

奖券基金拨款申请表(工程/家具及设备)
Application Form for Lotteries Fund Grant (Works / Furniture & Equipment)

在填写此份表格前, 请仔细参阅表格内附录 5 的指引及奖券基金手册
Please study the Guidance Notes at Appendix 5 and the Lotteries Fund Manual carefully before you complete the form.

一般数据表

General Information Sheet

1. 申请拨款的服务单位简介

Brief description of the applying service unit

1.1 营办机构:

Operating NGO:

1.2 服务单位:

Service unit:

1.2.1 名称:

Name:

1.2.2 服务性质:

Service nature:

1.2.3 地址:

Address:

1.2.4 电邮地址及传真号码:

E-mail Address and Fax Number:

1.2.5 通讯地址(如与上方不同):

Correspondence Address

(if different from above):

1.2.6 联络人及电话号码:

Contact person & telephone no.

1.2.7 开办日期 (月 / 年):

Commencement of operation (month / year):

1.2.8 开始接受社会福利津贴日期 (月 / 年):

Commencement of subvention (month / year):

2. 申请拨款原因 (综合描述是项申请的背景, 原因及目的, 而无需将每一项目类别给予理据)
Reasons for the application (a comprehensive description of the background, reason and purpose of this application, not justifications for each requested item)

3. 申请项目撮要
Summary of the application

<u>类别</u> Category	<u>申请款额</u> 元 <u>Amount requested</u> \$	<u>附件</u> (包括印文本及计算机档案) (请在适当方格内加 √ 号) <u>Attachment (in hard and soft</u> <u>copies)</u> (please tick where appropriate)
3.1 工程项目 Works item	()	附录 1 <input type="checkbox"/> Appendix 2 <input type="checkbox"/>
3.2 家具及设备 Furniture & equipment	()	附录 3 <input type="checkbox"/> Appendix <input type="checkbox"/>
3.3 其他, 如购买车辆 (请注明) Others, such as purchase of vehicle (please specify)	()	附录 3 <input type="checkbox"/> Appendix <input type="checkbox"/>
总款额: _____ Total: ()		

4. 项目时间表
Project Timetable

(I) 就工程项目
For Works Project

- 4.1 提交聘请顾问文件以供审批
Submission of documents for hiring of
Consultant for vetting
拨款后____月
____ Months after grant approval
或/or
于____ 年第____季内
in Q__ / ____ (Quarter/ Year)
- 4.2 提交聘请总承包商文件以供审批
Submission of document for hiring of Main
Contractor for vetting
聘请顾问后____月
-- ____ Months after hiring of consultant
或/or
于____ 年第____季内
in Q__ / ____ (Quarter/ Year)

- 4.3 实际竣工
Practical completion of works
- 聘请总承包商后____月
____ Months after award of main contract
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- 4.4 提交结算项目账目
Submission of final account
- 实际完工后____月
____ Months after practical completion
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- (II) 就采购家具及设备项目
For Project on Purchase of Furniture & Equipment
- 4.5 落单
Placement of Order for Purchase
- 拨款后____月
____ Months after grant approval
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- 4.6 送货
Delivery
- 落单后____月
--____ Months after placing order
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- 4.7 提交结算项目账目
Submission of final payment claim
- 送货后____月
____ Months after delivery
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- (III) 就其他项目
For Other Projects
- 4.8 拨款后展开与项目有关的工作（请提供详情）
Commencement of work related to the project after grant allocation (please provide details) -
- 拨款后____月
____ Months after grant approval
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- 4.9 项目进行（请提供详情）
Project in-progress (please provide details) -
- 展开与项目有关的工作后____月
--____ Months after commencement of work related to the project
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)
- [如有需要，可另加补充纸张
Supplementary sheets may be added]
- 4.10 提交结算项目账目
Submission of final payment claim
- 项目完成后____月
____ Months after completion of project
或/or
于____年 第____季内
in Q____ / _____ (Quarter/ Year)

