

# 活化历史建筑伙伴计划

## Revitalising Historic Buildings Through Partnership Scheme

### 第七期 Batch VII

### 申请表格 Application Form

1. 填写本申请表格前请先细阅**申请指引**及**资料册**。  
Please read the **Guide to Application** and **Resource Kit** carefully before completing this application form.
2. 申请机构如欲申请使用多于一幢历史建筑，每幢历史建筑的申请必须分开填写。  
If Applicant wishes to apply for the use of more than one historic building, please complete one application form for each historic building.
3. 若申请由两个或以上机构联合提出，此表格应由主要申请机构填写，而「协办机构资料」的部分则由协办机构填写。  
For joint application (i.e. application made by two or more organisations jointly), the Principal Applicant should fill in this form, while the part on "Information of Cooperating Organisation(s)" should be filled in by the Cooperating Organisation(s).
4. 此表格可用中文或英文填写。中文请以新细明体字型 12 号或英文请以 Times New Roman 字型 12 号填写。除了申请机构注册资料的证明文件，以及有关第 III 部(C)项-财务可行性及(D)项-管理能力及其他考虑因素所须递交的辅助资料外，第一轮评审不可延续本申请表格和递交其他附件，**所有夹附其他附加资料及多于 38 页的申请表格将被视为不合规申请及不获进一步处理**。经网上连结的参考资料将不予考虑。有关第二轮评审所须提交的资料，请参阅申请指引第 3.1.4 段。  
This form may be completed in either Chinese or English. Font size of 12 points 新细明体 (for Chinese) or 12 points Times New Roman (for English) should be used. For first-round assessment, no extension to this application form and no attachment, except documentary proof of registration information of the applicants and the supporting documents to Section III- Parts (C) - Financial Viability and (D) - Management Capability and Other Considerations, would be accepted. **Application forms with other additional attachments and those exceeding 38 pages will be considered as non-conforming applications and will not be further processed.** Reference to website links will not be considered. For submission requirement for second-round assessment, please refer to paragraph 3.1.4 of the Guide to Application.
5. 请机构(若是联合申请，则为主要申请机构)负责人在每页之右下角简签。  
The person-in-charge of the Organisation (or the Principal Applicant for a joint application) should initial at the lower right hand corner of each page.
6. 如中、英文版有差异，以英文版为准。  
In case of any discrepancies between the English and the Chinese versions, the English version will prevail.

申请使用之历史建筑 <b>Historic building under application</b>	
项目名称 <b>Project title</b>	
申请机构 <b>Applicant</b>	

简签 Initial

## I. 申请机构资料 Particulars of Applicant(s)

如申请由两个或以上机构联合提出，主要申请机构请取得协办机构之同意，填写以下 A 至 C 项，并提供所有相关资料。协办机构则须填写 D 项「协办机构资料」部分。

In the case of a joint application, the principal applicant should fill in Parts A to C herein below and supply all related information with the consent of the Cooperating Organisation, whereas the Cooperating Organisation should fill in Part D "Information of Cooperating Organisation".

### A. 申请机构或主要申请机构资料(适用于联合申请)

#### Details of Applicant or Principal Applicant (for joint application)

名称 Name (中文) \_\_\_\_\_

(English) \_\_\_\_\_

地址 Address (中文) \_\_\_\_\_

(English) \_\_\_\_\_

电话号码 Telephone Number \_\_\_\_\_ 传真号码 Fax Number \_\_\_\_\_

网址 Website \_\_\_\_\_

### B. 负责人资料 [必须为机构主席或总干事]

#### Details of Person-in-Charge [either the Chairperson or Chief Executive of the organisation]

姓名 Name (中文) \_\_\_\_\_

(English) \_\_\_\_\_

职衔 Post Title \_\_\_\_\_

地址 Address (中文) \_\_\_\_\_

(English) \_\_\_\_\_

电话号码 Telephone Number \_\_\_\_\_ 传真号码 Fax Number \_\_\_\_\_

电邮地址 Email Address \_\_\_\_\_

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### C. 注册资料 Registration Information

申请机构为《税务条例》(第 112 章)第 88 条下获认可之慈善机构/信托团体。  
The applicant is an approved charitable institution / trust of a public character under section 88 of the Inland Revenue Ordinance (Cap.112).

是\* Yes\*       否 No       申请中\* Application in progress\*

若《税务条例》(第 112 章)第 88 条的申请正进行中，申请机构必须在申请截止日期后 9 个月内取得有关慈善机构资格。

If an application under section 88 of the Inland Revenue Ordinance (Cap.112) is in progress, the applicant is required to obtain such charitable status within 9 months after the application deadline.

申请机构根据以下条例注册\* —

The applicant is registered under the following Ordinance \* —

- 《公司条例》 Companies Ordinance  
公司注册编号 Company Registration Number: .....
- 《社团条例》 Societies Ordinance
- 其他条例 Other Ordinances  
请注明 Please specify: .....

