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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)This 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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**2024至25年度平等機會（性傾向）資助計劃申請表
Application Form for
2024-25 Equal Opportunities (Sexual Orientation) Funding Scheme**

1. 填寫本申請表前請先細閱**2024至25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 2024-25 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項目的機構。如建議頂目由兩個或以上的機構合辦，則應提出聯合申請。此表格應由主要申請機構填寫，而「協辦機構資料」部分則由協辦機構填寫。
Applicant (“Applicant”) must be the organiser of the proposed project (“Proposed Project”). If the proposed project will be co-organised by two or more organisations, a joint application shall be submitted. The principal applicant (“Principal Applicant”) shall fill in this form while the part on “Information of the Cooperating Organisation” shall be filled in by the cooperating organisation(s) (“Cooperating Organistion(s)”).
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. This application may not be considered if the Applicant fails 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」。
Applicant shall note the “Personal Information Collection Statement” in Annex.
6. 建議項目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項目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 of the Government as soon as practicable in respect of any variation or modification to the Proposed Project, including change of implementation timetable, size or scope, or 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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| **項目名稱Project Title** | (中文Chinese) |  |
| (英文English) |  |
| **申請機構**[[1]](#footnote-2)**Applicant** | (中文Chinese) |  |
| (英文English) |  |

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| **甲部 – 申請機構資料Section A – Particulars of the Applicant(s)**  |
| 如屬聯合申請，主要申請機構應填寫本表，並經協辦機構同意後提供一切所需資料。In case of a joint application, the Principal Applicant shall fill in this form and provide all necessary information with the consent of the Cooperating Organisation(s). |
| 1. **機構資料Information of the Applicant (or Principal Applicant)**
 |
| 名稱Name | (中文Chinese) |  |
| (英文English) |  |
| 地址Address | (中文Chinese) |  |
| (英文English) |  |
| 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 Applicant (or Principal Applicant)** |
| 姓名Name | (中文Chinese) |  |
| (英文English) |  |
| 職銜Post Title | (中文Chinese) |  |
| (英文English) |  |
| 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3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 application(s) submitted by the applicant in the past three years**
 |
| 🞎 是(請註明項目名稱及申請日期) 🞎 否No Yes (please specify the project title and application date) **\***機構負責人與項目統籌主任或項目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) |
| **如屬聯合申請，每個協辦機構均須填寫以下各欄。如有需要，請另頁逐一填寫。In case of a joint application, each Cooperating Organisation shall fill in the following parts. Where necessary, please use a separate sheet for each Cooperating Organisation.** |
| 1. **協辦機構資料 Information of the Cooperating Organisation**
 |
| 名稱Name | (中文Chinese) |  |
| (英文English) |  |
| 地址Address | (中文Chinese) |  |
| (英文English) |  |
| 網址Website |  |
| 機構的目的或宗旨Aims / Objectives of the Organisation |
| 1. **協辦機構聯絡人Contact Person of the Cooperating Organisation**
 |
| 姓名Name | (中文Chinese) |  |
| (英文English) |  |
| 職銜Post Title | (中文Chinese) |  |
| (英文English) |  |
| 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3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. **協辦機構有關申請的資料**

**Information of the Cooperating Organisation regarding the application** |
| 與主要申請機構合作的性質和詳情Nature and details of collaboration with the Principal Applicant |
| 協辦機構在建議項目下的責任Responsibility of the Cooperating Organisation under the Proposed Project |
| 1. **協辦機構在過去三年是否曾提出其他申請Other applications submitted by the Cooperating Organisation 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 – 建議項目詳情** (請就**每項**申請資助的活動提供下列資料。如活動多於一項，請自行複印乙部表格；每份表格只供填寫一項活動。)**Section B – Project Details** (Please provide the following details for **each** activity seeking funding. If there is more than one activity, please make copies of the form of Section B and complete each form for each activity.) |
| 1. **活動名稱Activity Title**
 |
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| 1. **活動目標Activity Objective(s)**
 |
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| 1. **活動摘要** (請註明活動的規模、性質、對整個項目的重要程度。若擬舉辦的活動涉及戲劇等表演，須連同申請表一併提交劇本大綱或故事內容。)**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 performances, the outline of the script or the content of the story should be submitted along with the application form.)
 |
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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
 |
| 特別延長活動的理據[[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** | **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$)
 |
| **支出項目Expenditure   item***(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，以支付推行項目所招致的額外非直接人手開支及其他行政開支。就核准資助額不多於11萬元的獲資助項目而言，行政支援撥款的上限為核准資助額的5%；至於核准資助額多於11萬元的獲資助項目，有關撥款的上限為核准資助額的10%。With effect from 2018-19, successful applicants are provided with **additional** administrative overheads to defray indirect additional manpower cost and other administrative expenses incurred for the purpose of implementing the project. For an approved project 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 an approved project with the approved budget of more than $110,000, the maximum amount of such a grant is 10% of the approved budget. |
| 請按以下開支範疇說明行政支援撥款的用途及預算金額Please state the purpose and estimated budget of administrative overheads for the following spending areas |
| **開支範疇Spending Area** | **用途／項目Purpose / Item** | **預算金額Budget** |
| 1. 服務的籌劃及管理、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
 |  |  |
| 1. 翻譯

