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| 此表格可於政制及內地事務局網頁下載，網址為：  [www.cmab.gov.hk/tc/issues/equalsdofs\_sex.htm](http://www.cmab.gov.hk/tc/issues/equalsdofs_sex.htm)  The application form can be downloaded from the website of Constitutional and Mainland Affairs Bureau at: [www.cmab.gov.hk/en/issues/equalsdofs\_sex.htm](http://www.cmab.gov.hk/en/issues/equalsdofs_sex.htm) | （只供內部填寫Official Use Only）  申請編號 Application No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**2019至20年度平等機會（性傾向）資助計劃申請表  
Application Form for 2019-20 Equal Opportunities (Sexual Orientation) Funding Scheme**

1. 填寫本申請表前請先細閱**2019至20年度平等機會（性傾向）資助計劃申請指引**(可於政制及內地事務局網頁 [www.cmab.gov.hk/tc/issues/equalsdofs\_sex.htm](http://www.cmab.gov.hk/tc/issues/equalsdofs_sex.htm) 下載)，並遵守有關規定。  
   Please carefully read and comply with the provisions in the **Guide to Application for 2019-20 Equal Opportunities (Sexual Orientation) Funding Scheme** available at the Constitutional and Mainland Affairs Bureau’s website at [www.cmab.gov.hk/en/issues/equalsdofs\_sex.htm](http://www.cmab.gov.hk/en/issues/equalsdofs_sex.htm) before completing this application form.
2. 提出申請的機構必須是主辦建議計劃的機構。如建議計劃由兩個或以上的機構協辦，則由主要申請機構填寫本表，提出聯合申請。  
   Applicant must be the organiser of the project. If the proposed project will be organised by two or more organisations, the principal applicant shall fill in this form and a joint application shall be submitted.
3. 如本表的空位不敷應用，請另加附頁填寫。  
   Please attach supplementary sheet(s) if more space is required.
4. 提出申請的機構須盡力提供本申請表要求的資料及附上相關的證明文件，以便當局評審申請。如未能提供全部所需資料，申請可能不獲考慮。   
   Applicant shall endeavour to provide all information requested in this form and attach relevant supporting documents to facilitate assessment of the application. Your application may not be considered if you fail to provide all the requested information.
5. 提出申請的機構須備悉載於附件的“收集個人資料聲明”。  
   Applicants shall note the “Personal Information Collection Statement” in Annex.
6. 活動計劃如有任何改動或修訂，包括更改推行時間表、活動範圍或規模、內容或性質，更換負責籌辦和推行計劃的主要人員或更改核准預算，申請機構須盡快通知政制及內地事務局性別認同及性傾向小組。  
   Applicant should notify the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau as soon as practicable in respect of any variation or modification to the proposed project, including but not limited to change of implementation timetable, size or scope of the activities, content or nature of the activities, change of the key personnel for organising and implementing the project or change to the approved budget.

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| **計劃名稱 Project Title** | (中文Chi) |  |
| (英文Eng) |  |
| **申請機構**[[1]](#footnote-2) **Applicant** | (中文Chi) |  |
| (英文Eng) |  |

