

活化歷史建築伙伴計劃

Revitalising Historic Buildings Through Partnership Scheme

第七期 Batch VII

申請表格 Application Form

1. 填寫本申請表格前請先細閱申請指引及資料冊。
Please read the **Guide to Application** and **Resource Kit** carefully before completing this application form.
2. 申請機構如欲申請使用多於一幢歷史建築，每幢歷史建築的申請必須分開填寫。
If Applicant wishes to apply for the use of more than one historic building, please complete one application form for each historic building.
3. 若申請由兩個或以上機構聯合提出，此表格應由主要申請機構填寫，而「協辦機構資料」的部分則由協辦機構填寫。
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寫。中文請以新細明體字型 12 號或英文請以 Times New Roman 字型 12 號填寫。除了申請機構註冊資料的證明文件，以及有關第 III 部(C)項-財務可行性及(D)項-管理能力及其他考慮因素所須遞交的輔助資料外，第一輪評審不可延續本申請表格和遞交其他附件，**所有夾附其他附加資料及多於 38 頁的申請表格將被視為不合規申請及不獲進一步處理**。經網上連結的參考資料將不予考慮。有關第二輪評審所須提交的資料，請參閱申請指引第 3.1.4 段。
This form may be completed in either Chinese or English. Font size of 12 points 新細明體 (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. 請機構(若是聯合申請，則為主要申請機構)負責人在每頁之右下角簡簽。
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、英文版有差異，以英文版為準。
In case of any discrepancies between the English and the Chinese versions, the English version will prevail.

申請使用之歷史建築 Historic building under application	
項目名稱 Project title	
申請機構 Applicant	

簡簽 Initial

I. 申請機構資料 Particulars of Applicant(s)

如申請由兩個或以上機構聯合提出，主要申請機構請取得協辦機構之同意，填寫以下 A 至 C 項，並提供所有相關資料。協辦機構則須填寫 D 項「協辦機構資料」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. 申請機構或主要申請機構資料(適用於聯合申請)

Details of Applicant or Principal Applicant (for joint application)

名稱 Name (中文) _____

(English) _____

地址 Address (中文) _____

(English) _____

電話號碼 Telephone Number _____

傳真號碼 Fax Number _____

網址 Website _____

B. 負責人資料 [必須為機構主席或總幹事]

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

姓名 Name (中文) _____

(English) _____

職銜 Post Title _____

地址 Address (中文) _____

(English) _____

電話號碼 Telephone Number _____

傳真號碼 Fax Number _____

電郵地址 Email Address _____

簡簽 Initial

C. 註冊資料 Registration Information

申請機構為《稅務條例》(第 112 章)第 88 條下獲認可之慈善機構/信託團體。
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 申請中* Application in progress*

若《稅務條例》(第 112 章)第 88 條的申請正進行中，申請機構必須在申請截止日期後 9 個月內取得有關慈善機構資格。

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.

申請機構根據以下條例註冊* —

The applicant is registered under the following Ordinance* —

- 《公司條例》 Companies Ordinance
公司註冊編號 Company Registration Number:
- 《社團條例》 Societies Ordinance
- 其他條例 Other Ordinances
請註明 Please specify:

申請機構是一所以此項目為主要目的成立/提供之特設公司。

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*

若答案為「是」，申請機構在獲選後毋須成立另一所特設公司。若答案為「否」或「成立中」，申請機構必須保證於獲選後 **12 個月內** 成立一所特設公司，並必須具有根據《稅務條例》(第 112 章)第 88 條獲認可之慈善機構身份。

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.

* 請夾附有相關證明文件。 Please attach the related documentary proof.

簡簽 Initial

如申請由兩間或以上機構聯合提出，請填寫下列部分。

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

D. 協辦機構資料
Information of Cooperating Organisation(s)

如有需要，可自行複製下列表格。

Please reproduce the following table if necessary.

