

有關填寫申請表格（附錄 III）和預算計劃（附錄 VI）的須知
Explanatory Notes for Completing the Application Form (Appendix III) and
Budget Plan (Appendix VI)

一般事項

General

1. 申請表格內所有部分均須填寫，內容須清晰簡潔。如所須填報的資料不適用或不詳，請填上「不適用」。
All sections of the application form should be completed in a clear and concise manner. Where information sought is not applicable or not available, please indicate “N/A”.
2. 除非另有指明，申請表格可以中文或英文填寫。如同時使用中英文，而內容有歧異，概以英文版為準。
Unless otherwise specified, the application form may be completed in Chinese or English. Where both languages are used, the English version shall prevail whenever there are discrepancies between the English and Chinese versions.
3. 申請表格應雙面列印。請按情況複製或延長申請表格內的表格並按以下標準格式填寫申請表格（包括任何證明文件）：

字體： Times New Roman（英文）；新細明體（中文）
字體大小： 12 點
邊界： 四邊皆為 2.5 厘米
行距： 單行間距

Print application form on both sides of a piece of paper. Please reproduce or expand the tables in the application form as appropriate and complete the application form (including any supporting documents) in the following standard format:

Font: Times New Roman (for English); 新細明體(for Chinese)
Font Size: 12 point
Margin: 2.5 centimeters all round
Spacing: Single-line spacing

4. 請在星號（*）項目的適當方格內加上剔號（✓），並在井號（#）項目刪去不適用者。為降低處理成本和節約用紙，申請機構應盡量縮短申請表格及附件的篇幅。申請機構應恪守字數限制。
Please tick the appropriate box where indicated by an asterisk (*) and delete as appropriate where a hash symbol (#) appears. To help reduce processing costs and save paper, applicants should minimise the length of both the application form and any attachments. It is essential that applicants strictly adhere to the specified word limits.
5. 申請表格所載的所有資助額應以港元計算。
All funding levels stated in the application form should be in Hong Kong Dollars.
6. 申請機構應確保申請資料充分和一致。資料不全或不符合申請指引要求的申請，除非申請機構及時修正問題並達致基金秘書處（「秘書處」）滿意的程度，否則有關申請或不會被考慮及處理。
Applicants should ensure that their application information is sufficient and consistent. Incomplete applications or applications that fail to comply with the requirements set out in the Guide to Application may not be considered and processed, unless the non-compliance is rectified in a timely manner and to the satisfaction of the BHCF Secretariat (“Secretariat”).

填寫申請表格（附錄 III）的須知

Notes for Application Form (Appendix III)

甲部：申請機構資料

Section A: Particulars of Applicant

註 1—申請機構

Note 1 – Applicant

- 請填寫機構/本地專上教育院校的名稱。如屬本地專上教育院校，請同時註明所屬部門或學系的名稱。
The name of the organisation / local post-secondary education institution should be stated. For the local post-secondary education institution, please also state the name of the unit or department.

- 通訊地址應為主要通訊地址，以便秘書處透過郵寄信函聯絡項目負責人及項目主任。
The correspondence address should be the primary correspondence address, allowing the Secretariat to reach the Person-in-Charge (“PIC”) of the project and the Project Leader by sending letters.
- 如適用，請提供申請機構的官方網頁以作參考。
If applicable, the official website of the Applicant should be provided for reference.

註 2—申請機構資料及申請資助紀錄

Note 2 – Information of Applicant and Funding Applications Record

- 申請機構應確認其機構符合申請資格，核實申請表格內所有資料均屬真實準確，並確定擬議項目是否已獲得或將獲得政府其他資助。
Applicant should confirm their eligibility for the application and verify that all information provided is true and accurate. Applicant should also ascertain whether the proposed project has received, or will receive, funding from other Government sources.
- 申請機構應在申請表格第 2(d)及(e)項中列出由提交本申請之日起計最近五年由保育歷史建築基金或政府其他資助計劃批准或否決與保育歷史建築或教育和推廣活動相關的項目申請紀錄。
Applicant should provide a record of funding applications related to built heritage conservation or relevant education and publicity activities, including applications that have been approved or rejected by the Built Heritage Conservation Fund or other Government funding schemes in the last five years, counting from the date of submitting this application, in items 2(d) and (e) of the application form.
- 申請機構亦應參閱《申請指引》第 33 段，了解是次申請評審工作將如何處理其提供過往推展其他政府資助項目的紀錄。
Applicant should also refer to paragraph 33 of the *Guide to Application* regarding the use of the provided track record in the assessment of the application.

註 3—項目負責人資料

Note 3 – Details of Person-in-Charge of the Project

- 項目負責人須屬申請機構按照《申請指引》第 5 段要求提供的證明文件所顯示的主要負責人、董事、幹事或董事會成員之一，或秘書處認可的其他人士。項目負責人須有權代表申請機構簽署資助協議；對項目的落實情況負責；以及負責批准所提交的項目文件。

The PIC shall be one of the principal persons-in-charge, directors, office-bearers, or board members as shown in the documentary proof provided by the applicant in accordance with paragraph 5 of the *Guide to Application*, or any other individual as accepted by the Secretariat. The PIC shall have the authority to sign the Funding Agreement on behalf of the applicant, be accountable for the project's implementation, and be responsible for endorsing project submissions.

