

**香港非政府機構申請
支援四川地震災區重建工作信託基金**

**Applications by Hong Kong Non-Government Organizations
for the Trust Fund in Support of Reconstruction in the
Sichuan Earthquake Stricken Areas**

申請表格 Application Form

1. 填寫本申請表格前請先細閱**申請撥款指引**。
Please read the **Guide to Application** carefully before completing this application form.
2. 申請機構如欲申請超過一個援建項目，必須就每個項目分開填寫申請表格。
If an applicant wishes to apply for more than one reconstruction support work item, it should complete one application form in respect of each item.
3. 若有關援建項目由兩個或以上香港非政府機構合作推行，有關機構之間須指定其中一個機構為代表，以申請機構身份填寫本表格，並提供有關資料。
If the reconstruction support work is to be organized by more than one Hong Kong non-government organization, the organizations concerned should select among themselves one representing organization to complete this application form, and provide the required information in its capacity as the Applicant herein.
4. 此表格可用中文或英文填寫（建議申請機構盡量選擇以中文填寫，以方便基金與內地相關部門的溝通）。
This form may be completed in either Chinese or English. (We suggest that the application form be completed in Chinese as far as possible to facilitate communication with the concerned Mainland authorities.)
5. 如表格不敷應用，請另紙書寫。
Please attach additional sheet(s) if more space is required.

援建項目名稱 Reconstruction Support Work Item	
申請機構 Applicant	

I. 申請機構及內地合作夥伴資料**Particulars of the Applicant and Mainland Partner****A. 申請機構資料 Details of Applicant**

中文名稱 Name in Chinese

英文名稱 Name in English

地址 Address

通訊地址(如與上方不同)

Correspondence Address (if
different from the above)

網址 (如適用)

Website (if any)

傳真號碼 Fax no.

聯絡人 Contact person

姓名 Name:

職位 Post:

電話號碼 Tel. No:

電郵 E-mail address:

B. 申請機構內地夥伴資料 Details of Applicant's Mainland Partner

中文名稱 Name in Chinese

英文名稱 (如適用)

Name in English (if any)

地址 Address

通訊地址(如與上方不同)

Correspondence Address (if
different from the above)

網址 (如適用)

Website (if any)

傳真號碼 Fax no.

聯絡人 Contact person

姓名 Name

職位 Post

電話號碼 Tel. No.

電郵 E-mail address

C. 註冊資料 Registration Information

申請機構已根據《稅務條例》第 88 條獲認可為慈善機構及信託團體。請在合適方格內以“X”符號表示。

The Applicant is an approved charitable institution and trust of a public character under section 88 of the Inland Revenue Ordinance. Please indicate in the appropriate box with a cross “X” mark.

是* Yes *

申請中* Application in progress*

申請機構已根據以下條例註冊*：

The Applicant is registered under the following ordinance*：

《公司條例》 The Companies Ordinance

公司註冊編號 Company Registration Number: _____

《社團條例》 The Societies Ordinance

其他條例 Other Ordinances

請註明 Please specify: _____

* 請夾附有關的證明文件。 Please attach the related documentary proof.

- D. 四川省政府的同意**（請詳閱申請撥款指引第 3 及 4 段）。請在合適方格內以“X”符號表示。

Consent by Sichuan Provincial Government (Please read Paragraphs 3 and 4 of the Guide to Application carefully). Please indicate in the appropriate box with a cross “X” mark.

申請機構已就本申請表內建議，與四川省政府認可的部門或機構建立合作夥伴關係，並就建議的援建項目取得四川省政府港澳事務辦公室的同意。

The Applicant has established partnership relation with recognized authority or institute recognized by the Sichuan Provincial Government with regard to the proposed reconstruction support project, and the proposed project herein has been consented by the Hong Kong and Macao Affairs Office of the Sichuan Provincial Government.

是* Yes *

申請中* Application in progress*

* 請夾附有關的證明文件。 Please attach the related documentary proof.

此部分只適用於由兩個或以上香港非政府機構合作推行的項目。
This part only applies if the proposed project involves more than one Hong Kong non-government organization.

E. 其他合作的香港非政府機構
Information of other involved Hong Kong non-government organisations

如有需要，可自行複印下列表格。
Please reproduce the following table if necessary.

中文名稱 Name in Chinese

英文名稱 Name in English

地址 Address

通訊地址(如與上方不同)

Correspondence Address (if
different from the above)

網址 (如適用)

Website (if any)

傳真號碼 Fax no.

聯絡人 Contact person

姓名 Name

職位 Post

電話號碼 Tel. No.

電郵 E-mail address

與申請機構的合作性質和詳情
Nature and details of collaboration
with the applicant

--

II. 建議項目概要（工程項目）（備註：非工程項目請填寫第 III 部分）
Brief Description of Proposed Project（For building and construction project）（Note: for non-building and construction project, please fill in part III.）

A. 項目名稱 Name of Project

B. 建議項目建設地點 Location of proposed facility

C. 項目建設性質（例如原址重建、維修加固、新建，如適用，請描述原有設施現狀）

Nature of Project (Such as in situ reconstruction, repairing and reinforcing existing facility, new construction. If applicable, please describe the existing condition of original facility.)

