Theme and Project Types for This Round of Application
本輪申請的主題及項目類別

1. **Promotion of Eco-tourism in Yan Chau Tong Area**
   在印洲塘一帶推展生態旅遊

   - CR Projects 文化復興/復育項目

2. **Conservation in Sha Lo Tung**
   保育沙羅洞

   - RA Projects 研究活動項目

Applications outside the prescribed theme / project types / locations and incomplete applications will not be assessed
不完整或不符合列明主題/項目類別/地點的申請，概不受理。

1. Promote Countryside Revitalisation through New In-depth Cultural and Eco-tour Activities in the Yan Chau Tong Area
透過在印洲塘一帶推展嶄新深度文化生態遊活動以促進鄉郊復育

Remote villages in the Yan Chau Tong area (e.g. Kuk Po, Lai Chi Wo and Kat O)
(1) identify and showcase the unique cultural assets and green tourism attractions in the remote countryside of the Yan Chau Tong area;
(2) integrate and connect countryside elements into new cultural and eco-tourism resources; and
(3) promote village revitalisation through organising immersive cultural and eco-tour activities and holding signature events

印洲塘一帶的偏遠鄉村，例如谷埔、荔枝窩及吉澳
(1) 物色及展現印洲塘一帶偏遠鄉郊獨特的文化資產和綠色旅遊景點；
(2) 融合及串連鄉郊元素，發展成嶄新的文化及生態旅遊資源；及
(3) 舉辦沉浸式的文化鄉郊生態旅遊及亮點活動來促進鄉郊復育

Under this theme, a maximum of 2 applications with the best assessment performance will be selected for approval with granting of fund
就此主題下的申請，最多只有2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

2. Conservation in Sha Lo Tung
保育沙羅洞

*3 intertwined hydrological projects requires close cooperation in execution

*三項目互相關聯且在執行上需要緊密合作

a) Hydrological Monitoring Network in Sha Lo Tung
沙羅洞水文監測網絡

b) Hydromorphological Mapping
沙羅洞水文地貌測繪

Data and Information

c) Hydrological Model for Sha Lo Tung
沙羅洞水文模型

d) Sha Lo Tung Baseline Contextual Study
沙羅洞基線脈絡研究

The project organisations shall report the project progress to the Expert Group on Conservation for Sha Lo Tung (Expert Group) regularly and on an ad-hoc basis, and take into account their advice on the project implementation.
項目機構須以定期及專責形式向沙羅洞保育專家小組 (專家小組)報告項目進度，並充分考慮專家小組對項目執行所提出的建議。

New Round of Application   新一輪申請

2a) Hydrological Monitoring Network in Sha Lo Tung
沙羅洞水文監測網絡

- To establish a smart hydrological monitoring network at appropriate locations to continuously collect data to support habitat management, biodiversity conservation and water resource management in SLT
  在沙羅洞合適地點建立一個智慧水文監測網絡，持續地收集數據以支持沙羅洞的生境管理、生物多樣性保育及水資源管理

- Shall also investigate the soil properties of the natural and artificial marsh areas and key habitats of SLT, including the permeability, occurrence of hydric soil and hardpan, etc., and evaluate their water retention capability
  須勘測沙羅洞天然和人工沼澤以及主要生境的土壤性質，包括透水性、水成土及硬土層存在狀況等，並評估其持水能力

All installations shall avoid causing adverse environmental impact in SLT. The project organisation shall consult the Government, the Expert Group and other project organisations in SLT in selection of monitoring locations
所有裝置均須避免對沙羅洞的環境造成不良影響。項目機構在選擇監測地點時，須諮詢政府、專家小組及沙羅洞其他項目機構的意見

New Round of Application

新一輪申請
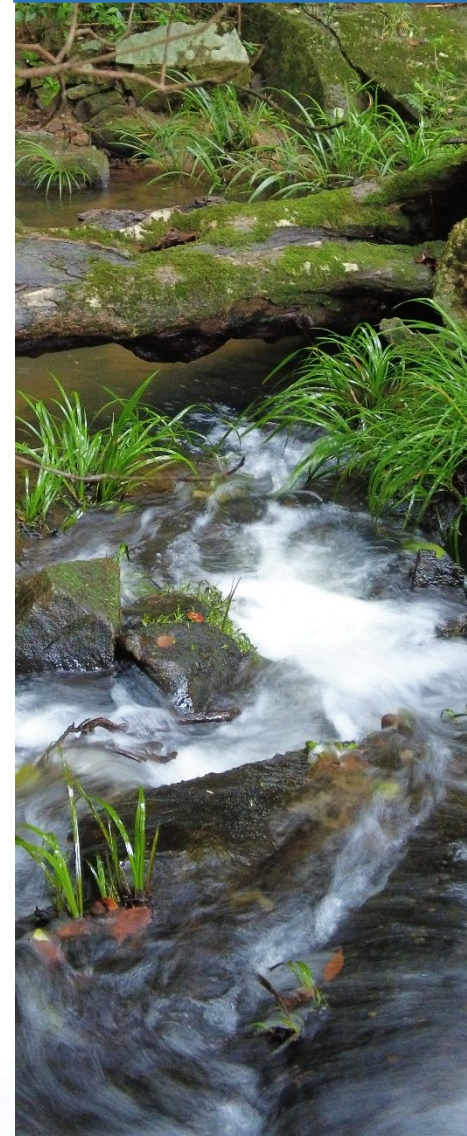
2a) Hydrological Monitoring Network in Sha Lo Tung
沙羅洞水文監測網絡

Shall include, but not limited to:

1) Automated multi-parameter meteorological station(s) with sensors to collect the information of rainfall, temperature, relative humidity, atmospheric pressure, wind speed and direction, solar radiation, and evaporation;

2) Streamflow monitoring stations, including at the tributaries and confluence of the Ecologically Important Stream system in SLT, to monitor streamflow conditions, including stream water level and flow velocity, and other hydraulic parameters at different depths;