註 4—項目主任資料

Note 4 – Details of Project Leader

- 項目主任必須為申請機構的主要成員或僱員。項目主任將成為項目的代表，並作為主要人員，按照資助協議的條款和條件推展項目。在申請和項目推行階段，項目主任將作為申請機構的聯繫人，負責回應秘書處的意見和查詢（見附錄 IV的《使用資助款項的條件》第 3.8 條）。

The Project Leader must be either a key member of the applicant or an employee of it. The Project Leader will serve as the project representative and act as the key person to carry out the project in accordance with the terms and conditions of the Funding Agreement. The Project Leader will also act as the primary point of contact of the applicant throughout the application process and during the project's operation and will be responsible for addressing comments and enquiries from the Secretariat (see also clause 3.8 of *Conditions for the Use of Funds* at Appendix IV).

乙部：項目建議書

Section B: Project Proposal

註 5—優先項目主題

Note 5 – Priority Project Theme(s)

- 優先項目主題的詳情載於附錄 I。申請機構可選擇多於一個優先項目主題。如選擇其他項目主題，請以中文及英文（各以 500 字為限）說明擬議項目主題與本指引所載資助計劃的三個目標有何關連。
The priority project themes are specified in **Appendix I**. Applicants may select more than one priority project theme. If other theme(s) are chosen, please specify in both English and Chinese, with each description limited to no more than 500 words, outlining the relevance of the proposed project theme in relation to each of the three objectives of the Funding Scheme as set out in the *Guide to Application*.

註 6—項目摘要

Note 6 – Project Brief

- 申請機構須提供中文及英文擬議項目的摘要，各以 300 字為限。摘要應易於理解，並能說明擬議項目的重點。如申請獲批，該摘要或會在政府網站發布。
Applicant shall provide a brief of the proposed project in both English and Chinese, each in no more than 300 words. The brief should be easily understandable to a layman and effectively convey the essence of the proposed project. If the application is approved, the brief may be published on the Government's website.

註 7—項目的目標

Note 7 – Objectives

- 申請機構須以列點式提供中文及英文擬議項目的目標，各以 300 字為限。請清楚概述擬議項目的目的和目標如何切合所選定的優先項目主題或任何其他項目主題。
Applicant is required to present the objectives of the proposed project in point form, in both English and Chinese, each in no more than 300 words. Please clearly outline the purpose and goal of the proposed project in relation to the selected priority project theme(s) or any other proposed theme(s).

註 8—青年參與的簡介

Note 8 – Brief Description on Youth Participation in the Project

- 請提供切實可行的建議以積極推動青年人參與策劃和推行有關項目及活動。詳情請參閱《申請指引》第 11 段。
A solid proposal on the active engagement of young people in the planning and implementation of the project and its activities should be provided. Please refer to paragraph 11 of the *Guide to Application* for details.

註 9—公眾參與活動的詳情

Note 9 – Details of Public Engagement Activities

- 每個表格只供填寫一項活動。如需填寫其他活動，申請機構請自行複製表格。

Each table is for one particular activity only. Applicant shall reproduce new tables for any other activities if needed.

- 公眾參與活動應由多個活動組合而成，包括能確保指導人員與參加者有充分互動的小組工作坊、導賞團及實地考察；網上活動（例如講座、工作坊、論壇及導賞團）及／或採用混合模式（即允許參加者親身或網上參與），以容納更多受眾並提高參與度，不受地點、年齡或身體狀況的限制。

An appropriate mix of public engagement activities, including small group workshops, guided tours and site visits that ensure quality interaction between instructors and participants; online activities (such as lectures, workshops, forums and guided tours) and/or adopting a hybrid mode (i.e. to allow participants to attend either in person or online) to accommodate a larger audience and enhance participation, regardless of location, age or physical ability, should be designed.

註 10—活動內容

Note 10 – Contents of Activity

- 如適用，申請機構請說明青年人如何參與是項活動的策劃和推行工作、活動如何反映中國歷史和中華文化元素，以及活動如何融入創新科技。

Applicant shall provide information on how young people will be engaged in the planning and implementation of the activity, how it will reflect Chinese history and culture elements and how it will incorporate innovative technologies, if relevant.

- 申請機構須提供擬議推行活動的詳細資料，包括活動內容、節數、活動模式、講者、示範者、指導人員，以及擬傳授的知識。

(a) 如涉及設計文物徑或導賞團，請提供擬議文物徑或導賞團的主題、預期涵蓋的歷史建築、構築物或地點的種類、地區及主題、目標群組，以及任何與擬議路線或導賞團相關配套活動的性質等詳細資料。

(b) 如涉及舉辦比賽，請提供有關比賽目的、目標群組、預期參加

者／參賽者人數、分組及獎品數目、評審團組成及評審準則等詳細資料。

- (c) 如涉及舉辦研討會、工作坊或教育活動，請提供有關活動的主題、講者、示範者和指導人員的詳細資料，包括他們的職責、資歷、遴選方法、邀請狀況及參與節數。另外，請註明目標群組、活動模式及相關節數。
- (d) 如涉及舉辦關乎科學研究及保育實踐的會議，請提供有關會議的主題、目的、研究範圍，以及講者的詳細資料，包括他們的資歷、專業背景、遴選方法、邀請狀況及參與節數。

Applicant shall provide detailed information about the proposed activities, including the contents, number of sessions, mode of delivery, speakers, demonstrators, instructors and type of knowledge to be conveyed.