申请机构是一所以此项目为主要目的成立/提供之特设公司。

The applicant is a Special Purpose Company ("SPC") set up / made available for the sole purpose of the project.

是\* Yes\*       否 No       成立中\* Being set up\*

若答案为「是」，申请机构在获选后毋须成立另一所特设公司。若答案为「否」或「成立中」，申请机构必须保证于获选后 **12 个月内** 成立一所特设公司，并必须具有根据《税务条例》(第 112 章)第 88 条获认可之慈善机构身份。

If the answer is "Yes", the applicant is not required to set up another SPC if selected. If the answer is "No" or "Being set up", the applicant shall undertake to procure / make available a SPC which must also possess charitable status under section 88 of the Inland Revenue Ordinance (Cap. 112) **within 12 months** upon being selected.

\* 请夹附有有关证明文件。 Please attach the related documentary proof.

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如申请由两间或以上机构联合提出，请填写下列部分。

**The following section will only be required to be filled in if this is a joint application.**

**D. 协办机构资料  
Information of Cooperating Organisation(s)**

如有需要，可自行复制下列表格。

Please reproduce the following table if necessary.

机构名称 Name of Organisation	(中文)
	(English)
负责人 Person-in-Charge [必须为机构主席或总干事 either the Chairperson or Chief Executive of the organisation]	
电话号码 Telephone Number	
传真号码 Fax Number	
电邮地址 Email Address	
跟主要申请机构的合作性质和 详情 Nature and details of collaboration with principal Applicant	

**注册资料 Registration Information**

协办机构为《税务条例》(第 112 章)第 88 条下获认可之慈善机构/信托团体。  
The cooperating organisation is an approved charitable institution / trust of a public character under section 88 of the Inland Revenue Ordinance (Cap.112).

是\* Yes \*       否 No

协办机构根据以下条例注册\* —

The cooperating organisation is registered under the following Ordinance \* —

《公司条例》 Companies Ordinance  
公司注册编号 Company Registration Number: .....

《社团条例》 Societies Ordinance

其他条例 Other Ordinances  
请注明 Please specify: .....

其他 Other (Non-Local Company /  
(非本地公司/团体) Organisation)  
请注明 Please specify: .....

\* 请夹附有关证明文件。 Please attach the related documentary proof.

簡簽 Initial

**II. 建议书摘要 Brief Description of Proposal**

**A. 项目目标 (300 字内) Project Objective(s) (Max. 300 words)**

**B. 项目简介 (300 字内) General Project Description (Max. 300 words)**

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### III. 申请理据 Justifications for the Proposal

请就以下各范畴提出理据以支持贵机构之申请。

Please substantiate your application by providing justifications in the following areas.

在现行规定下彰显历史价值及重要性

#### A. Reflection of Historical Value and Significance under Modern-day Requirements

- (1) 在现行规定下保存建筑原貌的设计意念 (请在下方空白位置提供图则、平面图等资料以阐述建议理念，包括如何在符合现行规定下保存建筑的真确性。所有额外的技术附件均不会予以考虑。)

Design Concept to retain the architectural authenticity under modern-day requirements (Please illustrate your concept to retain architectural authenticity under modern-day requirements by providing your drawings, floor plans, etc. in the space below. **All additional technical attachments will not be considered.**)

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(2) 有关建议如何彰显历史价值及重要性

How the proposal can bring out the historical value and significance

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(3) 请提供以下详情 Please provide details of the following:

(i) 展示区的安排，以诠释历史和建筑价值

Arrangement for display area for interpretation of the historical and architectural values

(ii) 是否记录整个活化过程的安排

Any arrangement for documentation of the entire revitalisation process

是，请列出记录方法：Yes, please specify method(s):

否 No

簡簽 Initial



(iii) 保存建筑的原貌程度  
Retention of Architectural Authenticity

遵照历史建筑资料册附录 X “建筑特色规定处理方法”

Follow Appendix X “List of Required Treatments to Architectural Features” specified in the Resource Kit

是 Yes       否 No

遵照历史建筑资料册附录 XI “建筑特色建议处理方法”

Follow Appendix XI “List of Recommended Treatments to Architectural Features” specified in the resource kit

是，请列出会遵照的建议处理方法： Yes, please specify recommendation(s) that will be followed:

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否 No

请在下方空白位置列出历史建筑资料册以外的建议 Please specify in the space below for proposals other than specifications in the Resource Kit

(iv) 建议的性质如何配合建筑的历史价值  
Compatibility of the Nature of the Proposal Versus the Historical Value of the Building

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位置 Location	设施 Facility	数量 Quantity	楼面面积 GFA* (平方米 M <sup>2</sup> )
总楼面面积 Total GFA			

\*请参考《建筑物条例》(第 123 章)的楼面面积定义。

Please refer to the Buildings Ordinance (Cap. 123) for the definition of GFA (i.e. Gross Floor Area).