3) Groundwater monitoring, particularly in the natural and artificial marsh areas of SLT, with automatic water table recording devices and automatic digital tensiometers; and

4) A data storage and management platform with user interface for data visualisation

須包括但不限於：

1) 設有感應器的自動多參數氣象站，用於收集降雨量、溫度、相對濕度、氣壓、風速和風向、太陽輻射及蒸發量等數據；

2) 河溪流量監測站，包括在沙羅洞具重要生態價值河溪系統的支流和匯合處設置，用於監測包括水位及流速等的溪流狀況，以及不同水深的其他水力參數；

3) 以全自動水位記錄裝置和全自動數字表面張力儀進行地下水監測，特別是在沙羅洞的天然和人工沼澤地區；及

4) 一個帶有使用者介面的數據儲存和管理平台，將數據可視化

New Round of Application

新一輪申請

2b) Hydromorphological Mapping
沙羅洞水文地貌測繪

- To survey and map the morphological and hydrological baseline conditions of SLT's water resources to facilitate formulation of water management strategy
測量並繪製沙羅洞的水資源形態及水文基線狀況，以協助製定水資源管理策略

- Make use of advance technologies (e.g. remote sensing with hyperspectral sensors and LiDAR), coupled with ground truthing and field surveys
須利用先進技術（例如高光譜遙感技術及光學雷達），結合在地調查和實地勘察

> The survey work shall avoid causing adverse environmental impact in SLT. The project organisation shall consult the Government, the Expert Group and other project organisations in Sha Lo Tung on the proposed surveying work
> 測量工作均須避免對沙羅洞的環境造成不良影響。項目機構須就擬議勘測工作諮詢政府、專家小組及沙羅洞其他項目機構的意見

2b) Hydromorphological Mapping
沙羅洞水文地貌測繪

Survey, map, and characterise the water resources of SLT, including but not limited to:

1) Streams:
   Longitudinal and cross-sectional conditions of the streams in Sha Lo Tung, noting their: (a) width; (b) depth; (c) bottom sediments and presence of siltation; (d) nearby embankment, if any; (e) vegetation in the channel and stream banks; (f) blockage, if any; and (g) conditions after extreme weather (e.g. storms)

2) Marshes:
   Spatial extent and hydrological conditions (seasonal, perennial) of the marshes, noting their: (a) varying water depths; (b) vegetation; and (c) varying extent throughout the seasons

3) Pre-existing irrigation channels and runnels:
   The conditions of pre-existing irrigation channels/runnels and structures

繪製、勘測並描述沙羅洞各種水資源的狀況，包括但不限於：

1) 溪流：
   沙羅洞溪流的縱切面和橫向切面狀況，專注於： (a) 寬度； (b)深度； (c) 底部沉積物和淤積情況； (d) 附近的堤岸（如有）； (e) 溪流和堤岸的植被； (f) 堵塞（如有）；以及 (g) 極端天氣（例如暴風雨）後的狀況

2) 沼澤：
   沼澤的覆蓋範圍和水文條件（季節性、常年性），專注於： (a) 水深變化； (b) 植被；以及 (c) 不同季節的覆蓋範圍變化

3) 原有的灌溉渠道和水溝：
   原有的灌溉渠道/水溝和建築物的狀況

2c) Hydrological Model for Sha Lo Tung
沙羅洞水文模型

- Build an integrated "rainfall-groundwater-runoff" hydrological model dedicated for SLT to identify potential water resource management measures and strategies, and facilitate understanding of the relationship between hydrology and ecology
建構一個專屬沙羅洞的綜合「降雨-地下水-徑流」水文模型，以識別具潛力的水資源管理措施和策略，並促進對水文與生態關係的理解

- Shall collaborate and take a proactive role in setting out the required model parameters, consolidating information and data from the Government and other project organisations in SLT for developing the hydrological model
項目機構在釐定模型所需參數上須擔任一個主動和協調的角色，並整合政府及與其他沙羅洞項目機構所提供的資料和數據，用於建構水文模型
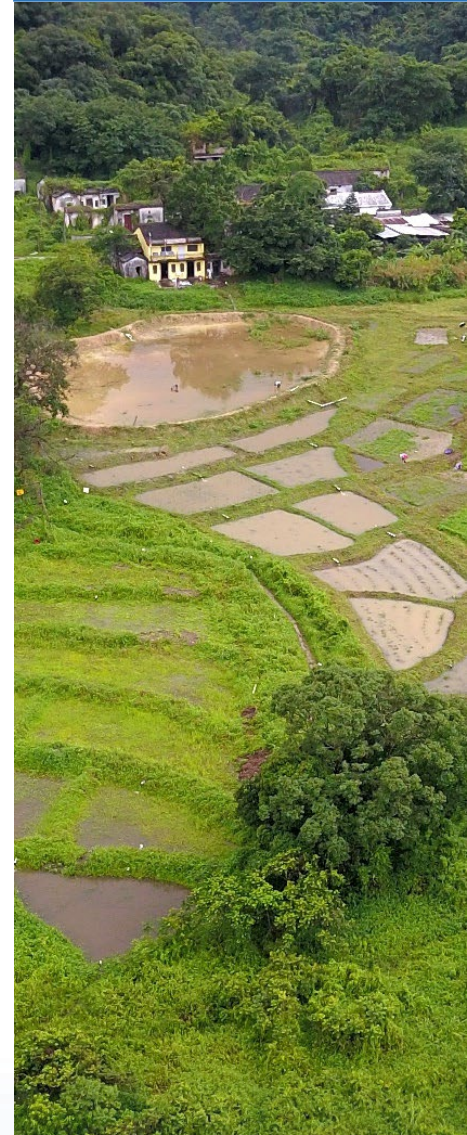
2c) Hydrological Model for Sha Lo Tung
沙羅洞水文模型

