

**婦女事務委員會  
資助婦女發展計劃  
(婦女事務委員會組別)  
撥款申請表格**

**Women's Commission  
Funding Scheme for Women's Development  
(Women's Commission Stream)  
Funding Application Form**

申請編號

Application no.

(只供婦女事務委員會填寫)  
(Official use only)

請用中文或英文填寫本申請表，連同機構註冊證明文件副本一份，交回婦女事務委員會秘書處。請在信封面註明「2017-18 年度資助婦女發展計劃申請書」。申請機構提交的申請表及相關文件將不獲發還。

Please complete this application form in Chinese or English. The completed application form, together with a copy of your organisation's registration document, should be submitted to the Women's Commission Secretariat. Please state on the envelope "Application for Funding Scheme for Women's Development 2017-18". The application form and relevant documents submitted by the organisation will not be returned.

**甲部 Section A – 基本資料 Basic Information**

**1. 申請機構的名稱和地址**

**Name and Address of the Organisation**

(須附機構註冊證明文件副本 A copy of registration document should be attached)

名稱 Name	(中文 Chi)	
	(英文 Eng)	
地址 Address	(中文 Chi)	
	(英文 Eng)	

**2. 申請機構簡介 Brief Description of Organisation**

3. 計劃名稱 Name of Project

(中文 Chi)	
(英文 Eng)	

4. 計劃推行期 Project Duration

<input type="checkbox"/> 一年 One Year	<input type="checkbox"/> 兩年 Two Years
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5. 計劃簡介 (請扼要列出擬舉辦的活動及目的及計劃的延續性，詳情請在乙部填寫)

Brief Description of Project (Please outline the activities and objectives of the project to be carried out and its continuity. Details should be given separately in Section B.)

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6. 如申請獲批准，付款支票的抬頭人應為

If approved, the cheque should be made payable to:

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7. 負責人 Responsible Persons

(a) 計劃主管 <sup>1</sup> Officer-in-charge <sup>1</sup> of the Project			
姓名 Name	(先生 Mr. / 太太 Mrs./ 女士 Ms.*)		
職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	
簽署# Signature#		日期 Date	
(b) 獲授權人 <sup>2</sup> Authorised Person <sup>2</sup> of the Organisation			
姓名 Name	(先生 Mr. / 太太 Mrs./ 女士 Ms.*)		
職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	
簽署# Signature#		日期 Date	

(# 所有收據均須由計劃主管或獲授權人簽署核實，並蓋上機構印鑑 Every receipt must be certified by either the officer-in-charge of the project or the authorised person of the organisation, together with the official chop)

(\* 請將不適用者刪去 Please delete as appropriate )

<sup>1</sup> 計劃主管是指計劃的聯絡人。

Officer-in-charge serves as the contact officer of the project.

<sup>2</sup> 獲授權人是指代表機構提出資助申請並簽署申請書的人士。獲授權人與計劃主管不得是同一人。

Authorised person refers to the person who applies for the fund on behalf of the organisation and signs the application form. Authorised person and Officer-in-charge should not be the same person.

## 乙部 Section B – 計劃詳情 Project Details

請就每項申請資助的活動分別按乙部第 1 至 11 項提供資料。舉例來說，如計劃包括展覽及研討會，則需要填報兩份乙部表格，一份有關展覽的詳情，一份關於研討會的資料。

*Please provide the following details for each activity in need of sponsorship by filing **separately** for items 1 to 11 under Section B. For example, if your project comprises an exhibition and a seminar, you should file two separate returns, one covering details of the exhibition and another on the seminar.*

第  份，共  份  
Out of

### 1. 活動名稱 Activity Name

(中文 Chi)	
(英文 Eng)	

### 2. 具體活動目的 Specific Objectives

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### 3. 內容及形式 Content & Format

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4. 進行日期及地點 Proposed Implementation Schedule

活動 Activities	日期/時間 Date/Time	地點 Venue

5. 預計參加人數及對象 Expected No. of Participants

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6. 請說明計劃是否申請或現正接受政府或其他機構的撥款：

Please state whether the project has been submitted as application for, or is currently being funded, in part or in full, by Government or other funding sources:

☐ 是 Yes ☐ 否 No

如是，請提供詳情（如：向哪個部門或基金提出申請、申請數額、結果為何、撥款金額、該撥款所支持的項目等）

If yes, please provide details (e.g. department/funds to which the application was submitted, amount sought, results, amount granted, items for which such funding supports, etc.)

