



鄉郊保育辦公室
Countryside
Conservation
Office

COUNTRYSIDE CONSERVATION FUNDING SCHEME

鄉郊保育資助計劃

Application Form 申請表格

- (i) **Formulation of Proposals on Restoration of Built Heritage** 文物建築復修計劃書的擬定
- (ii) **Cultural Rehabilitation/Revitalisation Projects** 文化復興／復育項目
- (iii) **Research Activities on Countryside Conservation and Revitalisation** 鄉郊保育及復育研究活動

(Version 1.7, September 2023 版本 1.7，2023 年 9 月)

Important Notes

重要事項

1. Please read carefully **the “Guide to Application – Nature Conservation Management Agreement Projects, Formulation of Proposals on Restoration of Built Heritage, Cultural Rehabilitation/Revitalisation Projects, or Research Activities on Countryside Conservation and Revitalisation”** (hereafter “the Guide”) before completing and submitting this application. The Guide can be downloaded at the Countryside Conservation Funding Scheme (hereafter “CCFS”) website: <https://cco.gov.hk/en/countryside-conservation-funding-scheme>. 填寫和遞交表格前，請仔細參閱《自然保育管理協議項目、文物建築復修計劃書的擬定、文化復興／復育項目、或鄉郊保育及復育研究活動 - 申請指引》(下稱《指引》)。《指引》可在鄉郊保育資助計劃網站下載：<https://cco.gov.hk/tc/countryside-conservation-funding-scheme>。
2. This application form may be completed in either English or Chinese except otherwise specified. 除另有規定，本表格可以中文或英文填寫。
3. Items marked with an asterisk * are mandatory fields. For items marked with ^, please insert a ✓ in the appropriate box. 標有 * 的項目為必填項目。標有 ^ 的項目需在適當方格內加上 ✓。
4. Please give clear and concise information. To ensure the application is complete and in the correct format, the applicant shall make use of the checklist at **Annex 2** of the application form to check the required documents. The Secretariat of the Countryside Conservation Funding Scheme (hereafter “the Secretariat”) reserves the right to terminate the processing of incomplete applications or applications in incorrect format. 所遞交的資料必須清晰簡潔。為確保申請完整及格式正確，申請者應利用申請表附錄二內的清單核對所需要的文件。鄉郊保育資助計劃秘書處(下稱「秘書處」)保留權利終止處理不完整或格式不符的申請。
5. The applicant shall submit the completed application form in **both original hard copy and soft copy**.

The original hard copy of the application form must be signed by a person-in-charge of the applicant (hereafter “Person-in-charge”) . **An official organisation/company chop must be stamped on the original hard copy of the application form.** 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. It shall be delivered **by hand or post to the Secretariat of Countryside Conservation Funding Scheme at 22/F, Chinachem Exchange Square, 1 Hoi Wan Street, Quarry Bay, Hong Kong.** Please ensure that your mails bear sufficient postage as underpaid mails will not be accepted. **If the original hard copy of the application form is not signed by acceptable Person-in-charge or not stamped with the official organisation/company chop, the application will not be considered.** 申請者須遞交填妥的表格正本及軟複本。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。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，並以親身送交或郵寄方式送往香港鰂魚涌海灣街1號華懋交易廣場22樓鄉郊保育資助計劃秘書處。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。如申請表格正本沒有可接受負責人的簽名，或沒有蓋上機構印章，該申請將不獲考慮。

6. The electronic-input application form and all other required supporting documents shall be sent by email to ccfs@eeb.gov.hk or submitted in a CD-ROM together with the original hard copy of the application form. The required supporting documents and relevant materials shall be submitted either in MS Word, Excel or PDF format (please refer to **Annex 2** of the application form for requirements). In the electronic-input application form, signature by the Person-in-charge and official chop are not required. 電子輸入格式申請表和其他所需的證明文件及相關資料的軟複本需以電郵發送至 ccfs@eeb.gov.hk，或以光碟連同申請表格正本一同遞交。其他所需的證明文件及相關資料需以 MS Word/ Excel/ PDF 格式遞交（詳細要求請參照申請表附錄二）。電子輸入格式申請表格不須負責人簽署或蓋上機構的印章。
7. Application from a post-secondary education institution shall be submitted through its research office. 專上教育院校的申請須經由院校的研究事務處提交。
8. Where the Secretariat requests 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. Notwithstanding the above, the Secretariat has absolute discretion in deciding how to process the application received. 如申請者未能於秘書處發出要求日起計十四個曆日內向秘書處提供有關資料及回應，該申請將被視為已撤回，並且該申請將不會被進一步處理。儘管如此，秘書處有絕對酌情權決定如何處理收到的申請。
9. Unless otherwise set out in the application form or with the Secretariat’s prior agreement, the application form and all supporting documents (which provides information including but not limited to the proposed project deliverables, expected achievements, performance indicators, etc.) will be appended to the agreement to be signed with the Government. 除非申請表中另有規定或得到秘書處同意，否則申請表和所有證明文件（包括但不僅限於有關擬議的項目成果、預期成效及表現指標等資料）將包括在與政府簽署的協議中。
10. The Government may at any time, if it considers fit, amend or add provision to the Guide, without prior notice to any party. 政府如認為恰當，可隨時修訂或補充《指引》的條文，而無須事先通知任何一方。
11. For enquiries on the application procedure, please contact the Secretariat: 如對申請程序有任何疑問，請聯絡秘書處：