- (a) If the design of heritage trails or guided tours is involved, please provide details regarding the theme of the proposed trails or tours, the intended coverage of types, regions, and themes of historic buildings, structures or places, the target groups, and the nature of any associated activities linked to the proposed trails or tours.
 - (b) If competitions are involved, please provide details regarding the competition's aims, target groups, anticipated number of participants/contestants, number of divisions and prizes, judging panel formation and judging criteria.
 - (c) If seminars, workshops or education activities are involved, please provide details about the theme of the activity and information about the speakers, demonstrators, instructors, including their duties, qualifications, means of selection, invitation status and the number of sessions involved. Additionally, please specify the target participants, the mode of activities and the number of sessions.
 - (d) If conferences on scientific research and conservation practices are involved, please provide details such as the theme and purpose of the conference, the scope of the study, information about the speakers, including their qualifications, professional backgrounds, selection methods, invitation status, and number of sessions.
- 請提交相關講者或指導人員的履歷表以供參考。如擬議活動將邀請海外專家參與，請在表格中列出他們的姓名，並提供每位專家的履歷，以一頁為限。

Please provide the curriculum vitae of the speakers or instructors for reference. If

overseas experts are to be invited for the proposed activities, please include their names in the table and provide a one-page curriculum vitae of each expert.

註 11—目標參加者

Note 11 – Target Participants

- 請在表格第 6(b)項提供目標參加者、預計參加人數，以及相關揀選準則。如果活動個別時段的預計人數並不相同，請清楚註明。有關數字會與活動的實際參加人數，而非登記參加活動的人數進行作比較。

Please provide the target participants, the anticipated number of participants and the selection criteria in item 6(b) of the application form. If the anticipated number of participants in individual sessions of an activity differ, please state clearly. These figures will be used to compare against the actual number of participants in the activity, rather than the number of registered participants.

- 活動指導人員及義工不應納入參加人數內。
Instructors and volunteers should not be included in the count of participants for activities.

註 12—擬製作的資料

Note 12 – Materials to be Produced

- 擬製作的資料須加深公眾對有關活動及項目主題認識。製作和派發資料須符合環保原則。

The materials to be produced should significantly enhance public awareness of the project's activities and themes. Additionally, the production and distribution of these materials should be conducted in an environmentally friendly manner.

- 申請機構應確保在項目完成後的三年內，公眾可以查閱項目推行期間產生的主要資訊和資料。

Applicant shall ensure public access to key project information and materials produced during the project for a duration of three years after its completion.

- 申請機構須提供向社會大眾宣傳有關項目的方法，包括但不限於以下各項：

(a) 如涉及製作小冊子或刊物，請提供製作用途、主要內容、擬議任用的編輯、印刷數量及派發渠道等詳細資料。編輯的履歷表

須一併提交，以供參考。

- (b) 如涉及製作宣傳短片，請提供製作用途、主要內容、發布渠道等詳細資料。如適用，另請提供有關短片長度、語言及播放次數的資料。
- (c) 如涉及製作網站，請註明製作用途、內容、預計訪客人數、製作時間、寄存時間及位置。

Applicant is required to provide detailed methods for publicising the project in the community, including but not limited to the following:

- (a) If the production of booklets and pamphlets are involved, please provide details such as the purpose, content, proposed editors, print run, and distribution channels. Curriculum vitae of the editors should be submitted for reference.
- (b) If promotional videos are to be produced, please provide details regarding the purpose, content and distribution channels. Additionally, include information on the video's length, languages and broadcast frequency, if available.
- (c) If the production of websites is involved, please specify the purpose, content, anticipated viewer number, production period, hosting period and location.

註 13—表現指標

Note 13 – Performance Indicators

- 申請機構應訂定特定和可量化的表現指標，以監察和評估活動是否有效實現擬議項目的目標。另外，申請機構應設計充分詳細的評估工具，以衡量項目的整體價值。

Applicant should set out specific and quantifiable performance indicator(s) for the monitoring and evaluation of the effectiveness of the activities in relation to the objectives of the proposed project. Additionally, the applicant should develop evaluation tools that are sufficiently detailed to enable an assessment of the project's overall worth.

- 活動評估的詳情將反映在半年進度報告和項目評估報告。評估時，應對照既定的表現指標，衡量項目的推行成效。

An assessment should be conducted to evaluate the activity's effectiveness, where applicable, against the established performance indicator(s) in the half-yearly progress report and Project Evaluation Report.

