**資助申請須知**

**Guidance Notes on Sponsorship Application**

**申請程序 Application Procedures**

1. 填妥申請表格，透過郵遞或親自提交至基金委員會辦事處。申請者亦可以電郵或傳真提交表格，並須以7天內收到本會職員確認收妥為準。

Complete the application form and return it by mail or in person to the office of the Pneumoconiosis Compensation Fund Board. Submissions via email or facsimile are also accepted. Applicants will receive acknowledgement of receipt from staff of the Board within 7 days.

1. 申請者一般於提出申請後2-3個月內收到審批結果或進度通知。

Under normal circumstances, applicants will be notified of the result or the progress within 2 -3 months after the application is submitted.

1. 資助項目申請期詳見基金委員會網頁。申請人需在申請期內提交申請，並在申請表格上列明計劃或活動開始日期。

Please refer to the website of the Board for the application periods for sponsorship. Applicants should submit their applications during these periods and state clearly in the forms the project commencement date.

1. 如有查詢，請致電3578 8102/ 3578 8110或電郵至sponsor@pcfb.org.hk與我們聯絡。

For enquiries, please contact us at 3578 8102/ 3578 8110 or sponsor@pcfb.org.hk.

**申請條款及細則 Terms and Conditions of Application**

1. 如申請者希望本基金委員會**同時**提供撥款及物資予有關計劃，請清楚列明相關申請。後補的物資贊助申請將不予受理。如計劃為期一年或以上，在正常情況下，本基金委員會會按情況考慮每年最多提供物資兩次。

Applicants need to state specifically in the form if they apply for **both** funding and other materials sponsorship for the project. Subsequent submission of the “Souvenir/Material Sponsorship Application Form” for the same project will not be accepted. If the project lasts for more than a year, the Board will consider provision of materials for not more than twice in a year, under normal circumstances.

1. 審批期間，申請者或須提交其他相關補充資料。無論申請成功與否，所有資料概不發還。

Applicants may need to submit supplementary information for evaluation. Whether the application is successful or not, all submitted documents will not be returned to the applicant.

1. 本基金委員會保留拒絕任何申請之權利而毋須作出任何解釋。

The Board reserves all rights to reject any application at its discretion.

1. 申請者提供之一切資料須正確無誤，本基金委員會如發現申請者因提供失實資料而獲得撥款或資助，會即時終止有關資助，並有權向其追討已提供之資助金額。

Applicants should provide true and accurate information in their application. The Board will terminate the respective sponsor if any successful applicant is found to have provided false information for evaluation, and, in which case, the Board reserves all rights to recover all the monies previously paid for the funding or sponsorship.

1. 本基金委員會須收集申請者之個人或公司資料作審查批核用途。如有需要，本基金委員會可能會向政府、法定或專業機構透露有關資料。

Applicants’ organizational details or personal data are collected for application evaluation. If necessary, such information may be disclosed to the Government, statutory or professional bodies.

**資助申請表格**

**Sponsorship Application Form**

|  |  |  |
| --- | --- | --- |
| 申請編號Application No. | 輸入文字 | 由職員填寫For Office Use |

甲部 ─ 申請機構資料 Part A – Applicant’s Information

|  |
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| 1. **申請機構詳情 Details of the Applicant’s Organization**
 |
| 機構名稱Name of Organization  | (中文) 輸入文字(Eng) 輸入文字 |
| 地址Address | 輸入文字 |
| 電話Tel | 輸入文字 | 網址Website | 輸入文字 |
| 類別\*Category | [ ]  政府／公共機構 governmental/public[ ]  大學／教育機構 university/educational[ ]  非牟利機構 non-profit making[ ]  其他 others |
| 機構簡介Descriptions(100字以內)(in 100 words) | 輸入文字 |
| 1. **聯絡人 Details of Contact Person**
 |
| 姓名Name | 輸入文字 先生／女士（中文） | Mr./Ms. 輸入文字(Eng) |
| 職位Position | 輸入文字 | 電話Tel | 輸入文字 | 傳真Fax | 輸入文字 |
| 電郵地址Email | 輸入文字 |