The hydrological model shall be able to:
1) identify perennial and ephemeral wetlands;

2) derive hydrological and hydraulic conditions of streams and marshes during stormflow, wet and dry seasons, with particular focus on low flow conditions;

3) identify potential water resource management measures and strategies to maintain ecosystem health of SLT; and

4) evaluate the effects of potential water abstraction on stream flow and stream hydraulic conditions

水文模型須能夠：
1) 識別永久性和季節性濕地；

2) 推導在暴雨期、濕季和旱季時溪流和沼澤的水文和水力參數，特別在低流量狀況；

3) 識別潛在的水資源管理措施和策略，以維護沙羅洞的生態系統健康；以及

4) 評估潛在取水對溪流水文及水力參數的影響
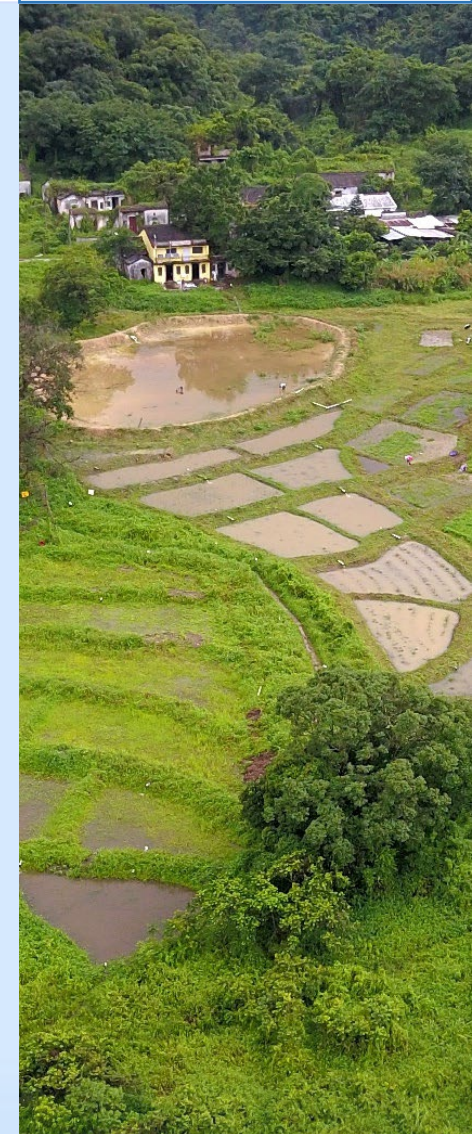
2c) Hydrological Model for Sha Lo Tung
沙羅洞水文模型

Shall include, but not limited to:

1) determination of a suitable hydrological modelling methodology with small-sized grid specific for SLT and covering its sub-catchments;

2) consolidation of all necessary data, including but not limited to available data of SLT from previous/on-going studies and the RA projects under Themes 2a and 2b above, for incorporation into the model, including meteorological and hydrological data, and conditions of historic irrigation structures;

3) identification, measurement and collection of any missing data necessary for development of the model; and

4) development, testing and validation of the model

須包括但不限於：
1) 確立適用的水文模型方法，建構涵蓋沙羅洞集水區的小型網格水文模型；

2) 整合所有所須數據並納入水文模型中，包括但不限於從沙羅洞過往／進行中項目，以及上述主題2a和2b下項目中所得的可用數據。可用數據包括氣象和水文數據，以及歷史灌溉設施的狀況；

3) 識別、量度和收集任何建構水文模型所須但欠缺的數據；以及

4) 開發、測試和驗證水文模型

2. Conservation in Sha Lo Tung
保育沙羅洞

to Hok Tau Reservoir
往鶴藪水塘

N
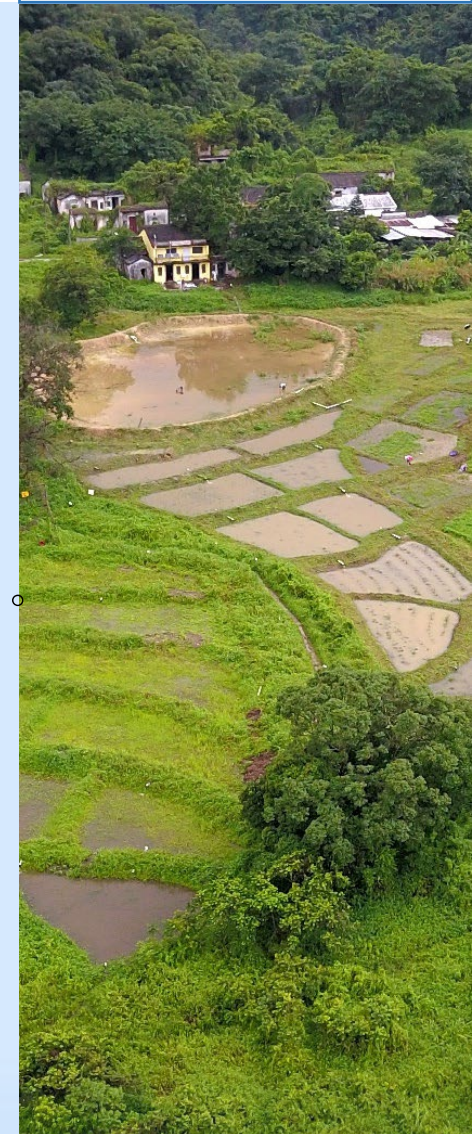
★ Pre-existing irrigation structure
原有的灌溉建築物

⬭ Focused marsh areas
重點沼澤位置

Road to Tai Po Town Centre
往大埔市中心的路

——	Stream
——	Irrigation ditch
🟦	Water bodies
🟩	Conservation Area
🟨	Green Belt
🟩	Site of Special Scientific Interest
🟫	Village Type Development

