

**Explanatory Notes for Completing the Application Form (Appendix III) and
Budget Plan (Appendix VI)**

General

1. 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. 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. Application should be typed or printed on both sides of a paper. Please reproduce or extend the tables in the application form as appropriate. Applicant should 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:	1-inch all round
Spacing:	Single-line spacing
4. Please tick the appropriate box where there is an asterisk (*). Please delete as appropriate where there is a hash symbol (#). To help reduce the cost of processing and to save paper, applicant should keep the length of proposals and attachments to the minimum. Applicant should strictly comply with the word limits specified.
5. All funding levels stated in the application form should be in Hong Kong Dollars.
6. Applicant should ensure that the application contains sufficient and consistent information. 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

Government's satisfaction.

Notes for Application Form (Appendix III)

Section A: Particulars of Applicant

Note 1 – Applicant

- Applicant should confirm its eligibility for application. For definition of eligible applicant for the Funding Scheme, please refer to paragraphs 4 and 5 of *Guide to Application*. Applicant must submit the required documentary proof with the application as required.

Note 2 – Details of the Person-in-Charge of the Applicant

- The Person-in-Charge (“**PIC**”) of the applicant shall be one of the principal persons-in-charge, directors, office-bearer or board members as shown in the documentary proof provided by the applicant or any other person as accepted by the BHCF Secretariat (“**Secretariat**”). The PIC shall have the authority to sign the Funding Agreement on behalf of the applicant, be accountable for the project implementation, and be responsible for endorsing project submissions (see also paragraph 15 of *Guide to Application*). In the event that the application is approved, the PIC will become the representative of the applicant.

Note 3 – Project Leader

- The Project Leader must be a member or employee of the applicant. S/he will be the representative of the project 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 be the contact point of the applicant during the application and project operation and will be responsible for responding to comments and enquiries from the Secretariat (see also clause 3.8 of *Conditions for the Use of Funds* at **Appendix IV**).

Note 4 – Information of Applicant and Past Application Records

- Applicant should confirm the organisation's eligibility for application and declare that all the information given in the application is true and accurate and there is no

duplication of funding from other Government sources for the same activities.

- Applicant should indicate its record of implementing other Government funded projects involved with built heritage conservation and education and publicity activities. The track record will be taken into consideration in the assessment. Any unsatisfactory performance identified, such as breaching of agreement terms, termination of agreement or serious delay in submission of deliverables, will be taken into account in the assessment and may result in disqualification of the application (see also paragraph 30 of *Guide to Application*).

Section B: Project Proposal

Note 5 – Priority Project Theme(s)

- At least one theme shall be selected from among the list of Priority Project Themes prescribed in **Appendix I**. Applicant may select more than one priority project theme(s). If a theme other than the Priority Project Themes is chosen, please specify under “Other Theme” in both English and Chinese, each in no more than 800 words, the relevance of the proposed project theme in relation to each of the three objectives of the Funding Scheme set out in this Guide.

Note 6 – Abstract

- The abstract should be provided in both English and Chinese, each in no more than 300 words. It should be comprehensible to layman. It should be informative and indicative of the nature of the project. If a proposal is funded, the abstract may be published on government’s website.

Note 7 – Objectives

- Please list the objectives of the project in point form in both English and Chinese, each in no more than 300 words. The reasons for undertaking the project should be mentioned.

Note 8 – Youth Participation in the Project

- Applicant is encouraged to provide a solid proposal on the active engagement of

youth force in the planning and implementation of the project and activities. Please refer to paragraph 11 of *Guide to Application* for details.

Note 9 – Details of Public Engagement Activities

- Please note that each table is for one particular activity only. Applicant shall reproduce new table(s) for any other activities if needed.
- Please note that the applicant is encouraged to design an appropriate mix of public engagement activities, including small group workshops/guided tours/site visits that ensure quality interaction between the tutors and participants; online activities (such as online lectures, workshops, forums and guided tours) and/or adopting hybrid mode (i.e. to allow participants to attend either physically or virtually via internet) to accommodate more participants of the public engagement activities and to expand the scope of participants regardless of their location, age and physical ability.