Tel 電話： 3151 7137
Fax 傳真： 3151 7263
Email 電郵： ccfs@eeb.gov.hk

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)

Type of Organisation^{1^*}機構種類^{1^*} Local tax-exempt charities 本地獲豁免繳稅的慈善機構 Local registered and non-profit-making companies 本地註冊非牟利公司 Local non-profit-making post-secondary education institutions 本地非牟利專上教育院校

Registered Address*

登記地址*

Correspondence Address

通訊地址

(if different from above
如與上述地址不同)

Person-in-charge 負責人

Name*

姓名*

(In English, Surname First 英文·姓氏先行)

(In Chinese 中文)

Position*

職位*

Fax No.*

傳真號碼*

Tel. No.*

電話號碼*

Email Address*

電郵地址*

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)

(In Chinese 中文)

Position*

職位*

Fax No.*

傳真號碼*

Tel. No.*

電話號碼*

Email Address*

電郵地址*

Mobile Phone No.*

流動電話號碼*

Name of Payee for Disbursement of Fund*

資助款項的收款人名稱*

(English 英文)

(Please provide both English and Chinese names 請提供中英文名稱)(if application is approved 如申請獲批)

(Chinese 中文)

¹ Please provide the required supporting document as outlined in section on “Eligible Applicant and Co-organising/Supporting Organisations” of the Guide. 請按照《指引》「合資格的申請者及合辦／支持機構」的要求提供所需證明文件。

² The project leader appointed by the applicant to oversee the implementation of the project. 由申請者委任以監督執行項目的負責人。

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)

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Does the applicant receive No 沒有
Government subvention at Yes 有
present?^*

現申請者有沒有接受政府補助？

^* If yes, please indicate the name of department

如有，請填寫部門名稱

Records of Implementation of Projects by Applicant³* 申請者舉辦項目的記錄*

Please include all projects under consideration/on-going/completed/rejected by CCFS, other funding schemes and/or commissioned by the Government regarding nature, architectural and/or cultural asset conservation) (if any). 請包括所有鄉郊保育資助計劃或其他資助計劃下正在審批/正在舉辦/已完成/被拒絕，以及政府委託的項目。有關項目須與自然保育、文物建築及/或文化資產的保育有關（如有）。

Project title and application no. 項目名稱及申請編號	Funding scheme 資助計劃	Approving status 審批狀況	Approval date 批准日期	Granted amount 資助金額	Completion date 完成日期

³ The applicant should submit records of implementation of projects to demonstrate their ability in implementing similar projects. The records should be within two pages of A4 paper. 申請者應提交舉辦項目的記錄，以證明該申請者推行類似計劃的能力。有關項目記錄應在兩頁內，版面大小為 A4。

Section B – Details of Proposed Project
乙部 – 建議項目細則

1. Project Title* 項目名稱* (Please provide both English and Chinese names 請提供中英文名稱)

(English 英文)

(Chinese 中文)

2. Project Theme^{4^*} 項目主題^{4^*}

- Formulation of Proposals on Restoration of Built Heritage (hereafter “BH”)
文物建築復修計劃書的擬定
- Cultural Rehabilitation / Revitalisation Projects (hereafter “CR”)
文化復興／復育項目
- Research Activities on Countryside Conservation and Revitalisation (hereafter “RA”)
鄉郊保育及復育研究活動

3. Duration of Project^{5*} 項目期限^{5*}

From	To	Duration	months
由	至	為期	月
_____	_____	_____	
(DD/MM/YYYY)	(DD/MM/YYYY)		

4. Amount of Grant Requested^{6*} 申請資助總額^{5*}

HK\$港幣_____元

⁴ Please refer to sections on “Nature of Projects”, “Essential Requirements”, “Funding Limits and Duration of Each Project”, “Submission of Application” and “Application Form” of the Guide for details. 詳情請參照《指引》「項目性質」、「必要條件」、「項目資助限額及年期」、「提交申請」、「申請表格」的章節。

⁵ Please refer to section on “Funding Limit and Duration of Each Project” of the Guide for details. 詳情請參照《指引》「資助上限及每個項目的時限」的章節。

5. General Information of Project* 項目細則*

(a) Project Location 項目地點^{6, 7^}

For BH 適用於文物建築復修計劃書的擬定：

- Priority Site for Enhanced Conservation
須優先加強保育地點
- Country Park Enclave
郊野公園「不包括的土地」
- Private Land in Country Park
郊野公園的私人土地

Location no. 地點編號：
(Please refer to Part A, Appendix 1a of the
Guide 請參考《指引》附錄 1a 第 A 部分)

Location no. 地點編號：
(Please refer to Part B, Appendix 1a of the
Guide 請參考《指引》附錄 1a 第 B 部分)

Location no. 地點編號：
(Please refer to Part C, Appendix 1a of the
Guide 請參考《指引》附錄 1a 第 C 部分)

For CR or RA 適用於文化復興／復育項目或鄉郊保育及復育研究活動項目：

- Remote Village 偏遠鄉村

Location no. 地點編號：
(Please refer to Part D, Appendix 1b of the
Guide 請參考《指引》附錄 1b 第 D
部分)

- Public transportation is not accessible within 500m walking distance of the site
公共交通工具可到達的 500 米步行距離範圍以外

(b) Project Area 項目面積[^]

Estimated total project area (hectare) 預計總項目面積(公頃)：_____

Area of Private Land (hectare) 私人土地面積 (公頃)：_____

Area of Government Land (hectare) 政府土地面積 (公頃)：_____

6. Project Brief* 項目簡介* (Not more than 200 words 不超過 200 字)

(English 英文)