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| **甲部 – 申請機構資料 Section A – Particulars of the Applicant** | | | | | | | |
| 如屬聯合申請，主要申請機構應填寫本表，並經其他聯合申請機構同意後提供一切所需資料。 In case of a joint application, the principal applicant should fill in this form and provide all necessary information with the consent of the joint applicant(s). | | | | | | | |
| 1. **機構資料Information of the Organisation** | | | | | | | |
| 名稱 Name | | (中文Chi) |  | | | | |
| (英文Eng) |  | | | | |
| 地址 Address | | (中文Chi) |  | | | | |
| (英文Eng) |  | | | | |
| 網址Website | | |  | | | | |
| 1. **機構負責人\*姓名及詳細資料**   **Name and Details of the Officer-in-charge\* of the organisation** | | | | | | | |
| 姓名 Name | | (中文Chi) | (先生/女士)# | | | | |
| (英文Eng) | (Mr / Ms)# | | | | |
| 職銜 Post Title | | (中文Chi) |  | | | | |
| (英文Eng) |  | | | | |
| 電話號碼Tel No. | | |  | | 傳真號碼Fax No. | |  |
| 電郵地址Email Address | | |  | | | | |
| 1. **註冊資料Registration Information**   申請機構的註冊狀況(請提供相關註冊證明書的影印本。) The status under which the Applicant is registered (Please provide photocopy of the relevant registration certificates.) | | | | | | | |
| 🞎 | 按《社團條例》(第151章)在香港註冊的組織 A society established in Hong Kong under the Societies Ordinance (Cap. 151) | | | 🞎 | | 按《公司條例》（第622章或2014年3月4日前的第32章）立案的公司 A company incorporated under the Companies Ordinance (Cap. 622 or Cap. 32 before 3 March 2014) | |
| 🞎 | 按《稅務條例》(第112章)註冊為認可的慈善機構或公共性質的信託團體 A charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112) | | | 🞎 | | 按《教育條例》(第279章)成立或註冊的法團校董會、學校管理公司或校董會 An incorporated management committee, school management company or management committee established or registered under the Education Ordinance (Cap. 279) | |
| 🞎 | 按香港任何其他條例成立的團體 (請註明)  A body established under any other ordinances of Hong Kong (Please specify) | | | | | | |
| 1. **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** | | | | | | | |
| 🞎 是(請註明計劃名稱及申請日期) 🞎 否No  Yes (please specify the project title and application date)  **\*** 機構負責人與活動統籌主任及活動副統籌主任不能為同一人。The Officer-in-charge shall not be the same person as the Project Co-ordinator or Deputy Project Co-ordinator.   請在適合方格加上剔號 Please put a tick in the appropriate box(es)  # 請刪去不適用者 Please delete as appropriate | | | | | | | |
| **如屬聯合申請，請填寫以下各欄，其他聯合申請機構亦須逐一另頁填寫。 In case of a joint application, please fill in the following sections and use a separate sheet for each of the joint applicant(s).** | | | | | | | |
| 1. **聯合申請機構的資料 Information of the joint applicant(s)** | | | | | | | |
| 名稱 Name | | (中文Chi) |  | | | | |
| (英文Eng) |  | | | | |
| 地址 Address | | (中文Chi) |  | | | | |
| (英文Eng) |  | | | | |
| 網址Website | | |  | | | | |
| 1. **聯合申請機構的聯絡人Contact Person of the joint applicant(s)** | | | | | | | |
| 姓名 Name | | (中文Chi) | (先生/女士)# | | | | |
| (英文Eng) | (Mr / Ms)# | | | | |
| 職銜 Post Title | | (中文Chi) |  | | | | |
| (英文Eng) |  | | | | |
| 電話號碼Tel No. | | |  | | 傳真號碼Fax No. | |  |
| 電郵地址Email Address | | |  | | | | |
| 機構的目的或宗旨 Aims / Objectives of the Organisation | | | | | | | |
| 與主要申請機構合作的性質和詳情 Nature and details of collaboration with the principal applicant | | | | | | | |
| 聯合申請機構在建議計劃下的責任 Responsibility of the joint applicant(s) under the proposed project | | | | | | | |
| 1. **聯合申請機構在過去三年是否曾提出其他申請 Other applications submitted by the joint applicant(s) in the past three years** | | | | | | | |
| 🞎 是(請註明活動名稱及申請日期) 🞎 否No  Yes (please specify the event title and application date) | | | | | | | |

 請在適合方格加上剔號 Please put a tick in the appropriate box(es)