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

乙部 ─ 計劃詳情 Part B – Project Description

|  |  |
| --- | --- |
| 計劃名稱Name of Project | 輸入文字 |
| 對象Target Group | 輸入文字 | 預計參與總人數Estimated Number of Total Participants | 輸入文字 |
| 計劃目的Project Objective | 輸入文字 |
| 計劃簡介Project Description(200字以內)(in 200 words)（如位置不足，可另紙書寫）(Supplementary sheets can be submitted in case of insufficient space) | 輸入文字 |
| 內容Content(200字以內)(in 200 words)（如位置不足，可另紙書寫）(Supplementary sheets can be submitted in case of insufficient space) | 輸入文字 |

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| 計劃／活動日期Schedule of all Project Activities |
| 活動日期Schedule | 活動 Activity |
| 由From | 至To |
| 輸入文字 | 輸入文字 | 輸入文字 |
| 成效評估方法Evaluation Method |
| 活動Activity | 評估方法Evaluation Method |
| 輸入文字 | 輸入文字 |
| 合辦機構\*Co-organizers | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |

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

丙部 ─ 資助申請項目 Part C – Sponsorship Descriptions

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| **申請資助項目 Sponsorship Items Applied\*** |
| [ ]  **撥款Funding***請填寫下表****第一部分。*** *Please fill in* ***Part 1*** *below.* | [ ]  **物資贊助Souvenir/Material Sponsorship***請填寫下表****第二部分。*** *Please fill in* ***Part 2*** *below.* |
| [ ]  **撥款及物資贊助Funding and Souvenir/Material Sponsorship** *若****同時****申請「撥款」及「物資贊助」，請填寫下表****第一部分及第二部分****。* *Please fill in* ***Part 1 and Part 2*** *below If applying for* ***BOTH*** *“Funding” and “Souvenir/Material Sponsorship”,*  |

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

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| **第一部分 ─ 撥款 Part 1** – **Funding** |
| 1. 預算開支Expenditure Budget
 |
| 項目Item(s) | 單價Unit Price | 數量No. of Units | 款額Amount | 申請資助款額Funding Amount Applied |
| 輸入文字例如：1) 職員2) 義工津貼3) 場地4) 運輸5) 攝影／錄影6) 宣傳印刷7) 廣告8) 行政9) 器材10) 雜項11) 核數費12) 保險 | 輸入文字 | 輸入文字 | 輸入文字 | 輸入文字 |
| 1. 預算開支（續）Expenditure Budget (Cont.)
 |
| 項目Item(s) | 單價Unit Price | 數量No. of Units | 款額Amount | 申請資助款額Funding Amount Applied |
| 輸入文字 | 輸入文字 | 輸入文字 | 輸入文字 | 輸入文字 |
| 總額Total Amount | 輸入文字 | 輸入文字 |
| 每一受惠人的平均資助額（=申請資助總額／預計參與總人數）Average Funding Amount Used on Each Beneficiary(= Total Funding Amount Applied / Estimated Number of Total Participants) | 輸入文字 |
| 1. 計劃活動收入 Income of all project activities
 |
| 活動收費\*Activities’ Fares | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |
| 其他收入\*Other income | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |
| 其他撥款／贊助\*Other Funding/Sponsorship | [ ]  有 Yes, 請列明 please specify: 輸入文字[ ]  沒有No |

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

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| **第二部分 ─ 物資贊助申請 Part 2** – **Souvenir/Material Sponsorship** |
| 物資 Item(s) | 數量Quantity | 物品用途 Use of Items |
| 輸入文字 | 輸入文字 | 輸入文字 |