7. 申請機構有否向有關的區議會提交相同計劃申請？

Has the organisation submitted the same project application to corresponding District Council?

☐ 有 Yes ☐ 沒有 No

8. 推行計劃的地區 Targeted District(s)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 中西區 Central & Western    | <input type="checkbox"/> 東區 Eastern        | <input type="checkbox"/> 南區 Southern      |
| <input type="checkbox"/> 灣仔 Wan Chai              | <input type="checkbox"/> 九龍城 Kowloon City  | <input type="checkbox"/> 觀塘 Kwun Tong     |
| <input type="checkbox"/> 深水埗 Sham Shui Po         | <input type="checkbox"/> 油尖旺 Yau Tsim Mong | <input type="checkbox"/> 黃大仙 Wong Tai Sin |
| <input type="checkbox"/> 離島 Islands               | <input type="checkbox"/> 葵青 Kwai Tsing     | <input type="checkbox"/> 北區 North         |
| <input type="checkbox"/> 西貢 Sai Kung              | <input type="checkbox"/> 沙田 Sha Tin        | <input type="checkbox"/> 大埔 Tai Po        |
| <input type="checkbox"/> 荃灣 Tsuen Wan             | <input type="checkbox"/> 屯門 Tuen Mun       | <input type="checkbox"/> 元朗 Yuen Mun      |
| <input type="checkbox"/> 全港各區 All districts in HK |  |   |

## 9. 開支預算 Budget

請根據附件 A – 計劃的獲准開支項目及開支限額的項目分類，列出整項計劃/活動的開支預算詳情。(如位置不足，可另紙書寫)

Please list out the detailed expenditure and income of the project/activity according to the categories stated in Annex A – Permissible Items of Expenditure for Projects and Limits of Expenditure. (Please use separate sheets if space is insufficient)

預計收入 Estimated Income			
項目 Item	第一年 1 <sup>st</sup> Year (\$)	第二年 <sup>3</sup> 2 <sup>nd</sup> Year <sup>3</sup> (\$)	總額 Total Amount (\$)
(A) 擬向本資助計劃申請的資助款額 Amount of sponsorship applied for under this Scheme			
(B) 獲資助機構承擔的費用(如適用)Contribution from your organisation (if applicable)			
(C) 參加者繳付的費用(如適用)Participants's fees (if applicable)			
(D) 贊助和捐贈(如適用)Sponsorship and donation (if applicable)請列明贊助人或機構的名稱及聯絡方法 Please provide the name and contact information of the sponsor(s)			
(E) 其他(如適用)Others (if applicable)			
總額 Total (A) + (B) + (C) + (D) + (E)			

預計支出 Estimated Expenditure								
項目 Item	第一年 (1 <sup>st</sup> Year)			第二年 <sup>3</sup> (2 <sup>nd</sup> Year <sup>3</sup> )			擬向本資助計劃申請的資助款額 (元) Amount of sponsorship applied for under this Scheme (\$)	此欄由婦女會填寫 For official use only 批准的資助款額 (元) Approved funding amount (\$)
	單價 (元) Unit price (\$)	數量 No. of units	款額 (元) Amount (\$)	單價 (元) Unit price (\$)	數量 No. of units	款額 (元) Amount (\$)		

<sup>3</sup> 只適用於兩年的計劃。

Only applicable to two-year project.





#### 10. 合辦者資料 Details of Co-organiser(s)

如計劃涉及合辦者，請列出與合辦者之建議合作方案。單次性合作或只提供場地或協助宣傳者不在此列。如位置不足，可另紙書寫。

Where the proposal involves co-organiser(s), please provide details on the proposed collaboration with key co-organiser(s). One-off co-organisation or purely provide support through the provision of venue or assistance in promotion will not be considered as key co-organiser(s). Please use separate sheets if space is insufficient.

	合辦者名稱 Name of Co-organiser	請簡述有關機構在計劃的合作性質 Please briefly describe the nature of co-organisation	機構獲授權人 Authorised Person(s) ■ 姓名 Name ■ 職銜 Post ■ 電話號碼 Tel. No. ■ 傳真號碼 Fax No. ■ 電郵 Email	機構印鑑 Official Chop
1.				
2.				