分區計劃大綱圖
自然保育區
綠化地帶
具特殊科學價值地點
鄉村式發展
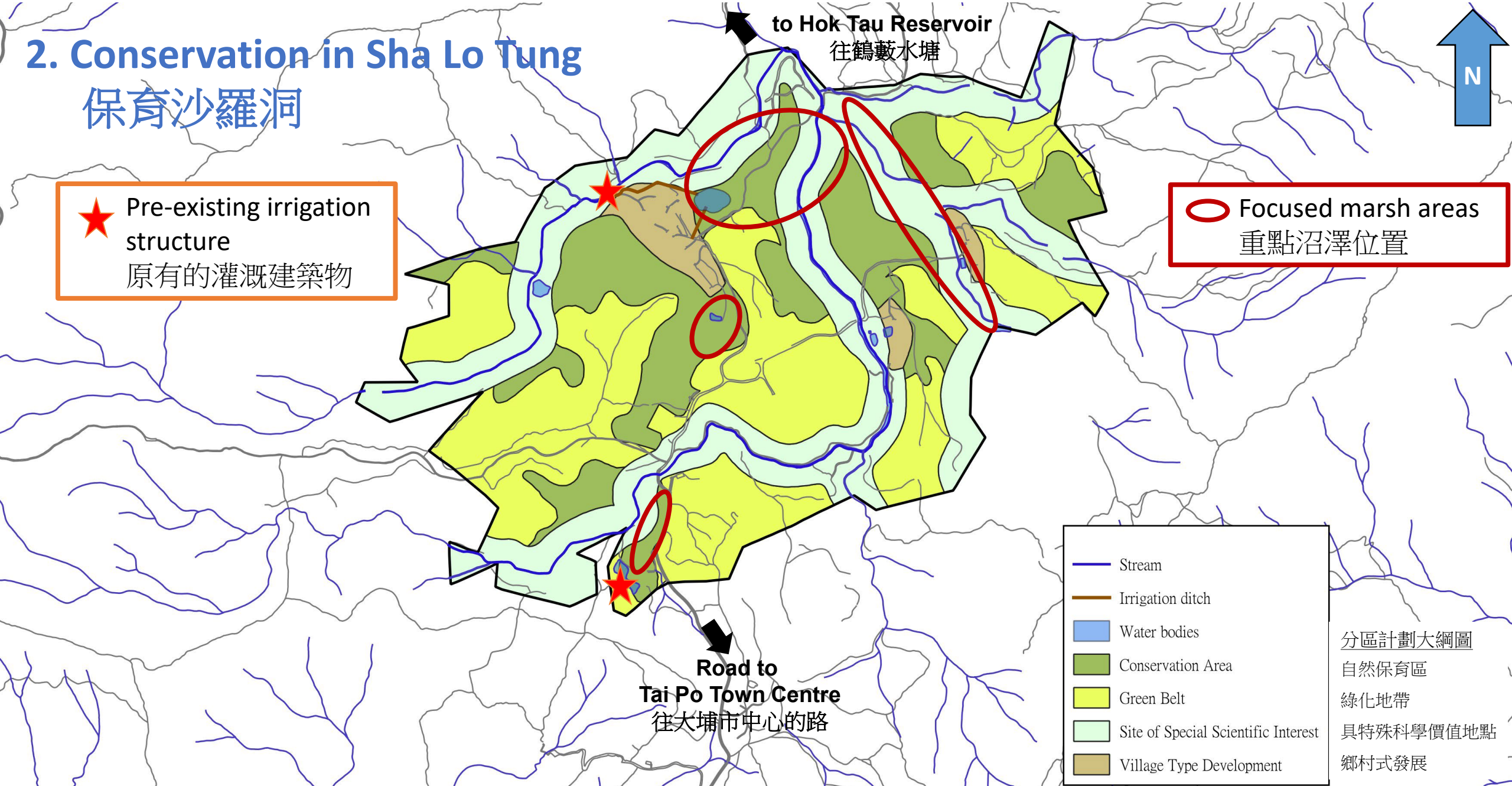
New Round of Application

新一輪申請

2d) Sha Lo Tung Baseline Contextual Study
沙羅洞基線脈絡研究

- Shall consolidate baseline knowledge, as well as the outcomes arising from the relevant completed and ongoing researches, on SLT's eco-tourism, cultural and natural heritage, indigenous knowledge and village socio-political structure
須整合有關沙羅洞在生態旅遊、文化、自然遺產、原住民知識，以及地區社會政治結構的基礎知識，和相關已完成及正在進行中研究的結果

- Shall develop constructive outcomes that serve as key reference for formulating SLT Master Layout Plan of eco-tourism initiatives and developing the separate design briefs for the associated visitor facilities (e.g. the proposed Visitor Facilities-cum-Management Office) in the future
須為將來制定沙羅洞生態旅遊綱領的總體規劃及編寫當中個別訪客設施(例如：擬建的訪客設施暨管理辦公室)的設計摘要時，帶來具建設性及有重要參考價值

2d) Sha Lo Tung Baseline Contextual Study
沙羅洞基線脈絡研究

Shall include, but not limited to:

1) assessment of SLT's current and projected visitor demographics, behavioural patterns, and activity engagement, alongside a strategic evaluation of opportunities to diversify and enhance eco-tourism offerings to support sustainable growth and enrich visitor experiences;

2) baseline survey(s), oral history collection and documentation of SLT's tangible and intangible heritage, including landscapes, architectural assets, archaeological sites, agricultural practices, cultural beliefs, etc. and assess how these parameters shaped the local ecology and biodiversity of SLT, and their linkages to prevailing principles of sustainable development; and

須包括但不限於：

1) 評估現時及預期將來到訪沙羅洞訪客的人口結構特徵、行為模式及所進行的活動項目，並就如何多元提升當地的生態旅遊資源、從而支持沙羅洞的可持續發展及豐富旅客體驗，提出策略性評估

