

二零一三至一四年度平等機會（性傾向）資助計劃

宗旨

平等機會（性傾向）資助計劃（“資助計劃”）資助各項有意義的社區活動計劃，藉以促進不同性傾向人士或跨性別人士享有平等機會，或為性小眾提供支援服務。

申請資格

任何註冊機構或其屬下的小組，均可申請。每個機構/屬下的小組只能提交一份申請書。

注意事項

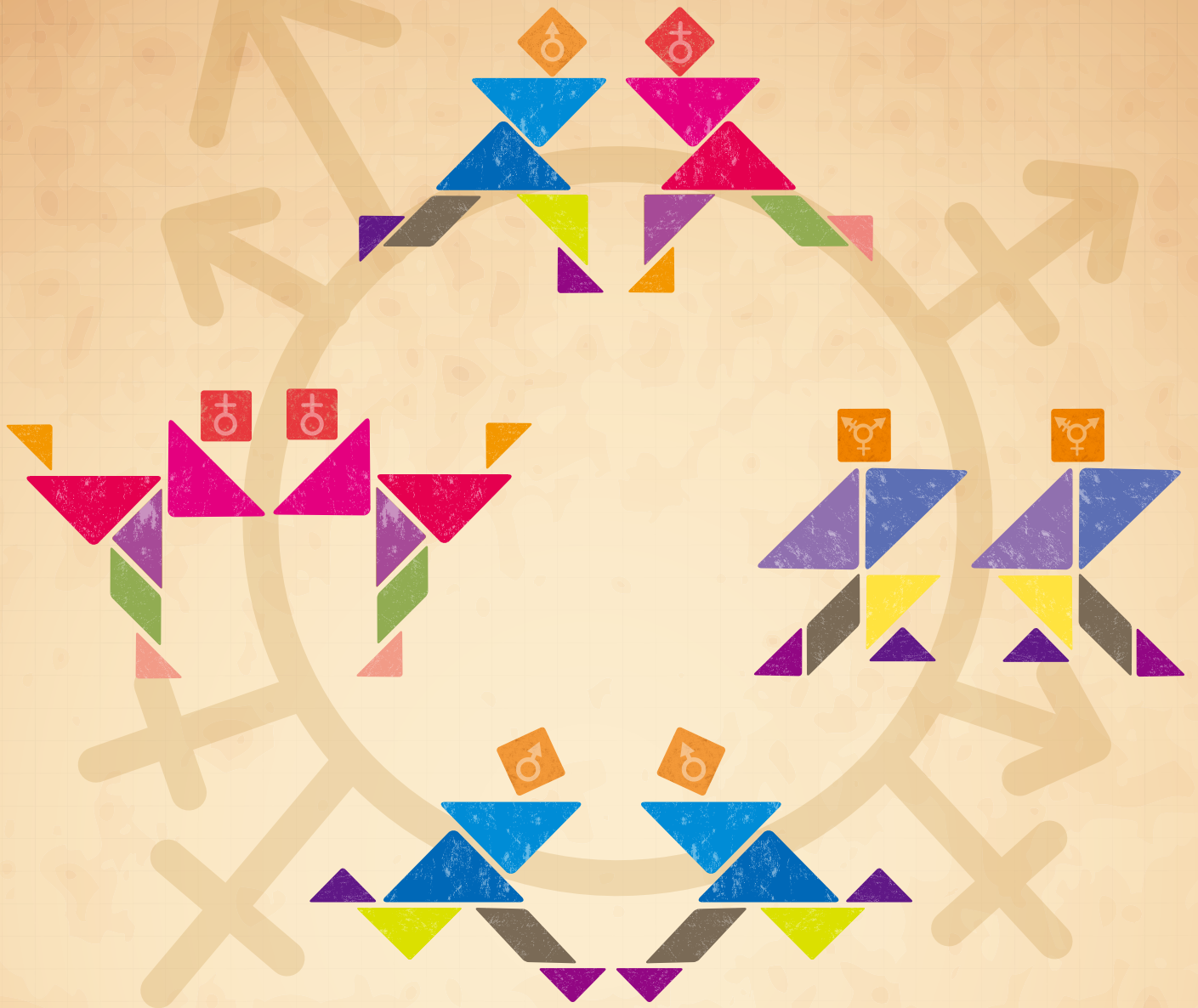
1. 建議的計劃應能符合資助計劃的宗旨及不得作籌款、牟利、商業、宗教或政治用途。
2. 以資助計劃資助製作的物品（包括視聽材料、聲音記錄、圖像和文字資料）的內容，不得違反香港的現行法律、規則或規例。
3. 因進行活動直接增聘人手的薪金、租賃設備的費用，因舉行活動直接租用場地的費用，以及一次過非經常性的其他直接開支，如消耗品開支、推廣及宣傳費用，可能獲得資助。因進行活動直接增聘人手的薪金費用、雜費/應急開支及行政費用不得超過計劃預算總開支的 15%，並以實報實銷的方式發還款項。
4. 申請機構用於維持本身的營運或行政的費用（包括設立機構辦事處的開支、裝修費用、水電開支、機構行政人員的應酬費、一般行政費用、律師和保險費用），以及其他與活動沒有直接關係的開支，一般將不獲資助。
5. 申請機構除接受本資助計劃的資助外，如有意就同一項計劃接受其他機構的資助，必須事先以書面徵求政制及內地事務局（本局）批准。
6. 獲資助機構或其代理人應投購適當的保險計劃，包括僱員補償、公眾責任保險。保障範圍須包括佔用人的責任，以應付舉辦計劃引致或與其相關的申索。
7. 獲資助的計劃如有任何改動或修訂，包括申請機構是否已取得該計劃的任何收入，或承諾接受贊助或捐贈；更改推行時間表、活動範圍或規模、活動內容或性質；更換負責籌辦和推行計劃的任何主要人員或更改核准預算，均須事先取得本局的書面批准。
8. 所有獲資助的計劃必須於 **2014 年 1 月 15 日** 或之前進行及完成。
9. 獲資助機構必須遵守《申請指引》的各項規定。獲資助機構須於 **2014 年 2 月 1 日前**，提交《申請指引》第 6.1.1(b) 至 (f) 段列出的報告及文件，包括計劃完成報告及詳列各項收入及支出的財務報告。
10. 逾期或未能提供齊全資料的申請將不獲考慮。郵戳日期不得遲於截止日期。本局可要求申請機構提交額外或補充資料，用作考慮有關申請。
11. 本申請書及《申請指引》可於本局網址下載：www.cmab.gov.hk/tc/issues/equalsdofs_sex.htm