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| **乙部 – 建議活動計劃詳情** (請就**每項**擬申請資助的活動提供下列資料。如活動項目多於一個，請複印乙部繼續填寫。) **Section B – Project Details** (Please provide the following details for **each** activity seeking funding. If there is more than one activity under the project, please copy this section and fill in the details of each activity.) | | | | | | | | |
| 1. **活動名稱Activity Title** | | | | | | | | |
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| 1. **活動宗旨Activity Objective(s)** | | | | | | | | |
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| 1. **活動摘要** (請註明活動的規模、性質、對整項計劃的重要程度。若擬舉辦的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。) **Activity Summary** (Please state the scale and nature of the activity and its significance for the project. If the proposed activity to be organised involves drama or other performance, the outline of the script or the content of the story should be submitted along with the application.) | | | | | | | | |
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| 1. **活動日期及場地Activity Date(s) and Venue(s)** | | | | | | | | |
| * 1. 活動舉行日期 Activity Date(s) 🞎 建議Proposed 🞎 確定 Confirmed | | | | | | | | |
| 特別延長計劃的理據：[[2]](#footnote-3) Justification(s) for extension of time: | | | | | | | | |
| * 1. 活動場地 Activity Venue(s) 🞎 建議Proposed 🞎 確定 Confirmed | | | | | | | | |
| 1. **參加人數 Number of Participants** | | | | | | | | |
| 1. 預計活動總參加人數 Estimated total number of participants | | | | 1. 預計性小眾參加人數 Estimated number of sexual minority participants | | | | |
| 1. **活動預算Budget of the Activity** | | | | | | | | |
| 1. 預計收入Estimated Income | | | | | | | | |
| **項目Item(s)** | | | | | | | **數額Amount**  (以港元計算Value in HK$) | |
| (A) 擬向本資助計劃申請的資助款額 Proposed sponsorship to be applied from this Funding Scheme | | | | | | |  | |
| (B) 參加者繳費Fees to be collected from participants  ($\_\_\_\_\_\_\_\_\_\_ 元x \_\_\_\_\_\_\_\_\_\_ 人 / number of participants) | | | | | | |  | |
| (C) 申請機構負擔的費用 Contribution to be covered by the organisation | | | | | | |  | |
| (D) 其他贊助Other Sponsorship[[3]](#footnote-4) (如適用if any) 請註明Please specify：  　　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | |
| (E) 已向或正向政府轄下其他資助計劃申請的資助款額(如適用) Sponsorship applied or being applied from other funding schemes under the Government (if any) 請註明Please specify：  　　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |  | |
| **總收入Total Income (A) + (B) + (C) + (D) + (E)**   請在適合方格加上剔號 Please put a tick in the appropriate box(es) | | | | | | |  | |
| 1. 支出Expenditure[[4]](#footnote-5) (以港元計算Value in HK$) | | | | | | | | |
| **項目Item(s)**  *(請適當的逐項列明) (Please itemise, as appropriate)* | **單價 Unit Price** | | **數量 No. of Units** | | **數額**  **Amount** | **擬向本資助計劃申請的資助款額 Proposed sponsorship to be applied from this Funding Scheme** | | |
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| **小計Sub-total／總計Total #** | | | | |  |  | | |
| 1. **行政支援撥款Administrative Overheads[[5]](#footnote-6)**   由2018至19年度開始，獲資助機構可**額外**獲發行政支援撥款，以支付機構因推行獲資助活動項目而帶來的非直接增聘人手開支及其他行政開支。就核准資助額不多於11萬元的獲資助計劃而言，有關費用的上限為核准資助額的5%；就核准資助額多於11萬元的獲資助計劃而言，有關費用的上限為核准資助額的10%。 With effect from 2018-19, successful applicants are provided with **additional** administrative overhead to defray indirect additional manpower cost and other administrative expenses incurred for the purpose of implementing the project. For approved projects with the approved budget of no more than $110,000, the maximum amount of grant for administrative overheads is 5% of the approved budget; for approved projects with the approved budget of more than $110,000, the maximum amount of such grant is 10% of the approved budget. | | | | | | | | |
| 請於以下開支範疇說明行政支援撥款的用途及預算金額  Please state below the purpose and the estimated budget by the following spending areas | | | | | | | | |
| **開支範疇 Spending area** | | **用途/項目 Purpose/Item** | | | | | | **預算金額 Estimated budget** |
| 1. 服務計劃的籌劃及管理、工作協調或質素保證 service planning and management, coordination support or quality assurance | |  | | | | | |  |
| 1. 人力資源管理 human resource management | |  | | | | | |  |
| 1. 帳目管理及財務監控 accounting management and financial monitoring | |  | | | | | |  |
| 1. 風險責任管理、內部審計及管控 risk management, internal audit and control | |  | | | | | |  |
| 1. 公共關係、伙伴協作、企業傳訊及服務推廣 publicity, public relations, corporate communication and service promotion | |  | | | | | |  |
| 1. 辦公及活動場所與器材設施提供、日用消耗品補給 provision of office, activity venue and equipment, daily consumables | |  | | | | | |  |
| 1. 資訊科技設施供應及技術支援 information technology facilities and support | |  | | | | | |  |