2) 以基線調查、口述歷史和文獻記錄方式整理沙羅洞的物質與非物質遺產，包括景觀、建築、考古遺址、農業實踐、文化信仰等，及評估這些參數如何造就當地的生態和生物多樣性，及與現行普遍可持續發展原則的聯繫；及

2d) Sha Lo Tung Baseline Contextual Study
沙羅洞基線脈絡研究

Shall include, but not limited to:
3) in-depth analysis of SLT's socio-political structure, including lineages of different clans and key stakeholders, demographic mapping, land matters and community aspirations on SLT future development of eco-tourism and conservation-related initiatives, and develop a structured engagement approach for inclusive and sustained local participation

須包括但不限於：
3) 深入分析沙羅洞的社會政治結構，包括各氏族和主要持份者的宗族脈絡、人口結構分布、土地事宜以及當地社區對沙羅洞生態旅遊的未來發展及保育相關措施的願景，並制定系統化的策略，能具包容性、可持續的讓居民參與其中

New Round of Application   新一輪申請

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 1.8, Sep 2024) for the eligible sites for implementation of projects under the CCFS.

Cultural Rehabilitation / Revitalisation (CR) projects aim at enhancing public appreciation and awareness in cultural conservation of the target cultural assets, which should be unique or representative to the local community of the site under application.

Application Form for CR Projects (Version 1.7, Sep 2023)

Research Activities (RA) projects on Countryside Conservation and Revitalisation should aim at harnessing the local and/or overseas experience and knowledge and injecting novel solutions and elements to tackle local challenges on remote countryside conservation and revitalisation.

Application Form for RA Projects (Version 1.7, Sep 2023)

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*
(Please provide both English and Chinese names 請提供中英文名稱)

(English 英文)

(Chinese 中文)

Organisation as the applicant and background

機構作為申請者及背景

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)

GtA S2.3

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- ✓ 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

- ✓ **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

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*

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 S2.6.3, 5.8.8, 5.16.6

Application Form – Key Persons　　申請表格 - 關鍵人員　　34

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

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　　**GtA S2.7.9**

- 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 S2.3.2**

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. <u>Owners/Tenants of the Land or Building Involved for Conducting the Project and Associated Activities (if any)[13^]</u> 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, 2.7.8

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						

Engagement of Stakeholders 持份者參與

Effectiveness of Proposed Conservation and Revitalisation Initiatives 擬議的保育及活化措施的成效

Effectiveness to Increase Public Awareness 提高公眾意識的成效

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。

- 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

Application Form – Budget Plan 申請表格 -預算開支

Examples only

- 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

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

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		
2nd Disbursement 第二次發放款項 3rd 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	

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

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

- The original hard copy of the application form must be **signed** by a person-in-charge of the applicant and **stamped** with an official organisation/company chop
  申請表格正本必須由申請者的負責人（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

App. Form Important Notes

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

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

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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

Application

申請

Briefing by Applicant to Assessment Panel*

申請者向

審議小組進行簡報

Assessment Panel

(CCO + relevant Government departments)

審議小組

(鄉郊辦 + 相關政府部門)

Vetting Subcommittee (VSC) under ACCC

諮詢委員會下設的審批小組

Applicants may be invited to the VSC meetings to present their application and answer enquiries

如有需要，申請者可能會被邀請到審批小組會議中，簡介項目建議及預期成果，以及回應審批小組組員的提問

Recommendations to ACCC for decision

建議交諮詢委員會

作出決定

*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

文物建築
BH

The Need and the Capability to Formulate Restoration / Revitalization
進行復修或復育目標文物建築的必要性

Degree of Public Access and Mode of Operation after Restoration / Revitalization
開放讓公眾參觀的程度及復修或復育後的運作模式

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

GtA S4.3

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

BH/CR/RA - Vetting Criteria　文物建築、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

Disbursement Schedule*

發放款項安排*

1st part of 1st disbursement will be arranged to project organisation upfront as project setup cost
首次發放款項的第一部分將發放予項目機構作前期工作

*   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

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
Terms and Conditions 條款及細則	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

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 propose and submit an **exit plan** for the Project **at least six months** before the project completion date for approval by the Secretariat.

項目機構須在項目完成日前至少六個月提交項目退場計劃，以供秘書處批准。

Terms and Conditions
條款及細則

Project organisation are required to support and participate in the activities organised by CCO

項目機構須支持及參與由鄉郊辦主辦的活動

ACCC
諮詢委員會

CCO + relevant Government Department
鄉郊辦 +
相關政府部門

Expert Group
(Sha Lo Tung RA projects)
專家小組 (沙羅洞研究項目)

