

**资助妇女发展计划(妇女事务委员会组别)
拨款申请表格**

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

申请编号
Application no.
(只供妇女事务委员会填写)
(Official use only)

**(2022-23 年度 (第一轮) 申请截止日期: 2022 年 5 月 25 日下午 5 时
2022-23 (first round) Application Deadline: 5pm, 25 May 2022)**

机构名称 Name of Organisation	(中文 Chi)	
	(英文 Eng)	
计划名称 Name of Project	(中文 Chi)	
	(英文 Eng)	
申请总额 Total Amount Sought	<input type="checkbox"/> 一年的计划 One-year project	\$
	<input type="checkbox"/> 两年的计划 Two-year project	\$
	<input type="checkbox"/> 三年的计划 Three-year project	\$

1. 填写本拨款申请表格前, 请细阅上载于妇女事务委员会(妇委会)网站(<http://www.women.gov.hk>)的《资助妇女发展计划(妇女事务委员会组别)拨款指引》。
Please read carefully the **Funding Scheme for Women's Development (Women's Commission Stream) Funding Guidelines** available at the Women's Commission (WoC) website at <http://www.women.gov.hk> before completing this funding application form.
2. 请提供本拨款申请表格要求的一切数据和附上相关的证明文件, 以供评审申请。
Please provide all information requested in this funding application form and attach relevant supporting documents to facilitate assessment of the application.
3. 申请者递交的所有数据(包括但不限于拨款申请表格、相关的证明文件)概不退还。
All information (including but not limited to the funding application form, relevant supporting documents) submitted by the applicant will not be returned.
4. 本拨款申请表格共有 5 部分。请填写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 - 基本数据 Basic Information

1. 机构的名称和地址 Name and Address of the Organisation

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

2. 机构简介 Brief Description of the Organisation

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3. 计划主题 Theme of Project (只可选择一个主题 Only **one** theme can be selected)

<input type="checkbox"/> 就业展能 妍活精彩 Enhancing women's employability and empowering them to live a splendid life
<input type="checkbox"/> 妍乐人生 康健身心 Promoting women's health and enabling them to live a happy life
<input type="checkbox"/> 提升能力 发挥优势 Empowering women and bringing their strengths into full play

4. 计划推行期 Project Duration

<input type="checkbox"/> 一年 One Year (所有活动须于 2023 年 4 月 30 日或之前完成。 All activities should be completed on or before 30 April 2023.)
<input type="checkbox"/> 两年 Two Years (所有活动须于 2024 年 4 月 30 日或之前完成。 All activities should be completed on or before 30 April 2024.)
<input type="checkbox"/> 三年 Three Years (所有活动须于 2025 年 4 月 30 日或之前完成。 All activities should be completed on or before 30 April 2025.)

5. 计划简介(请扼要列出拟举办的活动及目的、计划的延续性及其扩展性(如适用), 详情请在乙部填写)

注: 如推行两年或三年的计划, 请参考拨款指引第 23 段的考虑因素, 即计划的延续性及其扩展性。换句话说, 计划应能逐步提升参加者的技能或知识, 从而达至促进妇女发展的目的, 因此, **不应**在两年或三年的计划推行期内, 每年重复举办活动或循环推行内容一样的活动。在次此情况下, **妇委会一般只批准第一年的活动项目。**

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. 如申请获批准, 付款支票的抬头人应为: If Approved, the Cheque Should be Made Payable to:

7. 负责人 Responsible Persons

(a) 计划主管 ¹ Officer-in-charge ¹ of the Project			
姓名 Name	(<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 女士 Ms.)		
职衔 Post		电话号码 Tel. No.	
传真 Fax No.		电邮 Email	
签署# Signature#		日期 Date	
(b) 获授权人 ² Authorised Person ² of the Organisation			
姓名 Name	(<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 女士 Ms.)		
职衔 Post		电话号码 Tel. No.	
传真 Fax No.		电邮 Email	
签署# Signature#		日期 Date	