⁶ Please refer to sections on “Eligible Sites” and Appendix 1a & 1b of the Guide for details. 詳情請參照《指引》「合資格的地點」的章節及附錄 1a 與 1b。

⁷ Please attach map(s) to show the project location and the surrounding area. The applicant shall also provide photos showing the existing condition of the project site. 請夾附地圖以顯示項目地點和周邊地區。申請者亦須提供照片顯示項目地點的現有狀況。

(Chinese 中文)

7. Purpose of the Project^{8^*}項目目的^{8^*}

Please specify and elaborate on the project purpose in terms of conservation of cultural, architectural assets, and raising the conservation awareness of the general public including local communities. Otherwise, the application may not be considered. 請列明及闡述項目有關保育文化、文物建築資產，及提升市民包括當地社區保育意識之目的。否則，申請可能不獲考慮。

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。
(may choose more than one 可多於一項)

For BH/CR/RA 適用於文物建築復修計劃書的擬定、文化復興／復育項目、鄉郊保育及復育研究活動項目：

- Provision of long-term benefits to remote countryside conservation/revitalisation (e.g. culture and history inheritance, rehabilitation of desolate villages and infrastructure provision) 為偏遠鄉郊保育／復育提供長遠裨益（例如：傳承文化及歷史、復興荒廢村落及提供基礎建設）

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

⁸ Please refer to sections on “Application Form” of the Guide for details. 詳情請參照《指引》「申請表格」的章節。

- Enhancement of public awareness towards countryside conservation/revitalisation (e.g. generation of new ideas, enhanced publicity and engagement of new stakeholders) 提升公眾對鄉郊保育／復育的意識(例如：提出新構思、增加宣傳效果及吸引新的持份者參與)

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

- Enhancement of knowledge/awareness of local communities towards countryside conservation/revitalisation (e.g. betterment of resource management in countryside, increase in villagers' engagement, community building) 提升鄉村當地居民對鄉郊保育／復育的知識／意識（例如：優化鄉郊資源管理、提升村民參與及建構社區）

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

For BH 適用於文物建築復修計劃書的擬定：

- Enhancement of conservation/revitalisation of the targeted built heritage for bringing significant benefits to the community and general public (e.g. significant historical background, remarkable architectural styles and significant social values in the community) 提升目標文物建築的保育／復育，為社區和公眾帶來顯著裨益（例如：重要的歷史背景、獨特的建築風格及當地社區的重要社會價值）

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

For CR 適用於文化復興／復育項目：

- Enhancement of conservation/revitalisation of cultural assets that are unique or representative to the local community (e.g. revival of cultural activities with notable importance, strengthening the characters of countryside areas and inheritance of cultures and traditions) 提升當地社區獨特或具代表性的文化資產的保育／復育（例如：重現重要的文化活動、加強鄉郊地區的特色及繼承文化和傳統）

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

For RA 適用於鄉郊保育及復育研究活動項目：

- Harnessing the local and/or overseas experience and knowledge and proposing novel solutions and elements which can tackle local challenges on remote countryside conservation and revitalisation (e.g. mapping the current trends or developing and applying new strategies in countryside conservation and revitalisation) 利用本地及／或海外經驗及知識，為應對本地偏遠鄉郊保育及復育所面對的挑戰注入新穎的解決方案及元素（例如：在鄉郊保育／復育上，總結目前趨勢，或制定及應用新策略）

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

- Others 其他

Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

8. Benefits of the Project* 項目成效*

Based on the core nature and value of the project, please elaborate on how the proposed project can contribute to overall countryside conservation or the community from cultural, social, sustainable or other aspects. For example, successful enhancement of public's awareness about cultural assets, job creation in local community, uplifting of village area, facilitation of long-term gradual village revitalisation, etc. 請根據項目的核心性質和價值，從文化、社會及可持續性等方面闡述擬議項目如何為鄉郊保育或社區的整體保育做出貢獻。例如成功提高公眾文化資產的認識、創造當區就業機會、改善鄉村環境、協助鄉村長遠逐步復育等。

9. Summary of Project* 項目概要*

Please highlight the importance and uniqueness of the project to contribute to countryside conservation, and substantiate that with precedent case(s) of relevant successful projects/researches undertaken by other bodies in HK or overseas (if any). Besides, please provide a summary of the project, which includes the proposed conservation measures, scope of study, activity arrangement, implementation methods, target groups, etc. to demonstrate how to carry out the project and achieve the expected outcome. 請說明項目對於鄉郊保育的重要性及獨特性，並提供由其他團體於香港或海外地區相關成功的項目／研究的有關資料(如有)。另外，請提供項目概要，說明擬議的保育措施、研究範圍、活動安排、執行方法和目標群組等，讓我們充分了解項目的執行方法，從而達致預期成果。

(English 英文)

(Chinese 中文)

10. Details of Project Implementation⁹ 項目推行細節⁹

Please comprehensively describe the key activities to be implemented under the project. Please provide sufficient details to demonstrate the applicant's thorough understanding of the project, and the practicality and effectiveness of the proposed activities in achieving the project purposes. 請全面描述擬議項目下所推展的主要工作。請提供足夠的細節，以展示申請者對項目的了解，及擬議活動的可行性和有效性，以達到項目的保育目的。