D. 建設內容 (請列出詳細內容。如適用，可採用以下圖表。如有需要，請延續此表。)

Scope of Works (Please set out the details. May adopt the following table if applicable. Extend it if necessary.)

設施 Facility	位置 Location	數量 Quantity	建築面積 CFA (平方米 M ²)
1. [例如：標準課室]	[教學大樓 xx 樓至 xx 樓]	[xx]	[xx 平方米]
2. [例如：圖書館]	[教學大樓 xx 樓]	[xx]	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

E. 理由（包括受惠人數和如何使目標對象受惠）

Justifications for the project (Including the number of target beneficiaries and how the target beneficiaries will be benefited.)

F. 建設工期及初步施工時間表（以主要工作里程碑為基礎，（如有需要，請延續此表）。

Duration of works and preliminary implementation timetable (With reference to key milestones. Please extend this table if necessary).

整體建設工期： xx 個月

Overall project duration: xx months

主要工作里程碑 Key Milestones	時間表 Timetable
1.	20xx 年 xx 月至 20xxx 年 xx 月 (month)/200x to (month)/20xx
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

G. 建設標準 (例如按照國家標準 xxx 級建設)
Standard of facility (Such as xxx level in accordance with national standard.)

H. 技術顧問名單(如有) **Names of Technical Advisors (if any)**

I. 工程費用預算 (以當日價格標示。請盡可能提供細項估算。可參考以下圖表。如有需要，請延續此表。)
Total Project Estimate (In money-of-the-day prices. Please provide detailed breakdown as far as possible. May adopt the following table format as appropriate. Extend it if necessary)

細項 Items	詳情 Details	預計成本 Estimated Cost (HK\$ '000)
1. 拆卸工程及工地清理工作 Demolition and site clearance		
2. 建築工程 Building works		
3. 屋宇裝備 Building services		
4. 渠務和外部工程 Drainage and external works		
5. 家具及設備 Furniture and equipment		
6. 擬備招標文件及合約管理顧問費 Consultants' fee for tender documentation & contract administration		

7. 工地監管顧問費 Consultants' fee for site supervision		
8. 其他(例如保險費等), 請註明: Others (e.g. insurance premium, etc.), please specify:		
9. 應急費用 Contingencies		
總計 Total		

J. 財務可行性 (請註明擬向基金申請資助的款額, 以及其他已確定的資金來源或擬進行的財務安排)

Financial Viability (Please specify the amount of funding support from the Trust Fund applied for, other secured sources of funding support, and planned financial arrangements.)

K. 可持續性（請說明日後經常性開支的安排）

Sustainability (Please describe how the recurrent expenditure involved will be met after commencement of operation.)

K. 已進行的前期工作

Preparatory work done

L. 命名。如申請機構打算為此項目設施命名，請提供相關詳情（例如建議的項目命名名稱，捐款人士或機構資料及捐款金額等） **Name-after proposal.** (If the Applicant wishes to name-after the facility in question, please specify (e.g. the naming of the item after the donor, and the amount of contribution, etc.)

III. 建議項目概要（非工程項目）（備註：工程項目請填寫第 II 部分）

Brief Description of Proposed Project (non-building and construction project) (Note: for building and construction project, please fill in part II.)

A. 項目名稱 Name of Project

B. 項目的性質和內容（包括推行計劃、監察及評估機制、應變措施、機構可提供的管理支援及其他增值建議。請盡量提供詳細資料）

Nature and scope of project (Including implementation plans, monitoring and evaluation mechanism, contingency plans, management support and other value-added proposals. Please provide details as far as possible.)

C. 理由（包括受惠人數、如何使目標對象受惠）

Justifications for the project (Including the number of target beneficiaries and how the target beneficiaries will be benefited)

D. 實施時間表(如有需要，請延續此表)。**Implementation timetable** (Please extend this table if necessary.)

	整體實施時間：xx 個月 Overall project duration: xx months	
	工作 Action	時間表 Timetable
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	

E. 費用預算（包括人手預算、資歷、薪酬及其他開支，以當日價格標示。請盡可能提供細項估算）

Total Project Estimate (Including staffing/manpower requirement, qualifications, remuneration and other cost in money-of-the-day prices. Please provide detailed breakdown as far as possible.)

<u>細項</u> Items	<u>詳情</u> Details	<u>預計成本</u> <u>Estimated Cost</u> (HK\$ '000)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
總計 Total		

F. 財務可行性（請註明擬向基金申請資助的款額，以及其他已確定的資金來源或擬進行的資金安排）

Financial Viability (Please specify the amount of funding support from the Trust Fund applied for, other secured sources of funding support, and planned financial arrangements.)

G. 可持續性（請說明項目完成後經常性開支的安排（如適用））

Sustainability (Please describe how the recurrent expenditure involved will be met after completion of the proposed project (if applicable).)