機構名稱 Name of Organisation	(中文)
	(English)
負責人 Person-in-Charge [必須為機構主席或總幹事 either the Chairperson or Chief Executive of the organisation]	
電話號碼 Telephone Number	
傳真號碼 Fax Number	
電郵地址 Email Address	
跟主要申請機構的合作性質和詳情 Nature and details of collaboration with principal Applicant	

註冊資料 Registration Information

協辦機構為《稅務條例》(第 112 章)第 88 條下獲認可之慈善機構/信託團體。
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

協辦機構根據以下條例註冊* —

The cooperating organisation is registered under the following Ordinance * —

《公司條例》 Companies Ordinance
公司註冊編號 Company Registration Number:

《社團條例》 Societies Ordinance

其他條例 Other Ordinances
請註明 Please specify:

其他 Other (Non-Local Company /
(非本地公司/團體) Organisation)
請註明 Please specify:

* 請夾附有關證明文件。 Please attach the related documentary proof.

簡簽 Initial

II. 建議書簡要 Brief Description of Proposal

A. 項目目標 (300 字內) Project Objective(s) (Max. 300 words)

B. 項目簡介 (300 字內) General Project Description (Max. 300 words)

簡簽 Initial

III. 申請理據 Justifications for the Proposal

請就以下各範疇提出理據以支持貴機構之申請。

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

在現行規定下彰顯歷史價值及重要性

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

- (1) 在現行規定下保存建築原貌的設計意念 (請在下方空白位置提供圖則、平面圖等資料以闡述建議理念，包括如何在符合現行規定下保存建築的真確性。所有額外的技術附件均不會予以考慮。)

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.**)

簡簽 Initial

(2) 有關建議如何彰顯歷史價值及重要性

How the proposal can bring out the historical value and significance

簡簽 Initial

(3) 請提供以下詳情 Please provide details of the following:

(i) 展示區的安排，以詮釋歷史和建築價值

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

(ii) 是否記錄整個活化過程的安排

Any arrangement for documentation of the entire revitalisation process

是，請列出記錄方法：Yes, please specify method(s):

否 No

簡簽 Initial

(iii) 保存建築的原貌程度

Retention of Architectural Authenticity

遵照歷史建築資料冊附錄 X “建築特色規定處理方法”

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

是 Yes 否 No

遵照歷史建築資料冊附錄 XI “建築特色建議處理方法”

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

是，請列出會遵照的建議處理方法： Yes, please specify recommendation(s) that will be followed:

否 No

請在下方空白位置列出歷史建築資料冊以外的建議 Please specify in the space below for proposals other than specifications in the Resource Kit

(iv) 建議的性質如何配合建築的歷史價值

Compatibility of the Nature of the Proposal Versus the Historical Value of the Building

簡簽 Initial

(4) 設施明細表 Schedule of Accommodation

請顯示所有地方的建議用途。Please show proposed uses of all areas.

	位置 Location	設施 Facility	數量 Quantity	樓面面積 GFA* (平方米 M ²)
e.g.	A 座大樓地下 G/F, Block A	廚房 kitchen	1	100

簡簽 Initial

位置 Location	設施 Facility	數量 Quantity	樓面面積 GFA* (平方米 M ²)
總樓面面積 Total GFA			

*請參考《建築物條例》(第 123 章)的樓面面積定義。
Please refer to the Buildings Ordinance (Cap. 123) for the definition of GFA (i.e. Gross Floor Area).

簡簽 Initial

(5) 符合現行的要求 Satisfaction of Modern Day Requirements

請評估此建議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)

更改規劃及土地用途，包括： Change of Planning and Land Use, including:	是 / 否 / 不適用 Y / N / NA
建議用途中的所有用途均屬城市規劃條例下分區計劃大綱圖第一欄中的指定用途？ 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"/>
建議用途中有任何用途屬城市規劃條例下分區計劃大綱圖第二欄中的指定用途？ (即須先向城市規劃委員會申請的用途) 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"/>
建議用途中，通往地盤附近的通道是否足夠？ Is the access to the site sufficient for the new use(s) of the proposal?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
有關建議是否涉及任何擴建工程？ Is any extension works involved in the proposal?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
有關建議的擴建工程是否涉及改變原有歷史建築物的設計，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"/>
有關建議是否涉及搬遷或移除樹木？ Is relocation or removal of tree(s) involved?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