審批准則

1. 活動宗旨；
2. 活動計劃內容
(例如：活動範疇、活動內容與推廣資助計劃宗旨的相關程度、對象和預計受惠者的人數)；
3. 財政因素（例如：活動的預算及成本效益）；
4. 活動的可行性；
5. 申請機構的背景（例如：申請機構的經驗和能力、以及過往參與本資助計劃的表現（如適用）等）；
6. 宣傳計劃；以及
7. 其他因素（例如：有關活動是否有收益、會否獲得其他贊助、會否與其他活動一併舉行等）。

撥款安排

每項計劃的最高資助額為 110,000 港元。申請機構在資助獲批准後會獲發一筆相等於獲批准資助額一半的資助，以作開展計劃之用。其餘撥款會在舉辦機構完成活動以及按《申請指引》提交所需要的報告及文件後支付。



2013-14
平等機會 (性傾向)
資助計劃
EQUAL OPPORTUNITIES
(SEXUAL ORIENTATION)
FUNDING SCHEME

截止申請日期：二零一三年五月三日
Deadline for Application: 3 May 2013
網址 Website: www.cmab.gov.hk
電郵 Email: gisou@cmab.gov.hk

查詢 Enquiries: **2810 3205**
政制及內地事務局性別認同及性傾向小組
Gender Identity and Sexual Orientation Unit
Constitutional and Mainland Affairs Bureau