- 主要表現指標應包括但不限於以下例子：
 - (a) 已招募或已受訓的義工人數；
 - (b) 參與每項活動／節目的社區團體（例如學校、地方組織或公司）數目；
 - (c) 舉辦公眾教育／公眾參與活動／節目的數目；
 - (d) 每項活動／節目的參加人數；
 - (e) 未經預約前往項目地點／訪客中心的訪客人數；
 - (f) 出版刊物的數目；
 - (g) 傳媒報道項目的數目；
 - (h) 接獲已填妥的問卷調查數目；
 - (i) 從問卷調查獲取的參加者滿意度的百分率；以及
 - (j) 任何其他由申請機構選取以衡量活動成果／成效的可量化指標。

由於每個活動有其獨特之處，申請機構可視乎活動情況，加入其他額外目標和指標，以評估它們的成效。

The key performance indicators should include but not be limited to the following examples:

- (a) Number of volunteers recruited or trained;
- (b) Number of local community organisations (e.g. schools, local interest groups or companies) that participated in each of these activities or programmes;
- (c) Number of public education/community engagement activities/programmes organised;
- (d) Number of participants in each of these activities/programmes;
- (e) Number of walk-in visitors to project sites/visitor centre;
- (f) Number of publications produced;
- (g) Number of media coverage on the project;
- (h) Number of questionnaires that have been properly completed and received;
- (i) Percentage of satisfaction rate of the participants as acquired from the questionnaires; and
- (j) Any other quantifiable indicators identified by the applicant to measure the achievement/effectiveness of the activity

Given the uniqueness of individual activities, applicant could include additional targets and indicators based on the circumstances of their activities to evaluate their effectiveness.

註 14—擬議項目其他協辦／協助／贊助機構的詳情

Note 14 – Details of Other Assisting/Supporting/Sponsoring Bodies for the Proposed Project

- 評審申請時，政府會考慮擬議項目是否有其他資助或贊助。申請機構應與贊助機構（如有）協議贊助的使用，以及如何處理未用的贊助。

Other sources of funding or sponsorship will be taken into account when applications are evaluated. It would be up to the applicant to agree with the sponsor(s), if any, on the use of the sponsorship and how to handle the unspent balance of the sponsorship.

- 如申請機構已尋求或取得其他資助或贊助以支持某個不包括在預算計劃的開支項目或補貼某個擬議開支項目，申請機構應在申請表格第 8 項註明贊助詳情。申請機構不應在申請獲批後，就已核准項目建議書中核准開支項目清單中的開支，重複申請或接受其他資助來源的捐贈或財政資助。

In case the Applicant has sought or obtained other sources of funding or sponsorship to cover an expenditure item not in the Budget Plan (Appendix VI) or to top up a proposed expenditure item, the Applicant should specify details of the sponsorship in item 8 of the application form. After the approval of the application, the applicant shall not apply for or accept any donations or financial assistance from other sources for the same expenditure of the project funded by the BHCF as specified in the List of Approved Expenditure Items in the Approved Project Proposal.

- 政府會考慮其他資助或贊助來源會否構成利益衝突，以及會否為政府、保育歷史建築諮詢委員會、保育歷史建築基金及其秘書處帶來潛在法律責任或有損其形象。

The Secretariat would assess whether the other sources of funding or sponsorship would constitute any conflict of interest, and whether they might cause any potential liability or damage to the image of the Government, the Advisory Committee on Built Heritage Conservation (“ACBHC”), the BHCF and its Secretariat.

註 15—項目團隊

Note 15 – Project Team

- 申請機構須提供項目團隊所有成員，包括項目主任的資料。申請機構亦須將項目主任及項目團隊各成員的履歷（每份履歷以一頁為限），連同申請表一併遞交。

Applicant should provide details about all members of the project team, including the Project Leader. The Applicant shall submit the curriculum vitae of the Project Leader and the other team members (each curriculum vitae should no more than one page), alongside the application.

註 16—支援人員

Note 16 – Supporting Staff

- 申請機構應具備承擔和監督項目的能力和專業知識。申請機構不應申請資助以聘用其他監督人員和專業顧問為現有人員舉辦培訓課程，或用以支付調派現有人員的費用。

Applicant is expected to have the ability and expertise to undertake and supervise the project. Applicant should not apply for funds to engage additional supervisory staff and professional advisors to organise training courses for existing staff or to meet the cost for deploying the existing staff.

- 請參閱附錄 IV「使用資助款項的條件」第 3.4 條，為支援人員預留足夠的預算，以處理完成項目主要活動後的行政工作，以及按時向秘書處提交相關的報告及財務紀錄。

Please refer to clause 3.4 of *Condition for the Use of Funds* at **Appendix IV**, which outlines the need to reserve a sufficient budget for supporting staff to handle administration tasks after completing the core activities and to ensure that relevant reports and financial records are submitted on time to the Secretariat.

- 申請機構如有意聘用現職兼職人員參與擬議項目（不論他們是否以本資助計劃的資助支付費用），請提供他們的職銜、資歷和任何相關資料。申請機構須確保兼職人員執行項目的工作及工時不會與他們原來的工作和工作時間重疊。

If there are any proposals for engaging part-time staff of the Applicant for the proposed project (no matter whether they are to be paid under this Funding Scheme or not), please provide their post titles, qualifications and any related details. Applicant shall ensure that the work and amount of time contributed to the project by part-time staff do not overlap with his / her original job duties and work hours.

註 17—執行計劃

Note 17 – Implementation Plan

- 在審批半年進度報告和項目評估報告時，將會考慮執行計劃提出的工作是否圓滿完成。
Satisfactory completion of the tasks proposed in the implementation plan will be taken into account in approving half-yearly progress reports and the Project Evaluation Report.

