(To be filled in by SWD)

App No:

Resp Off:

**残疾人士艺术发展基金**

**Arts Development Fund for Persons with Disabilities**

**Application Form申请表格**

在填写此份表格前，请仔细参阅申请基金须知及此表格的填写指引。

Please study the Guide to Application for a Grant from the Fund and the Guidance Notes for completing the form.

**一般资料表**

**General Information Sheet**

1. 申请拨款的服务机构简介

Brief description of the applicant organisation

|  |  |
| --- | --- |
| 申请机构[[1]](#footnote-1)#： (中) |  |
| Applicant Organisation#： (Eng) |  |
|  |  |
| 服务单位#： (中) |  |
| Applicant Service Unit#： (Eng) |  |
|  |  |
| 通讯地址#： (中) |  |
| Correspondence Address#： (Eng) |  |
|  |  |
| 申请机构负责人姓名Name of the Head of Applicant Organisation： |  | 电话号码Telephone No.： |  |
| 职位Post： |  | 传真号码Fax No.： |  |
| 电邮地址E-mail Address： |  |
| 项目负责人姓名Name of the Responsible Project Officer： |   | 电话号码Telephone No.： |  |
| 职位/所属单位Post / Service Unit： |  | 传真号码Fax No.： |  |
| 电邮地址E-mail Address： |  |

1. 为残疾人士举办有系统艺术活动或训练项目经验

Experience in organising structured arts activities or training projects for persons with disabilities (PWDs)

|  |  |
| --- | --- |
| 举办艺术活动或训练项目的经验 (年/月)(截至申请日期计算)[[2]](#footnote-2)Past experience in organising arts activities or training projects for PWDs (years/months) (up to the date of application) 1 |  |

1. 机构性质Nature of Organisation

(只可选择一项) (Please choose one option only)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | 现正受社会福利署津贴的 非政府机构Non-governmental organisation currently receiving subvention from the Social Welfare Department |  [ ]  | 现正根据《税务条例》(第112章) 第88条获豁免缴税的非牟利机构Non-profit making organisation granted tax-exempted status under section 88 of the Inland Revenue Ordinance (Cap. 112) |
|  |  |

1. 申请项目层面Tier of Project

(只可选择一项) (Please choose one option only)

|  |  |  |  |
| --- | --- | --- | --- |
|  | 类别Category | 申请款额(港币)Amount Requested (HKD) | 附件(包括影印文本及电脑档案)Attachment (in hard and soft copies) |
|  |
| [ ]  | 第一层：提供基础及／或持续艺术项目Tier One: Provision of Elementary and/or Continuing Arts Programmes |  | 附录 1.1 [ ] Appendix 1.1 |
|  |
| [ ]  | 第二层：发展个人艺术才华及专业Tier Two: Development of Talents and Careers in the Arts |  | 附录 1.2 [ ] Appendix 1.2 |
|  | 总款额Total： |  |  |

1. 建议项目开办日期 (月/年)[[3]](#footnote-3)

Proposed commencement date of the project (year/month)2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 如申请项目拟由多于一个服务单位合办，请填写以下资料: 3

If the applied project is to be jointly organised by more than one service unit, please fill in the table below: 3

|  |  |  |
| --- | --- | --- |
| 服务单位[[4]](#footnote-4)#Service Unit# | 申请款额比例(%)Percentage of Amount Requested (%) | 申请款额分配(港币)Amount Requested (HKD) |
| (中)(Eng) |  |  |  |
| (中)(Eng) |  |  |  |
|  | 总款额Total： |  |

1. 请表明申请机构过去曾否向残疾人士艺术发展基金申请资助

Please indicate whether the applicant organisation has ever applied for the Arts Development Fund for Persons with Disabilities in the past

[ ]  是 Yes (请填写下列表格 Please fill in the table below) [ ]  否No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 服务单位Service Unit | 项目名称Name of Project | 申请年份Year of Application  | 申请结果Application Result | 获批资助金额(如有) (港币)Amount of Approved Grant (if any) (HKD) | 项目完成日期(如有)Date of Completion(if any) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**声明 Declaration**

|  |  |  |
| --- | --- | --- |
| 本人代表  |  | ，并获其正式授权，作出以下声明： |
| *(申请机构名称)* |  |
| I, on behalf of and duly authorised by |  | , declare that: |
|  (*Name of the Applicant Organisation)* |