Vetting 審視

Inspection 巡查

Project Reports
項目報告

Project Organisation
項目機構

Project Activities
計劃活動
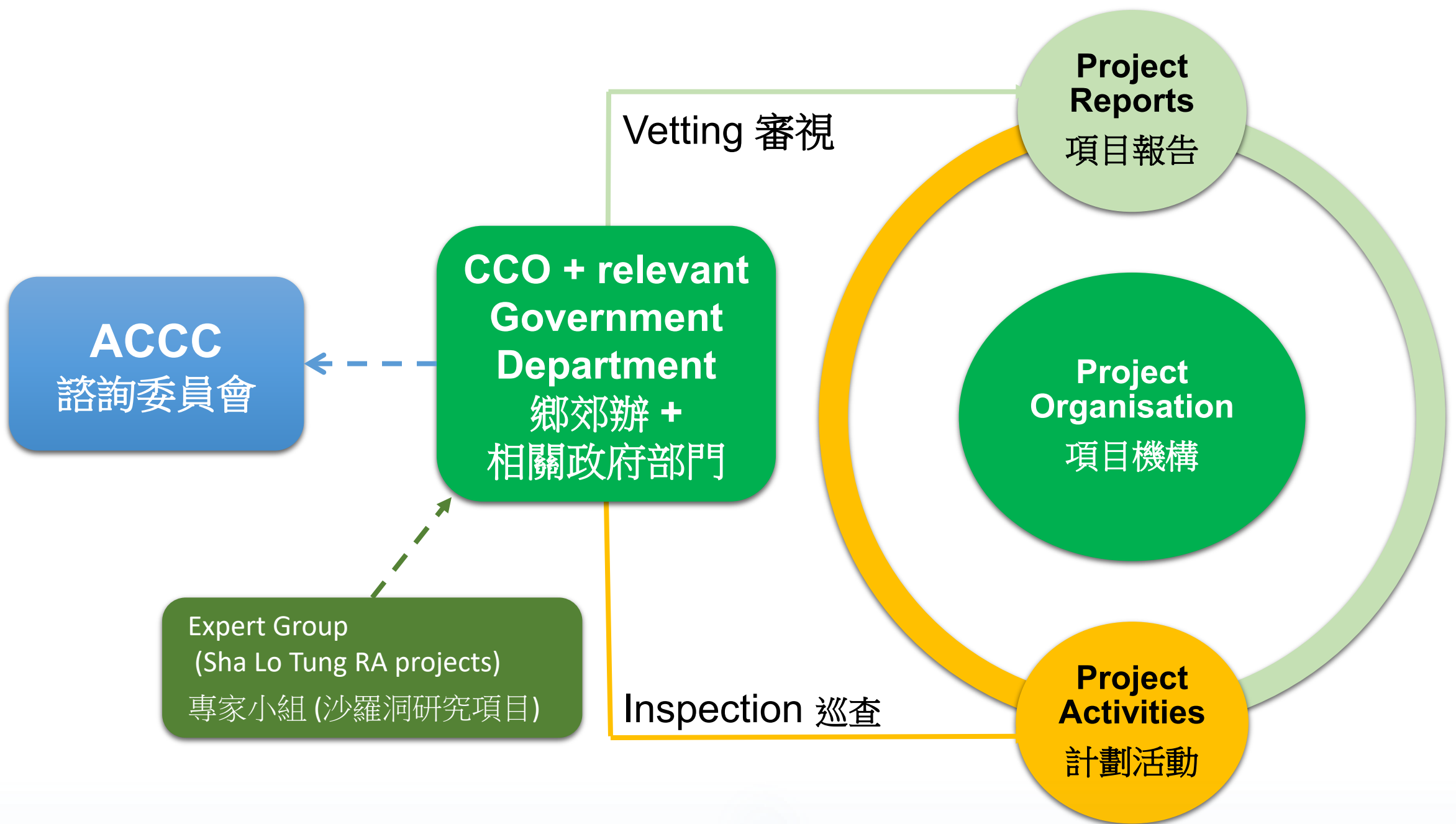
Subject Officer will arrange kick-off meeting for project organisation to present the following parts:
個案經理會安排項目啟動會議讓項目機構作簡報:

Introduction 簡介	Project Objectives 項目目標	Statutory Requirements and Timetable 法定要求及時間表	Project Plan 項目計劃
Data Submission 數據呈交	KPIs 項目表現指標	Deliverables 成果	Project Budget 項目預算

Project organisation, CCO and relevant department(s) to agree on key issues and targets of the project
項目機構、鄉郊辦與相關部門就項目的主要事項及目標作出協議

Report Submission 遞交報告書

Inception Report 初始報告書

Progress Report 進度報告書*

Completion Report 完成報告書*

* To submit together with financial report /
  annual audited account
  與財務報告書及年度帳目一同遞交

Report Form
- Progress Report Form
- Completion Report Form

Statement of Account
- Sample Statement of Account
- Template Statement of Account

Auditor's Report
- Notes for Auditors and Sample Auditor's Report
- Template Auditor's Report

For late submissions, escalation actions will be taken based on the situation: including issuing reminders, holding working meeting with PIC, issuing warning letter to the organisation, reporting to the ACCC, consider suspending or terminating funding for the project concerned etc.

如機構未有按時提交報告書，將會按不同程度的逾期個案採取適當的跟進行動，包括向項目機構發出提醒、約見項目機構的負責人、向項目機構發出警告信、向諮詢委員會呈報、考慮暫停或終止有關項目的資助，以及在相關機構未來再次提出資助申請時考慮其過往逾期提交文件的記錄等。

GtA S5.8.11

Submission of Progress Report Every 6 Months
每6個月提交一次進度報告書

Requirement 要求	Project Details and Outcome 項目詳情及成果	Status of Capital Items 資本物品的狀況	Financial Report 財務報告
Submit within two months after the end of reporting period/project completion 報告期／項目完成後2個月內提交 Draft report should be endorsed by the Project Leader 提交報告書擬稿前須取得項目負責人簽註 ⭐ Signed by the Person-in-charge 由負責人簽署 ⭐	Project schedule 項目時間表 Implementation Progress (e.g. events and surveys conducted) 推行進展 (如已完成的活動及調查) Deliverables and KPIs 成果及項目表現指標	Item No. 物品編號 Photo 圖片	

⭐ **Exit plan for the Project at least 6 months before the project completion date**
在項目完成日前至少6個月前提交項目退場計劃

Statement of Account
帳目報表

Annual Audited Accounts
經審計的年度帳目

- ☐ To be submitted every 6 months, with Progress/Completion Report
  每6個月提交一次，連同進度/完成報告書

- ☐ Make use of the template on CCFS webpage
  利用資助計劃網頁上的範本格式提交

- ☐ Detailed breakdown of incomes and expenditures
  收入及支出分項詳情

- ☐ Financial Projection
  財務推算

- ☐ Procurement awarded
  採購

- ☐ To be submitted every 12 months, with Progress/Completion Report
  每12個月提交一次，連同進度/完成報告書