5. 声明
Declaration

我谨代表_____（申请机构）在此声明，申请机构就是次申请之项目并没有在最近 5 年向任何资助计划申请或没有从任何资助计划获批资助。我承诺日后任何有关是次申请的数据的改变（例如于提交是此申请后获其他资助计划拨款资助同一申请项目），申请机构尽快通知社会福利署的奖券基金计划组。

I, on behalf of _____ (applicant organisation), hereby declare that the applicant organisation is NOT applying for or has NOT been granted any financial support under any other funding schemes for the items under application in the last five years. I undertake that the applicant organisation will inform any change in information in respect of its application (e.g. subsequent approval of funds under other funding scheme for the same project under application after the application is submitted) to the Lotteries Fund Projects Section of the Social Welfare Department as soon as possible.

我在填写此份表格时已经仔细参阅表格内附录 5 的指引及奖券基金手册。同时，我亦已附上所有需要的有关文件以供审阅。

I have read the Guidance Notes at Appendix 5 and the Lotteries Fund Manual carefully before completing this form. I have also enclosed all the supporting documents required.

负责职员 : _____
Prepared by (签署) (Signature)

姓名 : _____
Name

职位 : _____
Post

电话号码 : _____
Telephone No.

日期 : _____
Date

警告 Warning

任何虚假声明可导致批款协议被中止、机构需退还已发放之资助及刑事检控的可能。
Any false declaration may lead to termination of the funding agreement, refund of any funds disbursed, and the possibility of criminal charges.

奖券基金
申请工程项目拨款摘要(见注)
Summary of Application for Lotteries Fund Grant for Works Items (See Note)

项目编号 Item No.	工程项目摘要 Summary of Items Requested	款额(元) Amount (\$)	备注 Remarks
1.	工程项目类别 Works Items		
1.1	混凝土工程 Concrete Works		
1.2	砖工 Brickwork & Blockwork		
1.3	木工及细木工(包括木工五金配件) Carpentry & Joinery (including Ironmongery)		
1.4	铁器工程 Metal Works		
1.5	水泥批荡及饰面工程 Plastering & Finishes		
1.6	供水及排污装置工程 Plumbing and Drainage		
1.7	玻璃装嵌工程 Glazing		
1.8	油漆及涂饰工程 Painting		
1.9	电气设备装置工程 Electrical Works		
1.10	暖气、通风与空气调节设备装置工程 Heating, Ventilation and Air-conditioning Works		
1.11	消防设备装置工程 Fire Services Installation		
1.12	气体设备装置工程 Gas Installation		
1.13	其他(请注明) Others (please specify)		
	分项1合计款项: Sub-total:	0.00	
2.	顾问及有关工程合约支出(只适用于聘有认可人/其他专业顾问之工程申请) Professional and Related Contractual Charges (ONLY applicable for application when Authorized Person / Consultant is appointed)		
2.1	开拓费 Preliminaries		
2.2	工程备用金 Contingencies		
2.3	专业服务费 Professional Fees		
2.4	印务费 Lithography		
	分项2合计款项: Sub-total:	0.00	
	总款额: GRAND TOTAL:	0.00	

注：请列出各项目的详细数据于附录2。
Note：Breakdown and Details of the works items should be provided in Appendix 2.

工程细项详细阐释
项目摘要录于附录 1 (见注)
Breakdown and Details of the Proposed Works Items
Summarized at Appendix 1 (See Note)

项目编号 Item No.	各项工程之范围， 度量 / 规格 Extent of each works items, its dimensions / specifications	各项工程之 详细位置 Detailed location	数量 及单位 Quantity & unit	单价 Unit rate	款额 (元) Amount (\$)	每项工程之理据 (可另加纸呈报) Justification for each proposed item (provide in separate sheet if necessary)
总款额： TOTAL :						

注： 请提交各项施工所需的文件以供审阅 (文件包括有关业主/授权机关的核准书，其他政府部门的推荐信，工程草图，图则，分布图，装备系统图，报价单，指定物料，施工方法等)。

Note : Please provide prerequisite documents (e.g. approval of the landlord/authority concerned, recommendation from other government departments, sketches, drawings, layout plans, installation plans, quotations, specifying material & works method, etc.).