(# 所有收据均须由计划主管或获授权人签署核实, 并盖上机构印鉴 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. 注册数据 Registration Information

(请夹附相关证明文件, 并提供相关注册证明书和社团章程 / 公司组织章程大纲及章程细则 (视何者适用而定) 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>申请者取得的法律地位 (请在适当的空格内加上剔号): The legal status that the applicant has acquired (Please tick as appropriate):</p> <p><input type="checkbox"/> 按《公司条例》(第 622 章或根据第 622 章所定义的旧有公司条例)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《税务条例》(第 112 章)第 88 条注册的公共性质慈善机构或信托团体 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《社团条例》(第 151 章)在香港注册的组织 A society established in Hong Kong under the Societies Ordinance (Cap. 151)</p>
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¹ 计划主管是指计划的联络人。

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

² 获授权人是指代表机构提出资助申请并签署拨款申请表格的人士。获授权人与计划主管不得是同一人。

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 - 计划详情 Project Details

请就每项申请资助的活动分别按乙部第 1 至 11 项提供数据。举例来说，如计划包括展览及研讨会，则需要填报两份乙部表格，一份有关展览的详情，一份关于研讨会的资料。

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. 活动名称 Activity Name

(中文 Chi)	
(英文 Eng)	

2. 具体活动目的 Specific Objectives

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3. 内容及形式 Content & Format

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4. 进行日期及地点 Proposed Implementation Schedule

活动 Activities	日期/时间 Date/Time	地点 Venue

5. 预计参加人数及对象 Expected number and target of participants

6. 请说明计划是否申请或现正接受政府或其他机构的拨款：

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，请提供详情（如：向哪个部门或基金提出申请、申请数额、结果为何、拨款金额、该拨款所支持的项目等）

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. 申请者有否曾经向有关的区议会提交相同计划申请?

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

有 Yes 没有 No

8. 推行计划的地区 Targeted Districts (必须多于一个地区 Must be more than one district)

注: 申请机构必须举办跨区或全港性的活动 (即计划的活动须于不同地区举行。请参阅拨款指引第二段)

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"/> 中西区 Central & Western | <input type="checkbox"/> 东区 Eastern | <input type="checkbox"/> 南区 Southern |
| <input type="checkbox"/> 湾仔 Wan Chai | <input type="checkbox"/> 九龙城 Kowloon City | <input type="checkbox"/> 观塘 Kwun Tong |
| <input type="checkbox"/> 深水埗 Sham Shui Po | <input type="checkbox"/> 油尖旺 Yau Tsim Mong | <input type="checkbox"/> 黄大仙 Wong Tai Sin |
| <input type="checkbox"/> 离岛 Islands | <input type="checkbox"/> 葵青 Kwai Tsing | <input type="checkbox"/> 北区 North |
| <input type="checkbox"/> 西贡 Sai Kung | <input type="checkbox"/> 沙田 Sha Tin | <input type="checkbox"/> 大埔 Tai Po |
| <input type="checkbox"/> 荃湾 Tsuen Wan | <input type="checkbox"/> 屯门 Tuen Mun | <input type="checkbox"/> 元朗 Yuen Mun |
| <input type="checkbox"/> 全港各区 All districts in HK | | |

9. 开支预算 Budget

申请者必须提交用以推行建议计划的建议开支预算, 并使用下述的 Excel 表格列载所有开支、资金和收入来源(包括但不限于非政府赞助及 / 或捐助、收入和收益), 以及预算的理据和计算方法。申请者在填写本部时, 应参考附件 A - 「计划的获准开支项目及开支限额」的项目分类, 列出整项计划/活动的开支预算详情。

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.

请于下述网址下载 Excel 表格, 并使用该表格拟备开支预算详情, 包括个别活动的分项数字, 再连同本拨款申请表格一并递交。 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

请注意: Please note:

一年的计划 One-year project

所有活动须于 2023 年 4 月 30 日或之前完成。 All activities should be completed on or before 30 April 2023.