1. 本申请表格内的资料及夹附于申请表格的资料，均属真实无误，并反映截至提交申请当日的真实情况。本人承诺，如上述资料日后如有任何更改[特别是在本申请提交后，有关获批社会福利署(社署)资助的改动]，会立即通知社署。如填报资料不正确，申请将被视为无效，同时，社署将取消已批准的拨款，而已支付的款项亦须全数退还政府。蓄意虚报资料或隐瞒任何重要资料者有可能被转介到执法机关处理；

All factual information provided in this application form as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the Social Welfare Department (SWD) immediately if there are any subsequent changes to the above information (in particular, subsequent change in subsidy from the SWD after this application is submitted). Any inaccurate information will make the application invalid such that any grant approved will be withheld and payment made must be refunded in full to the Government. Making false declarations or withholding material information may result in referral to law enforcement authorities;

1. 如申请获得批准，承诺会竭尽所能，按照本申请的批准项目完成计划，并监察其过程；

Utmost dedication and determination will be given to complete and monitor the project according to the approved terms of this application, if approved;

1. 申请机构已通知本申请有关的所有人士/机构，政府可使用本申请表格内的个人资料以审批本申请、履行法定职责、进行有关研究及调查、监察和检讨本申请的处理及整理统计数字；

The applicant organisation has informed all individuals/parties concerned in this application of the Government’s right to the use of their personal data contained in this application form to process this application, discharge statutory duties, conduct research or surveys, monitor and review the handling of this application and prepare statistics; and

1. 本人在填写此份表格时已经仔细参阅申请基金须知及此表格的填写指引。同时，亦已附上所有需要的有关文件以供审阅。

I have read the Guide to Application for a Grant from the Fund and the Guidance Notes carefully before completing this form and enclosed all the required supporting documents.

|  |  |  |
| --- | --- | --- |
| 申请机构负责人签署Signature of the Head of Applicant Organisation | ： |  |
|  | ： | (签署Signature) |
| 申请机构负责人姓名Name of the Head of Applicant Organisation | ： |  |
| 申请机构负责人职位Post Title of the Head of Applicant Organisation | ： |  |
| 电话号码Telephone No. | ： |  |
| 日期Date | ： |  |
| 机构印章Organisation Chop | ： |  |

**附录1.1**

**Appendix 1.1**

**申请残疾人士艺术发展基金详情**

第一层：提供基础及／或持续艺术项目

**Details of Application for**

**Arts Development Fund for Persons with Disabilities**

Tier One: Provision of Elementary and/or Continuing Arts Programmes

|  |
| --- |
| 1. **拟提供的艺术项目详情 Details of Proposed Arts Project**
 |
| 项目名称[[5]](#footnote-5)#Project name # | (中) (Eng) |  |
| 项目理念及目的Project visions and objectives |  |
| 项目内容、形式及进行方法Project content, activity format and implementation plan |  |
| 项目宣传及招募方法Project publicity and recruitment methods |  |
| 项目开办日期(年-月-日)Proposed commencement date (yyyy-mm-dd) |  |
| 项目完成日期(年-月-日)Proposed completion date (yyyy-mm-dd) |  |
| 项目时期(月)Project duration (months) |  |
| 预计受众类别和数目Estimated types and number of beneficiaries | 残疾类别和数目Types of disabilities and number of PWDs 残疾类别 人数 人次 Disabilities Persons Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 其他受惠人士和数目 Types and number of non-disabled persons类别 人数 人次 Categories Persons Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |

 |
| 不同类别受众接受艺术训练的总节数及总时数Total number of sessions and hours of training received by beneficiaries |

|  |
| --- |
| 残疾人士接受艺术训练的总节数及总时数Sessions and hours of training received by PWDs |

残疾类别 节数 小时Disabilities Sessions Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

其他受惠人士接受艺术训练的总节数及总时数Sessions and hours of training received by non-disabled persons类别 节数 小时Categories Sessions Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |
| 请详述项目的运作机制如何为残疾人士提供有系统和持续的训练，以发展他们的艺术才华Please elaborate how the project mechanism can provide structured and ongoing training for participants to develop their arts talents |  |
| 请详述项目如何培育残疾人士对艺术发展的兴趣和潜能，为他们带来长远助益Please elaborate how the project can cultivate participants’ interest, potential in arts development and develop their talents in arts so as to bring them long term benefits |  |
| 请详述项目如何增加公众人士对残疾人士艺术才能的了解，在社区推广共融艺术发展和社会共融Please elaborate how the project can enhance public awareness of the arts talents of PWDs, to promote inclusive arts development and social inclusion |  |
| 请详述申请机构如何运用经验、能力和专业知识，以推行有关项目Please elaborate how the applicant organisation implements the project with its experience, ability and professional knowledge |  |

|  |
| --- |
| 1. **财政预算Proposed Budget Summary**
 |
| A.预计收入 Proposed Income |
|

|  |  |
| --- | --- |
| [ ]  是Yes  | [ ]  否 No |

**收入来源 Source of Income**  **款项(港币)****Amount (HKD)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  现金Cash (如课程/活动收入、捐款等 e.g. course/ activities income, donations, etc.)

|  |
| --- |
|  |
|  |
|  |

[ ]  实 物 In Kind

|  |
| --- |
|  |
|  |
|  |

[ ]  其他收入(如适用) Other Income (if applicable)

|  |
| --- |
|  |
|  |
|  |

**项目总收入 Total Income** |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |

|  |
| --- |
| B.预算开支详情Details of Estimated Expenditure |
| **(i)活动支出Programme Expenditure***(如多于一项活动，请复制表格范本。Please copy and insert template if more than one activity is planned.)**(请展示计算程式。如开支项目涉及聘用艺术导师、教练等人手，请提供有关人士的资历及相关工作经验要求。Please illustrate the calculation details of the expenditure item. The required qualification and relevant work experience of staff such as arts tutors and coaches, if applicable, should be provided.)***活动一 Activity 1:**

|  |  |
| --- | --- |
| 活动名称Name |  |
| 目的Purpose |  |
| 内容Content |  |
| 服务对象Target |  |
| 班/组数目 No. of classes/groups |  |
| 每班/组人数No. of beneficiaries per class/group |  |
| 每班/组节数No. of sessions per class/group |  |
| 每节时数No. of hours per session |  |
| 总节数/时数Total no. of sessions/hours |  |

 |
| **预算Budget Breakdown**[[6]](#footnote-6)註**[[7]](#footnote-7)**Note |  |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 开支项目Expenditure Items(包括聘用额外人手或活动物资 including additional manpower and activity materials) | 单项价格Unit Cost (注明所用单位please state theparameter) (HKD) | 数量Quantity | 预算(港币)Budget(HKD) | 理据/详细说明Justifications/elaborations |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
| 3 | 　 |  |  |  | 　 |
| 　**总数 Total****(HKD)** |  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(ii)人手支出 Staffing Cost**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 职位名称Post Title | 月薪(包括强积金)Monthly Salary (including MPF)(HKD) | 受聘时期(月) Employment Duration (month) | 预算(港币)Budget(HKD) | 学历Qualifications/工作范围 Job Duties/相关工作经验 (年) Relevant Working Experience (year) |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
|  **总数 Total** **(HKD)** |  |

**(iii)行政支援开支 Administration Overhead Cost***(不超过(i)活动支出及(ii)人手支出总和的15% Not exceeding 15% of the aggregate of (i) Programme Expenditure and (ii) Staffing Cost)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 开支项目Expenditure Items | 预算(港币)Budget(HKD) | 理据/计算程式Justifications/Calculation Details |
| 1 | 　 |  | 　 |
| 2 | 　 |  | 　 |
| 3 | 　 |  | 　 |
| 　**总数 Total** **(HKD)**　 |  |

**(iv)项目总开支Total Project Expenditure***((i)活动支出、(ii)人手支出及(iii)行政支援开支的总和 The sum of (i) Programme Expenditure, (ii) Staffing Cost and (iii) Administration Overhead Cost)*

|  |  |
| --- | --- |
|  | **港币HKD** |
| **(i) 活动支出 Programme Expenditure** |  |
| **(ii) 人手支出 Staffing Cost** |  |
| **(iii) 行政支援开支Administration Overhead Cost**  |  |
| **(i)+(ii)+(iii) 项目总开支 Total Project Expenditure** |  |
|  |  |

**C. 申请总款额 Amount Requested (港币)(HKD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(即项目总开支扣除总收入 Total Project Expenditure minus Total Income)* |

1. **计划进度指标Project Milestones**

请列明在不同的主要阶段，就汇报期拟定达到的计划进度指标。如有需要，请加入新列。

Please set out the project milestones to be achieved for the reporting period during different key stages. Please insert additional rows if necessary.

|  |  |  |
| --- | --- | --- |
| 主要阶段Key Stage | 汇报期[[8]](#footnote-8)註Reporting Period [[9]](#footnote-9)Note(年-月-日 至 年-月-日)(yyyy-mm-dd to yyyy-mm-dd) | 拟定达到的进度指标(各个进度指标必须可量化、有意义和切合实际，例如按活动时数、节数、满意度、出席率等不同指标计算。基金秘书处会按照进度指标监察计划。)(The milestones should be quantifiable, meaningful and realistic, e.g. on the basis of indicators such as activity hours, number of sessions, satisfaction rate and/or participation rate, etc. The Project will be monitored against the agreed milestones.) |
| 0-6个月0-6 months | (( | 至 to | )) | 例如：活动一：[活动名称] ([ ]节/[ ]小时) |
| 7-12个月(如适用)7-12 months(if applicable)  | (( | 至 to | )) |  |
| 13-18个月(如适用)13-18 months(if applicable) | (( | 至 to | )) |  |

1. **成效评估 Outcome Effectiveness**

|  |  |  |
| --- | --- | --- |
| 成效范围Area of Effectiveness | 目标结果Outcome Target | 评估方法Method of Evaluation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**附录1.2**

**Appendix 1.2**

**申请残疾人士艺术发展基金详情**

 第二层：发展个人艺术才华及专业

**Details of Application for**

**Arts Development Fund for Persons with Disabilities**

Tier Two: Development of Talents and Careers in the Arts

|  |  |
| --- | --- |
|

|  |
| --- |
| 1. **拟提供的艺术项目详情Details of Proposed Arts Project**
 |

 |
| 项目名称[[10]](#footnote-10)#Project name # | (中)(Eng) |  |
| 项目理念及目标Project vision and objectives |  |
| 项目内容、形式及进行方法Project content, activity format and implementation plan |  |
| 项目宣传及招募方法Project publicity and recruitment methods |  |
| 推行项目的区域或地区(可选多于一项)Territories or districts of project implementation (you may choose more than one option) | 1. | 区域 Region |
| [ ] [ ] [ ] [ ]  | 香港岛Hong Kong Island九龙 Kowloon新界 New Territories离岛 Islands |
| 2. | 地区 Districts |
| [ ]  | 中西南及离岛区Central Western, Southern and Islands |
| [ ]  | 东区及湾仔区Eastern and Wan Chai |
| [ ]  | 观塘区 Kwun Tong |
| [ ]  | 黄大仙及西贡区Wong Tai Sin and Sai Kung |
| [ ]  | 九龙城及油尖旺区Kowloon City and Yau Tsim Mong |
| [ ]  | 深水埗区Sham Shui Po |
| [ ]  | 荃湾及葵青区Tsuen Wan and Kwai Tsing |
| [ ]  | 屯门区 Tuen Mun |
| [ ]  | 元朗区 Yuen Long |
| [ ]  | 沙田区 Sha Tin |
| [ ]  | 大埔及北区Tai Po and North |
| 项目开办日期(年-月-日)Proposed commencement date(yyyy-mm-dd) |  |
| 项目完成日期(年-月-日)Proposed completion date(yyyy-mm-dd) |  |
| 项目时期(月)Project duration (months) |  |
| 预计活动的受众类别和数目Estimated types and number of beneficiaries | 残疾类别和数目Types of disabilities and number of PWDs 残疾类别 人数 人次 Disabilities Persons Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 其他受惠人士和数目 Types and number of non-disabled persons类别 人数 人次 Categories Persons Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |

 |
| 不同类别受众接受艺术训练的总节数及总时数Total number of sessions and hours of training received by beneficiaries |

|  |
| --- |
| 残疾人士接受艺术训练的总节数及总时数Sessions and hours of training received by PWDs |

残疾类别 节数 小时Disabilities Sessions Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

其他受惠人士接受艺术训练的总节数及总时数Sessions and hours of training received by non-disabled persons类别 节数 小时Categories Sessions Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 |
| 请详述项目的运作机制如何为残疾人士提供有系统和持续的训练，以发展他们的艺术才华Please elaborate how the project mechanism can provide structured and ongoing training for participants to develop their arts talents |  |
| 请详述项目如何培育残疾人士对艺术发展的兴趣和潜能，为他们带来长远助益Please elaborate how the project can cultivate participants’ interest, potential in arts development and develop their talents in arts, so as to benefit them long term benefits |  |
| 请详述项目如何增加公众人士对残疾人士艺术才能的了解，在社区推广共融艺术发展和社会共融Please elaborate how the project can enhance public awareness of the arts talents of PWDs and to promote inclusive arts development and social inclusion |  |
| 请详述申请机构如何运用经验、能力和专业知识，以推行有关项目Please elaborate how the applicant organisation implements the project with its experience, ability and professional knowledge |  |
| 请详述项目如何达到让拥有优厚艺术潜质的残疾人士建立个人事业，并持续发展才华的目标Please elaborate how the project can achieve the purpose of developing and sustaining the talents of PWDs in arts with potentials for career development |  |
| 请详述项目架构和内容是否与市场上同类课程／项目相若Please state whether the project structures and contents are comparable with the similar training course/projects in the market |  |
| 请详述项目有否纳入为专业艺术教师／导师提供培训，让他们了解残疾人士的特殊学习需要Please elaborate whether the component of providing training for professional arts instructors/ tutors on understanding of the special learning needs of PWDs is appropriately incorporated in the project |  |
| 申请机构将如何透过周详的计划推行地区及／或全港性项目，以展示残疾人士的艺术才华和成就Please elaborate how the applicant organisation can demonstrate the talents and achievements in arts of PWDs through well-planned district-based and/or territory-wide project |  |

|  |
| --- |
| **2. 财政预算Proposed Budget Summary** |
| A.预计收入 Proposed Income |
|

|  |  |
| --- | --- |
| [ ]  是Yes  | [ ]  否 No |

**收入来源 Source of Income**  **款项(港币)** **Amount (HKD)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  现金Cash (如课程/活动收入、捐款等 e.g. course/activities income, donations, etc.)

|  |
| --- |
|  |
|  |
|  |

[ ]  实 物 In Kind

|  |
| --- |
|  |
|  |
|  |

[ ]  其他收入 (如适用) Other Income (if applicable)

|  |
| --- |
|  |
|  |
|  |

**项目总收入 Total Income** |

|  |
| --- |
|  |
|  |
|  |

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |

|  |
| --- |
| B.预算开支详情Details of Estimated Expenditure |
| **(i)活动支出Programme Expenditure***(如多于一项活动，请复制表格范本。Please copy and insert template if more than one activity is planned.)**(请展示计算程式。如开支项目涉及聘用艺术导师、教练等人手，请提供有关人士的资历及相关工作经验要求。Please illustrate the calculation details of the expenditure item. The required qualification and relevant work experience of staff such as arts tutors and coaches, if applicable, should be provided.)***活动一 Activity 1:**

|  |  |
| --- | --- |
| 活动名称Name |  |
| 目的Purpose |  |
| 内容Content |  |
| 服务对象Target |  |
| 班/组数目 No. of classes/groups |  |
| 每班/组人数No. of beneficiaries per class/group |  |
| 每班/组节数No. of sessions per class/group |  |
| 每节时数No. of hours per session |  |
| 总节数/时数Total no. of sessions/hours |  |

 |
| **预算Budget Breakdown**注**[[11]](#footnote-11)**Note |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 开支项目Expenditure Items(包括聘用额外人手或活动物资 including additional manpower and activity materials) | 单项价格Unit Cost (注明所用单位please state theparameter) (HKD) | 数量Quantity | 预算(港币)Budget(HKD) | 理据/详细说明Justifications/elaborations |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
| 3 | 　 |  |  |  | 　 |
| 　**总数 Total****(HKD)** |  |

 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(ii)人手支出 Staffing Cost**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 职位名称Post Title | 月薪(包括强积金)Monthly Salary (including MPF) (HKD) | 受聘时期(月) Employment Duration (month) | 预算(港币)Budget(HKD) | 学历Qualifications/ 工作范围 Job Duties/ 相关工作经验 (年) Relevant Working Experience (year) |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
| **总数 Total****(HKD)** |  |

**(iii)行政支援开支 Administration Overhead Cost***(不超过(i)活动支出及(ii)人手支出总和的15% Not exceeding 15% of the aggregate of (i) Programme Expenditure and (ii) Staffing Cost)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 开支项目Expenditure Items | 预算(港币)Budget(HKD) | 理据/ 计算程式Justifications/calculation details |
| 1 | 　 |  | 　 |
| 2 | 　 |  | 　 |
| 3 | 　 |  | 　 |
| **总数 Total** **(HKD)**  |  |

**(iv)项目总开支Total Project Expenditure***((i)活动支出、(ii)人手支出及(iii)行政支援开支的总和 The sum of (i) Programme Expenditure, (ii) Staffing Cost and (iii) Administration Overhead Cost)*

|  |  |
| --- | --- |
|  | **港币 HKD** |
| **(i) 活动支出 Programme Expenditure** |  |
| **(ii) 人手支出 Staffing Cost** |  |
| **(iii) 行政支援开支 Administration Overhead Cost** |  |
| **(i)+(ii)+(iii) 项目总开支Total Project Expenditure**  |  |

**C. 申请总款额Amount Requested (港币)(HKD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(即项目总开支扣除总收入 Total Project Expenditure minus Total Income)* |

**3. 计划进度指标Project Milestones**

请列明在不同的主要阶段，就汇报期拟定达到的计划进度指标。如有需要，请加入新列。

Please set out the project milestones to be achieved for the reporting period during different key stages. Please insert additional rows if necessary.

|  |  |  |
| --- | --- | --- |
| 主要阶段Key Stage | 汇报期[[12]](#footnote-12)註Reporting Period [[13]](#footnote-13)Note(年-月-日 至 年-月-日)(yyyy-mm-dd to yyyy-mm-dd) | 拟定达到的进度指标(各个进度指标必须可量化、有意义和切合实际，例如按活动时数、节数、满意度、出席率等不同指标计算。基金秘书处会按照进度指标监察计划。)(The milestones should be quantifiable, meaningful and realistic, e.g. on the basis of indicators such as activity hours, number of sessions, satisfaction rate and/or participation rate, etc. The Project will be monitored against the agreed milestones.) |
| 0-6个月0-6 months | (( | 至 to | )) | 例如：活动一：[活动名称] ([ ]节/[ ]小时) |
| 7-12个月7-12 months | (( | 至 to | )) |  |
| 13-18个月13-18 months | (( | 至 to | )) |  |
| 19-24个月(如适用)19-24 months(if applicable) | (( | 至 to | )) |  |
| 25-30个月(如适用)25-30 months(if applicable)  | (( | 至 to | )) |  |
| 31-36个月(如适用)31-36 months(if applicable)  | (( | 至 to | )) |  |

**4. 成效评估 Outcome Effectiveness**

|  |  |  |
| --- | --- | --- |
| 成效范围Area of Effectiveness | 目标结果Outcome Target | 评估方法Method of Evaluation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. # 请同时以中文和英文填写此部分。

 Please complete this item in both English and Chinese. [↑](#footnote-ref-1)
2. 申请机构须为根据《税务条例》(第112章) 第88条获豁免缴税的非牟利机构，同时须具备最少两年为残疾人士提供有系统的艺术活动或训练项目的经验。

 Applicant organisation shall be non-profit making non-governmental organisation granted tax-exempted status under section 88 of the Inland Revenue Ordinance (Cap. 112), with at least two years of experience in organising structured arts activities or training projects for persons with disabilities. [↑](#footnote-ref-2)
3. 申请须于不少于项目的计划开办日期六个月前提交。未获批准或在收到正式批准通知前所作出的任何财政承担，概由申请机构负责。

Application should be made no less than six months before the proposed commencement date of the project. Any financial commitment made without or prior to the receipt of a formal approval notice shall be the sole responsibility of the applicant organisation. [↑](#footnote-ref-3)
4. 3 申请机构可以由个别合资格服务单位提出申请，或以同一机构内合资格的服务单位提出联合申请，共同进行采购和推行项目。受助机构不得在个别服务单位或项目之间转拨有关款项。

Eligible applicant organisations may make joint application on the basis of eligible service units of the same organisation for shared procurement and project implementation. Virement of grants among service units or projects of the grantee is not allowed.

# 请同时以中文和英文填写此部分。

Please complete this item in both English and Chinese. [↑](#footnote-ref-4)
5. # 请同时以中文和英文填写此部分。

 Please complete this item in both English and Chinese. [↑](#footnote-ref-5)
6. 註 如采购物品价格金额超过港币5,000至10,000，请提供至少两份报价单。如物品价格金额超过港币10,000至500,000，请提供至少三份书面报价单。如采购物品超过港币500,000，其物品则需透过公开招标竞投。报价单请详列详情，包括价格细项、规格、证书和所需专业人员，以支持申请的款额。若采购物品只有单一供应商，申请机构应提供充分的理据，以支持作例外处理。 [↑](#footnote-ref-6)
7. Note For every procurement with an estimated value of more than HKD 5,000 to HKD 10,000, applicant organisations shall provide at least two quotations. With an estimated value of more than HKD 10,000 to HKD 500,000, applicant organisations shall provide at least three written quotations. With an estimated value of more than HKD 500,000, open tender should be adopted. Each quotation should include detailed breakdowns, specifications, certificates and professionals required in support of the funding applied for. For items with sole supplier, justification should be made for granting exception in respect of the application. [↑](#footnote-ref-7)
8. 註 成功申请机构须每半年提交进度报告。 [↑](#footnote-ref-8)
9. Note Grantee is required to submit progress report every six months during the project stage. [↑](#footnote-ref-9)
10. # 请同时以中文和英文填写此部分。

 Please complete this item in both English and Chinese. [↑](#footnote-ref-10)
11. 注 如采购物品价格金额超过港币5,000至10,000，请提供至少两份报价单。如物品价格金额超过港币10,000至500,000，请提供至少三份书面报价单。如采购物品超过港币500,000，其物品则需透过公开招标竞投。报价单请详列详情，包括价格细项、规格、证书和所需专业人员，以支持申请的款额。若采购物品只有单一供应商，申请机构应提供充分的理据，以支持作例外处理。

Note  For every procurement with an estimated value of more than HKD 5,000 to HKD 10,000, applicant organisations shall provide at least two quotations. With an estimated

value of more than HKD 10,000 to HKD 500,000, applicant organisations shall provide at least three written quotations. With an estimated value of more than HKD

500,000, open tender should be adopted. Each quotation should include detailed breakdowns, specifications, certificates and professionals required in support of the funding applied for. For items with sole supplier, justification should be made for granting exception in respect of the application. [↑](#footnote-ref-11)
12. 註 成功申请机构须每半年提交进度报告。 [↑](#footnote-ref-12)
13. Note Grantee is required to submit progress report every six months during the project stage. [↑](#footnote-ref-13)