**发展局**

**Development Bureau**

**历史建筑维修资助计划**

**(非牟利机构租用政府拥有的法定古迹及已评级历史建筑)**

**申请表格(表格1a)**

**Application of Financial Assistance for Maintenance Scheme on Built Heritage**

**(For Government-owned Declared Monuments and Graded Historic Buildings leased to Non-profit-making Organisations) (Form 1a)**

1. 填写本申请表格前请先细阅历史建筑维修资助计划之申请指引。
Please read the Guide to Application for Financial Assistance for Maintenance Scheme on Built Heritage carefully before completing this application form.
2. 就非牟利机构租用政府拥有的法定古迹及已评级历史建筑，申请人必须**提交有关租赁协议的副本**。
For Government-owned Declared Monuments and Graded Historic Buildings leased to Non-profit-making Organisations, applicant should attach **a copy of the relevant tenancy agreement.**
3. 本申请表格可用中文或英文填写。请在已填妥之申请表格及所有相关的证明文件每一页的下方简签。
This application form may be completed in either Chinese or English. Please initial at the bottom of each page of the completed application form and all relevant supporting documents.
4. 如表格不敷应用，请另纸书写。
Please attach sheet(s) if more space is required.
5. 请将填妥的申请表格妥为签署。已填妥之申请表格请以电子方式递交至电邮mhb\_enquiry@devb.gov.hk，或把本申请表格正本送交香港九龙尖沙咀东么地道68号帝国中心7楼701B室发展局文物保育专员办事处。
The completed application form shall be duly signed. Please submit electronic submission by email to mhb\_enquiry@devb.gov.hk, or submit the original of this application form to the Commissioner for Heritage’s Office, Development Bureau, Unit 701B, 7/F, Empire Centre, 68 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong.
6. 每宗申请的资助额包括顾问费及维修工程费用**最多为港币600万元**。

The amount of Grant for each application inclusive of both the consultancy fee and costs of the maintenance works will be a **maximum of HK$6 million**.

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| **I.　建筑物资料　Building Information** |
|  | 名称　Name | (中文) |  |
|  |  | (Eng) |  |
|  | 地址　Address | (中文) |  |
|  |  | (Eng) |  |
| 类别\*Type  | ❑ 法定古迹Declared Monument | ❑ 一级 Grade 1 | ❑ 二级 Grade 2 | ❑ 三级 Grade 3 | 评级编号Assessment no.: |  |
|  | 政府地段号码GLA no. |  | 拥有建筑物之部门Owned by Department |  |
| \* 请在适当地方填上“✓”号。Please “✓” where appropriate. |
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| **II(a).　 租约资料　Particulars of Tenancy Agreement** |
| 租约号码　Tenancy Agreement No. |  |  |
| 签发租约部门Department entered the lease | (中文) |  |
| (Eng) |  |
| 租户名称 (非牟利机构) Name of Tenant (Non-profit-organisation) | (中文) |  |
| (Eng) |  |
| 租约开始日期Commencement date of the lease |  |  |
| 租约年期Duration of the lease |  |  |
| 租金及其他需要付出的代价 Rent and other consideration |  |  |
| 租赁用途　Rental usage |  |  |
|  |  |  |
| **II(b).　申请机构资料　Particulars of Organisation Applicant** |
| **非牟利机构申请人**　**Non-profit-making Organisation Applicant** |
| 非牟利机构名称Name of Non-profit-making Organisation | (中文) |  |
| (Eng) |  |
| 授权代表姓名Name of Authorised Representative | (中文) |  |
| (Eng) |  |
| 职衔　Post title |  |
| 地址　Address | (中文) |  |
|  |  | (Eng) |  |
| 电话号码　Tel |  | 传真号码　Fax |  |
| 电邮地址　Email |  |
|  |  |  |  |  |
| **III.　申请详情　Details of Application** |
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| **A.** | **进行维修工程的理据　Justifications for the maintenance works** |
|  | 请就有关维修工程提出理据，并提供相关的照片或绘图作说明。Please specify the justifications for the maintenance works. Please attach photographs or drawings for illustration. |
|  | 上一次维修工程年份Year of past maintenance:\_\_\_\_\_\_\_\_\_\_上一次维修工程项目Works items in past maintenance works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **B.** | **拟议维修工程　Proposed maintenance works** |
|  | 请阐述拟议维修工程的内容。Please describe the proposed maintenance works. |
|  |  | **拟议维修工程项目****Proposed maintenance work items** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  | 5. |  |
|  | 如获批第一阶段原则上批准之申请，申请人需甄选及委聘顾问，以拟订保育方案及填妥技术评核表格(表格2a)，连同拟议维修工程细项及工程费用估算供本办事处审批第二阶段之申请。Upon approval of the application in principle in Stage 1, the applicant is required to select and appoint a consultant to prepare a conservation proposal and complete the Technical Assessment Form (Form 2a) with details of the proposed maintenance work and cost estimation and submit to this office for Stage 2 Technical Assessment. |