(ii) 符合建築物條例 Compliance with the Buildings Ordinance

就符合建築物條例，有關建議是否需要進行改善工程，以提供下列設施： 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 / 不適用 Y / N / NA
逃生途徑(出口及樓梯的數目) Means of Escape (number of exit and staircase)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
救援通道(緊急車輛通道及消防升降機) Rescue Access (emergency vehicular access and fireman's lift)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
抗火建築 (樓梯保護，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 年建築物消防安全守則訂明條文，將採用消防工程學方法去進行防火安全設計 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"/>
無障礙設施 (通道、斜道、洗手間及升降機) Barrier Free Facilities (access, ramp, toilet and lift)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
結構 (增加荷載、增強現有結構的承重能力及結構改動工程) Structure (additional load, strengthening the capacity of existing structure, structural alteration works)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
地盤平整及修整現有斜坡 Site formation and modification of existing slopes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

簡簽 Initial

(iii) 符合發牌要求(如有,請列明所需牌照) 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

評估有關建議用途及提供的消防裝置,包括: Evaluation of the new use of the proposal and provision of fire service installation, including:	是 / 否 / 不適用 Y / N / NA
採用水的消防設備,例如自動花灑系統/消防栓/喉轆/街龍頭/折衷式花灑系統/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"/>
採用電的消防設備,例如火災報警系統/火災偵察系統/應急照明/出口指示牌/音頻及視頻系統/閉路電視/消防報警連線等 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"/>
採用新應急發電機作為消防設備 New emergency generator for fire service installation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
採用其他消防設備,例如手動式操作設備/自動操作裝置/通風/空調控制系統/不含水的自動固定裝置等 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"/>
採用特別的消防設備,例如排煙系統/樓梯增壓/氣體排放系統等 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"/>
採用持牌處所的阻燃材料 Fire retarding material for licensed premises	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

簡簽 Initial

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(v) 符合屋宇裝備要求(如有)

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

評估有關建議新用途及提供足夠的屋宇裝備(除消防裝置外), 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 / 不適用 Y / N / NA
電力裝置, 包括照明、低壓制櫃、防雷裝置 Electrical installation including lighting, low voltage cubicle switchboard and lightning protection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
機械通風、暖氣及空調系統 Mechanical ventilation, heating and air-conditioning installation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
水喉及渠務安裝, 包括水缸及化糞池等 Plumbing and drainage installation including provision of water tank and septic tank	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
對公共事業的需求及接駁, 包括電力、氣體、電信、食水、鹹水、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"/>
其他屋宇設備, 例如防盜系統、廣播系統、氣體系統、噴水池安裝及專業屋宇設備等 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, 建築物條例, 消防及屋宇裝備現行要求的補充資料
Supplementary Information for Satisfying Modern Day Requirements about Change of Land Uses, Buildings Ordinance, Fire and Building Services

簡簽 Initial

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

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(7) 建設成本 Capital Costs

(i) 預計成本 Cost Estimation

請列出用以翻新、裝修及購置器材的預計成本細項和假設。

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

項目 Item	詳情 Details	預計成本 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. 建築工程 Building works		
4. 斜坡鞏固工程 Slope upgrading works		
5. 屋宇裝備 Building services		
6. 室外渠務工程(例如公共渠務設施接駁) External drainage works (e.g. drainage connections to public mains)		
7. 外部工程(例如環境美化工程、停車場、圍欄、其他地下公共設施接駁、鋪設地盤出入口及道路等) External works (e.g. landscaping, car parking, fencing, other underground utility services connection to public mains, access to site and roads, etc.)		
8. 額外節省能源措施 Additional energy conservation measures		
9. 傢俱及器材 Furniture and equipment		