Note 10 – Contents of Activity

- Please state if guests will be/have been invited to the proposed activity, and if so, provide a one-page biography of each guest.
- Applicant shall provide the details of the planned activities including the activity content, sessions, activity mode, proposed guest speakers, demonstrators, study members and types of knowledge to be delivered, etc. in their proposal such as but not limited to the following:
 - (a) If guided tours/designation of heritage trails are involved, applicant shall provide the theme of the proposed trail, proposed coverage of types, regions, and themes of historic buildings, structures or places, target groups, proposed study group members and mode of other activities that made associated with the new trails, etc. Curriculum vitae of the study group members should be submitted for reference.
 - (b) If competitions are involved, applicant should provide details such as aims of the competitions, assessment criteria, target groups, anticipated number of participants/contestants, number of divisions and prizes, formation of judging panel and proposed judging criteria.
 - (c) If seminars/workshops/education activities are involved, applicant should provide the theme of the activity and details of the speakers/tutors (duties,

qualifications, means of selection, invitation status and number of sessions involved), target groups, number of sessions, mode of activities. Curriculum vitae of the invited speakers/tutors should be submitted for reference.

- (d) If conferences related to scientific research and/or sharing of conservation practices are involved, applicant should provide the theme and purpose of the conference, study scope, details of speakers (qualifications, professional background, means of selection, invitation status), number of sessions of conferences, etc.

Note 11 – Materials to be Produced

- Applicant shall consider elements of deliverables that can facilitate the general public to increase awareness of the activities and the theme of the project in a great extent.
- Applicant is encouraged to produce and distribute publicity materials/deliverables in an environmentally friendly manner.
- Applicant should consider the sustainability of maintaining the social media platforms for the public to get access to the information and deliverables of the project.
- Applicant shall provide the methods of publicising the project to the community in detail under part (e) such as but not limited to the following:
 - (a) If production of promotional videos is involved, applicant should state the purpose, content and distribution channel, etc. Information about the length and languages of video and broadcast frequency should be given when available.
 - (b) If production of websites is involved, applicant should state the purpose, content, anticipated number of visitors, production period and hosting period and location, etc.
 - (c) If production of booklets/pamphlets are involved, applicant should state the purpose, content, proposed editors, print run, distribution channel, etc. Curriculum vitae of the editors should be submitted for reference.

Note 12 – Target Participants

- The target participants, anticipated number of participants and selection criteria shall be placed under part (b) of item 6. If the anticipated figures of individual sessions of an activity vary, please state clearly. The figures will be used to compare against the actual number of participants of the activity instead of the registered participants of the activity.
- Applicant is reminded not to count mentors and volunteers of activities in the number of participants.

Note 13 – Performance Indicators

- Applicant should set out specific and quantifiable performance indicator(s) for monitoring and evaluation of the effectiveness of the activities in achieving the objectives of the proposed project. Applicant should design evaluation tools that are sufficiently detailed to allow an evaluation of the worthiness of the project.
- Upon submission of half-yearly progress report and project evaluation report, evaluation should be made to assess the effectiveness of the project, where applicable, against the established performance indicator(s).
- The key performance indicators should include but not 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) participated in each of these activities/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/engagement workshops conducted;
 - (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 projects, applicant could include additional targets and indicators based on the circumstances of their activities/programmes to evaluate the effectiveness of their projects.

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

- Other sources of funds will be taken into account when applications are considered. 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.
- In case applicant has sought sponsorship to cover the items not supported by the BHCF (see *Funding Guidelines* at **Appendix V**), applicant should specify them in item 8 at **Appendix III**.
- Should there be changes to the other sources of funds after the approval of the project, for example when the Grantee has sought additional sponsorship to top up items that are fully or partly funded by the BHCF, they should be submitted to the Government for consideration and approval.
- The Government would consider whether other sources of funds would constitute any conflict of interest, and whether they might cause any potential liability or damage to the image of the Government, the ACBHC, the BHCF and its Secretariat.

Note 15 – Project Team

- Applicant should provide the details of the Project Leader and key members of the project team. The Project Leader is expected to be the key person to carry out the proposed project. Applicant shall submit in no more than two pages for each of the curriculum vitae of the Project Leader and key members together with the application.

Note 16 – Supporting Staff

- 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 advisor to organise training course for existing staff or to meet the cost for deploying existing staff. Please refer to clause 3.4 of *Condition for the Use of Funds* at **Appendix IV** to prepare enough manpower to respond to the comments and enquiries from the Secretariat from time to time.

Note 17 – Implementation Plan

- Satisfactory completion of the tasks proposed in the implementation plan will be taken into account in approving half-yearly progress reports and Project Evaluation Report.

Note 18 – Proposed Schedule of Payment

- Applicant should submit a proposed disbursement schedule in the application form for consideration. An initial payment amounted 20% of the approved grant will be released to the Grantee upon signing of the agreement. The final 10% of the approved grant will normally be released after completion of the project, subject to submission of a completion report (i.e. the Project Evaluation Report under clause 2 of *Conditions for the Use of Funds* at **Appendix IV**) together with a final audited statement of accounts to the satisfaction of the Secretariat. The remaining funds will be disbursed by instalments upon the acceptance of each half-yearly progress report together with the annual audited statement of accounts. The percentage of the total approved funds to be disbursed at each instalment shall be proposed by the applicant in the application form for consideration and agreement of ACBHC.

