**發展局**

**Development Bureau**

**歷史建築維修資助計劃**

**(非牟利機構租用政府擁有的法定古蹟及已評級歷史建築)**

**申請表格(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. 填寫本申請表格前請先細閱歷史建築維修資助計劃之申請指引。
Please read the Guide to Application for Financial Assistance for Maintenance Scheme on Built Heritage carefully before completing this application form.
2. 就非牟利機構租用政府擁有的法定古蹟及已評級歷史建築，申請人必須**提交有關租賃協議的副本**。
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. 本申請表格可用中文或英文填寫。請在已填妥之申請表格及所有相關的證明文件每一頁的下方簡簽。
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. 如表格不敷應用，請另紙書寫。
Please attach sheet(s) if more space is required.
5. 請將填妥的申請表格妥為簽署。已填妥之申請表格請以電子方式遞交至電郵mhb\_enquiry@devb.gov.hk，或把本申請表格正本送交香港九龍尖沙咀東麼地道68號帝國中心7樓701B室發展局文物保育專員辦事處。
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. 每宗申請的資助額包括顧問費及維修工程費用**最多為港幣600萬元**。

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**.

|  |
| --- |
| **I.　建築物資料　Building Information** |
|  | 名稱　Name | (中文) |  |
|  |  | (Eng) |  |
|  | 地址　Address | (中文) |  |
|  |  | (Eng) |  |
| 類別\*Type  | ❑ 法定古蹟Declared Monument | ❑ 一級 Grade 1 | ❑ 二級 Grade 2 | ❑ 三級 Grade 3 | 評級編號Assessment no.: |  |
|  | 政府地段號碼GLA no. |  | 擁有建築物之部門Owned by Department |  |
| \* 請在適當地方填上“✓”號。Please “✓” where appropriate. |
|  |

|  |
| --- |
|  |
| **II(a).　 租約資料　Particulars of Tenancy Agreement** |
| 租約號碼　Tenancy Agreement No. |  |  |
| 簽發租約部門Department entered the lease | (中文) |  |
| (Eng) |  |
| 租户名稱 (非牟利機構) Name of Tenant (Non-profit-organisation) | (中文) |  |
| (Eng) |  |
| 租約開始日期Commencement date of the lease |  |  |
| 租約年期Duration of the lease |  |  |
| 租金及其他需要付出的代價 Rent and other consideration |  |  |
| 租賃用途　Rental usage |  |  |
|  |  |  |
| **II(b).　申請機構資料　Particulars of Organisation Applicant** |
| **非牟利機構申請人**　**Non-profit-making Organisation Applicant** |
| 非牟利機構名稱Name of Non-profit-making Organisation | (中文) |  |
| (Eng) |  |
| 授權代表姓名Name of Authorised Representative | (中文) |  |
| (Eng) |  |
| 職銜　Post title |  |
| 地址　Address | (中文) |  |
|  |  | (Eng) |  |
| 電話號碼　Tel |  | 傳真號碼　Fax |  |
| 電郵地址　Email |  |
|  |  |  |  |  |
| **III.　申請詳情　Details of Application** |
|  |  |  |  |  |
| **A.** | **進行維修工程的理據　Justifications for the maintenance works** |
|  | 請就有關維修工程提出理據，並提供相關的照片或繪圖作說明。Please specify the justifications for the maintenance works. Please attach photographs or drawings for illustration. |
|  | 上一次維修工程年份Year of past maintenance:\_\_\_\_\_\_\_\_\_\_上一次維修工程項目Works items in past maintenance works:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **B.** | **擬議維修工程　Proposed maintenance works** |
|  | 請闡述擬議維修工程的內容。Please describe the proposed maintenance works. |
|  |  | **擬議維修工程項目****Proposed maintenance work items** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  | 5. |  |
|  | 如獲批第一階段原則上批准之申請，申請人需甄選及委聘顧問，以擬訂保育方案及填妥技術評核表格(表格2a)，連同擬議維修工程細項及工程費用估算供本辦事處審批第二階段之申請。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. |

申請表格必須附上位置圖／建築圖則及近期相片展示相關工程範圍。如有需要，請提供分階段施工圖。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.