(a) Restoration/Rehabilitation/Revitalisation/Research Target* 關於復修／復興／復育／研究目標*

(i) Built heritage and/or cultural assets involved in the project, if any 項目涉及的文物建築及／或文化資產(如有)

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。

	Built heritage 文物建築	Cultural assets 文化資產
Name 名稱		
Location 位置		
Quantity 數目		
Existing condition 現況		
Minor works (if any) 小型工程 (如有)		
Targeted outcome after completion of restoration / rehabilitation / revitalisation / research 完成復修／復興／復育／研究後的目標結果		
Land ownership 土地擁有權		
Public access details 開放讓公眾參觀的詳情		N.A. 不適用

⁹ Please refer to section on "Application Form" of the Guide for details. 詳情請參照《指引》「申請表格」的章節。

(ii) Assessment of the conservation value of the proposed restoration/rehabilitation/revitalisation/research target 對復修／復興／復育／研究目標保育價值的評估

(iii) Method of Implementation, Workplan and Timetable 推行項目的方法、工作計劃及時間表

Please provide details of all proposed conservation activities, including the implementation method to be deployed and how this could help achieve the project purpose(s), and timing, etc. Please use separate tables for different activities. 請提供所有擬議保育活動的詳細資料，包括推行方法，並闡述其方法如何有助達到項目目的、以及時間等。請以不同表格填寫不同活動的資料。

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。

Activity 活動	(e.g. provide detailed restoration design, arrange consultation with local community, organise workshops, conduct interview for documentation of cultural assets, research activities 例如：提交詳細復修設計、諮詢當地社區、舉辦工作坊、為記錄文化資產進行訪談、研究活動。)
Conservation purpose 保育目的	
Implementation method 推行方法	
Timetable 時間表	
Date 日期	
Duration 為期	
Frequency 次數	
Expected outcome/impact 預計結果/影響	

Activity 活動	(e.g. provide detailed restoration design, arrange consultation with local community, organise workshops, conduct interview for documentation of cultural assets, research activities 例如：提交詳細復修設計、諮詢當地社區、舉辦工作坊、為記錄文化資產進行訪談、研究活動。)
Conservation purpose 保育目的	
Implementation method 推行方法	
Timetable 時間表	
Date 日期	
Duration 為期	
Frequency 次數	
Expected outcome/impact 預計結果/影響	

Activity 活動	(e.g. provide detailed restoration design, arrange consultation with local community, organise workshops, conduct interview for documentation of cultural assets, research activities 例如：提交詳細復修設計、諮詢當地社區、舉辦工作坊、為記錄文化資產進行訪談、研究活動。)
Conservation purpose 保育目的	
Implementation method 推行方法	
Timetable 時間表	
Date 日期	
Duration 為期	
Frequency 次數	
Expected outcome/impact 預計結果/影響	

Activity 活動	(e.g. provide detailed restoration design, arrange consultation with local community, organise workshops, conduct interview for documentation of cultural assets, research activities 例如：提交詳細復修設計、諮詢當地社區、舉辦工作坊、為記錄文化資產進行訪談、研究活動。)
Conservation purpose 保育目的	
Implementation method 推行方法	
Timetable 時間表	
Date 日期	
Duration 為期	
Frequency 次數	
Expected outcome/impact 預計結果/影響	

(b) Public Participation Activities[^] 公眾參與活動[^]

If public participation activities such as training, workshops, guided tours, seminars, etc. will be arranged, please provide details such as schedule, venue, content, expected number of participants as well as methods and criteria in selecting the participants. 若項目會舉辦公眾參與活動，例如訓練、工作坊、導賞團和講座，請提供相關資料如時間表、地點、內容、預計參加人數以及甄選參加者的方法和甄選準則等。

(i) Target Groups and the Estimated Number of Participants per Group 對象群組及預計參與人數

(may choose more than one 可多於一項)

Primary school 小學：_____

Secondary school 中學：_____

Post-Secondary and above 專上教育及以上：_____

General Public 一般市民：_____

Local villagers 本地村民：_____

Overseas villagers 海外村民：_____

Others 其他：_____

Estimated total number of participants 預計總參與人數：_____

(ii) Method of Implementation and Estimated Number of Activities

推行項目的方法及預計活動次數 (may choose more than one 可多於一項)

Exhibitions 展覽：_____

Guided Tours 導賞團：_____

Seminars 講座：_____

Festivals 節慶：_____

Workshop 工作坊：_____

Others 其他：_____

Estimated total number of activities 預計總參與活動次數：_____

(iii) Workplan and Timetable 工作計劃及時間表

Please use separate tables for different activities. 請以不同表格填寫不同活動的資料。

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。

Activity 活動	(e.g. exhibitions, workshops, festivals and volunteer schemes. 例如：展覽、工作坊、節慶、義工計劃。)
Date 日期	
Duration 為期	
Frequency 次數	
Venue 地點	
Activity details 活動詳情	
Target audiences 對象	
Estimated number of participants 預計參與人數	

Activity 活動	(e.g. exhibitions, workshops, festivals and volunteer schemes. 例如：展覽、工作坊、節慶、義工計劃。)
Date 日期	
Duration 為期	
Frequency 次數	
Venue 地點	
Activity details 活動詳情	
Target audiences 對象	
Estimated number of participants 預計參與人數	

Activity 活動	(e.g. exhibitions, workshops, festivals and volunteer schemes. 例如：展覽、工作坊、節慶、義工計劃。)
Date 日期	
Duration 為期	
Frequency 次數	
Venue 地點	
Activity details 活動詳情	
Target audiences 對象	
Estimated number of participants 預計參與人數	

(c) Publicity and Promotional Plan[^] 宣傳及推廣計劃[^]

Please outline the proposed publicity plan for the project to gain exposure in local community and general public.