两年的计划 Two-year project

所有活动须于 2024 年 4 月 30 日或之前完成。2023 年 4 月 30 日或之前的开支将纳入为第一年的开支预算；而由 2023 年 5 月 1 日至 2024 年 4 月 30 日的开支则纳入为第二年的开支预算。

All activities should be completed on or before **30 April 2024**. Expenditure incurred on or before **30 April 2023** shall count as the budget for the first year; the budget for the second year shall count from **1 May 2023 to 30 April 2024**.

三年的计划 Three-year project

所有活动须于 2025 年 4 月 30 日或之前完成。2023 年 4 月 30 日或之前的开支将纳入为第一年的开支预算；由 2023 年 5 月 1 日至 2024 年 4 月 30 日的开支将纳入为第二年的开支预算；而由 2024 年 5 月 1 日至 2025 年 4 月 30 日的开支则纳入为第三年的开支预算。

All activities should be completed on or before **30 April 2025**. Expenditure incurred on or before **30 April 2023** shall count as the budget for the first year; the budget for the second year shall count from **1 May 2023 to 30 April 2024**; the budget for the third year shall count from **1 May 2024 to 30 April 2025**.

10. 合办者资料 Details of Co-organiser(s)

如计划涉及合办者，请列出与合办者之建议合作方案。单次性合作或只提供场地或协助宣传者不在此列。如位置不足，可另纸书写。

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.

	合办者名称 Name of Co-organiser	请简述有关机构在计划的合作性质 Please briefly describe the nature of co-organisation	机构获授权人 Authorised Person(s) ■ 姓名 Name ■ 职衔 Post ■ 电话号码 Tel. No. ■ 传真号码 Fax No. ■ 电邮 Email	机构印鉴 Official Chop
1.				
2.				

11. 其他资助途径 Alternative Funding Support

请注明如核准计划获批的资助款额少于申请的资助款额, 将如何取得余下经费进行建议的活动。

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) 其他收入来源 Other sources of income

- 获资助机构承担的费用 Contribution from your organisation
- 赞助和捐赠 Sponsorship and donation
- 增加参加者费用 Increase participants' fees
- 其他 (请注明) Others (Please specify)

(b) 取消活动 Cancel the project

(c) 其他 (请注明) Others (Please specify)

丙部 Section C – 其他数据 Other Details

1. 宣传安排 Publicity Arrangements

2. 执行计划的工作人员数目及工作分配(包括义工人数)

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

3. 建议推行各项活动的时间表(包括宣传安排)

Proposed Implementation Schedule (including publicity arrangement)

(月 Month/年 Year)	计划进行的活动 Activities to be Implemented

4. 活动成效评估方法

Method of Assessment of the Project's Effectiveness

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5. 如申请者曾在过去两年举办类似活动，请概述这些活动

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

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6. 其他相关数据(预计困难及应变计划)

Other Relevant Information (Anticipated challenges and contingency plan)

丁部 Section D - 收集个人资料声明 Personal Information Collection Statement

收集资料的目的 Purpose of Collection

1. 妇委会透过拨款申请表格收集到的个人资料，将作下列用途：

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

- (a) 处理和评审资助妇女发展计划(资助计划)申请；
processing and assessing applications for the Funding Scheme for Women's Development (the Scheme);
- (b) 资助计划的日常运作；
the daily operation of the Scheme;
- (c) 安排公布及宣传；
arranging public announcement and publicity;
- (d) 监察和评核获资助计划；
monitoring and evaluating the funded projects;
- (e) 对获资助计划采取任何补救或跟进工作；
taking any remedial or follow-up action on the funded projects;
- (f) 因应任何法例要求作出披露；
meeting the requirements to make disclosure under the requirements of any law;
- (g) 进行研究；
conducting research;
- (h) 记录和编制统计数据；以及
recording and preparing statistics; and
- (i) 任何与上述用途相关的目的。

any purposes relating to any of the above.