申請人如未能在第二階段技術評核中取得正式批准，任何發還款項的申請將不獲處理。NO reimbursement application will be processed if the applicant failed to obtain approval in Stage 2 Technical Assessment**.**

|  |  |
| --- | --- |
| **C.** | **其他財政資助　Other financial support** |
|  | 有否為此法定古蹟／已評級歷史建築#向其他政府部門或透過其他渠道申請或獲得撥款，以作維修用途？Has funding for maintenance of this declared monument / graded historic building# been applied / obtained from other Government department(s) or source(s)? |
|  | ❑ | 沒有\*　No \* |
|  | ❑ | 有，詳情如下(如有需要，可自行複製以下表格)\*：Yes, details as follows (please reproduce the following table if necessary) \*: |
|  |  | 撥款機構Funding Organisation |  |
|  |  | 撥款金額(港幣)Funding Amount (HK$) |  |
|  |  | 撥款時限Funding Duration |  |
|  |  | 申請進展Progress of application |  |
|  |  | 向本計劃申請額外資助的原因Reason(s) for applying for additional financial support under this scheme |  |
|  |  |  |  |  |
|  | # 請刪除不適用者。Please delete where appropriate. |
|  | \* 請在適當地方填上“✓”號。Please “✓” where appropriate. |
|  |  |
| **D.** | **其他收入　Other Revenue** |
|  | 此法定古蹟／已評級歷史建築#有否租金或其他收入？Does this declared monument / graded historic building# generate any rental income or revenue? |
|  | ❑ | 沒有\*　No \* |
|  | ❑ | 有\*，每年收入約為港幣Yes\*, the total annual income is approximately HKD$ |  |
|  | # 請刪除不適用者。Please delete where appropriate. |
|  | \* 請在適當地方填上“✓”號。Please “✓” where appropriate. |
|  |  |
|  |  |
| **E.** | **有關維修工程為社會帶來的裨益　Benefits of the maintenance works to the community** |
|  |  |
|  |  |
|  |  |  |  |  |

|  |
| --- |
| **IV.　接受資助的條件　Conditions for Accepting Financial Assistance** |

|  |  |
| --- | --- |
|  (i) | 我／我們#承諾會在本申請表格載列的獲批准維修工程竣工後及於租期內(**指定期限**)開放此幢法定古蹟／已評級歷史建築#予公眾參觀，詳情如下：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) | 法定古蹟／已評級歷史建築#開放予公眾的時間\*Time that public is allowed to access the declared monument / graded historic building# |
|  |  |  |
|  |  |  |
|  | (b) | 法定古蹟／已評級歷史建築#開放予公眾的範圍（如有需要，請以繪圖作說明）Areas of the declared monument / graded historic building# that public are allowed to access (please use drawings for illustration as necessary) |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  |  | \* 政府預期申請人會同意「指定期限」為維修工程竣工後及於租期內。不過，如果申請人有實際困難開放此幢法定古蹟／已評級歷史建築予公眾參觀，他可以申請豁免遵行此項規定，惟必須提供理據。  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). |

建議豁免的理據

Justification(s) for proposing an exemption

|  |
| --- |
|  |

|  |  |
| --- | --- |
| (ii)(iii) | 我／我們#承諾會於租期內完成此法定古蹟／已評級歷史建築#的維修工程，並於租期內全數繳付所有顧問費及向承建商全數繳付維修工程建築費用，包括完成所有還發款項的申請。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/我們#承諾會於與政府配合於已評級建築適當位置安裝資料告示。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.  |
|  | # 請刪除不適用者。Please delete where appropriate. |

|  |
| --- |
| **V.　申請人聲明及同意書　Declaration and Consent of the Applicant** |
| 本人／我們確認(a)在填寫本申請表格前，本人／我們已細閱歷史建築維修資助計劃的申請指引，並同意恪守有關指引；以及(b)知悉有關計劃的條件和要求。本人／我們保證在本申請表格填報的資料均屬真確無訛。本人／我們明白如填報資料不確，申請將被當無效，同時，政府將停止發放資助，已支付的款項亦須全數退還政府。本人／我們亦明白，如本人／我們在本申請表格或有關證明文件中提供虛假或失實資料，可能會被遭受刑事檢控。本人／我們同意政府可使用本申請表內的資料以審批這項申請及作有關用途。本人／我們承諾在遞交本申請後，所提供的資料如有任何修改或就同一法定古蹟／已評級歷史建築#向其他機構申請資助，必定會通知政府。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#.  |
| 授權代表簽署　Signature of Authorised Representative |  |  |  |
| 授權代表姓名　Name of Authorizsed Representative |  |  |
| 職銜　Post Title |  |  |
| 電話號碼　Tel. |  |  |
| 非牟利機構名稱Name of Non-profit-making Organisation  |  |  |
| 日期　Date |  |  | 機構蓋章Official Seal |
|  |  |  |  |  |
| # 請刪除不適用者。Please delete where appropriate. |
| **VI. 收集個人資料聲明　Notes on Collection of Personal Data** |
| 申請人在申請表格上提供的個人資料，將會作以審定申請資格；以及審核申請用途。我們會小心處理申請人的個人資料。有關申請的資料可能會提供給有需要得知資料內容的第三者，但絕不會作為其他用途。申請人如欲查閱或更正其個人資料，須以書面形式向文物保育專員辦事處提出。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. |