丁部 ─利益申報 Part D –Disclosure of Interests

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| 本人現申報以下利益：I hereby disclose interests as follows\* |
| [ ]  申請機構或其負責人／任何職員與基金委員會概沒有重大聯繫^。The Applicant or its responsible person/employees do not have any significant connection^ with the Board.[ ]  申請機構或其負責人／任何職員不會自計劃獲取任何金錢或其他利益。The Applicant or its responsible person/ employees will not derive any monetary or any other benefits from the project.[ ]  請述明 Please specify: 輸入文字 ^「聯繫」包括： ^ “Connection” includes: 1. 任何與基金委員會委員或職員的家庭或其他個人關係；

any family or other personal relationship with any committee member or staff of the Board; 1. 任何與基金委員會的顧問、客戶、僱傭或其他關係；及

any advisory, client, employment or other relationship with the Board; and 1. 其本人或連同／代表其配偶或子女持有任何與基金委員會之間存在顧問、客戶或其他關係的公司或其他團體的任何股份、董事職務或其他職務。

any shareholdings, directorship or other roles (which he has himself or with or on behalf of his spouse or children) in companies or other bodies with any advisory, client or other relationship with the Board. |

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

戊部 ─ 聲明及簽名 Part E – Declaration and Signature

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| 申請機構負責人聲明 Declaration by the Head of Organization |
| 本人證明本申請表所填報的資料均屬正確無誤，並明白任何不正確的資料會令本申請無效。本人已閱讀《肺塵埃沉着病及／或間皮瘤計劃資助指引》及《資助申請須知》，申請人同意受其約束。I certify that all the information given in this application is true and correct, and understand that any inaccurate information that is given will render the application void. I have read the [Sponsorship Guideline for Pneumoconiosis &/ or mesothelioma Programmes] and the [Guidance Notes on Sponsorship Application], and the Applicant agrees to be bound by them.  |
| 姓名Name | 輸入文字 |  簽名及公司蓋印Signature with Company Chop |
| 職位Position | 輸入文字 |
| 日期Date | 輸入文字 |

**警告 Warning**

倘若申請者在填寫本申請表格時虛報資料或隱瞞重要事實，或未有在申請表格內所提供資料有所改變後通知基金委員會，基金委員會可撤銷資助申請之批准，並保留追討已支付款項之權利。
If the Applicant wilfully gives any false information or withholds any material information in this Application Form, or fails to notify the Board of any subsequent change of information provided, the Board may withdraw its approval of the sponsorship application, and will reserve the rights to recover any sum paid to the Applicant.

**收集個人資料聲明 Personal Data Collection Statement**

申請人在本申請表向基金委員會所提供的任何個人資料，只會用作本申請的用途。若申請人未能提供要求的資料，基金委員會可能拒絕其申請。
Any personal data provided to the Board are for the purpose of the application herein. If you do not provide the requested information, the Board may turn down your application.

申請人在本申請表所提供的個人資料供基金委員會處理本申請使用，并只會根據資料當事人之同意或香港法例第486章《個人資料（私隱）條例》（“私隱條例”）透露。
The personal data provided herein are for the use of the Board in handling the application and will only be disclosed to other parties where the data subject has given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance, Cap 486 (“PDPO”).

根據私隱條例第18條及22條以及附表1第6原則所述，資料當事人有權查閱及修正所提供之個人資料，包括有權取得資料當事人於上述情況下所提供的個人資料。基金委員會應查閱資料要求而提供資料時，可能要徵收費用。
The data subject shall have a right of access and correction with respect to personal data provided herein pursuant to sections 18 and 22 and Principle 6 of Schedule 1, PDPO. The right of access includes the right to obtain a copy of his/her personal data provided by the applicant during the occasion as mentioned hereinabove. A fee may be imposed for obtaining a copy of the data.

有關所提供個人資料（包括查閱及修正資料）的查詢，應送交：
Enquiries concerning the personal data provided, including access and making of corrections, should be addressed to:

肺塵埃沉着病補償基金委員會 Pneumoconiosis Compensation Fund Board

香港上環永樂街148號 15/F Nam Wo Hong Building

南和行大廈15字樓 148 Wing Lok Street, Sheung Wan, Hong Kong

電話: 3578 8102/ 3578 8110 Tel: 3578 8102/ 3578 8110

傳真: 2116 0116 Fax: 2116 0116

電郵: sponsor@pcfb.org.hk Email: sponsor@pcfb.org.hk