

APPLICATION FORM

申請表格

IMPORTANT NOTES

重要事項

1. Please read carefully the Guide to Application for Conservation and Related Projects under the Lantau Conservation Fund (the Guide to Application) before completing and submitting this application. The Guide to Application can be downloaded at the Lantau Conservation Fund (LCF) website: www.lcf.gov.hk 填寫和遞交表格前，請仔細參閱《大嶼山保育基金 - 保育和有關項目申請指引》(《申請指引》)。《申請指引》可在大嶼山保育基金(基金)網站下載：www.lcf.gov.hk
2. This application form may be completed in either English or Chinese except otherwise specified.
除另有規定，本表格可以中文或英文填寫。
3. Please give clear and concise information. To ensure the application is complete and in the correct format, the Applicant Organisation shall make use of the checklist in the Guide to Application (Appendix 1) to check the required documents. The Secretariat of the Lantau Conservation Fund Advisory Committee reserves the right to terminate the processing of incomplete applications or applications in incorrect format. 所遞交的資料必須清晰簡潔。為確保申請完整及格式正確，申請機構應利用《申請指引》內的清單(附錄一)核對所需要的文件。大嶼山保育基金諮詢委員會秘書處保留權利終止處理不完整或格式不符的申請。
4. The Applicant Organisation shall submit the completed Application Form and Appendix in both original hard copy and soft copy. The original hard copy of the Application Form must be signed by acceptable Person-in-charge of the Applicant Organisation (hereinafter known as Person-in-charge of Organisation, and refer to Section 8.3 of the Guide to Application for details). An official organisation/company chop must be stamped on the original hard copy of the Application Form. The original hard copy of the Application Form, together with relevant materials (if any), shall be sealed in an envelope marked with "Lantau Conservation Fund – Application for Conservation and Related Projects". It shall be delivered by hand or post on or before 5:00 pm on the invitation closing date to the Secretariat of the Lantau Conservation Fund Advisory Committee at 12/F, 1063 King's Road, Quarry Bay, Hong Kong. For applications submitted by post, the postmark shall be dated on or before the invitation closing date. Please ensure that your mails bear sufficient postage as underpaid mails will not be accepted. If the original hard copy of the Application Form is not signed by acceptable Person-in-charge of Organisation or not stamped with the official organisation/company chop, the application will not be considered.
申請機構須遞交填妥的表格及附錄正本及軟複本。申請表格正本必須由可接受申請機構的負責人(下稱機構負責人，詳情請參照《申請指引》第8.3節)簽署，並蓋上申請機構的印章。申請表格正本，連同相關資料(如有)，需放在一個密封的信封內，信封標明「大嶼山保育基金 - 保育和有關項目申請」，並在指定的截止日期下午五時或之前以親身送交或郵寄方式送往香港鰂魚涌英皇道1063號12樓大嶼山保育基金諮詢委員會秘書處。若以郵寄方式遞交申請表格，郵戳日期必須為截止日期或以前。投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。如申請表格正本沒有可接受機構負責人的簽名，或沒有蓋上機構印章，該申請將不獲考慮。
5. Application for research project from a post-secondary education institution shall be made through its research office. The research office shall undertake if the current appointment of the project leader cannot cover the whole project period, the project must include at least one successor to the project leader from the same institution who has the ability to take over the project upon the retirement or departure of the project leader.

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專上教育院校的研究申請項目須經由院校的研究事務處提交。如項目負責人的受聘年期未能涵蓋整段項目期，研究事務處須保證項目包括至少一名來自同一院校的繼任人，而且有能力在項目負責人退休或離任後接手項目。

6. This electronic-input Application Form and all other required supporting documents shall be sent by email to lcfac@cedd.gov.hk or submitted in a CD-ROM together with the original hard copy of the Application Form on or before 5:00 pm on the invitation closing date. The required supporting documents and relevant materials shall be submitted either in MS Word, Excel or PDF format (please refer to Appendix 1 of the Guide to Application for requirements). In this electronic-input Application Form, signature by the Person-in-charge of Organisation and official chop are not required.

此電子輸入格式申請表格和其他所需的證明文件及相關資料的軟複本需在截止日期下午五時或之前以電郵發送至 lcfac@cedd.gov.hk，或以光碟連同申請表格正本一同遞交。其他所需的證明文件及相關資料需以MS Word/Excel/ PDF格式遞交(詳細要求請參照《申請指引》附錄一)。此電子輸入格式申請表格不須機構負責人簽署或蓋上機構的印章。

7. If tropical cyclone warning signal No. 8 or above, or a black rainstorm warning signal or "extreme conditions after super typhoons" announced by the Government is/are in force at any time between 12:00 noon and 5:00 pm on the invitation closing date, the invitation closing time will be postponed to 5:00 pm on the first working day after the above-mentioned signals or the "extreme conditions after super typhoons" announced by the Government has/have ceased to be in force.

