

婦女事務委員會  
 資助婦女發展計劃  
 撥款申請表格  
**Women's Commission**  
**Funding Scheme for Women's Development**  
**Funding Application Form**

申請編號   
 Application no.   
 (只供婦女事務委員會填寫)  
 (Official use only)

(2021-22 年度 (第一輪) 申請截止日期: 2021 年 4 月 30 日下午 5 時  
 2021-22 (first round) Application Deadline: 5pm, 30 April 2021)

機構名稱 Name of Organisation	(中文 Chi)	
	(英文 Eng)	
計劃名稱 Name of Project	(中文 Chi)	
	(英文 Eng)	
申請總額 Total Amount Sought	<input type="checkbox"/> 一年的計劃 One-year project	\$
	<input type="checkbox"/> 兩年的計劃 Two-year project	\$
	<input type="checkbox"/> 三年的計劃 Three-year project	\$

1. 填寫本撥款申請表格前，請細閱上載於婦女事務委員會(婦委會)網站(<http://www.women.gov.hk>)的《**婦女事務委員會資助婦女發展計劃撥款指引**》。  
 Please read carefully the **Women's Commission Funding Scheme for Women's Development Funding Guidelines** available at the Women's Commission (WoC) website at <http://www.women.gov.hk> before completing this funding application form.
2. 請提供本撥款申請表格要求的一切資料和附上相關的證明文件，以供評審申請。  
 Please provide all information requested in this funding application form and attach relevant supporting documents to facilitate assessment of the application.
3. 申請者遞交的所有資料(包括但不限於撥款申請表格、相關的證明文件)概不退還。  
 All information (including but not limited to the funding application form, relevant supporting documents) submitted by the applicant will not be returned.
4. 本撥款申請表格共有 5 部分。請填寫甲部至戊部所有部分。  
 There are altogether 5 sections in this funding application form. Please complete all parts from Section A to Section E.

## 甲部 Section A - 基本資料 Basic Information

### 1. 機構的名稱和地址 Name and Address of the Organisation

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

### 2. 機構簡介 Brief Description of the Organisation

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### 3. 計劃主題 Theme(s) of Project (只可選擇一個主題 Only **one** theme can be selected)

<input type="checkbox"/> 就業展能 妍活精彩 Enhancing women's employability and empowering them to live a splendid life
<input type="checkbox"/> 妍樂人生 康健身心 Promoting women's health and enabling them to live a happy life
<input type="checkbox"/> 提升能力 發揮優勢 Empowering women and bringing their strengths into full play

### 4. 計劃推行期 Project Duration

<input type="checkbox"/> 一年 One Year (所有活動須於 2022 年 3 月 31 日或之前完成。 All activities should be completed on or before 31 March 2022.)
<input type="checkbox"/> 兩年 Two Years (所有活動須於 2023 年 3 月 31 日或之前完成。 All activities should be completed on or before 31 March 2023.)
<input type="checkbox"/> 三年 Three Years (所有活動須於 2024 年 3 月 31 日或之前完成。 All activities should be completed on or before 31 March 2024.)

5. 計劃簡介(請扼要列出擬舉辦的活動及目的、計劃的延續性及其擴展性(如適用)，詳情請在乙部填寫)

註：如推行兩年或三年的計劃，請參考撥款指引第 23 段的考慮因素，即計劃的延續性及其擴展性。換句話說，計劃應能逐步提升參加者的技能或知識，從而達至促進婦女發展的目的，因此，不應在兩年或三年的計劃推行期內，每年重覆舉辦活動或循環推行內容一樣的活動。在次此情況下，婦委會一般只批准第一年的活動項目。

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

**Note:** For two-year or three-year projects, please refer to the assessment factors as stipulated in paragraph 23 of the Funding Guidelines, i.e. the continuity of the project and its scalability. That is to say, the project should be able to achieve gradual advancement of the skills or knowledge of the participants, with a view to achieving the purpose of promoting women's development. Hence, activities with the same content should **not** be organised repetitively in each year for two-year or three-year projects. Under such circumstances, **WoC will normally only approve activities in the first year.**

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:

## 7. 負責人 Responsible Persons

(a) 計劃主管 <sup>1</sup> Officer-in-charge of the Project			
姓名 Name	( <input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 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	( <input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 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)

## 8. 註冊資料 Registration Information

(請夾附相關證明文件，並提供相關註冊證明書和社團章程／公司組織章程大綱及章程細則(視何者適用而定)的影印本。 Please attach documentary proof, and provide photocopies of relevant registration certificates and the Constitution of Society/Company's Memorandum and Articles of Association, whichever is applicable ).