家具及设备 / 购买车辆
申请政府奖券基金拨款详情 (见注)
Details of Application for Lotteries Fund Grant
for Furniture and Equipment/ Purchase of Vehicle (See Note)

项目 编号 Item No.	项目详情及位置 Details of the items and locations	数量 及单位 Quantity & unit	单价 Unit rate	款额 (元) Amount (\$)	理据 (请说明该项目是新项目、更新或改善项目；并加以详述) Justification (please state whether it is a new item, replacement or improvement item; and with elaboration)
总款额： TOTAL :					

注： 若申请项目并未列入于最新的『常用家具及设备价目表』内，请提供至少一份报价单，支持你所申请的款额。购买车辆的申请应与购买其他家具及设备申请分开递交。

Note : For items outside the latest edition of the Price List of Common Furniture & Equipment, please provide at least one quotation in support of your requested amount. Application for purchase of vehicle should be submitted separately from those of other F&E items.

收集个人资料之前致资料当事人的通知书

Notice to Data Subject Before Collection of Personal Data

向社会福利署(社署)提供个人资料之前, 请先细阅本通知书。

Please read this notice before you provide any personal data to Social Welfare Department (SWD).

收集资料的目的

Purposes of Collection

- (1) 社署及／或获社署提供津贴／资助的非政府机构, 或由社署委托的非政府机构, 将会使用你所提供的个人资料, 向你及／或你的家人提供你及／或你的家人所需要的及由社署及／或上述非政府机构提供的援助或服务, 包括(但不限于)用于监察和检讨各项服务、处理有关你及／或你的家人所获得服务的投诉、进行研究及调查、制备统计数字、履行法定职责等。向社署提供个人资料纯属自愿。不过, 如你未能提供所要求的个人资料, 本署可能无法处理你的申请或向你及／或你的家人提供援助／服务。

The personal data supplied by you will be used by the SWD and/or those non-governmental organisations (NGOs) which receive subventions or subsidies from or which are commissioned by SWD to provide you and/or your family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you and/or your family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you and/or your family members, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you and/or your family members.

可能经由社署转介数据的人士的类别

Classes of Transferees

- (2) 你所提供的个人资料, 会按需要知道的原则提供给在本署工作的职员。除此之外, 该等个人资料亦可能会为上文第1段所述的目的而向下列机构／人士披露, 或在下述情况下披露:

The personal data you provide will be made available to persons working in SWD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above:

- (a) 其他机构／人士(例如政府决策局／部门、医院管理局、非政府机构、公用事业公司等), 如该等机构／人士有参与以下事项:

Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies if they are involved in:

- (i) 审批及／或评估你及／或你的家人就上文第1段所提及社署及／或非政府机构向你及／或你的家人提供服务／援助而提出的任何申请;

processing and/or assessing any application from you and/or your family members for the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above;

- (ii) 上文第1段所提及社署及／或非政府机构向你及／或你的家人所提供的服务／援助; 或

the provision of service/assistance to you and/or your family members by SWD and/or the NGOs mentioned in paragraph 1 above; or

- (iii) 监察和检讨上文第 1 段所提及社署及／或非政府机构所提供的服务，或制备统计数字；

monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;

- (b) 处理投诉的机构（例如申诉专员公署、个人资料私隐专员公署、社会工作者注册局、立法会等），如果这些机构正在处理有关社署向你及／或你的家人所提供的服务或援助的投诉；

Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you and/or your family members by SWD;

- (c) 法律授权或法律规定须披露数据；或

Where such disclosure is authorised or required by law; or

- (d) 你曾就披露资料给予订明同意。

Where you have given your prescribed consent to such disclosure.