Translation |  |  |

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| **丙部 – 其他資料Section C – Other Details** |
| 1. **建議項目對象Target Group(s) of the Proposed Project**
 |
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| 1. **建議項目地區 District(s) of the Proposed Project**
 |
|   |
| 1. **建議項目總支出Total Expenditure of the Proposed 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. **建議項目的推廣及宣傳策略Promotion and Publicity Strategy of the Proposed 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)**
 |
| 請列出衡量項目成效的方法(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. a questionnaire survey on participants’ understanding of equal opportunities on the grounds of sexual orientation and gender identity).  |
| 1. **風險評估Risk Assessment**
 |
| 請列舉項目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. **負責籌辦和推行項目的員工和主要人員Staffing / Key Personnel for Organising and Implementing the Proposed Project**
 |
| 請註明負責籌辦和推行項目的主要人員的詳細資料。Please give details on the key personnel for organising and implementing the Proposed Project. |
| (A) 項目統籌主任\* Project Co-ordinator\* | (B) 項目副統籌主任\* Deputy Project Co-ordinator\* |
| 姓名Name  |  | 姓名Name  |  |
| 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項目的工作人員的資料，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 for the activity, please specify the ratio between trainer and participants.) |
| **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. 請述明貴機構及／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 of the Government 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.
4. 我等謹此聲明，就我等所知，本機構／本機構的員工／本申請的協辦機構沒有曾經或正在作出任何可能構成或導致發生危害國家安全罪行，或不利於(或被合理地相信不利於)國家安全的行為或活動。We hereby declare that to the best of our knowledge we / our staff / co-organiser(s) of this application have/has not engaged or is/are not engaging in any acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be (or, reasonably believed to be) contrary to the interest of national security.
5. 我等亦聲明，我等將盡最大努力確保建議項目和本申請不會構成或導致發生危害國家安全的罪行，或不利於(或被合理地相信不利於)國家安全。We further declare that we will use our best efforts to ensure that the Proposed Project and this application will not constitute or cause the occurrence of offences endangering national security or which would otherwise be (or, reasonably believed to be) contrary to the interest of national security.
6. 我等明白，即使本申請獲得批准，如我等／本機構的員工／本申請的協辦機構其後被發現或被合理地相信一直作出，或正在作出，或被合理地相信曾經或正在作出任何可能構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動，或本機構／協辦機構繼續參與或繼續進行建議項目不利於或被合理地相信不利於國家安全，政府可自行決定撤回資助，以及／或要求獲資助機構退還已發放款項或任何預支款項。We understand that even if this application is approved, the Government may withdraw at its sole discretion the funding, and/or request us to refund the amount of payment released or repay any advance payment if we / our staff / co-organiser(s) of this application am/are/is subsequently found, or reasonably believed, to have been engaging or am/are/is engaging, or am/are/is reasonably believed to have engaged or have been engaging, in any acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security or that our / our co-organiser’s continued engagement in, or continued performance of, the Proposed Project is, or is reasonably believed to be, contrary to the interest of national security.
7. 我等明白，如建議項目涉及任何構成或導致發生香港法例所訂危害國家安全罪行的行為或活動，我等／本機構的員工／本申請的協辦機構或須負上相關的刑事法律責任。We understand we / our staff / co-organiser(s) of this application may be liable to the relevant criminal offences if the Proposed Project involves any act or activity which constitutes or causes the occurrence of offences endangering national security under the laws of Hong Kong.
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| 機構負責人簽署 (代表申請機構)Signature of the Officer-in-charge(For and on behalf of the Applicant Organisation) |  | 機構蓋章Organisation chop |
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| 簽署人姓名Name of signatory | 申請機構名稱Name of Applicant Organisation |
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| 職位／職銜Position / Post Title | 日期Date |
| **如屬聯合申請，每個協辦機構均須簽署此聲明。如有需要，請另頁逐一簽署。In case of a joint application, each Cooperating Organisation shall sign this Declaration. Where necessary, please use a separate sheet for each Cooperating Organisation.**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.
4. 我等謹此聲明，就我等所知，本機構／本機構的員工／本申請的協辦機構沒有曾經或正在作出任何可能構成或導致發生危害國家安全罪行，或不利於(或被合理地相信不利於)國家安全的行為或活動。We hereby declare that to the best of our knowledge we / our staff / co-organiser(s) of this application have/has not engaged or is/are not engaging in any acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be (or, reasonably believed to be) contrary to the interest of national security.
5. 我等亦聲明，我等將盡最大努力確保建議項目和本申請不會構成或導致發生危害國家安全的罪行，或不利於(或被合理地相信不利於)國家安全。We further declare that we will use our best efforts to ensure that the Proposed Project and this application will not constitute or cause the occurrence of offences endangering national security or which would otherwise be (or, reasonably believed to be) contrary to the interest of national security.
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7. 我等明白，如建議項目涉及任何構成或導致發生香港法例所訂危害國家安全罪行的行為或活動，我等／本機構的員工／本申請的協辦機構或須負上相關的刑事法律責任。We understand we / our staff / co-organiser(s) of this application may be liable to the relevant criminal offences if the Proposed Project involves any act or activity which constitutes or causes the occurrence of offences endangering national security under the laws of Hong Kong.
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| 機構負責人簽署 (代表協辦機構)Signature of the Officer-in-charge(For and on behalf of the Cooperating Organisation) |  | 機構蓋章Organisation chop |
|  |  |  |
| 簽署人姓名Name of signatory |  | 協辦機構名稱Name of Cooperating 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** |
| 🞎 申請表正本已由申請機構及協辦機構(如適用)填妥及妥為簽署，並夾附申請表副本兩份，以及戲劇等表演活動的劇本大綱或故事內容(如適用) 。 Provision of the original application form completed and duly signed by the applicant and (if applicable) the Cooperating Organisation(s), plus two duplicates of the application form, and the outline of the script or the content of the story for drama or other performances (if applicable). |
| 🞎 已夾附申請機構及協辦機構(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) the Cooperating Organisation(s). |
| 🞎 已夾附申請機構就項目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 (if available) towards the project’s budget. |
| 🞎 就項目的其他資助資料，已按申請表要求夾附所需的理據及證明文件(如適用)。Provision of justification and documentary evidence on other funding information of the project as requested in the application form (if applicable).  |
|   請在適合方格加上剔號 Please put a tick in the appropriate box(es) |