申请表格必须附上位置图／建筑图则及近期相片展示相关工程范围。如有需要，请提供分阶段施工图。Location / building plan including recent photo record must be submitted together with the application form to show the extent of works. If necessary, please provide phasing plan as well.

申请人如未能在第二阶段技术评核中取得正式批准，任何发还款项的申请将不获处理。NO reimbursement application will be processed if the applicant failed to obtain approval in Stage 2 Technical Assessment**.**

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| **C.** | **其他财政资助　Other financial support** |
|  | 有否为此法定古迹／已评级历史建筑#向其他政府部门或透过其他渠道申请或获得拨款，以作维修用途？Has funding for maintenance of this declared monument / graded historic building# been applied / obtained from other Government department(s) or source(s)? |
|  | ❑ | 没有\*　No \* |
|  | ❑ | 有，详情如下(如有需要，可自行复制以下表格)\*：Yes, details as follows (please reproduce the following table if necessary) \*: |
|  |  | 拨款机构Funding Organisation |  |
|  |  | 拨款金额(港币)Funding Amount (HK$) |  |
|  |  | 拨款时限Funding Duration |  |
|  |  | 申请进展Progress of application |  |
|  |  | 向本计划申请额外资助的原因Reason(s) for applying for additional financial support under this scheme |  |
|  |  |  |  |  |
|  | # 请删除不适用者。Please delete where appropriate. |
|  | \* 请在适当地方填上“✓”号。Please “✓” where appropriate. |
|  |  |
| **D.** | **其他收入　Other Revenue** |
|  | 此法定古迹／已评级历史建筑#有否租金或其他收入？Does this declared monument / graded historic building# generate any rental income or revenue? |
|  | ❑ | 没有\*　No \* |
|  | ❑ | 有\*，每年收入约为港币Yes\*, the total annual income is approximately HKD$ |  |
|  | # 请删除不适用者。Please delete where appropriate. |
|  | \* 请在适当地方填上“✓”号。Please “✓” where appropriate. |
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| **E.** | **有关维修工程为社会带来的裨益　Benefits of the maintenance works to the community** |
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| **IV.　接受资助的条件　Conditions for Accepting Financial Assistance** |

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|  (i) | 我／我们#承诺会在本申请表格载列的获批准维修工程竣工后及于租期内(**指定期限**)开放此幢法定古迹／已评级历史建筑#予公众参观，详情如下：I / We shall undertake to allow public access as set out below to this declared monument / graded historic building# for appreciation during the term of the tenancy agreement after the completion of the approved maintenance works covered by this application (the “**Specific Period**”): |
|  | (a) | 法定古迹／已评级历史建筑#开放予公众的时间\*Time that public is allowed to access the declared monument / graded historic building# |
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|  | (b) | 法定古迹／已评级历史建筑#开放予公众的范围（如有需要，请以绘图作说明）Areas of the declared monument / graded historic building# that public are allowed to access (please use drawings for illustration as necessary) |
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|  |  | \* 政府预期申请人会同意「指定期限」为维修工程竣工后及于租期内。不过，如果申请人有实际困难开放此幢法定古迹／已评级历史建筑予公众参观，他可以申请豁免遵行此项规定，惟必须提供理据。  The Government would expect applicant agrees the “Specific Period” is the term of the tenancy agreement from the date of completion of the maintenance works. However, applicant may apply for an exemption of this requirement if he has genuine difficulties to allow the public to access the declared monument or graded historic building and provides justification(s). |