簡簽 Initial

項目 Item	詳情 Details	預計成本 Estimated Cost (HK\$ '000)
10. 顧問費(不包括項目管理人員): Consultancy fee (excluding project management personnel):		合共 Total:
(a) 詳細設計及擬備招標文件 Detailed design, tender documentation		
(b) 工地勘測及小型研究 ¹ Site investigation and minor studies ¹		
(c) 招標及招標分析 Tendering, tender assessment		
(d) 合約管理 Contract administration		
(e) 駐工地人員的管理 Management of resident site staff		
11. 駐工地人員 Resident site staff		
12. 應急費用 Contingencies		
總計 Total		

以上預算以提交建議書限期當日的價格為準。

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

(ii) 財政資助 Financial Support

是否需要政府的財政資助以支付建設成本？

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

否 No 是 Yes

如是，請說明所需的資助金額：

If yes, please specify the amount HK\$

備註 Notes

如申請機構已準備於上述(3)–(5)項符合有關技術範疇，包括考慮合乎現行的要求，在申請階段暫時無須提交詳細方案。在其申請獲進一步考慮時，申請機構可能會被要求提交詳細資料，以供有關部門進一步考慮其申請。

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.

¹ 工地勘測及小型研究的例子包括土地勘測、樓宇狀況調查、石棉調查、公用設施地圖繪製工作、交通影響評估和排水影響評估。

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. 社會價值及社會企業的營運 Social Value and Social Enterprise Operation

- (1) 有關建議對於社區的裨益或社會價值(包括建議新用途的獨特性)
How the proposal can benefit the community or its social value (including the uniqueness of the proposed new uses)

- (2) 計劃服務對象及項目營運首 3 年的預計人流 Target Client(s) and Number of Projected Visitors in the First Three Years of Operation

簡簽 Initial

- (3) 開放予公眾的程度（例如會否向公眾恆常開放建築物的某部分及開放的時間） Degree of Public Access (e.g. whether certain portion of the site will always be accessible by the public and the opening hours)

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

簡簽 Initial

(5) 導賞團的安排（包括於平日、週末及公眾假期最少安排多少導賞團，並闡述導賞團的建議路線） 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) 與當區的聯繫/與其他活化項目的協同效應 (如適用)
Connection with the Local Community / Synergy with Other Revitalisation Project(s) (if applicable)

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- (7) 預期創造職位 Job(s) to be Created

	類別 Category	數目 Quantity	目標組別 Target Group*
全職 Full-time			
兼職 Part-time			

* 請列出任何擬聘請的特別目標組別人士(例如:弱勢社羣) 。如不擬聘請特別目標組別人士，請填「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. 財務可行性 Financial Viability**(1) 業務計劃 Business Plan**

請闡述有關項目的推行方法，當中應包括產品或服務的描述及有關市場數據分析、業務行銷策略和營辦計劃等。

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

填寫財務預算指引 **Guidance Notes to Completing Financial Projection**

1. 就財務預算而言，每預算年須涵蓋十二個月。所有估算須根據現時的價格，無須考慮通脹因素。
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. 請於下面第**(2)**及第**(4)**項詳細列明有關收入及銷售成本的假設及計算基準。
For the assumptions and bases of calculation on Income and Cost of Sales, please provide details in **Parts (2)** and **(4)** below.
3. 請列出任何其他收入(如：銀行利息)，擬向本計劃申請的資助金額不應包括在內。
Please specify any other income (e.g. bank interest). The grants to be applied from the Scheme should be excluded.
4. 請於下面第**(2)**及第**(4)**項詳細列明有關支出的假設及計算基準。
For the assumptions and bases of calculation on Expenditure Items, please provide details in **Parts (2)** and **(4)** below.
5. 請於下面第**(5)**項詳細列明有關員工開支預算的細項。
For breakdown of staff costs, please provide details in **Part (5)** below.
6. 請參考歷史建築資料冊內有關地租和差餉的估算。
For the estimation of Government rent and rates, please refer to Resource Kits for Historic Buildings for reference.
7. 維修及保養費包括維修及保養用地範圍內的建築物、植物、經施工的斜坡和經施工的護土牆、屋宇裝備、外圍、園境及有關的器材。請注意樓宇/器材在首年營運一般享有免費保用。
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. 請詳細列明所有由關連人士/機構提供之產品或服務性質及其收費準則。
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) 對日後提供的服務的需求 Demand for Service(s) to be Provided