請概述擬議的宣傳計劃，以提升項目在當區及大眾之間的曝光率。

(i) Promotional Method 推廣方法 (may choose more than one 可多於一項)

- Social media 社交媒體： _____
- Website 網頁： _____
- Email direct marketing 電郵推廣： _____
- Media coverage (newspaper/magazine) 媒體報導 (報章/雜誌)： _____
- Others 其他： _____

(ii) Estimated Number of Target Groups Reached 對象群組及預計觸及人數 (may choose more than one 可多於一項)

- Primary school 小學： _____
 - Secondary school 中學： _____
 - Post-secondary and above 專上教育及以上： _____
 - General public 一般市民： _____
 - Local villagers 本地村民： _____
 - Overseas villagers 海外村民： _____
 - Others 其他： _____
- Estimated total reach 預計總觸及人數： _____

(d) Production of Publications and Educational Materials[^] 製作刊物及教材[^]

If the applicant opts to produce publications and/or educational materials, the purpose, content, quantity and distribution channel, etc. shall be described. 如申請者選擇製出版物和/或教育材料，請說明其目的、內容、數量和分發途徑等。

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。

(i) Publications/Educational Materials and Estimated Number 擬議的刊物/教材及其預計數量

(may choose more than one 可多於一項)

- Books 書籍： _____
- Leaflets 單張： _____
- Posters 海報： _____
- Newsletters 通訊： _____
- Education kits 教材： _____
- Others 其他： _____

(ii) Workplan and Timetable 工作計劃及時間表

Please use separate tables for different publication/activities. 不同出版物／活動請分別以不同表單填寫。

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。

Publication 出版物	(e.g. books, leaflets, posters, newsletters and online materials, etc 例如書籍、單張、海報、通訊、網上資料等)
Date 日期	
Frequency 次數	
Quantity 數量	
Distribution channels 分發途徑	
Details 詳細內容	
Target audiences 對象	
Estimated total reach 預計觸及人數	

Publication 出版物	(e.g. books, leaflets, posters, newsletters and online materials, etc 例如書籍、單張、海報、通訊、網上資料等)
Date 日期	
Frequency 次數	
Quantity 數量	
Distribution channels 分發途徑	
Details 詳細內容	
Target audiences 對象	
Estimated total reach 預計觸及人數	

Publication 出版物	(e.g. books, leaflets, posters, newsletters and online materials, etc 例如書籍、單張、海報、通訊、網上資料等)
Date 日期	
Frequency 次數	
Quantity 數量	
Distribution channels 分發途徑	
Details 詳細內容	
Target audiences 對象	
Estimated total reach 預計觸及人數	

(e) Environmentally Friendly and Innovative Elements 環保及創意元素

Applicant is encouraged to minimise the generation of waste and production of excessive printed materials such as pamphlets. Innovative and sustainable ideas which are conducive to promoting conservation and environmental protection are also encouraged. 鼓勵申請者盡量減少廢物的產生和避免印刷過多的小冊子等材料。具有創新設計或可持續理念的計劃也有利於保育和環境保護的推廣。

11. Details of Project Team* 項目團隊*

(a) Role of Applicant and Structure of the Project Team 申請者的角色和項目團隊的架構

Applicant that does not make major contributions to organising and implementation of a part of the project will not be eligible for funding support. If the space provided is not sufficient, please submit additional pages as supplementary information.申請者如沒有對舉辦及推行項目作出重大貢獻，將不符合資格獲得資助。如空位不足，可加紙提供補充資料。

(b) Project Staff (Including Villagers) to be Funded by the Project 由項目資助的項目人員 (包括村民)

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。

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。

Name 姓名	Post 職位	Duties 職責	Full-time/ Part-time 全職/兼職	Amount of time contributing to the project (in terms of number of working days/hours per month) 投放於項目的工作時 間 (以每個月的工作 日數/時數計算)	Salary (including MPF) 薪金 (包括強 積金)	Background/ Experience ¹¹ 背景/經驗 ¹¹
e.g. Chan Tai Man # 例如：陳大文#	e.g. Project Leader ¹⁰ 例如：項目負 責人 ¹⁰					

¹⁰ One of the key project staff members shall be appointed as the Project Leader. A curriculum vitae (CV) of the Project Leader shall be submitted together with the application form. The CV shall be at most 2 pages and shall provide the Project Leader's past experience in organising and managing other similar conservation projects. 其中一名主要項目人員需任命為項目負責人。項目負責人的簡歷應與申請表格一起提交。簡歷最多不得超過兩頁，並需提供項目負責人組織和管理其他類似保育項目的經驗。

¹¹ If key project staff members were previously involved in relevant conservation projects, please provide their duties and contributions in these past projects. Records of these past conservation projects may be attached to the application form for reference. 如主要項目人員曾參與相關的保育項目，請提供他們過去在這些項目中的職責和貢獻。這些保育項目的記錄可以夾附在申請表格中，以供參考。

(c) Project Staff Not Funded by the Project (Position and Number) 不在資助範圍內的項目人員(職位及數目)

e.g.: Director (1 no.), Education Officer (1 no.), Assistant Manager (2 nos.) 例如：主任(1位), 教育主任(1位), 助理經理(2位)
--