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| **提交申請方法Methods for Submission of Application** |
| 請最遲於**2024年4月2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及兩份副本(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2024至25年度平等機會(性傾向)資助計劃**」。逾期遞交的申請概不受理。郵戳日期不得遲於申請截止日期。為方便處理申請，**申請機構須於申請截止前把填妥的申請表(及補充資料，如有)的電子掃描版本電郵至本局性別認同及性傾向小組（gisou@cmab.gov.hk）**，但申請的遞交時間及其內容均以遞交予本局的印本為準。The original completed application form plus two duplicates (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 2 April2024**.Please state on the envelop **“Application for 2024-25 Equal Opportunities (Sexual Orientation) Funding Scheme”**. Late applications will not be considered. Date on the postmark should not be later than the application deadline. To facilitate processing of applications, **applicants are requested to send the scanned softcopy of the completed application form (and supplementary information, if any) to the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau (gisou@cmab.gov.hk) no later than the application deadline.** However, the submission time of the hard copy and its contents shall prevail. |

- 完 END -

請填妥下列資料以供通訊之用。Please complete the following for future correspondence.

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| **申請收訖通知書Acknowledgement** |
| 項目活動統籌主任 Project Co-ordinator |  | 申請機構 Organisation |
|  |  |  |
| 項目名稱 Project Title |  | 申請編號Application no.*(只供內部填寫Official use only)* |
|  |  |  |
| 地址 Address |  |
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貴機構提交的2024至25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 2024-25 Equal Opportunities (Sexual Orientation) Funding Scheme has been received. Assessment of application is in progress. For communication with the Gender Identity and Sexual Orientation Unit of the Constitutional and Mainland Affairs Bureau, please quote the above application number to facilitate record search.

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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 SchemePersonal 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 Transferees3. 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 Data4. 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 | Enquiries5. 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 KongTelephone: 2810 2049Fax: 2523 0565Email: gisou@cmab.gov.hk |

1. 如屬聯合申請，請填寫主要申請機構的名稱。
 For a joint application, please fill in the name 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2025年1月15日之後，須說明理據供評審委員會考慮。
If there is a genuine need for setting the completion date of an activity beyond 15 January 2025 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(s) should submit documentary proof on the secured sponsorship (if any). [↑](#footnote-ref-4)
4. 每項開支均須為籌辦項目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項目為單位計算。

 The administrative overhead is calculated based on each individual approved project. [↑](#footnote-ref-6)
6. 申請機構須將建議項目的首個主要進度指標設於2024年6月30日，或在該日期前就項目的預期成果提交進度報告。
Applicant is required to set the first key milestone or provide a progress report on the expected outcome of the proposed project by 30 June 2024. [↑](#footnote-ref-7)