簡簽 Initial

(5) 符合现行的要求 Satisfaction of Modern Day Requirements

请评估此建议能否符合下列的要求：

Please assess the likelihood of the proposal meeting the following requirements:

(i) 更改土地用途(如有) Change of Land Use (if any)

更改规划及土地用途，包括： Change of Planning and Land Use, including:	是 / 否 / 不适用 Y / N / NA
建议用途中的所有用途均属城市规划条例下分区计划大纲图第一栏中的指定用途？ Whether all the new use(s) of the proposal fall(s) on Column 1 of Outline Zoning Plan ("OZP")?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
建议用途中有任何用途属城市规划条例下分区计划大纲图第二栏中的指定用途？（即须先向城市规划委员会申请的用途） Whether any new use(s) of the proposal fall(s) on Column 2 of OZP (which requires application to the Town Planning Board)?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
建议用途中，通往地盘附近的通道是否足够？ Is the access to the site sufficient for the new use(s) of the proposal?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
有关建议是否涉及任何扩建工程？ Is any extension works involved in the proposal?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
有关建议的扩建工程是否涉及改变原有历史建筑物的设计，位置及高度？ Does the extension works of the proposal involve change in design, disposition and height of the existing historic building?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
有关建议是否涉及搬迁或移除树木？ Is relocation or removal of tree(s) involved?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

(ii) 符合建筑物条例 Compliance with the Buildings Ordinance

就符合建筑物条例，有关建议是否需要进行改善工程，以提供下列设施： To comply with the Buildings Ordinance, is it necessary for the proposal to carry out improvement works for provisions of the following items:	是 / 否 / 不适用 Y / N / NA
逃生途径(出口及楼梯的数目) Means of Escape (number of exit and staircase)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
救援通道(紧急车辆通道及消防升降机) Rescue Access (emergency vehicular access and fireman's lift)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
抗火建筑(楼梯保护，防火分隔) Fire Resisting Construction (protection of staircase(s), compartmentation)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
如未能符合 2011 年建筑物消防安全守则订明条文，将采用消防工程学方法去进行防火安全设计 Adopt fire engineering to develop fire safety design if prescriptive requirements of the Code of Practice for Fire Safety in Buildings 2011 cannot be complied with	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
无障碍设施(通道、斜道、洗手间及升降机) Barrier Free Facilities (access, ramp, toilet and lift)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
结构(增加荷载、增强现有结构的承重能力及结构改动工程) Structure (additional load, strengthening the capacity of existing structure, structural alteration works)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
地盘平整及修整现有斜坡 Site formation and modification of existing slopes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

簡簽 Initial

(iii) 符合发牌要求(如有,请列明所需牌照) Compliance with Licensing Requirement(s) (if any, please specify the Licence required)

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(iv) 符合消防要求 Compliance with Fire Services Requirements

评估有关建议用途及提供的消防装置,包括: Evaluation of the new use of the proposal and provision of fire service installation, including:	是 / 否 / 不适用 Y / N / NA
采用水的消防设备,例如自动花洒系统/消防栓/喉辘/街龙头/折衷式花洒系统/新水缸等 Fire service installation using water such as automatic sprinkler system, fire hydrant, hose reel, street fire hydrant, improvised sprinkler system, new water supply tank etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
采用电的消防设备,例如火灾报警系统/火灾侦察系统/应急照明/出口指示牌/音频及视频系统/闭路电视/消防报警连线等 Electrical fire service installation such as fire alarm, fire detection, emergency lighting, exit sign, audio / visual advisory, close circuit television, fire service direct link, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
采用新应急发电机作为消防设备 New emergency generator for fire service installation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
采用其他消防设备,例如手动式操作设备/自动操作装置/通风/空调控制系统/不含水的自动固定装置等 Miscellaneous fire service installation such as portable appliances, automatic actuating devices, ventilation / air-conditioning control, automatic fixed installation not using water, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
采用特别的消防设备,例如排烟系统/楼梯增压/气体排放系统等 Special fire service installation such as smoke extraction system, pressurization of staircase, gas extraction system, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
采用持牌处所的阻燃材料 Fire retarding material for licensed premises	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

簡簽 Initial

## (v) 符合屋宇装备要求(如有)

## Compliance with Building Services Requirement(s) (if any)

评估有关建议新用途及提供足够的屋宇装备(除消防装置外), 包括: Evaluation of the new use of the proposal and provision of sufficient building services installations (in addition to fire service installation), including:	是 / 否 / 不适用 Y / N / NA
电力装置, 包括照明、低压制柜、防雷装置 Electrical installation including lighting, low voltage cubicle switchboard and lightning protection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
机械通风、暖气及空调系统 Mechanical ventilation, heating and air-conditioning installation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
水喉及渠务安装, 包括水缸及化粪池等 Plumbing and drainage installation including provision of water tank and septic tank	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
对公共事业的需求及接驳, 包括电力、气体、电信、食水、咸水、雨水及污水等 Supply and discharge connections for utilities and services including electricity, gas, telecommunication, fresh water, salt water, storm water drainage, foul water drainage, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
其他屋宇设备, 例如防盗系统、广播系统、气体系统、喷水池安装及专业屋宇设备等 Miscellaneous building services installations such as security system, broadcast reception, gas installation, fountain installation, specialist building services equipment, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