查阅个人资料

Access to Personal Data

- (3) 按照《个人资料(私隐)条例》(第486章)，你有权就社署所持有的有关你的个人资料提出查阅及改正要求。本署提供个人资料复本将须收取费用。如需查阅或改正社署收集的个人资料，请向以下人士提出：

You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

社会福利署署长 [经办人：社会工作主任(奖券基金)]

香港湾仔

皇后大道东248号

大新金融中心

36楼3601至02室

电话：2832 4328, 2832 4340, 传真：2151 0573, 电邮：lfenq@swd.gov.hk

Director of Social Welfare [Attn: Social Work Officer (Lotteries Fund)]

Room 3601-02, 36/F

Dah Sing Financial Centre

248 Queen's Road East

Wan Chai, Hong Kong

Tel : 2832 4328, 2832 4340, Fax: 2151 0573, E-mail: lfenq@swd.gov.hk

(03/21)

Guidance Notes on Completing Lotteries Fund Application Form
(Works/Furniture/Equipment)

[Progress report, post-evaluation, etc.]

1. General

- 1.1 Please study the Lotteries Fund Manual before you lodge an application for grants from the Lotteries Fund.
- 1.2 The completed application form should include the General Information Sheet as supported by Appendices 1, 2 or 3 as appropriate. In completing item 2 of the General Information Sheet, i.e. 'Reasons for the application', please highlight the purpose [e.g. renovation, alterations, improvements, acquisition of replacement/ additional furniture and equipment (F&E), etc.] and state why it is necessary (e.g. general wear and tear, meeting safety requirements or making good defects, etc.).
- 1.3 Appendices 1 and 2 should be completed for works projects. Appendix 1 is the summary of costs for the works items and Appendix 2 is the breakdown of costs and details of the works items. Please complete Appendix 3 for the purchase of furniture & equipment including vehicle. Please ensure to attach soft copies (Word and Excel) of completed Appendices 1, 2 or 3 to your application. The soft copies of the forms may be downloaded from website of the Social Welfare Department (SWD).
- 1.4 The following paragraphs provide guidelines in completing Appendices 1, 2 and 3.

2. Works (Appendices 1 & 2)

- 2.1 For the proposed works items, please attach two copies of sketches and layout plans, specifying materials, method and cost quotations. For electrical testing and rectification works, please attach two copies of the schematic wiring diagram.
- 2.2 If the proposed works have structural implications, please attach documents showing approval-in-principle of the landlord (e.g. Housing Department or Housing Society) and / or relevant authorities (e.g. Buildings Department, Fire Services Department, Environmental Protection Department, etc.).
- 2.3 If the proposed works are for meeting statutory requirements (such as fire, gas, electricity, etc.), please attach copies of letters of requirement or letters of no objection from relevant authorities (e.g. Fire Services Department, Buildings Department, SWD's Child Care Centres Advisory Inspectorate and Licensing Office of Residential Care Homes for the Elderly, etc.).

- 2.4 For installation / replacement of air-conditioners as works items, please supply information on the dimension and function of the area served, the type and power of air-conditioners and installation proposal. If the installation has structural implications, please follow para. 2.2 above. (Note : Installation of split-type air-conditioners on external wall is considered as a structural alteration to the building and approval from the Buildings Department or Housing Department should be submitted together with your application.)
- 2.5 If built-in furniture instead of loose furniture is required, please provide justifications and attach location plans and drawings with dimensions and cost quotations.

3. Furniture and Equipment (Appendix 3)

- 3.1 Please refer to the Price List of Common Furniture and Equipment and the Reference F&E Lists (both available on SWD's website), where appropriate, before completing this part. Built-in furniture should be classified as works items and entered in Appendices 1 and 2 (see paragraph 2.5 above). Quotations and drawings with dimensions, and/ or catalogue are also required for our examination.