- ☐ Prepared by Certified Public Accountant (Practising) (CPA(Practising))
  由《專業會計師條例》(第50章)第2條界定的執業會計師審計

- ☐ Make use of the template and Notes to Auditor on CCFS webpage
  利用資助計劃網頁上的範本格式提交

- ☐ Express an audit opinion on whether the project has complied with all the requirements of CCFS and make full disclosure of noncompliance
  執業會計師須表達審計意見，闡明申請機構有否在各要項上遵守資助計劃的所有規定，並須全面披露任何重大違反規定的地方。

- ☐ Detailed breakdown of incomes and expenditure
  收入及支出分項詳情

★ Numbers reported on Statement of Account and Annual Audited Accounts must be **identical**
帳目報表及經審計的年度帳目所報告的數目**必須相同**

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		
2nd Disbursement 第二次發放款項 3rd 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) 根據批核對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	

Project Monitoring項目監察

Regular Inspection 定期巡查

Surprise Inspection 突擊巡查

**Inspection Focus
巡查重點**

- Deliverables
  成果

- KPIs
  項目表現指標

- Performance
  表現

- Invoices, quotations, tendering documents* and relevant procurement procedures
  單據、報價、招標文件*及採購程序
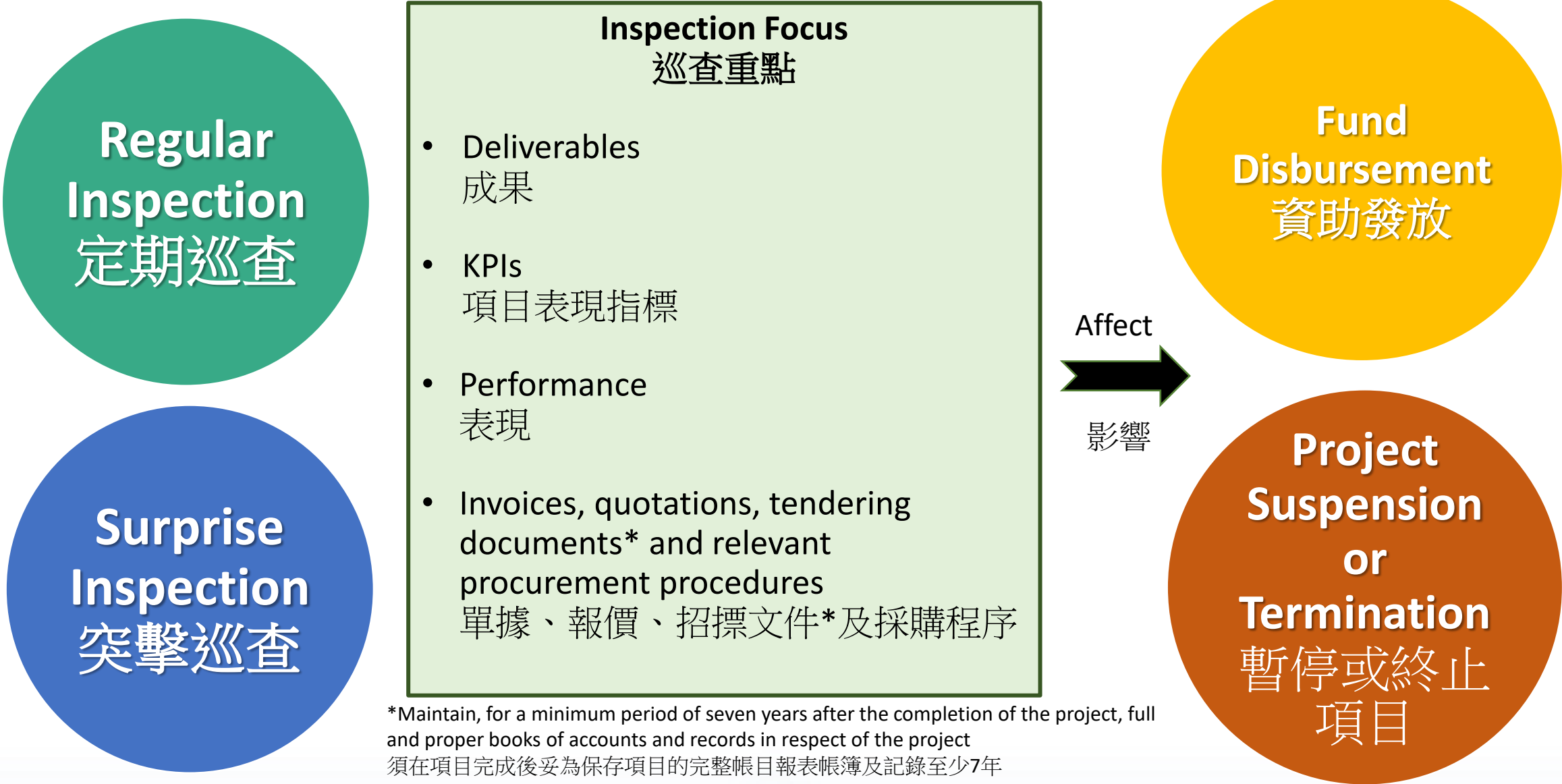
*Maintain, for a minimum period of seven years after the completion of the project, full and proper books of accounts and records in respect of the project
須在項目完成後妥為保存項目的完整帳目報表帳簿及記錄至少7年

Affect
影響

Fund Disbursement 資助發放

Project Suspension or Termination 暫停或終止項目

Procurement of Capital Items, Goods and Services
採購資本物品、物品和服務

The project organisation shall exercise utmost prudence in procurement and must adhere to procedures of CCFS GtA S5.13 – S5.14.

項目機構為項目採購時，應盡量小心謹慎及必須依循申請指引S5.13 – S5.14程序。

Report and confirm procurement was conducted in accordance to CCFS GtA procedures on **Annex A** of the **Statement of Accounts** for any procurement of capital items, goods and services with aggregate value >$5000.