H. 已進行的前期工作

Preparatory work done.

IV. 申請機構資料

Information of the Applicant

- A. 歷史及宗旨** [請提交機構組織章程細則或典章] **History and objectives** [Please provide memorandum or constitution, if applicable.]

- B. 提供的主要服務** **Core services provided**

C. 主要經費來源 Major source(s) of funding support

--

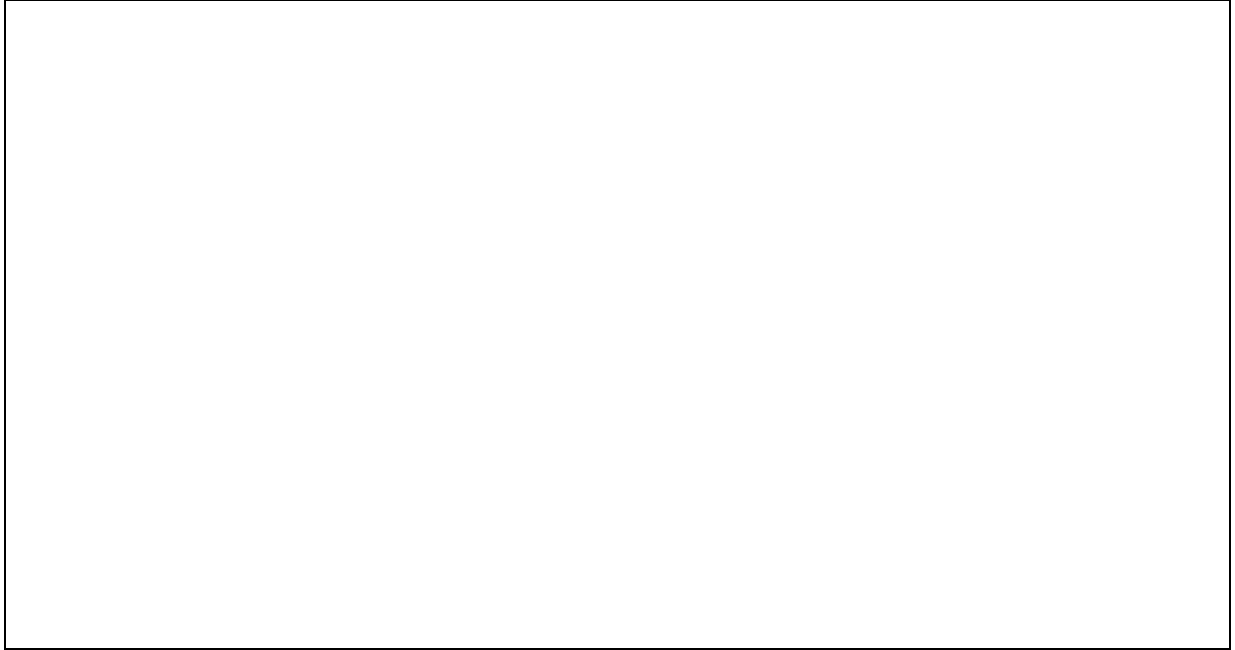
D. 組織體制及管理能力 Institutional set up and management capabilities

--

E. 過去推行同類型或相關計劃的經驗及成就 Past experience in organizing projects of similar or relevant nature and achievements.

--

F. 其他附加資料(例如機構在香港及四川的支援網絡) Other supplementary information (Including support network and connection in Hong Kong and Sichuan.)

A large, empty rectangular box with a thin black border, occupying the lower half of the page. It is intended for providing supplementary information as indicated by the header above it.

申請機構聲明及同意書

Declaration and Consent of the Applicant

本人保證在本申請表格填報的資料均屬真確無訛。本人明白如填報資料不確，申請將被當無效，同時，計劃的有關資助將會停止，已支付的款項亦須全數退還基金。

本人同意政府可使用本申請表格內的資料以審批該申請及作有關用途。本人同意若本申請被接納並得到資助，基金及香港特區政府如有需要可將申請表格內及日後所提交的資料公開，以供公眾瀏覽。

本人已經閱讀及明白「申請撥款指引」，並同意接受在「申請撥款指引」內的條款和條件。

I certify that all the information given in this application is true and accurate. I understand that any inaccurate information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to the Fund.

I agree that information provided for this application form will be used by the Fund and related Hong Kong SAR Government to process the application and related purposes. I also agree that information contained in this application form and subsequent submissions may be publicized by the Fund and Hong Kong SAR Government if necessary.

I have read and fully understood the Guide to Application, and hereby agree to be bound by all the terms and conditions set out in the Guide to Application.

簽署 Signature

姓名 Name

職銜 Post Title *

主席 / 總幹事
Chairperson / Chief Executive

電話號碼 Telephone No.

申請機構名稱
Name of Applicant

日期 Date

申請機構蓋章
Applicant's Chop

* 請刪除不適用者。 Please delete where appropriate.