**資助計劃報告：注意事項**

**Guidance Notes on Sponsored Project Report**

1. 在提交計劃報告時，請使用正確的報告格式。若計劃為撥款資助項目，請使用「撥款計劃報告」來撰寫報告；若計劃為物資贊助項目，則使用「物資贊助計劃報告」。

Please use the correct report format when submitting project reports. The format of “Funding Project Report” should be used for projects receiving funding by the Pneumoconiosis Compensation Fund Board (PCFB); while the format of “Souvenir/Material Sponsored Project Report” should be used to prepare reports for projects obtaining souvenirs and materials sponsorship from PCFB.

1. 「撥款計劃報告」的頁數限制為6頁，而「物資贊助計劃報告」的頁數限制則為2頁。

The limitations on page numbers of “Funding Project Report” and “Souvenir/Material Sponsorship Project Report” are 6 pages and 2 pages respectively.

1. 有關計劃活動的宣傳物品或資料，請把電子版本另外燒錄成光碟呈交，並在報告「附件」部分中列明，包括：

All promotional materials or info related to the projects should be submitted in electronic format in a CD and stated clearly in the part of “Attachment” in the report, including:

1. 印有肺塵埃沉着病補償基金委員會標誌的宣傳或其他物品

Promotional or other materials containing the logo of Pneumoconiosis Compensation Fund Board

1. 計劃活動的宣傳物品如海報、傳單及信件等

Promotional materials such as posters, leaflets and letters, etc.

1. 計劃活動的相片

Photos of project activities

1. 報告的檔案大小必須少於2mb。

The file size of the report should not be larger than 2mb.

|  |  |  |
| --- | --- | --- |
| 參考編號  Ref No. |  | 由職員填寫  For Office Use |

**撥款計劃報告**

**Funding Project Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **第一部分 ─ 計劃資料 Part I – Project Information** | | | |
| 計劃名稱  Name of Project |  | | |
| 計劃目標  Project Objective |  | | |
| 計劃概要  Project Summary |  | | |
| 計劃日期  Project Period |  | | |
| 主辦機構  Organiser |  | | |
| 協辦機構（如有）  Co-organiser (if any) |  | | |
| 資助總額  Amount of Funding Granted | 港幣(HK$)： | | |
| 報告類型  Type of Report | 進度報告 Progress Report  總結報告 Final Report | | |
| 報告提交日期  Date of Report Submission |  | | |
| 負責人  Person in Charge |  | 職銜  Title |  |
| 聯絡電話  Contact Number |  | 簽名及公司蓋印  Signature and Company Chop |  |
| 電郵  Email |  |

\*請在適當方格內填上✓號 Please tick as appropriate.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **第二部分 ─ 計劃進度 Part II – Project Progress** | | | | | | | |
|  | 活動  Activity | **中期Mid-term** | | | **總結Final** | | |
| 場次／人數（人次）  Frequency/No. of People | | 完成度%  Completion rate % | 場次／人數（人次）Frequency/No. of People | | 完成度%  Completion rate % |
| 目標  Targeted | 達成  Achieved | 目標  Target | 達成  Achieved |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **總計**  **Total** | |  |  |  |  |  |  |

註：若「完成度」超過或少於目標10%或以上，**必須**在下表第四部分中清楚說明原因。

Remark: For those activities with completion rate 10% higher/lower than the target, reasons **must** be stated clearly in Part IV below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **第三部分 ─ 贊助物資總結 Part III – Summary of Souvenir/Material Sponsored**  **（若不適用，請略過此部分）(Please skip this part if not applicable)** | | | | |
|  | 活動  Activity | 獲贊助的物資種類及數量  Type and Quantity of Souvenir/Material sponsored | 受惠對象  Target Beneficiaries | 派發的物資數量  Quantity of Souvenir/Material distributed |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **第四部分 ─ 計劃成效檢討 Part IV – Project Evaluation** | |
| **目標一**  **Objective 1** |  |
| 檢討方法Evaluation Method | |
|  | |
| 結果Result | |
|  | |
| 如未達標或超過預期目標，原因if failure to meet the target or exceed the target, reason(s) | |
|  | |
| 改善措施／策略Measure/strategy for improvement  （只適用於中期報告）(Applicable to Progress Report only) | |
|  | |

註：請自行新增以上格式，詳述所有計劃目標的成效檢討。

Remark: Please add and apply the same format above to state the evaluation of all project’s objectives.

|  |  |  |
| --- | --- | --- |
| **第五部分 ─ 附件 Part V – Attachment** | | |
|  | 附件名稱  Name of Attachment | 詳述  Descriptions |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **第六部分 財政報告 Part VI – Budget Report** | | | |
|  | 支出項目 Expenditure Item | 支出預算  Budgeted Expenditure | 實際支出  Actual Expenditure |
| 1 |  |  |  |
| **總數**  **Total** | |  |  |

註：若為「總結報告」且資助款額少於港幣$100,000，只需提交財務報告及收據副本。若資助款額為港幣$100,000以上，則**必須**額外提交已經審計的財務報表

Remark: For “Final Report” with funding amount below HK$100,000, financial report and copies of receipts should be submitted; while an audited financial statement **must** be submitted separately for projects with funding amount over HK$100,000.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **由職員填寫 For Office Use Only** | | | | |
| 報告接收日期  Date of Report Receipt |  | 總結及分析完成日期  Completion Date of Summary and Analysis | |  |
| 向預防／復康\*委員會提出建議 日期  Date of Recommendations Submission to Prevention/Rehabilitation\* Committee |  | 審批  Approval | 是Yes／否No\*  備註Remarks | |
| 向委員會提出建議日期  Date of Recommendations Submission to Board |  | 審批  Approval | 是Yes／否No\*  備註Remarks | |
| 邀付款項日期  Date of Payment Settlement |  | 撥款類別 Type of Funding | 分期Installments（月months：\_\_\_）  一次性撥款One-off Payment | |
| 審閱人 Reviewed by | 查核人 Checked by | | 審批人 Approved by | |

**- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -**

\*請刪去不適用者Please delete as appropriate.