(vi) 符合更改土地用途, 建筑物条例, 消防及屋宇装备现行要求的补充资料  
Supplementary Information for Satisfying Modern Day Requirements about Change of Land Uses, Buildings Ordinance, Fire and Building Services

簡簽 Initial

(6) 环保元素(如有) Environmentally Friendly Elements (if any)

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(7) 建设成本 Capital Costs(i) 预计成本 Cost Estimation

请列出用以翻新、装修及购置器材的预计成本细项和假设。

Please list below the estimated cost breakdown and assumptions for renovation, fitting out and purchase of equipment.

项目 Item	详情 Details	预计成本 Estimated Cost (HK\$ '000)
1. 拆卸工程及工地清理工作 Demolition and site clearance		
2. 地基工程 Foundation works		
3. 建筑工程 Building works		
4. 斜坡巩固工程 Slope upgrading works		
5. 屋宇装备 Building services		
6. 室外渠务工程(例如公共渠务设施接驳) External drainage works (e.g. drainage connections to public mains)		
7. 外部工程(例如环境美化工程、停车场、围栏、其他地下公共设施接驳、铺设地盘出入口及道路等) External works (e.g. landscaping, car parking, fencing, other underground utility services connection to public mains, access to site and roads, etc.)		
8. 额外节省能源措施 Additional energy conservation measures		
9. 家俱及器材 Furniture and equipment		

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项目 Item	详情 Details	预计成本 Estimated Cost (HK\$ '000)
10. 顾问费(不包括项目管理人员): Consultancy fee (excluding project management personnel):		合共 Total:
(a)详细设计及拟备招标文件 Detailed design, tender documentation		
(b)工地勘测及小型研究 <sup>1</sup> Site investigation and minor studies <sup>1</sup>		
(c)招标及招标分析 Tendering, tender assessment		
(d)合约管理 Contract administration		
(e)驻工地人员的管理 Management of resident site staff		
11. 驻工地人员 Resident site staff		
12. 应急费用 Contingencies		
<b>总计 Total</b>		

以上预算以提交建议书限期当日的价格为准。

The above estimation is at price level of due date for submission of application.

## (ii) 财政资助 Financial Support

是否需要政府的财政资助以支付建设成本？

Is financial support from Government required in meeting such capital costs?

否 No     是 Yes

如是，请说明所需的资助金额：

If yes, please specify the amount                      HK\$ .....

### 备注 Notes

如申请机构已准备于上述(3)–(5)项符合有关技术范畴，包括考虑合乎现行的要求，在申请阶段暂时无须提交详细方案。在其申请获进一步考虑时，申请机构可能会被要求提交详细资料，以供有关部门进一步考虑其申请。

If applicant has plans to satisfy the technical requirement including the modern day requirements on parts (3) – (5) above, it is not required to submit the detailed compliance plans during the initial application stage. If the proposal is shortlisted for further consideration, the applicant may be required to provide more detailed information to facilitate further processing of the application by relevant departments.

<sup>1</sup> 工地勘测及小型研究的例子包括土地勘测、楼宇状况调查、石棉调查、公用设施地图绘制工作、交通影响评估和排水影响评估。

Examples of site investigation and minor studies include ground investigation, condition survey, asbestos survey, utility mapping, traffic impact assessment and drainage impact assessment.

簡簽 Initial



**B. 社会价值及社会企业的营运 Social Value and Social Enterprise Operation**

- (1) 有关建议对于社区的裨益或社会价值(包括建议新用途的独特性)  
How the proposal can benefit the community or its social value (including the uniqueness of the proposed new uses)

- (2) 计划服务对象及项目营运首 3 年的预计人流 Target Client(s) and  
Number of Projected Visitors in the First Three Years of Operation

簡簽 Initial

- (3) 开放予公众的程度（例如会否向公众恒常开放建筑物的某部分及开放的时间） Degree of Public Access (e.g. whether certain portion of the site will always be accessible by the public and the opening hours)

- (4) 开放日的安排及每年最少安排多少次开放日 Arrangement for Open Days and minimum number of open days per year

簡簽 Initial

(5) 导赏团的安排（包括于平日、周末及公众假期最少安排多少导赏团，并阐述导赏团的建议路线） Arrangement for guided tours (including minimum number of guided tours to be arranged during weekdays, weekends and public holidays. Please also illustrate the proposed route(s) for guided tours)

簡簽 Initial

- (6) 与当区的联系/与其他活化项目的协同效应 (如适用)  
Connection with the Local Community / Synergy with Other Revitalisation Project(s) (if applicable)

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- (7) 预期创造职位 Job(s) to be Created

	类别 Category	数目 Quantity	目标组别 Target Group*
全职 Full-time			
兼职 Part-time			

\* 请列出任何拟聘请的特别目标组别人士(例如:弱势社羣)。如不拟聘请特别目标组别人士,请填「N/A」。

Please list out any special target group(s) to be employed, e.g. underprivileged groups. If no special target group will be employed, please fill in "N/A".