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*
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件

¹² Please refer to sections on “Eligible Applicant and Co-organising/Supporting Organisations”, “Details of Co-organising/Supporting Bodies for the Project” and “Essential Requirements” of the Guide for details, and provide the required supporting document as outlined in section on “Eligible Applicant and Co-organising/Supporting Organisations”. 詳情請參照《指引》「合資格的申請及合辦/支持機構」、「項目的合辦/支持團體的詳情」, 以及「必要條件」的章節, 並按照《指引》「合資格的申請者及合辦/支持機構」的章節提供所需的證明文件。

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	<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件

¹³ Please refer to the section on “Application Form” of the Guide for details and provide the required supporting document. 詳情請參照《指引》「申請表格」的章節，並提供所需的證明文件。

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						

<p>Effectiveness of proposed conservation and revitalisation initiatives 擬議的保育及活化措施的成效</p>	<p>Deliverables 成果</p>	<p>e.g. X no. of built heritage repaired 例如：修復 X 個文物建築</p>						
	<p>KPI 表現指標</p>	<p>e.g. Rehabilitated built heritage will be open for public access for at least XX days, receiving XX no. of visitors 例如：復修完成的文物建築會向公眾開放至少 XX 天，並接待 XX 名訪客</p>						

Effectiveness to increase public awareness 提高公眾意識的成效	Deliverables 成果	e.g. Organise XX nos workshops 例如: 舉辦XX個工作坊						
	KPI 表現指標	e.g. ↑ XX% public awareness towards conservation 例如: 公眾保育意識提升XX%						
Others 其他								

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。

Particulars 分項詳情	Estimated expenditure (\$) 預算開支(元)	Remarks 備註
Total 總計：		

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。

¹⁴ Please refer to sections on “Budget Guidelines” and “Project Implementation” of the Guide for details. 詳情請參照《指引》「預算指引」及「推行項目」的章節。

16. Other Sources of Funds^{15^} 項目的其他資助來源 ^{15^}

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。

<input type="checkbox"/> (a) Subsidy from other sources for the same project 向其他撥款機構就同一項目申請的資助				Amount 金額 (\$)
Details 詳細內容: Please include the source, duration, application status, percentage of contribution to the project, purpose of funding, whether there is any overlap with the subject CCFS funding. 請註明來源、期限、申請狀況、項目資助比例、資助目的及會否與鄉郊保育資助計劃有重疊。				
<input type="checkbox"/> (b) Sponsorship for the project ¹⁶ 項目的贊助 ¹⁶				
Name of organisation 機構名稱	Contact details (Name and tel. no.) 聯絡資料 (姓名及電話號碼)	Role & duties under project 角色及項目下的職責	Agreement to participate in project* 同意參與項目*	Amount 金額 (\$)
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件	
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件	
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件	

¹⁵ Please refer to section on “Sponsorship/Income and Percentage Contribution to CCFS Project” of the Guide for details. 詳情請參照《指引》「資助計劃項目的贊助／收入及出資比率」的章節。

¹⁶ The availability of alternative funds will be taken into account when we consider an application. Any efforts to seek private sector sponsorship for a proposed project should be highlighted. Please refer to section on “Sponsorship/Income and Percentage Contribution to CCFS Project” of the Guide for details. 我們審批申請時將考慮是否有其他來源的資助，申請者如正與私營界別洽商資助，請特別註明。詳情請參照《指引》「資助計劃項目的贊助／收入及出資比率」的章節。

<input type="checkbox"/> (c) Income generated from the project ¹⁷ 項目的預算收入 ¹⁷	Amount 金額 (\$)
Details 詳細內容:	
<input type="checkbox"/> Other sources of income 其他收入	Amount 金額 (\$)
Details 詳細內容:	
	Total 總額 (\$)

¹⁷ Please provide details and schedule of the estimated revenue gains from the project would normally be deducted from the amount of grant applied for. State how this will be used to offset the project cost. If this is not possible, full explanation should be given. 請就項目帶來的預算收入提供詳情及時間表。項目帶來的預算收入一般應從申請的資助額中扣除。請說明將如何利用項目帶來的收入抵銷項目的運作成本。如無法具體列述，請提供理由。

17. Sustainability^{18*} 項目的可持續性^{18*}

Please provide a proposal with timeline, if feasible, setting out how the project will become sustainable in future. 請提供一份建議書包括時間表，如適用，說明該項目的可持續性。

18. Procurement of Capital Items (if applicable)^{19^} 採購的資本物品（如適用）^{19^}

<input type="checkbox"/>	No 沒有	
<input type="checkbox"/>	Yes 有 (Please specify 請註明：)	
	Item 1 分項1：	Amount 金額(\$)
	Item 2 分項2：	Amount 金額(\$)
	Item 3 分項3：	Amount 金額(\$)
	Item 4 分項4：	Amount 金額(\$)
	Item 5 分項5：	Amount 金額(\$)
	Item 6 分項6：	Amount 金額(\$)
	Item 7 分項7：	Amount 金額(\$)
	Item 8 分項8：	Amount 金額(\$)
	Item 9 分項9：	Amount 金額(\$)
	Item 10 分項10：	Amount 金額(\$)
		Total 總額 (\$)

¹⁸ Please refer to section on “Sustainability” of the Guide for details. 詳情請參閱《指引》「項目的可持續性」的章節。