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| **丙部 – 其他資料 Section C – Other Details** | | |
| 1. **活動對象Target Group(s) of the Project** | | |
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| 1. **活動地區 District(s) of the Project** | | |
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| 1. **計劃總支出 Total Expenditure of the Project** | | 1. **申請資助總額 Total Sponsorship proposed to be sought** |
| $ 元 | | $ 元 |
| 1. **運作計劃 – 主要推行階段 Operational Plan – Key Implementation Stages** | | |
| **期間**[[6]](#footnote-7) **Period** | **主要進度指標／預期成果 Key Milestones / Expected Outcome** | |
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| 1. **活動的推廣及宣傳策略 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). | | | |
| 1. **評核方法 Evaluation Method(s)** | | | |
| 請列出衡量計劃成效的方法(例如：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). | | | |
| 1. **風險評估 Risk Assessment** | | | |
| 請列舉計劃最有可能面對的風險(例如：惡劣天氣)及註明擬訂的應變計劃。 Please list the most probable risks to which the project may be subject to (e.g. inclement weather) and state the proposed contingency plan. | | | |
| 1. **負責籌辦和推行計劃的員工和主要人員 Staffing / Key personnel for organising and implementing the Project** | | | |
| 請註明負責籌辦和推行計劃的主要人員的詳細資料。 Please give details on the key personnel for organising and implementing the project. | | | |
| (A) 活動統籌主任\*  Project Co-ordinator\* | | (B) 活動副統籌主任\*  Deputy Project Co-ordinator\* | |
| 姓名 Name | (先生Mr／女士Ms)# | 姓名 Name | (先生Mr／女士Ms)# |
| 職銜 Post Title |  | 職銜 Post Title |  |
| 機構 Organisation |  | 機構 Organisation |  |
| 電話號碼 Tel No. |  | 電話號碼 Tel No. |  |
| 傳真號碼 Fax No. |  | 傳真號碼 Fax No. |  |
| 電郵地址 Email Address |  | 電郵地址 Email Address |  |
| 簽署 Signature |  | 簽署 Signature |  |
| 請簡述其他協助推行活動的工作人員的資料，包括其職責。(如活動需安排導師，請註明導師與參加者的比例。) Please provide a brief description of other supporting staff including their responsibilities.  (If a trainer is needed in the activity, please specify the ratio between trainer and participants.) | | | |

\* 機構負責人與活動統籌主任及活動副統籌主任不能為同一人。The Officer-in-charge shall not be the same person as the Project Co-ordinator or Deputy Project Co-ordinator.

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| **丁部 – 其他考慮因素 Section D – Other Considerations** | | |
| 1. 請說明貴機構成立的目的或宗旨。 Please state the aims / objectives of your organisation. | | |
| 1. 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. | | |
| 1. 請簡述貴機構及／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. | | |
| **戊部 – 聲明 Section E – Declaration** | | |
| 1. 我等證明，本申請表填報及附帶的所有資料均屬真確無誤。我等明白，如提供虛假或不準確的資料，又或隱瞞重要資料，會使申請無效。我等承諾，上述資料如在收到申請結果通知書前有任何更改，我等會盡快通知政制及內地事務局性別認同及性傾向小組。 We certify that all information provided in this application as well as the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information may render the application null and void. We undertake to inform the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received. 2. 我等同意政府可使用本申請表填報的資料，以便處理申請並作相關用途。我等授權政制及內地事務局性別認同及性傾向小組處理本申請表填報的個人資料，以作上述用途。 We agree that information provided in this application will be used by the Government to process this application and related purposes. We authorise the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau to handle the personal data/information provided in this application for these purposes. 3. 我等知悉並同意本申請表附件所載有關收集個人資料的目的及用途。我等同意本申請表所載的資料及其後提交的資料(包括所有的附錄、附件、補充資料和修訂)可供使用或披露，以作公布及宣傳用途。 We understand and agree with the purpose on the collection of personal information as stated in the annex of this application. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be used or disclosed for public announcement and publicity. | | |
|  |  |  |
| 獲授權簽署 (代表申請機構) Authorised signature (For and on behalf of the Applicant Organisation) |  | 機構蓋章Organisation chop |
|  |  |
| 簽署人姓名Name of signatory | 申請機構名稱Name of Applicant Organisation |
|  |  |
| 職位／職銜Position / Post Title | 日期Date |
| **如屬聯合申請，請填寫以下各欄，其他聯合申請機構亦須逐一另頁填寫。 In case of a joint application, please fill in the following sections and use a separate sheet for each of the joint applicant.** | | |
| 1. 我等證明，本申請表填報及附帶的所有資料均屬真確無誤。我等明白，如提供虛假或不準確的資料，又或隱瞞重要資料，會使申請無效。我等承諾，上述資料如在收到申請結果通知書前有任何更改，我等會盡快通知政制及內地事務局性別認同及性傾向小組。 We certify that all information provided in this application as well as the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information may render the application null and void. We undertake to inform the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received. 2. 我等同意政府可使用本申請表填報的資料，以便處理申請並作相關用途。我等授權政制及內地事務局性別認同及性傾向小組處理本申請表填報的個人資料，以作上述用途。 We agree that information provided in this application will be used by the Government to process this application and related purposes. We authorise the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau to handle the personal data/information provided in this application for these purposes. 3. 我等知悉並同意本申請表附件所載有關收集個人資料的目的及用途。我等同意本申請表所載的資料及其後提交的資料(包括所有的附錄、附件、補充資料和修訂)可供使用或披露，以作公布及宣傳用途。 We understand and agree with the purpose on the collection of personal information as stated in the annex of this application. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be used or disclosed for public announcement and publicity. | | |
|  |  |  |
| 獲授權簽署 (代表聯合申請機構) Authorised signature  (For and on behalf of the Joint Applicant Organisation) |  | 機構蓋章Organisation chop |
|  |  |  |
| 簽署人姓名Name of signatory |  | 聯合申請機構名稱Name of Joint Applicant Organisation |
|  |  |
| 職位／職銜Position / Post Title | 日期Date |