簡簽 Initial

**C. 财务可行性 Financial Viability**

**(1) 业务计划 Business Plan**

请阐述有关项目的推行方法，当中应包括产品或服务的描述及有关市场数据分析、业务行销策略和营办计划等。

Please describe the implementation method(s) of the project, including the description of the product(s) or service(s) with market data analyses, the business marketing strategies and operation plans.

簡簽 Initial

## 填写财务预算指引 **Guidance Notes to Completing Financial Projection**

1. 就财务预算而言，每预算年须涵盖十二个月。所有估算须根据现时的价格，无须考虑通胀因素。  
For the purpose of financial projection, each projection year should cover a period of 12 months. All projections should be based on the current price level. The inflation factor should not be taken into account.
2. 请于下面第**(2)**及第**(4)**项详细列明有关收入及销售成本的假设及计算基准。  
For the assumptions and bases of calculation on Income and Cost of Sales, please provide details in **Parts (2)** and **(4)** below.
3. 请列出任何其他收入(如：银行利息)，拟向本计划申请的资助金额不应包括在内。  
Please specify any other income (e.g. bank interest). The grants to be applied from the Scheme should be excluded.
4. 请于下面第**(2)**及第**(4)**项详细列明有关支出的假设及计算基准。  
For the assumptions and bases of calculation on Expenditure Items, please provide details in **Parts (2)** and **(4)** below.
5. 请于下面第**(5)**项详细列明有关员工开支预算的细项。  
For breakdown of staff costs, please provide details in **Part (5)** below.
6. 请参考历史建筑资料册内有关地租和差饷的估算。  
For the estimation of Government rent and rates, please refer to Resource Kits for Historic Buildings for reference.
7. 维修及保养费包括维修及保养用地范围内的建筑物、植物、经施工的斜坡和经施工的护土墙、屋宇装备、外围、园境及有关的器材。请注意楼宇/器材在首年营运一般享有免费保用。  
Repair and maintenance expenses include repair and maintenance of buildings, vegetation, disturbed slope(s) and disturbed retaining wall(s), building services, external areas, landscape and associated equipment within the site. Please note that free warranty is usually provided for building / equipment in the first year of operation.
8. 请详细列明所有由关连人士/机构提供之产品或服务性质及其收费准则。  
Please list out all inter-charging arrangement for product(s) or service(s) provided by related parties / organisations, including the nature and charging basis.

簡簽 Initial

**(2) 对日后提供的服务的需求 Demand for Service(s) to be Provided**

请列明日后提供服务需求的预测及假设，例如入场人数、入场费、入住率、开放时间/日数、不同季度/月份的营业额等。请尽量提供现时市场的价格及情况、以及有关资料来源，以作参考。

Please state the projections and assumptions of demand for services, such as number of visitors, entrance fee, occupancy rate, opening hours / days, volume of business with breakdown in different seasons / months with reference to the current market prices and conditions, if available, and indicate the source of data.

**(A) 服务需求的预测及假设 Projections and assumptions of demand for services**

--

**(B) 收入、销售成本及其他收入的预测及假设****Projections and assumptions of Income, Cost of Sales and Other Income**

	第一年 Year 1	第二年 Year 2	第三年 Year 3
收入 Income			
1.			
2.			
3.			
4.			
销售成本 Cost of Sales			
1.			
2.			
3.			
4.			
其他收入 Other Income			

**(C) 营运开支的预测及假设 Projections and assumptions of Operating Expenses**

各项营运开支 Various Operating Expenses
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簡簽 Initial

**(3) 开办成本 Starting Costs**

请列出需要政府提供一次过资助的开办费用项目(例如利用书写记录、相片和录像拍摄记录整个保育过程，开幕庆典支出，设立网页支出等)。开办成本**不应包括**特设公司的成立费用和**已列入 A(7)项建设成本**的驻工地人员费用、顾问费和家俱及器材。

Please list out pre-operating expenditure items requiring a one-off grant from the Government (e.g. documentation of the entire conservation process by means of written record, photographic and video recording, opening ceremonies expenses, website set up costs, etc.) However, the formation expenses of Special Purpose Company and the resident site staff, consultancy fee and furniture and equipment which have already been included in **Capital Cost under Part A (7) should be excluded.**

<u>项目 Item</u>	<u>预计成本 Estimated Cost</u> (HK\$ '000)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
<b>总计 Total</b>	

簡簽 Initial



(4) 预期收支结算表 Projected Income and Expenditure Statement

必须提供三年财务估算、计算基准及假设。

Financial projection for three years with bases of calculations and assumption must be provided.