如在指明的截止申請日期當天中午十二時至下午五時期間，八號或以上熱帶氣旋警告信號，或黑色暴雨警告信號或政府公布的「超強颱風後的極端情況」生效，截止申請時間會延至上述信號或政府公布的「超強颱風後的極端情況」取消後首個工作天下午五時。

8. If either the hard copy or the soft copy of an application is not submitted on or before 5:00 pm on the invitation closing date, the application will not be considered.

如申請的正本或軟複本未能在截止日期下午五時或之前遞交，申請將不獲考慮。

9. To avoid undue delay in processing application, if the Applicant Organisation fails to provide the information requested by the Secretariat within 14 calendar days from the date of the Secretariat's request and without reasonable explanation, the Secretariat reserves the right to terminate the processing of the application.

為避免過度延誤處理申請，如申請機構未能於秘書處發出要求日起計十四個曆日內向秘書處提供有關資料而沒有合理解釋，秘書處保留終止處理申請的權利。

10. For enquiries on the application procedure, please contact the Secretariat of the Lantau Conservation Fund Advisory Committee:

如對申請程序有任何疑問，請聯絡大嶼山保育基金諮詢委員會秘書處：

Fax 傳真： 2114 0197
Email 電郵： enquiry@lcf.gov.hk

APPLICATION FORM

SECTION A – PARTICULARS OF APPLICANT ORGANISATION

申請表格

甲部 – 申請機構資料

Name of Organisation *

機構名稱 *

(Please provide both English and Chinese names 請提供中英文名稱)

(English 英文)

(Chinese 中文)

Secretariat Use Only

秘書處專用

Application

Date:

No.:

Type of Organisation ^{1 ^ *}

機構種類 ^{1 ^ *}

- ☐ Local tax-exempt charities 本地獲豁免繳稅的慈善機構
- ☐ Local registered and non-profit-making companies 本地註冊非牟利公司
- ☐ Local post-secondary education institutions 本地專上教育院校

Registered Address *

登記地址 *

Correspondence Address

通訊地址

(if different from above 如與上述地址不同)

Person-in-charge of Organisation ²

機構負責人 ²

Name *

姓名 *

Position *

職位 *

Tel. No. *

電話號碼 *

Fax No. *

傳真號碼 *

Mobile Phone No. *

流動電話號碼 *

Email Address *

電郵地址 *

* Please fill in all required fields.
請填寫必填項目。

[^] Please insert a ✓ in the appropriate box.
請在適當方格內加上✓號。

¹ Please provide the required supporting document as outlined in Section 4 of the Guide to Application.
請按照《申請指引》第4部分提供所需的證明文件。

² The Person-in-charge of Organisation must be one of the principal persons-in-charge / directors / office-bearers / board members as shown in the documentary proof provided by the Applicant Organisation. For details, please refer to Section 8.3 of the Guide to Application.
機構負責人必須是申請機構提供的文件證明中所顯示的主要負責人/董事/幹事/董事會成員之一。詳情請參照《申請指引》第8.3節。

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Project Leader 項目負責人

Name *

姓名 *

Position *

職位 *

Tel. No. *

電話號碼 *

Fax No. *

傳真號碼 *

Mobile Phone No. *

流動電話號碼 *

Email Address *

電郵地址 *

Name of Payee for Disbursement of Fund *

資助款項的收款人名稱 *

(if application is approved 如申請獲批)

Amount of Grant Requested *

申請資助總額 *

HK\$

港幣

元

Background of Applicant Organisation, including year of establishment, objectives, funding source etc * :

申請機構的背景，例如成立年份、宗旨、經費來源等 * :

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Does the Applicant Organisation receive Government subvention at present ^*?

現申請機構有沒有接受政府補助 ^*?