每宗採購資本物品、物品或服務的總值> $5000 時，應於帳目報表附件 A中匯報並確認採購均有按照申請指引進行。

SAMPLE

Annex A

Procurement List of Capital Items, Goods and Services with Aggregate Value of >$5,000 awarded during this Reporting Period

	Items	Amount ($)	Procurement conducted in accordance with the CCFS Guide to Application Note
1	Provision of consultancy services contract for area A	450,000.00	☒
2	Provision of service contract of survey for area B	60,000.00	☒

GtA S5.13 – 5.14

Other Submissions throughout the Project Period:
項目期間的其他提交:

Event Calendar
- photos and participant number
活動資料
- 相片及參與人數

⭐ **Project organisation are required to support and participate in the activities organised by CCO**
項目機構須支持及參與由鄉郊辦主辦的活動

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

Provide CCO with the information, data, photos, videos and publications collected/generated/issued under the project
向鄉郊辦提供經項目而收集/產生/發出的資料、數據、照片、影片及印刷品

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。

cco.gov.hk

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

Project Publications & Social Media
項目刊物及社交媒體

- The source of funding (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(#)

Logo Application

Logo Application Manual (Version 1.0)

鄉郊保育資助計劃
Countryside Conservation Funding Scheme

鄉郊保育辦公室
Countryside
Conservation
Office

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
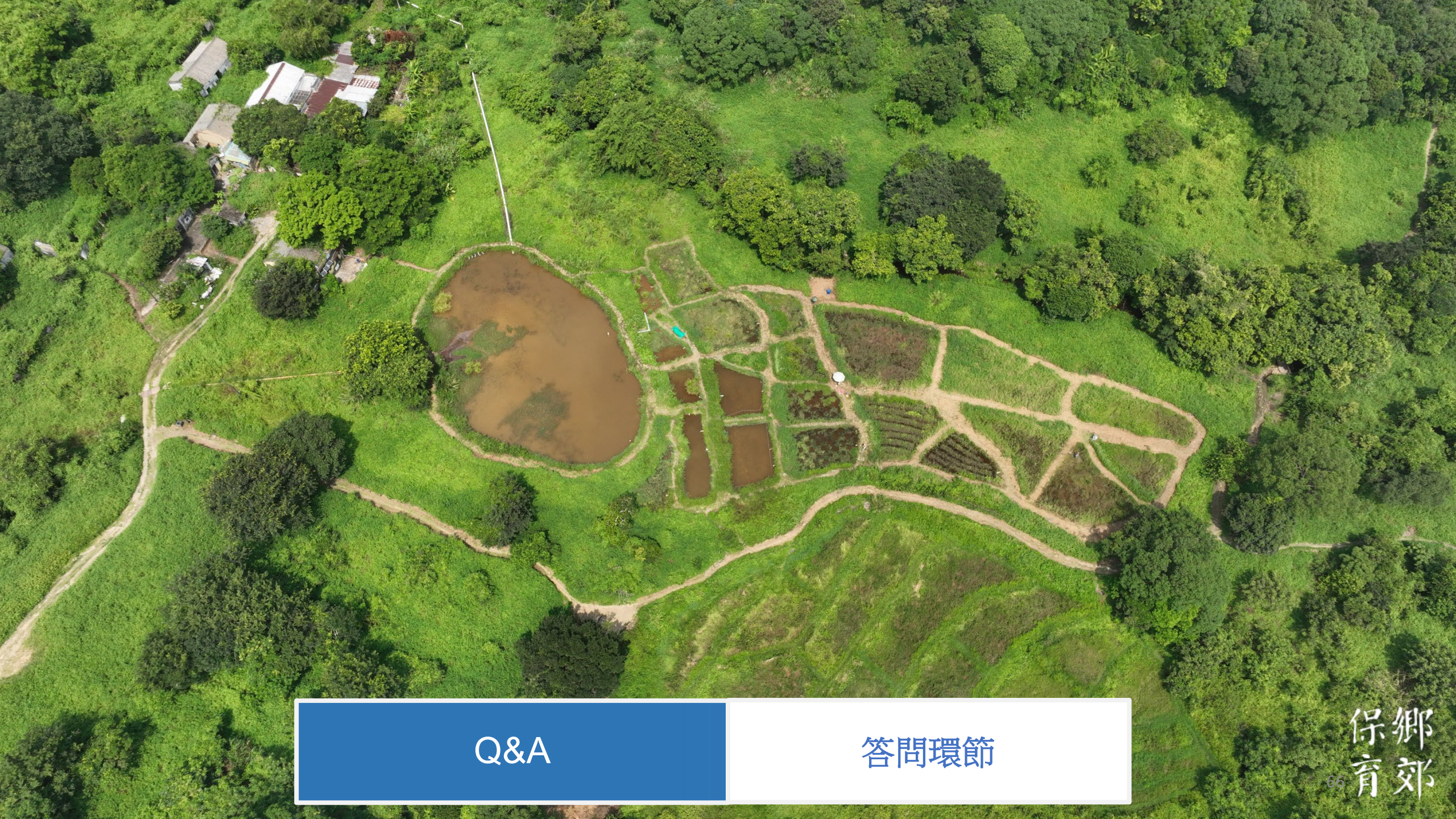
Lai Chi Wo Village (荔枝窩村)和56   1則回應   2次分享

讚好   回應   分享

Q&A   答問環節

保鄉育郊

Secretariat of the Countryside Conservation Funding Scheme
鄉郊保育資助計劃秘書處

Cut-off date of Submission :
17 December 2025 (Wednesday) 5pm

申請截止日期:
2025年12月17日(星期三)下午5時正

- Telephone no. 電話: 3151 7137

- E-mail 電郵地址: ccfs@eeb.gov.hk

- Webpage 網頁: https://cco.gov.hk/en