#### 11. 其他資助途徑 Alternative Funding Support

請註明如核准計劃獲批的資助款額少於申請的資助款額，將如何取得餘下經費進行建議的活動。

Please indicate how the proposed project will be financed if the approved funding amount is less than the proposed funding amount applied for under this Scheme.

##### (a) 其他收入來源 Other sources of income

- ☐ 獲資助機構承擔的費用 Contribution from your organisation
- ☐ 贊助和捐贈 Sponsorship and donation
- ☐ 增加參加者費用 Increase participants' fees
- ☐ 其他 (請註明) Others (Please specify)

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##### (b) ☐ 取消活動 Cancel the project

##### (c) ☐ 其他 (請註明) Others (Please specify)

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## 丙部 Section C – 其他資料 Other Details

### 1. 宣傳安排 Publicity Arrangements

### 2. 執行計劃的工作人員數目及工作分配(包括義工人數)

Number of Staff Members Implementing the Project and Their Respective Duties (including numbers of volunteers)

### 3. 建議推行各項活動的時間表(包括宣傳安排)

Proposed Implementation Schedule (including publicity arrangement)

(年 Year /月 Month)	計劃進行的活動 Activities to be Implemented

### 4. 活動成效評估方法 Method of Assessment of the Project's Effectiveness

5. 如申請機構曾在過去兩年舉辦類似活動，請概述這些活動

Brief Description of Similar Activities Organised by the Organisation in the Past Two Years, if any

6. 其他相關資料(預計困難及應變計劃)

Other Relevant Information (Anticipated challenges and contingency plan)

## 丁部 Section D – 申請機構聲明及同意書 Declaration and Consent of the Organisation

本人謹此聲明，在本申請書填報的所有資料均真確無誤。本人明白如填報的資料不確，申請將當作無效。此外，婦女事務委員會將停止發放核准撥款，而已支付的款項也須全數退還婦女事務委員會。本人並同意婦女事務委員會可保留權利，以追討民事債項的方式追討多付或以欺詐手段獲得的資助婦女發展計劃撥款。

本人謹此同意及接納，婦委會可使用本申請書內的資料審批申請，資料也會供進行評估研究以及訓練／經驗交流研討會之用。此外，本人同意及接納，如申請獲接納並得到資助，婦女事務委員會可將申請書內及日後提交的報告內的資料(包括但不限於有關本機構的資料及本計劃的詳情)公開讓公眾查閱以及公布。本人也同意向公眾表明本計劃獲得婦女事務委員會資助，並承諾會在與計劃有關的所有宣傳物品和活動上，展示婦女事務委員會的名稱，並盡可能展示婦女事務委員會的徽號。

本人已閱讀並明白《資助婦女發展計劃(婦女事務委員會組別)撥款指引》。本人同意，如獲得撥款資助，當會遵守上述文件所載的規定。

I hereby declare that all the information given in this application is true and accurate. I understand that any inaccurate information will make the application invalid, any grant approved will be withheld and any payment made must be refunded to the Women's Commission. I also accept that the Women's Commission reserves the

right to seek recovery of any overpaid or fraudulently claimed funds from Funding Scheme for Women's Development by way of civil debt.

I hereby agree and consent that the information provided in this application form may be used by the Women's Commission to process the application and conduct evaluative studies and training/sharing sessions. I further agree and consent that should this application be successful, all information contained in the application form and the subsequent reports (including but not limited to that concerning my organisation and project details) may be released for inspection by the public and published by the Women's Commission for general information. I agree to publicise the fact that the project is supported by the Women's Commission and undertake to display the name and, as far as practicable, the logo of the Women's Commission in all publicity materials and activities

I have read and understood the contents of the "Funding Scheme for Women's Development (Women's Commission Stream) Funding Guidelines" and hereby agree to observe the provisions contained in the aforesaid document should the application for the funding be successful.

簽署及機構印鑑 Signature and Official Chop	
獲授權人姓名 Name of the Authorised Person of the Organisation	
職銜 Post	
日期 Date	

~ 完 ~

~ End ~