請列明日後提供服務需求的預測及假設，例如入場人數、入場費、入住率、開放時間/日數、不同季度/月份的營業額等。請盡量提供現時市場的價格及情況、以及有關資料來源，以作參考。

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) 服務需求的預測及假設 Projections and assumptions of demand for services

--

(B) 收入、銷售成本及其他收入的預測及假設**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.			
銷售成本 Cost of Sales			
1.			
2.			
3.			
4.			
其他收入 Other Income			

(C) 營運開支的預測及假設 Projections and assumptions of Operating Expenses

各項營運開支 Various Operating Expenses

簡簽 Initial

(3) 開辦成本 Starting Costs

請列出需要政府提供一次過資助的開辦費用項目(例如利用書寫記錄、相片和錄像拍攝記錄整個保育過程，開幕慶典支出，設立網頁支出等)。開辦成本不應包括特設公司的成立費用和已列入 **A(7)項建設成本**的駐工地人員費用、顧問費和傢俱及器材。

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>項目 Item</u>	<u>預計成本 Estimated Cost</u>
	(HK\$ '000)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
總計 Total	

簡簽 Initial

(4) 預期收支結算表 Projected Income and Expenditure Statement

必須提供三年財務估算、計算基準及假設。

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			總額 Total HK\$ '000
收入 (備註1) Income (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.										
總收入 Total Income (a)										
銷售成本 (備註1) Cost of Sales (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.										
總銷售成本 Total Cost of Sales (b)										
毛利 Gross Profit (a) - (b)										
毛利率 Gross Margin % [(a)-(b)]/(a)x100%										
其他收入 (備註1) Other income (Note 1)										
捐款 Donations										
其他 (請註明) Others (please specify)										
總其他收入 Total Other Income (c)										

續下頁 (continued on next page)

簡簽 Initial

續上頁 (continued)

		於第(2C)部分的 假設及 計算基準 Assumptions and bases of calculation in Part (2C)	第一年 Year 1	第二年 Year 2	第三年 Year 3	總額 Total
			HK\$ '000	HK\$ '000	HK\$ '000	HK\$ '000
營運開支 (備註2) Operating Expenses (Note 2)						
薪酬、津貼和強積金 供款	Salaries, allowances and MPF contributions					
地租和差餉	Government rent and rates					
水電煤	Utilities					
保險費	Insurance premium					
宣傳開支	Publicity expenses					
維修及保養費	Repair and maintenance					
審計費用	Audit fees					
法律費用	Legal fees					
銀行費用	Bank charges					
外判費用 (請註明每項服務)	Outsourcing expenses (please specify for each service)					
1.						
2.						
3.						
4.						
有關連人士/機構服務 費 (請註明每項服務)	Service fees payable to related parties / organisations (please specify for each service)					
1.						
2.						
3.						
4.						
其他支出(請註明每項 性質)	Other expenses (please specify by nature)					
1.						
2.						
3.						
4.						
5.						
總營運開支 (d) Total Operating Expenses						
純利/(虧損) Net Profit/(Deficit) (a) - (b) + (c) - (d)						

備註 Notes

- 請於第(2)(B)項詳細列明有關收入、銷售成本及其他收入的假設及計算基準。Please provide details of assumptions and bases of calculation of Income, Cost of Sales and Other Income in Part (2)(B).
- 請於第(2)(C)項詳細列明有關各項營運開支的假設及計算基準。Please provide details of assumptions and bases of calculation of various Operating Expenses in Part (2)(C).