註 18—擬議發放資助的時間表

Note 18 – Proposed Schedule of Disbursement

- 申請機構須在申請表格中提交一份擬議發放資助的時間表。在簽訂「資助協議」後，獲資助機構會獲發核准資助額的 20% 作為首期款項。最後 10% 的資助額，一般會在項目完成及秘書處接納獲資助機構提交的項目評估報告（即附錄 IV「使用資助款項的條件」第 1.2.7 條規定的項目評估報告），以及一份經核證／審計帳目報表最終版（請參閱附錄 IV「使用資助款項的條件」第 1.2.6 條），並連同經審核財務紀錄正本，才會向其發放。餘下的資助額將在每份半年進度報告和年度經核證／審計帳目報表獲接納後分期發放，每期款項不多於核准資助總額的 35%。申請機構須在申請表格中建議每期發放的核准資助額金額，供委員會考慮和同意。

Applicant should submit a proposed disbursement schedule in the application form. An initial disbursement amounted 20% of the approved grant will be released to the Grantee upon signing of the funding agreement. The final 10% of the approved grant will normally be released after the completion of the project and the acceptance of the Project Evaluation Report (i.e. the Project Evaluation Report under clause 1.2.7 of *Conditions for the Use of Funds* at **Appendix IV**) together with a final certified / audited statement of accounts (see clause 1.2.6 of the *Conditions for the Use of Funds* at **Appendix IV**) along with original certified financial records by the Secretariat. The remaining amount of the approved grant would be disbursed by instalments with each instalment not exceeding 35% of the total approved grant, contingent upon the acceptance of each half-yearly progress report together with the annual certified / audited statement of accounts. Applicant should propose the amounts of the approved funding to be disbursed in each instalment in the application form for consideration and approval by the ACBHC.

丙部：聲明及同意書

Section C: Declaration and Consent

註 19—聲明及同意書

Note 19 – Declaration and Consent

- 此部分須由項目負責人簽署。
This section should be signed off by the PIC of the Project.

所需資料清單

Checklist of Required Materials

註 20—所需資料清單

Note 20 – Checklist of Required Materials

- 申請機構須在遞交申請前，按照申請表格附上的清單，核實申請文件是否已夾附及加簽。
Applicant shall verify that the required documents for the application are enclosed and duly countersigned where necessary, according to the checklist provided in the application form, prior to submission.

填寫預算計劃（附錄 VI）的須知

Notes for Budget Plan (Appendix VI)

註 21—預算計劃

Note 21 – Budget Plan

- 申請表格應夾附擬議項目的詳細預算，即**附錄 VI** 預算計劃。每個收支項目應合理、實際、清楚列明分項預算且有充分理據支持。所有在項目開展日期前及完成日期後所產生的開支項目將不會獲得資助，因此不應包括在預算計劃內。
The application should be accompanied by a detailed budget for the proposed project in the budget plan at **Appendix VI**. Each income and expenditure item should be reasonable, realistic, clearly itemized, presented, and well justified. All expenditure items incurred before the commencement and after the completion dates of the project will not be supported and should not be included.

- 如擬議項目推展時期超過一年，預算應按年列出。
For proposed project period lasting more than one year, the budget should also be broken down for each year.
- 涉及外幣的開支，請參照香港銀行公會網站的匯價表 (<https://www.hkab.org.hk/tc/rates/exchange-rates>)。否則，應提供理據連同證明文件，以供政府考慮。
For expenditure involving foreign currency, please refer to the exchange rate of the Hong Kong Association of Banks at its website (<https://www.hkab.org.hk/en/rates/exchange-rates>). Otherwise, justifications with supporting documents should be provided for the Government's consideration.
- 申請機構應遵從附錄 IV的「使用資助款項的條件」第 3.3 條中列明的採購程序，若有偏離，應在申請時以充分理據支持。
Applicant should follow the procurement procedures as set out in the clause 3.3 *Condition for the Use of Funds* at Appendix IV. Any deviation should be well justified in the application.
- 申請一經批准，獲資助機構即有責任承擔任何成本上升，包括因通脹及／或意料之外的需要導致的成本上升，政府不會就此給予額外資助額。
Once the application is approved, Grantee will be responsible for any increase in cost, including those arising from inflation and/or unforeseen requirements. No additional funding may be granted on the said basis.
- 申請一經批准，獲資助機構即有責任申請並取得舉辦有關活動所需的所有許可及牌照，包括性罪行定罪紀錄查核。申請機構在擬備預算計劃時，應納入一切所需費用。
Once the application is approved, Grantee will be responsible to apply for and obtain all necessary licence required for carrying out the activities, including the Sexual Conviction Record Check. Applicant shall take into account all the necessary fees when preparing the budget plan.
- 申請機構應參閱附錄 V的「資助指引」所述關於哪些項目不會獲資助或可能獲資助，以及其相應的資助上限與限制（如有）。政府可在有需要時修訂相關指引。若偏離資助指引，申請機構須提供充分理據支持，並須獲政府批准。申請機構或須就預算計劃提供所有詳情及證明文件。

Applicant should refer to the funding guidelines as stated at **Appendix V** for items which will not or may be funded, their respective cap and restrictions (if any). The items which will not or may be funded, their cap and restrictions may be adjusted by the Government as and when necessary. Deviation from the funding guidelines requires strong justifications by the Applicant and will be subject to approval by the Government. Full details and supporting documents may be required for the evaluation of the budget plan.