	第一年 Year 1 HK\$ '000			第二年 Year 2 HK\$ '000			第三年 Year 3 HK\$ '000			总额 Total HK\$ '000
<b>收入</b> (备注1) <b>Income</b> (Note 1)	Unit Price (i)	Quantity (ii)	(iii) = (i) x (ii)	Unit Price (iv)	Quantity (v)	(vi) = (iv) x (v)	Unit Price (vii)	Quantity (viii)	(ix) = (vii) x (viii)	(iii)+(vi)+(ix)
1.										
2.										
3.										
4.										
<b>总收入 Total Income (a)</b>										
<b>销售成本</b> (备注1) <b>Cost of Sales</b> (Note 1)	Unit Price (i)	Quantity (ii)	(iii) = (i) x (ii)	Unit Price (iv)	Quantity (v)	(vi) = (iv) x (v)	Unit Price (vii)	Quantity (viii)	(ix) = (vii) x (viii)	(iii)+(vi)+(ix)
1.										
2.										
3.										
4.										
<b>总销售成本 Total Cost of Sales (b)</b>										
毛利 Gross Profit (a) - (b)										
毛利率 Gross Margin % [(a)-(b)]/(a)x100%										
<b>其他收入</b> (备注1) <b>Other income</b> (Note 1)										
捐款 Donations										
其他(请注明) Others (please specify)										
<b>总其他收入 Total Other Income (c)</b>										

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	于第(2C)部分的 假设及 计算基准 Assumptions and bases of calculation in Part (2C)	第一年 Year 1 HK\$ '000	第二年 Year 2 HK\$ '000	第三年 Year 3 HK\$ '000	总额 Total HK\$ '000
<b>营运开支 (备注2) Operating Expenses (Note 2)</b>					
薪酬、津贴和强积金供款 Salaries, allowances and MPF contributions					
地租和差饷 Government rent and rates					
水电煤 Utilities					
保险费 Insurance premium					
宣传开支 Publicity expenses					
维修及保养费 Repair and maintenance					
审计费用 Audit fees					
法律费用 Legal fees					
银行费用 Bank charges					
外判费用 (请注明每项服务) Outsourcing expenses (please specify for each service)					
1.					
2.					
3.					
4.					
有关连人士/机构服务费 (请注明每项服务) Service fees payable to related parties / organisations (please specify for each service)					
1.					
2.					
3.					
4.					
其他支出(请注明每项 性质) Other expenses (please specify by nature)					
1.					
2.					
3.					
4.					
5.					
<b>总营运开支 (d) Total Operating Expenses (d)</b>					
<b>纯利/(亏损) Net Profit/(Deficit) (a) - (b) + (c) - (d)</b>					

**备注 Notes**

- 请于第(2)(B)项详细列明有关收入、销售成本及其他收入的假设及计算基准。Please provide details of assumptions and bases of calculation of Income, Cost of Sales and Other Income in Part (2)(B).
- 请于第(2)(C)项详细列明有关各项营运开支的假设及计算基准。Please provide details of assumptions and bases of calculation of various Operating Expenses in Part (2)(C).

簡簽 Initial

## (5) 员工薪酬开支预算表 Staff Cost Projection

职位(全职) Position (Full-time)	职员 数目 Number of Staff	年薪 <sup>1</sup> Annual Salary <sup>1</sup> (HK\$)	聘用日期和时 期 Period and Length of Employment	第一年 薪酬开支 (包括强积金 供款) Year 1 Staff Cost (with MPF Contributions) (HK\$'000)	第二年 <sup>3</sup> 薪酬开支 (包括强积金 供款) Year 2 <sup>3</sup> Staff Cost (with MPF Contributions) (HK\$'000)	第三年 <sup>3</sup> 薪酬开支 (包括强积金 供款) Year 3 <sup>3</sup> Staff Cost (with MPF Contributions) (HK\$'000)	总薪酬开支 (包括强积金 供款) Total Staff Cost (with MPF Contributions) (HK\$'000)
小计(全职) Sub-total (Full-time)							

簡簽 Initial

职位(兼职)	职员 数目	时薪 <sup>2</sup>	每年工作时数	第一年 薪酬开支 (包括强积金 供款)	第二年 <sup>3</sup> 薪酬开支 (包括强积金 供款)	第三年 <sup>3</sup> 薪酬开支 (包括强积金 供款)	总薪酬开支 (包括强积金供 款)
Position (Part-time)	Number of Staff	Hourly Wages <sup>2</sup> (HK\$)	Annual Working Hours	Year 1 Staff Cost (with MPF Contributions) (HK\$'000)	Year 2 <sup>3</sup> Staff Cost (with MPF Contributions) (HK\$'000)	Year 3 <sup>3</sup> Staff Cost (with MPF Contributions) (HK\$'000)	Total Staff Cost (with MPF Contributions) (HK\$'000)
小计(兼职) Sub-total (Part-time)							
总数 Grand total							