我們將舉行一個簡介會，藉以加深申請者對本資助計劃的認識。有興趣參加簡介會的人士請填妥此報名表格。

「二零一三至一四年度平等機會(性傾向)資助計劃」 簡介會 — 報名表格

日期：2013年4月10日(星期三)
地點：香港添馬添美道2號政府總部(東翼)13字樓會議室
時間：上午11:00
語言：廣東話

機構名稱：_____

出席者：(1) _____ (2) _____

電話：_____ 傳真號碼：_____

注意事項：

1. 請於4月8日或之前將填妥的報名表格傳真至性別認同及性傾向小組(傳真號碼：2523 0565)。**請勿重複登記。**
2. 我們會於4月9日或以前將確認回條傳真予貴機構。
3. 請攜同此印有座位確認編號的回條出席簡介會。
4. 因座位有限，每個機構最多只可派出兩位代表出席。

供部門填寫

確認回條

致：貴機構代表

- 我們已為貴機構預留座位(座位確認編號：_____)，請攜同此回條出席簡介會。
- 我們未能為貴機構安排座位，謹此致歉。如欲查詢有關資助計劃的事宜，請致電2810 3205。

We will convene a briefing session to enable applicants to have a better understanding of the Funding Scheme. Parties interested in attending the briefing session should complete this enrolment form.

Equal Opportunities (Sexual Orientation) Funding Scheme 2013-14 Enrolment Form for Briefing Session

Date : 10 April 2013 (Wednesday)
Venue : Conference Room, 13/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.
Time : 11:00 a.m.
Language : Cantonese

Name of Organisation: _____

Name of Representative(s) : (1) _____ (2) _____

Tel. No: _____ Fax No: _____

Notes:

1. Please fax the completed enrolment form to the Gender Identity and Sexual Orientation Unit (Fax no.: 2523 0565) by 8 April. **Each organisation can only register once.**
2. We will send you a confirmation slip by fax on or before 9 April.
3. Please bring this confirmation slip to the briefing session.
4. Owing to limited number of seats available, each organisation may only send no more than two representatives to the briefing session.

Official Use Only

Confirmation Slip

To: Representative(s) of Organisation

- Your seat(s) is/are confirmed. Please bring along this form (Seat Confirmation No.: _____) when you attend the briefing session.
- We apologise that we are unable to arrange a seat for your organisation. Please call us at 2810 3205 for matters related to the Funding Scheme.

二零一三至一四年度平等機會 (性傾向) 資助計劃申請表
Application Form for Equal Opportunities (Sexual Orientation)
Funding Scheme 2013-14

申請編號

Application No. _____

(只供政制及內地事務局填寫 Official Use Only)

請用中文或英文填寫本申請表，連同填妥的申請表副本三份、機構註冊證明文件*副本一份及其他證明文件(如有)，交回香港添馬添美道2號政府總部(東翼)13字樓政制及內地事務局性別認同及性傾向小組。請在信封面註明「二零一三至一四年度平等機會(性傾向)資助計劃申請書」。

Please complete this application form in Chinese or English. The original completed application form, together with **three copies of the completed form, a copy of your organisation's registration document*** and other supporting documents (if any), should be submitted to the **Gender Identity and Sexual Orientation Unit, Constitutional and Mainland Affairs Bureau at 13/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.** Please state on the envelope **"Application for Equal Opportunities (Sexual Orientation) Funding Scheme 2013-14"**

* 可提供根據法例第151章《社團條例》、第32章《公司條例》、第279章《教育條例》或第112章《稅務條例》所簽發的證明文件。

* It may be a certificate issued under the Societies Ordinance (Cap 151), the Companies Ordinance (Cap 32), the Education Ordinance (Cap 279), or the Inland Revenue Ordinance (Cap 112).

甲部 Section A (基本資料 Basic Information)

1. 申請機構名稱
Name of Applicant _____
(須附機構註冊證明文件副本 A copy of registration document should be attached)
2. 計劃名稱 Project Title
(中文 Chi) _____
(英文 Eng) _____
3. 參與對象 Target Participants _____
4. 活動簡介 (請扼要列出擬舉辦的活動，詳情請在乙部填寫。)
Brief Description of Activities (Please outline the activities to be carried out. Details of activities should be given separately in Section B.)