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| **提交申請核對表Checklist for Submission of Application** |
| 🞎 已填妥申請表正本，申請機構及聯合申請機構(如適用)的代表已在申請表妥為簽署。 The original application form has been completed and duly signed by the applicant and (if applicable) the joint applicant(s). |
| 🞎 已夾附申請機構及聯合申請機構(如適用)的註冊資料的證明文件。 Provision of documentary proof of the registration information of the applicant and if applicable, joint applicant(s). |
| 🞎 已夾附申請機構就計劃財政預算分擔的費用及從其他途徑獲得贊助(如有)的證明文件。 Provision of documentary proof of contribution from the applicant(s) and sponsorship from other sources towards the project’s budget (if available). |
| 🞎 就計劃的其他資助資料，已按申請表要求夾附該頁內所列明需要的理據及相關證明文件(如適用)。 Provision of justification and documentary evidence on other funding information of the project as requested in the application form (if applicable). |
| 🞎 已夾附填妥的申請表副本及戲劇等表演活動項目的劇本大綱或故事內容(如適用)1式3份，以及上述所有證明文件或資料副本1份。 3 copies of the completed application form together with the outline of the script or the content of the story (if appropriate), plus 1 copy each of the above supporting documents / information are attached. |

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| **提交申請方法Methods for Submission of Application** |
| 請最遲於**2019年3月29日下午6時**，以郵遞或專人送達方式，把已填妥的申請表正本(連同上述文件)交到政制及內地事務局性別認同及性傾向小組(香港添馬添美道2號政府總部(東翼)13字樓)。信封面請註明：「**申請2019至20年度平等機會(性傾向)資助計劃**」。逾期遞交的申請表將不獲受理。郵戳日期不得遲於截止日期。  The original completed application form together with the above documents should reach the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau by post or in person at 13/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **by  6 pm on 29 March 2019**.Please state on the envelop **“Application for 2019-20 Equal Opportunities (Sexual Orientation) Funding Scheme”**. Late application will not be considered. Date on the postmark should not be later than the deadline. |

- 完 END -

請填妥下資料以供通訊之用。Please complete the mailing address below for future correspondence.

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| **申請收訖通知書Acknowledgement** | | |
| 活動統籌主任 Project Co-ordinator |  | 申請機構 Organisation |
|  |  |  |
| 計劃名稱 Project Title |  | 申請編號Application no. (只供內部填寫Official use only) |
|  |  |  |
| 地址 Address |  | |
|  | | |

貴機構提交的2019至20年度平等機會(性傾向)資助計劃申請表已經收訖，我們現正進行審批程序。如需與政制及內地事務局性別認同及性傾向小組聯絡，請引述上述申請編號，以便翻查記錄。  
Your application for sponsorship under the 2019-20 Equal Opportunities (Sexual Orientation) Funding Scheme has been received. Assessment of application is in progress. For communication, please quote the above application number.