#### 备注 Notes

1. 年薪应包括员工的所有报酬，如强积金之雇主供款、任何员工福利、津贴及年终花红。  
Annual salary includes all staff rewards, e.g. employers' contribution of MPF, any staff benefits, allowances and year-end bonus.
2. 薪酬预算必须符合现行《最低工资条例》(第 608 章)的法定最低工资。  
The financial projections on salaries and wages must comply with the prevailing statutory minimum wage under the Minimum Wage Ordinance (Cap. 608).
3. 所有计算须根据现时的价格，无须考虑通胀因素。  
All calculation should be based on the current price level. The inflation factor should not be taken into account.
4. 此部分所刊载的员工资料必须与 B(7)项-预期创造职位一致。  
Staff information as set out in this part should tally with Part B(7) - Job(s) to be Created.

簡簽 Initial

**(6) 财政资助 Financial Support**

是否需要政府的财政资助以支付开办成本及首两年之营运亏损？

Is financial support from the Government required in meeting the starting costs and operating deficits in the first two years of operation?

否 No

是 Yes

如是，请说明所需的资助金额：

If yes, please specify the amount required:

开办成本

Starting costs HK\$ \_\_\_\_\_

首年经营赤字

Operating deficits in the first year HK\$ \_\_\_\_\_

第二年经营赤字

Operating deficits in the second year HK\$ \_\_\_\_\_

总数 Total HK\$ \_\_\_\_\_

**(7) 其他拨款 Other Funding**

此项目将来会否向其他政府部门或透过其他渠道(例如私人捐款)申请拨款？

Is this project going to apply for funding from other Government department(s) or source(s), e.g. private donation?

会 Yes

不会 No

如会，请提供下列资料。

If Yes, please provide the following details.

1. 拨款机构\*

Funding Organisation \_\_\_\_\_

2. 与申请人关系

Relationship with Applicant

没有  
No

有(请注明)

Yes (please specify) \_\_\_\_\_

3. 拨款金额

Amount of funding \_\_\_\_\_

4. 拨款使用时限

Duration of funding \_\_\_\_\_

5. 拨款用途

Purpose(s) of funding \_\_\_\_\_

备注 Notes:

\* 如有，请提供承诺拨款或捐款之证明文件。

Please provide supporting documents on the commitment of funding or donations, if any.

簡簽 Initial

**(8) 财务资料核对清单 Checklist on Financial Information**

由机构(若是联合申请,则为主要申请机构)主席或总干事签署核实,然后连同申请书一并提交。

To be signed by the Chairperson or Chief Executive of the Organisation or the Principal Applicant (for joint application) before submitting the application.

本人确认下述各项:

I hereby confirm the following:

请加上“√”号  
Please Tick

- (i) 收入/开支预算假设及计算基准已详细列明。所有计算准确,并且前后一致。  
Details of the assumptions and bases of calculation on income and expenditure projections are provided. All calculations are free of arithmetical errors and inconsistencies.
- (ii) 所有数字均为现时价格水平(即撇除通胀因素)。  
All figures are at current price level (i.e. excluding inflation factor).
- (iii) 向政府申请用的资助金额包括以资助营运亏损的拨款并未列为收入预算。  
The government funding applied including grants to finance operating deficit is not included in the income projection.
- (iv) 预算期内的收入、销售成本及开支的计算已详载于申请书第 C(4)项。  
Details of calculation of income, cost of sales and expenditure over the projection period have been provided in **Part C(4) of the application**.
- (v) 与预算有关的主要假设载于申请书第 C(2)项。例如入场人数、入场费、入住率、开放时间/日数、单位收费/收入、销货数量、销售成本等。周期性/季节性因素已作考虑。  
Major assumptions that underline the projections are provided in **Part C(2) of the application**. For example, number of visitors, entrance fee, occupancy rate, opening hours / days, unit charge / revenue, volume of goods sold, cost of sales etc. Cyclical / Seasonal factors have been taken into consideration.
- (vi) 建议收费的基准连同市场及相关行业统计数字(如有)已载于申请书第 C(2)项。  
Benchmarking of the proposed fee with the market and the relevant business statistics, if any, is provided in the **Part C(2) of the application**.

簡簽 Initial

- (vii) 楼宇/器材的维修及保养费已予以谨慎评估，其中已考虑营运首年一般享有免费保用。

Estimates on repairs and maintenance of building / equipment have been critically assessed taking into account that free warranty is usually provided in the first year of operation.

- (viii) 捐款/政府资助是/不是\*主要收入来源，在预算期内仍会/不会\*再次获得。有关捐款/政府资助的详情载于申请书第 C(6) & C(7)项。

The donation / Government Subvention **is / is not\*** a major source of income and **will / will not\*** continue to be available over the projection period. Details of donation / Government subvention are stated in **Part C(6) & C(7) of the application.**

- (ix) 现时备有/未有\*已审计的账目（包括申请机构过去 3 年的资产负债表和收入及开支结算表），这些账目已/未有\*连同申请书提交。

Audited Financial Statements including Statement of Financial Position as well as Statement of Income and Expenditure and Other Comprehensive Income of the Applicant for the past 3 years, **are / are not\*** available and **are / are not\*** submitted with the application.