5. 總支出(元)
Total Expenditure HK\$ _____
6. 申請資助總額(元)
Total Sponsorship Sought HK\$ _____
7. 活動統籌主任(第7及第8項不可由同一人填報)
Project Co-ordinator (Responsible officers for items 7 and 8 should not be the same person)
姓名 先生 Mr.
Name 女士 Ms.
 小姐 Miss _____ 職位 Post _____
聯絡電話 Tel No. _____ 傳真號碼 Fax No. _____
地址 Address _____
簽署 Signature _____ 日期 Date _____
8. 機構負責人(負責監督有關活動，如有必要，負責向政府退還資助款項)
Responsible Person of the Organisation (Person responsible for overseeing the implementation of the project and, if deemed necessary, for repayment of sponsorship to the Government)
姓名 先生 Mr.
Name 女士 Ms.
 小姐 Miss _____ 職位 Post _____
聯絡電話 Tel No. _____ 日期 Date _____
簽署 Signature _____ 機構印章 Official Seal _____

請在適當方格內加上"✓"。 Please "✓" the appropriate box.

註：申請者所遞交的個人資料，只會用於與本申請有關的用途。

Note: Personal data provided by the applicant will be used for processing this application only.

請就每項申請資助的活動分別按乙部第 1 至 6 項提供資料。舉例來說，如計劃包括展覽及研討會，則需要填報兩份乙部表格，一份有關展覽的詳情，另一份關於研討會的資料。

Please provide the following details for each activity in need of sponsorship by filing **separate** returns for items 1 to 6 under Section B. For example, if your project comprises an exhibition and a seminar, you should file two separate returns, one covering details of the exhibition and another on the seminar.

活動名稱 Activity Title _____

1. 活動宗旨 Activity Objective(s) _____

2. 活動摘要 Activity Summary _____

請註明活動的規模、性質、對整項計劃的重要程度。若活動項目涉及戲劇等表演，劇本大綱或故事內容須連同申請表一併提交。
Please state the scale and nature of the activity and its significance for the project. If the activity to be organised involves dramatic or other performance, the outline of the script or the content of the story should be submitted along with the application.

3. 活動日期及場地 Activity Date(s) and Venue(s) _____

4. 預計活動總參加人數
Estimated Total Number of Participants _____

5. 預計性小眾參加人數
Estimated Number of Sexual Minority Participants _____

6. 活動預算 Budget of the Activity

預計收入 Estimated Income	
收入項目 Income Item(s)	數額 Amount (HK\$)
擬向本資助計劃申請的資助款額 Sponsorship currently applied from this Funding Scheme	
參加者繳費 Fees to be collected from participants (HK\$_____ x _____)	
申請機構負擔的費用 Contribution to be covered by the organisation	
其他贊助 (如適用) Other sponsorship (if any) 請列明贊助人或機構的名稱及聯絡方法 Please provide the name and contact information of the sponsor(s)	
總收入 Total Income :	

預算支出 Estimated Expenditure				
支出項目 Expenditure Item(s) 請適當的逐項列明。 Please itemise, as appropriate	單價 Unit Price (HK\$)	數量 No. of Units	數額 (\$) Amount	擬向本資助計劃申請的資助款額 Amount of sponsorship currently applied from this Funding Scheme (HK\$)
小計 / 總計 * Sub-Total / Total* :				

1. 請說明貴機構的目的或宗旨。

Please state the aims / objectives of your organisation.

2. 請說明貴機構的主要活動和提供的服務。

Please state the core activities and services provided by your organisation.

3. 運作計劃 Operational Plan

年 / 月 (Year/Month)	計劃進行的活動 Activities to be implemented

4. 活動推廣及宣傳策略 Promotion and Publicity Strategy of the Project

請說明宣傳的途徑或方法 (包括對象、地區、活動方式、進行時間)。

Please describe the channels / means for promotion including target group(s), district(s), type(s) of activities and timing).