 請在適合方格加上剔號 Please put a tick in the appropriate box(es)

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| **附件** | **Annex** |
| **平等機會（性傾向）資助計劃申請 收集個人資料聲明** | **Application for the Equal Opportunities (Sexual Orientation) Funding Scheme Personal Information Collection Statement** |
| 收集資料的目的  申請文件內所提供的個人資料，香港特別行政區政府(「政府」)及資助計劃評審委員會(「評審委員會」)會用作下列用途：  (a) 處理和評審有關申請； (b) 資助計劃的日常運作； (c) 安排公布及宣傳 (d) 監察和評核受資助的計劃； (e) 對受資助的計劃採取任何補救或跟進工作； (f) 因應任何法例要求作出披露；  (g) 進行研究；  (h) 記錄和編制統計數據；以及 (i) 任何與上述用途相關的目的。  2. 申請人必須提供申請所要求的所有個人資料。如未能提供全部所需的資料，有關申請可能不獲考慮。 | Purpose of Collection  The personal data provided in an applications for the Funding Scheme will be used by the Government of Hong Kong Special Administrative Region (“Government”) and the Assessment Committee of the Funding Scheme (“AC”) for the following purposes:   1. processing and assessing the applications; 2. the daily operation of the Funding Scheme; 3. arranging public announcement and publicity; 4. monitoring and evaluating the funded projects; 5. taking any remedial or follow-up action on the funded projects; 6. meeting the requirements to make disclosure under the requirements of any law; 7. conducting research; 8. recording and preparing statistics; and 9. any purposes relating to any of the above.   2. Your provision of all the personal data requested in the applications is obligatory. Your applications may not be considered if you fail to provide all information as requested. |
| 獲轉移資料者的類別  3. 為了上述第1段的目的，政府或評審委員會或會轉交或披露申請所提供的個人資料予︰   1. 任何與資助計劃相關的人士（包括政府的代理人、承辦商或第三方服務供應商）； 2. 任何向政府或評審委員會負有保密責任的人士；以及 3. 因應任何法例要求，政府或評審委員會有責任向其披露資料的人士。 | Classes of Transferees  3. The personal data provided in the applications may be transferred or disclosed by the Government or AC to any of the following persons for the purposes set out in paragraph 1 above to:   1. any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Funding Scheme; 2. any other person under a duty of confidentiality to the Government or the AC; and; 3. any person to whom the Government or AC is under an obligation to make disclosure under the requirements of any law. |
| 查閱個人資料  4. 在申請中提供了個人資料的人士有權根據《個人資料（私隱）條例》第18及22條和附表1第6原則的規定，要求查閱和更正個人資料。如欲行使上述權利，請與政制及內地事務局性別認同及性傾向小組聯絡。本局應查閱或更正資料要求而提供資料時，可能需徵收費用。 | Access to Personal Data  4. The individuals whose personal data is provided in an Application have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 as well as Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap.486) (“PDPO”). If you wish to exercise such a right, please contact the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau. A fee may be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information. |
| 查詢  5. 遞交申請後，若須更正或查閱個人資料，請聯絡政制及內地事務局行政主任（政制及內地事務）4：  地址： 香港添馬添美道2號政府總部(東翼)13字樓 電話︰ 2810 2049 傳真︰ 2523 0565 電郵︰ gisou@cmab.gov.hk | Enquiries  5. For correction of or access to personal data after submission of the applications, please contact Executive Officer (Constitutional and Mainland Affairs) 4 of the Constitutional and Mainland Affairs Bureau :  Address: 13/F, East Wing, Central Government Offices,   2 Tim Mei Avenue, Tamar, Hong Kong Telephone: 2810 2049 Fax: 2523 0565 Email: gisou@cmab.gov.hk |

1. 如屬聯合申請，請填寫主要申請機構的名稱。  
    For joint application, please fill in the title of the principal applicant. [↑](#footnote-ref-2)
2. 如因特殊理由確實需要將活動完成日期定於2020年1月15日之後，須予說明以供評審委員會考慮。  
   If there is genuine need for setting the completion date of an activity beyond 15 January 2020 due to special circumstances, justification(s) must be provided for the Assessment Committee’s consideration. [↑](#footnote-ref-3)
3. 申請機構應就獲得的贊助(如有)提交證明文件。  
   Applicant should submit documentary proof on the secured sponsorship (if any). [↑](#footnote-ref-4)
4. 每項開支均須為籌辦活動建議開始日期與完結日期之間的支出。  
   All expenditure items must be incurred between the proposed commencement and completion dates of organising the project. [↑](#footnote-ref-5)
5. 行政支援撥款的金額會以每個獲資助計劃為單位。

   The administrative overhead is calculated based on each individual approved project. [↑](#footnote-ref-6)
6. 申請機構須將建議活動計劃的首個主要進度指標設於2019年6月30日，或在該日期前就活動的預期成果提供進度報告。  
   Applicants are required to set the first key milestone or provide a progress report on the expected outcome of the proposed project by 30 June 2019. [↑](#footnote-ref-7)