¹⁹ Please refer to sections on “Minor Works and Equipment”, “Procurement of Capital Items, Goods and Services”, “Capitals Items, Educational Materials and Computer Softwares” of the Guide for details. 詳情請參閱《指引》「小型工程及設備」、「採購資本物品、物品和服務」、「資本物品、教材及電腦軟件」的章節。

19. Minor Works (if applicable)^{20^}小型工程（如適用）^{20^}

<input type="checkbox"/> No 沒有	
<input type="checkbox"/> Yes 有 (Please specify 請註明：)	
Item 1 分項1：	Amount 金額(\$)
Item 2 分項2：	Amount 金額(\$)
Item 3 分項3：	Amount 金額(\$)
Item 4 分項4：	Amount 金額(\$)
Item 5 分項5：	Amount 金額(\$)
	Total 總額 (\$)

20. Other Relevant Information in Support of the Application 其他支持申請的相關資料

²⁰ Please refer to section on “Minor Works and Equipment” of the Guide for details. 詳情請參閱《指引》「小型工程及設備」的章節。

21. Proposed Disbursement Schedule^{21*} 建議的款項發放時間表^{21*}

Disbursement 款項發放	Milestone 里程碑	HK\$ 港幣	Proportion (%) 份額 (%)	
First part of initial disbursement 首次發放款項的第一部分	Signing of agreement 簽定協議		25%	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	Acceptance of inception report 初始報告獲接納			
2 nd Disbursement ²² 第二次發放款項 ²²	Acceptance of progress report 進度報告獲接納			
3 rd Disbursement ²² 第三次發放款項 ²²	Acceptance of progress report 進度報告獲接納			
4 th Disbursement ²² 第四次發放款項 ²²	Acceptance of progress report 進度報告獲接納			
5 th Disbursement ²² 第五次發放款項 ²²	Acceptance of progress report 進度報告獲接納			
6 th Disbursement ²² 第六次發放款項 ²²	Acceptance of progress report 進度報告獲接納			
Final disbursement 最後發放款項	<ul style="list-style-type: none"> • Completion of project; and 完成項目；和 • Approval of completion report & final audited accounts 完成報告及最終審計帳目 獲接納 		10% or actual outstanding payment, whichever is the less 10%或實際的未付款 項，以較少者為準	
Total 總計			100%	

²¹ Please refer to section on “Disbursement and Reimbursement of Funds” of the Guide for details. 詳情請參閱《指引》「資助款項的發放和發還」的章節。

²² Disbursement may be released to the project organisation subject to the endorsement of the half-yearly progress report and statement of account with financial position of the project and/ or an annual audited account by the Secretariat. 如半年進度報告書、帳目報表連同項目帳戶財務狀況及／或經審計的年度帳目均獲秘書處通過，獲資助機構一般可獲發放中期款項。

Please provide full justification of above proposed plan. 請充分解釋以上建議的資助發放安排。

Section C – Declaration

丙部 – 聲明

I certify that 本人謹此聲明 –

1. the information and personal data provided in this form is true and correct. I understand that if I knowingly or willfully make any false statement, withhold any information, or otherwise mislead the Government for the purpose of processing the application or obtaining the fund under Countryside Conservation Funding Scheme, I will be liable for prosecution. I understand the Government will also cancel the approved fund and I shall return the whole sum of the fund disbursed to the Government;
在本表格上填報的資料和個人資料真確無誤。本人明白，倘若蓄意或存心虛報或隱瞞任何資料或誤導政府處理申請或獲取鄉郊保育資助計劃的資助，本人可被刑事檢控。本人明白政府亦會取消已批准的資助，而已發放的款項亦須全數退還政府；
 2. the applicant is non-profit-making in nature and it receives / does not receive government subvention at present;
本申請者屬非牟利性質，現 有 / 沒有 接受政府補助；
 3. the proposed project and all associated activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;
申請資助計劃的資助的擬議項目及所有相關活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業用途；
 4. funding support from other sources has / has not been or is / is not being obtained by the applicant for the proposed project and all associated activities under this application. If funding support from other sources has been or is being obtained, please specify the details:
就是次申請的擬議項目及所有相關活動，本申請者曾 / 不曾或有 / 沒有向其他機構申請撥款資助。如曾經或現正有向其他撥款機構申請資助，請註明細節；
-
5. the applicant gives consent to other government departments to release information regarding the applicant's status of funding support under other funding schemes to the Secretariat of the Advisory Committee on Countryside Conservation;
本申請者允許其他政府部門向鄉郊保育諮詢委員會秘書處提供本申請者在其他資助計劃下的資助狀況；
 6. the applicant understands and agrees to abide by the terms and conditions as set out in the application form and the Guide, and will comply with all the requirements laid down in the agreement should we be granted fund for the project; and
本申請者明白並同意遵守申請表及《指引》所列之條款。如獲資助，本申請者會遵守協議所列的各項規定；及

7. I have read the “Personal Data Collection Statement” at the last page and understand its content.
本人已閱讀最後頁「個人資料收集聲明」，並明白其內容。

Organisation Name (in English)

機構名稱(英文) : _____

Organisation Name (in Chinese)

機構名稱(中文) : _____

Name of Person-in-charge (in English)

負責人姓名(英文) : _____

Name of Person-in-charge (in Chinese)

負責人姓名(中文) : _____

Position

職位 : _____

Organisation Chop

機構印章 : _____

Signature of Person-in-charge

負責人簽署 : _____

Date

日期 : _____

Personal Data Collection Statement **個人資料收集聲明**

Purpose of Collection 收集的目的

The personal data and other related information provided by you in the application form will be used by Ecology and Environment Bureau, other relevant government departments, and the Advisory Committee on Countryside Conservation (ACCC) for the purpose of processing your application. The provision of personal data and other related information in the application form is voluntary. You may apply to the Secretariat of the ACCC to withhold some data from releasing to the public. However, if you do not provide adequate and accurate data, the Secretariat may not be able to process your application.