建议豁免的理据

Justification(s) for proposing an exemption

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| (ii)(iii) | 我／我们#承诺会于租期内完成此法定古迹／已评级历史建筑#的维修工程，并于租期内全数缴付所有顾问费及向承建商全数缴付维修工程建筑费用，包括完成所有还发款项的申请。I / We# shall undertake to complete the maintenance works of the declared monument / graded historic buildings# within the term of the tenancy agreement and pay all consultancy fee and construction cost of the maintenance works to the contractor within the tenancy agreement period including all applications for payment reimbursement.我/我们#承诺会于与政府配合于已评级建筑适当位置安装数据告示。I / We# shall undertake to coordinate with the Government to install an information sign in the graded building at the location agreeable to the Government.  |
|  | # 请删除不适用者。Please delete where appropriate. |

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| **V.　申请人声明及同意书　Declaration and Consent of the Applicant** |
| 本人／我们确认(a)在填写本申请表格前，本人／我们已细阅历史建筑维修资助计划的申请指引，并同意恪守有关指引；以及(b)知悉有关计划的条件和要求。本人／我们保证在本申请表格填报的资料均属真确无讹。本人／我们明白如填报资料不确，申请将被当无效，同时，政府将停止发放资助，已支付的款项亦须全数退还政府。本人／我们亦明白，如本人／我们在本申请表格或有关证明文件中提供虚假或失实资料，可能会被遭受刑事检控。本人／我们同意政府可使用本申请表内的资料以审批这项申请及作有关用途。本人／我们承诺在递交本申请后，所提供的资料如有任何修改或就同一法定古迹／已评级历史建筑#向其他机构申请资助，必定会通知政府。I/We confirm that I/we (a) have read the Guide to Application for the Financial Assistance for Maintenance Scheme on Built Heritage and agree to abide by the same and (b) am/are aware of the conditions and requirements of this Scheme before completing the Application Form.I/We certify that all the information given in this application is true and accurate. I/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 the Government. I/We also understand that any false or inaccurate information provided by me/us in this application form or in any documents supporting this application may render me/us liable to criminal prosecution.I/We agree that information provided in this application form will be used by the Government to process the application and related purposes.I/We undertake to inform the Government if, subsequent to this application, there is any change in information provided in this form or I apply for funds from other sources for the maintenance of the same declared monument / graded historic building#.  |
| 授权代表签署　Signature of Authorised Representative |  |  |  |
| 授权代表姓名　Name of Authorizsed Representative |  |  |
| 职衔　Post Title |  |  |
| 电话号码　Tel. |  |  |
| 非牟利机构名称Name of Non-profit-making Organisation  |  |  |
| 日期　Date |  |  | 机构盖章Official Seal |
|  |  |  |  |  |
| # 请删除不适用者。Please delete where appropriate. |
| **VI. 收集个人资料声明　Notes on Collection of Personal Data** |
| 申请人在申请表格上提供的个人资料，将会作以审定申请资格；以及审核申请用途。我们会小心处理申请人的个人资料。有关申请的资料可能会提供给有需要得知资料内容的第三者，但绝不会作为其他用途。申请人如欲查阅或更正其个人资料，须以书面形式向文物保育专员办事处提出。The personal data contained in the application form are collected for the purposes of determination of eligibility; and assessment of the application.The applicant’s personal data will be handled with care. Such information may be provided to any third parties in connection with the application on a need-to-know basis. The information will not be used for any other purposes.Request for access to or correction of the personal data should be made in writing to the Commissioner for Heritage’s Office. |