4. Vehicle Repairs/ Overhauling or Purchase of Vehicle (Appendix 3)

- 4.1 For vehicle repairs and overhauling, please provide reasons (e.g. annual inspection or damage due to an accident) and attach photocopy of the vehicle registration document and the quotation for the proposed repairs and overhauling. Please note that when the cost for annual overhauling, including related repairs, if any, does not exceed \$50,000, the related cost should be met in the Block Grant for NGOs providing SWD-subsented services.
- 4.2 For procurement of a new vehicle, please provide a quotation. For the replacement of vehicle, please also attach photocopy of the registration document of the existing vehicle to be replaced and quotation for repairs to facilitate technical vetting of Electrical & Mechanical Services Department. If specifications of the replacement vehicle is different in terms of additional capacity and ancillary equipment (e.g. tail-lift), please provide justifications. The application to fund the procurement of a new vehicle should exclude items of recurrent nature (such as licence fee, insurance premium, TAVA levy, etc.) which will not be supported by the Lotteries Fund.

獎券基金申请表填写指引
(工程/家具及设备)

[进度报告、计划完成后的评估]

1. 概述

- 1.1 在递交獎券基金补助金申请表之前，请先阅读獎券基金手册。
- 1.2 填妥的申请表应包括附录1、2及3的一般数据表(如适用)。在填写一般数据表格第2项时，即「申请拨款原因」，请说明具体目的（例如翻新、改建、改善、置换或增置家具及设备），并说明其必要性（例如一般的耗损、符合安全规定或修补错漏失修的工程等）。
- 1.3 就工程项目而言，必须填写附录1和2。附录1是各工程项目所需拨款摘要，而附录2则是有关工程估价表的各项详细说明。如果为了购置家具和设备（包括车辆）而申请拨款，请填写附录3。在递交申请时请务必附上附录1、2和3的电子文件（Word 及 Excel格式）。这些表格的电子文件可以从社会福利署（社署）的网址下载。
- 1.4 下列各段将就如何填写附件1，2和3给予指引。

2. 工程项目（附录1和2）

- 2.1 就工程项目而言，请附上各一式两份的工程草图、位置分布图、指定物料、施工方法及成本报价。对于电力设备测试和改善工程，请附上一式两份电路分布图。
- 2.2 倘工程项目对楼宇结构造成影响，请附上相关文件证明业主（例如房屋署或房屋协会）和/或相关机构（例如屋宇署、消防署、环境保护署等）原则上已批准有关工程。
- 2.3 倘工程项目的建设是为符合法定要求（例如消防、气体、电力等），则请附上相关机构（例如消防署、屋宇署、社署的幼儿中心督导组及安老院牌照事务处等）的法定要求函件或不反对通知书。
- 2.4 倘涉及安装/置换空调设备的工程项目，请提供使用该等空调设备的空间大小和用途、空调的类型和匹数及安装建议。如果安装工作对楼宇结构造成影响，则请按上文2.2段处理。（注意：在外墙安装分体式空调是属于对楼宇结构的更改，因此、在递交申请时需附上屋宇署或房屋署的批准书。）
- 2.5 倘需要装置入墙家具而并非活动家具，请提供理据，并附上位置图和图样，标明尺寸和成本报价。

3. 家具及设备（附录3）

- 3.1 3.1在填写该表格之前，请参阅《常用家具及设备价目表》及《家具及设备参考表》（可于社署网址下载）。请注意，入墙家具应被划分为工程项目，并须使用附录1和2填写（见上文2.5段）。请提供报价、标明尺寸的图样和／或目录，以便查核。

4. 维修／检查或购买车辆（附录3）

- 4.1 就于车辆的维修和检修而言，请提供有关原因（例如每年检查结果或因意外损坏），并附上车辆登记文件副本及维修和检修报价单。请注意，倘年度检修〔包括相关维修（如有的话）〕费用不超过\$50,000，则须由提供社会福利署津贴服务的非政府机构的整体补助金支付。
- 4.2 如要购置新车辆，请提供报价单。如果是更换车辆，则请同时附上需要更换的现有车辆登记文件副本及维修报价单，以便机电工程署进行技术审核。如果更换车辆增加了载客量和辅助设备（例如车尾升降机），则需提供理据。为购置新车辆而提出的拨款申请不应包括经常性开支（例如车辆牌费、保险费、交通意外伤亡援助基金征费等），奖券基金不会资助该等开支。