2. 申请者必须提供申请所要求的所有个人资料。如未能提供全部所需的资料，有关申请可能不获考虑。

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.

获转移资料的机构的类别 Classes of Transferees

3. 为了上述第1段的目的，妇委会或会转交或披露拨款申请表格所提供的个人资料予：

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) 任何与资助计划相关的人士（包括政府的代理人、承办商或第三方服务供货商）；
any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Scheme;
- (b) 任何向妇委会负有保密责任的人士；以及
any other person under a duty of confidentiality to WoC; and
- (c) 因应任何法例要求，妇委会有责任向其披露资料的人士
any person to whom WoC is under an obligation to make disclosure under the requirements of any law.

查阅个人资料 Access to Personal Data

4. 申请者的负责人员有权根据《个人资料(私隐)条例》(第 486 章)查阅和更正已提供的个人资料。查阅权包括取得本表格内数据当事人个人资料的副本。

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. 递交申请后，若须更正或查阅个人资料，请与下述人员联络：

Should there be any correction of and access to the personal data after submission of application, please address to:

妇委会秘书处
行政主任(福利)2C
电话：3655 4014

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

戊部 Section E - 申请机构声明及同意书 Declaration and Consent of the Organisation

本人谨此声明，在本拨款申请表填报和附随的所有数据均真确无误。本人明白，如提供任何虚假或不准确的数据，或隐瞒任何重要数据，申请即告无效。此外，妇委会将停止发放核准拨款，而已支付的款项也须全数退还妇委会。本人并同意妇委会可保留权利，以追讨民事债项的方式追讨多付或以欺诈手段获得的资助计划拨款。

本人谨此同意及接纳，妇委会可使用本拨款申请表内的数据审批申请，数据也会供进行评估研究以及训练 / 经验交流研讨会之用。此外，本人同意及接纳，如申请获接纳并得到资助，妇委会可将拨款申请表内及日后提交的报告内的资料(包括但不限于有关本机构的资料及本计划的详情)公开让公众查阅以及公布。本人也同意向公众表明本计划获得妇委会资助，并承诺会在与计划有关的所有宣传物品和活动中，展示妇委会的名称，并尽可能展示妇委会的徽号。

本人已阅读并明白《资助妇女发展计划(妇女事务委员会组别)拨款指引》。本人同意，如获得拨款资助，当会遵守上述文件所载的规定。

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 “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.

签署及机构印鉴 Signature and Official Chop	
获授权人姓名 Name of the Authorised Person of the Organisation	
职衔 Post	
日期 Date	

提交撥款申請表格的復核清單 Checklist for Submission of Funding Application Form

- 已填妥撥款申請表格正本，并由获授权人签妥。
The original funding application form has been completed and duly signed by the authorised person of the organisation.
- 已夹附申請者的注册数据证明文件副本。
Provision of documentary proof of the registration information of the applicant.
- 已夹附填妥的开支预算表正本。
Provision of the original completed Budget.

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

请在 **2022 年 5 月 25 日下午 5 时正前**，把填妥的撥款申請表格正本连同上述文件，**寄回或亲自送交**香港添马添美道 2 号政府总部西翼十楼妇委会秘书处。透过邮寄方式递交申請，其邮戳日期不得迟于截止日期。申請者请在投寄前确保信封已贴上足够邮资的邮费，以避免撥款申請表格未能成功送递。所有邮资不足或未付邮资的邮件由香港邮政安排退回或销毁。信封请注明「2022-23 年度妇女事务委员会资助妇女发展计划申請」。逾期申請概不受理，亦不会自动拨入下一轮的申請。

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 25 May 2022**. 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 2022-23”. Late applications will not be considered and they will not be transferred to next round of application automatically.

~ 完 ~

~ End ~