☐ No 沒有

☐ Yes 有

If yes, please indicate the name of department

如有，請填寫部門名稱

Records of Implementation of Similar Projects by Applicant Organisation (if any) ³

申請機構舉辦同類計劃的記錄(如有) ³

* Please fill in all required fields.
請填寫必填項目。

^ Please insert a ✓ in the appropriate box.
請在適當方格內加上✓號。

3 The Applicant Organisation may submit records of their on-going / completed projects to demonstrate their abilities in organising similar events. If the space provided is not sufficient, please submit additional pages as supplementary information. For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
申請機構可提交其正在進行/已完成的項目記錄，以證明申請機構舉辦類似活動的能力。如空位不足，可加紙提供補充資料。有關補充資料的規限，請參照《申請指引》第8.2節。

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Other on-going / completed / rejected Lantau Conservation Fund Projects by Applicant Organisation (if any) ⁴
申請機構其他正舉辦 / 已完成 / 被拒絕的大嶼山保育基金項目(如有) ⁴

Title and application no.of project 項目名稱及申請編號	Approval date 批准日期	Granted amount 資助金額	Completion date 完成日期	Date to submit completion report 提交完成報告的日期

⁴ The Applicant Organisation may submit records of their on-going / completed projects to demonstrate their abilities in organising similar events. If the space provided is not sufficient, please submit additional pages as supplementary information. For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
申請機構可提交其正在進行/已完成的項目記錄，以證明申請機構舉辦類似活動的能力。如空位不足，可加紙提供補充資料。有關補充資料的規限，請參照《申請指引》第8.2節。

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SECTION B – DETAILS OF PROPOSED PROJECT

乙部 – 建議項目細則

1. Project Title ^{*} (Please provide both English and Chinese names 請提供中英文名稱)

項目名稱 ^{*}

(English 英文)

(Chinese 中文)

2. Project Stream ^{5 ^ *}

項目類別 ^{5 ^ *}

☐ Conservation Management Agreement Project 保育管理協議項目:

Please select project theme (may choose more than one) 請選擇項目主題 (可多於一項)

☐ nature conservation
自然保育

☐ cultural conservation
文化保育

☐ village revitalisation
鄉村活化

☐ Research Project 研究項目

☐ Education and Engagement Project 教育和參與項目

3. Duration of Project ^{6 *}

項目期限 ^{6 *}

From To Duration months
由 至 為期 月

4. Project Brief ^{*}

項目簡介 ^{*}

(Not more than 200 words 不超過200字)

(English 英文)

^{*} Please fill in all required fields.
請填寫必填項目。

[^] Please insert a ✓ in the appropriate box.
請在適當方格內加上✓號。

⁵ Please refer to Section 5.1 of the Guide to Application for details.
詳情請參照《申請指引》第5.1節。

⁶ Please refer to Section 7 of the Guide to Application regarding the duration limits of different project streams.
有關不同項目類別的時限，請參照《申請指引》第7部分。

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(Chinese 中文)

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5. Conservation Purpose of the Project *項目保育目的*

(Include ecological, cultural, social and environmental assets. Please clearly explain how the project can contribute to the conservation of Lantau or raise conservation awareness of the local community, or engage the community in conserving Lantau. Otherwise, the application may not be considered. 包括生態、文化、社會和環境資源。請詳細解釋該項目如何可以實現大嶼山的保育目標；或提升當地社區的保育意識；或鼓勵社區保育大嶼山。否則，申請可能不獲考慮。)

(English 英文)

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(Chinese 中文)

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6. Summary of Project *

項目概要 *

Please provide a summary of the project such as the proposed conservation measures, scope of study, habitat management measures, activity arrangement, implementation methods, target groups, etc. to demonstrate how to carry out the project and achieve the expected outcome.

請提供項目概要，如保育措施、研究範圍、生境管理措施、活動安排、執行方法和目標群組等，讓我們充分了解項目的執行方法，從而達致預期成果。

(English 英文)

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(Chinese 中文)

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7. Importance and Uniqueness of the Project *

項目的重要性和獨特性 *

Please demonstrate the importance and uniqueness of the project contributing to the conservation of Lantau. Please also substantiate precedent case of relevant successful projects / researches undertaken by other bodies in HK or overseas (if any).

請說明項目對於保育大嶼山的重要性和獨特性。另外，請提供由其他團體於香港或海外地區相關成功的項目/研究的有關資料(如有)。

* Please fill in all required fields.
請填寫必填項目。

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8. Expected Outcome and Benefits *

預計成果和成效 *

Based on the core nature and value of the project, please elaborate how the proposed project can contribute to the overall conservation of Lantau or the community from ecological, cultural, social, sustainable or other aspects.

請根據項目的核心性質和價值，從生態、文化、社會及可持續性等方面闡述擬議項目如何為大嶼山或社區的整體保育做出貢獻。

* Please fill in all required fields.
請填寫必填項目。

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9. Details of Project ⁷

項目細則 ⁷

a. Project Location and Area ^{8*} 項目地點和面積 ^{8*}

Location

地點

Estimated area to be conserved

預計保育面積

b. Details of Key Activities ^{*} 主要活動細節 ^{*}

Please comprehensively describe the key activities to be implemented under the proposed project, and provide sufficient details to demonstrate the Applicant Organisation's thorough understanding of the project and practicality and effectiveness of the proposed activities in achieving the project purposes.