簡簽 Initial

(5) 員工薪酬開支預算表 Staff Cost Projection

職位(全職)	職員數目	年薪 ¹	聘用日期和時期	第一年 薪酬開支 (包括強積金 供款)	第二年 ³ 薪酬開支 (包括強積金 供款)	第三年 ³ 薪酬開支 (包括強積金 供款)	總薪酬開支 (包括強積金 供款)
Position (Full-time)	Number of Staff	Annual Salary ¹ (HK\$)	Period and Length of Employment	Year 1 Staff Cost (with MPF Contributions) (HK\$'000)	Year 2 ³ Staff Cost (with MPF Contributions) (HK\$'000)	Year 3 ³ Staff Cost (with MPF Contributions) (HK\$'000)	Total Staff Cost (with MPF Contributions) (HK\$'000)
小計(全職) Sub-total (Full-time)							

簡簽 Initial

職位(兼職)	職員 數目	時薪 ²	每年工作時數	第一年 薪酬開支 (包括強積金 供款)	第二年 ³ 薪酬開支 (包括強積金 供款)	第三年 ³ 薪酬開支 (包括強積金 供款)	總薪酬開支 (包括強積金供 款)
Position (Part-time)	Number of Staff	Hourly Wages ² (HK\$)	Annual Working Hours	Year 1 Staff Cost (with MPF Contributions) (HK\$'000)	Year 2 ³ Staff Cost (with MPF Contributions) (HK\$'000)	Year 3 ³ Staff Cost (with MPF Contributions) (HK\$'000)	Total Staff Cost (with MPF Contributions) (HK\$'000)
小計(兼職) Sub-total (Part-time)							
總數 Grand total							

備註 Notes

1. 年薪應包括員工的所有報酬，如強積金之僱主供款、任何員工福利、津貼及年終花紅。
Annual salary includes all staff rewards, e.g. employers' contribution of MPF, any staff benefits, allowances and year-end bonus.
2. 薪酬預算必須符合現行《最低工資條例》(第 608 章)的法定最低工資。
The financial projections on salaries and wages must comply with the prevailing statutory minimum wage under the Minimum Wage Ordinance (Cap. 608).
3. 所有計算須根據現時的價格，無須考慮通脹因素。
All calculation should be based on the current price level. The inflation factor should not be taken into account.
4. 此部分所列表載的員工資料必須與 B(7)項-預期創造職位一致。
Staff information as set out in this part should tally with Part B(7) - Job(s) to be Created.

簡簽 Initial

(6) 財政資助 Financial Support

是否需要政府的財政資助以支付開辦成本及首兩年之營運虧損？

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，請說明所需的資助金額：

If yes, please specify the amount required:

開辦成本

Starting costs HK\$ _____

首年經營赤字

Operating deficits in the first year HK\$ _____

第二年經營赤字

Operating deficits in the second year HK\$ _____

總數 Total HK\$ _____

(7) 其他撥款 Other Funding

此項目將來會否向其他政府部門或透過其他渠道(例如私人捐款)申請撥款？

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

會 Yes

不會 No

如會，請提供下列資料。

If Yes, please provide the following details.

1. 撥款機構*

Funding Organisation _____

2. 與申請人關係

Relationship with Applicant

沒有
No

有(請註明)

Yes (please specify) _____

3. 撥款金額

Amount of funding _____

4. 撥款使用時限

Duration of funding _____

5. 撥款用途

Purpose(s) of funding _____

備註 Notes:

* 如有，請提供承諾撥款或捐款之證明文件。

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

簡簽 Initial

(8) 財務資料核對清單 Checklist on Financial Information

由機構(若是聯合申請,則為主要申請機構)主席或總幹事簽署核實,然後連同申請書一併提交。

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

本人確認下述各項：

I hereby confirm the following:

請加上“✓”號
Please Tick

(i) 收入/開支預算假設及計算基準已詳細列明。所有計算準確,並且前後一致。
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) 所有數字均為現時價格水平(即撇除通脹因素)。
All figures are at current price level (i.e. excluding inflation factor).

(iii) 向政府申請用的資助金額包括以資助營運虧損的撥款並未列為收入預算。
The government funding applied including grants to finance operating deficit is not included in the income projection.