5. 評核方法 Evaluation Methods

請列出衡量計劃成效的方法 (如向參加者發出問卷, 評估其對不同性傾向人士或跨性別人士平等機會的認識)。

Please state the evaluation methods to be used for assessing the effectiveness of the project (e.g. survey on participants on their understanding of equal opportunities on the grounds of sexual orientation and gender identity.)

6. 協助推行活動的工作人員 Supporting Staff

如活動需安排導師, 請註明導師與參加者的比例。

If a trainer is needed in the activity, please specify the ratio between trainer and participants.

7. 申請機構在過去三年是否曾提出其他申請

Other Applications Submitted by the Applicant in the Past Three Years

如有, 請註明計劃名稱及申請日期。

If yes, please specify the project title and application date.

8. 簡述貴機構及 / 或個別籌辦 / 推行活動工作小組成員曾經舉辦類似或相關性質活動的經驗。

Please provide information of the past experience in organising events of similar or relevant nature by your organisation and/or individual team members.

9. 其他相關資料 Other Relevant Information

請填妥下列資料以供日後聯絡之用 Please complete the mailing address below for future correspondence.

申請收訖通知書 ACKNOWLEDGEMENT

活動統籌主任 Project Co-ordinator

計劃名稱 Project Title

申請機構 Applicant

申請編號 Application No.

地址 Address

(由政制及內地事務局填寫 Official use only)

Equal Opportunities (Sexual Orientation) Funding Scheme 2013-14

Objective

The Equal Opportunities (Sexual Orientation) Funding Scheme (Funding Scheme) provides funding support to worthwhile community projects which aim at promoting equal opportunities on grounds of sexual orientation or gender identity, or seek to provide support services for the sexual minorities.

Eligibility

Any registered organisation or sub-group of a registered organisation may apply. Each organisation/sub-group of an organisation should submit **ONE application only**.

Points to note

1. Proposed project in the application shall tie in with the objective of the Funding Scheme and not be of a fund-raising, profit-making, commercial, religious or political nature.
2. Articles (including audio-visual materials, sound recordings, pictures and written materials) produced under funding support from the Funding Scheme must not contain anything that would be in breach of any law, rule or regulation currently in force in Hong Kong.
3. Cost of additional manpower directly incurred for the project, leasing equipment for implementing the activity, venue rental cost directly incurred for hosting the activity, as well as other one-off non-recurrent direct expenditure, such as expenses for consumables, marketing and promotion for the purpose of the project may be funded. The sum of additional manpower cost directly incurred for the project, miscellaneous/contingency expenditure and administrative cost shall not exceed 15% of the total budget of the project and shall be disbursed on a reimbursement basis.
4. Costs for maintaining the applicants' own operation or administration (including cost for setting up or refurbishing an administration office of the organisation, decoration cost, utility charges, entertainment expenses incurred by administrative staff of the organisation, general administrative expenses, legal costs and insurance fee), as well as other expenditure not directly related to the project, will not normally be funded.
5. If the applicant intends to accept sponsorship from any organisation other than the Funding Scheme for the same project, prior approval must be sought from Constitutional and Mainland Affairs Bureau (CMAB) in writing.
6. Successful applicants or their agents shall procure appropriate insurance policies, including employee compensation, an all-risk insurance in respect of public liability including coverage of occupier's liability, to meet any claim arising out of or in connection with the project.
7. Any variation or modification to the funded project including whether the applicant has secured any source of income for the project or commits to any sponsorship or donation; change of implementation timetable, size or scope of the activities, contents or nature of the activities, change of any key personnel for organising and implementing the project or change to the approved budget, shall require prior approval of CMAB.
8. All approved projects must be carried out and completed on or before **15 January 2014**.
9. The successful applicants should comply with all the requirements set out in the Guide to Application. The successful applicant shall submit by **1 February 2014** reports and documents on the implementation of the project as set out in paragraph 6.1.1(b) to (f) in the Guide to Application, including the project final report and the financial report on income and expenditure.
10. Late application or application with incomplete details will not be considered. For the purpose of considering the applications, CMAB may request applicants to submit additional or supplementary information.
11. The softcopy of this application form and the Guide to Application can be downloaded from CMAB's website at www.cmab.gov.hk/en/issues/equalsdofs_sex.htm