- 支援人員成本總額應在**附錄 VI**的預算計劃甲部中反映。
The total cost for supporting staff should be included in section A of the budget plan at **Appendix VI**.
- 申請機構應參閱**附錄 IV**的「使用資助款項的條件」第 3.4 條，了解有關支援人員開支的指引。
Applicant are reminded to refer to clause 3.4 of *Conditions for the Use of Funds* at **Appendix IV** for guidelines regarding the expenditure of supporting staff.
- 申請機構應確保支援人員開支的預算足以支付申請表格第 9(b)項所載全部人員的整段工作期(見**附錄 IV**的「使用資助款項的條件」第 3.4.7 條)。
Applicant should confirm that the budget for staff cost is adequate to cover the entire working period of all staff listed in item 9(b) of the application form (see clause 3.4.7 of *Conditions for the Use of Funds* at Appendix IV).
- 動用應急費用會按個別情況考慮，並須事先徵得政府批准。
Requests for using contingency items will be considered on a case-by-case basis and prior approval shall be sought from the Government.
- 除了支援人員開支、特定 / 指定項目（即應急費用以及僱用審計服務費用）及已報告取消的活動開支外，**附錄 VI**的預算計劃所列同一開支項目下的獲批款項，均可靈活運用（見**附錄 IV**的「使用資助款項的條件」第 1.2.2 條）。
Funds approved under the same expenditure item as detailed in the budget plan at Appendix VI may be deployed flexibly, with the exception of costs associated with supporting staff, earmarked items (such as contingency items and fees for engaging external audit services), and expenditures related to a cancelled activity that has been reported (see clause 1.2.2 of the *Conditions for the Use of Funds* at Appendix IV).

有關填寫申請表格項目 6、8、9、10 及 12 的例子
Example for Filling in Items 6, 8, 9, 10, and 12 of the Application Form

6. 公眾參與活動的詳情^{註 9} Details of Public Engagement Activities^{Note 9}

(每個表格只供填寫一項活動，如有需要，請複製下列表格以便填寫另一項活動。 Each table is used for one activity only, please reproduce the following table for another activity if necessary.)

序號 Serial No.	A1
(a) 一般資料 General Information	
活動名稱及性質 Name and Nature of Activity	xxx 工作坊 xxx Workshop
日期、時間和地點 Date, Time and Venue	2018 年 8 月 5、11、12、18、19、25 及 26 日(均為週六及週日) 下午 2 時至 5 時 灣仔茂蘿街 7 號動漫基地 1400 to 1700; 5, 11, 12, 18, 19, 25 and 26 August 2018 (Saturdays and Sundays); Comix Home Base, 7 Mallory Street, Wanchai
目標 Objectives	<ul style="list-style-type: none"> 加深學生了解在保育上遇到的挑戰，以及他們這一代如何可在當中擔當積極的角色。 <p>To enhance students' understanding of the challenges on the road to preservation and how their generation could play a positive role therein.</p>
活動內容 ^{註 10} Contents of Activity ^{Note 10}	<p>舉行角色扮演工作坊和邀請嘉賓演講。私人歷史建築 xxx 的業主陳大文先生和市區重建局代表已同意擔任講者。他們的個人簡介載於<u>附件</u>。</p> <p>To hold role-playing workshops and invite guests to give lectures. Mr CHAN Tai-man, private owner of xxx, and representative(s) from the Urban Renewal Authority have agreed to be the speakers. Their biographies are at <u>Annex</u>.</p>
<ol style="list-style-type: none"> 如有/已有受邀人員，請註明。 請詳細說明是項活動有關青年參與、反映中國歷史和中華文化元素及融入創新科技的內容。 <ol style="list-style-type: none"> Please specify if guests will be/have been invited. Please provide details regarding youth participation, reflection 	

of Chinese history and culture elements and incorporation of innovative technologies.		
涉及的法定古蹟及已評級歷史建築(評級) Declared Monument(s) and Graded Historic Building(s) Involved (Grading)	茂蘿街 7 號（二級歷史建築） 7 Mallory Street (Grade 2 historic building)	
(b) 目標參加者^{註 11} Target Participants^{Note 11}		
目標參加者及預計參加人數 Targets Participants and Anticipated Number of Participants	770 名灣仔區的中學生（每個工作坊 110 名學生） 770 secondary school students in Wan Chai (110 students per workshop)	
招募參加者的方式 Participant Recruitment Methods	通過申請機構的社交媒體專頁招募 To recruit through the social media page of the applicant	
揀選參加者的準則 Criteria for Selecting Participants	需要同意出席 85% 以上的工作坊 Agreed to attend 85% of above of the total workshop	
(c) 義工的參與及其角色 Involvement of Volunteers and their Roles		
	「文物之友」 “Friends of Heritage”	其他義工 Other Volunteers
預計義工人數 Anticipated Number of Volunteers	10	15
工作性質 Nature of Work	每個工作坊需要 5 名「文物之友」（即共 35 名）擔任組長。 Five FOH for each workshop (i.e. 35 FOH in total) to serve as group leaders.	每個工作坊需要 5 名其他義工（即共 35 名）擔任組長。 Five other volunteers for each workshop (i.e. 35 other volunteers in total) to serve as group leaders.