- (x) 薪酬预算符合现行《最低工资条例》(第608章)的法定最低工资。

The financial projections on salaries and wages comply with the prevailing statutory minimum wage under the Minimum Wage Ordinance (Cap. 608).

\* 请删去不适用者 Please delete as appropriate

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签署 Signature

---

(主席或总干事姓名)

(Name of Chairperson / Chief Executive)

简签 Initial

**D. 管理能力及其他考虑因素 Management Capability and Other Considerations****(1) 管理能力 Management Capabilities**

- (i) 申请机构及如获选后所成立的特设公司的组织体制（例如：董事会成员，组织架构图包括项目经理一职，控股公司及实益拥有人，各自出资额的形式及条件和条款，为开展项目的资本结构和股东协议，组织章程大网及章程细则）

Institutional Set-up of the Applicant and the proposed SPC, if selected (e.g. board composition, organisation chart with posts including Project Manager, holding company / companies and beneficial owners, their respective capital contributions, the form and the terms and conditions of such contributions, the proposed capital structure for undertaking the Project and detailed information on shareholders' agreements and Memorandum and Articles of Association)

簡簽 Initial



- (ii) 推行项目的资源 (例如：负责翻新、建筑、货物及服务采购等的项目管理人员) Resources to Deliver the Project (e.g. project management personnel for renovation, construction, procurement of goods and services, etc.)

- (iii) 过去推行同类型或相关项目/业务的经验(如有)  
Track Record in Organising Projects / Business of Similar or Relevant Nature (if any)

- (iv) 投入程度(例如：特设公司之下的督导委员会或项目委员会的组成、给予特设公司的支援程度) Level of Commitment (e.g. composition of steering committee / project committee of the SPC, level of support to the SPC)

簡簽 Initial

(2) 机构的历史、宗旨以及所提供的主要服务

History and Objectives of the Organisation, and the Core Services Provided

(3) 机构的经费来源 Source(s) of Income of the Organisation

簡簽 Initial

- (4) 附加资料(如有)(包括第三者支持、跨界别合作、创新建议(例如使用现代技术展示历史价值及重要性、使用创新建造及保育技术(物料及方法)进行活化),以及青年人的参与 Supplementary Information (if any) (including support from third-party endorser(s), cross-sector collaboration, innovative suggestions (e.g. use of modern technology to display the historical value and significance, and use of innovative approach (material and method) for construction and conservation for the revitalisation) and youth participation

簡簽 Initial



## 申请机构声明及同意书 Declaration and Consent of the Applicant(s)

本机构保证在本申请表格填报的资料和所提交的文件均属真确无讹。本机构明白如填报资料不确，申请将被当无效，同时，项目将停止发放资助，已支付的款项亦须全数退还政府。

本机构同意政府可使用本申请表格内的资料和所提交的文件，以审批该申请及作有关用途。本机构并同意政府如有需要可将申请表格内及日后所提交的资料公开，以供公众浏览。本机构明白若此申请获选出，与此项目相关的知识产权将由政府拥有。

We certify that all the information given herein and submissions made in relation to this application are true and accurate. We understand that any inaccurate information will render the application invalid, any grant approved will be withheld and any payment made must be refunded to Government.

We agree that information given herein and submissions made in relation to this application will be used by Government to process the application and related purposes. We also agree that information contained in this application form and subsequent submissions may be publicised by Government if necessary. We understand that if this application is selected, the ownership of the intellectual property rights relating to the project shall vest in the Government.

**由申请人填写(如申请由两间或以上机构联合提出，请由主要申请机构填写)  
To be completed by Applicant (or Principal Applicant for joint application)**

签署 Signature .....

姓名 Name .....

职衔 Post Title ^                      机构主席/总干事  
Chairperson / Chief Executive .....

电话号码  
Telephone Number .....

机构名称  
Name of Organisation .....

日期 Date .....

机构盖章  
Organisation Chop

^ 请删除不适用者。 Please delete where appropriate.

简签 Initial

由协办机构填写(适用于联合申请)

**To be completed by Cooperating Organisation(s) (for joint application)**

如有需要，可自行复制下列表格。

Please reproduce the following table if necessary.

签署 Signature .....

姓名 Name .....

职衔 Post Title ^  
机构主席/总干事  
Chairperson / Chief Executive

电话号码  
Telephone Number .....

机构名称  
Name of Organisation .....

日期 Date .....

机构盖章  
Organisation Chop

签署 Signature .....

姓名 Name .....

职衔 Post Title ^  
机构主席/总干事  
Chairperson / Chief Executive

电话号码  
Telephone Number .....

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Organisation Chop

^ 请删除不适用者。 Please delete where appropriate.

简签 Initial