(iv) 預算期內的收入、銷售成本及開支的計算已詳載於申請書第 C(4)項。

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) 與預算有關的主要假設載於申請書第 C(2)項。例如入場人數、入場費、入住率、開放時間/日數、單位收費/收入、銷貨數量、銷售成本等。周期性/季節性因素已作考慮。

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) 建議收費的基準連同市場及相關行業統計數字(如有)已載於申請書第 C(2)項。

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) 樓宇/器材的維修及保養費已予以謹慎評估，其中已考慮營運首年一般享有免費保用。
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/政府資助是/不是*主要收入來源，在預算期內仍會/不會*再次獲得。有關捐款/政府資助的詳情載於申請書第 C(6) & C(7)項。
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) 現時備有/未有*已審計的帳目（包括申請機構過去 3 年的資產負債表和收入及開支結算表），這些帳目已/未有*連同申請書提交。
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) 薪酬預算符合現行《最低工資條例》（第608章）的法定最低工資。
The financial projections on salaries and wages comply with the prevailing statutory minimum wage under the Minimum Wage Ordinance (Cap. 608).

* 請刪去不適用者 Please delete as appropriate

簽署 Signature

(主席或總幹事姓名)
(Name of Chairperson / Chief Executive)

簡簽 Initial

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

- (i) 申請機構及如獲選後所成立的特設公司的組織體制（例如：董事會成員，組織架構圖包括項目經理一職，控股公司及實益擁有人，各自出資額的形式及條件和條款，為開展項目的資本結構和股東協議，組織章程大綱及章程細則）

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) 推行項目的資源（例如：負責翻新、建築、貨物及服務採購等的項目管理人員） Resources to Deliver the Project (e.g. project management personnel for renovation, construction, procurement of goods and services, etc.)

- (iii) 過去推行同類型或相關項目/業務的經驗(如有)
Track Record in Organising Projects / Business of Similar or Relevant Nature (if any)

- (iv) 投入程度(例如：特設公司之下的督導委員會或項目委員會的組成、給予特設公司的支援程度) Level of Commitment (e.g. composition of steering committee / project committee of the SPC, level of support to the SPC)

簡簽 Initial

(2) 機構的歷史、宗旨以及所提供的主要服務

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

(3) 機構的經費來源 Source(s) of Income of the Organisation

簡簽 Initial

- (4) 附加資料(如有)(包括第三者支持、跨界別合作、創新建議(例如使用現代技術展示歷史價值及重要性、使用創新建造及保育技術(物料及方法)進行活化),以及青年人的參與 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

IV. 項目推行時間表 Project Implementation Timetable

工作 Task	時間表 Timeline

簡簽 Initial

申請機構聲明及同意書 Declaration and Consent of the Applicant(s)

本機構保證在本申請表格填報的資料和所提交的文件均屬真確無訛。本機構明白如填報資料不確，申請將被當無效，同時，項目將停止發放資助，已支付的款項亦須全數退還政府。

本機構同意政府可使用本申請表格內的資料和所提交的文件，以審批該申請及作有關用途。本機構並同意政府如有需要可將申請表格內及日後所提交的資料公開，以供公眾瀏覽。本機構明白若此申請獲選出，與此項目相關的知識產權將由政府擁有。

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.

**由申請人填寫(如申請由兩間或以上機構聯合提出，請由主要申請機構填寫)
To be completed by Applicant (or Principal Applicant for joint application)**

簽署 Signature

姓名 Name

職銜 Post Title ^ 機構主席/總幹事
Chairperson / Chief Executive

電話號碼
Telephone Number

機構名稱
Name of Organisation

日期 Date

機構蓋章
Organisation Chop

^ 請刪除不適用者。 Please delete where appropriate.

簡簽 Initial

由協辦機構填寫(適用於聯合申請)

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

如有需要，可自行複製下列表格。

Please reproduce the following table if necessary.

簽署 Signature

姓名 Name

職銜 Post Title ^
 機構主席/總幹事
 Chairperson / Chief Executive

電話號碼
 Telephone Number

機構名稱
 Name of Organisation

日期 Date

機構蓋章
 Organisation Chop

簽署 Signature

姓名 Name

職銜 Post Title ^
 機構主席/總幹事
 Chairperson / Chief Executive

電話號碼
 Telephone Number

機構名稱
 Name of Organisation

日期 Date

機構蓋章
 Organisation Chop

^ 請刪除不適用者。 Please delete where appropriate.

簡簽 Initial