你在申請表格內所提供的個人資料和其他相關資料，是供環境及生態局、其他相關政府部門、及鄉郊保育諮詢委員會處理你的申請。在申請表格內提供個人資料及其他相關資料，純屬自願性質。你可向鄉郊保育諮詢委員會秘書處申請把部分資料保密，不予公開。不過，如你沒有提供足夠及正確的資料，秘書處可能因此無法處理你的申請。

Disclosure of Information 公開資料

The Secretariat of the ACCC may keep your application, progress reports and completion reports in the registry and may include the personal data and other related information you provided in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

鄉郊保育諮詢委員會秘書處可能會把你的申請、進度報告和完成報告存於檔案室，亦可能會把你在申請內所提供的個人資料及其他有關資料，編入紀錄冊／目錄，供公眾查閱。如有需要，你所提交的資料亦可能交予其他部門／機構／人士，以便核實所提交的資料或作其他與申請有關的用途。

Access to Personal Data 查閱個人資料

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Secretariat of the ACCC.

根據《個人資料（私隱）條例》（第 486 章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向鄉郊保育諮詢委員會秘書處提出。

致：鄉郊保育資助計劃秘書處

鄉郊保育資助計劃
項目申請

協議確認書

我們在遞交申請表格時已閱讀及明白下列條款：

(i) 政府保留權利以本機構曾經參與、正在參與或有理由相信本機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消本機構的申請資格，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除本機構的申請資格。

(ii) 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即終止有關協議：

- 本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；
- 繼續委聘機構／承辦商或繼續推行該鄉郊保育資助計劃項目將不利於國家安全；或
- 政府合理地相信上述任何一種情況將會發生。

(iii) 有關申請如獲批准並實行項目時，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。

我們謹此確認，我們同意及承諾遵守上述條款。

機構名稱(英文)： _____

機構名稱(中文)： _____

負責人姓名(英文)： _____

負責人姓名(中文)： _____

職位(英文)： _____

職位(中文)： _____

機構印章： _____

負責人簽署： _____

日期： _____

Note: Please submit one agreement confirmation for each application.

Annex 1

To: Countryside Conservation Funding Scheme Secretariat

**Countryside Conservation Funding Scheme (CCFS)
Project Application**

Agreement Confirmation

We have read and understood the following clauses when submitting the application form:

(i) the Government reserves the right to disqualify our organisation on the grounds that our organisation, including but not limited to our representatives responsible for and involved in the application, 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.

(ii) even after the application is approved, the Government may immediately terminate the relevant agreement upon the occurrence of any of the following events:

- our organisation, including but not limited to our representatives responsible for and involved in the application, 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;
- the continued engagement of our organisation/contractor or the continued implementation/performance of the CCFS project is contrary to the interest of national security; or
- the Government reasonably believes that any of the events mentioned above is about to occur.

(iii) if the application is approved and during implementation stage, the appearance of 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 should strictly be prohibited.

We hereby confirm we agree and undertake to comply with the above clauses.

Organisation Name (in English): _____
Organisation Name (in Chinese): _____
Name of Person-in-charge (in English): _____
Name of Person-in-charge (in Chinese): _____
Position (in English): _____
Position (in Chinese): _____
Organisation Chop: _____

Signature of Person-in-charge: _____

Date: _____

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	<input type="checkbox"/> 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	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	
- Signed by an acceptable Person-in-charge 負責人簽署	<input type="checkbox"/> Yes 已提交	
- Stamped with official organisation/company chop 蓋上申請機構印章	<input type="checkbox"/> Yes 已提交	
2. Documentary proof of the applicant's eligibility 申請者資格證明文件	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	Scanned copies in PDF PDF 格式掃描本
7. Documentary proof of the eligibility of co-organising/supporting bodies 合辦/支持項目團體資格證明文件	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	Scanned copies in PDF PDF 格式掃描本
8. Documentary proof showing the agreement of owners/tenants to implement the project 土地或建築的擁有人/其租戶同意推展項目的證明文件	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	Scanned copies in PDF PDF 格式掃描本
9. Documentary proof showing the agreement of sponsoring bodies to participate in the project 贊助項目團體同意參與項目的證明文件	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	Scanned copies in PDF PDF 格式掃描本

10. Breakdown of budget 預算開支分項數字	<input type="checkbox"/> Yes 已提交	MS Excel
11. Details and schedule of the estimated revenue gains 項目帶來的預算收 入詳情及時間表	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	MS Excel
Supplementary Documents 補充文件	Submission Status[^] 提交狀況 [^]	Soft Copy Format Requirement 軟複本的格式要求
1. Records of implementation of projects by applicant 申請者舉辦項 目的記錄	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	MS Word/PDF
2. Record of implementation of relevant conservation projects by key project staff 主要項目人員舉辦相 關保育項目的記錄	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	MS Word/PDF

Secretariat Use Only 秘書處專用

Reviewed by
審核人:

Recommendation 建議:
 Approve 批准
 Reject 不批准

Fund granted 獲批資助(\$):

Date 日期: