(To be filled in by SWD)

App No:

Resp Off:

**殘疾人士藝術發展基金**

**Arts Development Fund for Persons with Disabilities**

**Application Form申請表格**

在填寫此份表格前，請仔細參閱申請基金須知及此表格的填寫指引。

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

**一般資料表**

**General Information Sheet**

1. 申請撥款的服務機構簡介

Brief description of the applicant organisation

|  |  |
| --- | --- |
| 申請機構[[1]](#footnote-1)#： (中) |  |
| Applicant Organisation#： (Eng) |  |
|  |  |
| 服務單位#： (中) |  |
| Applicant Service Unit#： (Eng) |  |
|  |  |
| 通訊地址#： (中) |  |
| Correspondence Address#： (Eng) |  |
|  |  |
| 申請機構負責人姓名Name of the Head of Applicant Organisation： |  | 電話號碼Telephone No.： |  |
| 職位Post： |  | 傳真號碼Fax No.： |  |
| 電郵地址E-mail Address： |  |
| 項目負責人姓名Name of the Responsible Project Officer： |   | 電話號碼Telephone No.： |  |
| 職位/所屬單位Post / Service Unit： |  | 傳真號碼Fax No.： |  |
| 電郵地址E-mail Address： |  |

1. 為殘疾人士舉辦有系統藝術活動或訓練項目經驗

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

|  |  |
| --- | --- |
| 舉辦藝術活動或訓練項目的經驗 (年/月)(截至申請日期計算)[[2]](#footnote-2)Past experience in organising arts activities or training projects for PWDs (years/months) (up to the date of application) 1 |  |

1. 機構性質Nature of Organisation

(只可選擇一項) (Please choose one option only)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | 現正受社會福利署津貼的 非政府機構Non-governmental organisation currently receiving subvention from the Social Welfare Department |  [ ]  | 現正根據《稅務條例》(第112章) 第88條獲豁免繳稅的非牟利機構Non-profit making organisation granted tax-exempted status under section 88 of the Inland Revenue Ordinance (Cap. 112) |
|  |  |

1. 申請項目層面Tier of Project

(只可選擇一項) (Please choose one option only)

|  |  |  |  |
| --- | --- | --- | --- |
|  | 類別Category | 申請款額(港幣)Amount Requested (HKD) | 附件(包括影印文本及電腦檔案)Attachment (in hard and soft copies) |
|  |
| [ ]  | 第一層：提供基礎及／或持續藝術項目Tier One: Provision of Elementary and/or Continuing Arts Programmes |  | 附錄 1.1 [ ] Appendix 1.1 |
|  |
| [ ]  | 第二層：發展個人藝術才華及專業Tier Two: Development of Talents and Careers in the Arts |  | 附錄 1.2 [ ] Appendix 1.2 |
|  | 總款額Total： |  |  |

1. 建議項目開辦日期 (月/年)[[3]](#footnote-3)

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

1. 如申請項目擬由多於一個服務單位合辦，請填寫以下資料: 3

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

|  |  |  |
| --- | --- | --- |
| 服務單位[[4]](#footnote-4)#Service Unit# | 申請款額比例(%)Percentage of Amount Requested (%) | 申請款額分配(港幣)Amount Requested (HKD) |
| (中)(Eng) |  |  |  |
| (中)(Eng) |  |  |  |
|  | 總款額Total： |  |

1. 請表明申請機構過去曾否向殘疾人士藝術發展基金申請資助

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

[ ]  是 Yes (請填寫下列表格 Please fill in the table below) [ ]  否No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 服務單位Service Unit | 項目名稱Name of Project | 申請年份Year of Application  | 申請結果Application Result | 獲批資助金額(如有) (港幣)Amount of Approved Grant (if any) (HKD) | 項目完成日期(如有)Date of Completion(if any) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**聲明 Declaration**

|  |  |  |
| --- | --- | --- |
| 本人代表  |  | ，並獲其正式授權，作出以下聲明： |
| *(申請機構名稱)* |  |
| I, on behalf of and duly authorised by |  | , declare that: |
|  (*Name of the Applicant Organisation)* |

1. 本申請表格內的資料及夾附於申請表格的資料，均屬真實無誤，並反映截至提交申請當日的真實情況。本人承諾，如上述資料日後如有任何更改[特別是在本申請提交後，有關獲批社會福利署(社署)資助的改動]，會立即通知社署。如填報資料不正確，申請將被視為無效，同時，社署將取消已批准的撥款，而已支付的款項亦須全數退還政府。蓄意虛報資料或隱瞞任何重要資料者有可能被轉介到執法機關處理；

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. 如申請獲得批准，承諾會竭盡所能，按照本申請的批准項目完成計劃，並監察其過程；

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

1. 申請機構已通知本申請有關的所有人士/機構，政府可使用本申請表格內的個人資料以審批本申請、履行法定職責、進行有關研究及調查、監察和檢討本申請的處理及整理統計數字；

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. 本人在填寫此份表格時已經仔細參閱申請基金須知及此表格的填寫指引。同時，亦已附上所有需要的有關文件以供審閱。

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.

|  |  |  |
| --- | --- | --- |
| 申請機構負責人簽署Signature of the Head of Applicant Organisation | ： |  |
|  | ： | (簽署Signature) |
| 申請機構負責人姓名Name of the Head of Applicant Organisation | ： |  |
| 申請機構負責人職位Post Title of the Head of Applicant Organisation | ： |  |
| 電話號碼Telephone No. | ： |  |
| 日期Date | ： |  |
| 機構印章Organisation Chop | ： |  |

**附錄1.1**

**Appendix 1.1**

**申請殘疾人士藝術發展基金詳情**

第一層：提供基礎及／或持續藝術項目

**Details of Application for**

**Arts Development Fund for Persons with Disabilities**

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

|  |
| --- |
| 1. **擬提供的藝術項目詳情 Details of Proposed Arts Project**
 |
| 項目名稱[[5]](#footnote-5)#Project name # | (中) (Eng) |  |
| 項目理念及目的Project visions and objectives |  |
| 項目內容、形式及進行方法Project content, activity format and implementation plan |  |
| 項目宣傳及招募方法Project publicity and recruitment methods |  |
| 項目開辦日期(年-月-日)Proposed commencement date (yyyy-mm-dd) |  |
| 項目完成日期(年-月-日)Proposed completion date (yyyy-mm-dd) |  |
| 項目時期(月)Project duration (months) |  |
| 預計受眾類別和數目Estimated types and number of beneficiaries | 殘疾類別和數目Types of disabilities and number of PWDs 殘疾類別 人數 人次 Disabilities Persons Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
| 其他受惠人士和數目 Types and number of non-disabled persons類別 人數 人次 Categories Persons Attendance

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

 |

 |
| 不同類別受眾接受藝術訓練的總節數及總時數Total number of sessions and hours of training received by beneficiaries |

|  |
| --- |
| 殘疾人士接受藝術訓練的總節數及總時數Sessions and hours of training received by PWDs |

殘疾類別 節數 小時Disabilities Sessions Hours

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

其他受惠人士接受藝術訓練的總節數及總時數Sessions and hours of training received by non-disabled persons類別 節數 小時Categories Sessions Hours

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

 |
| 請詳述項目的運作機制如何為殘疾人士提供有系統和持續的訓練，以發展他們的藝術才華Please elaborate how the project mechanism can provide structured and ongoing training for participants to develop their arts talents |  |
| 請詳述項目如何培育殘疾人士對藝術發展的興趣和潛能，為他們帶來長遠助益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 |  |
| 請詳述項目如何增加公眾人士對殘疾人士藝術才能的了解，在社區推廣共融藝術發展和社會共融Please elaborate how the project can enhance public awareness of the arts talents of PWDs, to promote inclusive arts development and social inclusion |  |
| 請詳述申請機構如何運用經驗、能力和專業知識，以推行有關項目Please elaborate how the applicant organisation implements the project with its experience, ability and professional knowledge |  |

|  |
| --- |
| 1. **財政預算Proposed Budget Summary**
 |
| A.預計收入 Proposed Income |
|

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

**收入來源 Source of Income**  **款項(港幣)****Amount (HKD)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  現金Cash (如課程/活動收入、捐款等 e.g. course/ activities income, donations, etc.)

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

[ ]  實 物 In Kind

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

[ ]  其他收入(如適用) Other Income (if applicable)

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

**項目總收入 Total Income** |

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

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

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

 |

|  |
| --- |
| B.預算開支詳情Details of Estimated Expenditure |
| **(i)活動支出Programme Expenditure***(如多於一項活動，請複製表格範本。Please copy and insert template if more than one activity is planned.)**(請展示計算程式。如開支項目涉及聘用藝術導師、教練等人手，請提供有關人士的資歷及相關工作經驗要求。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.)***活動一 Activity 1:**

|  |  |
| --- | --- |
| 活動名稱Name |  |
| 目的Purpose |  |
| 內容Content |  |
| 服務對象Target |  |
| 班/組數目 No. of classes/groups |  |
| 每班/組人數No. of beneficiaries per class/group |  |
| 每班/組節數No. of sessions per class/group |  |
| 每節時數No. of hours per session |  |
| 總節數/時數Total no. of sessions/hours |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 開支項目Expenditure Items(包括聘用額外人手或活動物資 including additional manpower and activity materials) | 單項價格Unit Cost (註明所用單位please state theparameter) (HKD) | 數量Quantity | 預算(港幣)Budget(HKD) | 理據/詳細說明Justifications/elaborations |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
| 3 | 　 |  |  |  | 　 |
| 　**總數 Total****(HKD)** |  |

 |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 職位名稱Post Title | 月薪(包括強積金)Monthly Salary (including MPF)(HKD) | 受聘時期(月) Employment Duration (month) | 預算(港幣)Budget(HKD) | 學歷Qualifications/工作範圍 Job Duties/相關工作經驗 (年) Relevant Working Experience (year) |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
|  **總數 Total** **(HKD)** |  |

**(iii)行政支援開支 Administration Overhead Cost***(不超過(i)活動支出及(ii)人手支出總和的15% Not exceeding 15% of the aggregate of (i) Programme Expenditure and (ii) Staffing Cost)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 開支項目Expenditure Items | 預算(港幣)Budget(HKD) | 理據/計算程式Justifications/Calculation Details |
| 1 | 　 |  | 　 |
| 2 | 　 |  | 　 |
| 3 | 　 |  | 　 |
| 　**總數 Total** **(HKD)**　 |  |

**(iv)項目總開支Total Project Expenditure***((i)活動支出、(ii)人手支出及(iii)行政支援開支的總和 The sum of (i) Programme Expenditure, (ii) Staffing Cost and (iii) Administration Overhead Cost)*

|  |  |
| --- | --- |
|  | **港幣HKD** |
| **(i) 活動支出 Programme Expenditure** |  |
| **(ii) 人手支出 Staffing Cost** |  |
| **(iii) 行政支援開支Administration Overhead Cost**  |  |
| **(i)+(ii)+(iii) 項目總開支 Total Project Expenditure** |  |
|  |  |

**C. 申請總款額 Amount Requested (港幣)(HKD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(即項目總開支扣除總收入 Total Project Expenditure minus Total Income)* |

1. **計劃進度指標Project Milestones**

請列明在不同的主要階段，就匯報期擬定達到的計劃進度指標。如有需要，請加入新列。

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

|  |  |  |
| --- | --- | --- |
| 主要階段Key Stage | 匯報期[[8]](#footnote-8)註Reporting Period [[9]](#footnote-9)Note(年-月-日 至 年-月-日)(yyyy-mm-dd to yyyy-mm-dd) | 擬定達到的進度指標(各個進度指標必須可量化、有意義和切合實際，例如按活動時數、節數、滿意度、出席率等不同指標計算。基金秘書處會按照進度指標監察計劃。)(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個月0-6 months | (( | 至 to | )) | 例如：活動一：[活動名稱] ([ ]節/[ ]小時) |
| 7-12個月(如適用)7-12 months(if applicable)  | (( | 至 to | )) |  |
| 13-18個月(如適用)13-18 months(if applicable) | (( | 至 to | )) |  |

1. **成效評估 Outcome Effectiveness**

|  |  |  |
| --- | --- | --- |
| 成效範圍Area of Effectiveness | 目標結果Outcome Target | 評估方法Method of Evaluation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**附錄1.2**

**Appendix 1.2**

**申請殘疾人士藝術發展基金詳情**

 第二層：發展個人藝術才華及專業

**Details of Application for**

**Arts Development Fund for Persons with Disabilities**

Tier Two: Development of Talents and Careers in the Arts

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

|  |
| --- |
| 1. **擬提供的藝術項目詳情Details of Proposed Arts Project**
 |

 |
| 項目名稱[[10]](#footnote-10)#Project name # | (中)(Eng) |  |
| 項目理念及目標Project vision and objectives |  |
| 項目內容、形式及進行方法Project content, activity format and implementation plan |  |
| 項目宣傳及招募方法Project publicity and recruitment methods |  |
| 推行項目的區域或地區(可選多於一項)Territories or districts of project implementation (you may choose more than one option) | 1. | 區域 Region |
| [ ] [ ] [ ] [ ]  | 香港島Hong Kong Island九龍 Kowloon新界 New Territories離島 Islands |
| 2. | 地區 Districts |
| [ ]  | 中西南及離島區Central Western, Southern and Islands |
| [ ]  | 東區及灣仔區Eastern and Wan Chai |
| [ ]  | 觀塘區 Kwun Tong |
| [ ]  | 黃大仙及西貢區Wong Tai Sin and Sai Kung |
| [ ]  | 九龍城及油尖旺區Kowloon City and Yau Tsim Mong |
| [ ]  | 深水埗區Sham Shui Po |
| [ ]  | 荃灣及葵青區Tsuen Wan and Kwai Tsing |
| [ ]  | 屯門區 Tuen Mun |
| [ ]  | 元朗區 Yuen Long |
| [ ]  | 沙田區 Sha Tin |
| [ ]  | 大埔及北區Tai Po and North |
| 項目開辦日期(年-月-日)Proposed commencement date(yyyy-mm-dd) |  |
| 項目完成日期(年-月-日)Proposed completion date(yyyy-mm-dd) |  |
| 項目時期(月)Project duration (months) |  |
| 預計活動的受眾類別和數目Estimated types and number of beneficiaries | 殘疾類別和數目Types of disabilities and number of PWDs 殘疾類別 人數 人次 Disabilities Persons Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 其他受惠人士和數目 Types and number of non-disabled persons類別 人數 人次 Categories Persons Attendance

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

 |

 |
| 不同類別受眾接受藝術訓練的總節數及總時數Total number of sessions and hours of training received by beneficiaries |

|  |
| --- |
| 殘疾人士接受藝術訓練的總節數及總時數Sessions and hours of training received by PWDs |

殘疾類別 節數 小時Disabilities Sessions Hours

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

其他受惠人士接受藝術訓練的總節數及總時數Sessions and hours of training received by non-disabled persons類別 節數 小時Categories Sessions Hours

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

 |
| 請詳述項目的運作機制如何為殘疾人士提供有系統和持續的訓練，以發展他們的藝術才華Please elaborate how the project mechanism can provide structured and ongoing training for participants to develop their arts talents |  |
| 請詳述項目如何培育殘疾人士對藝術發展的興趣和潛能，為他們帶來長遠助益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 |  |
| 請詳述項目如何增加公眾人士對殘疾人士藝術才能的了解，在社區推廣共融藝術發展和社會共融Please elaborate how the project can enhance public awareness of the arts talents of PWDs and to promote inclusive arts development and social inclusion |  |
| 請詳述申請機構如何運用經驗、能力和專業知識，以推行有關項目Please elaborate how the applicant organisation implements the project with its experience, ability and professional knowledge |  |
| 請詳述項目如何達到讓擁有優厚藝術潛質的殘疾人士建立個人事業，並持續發展才華的目標Please elaborate how the project can achieve the purpose of developing and sustaining the talents of PWDs in arts with potentials for career development |  |
| 請詳述項目架構和內容是否與市場上同類課程／項目相若Please state whether the project structures and contents are comparable with the similar training course/projects in the market |  |
| 請詳述項目有否納入為專業藝術教師／導師提供培訓，讓他們了解殘疾人士的特殊學習需要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 |  |
| 申請機構將如何透過周詳的計劃推行地區及／或全港性項目，以展示殘疾人士的藝術才華和成就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. 財政預算Proposed Budget Summary** |
| A.預計收入 Proposed Income |
|

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

**收入來源 Source of Income**  **款項(港幣)** **Amount (HKD)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  現金Cash (如課程/活動收入、捐款等 e.g. course/activities income, donations, etc.)

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

[ ]  實 物 In Kind

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

[ ]  其他收入 (如適用) Other Income (if applicable)

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

**項目總收入 Total Income** |

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

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

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

 |

|  |
| --- |
| B.預算開支詳情Details of Estimated Expenditure |
| **(i)活動支出Programme Expenditure***(如多於一項活動，請複製表格範本。Please copy and insert template if more than one activity is planned.)**(請展示計算程式。如開支項目涉及聘用藝術導師、教練等人手，請提供有關人士的資歷及相關工作經驗要求。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.)***活動一 Activity 1:**

|  |  |
| --- | --- |
| 活動名稱Name |  |
| 目的Purpose |  |
| 內容Content |  |
| 服務對象Target |  |
| 班/組數目 No. of classes/groups |  |
| 每班/組人數No. of beneficiaries per class/group |  |
| 每班/組節數No. of sessions per class/group |  |
| 每節時數No. of hours per session |  |
| 總節數/時數Total no. of sessions/hours |  |

 |
| **預算Budget Breakdown**註**[[11]](#footnote-11)**Note |
|

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 開支項目Expenditure Items(包括聘用額外人手或活動物資 including additional manpower and activity materials) | 單項價格Unit Cost (註明所用單位please state theparameter) (HKD) | 數量Quantity | 預算(港幣)Budget(HKD) | 理據/詳細說明Justifications/elaborations |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
| 3 | 　 |  |  |  | 　 |
| 　**總數 Total****(HKD)** |  |

 |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 職位名稱Post Title | 月薪(包括強積金)Monthly Salary (including MPF) (HKD) | 受聘時期(月) Employment Duration (month) | 預算(港幣)Budget(HKD) | 學歷Qualifications/ 工作範圍 Job Duties/ 相關工作經驗 (年) Relevant Working Experience (year) |
| 1 | 　 |  |  |  | 　 |
| 2 | 　 |  |  |  | 　 |
| **總數 Total****(HKD)** |  |

**(iii)行政支援開支 Administration Overhead Cost***(不超過(i)活動支出及(ii)人手支出總和的15% Not exceeding 15% of the aggregate of (i) Programme Expenditure and (ii) Staffing Cost)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 開支項目Expenditure Items | 預算(港幣)Budget(HKD) | 理據/ 計算程式Justifications/calculation details |
| 1 | 　 |  | 　 |
| 2 | 　 |  | 　 |
| 3 | 　 |  | 　 |
| **總數 Total** **(HKD)**  |  |

**(iv)項目總開支Total Project Expenditure***((i)活動支出、(ii)人手支出及(iii)行政支援開支的總和 The sum of (i) Programme Expenditure, (ii) Staffing Cost and (iii) Administration Overhead Cost)*

|  |  |
| --- | --- |
|  | **港幣 HKD** |
| **(i) 活動支出 Programme Expenditure** |  |
| **(ii) 人手支出 Staffing Cost** |  |
| **(iii) 行政支援開支 Administration Overhead Cost** |  |
| **(i)+(ii)+(iii) 項目總開支Total Project Expenditure**  |  |

**C. 申請總款額Amount Requested (港幣)(HKD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(即項目總開支扣除總收入 Total Project Expenditure minus Total Income)* |

**3. 計劃進度指標Project Milestones**

請列明在不同的主要階段，就匯報期擬定達到的計劃進度指標。如有需要，請加入新列。

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

|  |  |  |
| --- | --- | --- |
| 主要階段Key Stage | 匯報期[[12]](#footnote-12)註Reporting Period [[13]](#footnote-13)Note(年-月-日 至 年-月-日)(yyyy-mm-dd to yyyy-mm-dd) | 擬定達到的進度指標(各個進度指標必須可量化、有意義和切合實際，例如按活動時數、節數、滿意度、出席率等不同指標計算。基金秘書處會按照進度指標監察計劃。)(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個月0-6 months | (( | 至 to | )) | 例如：活動一：[活動名稱] ([ ]節/[ ]小時) |
| 7-12個月7-12 months | (( | 至 to | )) |  |
| 13-18個月13-18 months | (( | 至 to | )) |  |
| 19-24個月(如適用)19-24 months(if applicable) | (( | 至 to | )) |  |
| 25-30個月(如適用)25-30 months(if applicable)  | (( | 至 to | )) |  |
| 31-36個月(如適用)31-36 months(if applicable)  | (( | 至 to | )) |  |

**4. 成效評估 Outcome Effectiveness**

|  |  |  |
| --- | --- | --- |
| 成效範圍Area of Effectiveness | 目標結果Outcome Target | 評估方法Method of Evaluation |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

1. # 請同時以中文和英文填寫此部分。

 Please complete this item in both English and Chinese. [↑](#footnote-ref-1)
2. 申請機構須為根據《稅務條例》(第112章) 第88條獲豁免繳稅的非牟利機構，同時須具備最少兩年為殘疾人士提供有系統的藝術活動或訓練項目的經驗。

 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. 申請須於不少於項目的計劃開辦日期六個月前提交。未獲批准或在收到正式批准通知前所作出的任何財政承擔，概由申請機構負責。

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 申請機構可以由個別合資格服務單位提出申請，或以同一機構內合資格的服務單位提出聯合申請，共同進行採購和推行項目。受助機構不得在個別服務單位或項目之間轉撥有關款項。

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.

# 請同時以中文和英文填寫此部分。

Please complete this item in both English and Chinese. [↑](#footnote-ref-4)
5. # 請同時以中文和英文填寫此部分。

 Please complete this item in both English and Chinese. [↑](#footnote-ref-5)
6. 註 如採購物品價格金額超過港幣5,000至10,000，請提供至少兩份報價單。如物品價格金額超過港幣10,000至500,000，請提供至少三份書面報價單。如採購物品超過港幣500,000，其物品則需透過公開招標競投。報價單請詳列詳情，包括價格細項、規格、證書和所需專業人員，以支持申請的款額。若採購物品只有單一供應商，申請機構應提供充分的理據，以支持作例外處理。 [↑](#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 成功申請機構須每半年提交進度報告。 [↑](#footnote-ref-8)
9. Note Grantee is required to submit progress report every six months during the project stage. [↑](#footnote-ref-9)
10. # 請同時以中文和英文填寫此部分。

 Please complete this item in both English and Chinese. [↑](#footnote-ref-10)
11. 註 如採購物品價格金額超過港幣5,000至10,000，請提供至少兩份報價單。如物品價格金額超過港幣10,000至500,000，請提供至少三份書面報價單。如採購物品超過港幣500,000，其物品則需透過公開招標競投。報價單請詳列詳情，包括價格細項、規格、證書和所需專業人員，以支持申請的款額。若採購物品只有單一供應商，申請機構應提供充分的理據，以支持作例外處理。

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 成功申請機構須每半年提交進度報告。 [↑](#footnote-ref-12)
13. Note Grantee is required to submit progress report every six months during the project stage. [↑](#footnote-ref-13)