<p>申請者取得的法律地位 (請在適當的空格內加上剔號):</p> <p>The legal status that the applicant has acquired (Please tick as appropriate):</p> <p><input type="checkbox"/> 按《公司條例》(第 622 章或根據第 622 章所定義的舊有公司條例)立案的公司 A company incorporated under the Companies Ordinance (Cap. 622 or under the former Companies Ordinance as defined in Cap. 622)</p> <p><input type="checkbox"/> 按《稅務條例》(第 112 章)第 88 條註冊的公共性質慈善機構或信託團體 A charitable institution and trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112)</p> <p><input type="checkbox"/> 按《社團條例》(第 151 章)在香港註冊的組織 A society established in Hong Kong under the Societies Ordinance (Cap. 151)</p>
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<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撥款申請表格的人士。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 funding 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 number and target 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.)

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7. 申請者有否曾經向有關的區議會提交相同計劃申請？

Has the applicant submitted the same project application to corresponding District Council before?

有 Yes       沒有 No

8. 推行計劃的地區 Targeted Districts (必須多於一個地區 Must be more than one district)

註：申請機構必須舉辦跨區或全港性的活動（即計劃的活動須於不同地區舉行。請參閱撥款指引第二段）

Remarks: Applicants should organise **regional** or **territory-wide** activities (i.e. activities of the project should be implemented in different districts. Please refer to paragraph 2 of the Funding Guidelines)

- |   |  |   |
|---|--|---|
| <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

申請者必須提交用以推行建議計劃的建議開支預算，並使用下述的 Excel 表格列載所有開支、資金和收入來源(包括但不限於非政府贊助及／或捐助、收入和收益)，以及預算的理據和計算方法。申請者在填寫本部時，應參考附件 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。

Applicant is required to submit a proposed budget using the Excel form mentioned below for implementing the proposal, showing all expenditure and sources of funds and income (including but not limited to non-government sponsorships and/or donations, income and revenue) together with justifications and calculation. Applicant should refer to Annex A - “Permissible Items of Expenditure for Projects and Limits of Expenditure” when completing this Section.

請於下述網址下載 Excel 表格，並使用該表格擬備開支預算詳情，包括個別活動的分項數字，再連同本撥款申請表格一併遞交。 Please download the Excel form from the link below. The budget, including breakdown of individual activities, is to be prepared using the Excel form and submitted together with this funding application form.

[http://www.women.gov.hk/tc/collaboration/funding\\_scheme/index.html](http://www.women.gov.hk/tc/collaboration/funding_scheme/index.html)

**請注意： Please note:**

**一年的計劃 One-year project**

所有活動須於 2022 年 3 月 31 日或之前完成。 All activities should be completed on or before 31 March 2022.

### 兩年的計劃 Two-year project

所有活動須於 2023 年 3 月 31 日或之前完成。2022 年 3 月 31 日或之前的開支將納入為第一年的開支預算；而由 2022 年 4 月 1 日至 2023 年 3 月 31 日的開支則納入為第二年的開支預算。 All activities should be completed on or before **31 March 2023**. Expenditure incurred on or before **31 March 2022** shall count as the budget for the first year; the budget for the second year shall count from **1 April 2022 to 31 March 2023**.

### 三年的計劃 Three-year project

所有活動須於 2024 年 3 月 31 日或之前完成。2022 年 3 月 31 日或之前的開支將納入為第一年的開支預算；由 2022 年 4 月 1 日至 2023 年 3 月 31 日的開支將納入為第二年的開支預算；而由 2023 年 4 月 1 日至 2024 年 3 月 31 日的開支則納入為第三年的開支預算。

All activities should be completed on or before **31 March 2024**. Expenditure incurred on or before **31 March 2022** shall count as the budget for the first year; the budget for the second year shall count from **1 April 2022 to 31 March 2023**; the budget for the third year shall count from **1 April 2023 to 31 March 2024**.

#### 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 the 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 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)

(月 Month/年 Year)	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

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5. 如申請者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 Applicant in the Past Two Years, if any

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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 - 收集個人資料聲明 Personal Information Collection Statement

### 收集資料的目的 Purpose of Collection

1. 婦委會透過撥款申請表格收集到的個人資料，將作下列用途：

The personal data collected in the funding application form will be used by WoC for the following purposes:

- (a) 處理和評審資助婦女發展計劃(資助計劃)申請；  
processing and assessing applications for the Funding Scheme for Women's Development (the Scheme);
- (b) 資助計劃的日常運作；  
the daily operation of the Scheme;
- (c) 安排公布及宣傳；  
arranging public announcement and publicity;
- (d) 監察和評核獲資助計劃；  
monitoring and evaluating the funded projects;
- (e) 對獲資助計劃採取任何補救或跟進工作；  
taking any remedial or follow-up action on the funded projects;
- (f) 因應任何法例要求作出披露；  
meeting the requirements to make disclosure under the requirements of any law;
- (g) 進行研究；  
conducting research;
- (h) 記錄和編制統計數據；以及  
recording and preparing statistics; and
- (i) 任何與上述用途相關的目的。  
any purposes relating to any of the above.