Assessment Criteria

1. Objective of the proposed activities;
2. Content of the proposal (for example, scope of the project, the relevance of the contents with the overall objective of the funding scheme, the target and anticipated number of beneficiaries);
3. Financial consideration (for example, budget and cost-effectiveness);
4. Feasibility of the activities;
5. Background of the applicant (for example, its experience and capability, and its previous performance in the Funding Schemes (if applicable));
6. Publicity plan; and
7. Other factors (for example, whether the activities are expected to generate revenue, involve other donations, held together with other projects, etc.).

Funding Arrangement

The maximum amount of funding to be granted to each project is HK\$110,000. An advance of 50% of the approved funds will be granted to successful applicants for launching the project. The remainder of the sponsorship amount will be paid upon completion of the project and submission of the required reports and documents in accordance with the Guide to Application.

Application Procedures

Applicants shall deliver the following documents to **Gender Identity and Sexual Orientation Unit, Constitutional and Mainland Affairs Bureau, 13/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong** by post or in person during business hours (8:45 a.m. to 6:00 p.m.) from Monday to Friday on or before the application deadline:

1. original completed application form plus three copies of the completed form (together with the outline of the script or the content of the story for performance (if appropriate));
2. documentary proof of eligibility to apply (please refer to paragraph 2.1.1 in the Guide to Application);
3. other supporting documents as required in the application form (including without limitation documentary proof on the secured sponsorship); and
4. any other additional information relevant to the application.

Please state on the envelope "**Application for Equal Opportunities (Sexual Orientation) Funding Scheme 2013-14**".

Deadline for Application

6:00 p.m. on 3 May 2013. Late application or application with incomplete details will not be considered. Date on the postmark should not be later than the deadline.

Notification of Results

Under normal circumstances, applicants will be notified of the result of the application in writing by **June 2013**.

Enquiries

Tel: 2810 3205

E-mail: gisou@cmab.gov.hk

Note: The personal data provided by applicants will only be used by CMAB for purposes related to the Funding Scheme. Applicants have the right to access and correct their personal data thus filed. Any such request should be made in writing to:

Gender Identity and Sexual Orientation Unit
Constitutional and Mainland Affairs Bureau
13/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong
(Attn.: Executive Officer (Constitutional and Mainland Affairs) 4)

申請手續

申請機構須以郵遞或專人送達方式，於星期一至五辦公時間內（上午 8 時 45 分至下午 6 時），把下列文件交到**香港添馬添美道 2 號政府總部（東翼）13 字樓政制及內地事務局性別認同及性傾向小組**：

1. 填妥的申請表正本及副本三份（連表演的劇本或故事大綱（如適用））；
2. 證明符合申請資格的文件（請參閱《申請指引》第 2.1.1 段）；
3. 就申請表要求之其他證明文件（包括但不限於證明獲得其他贊助的文件）；以及
4. 任何其他與申請有關的額外資料。

請在信封面註明「**二零一三至一四年度平等機會（性傾向）資助計劃申請書**」。

截止申請日期

2013 年 5 月 3 日下午 6 時正。逾期或未能提供齊全資料的申請將不獲考慮。郵戳日期不得遲於截止日期。

申請結果

在一般情況下，本局會在 2013 年 6 月以書面通知申請機構申請結果。

查詢

電話：2810 3205

電郵：gisou@cmab.gov.hk

註：本局收集的個人資料只會用於有關平等機會（性傾向）資助計劃事宜之上。申請機構有權查閱和修正其個人資料。查閱和修正個人資料的要求，可以書面提出並寄交：

香港添馬添美道 2 號政府總部（東翼）13 字樓
政制及內地事務局性別認同及性傾向小組
行政主任（政制及內地事務）4