Section C: Declaration and Consent

Note 19 – Declaration and Consent

- This section should be signed off by the Person-in-Charge of the applicant.

Checklist of Required Documents

Note 20 – Checklist of Required Documents

- Applicant should refer to clause 4 and clause 5 of *Guide to Application* to submit copies of registration document or other supporting documents.

Notes for Budget Plan (Appendix VI)

Note 21 – Details of the Budget Plan

- Applicant should refer to the funding guidelines 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 budget plan.
- Except for expenditure for project staff and contingency items, funds approved under the same expenditure item as set out in the budget plan at **Appendix VI** may be deployed flexibly (see clause 1.3 of *Conditions for the Use of Funds* at **Appendix IV**).
- 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/ExchangeRateDisplayAction.do>). Otherwise, justifications with supporting documents should be provided for the Government's consideration.
- Applicant should follow the procurement procedures as set out in the *Condition for the Use of Funds* at **Appendix IV**. Any deviation should be well justified in the application.
- 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.

- Once the application is approved, Grantee will be responsible to apply for and obtain all necessary licence required for carrying out the activities. Applicant is suggested to take into account all the necessary fees when preparing the budget plan.
- Requests for using contingency items will be considered on a case-by-case basis and prior approval shall be sought from the Government.
- Applicant should set up a separate designated bank account solely and exclusively for processing all receipts and payments of the project.
- The total staff cost should be reflected in section A of the budget plan at **Appendix VI**.
- Annual salary includes all staff rewards, e.g. employers' contribution of MPF, any staff benefits, insurance, allowances, gratuity and year-end bonus etc. It must comply with the prevailing statutory minimum wage under the Minimum Wage Ordinance (Cap. 608). Level of pay should be on par with the general market level (see clause 3.4.6 of *Conditions for the Use of Funds* at **Appendix IV**). All calculations should be based on the price level of January 2023.
- Applicant should confirm that the budget for staff cost is sufficient for covering the entire working period of all the staff reflected in item 11 of the application form (see clause 3.4.7 of *Conditions for the Use of Funds* at **Appendix IV**).

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}**

(每份表格只供填寫一個活動，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 Activities	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"> 加深學生了解通往保育的道路上會遇到的挑戰，以及他們這一代如何可在當中擔當積極的角色。 To enhance students' understanding of the challenges on the road to preservation and how their generation could play a positive role therein.
活動內容 Contents of Activity (請註明會否／有否邀請嘉賓 ^{註 10} Please specify if guests will be/have been invited) ^{Note 10}	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附件。 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> .
涉及的歷史建築 (評級級別) Built Heritage Involved (Grading)	茂蘿街 7 號 (二級歷史建築) 7 Mallory Street (Grade 2 historic building)

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<p>擬製作的資料^{註11} Materials to be Produced^{Note 11}</p> <p>(請在本表格(e)部填寫詳細資料 Please provide relevant details under part (e) of this table)</p>	<ul style="list-style-type: none"> • 小冊子 pamphlet • 網站 Website 	
<p>(b.) 目標參加者^{註12} Target Participants^{Note 12}</p>		
<p>目標及預計參加人數 Targets and Anticipated Number of Participants</p>	<p>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)</p>	
<p>參加者的招募方式 Participant Recruitment Methods</p>	<p>通過機構的社交媒體專頁招募 To recruit through the social media page of the applicant</p>	
<p>(c.) 義工的參與及其角色 Involvement of Volunteers and their Roles</p>		
	<p>「文物之友」 “Friends of Heritage”</p>	<p>其他義工 Other Volunteers</p>
<p>預計參加人數 Anticipated Number of Participants</p>	<p>10</p>	<p>15</p>
<p>職責 Duty</p>	<p>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.</p>	<p>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.</p>
<p>招募方式 Recruitment Methods</p>	<p>不適用 N.A.</p>	<p>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</p>