招募方式 Recruitment Methods	不適用 N.A.	通過申請機構的社交媒體專頁招募 To recruit through the social media page of the applicant				
揀選義工的準則(如有) Criteria for Selecting Volunteers (if any)	具備主持活動的經驗 With experience of hosting events	具備主持活動的經驗 With experience of hosting events				
(d) 宣傳計劃 Publicity Plans						
計劃印制700本小冊子放在本機構中心派發 We plan to produce 700 pamphlets and distribute them at our centre						
(e) 擬製作的資料(包括宣傳或傳承知識的印刷品及數碼製成品) ^{註 12} Materials to be Produced (including printed and digital products for promoting or disseminating knowledge) ^{Note 12}						
i. 印刷品(例如小冊子、刊物、圖書) Printed Materials (such as pamphlet, booklet, book) (如不適用，請填上「不適用」 Please fill in “N/A” if not applicable.)						
性質 Nature	用途 Purpose	內容 Content	派發渠道 Distribution Channel	數量 Quantity	備註 Remarks	
小冊子 Pamphlet	提供茂蘿街 7 號的資料 To provide the information about 7 Mallory Street	包括有關茂蘿街 7 號活化項目的保育歷史及資料 Including history and information about the conservation of the revitalisation project of 7 Mallory Street	在本機構中心派發 To be distributed at our centre	50	不適用 N/A	
ii. 網站、社交平台帖文、電子或數碼製成品(例如短片、電子書) Website, Social Platform Posts, Electronic or Digital Products (such as video, eBooks) (如不適用，請填上「不適用」 Please fill in “N/A” if not applicable.)						
性質 Nature	用途 Purpose	內容 Content	發布渠道 Distribution Channel	預期 瀏覽人數 Anticipated No. of Viewers	製作時間 Production Period	寄存時間及 位置 Hosting Period and Location
網站 Website	宣傳 Promotion	項目活動詳情	不適用 N/A	1,000	3 個月(2024 年 1 月至 3	本機構網站: 5 年(2024 年

		Details of project activities			月) 3 months (Jan to Mar 2024)	3 月至 2029 年 3 月) Organisation's website: 5 years (Mar 2024 to Mar 2029)
(f) 表現指標(請列明收集資料方法) ^{註13} Performance Indicator(s) (Please indicate method of data collection) ^{Note 13}						
八成參加者能夠說出至少一個他們可協助保育歷史建築的途徑 (通過活動完結後進行的小測驗／問卷調查)。 80% of the participants could name at least one way through which they could help preserve historic buildings (quiz/questionnaires after the activity).						

8. 擬議項目其他協辦/協助/贊助機構的詳情^{註14}

Details of Other Assisting/Supporting/Sponsoring Bodies for the Proposed Project^{Note 14}

(如有需要，請複製下列表格以便填寫另一機構)

Please reproduce the following table for another organisation if necessary.

機構名稱 Name of Organisation	ABC 公司 ABC Company
聯絡資料 (姓名及電話號碼) Contact Details (Name and Tel. No.)	陳大文先生 Mr CHAN Tai-man
性質 Nature	<input type="checkbox"/> 協辦 <input type="checkbox"/> 協助 <input checked="" type="checkbox"/> 贊助 <input type="checkbox"/> Assisting <input type="checkbox"/> Supporting <input checked="" type="checkbox"/> Sponsoring
參與活動名稱 (乙部項目 6 的相關序號) Name of the Activity Involved (Serial No. in Item 6, Section B)	A 1
角色 Role	贊助工作坊租借音響設備 Rental of audio equipment for workshops
資助額或贊助物品及數量	兩套音響設備的租借及安裝服務 Rental and installation service of two sets of audio equipment

Amount of Funds/Sponsored Items and Quantity	
情況 Status	<input type="checkbox"/> 已落實 <input checked="" type="checkbox"/> 待定 <input type="checkbox"/> Confirmed <input checked="" type="checkbox"/> To be Confirmed

註：如以上機構已原則上同意參與本項目，請提交有關的書面同意書。

Note: If the organisation stated above has agreed in-principle to be involved in the project, please provide relevant written consent.

9. 所需人手 Manpower

(a) 項目團隊^{註15} Project Team^{Note 15}

姓名及職銜 Name and Post Title (請附上履歷表，每位人士以一頁為限 Please attach CV, not more than 1 page per person)	主要角色 Key Roles	籌辦類似活動的經驗 Experience of Organising Similar Activities	參與擬議項目的程度 Degree of Involvement in the Proposed Project
項目總監張欣 CHEUNG Yan, Project Director	項目主任 Project Leader	「伙伴同行計劃— XXX 歷奇文化工作坊」計劃經理 (2015年1月至10月) Programme manager of the “Mentor Training & Induction Programme – XXX cultural adventure workshop” (January to October 2015)	大程度上參與

(b) 支援人員^{註16} Supporting Staff^{Note 16}

職位 Position	全職/兼職/義工 Full-time (FT)/ Part-time (PT)/ Volunteers (V)	聘請時期 Employment Duration	所需背景及資歷 Background and Qualification Required	職責 Job Duties
項目統籌員 (1) Project Coordinator (1)	全職 Full-time (FT)	24 個月 24 months	專上教育程度；具 備一年籌辦活動經 驗 Tertiary education; with one-year experience of organising activities.	籌劃和推展項目 To plan and implement the project.