2. 申請者必須提供申請所要求的所有個人資料。如未能提供全部所需的資料，有關申請可能不獲考慮。

Your provision of all the personal data requested in the applications is obligatory. Your applications may not be considered if you fail to provide all information as requested.

#### 獲轉移資料的機構的類別 Classes of Transferees

3. 為了上述第1段的目的，婦委會或會轉交或披露撥款申請表格所提供的個人資料予：  
The personal data provided in the funding application forms may be transferred or disclosed to WoC or any of the following persons for the purposes set out in paragraph 1 above to:

- (a) 任何與資助計劃相關的人士(包括政府的代理人、承辦商或第三方服務供應商);  
any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Scheme;
- (b) 任何向婦委會負有保密責任的人士；以及  
any other person under a duty of confidentiality to WoC; and
- (c) 因應任何法例要求，婦委會有責任向其披露資料的人士  
any person to whom WoC is under an obligation to make disclosure under the requirements of any law.

#### 查閱個人資料 Access to Personal Data

4. 申請者的負責人員有權根據《個人資料(私隱)條例》(第 486 章)查閱和更正已提供的個人資料。查閱權包括取得本表格內資料當事人個人資料的副本。

The responsible officer(s) of the applicant has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of the data subjects' personal data provided by this form.

5. 遞交申請後，若須更正或查閱個人資料，請與下述人員聯絡：  
Should there be any correction of and access to the personal data after submission of application, please address to:

婦委會秘書處  
行政主任(福利)2C  
電話：3655 4014

WoC Secretariat  
Executive Officer (Welfare) 2C  
Tel: 3655 4014

## 戊部 Section E - 申請機構聲明及同意書 Declaration and Consent of the Organisation

本人謹此聲明，在本撥款申請表格填報和附隨的所有資料均真確無誤。本人明白，如提供任何虛假或不準確的資料，或隱瞞任何重要資料，申請即告無效。此外，婦委會將停止發放核准撥款，而已支付的款項也須全數退還婦委會。本人並同意婦委會可保留權利，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計劃撥款。

本人謹此同意及接納，婦委會可使用本撥款申請表格內的資料審批申請，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，婦委會可將撥款申請表格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委會資助，並承諾會在與計劃有關的所有宣傳物品和活動上，展示婦委會的名稱，並盡可能展示婦委會的徽號。

本人已閱讀並明白《婦女事務委員會資助婦女發展計劃撥款指引》。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 provided in this funding application form and the accompanying information is true and accurate. I understand that giving any false or inaccurate information or withholding any material information will render the application null and void, any grant approved will be withheld and any payment made must be refunded to WoC. I also accept that WoC reserves the right to seek recovery of any overpaid or fraudulently claimed funds from the Scheme by way of civil debt.

I hereby agree and consent that the information provided in this funding application form may be used by WoC 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 funding 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 WoC for general information. I agree to publicise the fact that the project is supported by WoC and undertake to display the name and, as far as practicable, the logo of WoC in all publicity materials and activities.

I have read and understood the contents of the “Women’s Commission Funding Scheme for Women’s Development 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	

## 提交撥款申請表格的覆核清單 Checklist for Submission of Funding Application Form

- 已填妥撥款申請表格正本，並由獲授權人簽妥。  
The original funding application form has been completed and duly signed by the authorised person of the organisation.
- 已夾附申請者的註冊資料證明文件副本。  
Provision of documentary proof of the registration information of the applicant.
- 已夾附填妥的開支預算表正本。  
Provision of the original completed Budget.

## 提交申請的方法 Methods for Submission for an Application

請在 **2021 年 4 月 30 日下午 5 時正前**，把填妥的撥款申請表格正本連同上述文件，**寄回或親自送交**香港添馬添美道 2 號政府總部西翼十樓婦委會秘書處。透過郵寄方式遞交申請，其郵戳日期不得遲於截止日期。申請者請在投寄前確保信封已貼上足夠郵資的郵費，以避免撥款申請表格未能成功送遞。所有郵資不足或未付郵資的郵件由香港郵政安排退回或銷毀。信封請註明「2021-22 年度婦女事務委員會資助婦女發展計劃(第一輪)申請」。逾期申請概不受理，亦不會自動撥入下一輪的申請。

The duly completed original funding application form together with the above documents should reach the Secretariat of WoC **by post or in person** at 10/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong **by 5pm on 30 April 2021**. Applications submitted by post will only be accepted with a postmark dated not later than the deadline. Applicants should ensure that sufficient postage is affixed before posting so as to avoid unsuccessful delivery of application. Any underpaid/unpaid mail items will be returned or disposed of by the Hongkong Post. Please state on the envelope “Application for the Women’s Commission Funding Scheme for Women’s Development 2021-22 (First Round)”. Late applications will not be considered and they will not be transferred to next round of application automatically.