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甄選義工的準則（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 Plan(s)							
方法 Method	宣傳品（如有） Publicity Materials (if any)						
	種類 Type	數量 Quantity	派發渠道 Distribution Channel				
宣傳品 E.g.: Promotional Materials	小冊子 pamphlet	700	在本機構中心派發 To be distributed at our centre				
(e.) 項目成果（包括通過印刷品及數碼模式進行的知識傳承）（如有） Project Deliverables (including Knowledge Transfer via Printed Publications and Digital Means) (if any)							
i. 印刷品（例如小冊子／刊物） Printed Publications (such as pamphlet/publication) (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	數量 Quantity	派發渠道 Distribution Channel	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	50	在本機構中心派發 To be distributed at our centre	不適用 N/A		
ii. 社交媒體渠道、電子媒體或數碼刊物（例如網站、視頻、電子書） Social Media Channel, Electronic Media or Digital Publication (such as Website, Video, eBooks) (如不適用，請填上「不適用」 Please fill in “N/A” if not applicable)							
用途 Purpose	內容 Content	數量 Quantity	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 Hosting Period	寄存位置 Hosting Location
網站宣傳 Promotion on Website	項目活動詳情	不適用 N/A	不適用 N/A	1,000	3個月 (2024年1月至3月)	7個月 (2024年3月至9月)	本機構網站 Organisation's website

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	Details of project activities				3 months (Jan to Mar 2024)	7 months (Mar to Sep 2024)	
(f.) 表現指標 (請列明收集資料的方法) ^{註13} Performance Indicator(s) (Please indicate the 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). (通過在活動後讓參加者填寫問卷, 收集所需資料。)(To collect the required data by providing a questionnaire for participants to fill in after the activity.)							

8. 建議項目其他協辦/協助/贊助機構的詳情^{註14}

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

機構名稱 Name of Organisation	聯絡資料 (姓名及電話號碼) Contact Details (Name and Tel. No.)	角色 (協辦/協助/贊助機構) Role (Assisting / Supporting / Sponsoring Organisation)	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)	職責 Duties	資助額/贊助物品及數量(如有) Fund Granted / Sponsored Items and Quantity (if any)	情況 (落實/待定) Status (Confirmed / To be Confirmed)
ABC 公司 ABC company	陳大文先生 Mr CHAN Tai-man	贊助機構 Sponsoring organisation	A1	贊助工作坊租借音響設備 Rental of audio equipment for workshops	兩套音響設備的租借及安裝服務 Rental and installation service of two sets of audio equipment	待定 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 (請附履歷表， 每位人士的履歷 表以兩頁為限 Please attach CV, not more than 2 pages per person)	主要角色及 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	項目負責人暨隊長 Team leader cum 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(項目主 導人)

(b) 輔助人員^{註16} Supporting Staff ^{Note 16}

職位 Position	全職／兼職／義工 Full-time (FT)/ Part-time (PT)/ Volunteers (V)	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)	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.	籌劃及推展項目 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 months	
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	

12. 擬議發放資助時間表^{註18} Proposed Schedule of Payment^{Note 18}

(申請機構可因應項目年期更改發放資助期數。 Applicant could amend the number of instalments according to the Project Duration.)

(例子1：項目年期為十五個月的項目 Example 1: Project Duration of 15 months)

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) Proposed Amount of Funds (\$)	佔申請資助額 的百分比 % of Funds Applied For
首期款項 Initial Payment	簽訂協議 Signing of 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	240,000	20%
第三期資助 Third Disbursement	第二份半年進度報告及 年度經審計帳目報表獲 接納 Acceptance of the second half-yearly progress report and annual audited statement of accounts	第十二個月 The 12th month	480,000	40%
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	120,000	10%
最後一期資助	項目評估報告及最終經 審計帳目報表獲接納	完成所有活動後第 四個月 (即第十	120,000	10%

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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) Proposed Amount of Funds (\$)	佔申請資助額 的百分比 % of Funds Applied For
Final Disbursement	Acceptance of Project Evaluation Report and the final audited statement of accounts	九個月) The 4th month after the completion of all activities (i.e. the 19 th month)		
總計 Total			1,200,000	100%

(例子 2：項目年期為二十四個月的项目 Example 2: Project Duration of 24 months)

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) Proposed Amount of Funds (\$)	佔申請資助額 的百分比 % of Funds Applied For
首期款項 Initial Payment	簽訂協議 Signing of 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 年度經審計帳目報表獲 接納	第十二個月 The 12th month	500,000	25%

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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) Proposed Amount of Funds (\$)	佔申請資助額 的百分比 % of Funds Applied For
	Acceptance of the second half-yearly progress report and annual audited statement of accounts			
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%
第五期資助 Fifth Disbursement	第四份半年進度報告獲 接納 Acceptance of the fourth half-yearly progress report	第二十四個月 The 24th month	300,000	15%
最後一期資助 Final Disbursement	項目評估報告及最終經 審計帳目報表獲接納 Acceptance of Project Evaluation Report and the final audited statement of accounts	完成所有活動後第 四個月（即第二 十八個月） The 4th month after the completion of all activities (i.e. the 28 th month)	200,000	10%
總計 Total			2,000,000	100%