10. 執行計劃^{註17} Implementation Plan^{Note 17}

時間表 Timeline	工作 Task
首六個月 First six months	
2024 年 3 月 March 2024	向灣仔區內的中學發出邀請函及宣傳海報。 To issue invitation letters and publicity posters to secondary schools in Wan Chai District.
第七至十二個月 7th to 12th month	
第十三至十八個月 13 th to 18 th month	
第十九至二十四個月 19 th to 24 th month	

時間表 Timeline	工作 Task

12. 擬議發放資助的時間表^{註18} Proposed Schedule of Disbursement^{Note 18}

(註：首期及最後一期的發放款項的比例不作更改。其餘期數的擬議發放款項金額由申請機構建議，惟每期款項不多於申請總額的**35%**。)

(Note: **The proportions for the initial and final disbursements are fixed.** Applicant has the flexibility to propose disbursement amounts for other milestones; however, each instalment should not exceed **35%** of the total funds applied for.)

(例子 1：項目年期為十五個月，申請資助總額為 120 萬元)

(Example 1: Project Duration of 15 months, total funds applied for is \$1,200,000)

發放資助期數 Instalment	里程碑 Milestone	目標完成日期 (由開展日期起計) Target Completion Date (from Commencement Date)	建議發放資助金額(元) (請填寫銀碼) Proposed Amount of Funds (\$) (Please fill in the amount)	佔申請資助額 的百分比 % of Funds Applied For
首期款項 Initial Disbursement	■ 簽訂「資助協議」 Signing of Funding Agreement	不適用 N/A	240,000	20%
第二期資助 Second Disbursement	■ 首份半年進度報告 獲接納 Acceptance of the first half-yearly progress report	第六個月 The 6th month	420,000	35%

發放資助期數 Instalment	里程碑 Milestone	目標完成日期 (由開展日期起計) Target Completion Date (from Commencement Date)	建議發放資 助金額(元) (請填寫銀碼) Proposed Amount of Funds (\$) (Please fill in the amount)	佔申請資助額 的百分比 % of Funds Applied For
第三期資助 Third Disbursement	<p>■ 第二份半年進度報告及年度經核證/審計帳目報表獲接納</p> <p>Acceptance of the second half-yearly progress report and annual certified / audited statement of accounts</p>	<p>第十二個月</p> <p>The 12th month</p>	<p>420,000</p>	<p>35%</p>
最後一期資助 Final Disbursement	<p>■ 項目檢討報告及最終經核證/審計帳目報表獲接納</p> <p>Acceptance of Project Evaluation Report and the final certified / audited statement of accounts</p>	<p>主要活動完成後的第四個月（即最遲為第十九個月）</p> <p>The 4th month following the completion of core activities (i.e. by the latest, the 19th month)</p>	<p>120,000</p>	<p>10%</p>
總計 Total			<p>1,200,000</p>	<p>100%</p>

(例子 2：項目年期為二十四個月，申請資助總額為 200 萬元)

Example 2: Project Duration of 24 months, total funds applied for is \$2,000,000)

發放資助期數 Instalment	里程碑 Milestone	目標完成日期 (由開展日期起計) Target Completion Date (from Commencement Date)	建議發放資助金額(元) (請填寫銀碼) Proposed Amount of Funds (\$) (Please fill in the amount)	佔申請資助額的百分比 % of Funds Applied For
首期款項 Initial Disbursement	■ 簽訂「資助協議」 Signing of Funding Agreement	不適用 N/A	400,000	20%
第二期資助 Second Disbursement	■ 首份半年進度報告獲接納 Acceptance of the first half-yearly progress report	第六個月 The 6th month	100,000	5%
第三期資助 Third Disbursement	■ 第二份半年進度報告及年度經核證/審計帳目報表獲接納 Acceptance of the second half-yearly progress report and annual certified / audited statement of accounts	第十二個月 The 12th month	500,000	25%
第四期資助 Fourth Disbursement	■ 第三份半年進度報告獲接納 Acceptance of the third half-yearly progress report	第十八個月 The 18th month	500,000	25%

發放資助期數 Instalment	里程碑 Milestone	目標完成日期 (由開展日期起計) Target Completion Date (from Commencement Date)	建議發放資助金額(元) (請填寫銀碼) Proposed Amount of Funds (\$) (Please fill in the amount)	佔申請資助額的百分比 % of Funds Applied For
第五期資助 Fifth Disbursement	<ul style="list-style-type: none"> ■ 第四份半年進度報告獲接納 <p>Acceptance of the fourth half-yearly progress report</p>	第二十四個月 The 24th month	300,000	15%
最後一期資助 Final Disbursement	<ul style="list-style-type: none"> ■ 項目檢討報告及最終經核證/審計帳目報表獲接納 <p>Acceptance of Project Evaluation Report and the final certified / audited statement of accounts</p>	<p>主要活動完成後的第四個月（即最遲為第二十八個月）</p> <p>The 4th month following the completion of core activities (i.e. by the latest, the 28th month)</p>	200,000	10%
總計 Total			2,000,000	100%