請全面描述擬議項目下所推展的主要工作，並提供足夠的細節，以展示申請機構對項目的了解，及擬議活動的可行性和有效性，以達至項目的保育目的。

^{*} Please fill in all required fields.
請填寫必填項目。

⁷ If the space provided is not sufficient, please submit additional pages as supplementary information. For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
如空位不足，可加紙提供補充資料。有關補充資料的規限，請參照《申請指引》第8.2節。

⁸ For projects that are location specific, please attach a map to the application form showing the project location and area.
如項目位於特定地點，請在申請表格夾附地圖以顯示項目地點和面積。

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c. Publicity and Promotional Plan * 宣傳及推廣計劃 *

Please outline the proposed publicity plan for the project to gain exposure in local community and general public. Please refer to Section 8.9 of the Guide to Application.
請概述擬議的宣傳計劃，以提升項目在當區及大眾之間的曝光率。詳情請參照《申請指引》第8.9節。

* Please fill in all required fields.
請填寫必填項目。

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d. Public Participation Activities * 公眾參與活動 *

If public participation activities such as training, workshops, guided tours, seminars, etc. will be arranged, please provide details such as schedule, venue, content, expected number of participants as well as methods and criteria in selecting the participants. Please refer to Section 8.9 of the Guide to Application.

若項目會舉辦公眾參與活動，例如訓練、工作坊、導賞團和講座，請提供相關資料如時間表、地點、內容、預計參加人數以及甄選參加者的方法和甄選準則等。詳情請參照《申請指引》第8.9節。

* Please fill in all required fields.
請填寫必填項目。

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e. Social Benefits 社會效益

For example, jobs created in local community, uplifting of village area, etc. 例如創造當區就業機會，改善鄉村環境等。

f. Production of Publications and Educational Materials 製作刊物及教材 (If any 如有)

If the Applicant Organisation opts to produce publications and/or educational materials, the purpose, content, quantity and distribution channel, etc. shall be described.

如果申請機構選擇製作出版物和 / 或教育材料，請說明其目的、內容、數量和發放渠道等。

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g. Environmentally Friendly and Innovative Elements * 環保及創意元素 *

The Applicant Organisation is encouraged to minimise the generation of waste and production of excessive printed materials such as pamphlets. Innovative and sustainable ideas which are conducive to promoting conservation and environmental protection are also encouraged.

鼓勵申請機構盡量減少廢物的產生和避免印刷過多的小冊子等材料。具有創新設計或可持續理念的計劃也有利於保育和環境保護的推廣。

h. Owner(s) / Tenant(s) of the Land or Building Involved for Conducting the Project and Associated Activities (if any)⁹ 涉及推展項目和相關活動的土地或建築的擁有人 / 其租戶(如有)⁹

Name 名稱	Lot No. or Address of Premises Involved 涉及的地段編號或物業地址	Role & Duties under Project 角色及項目下的職責	Agreement in principle to implement project ^ * 原則上同意推展項目 ^ *
e.g.: Chan Tai Man 例：陳大文	e.g.: DD123 Lot no. 12	e.g.: lend land for use in the project 例：借出土地供項目使用	☒ Confirmed 落實 ☐ To Be Confirmed 待定
			☐ Confirmed 落實 ☐ To Be Confirmed 待定
			☐ Confirmed 落實 ☐ To Be Confirmed 待定
			☐ Confirmed 落實 ☐ To Be Confirmed 待定

* Please fill in all required fields.
請填寫必填項目。

^ Please insert a ✓ in the appropriate box.
請在適當方格內加上 ✓ 號。

⁹ If the person stated above has confirmed to be involved in the project, please provide a copy of written consent (if any). For details, please refer to Section 8.10 of the Guide to Application.
如以上人士已同意參與本項目，請提交有關的書面同意的副本 (如有)。詳情請參照《申請指引》第8.10節。

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			☐ Confirmed 落實 ☐ To Be Confirmed 待定
			☐ Confirmed 落實 ☐ To Be Confirmed 待定
			☐ Confirmed 落實 ☐ To Be Confirmed 待定
			☐ Confirmed 落實 ☐ To Be Confirmed 待定

i. Local Bodies Supporting the Proposed Project (if any) ¹⁰ 協辦項目的地區團體(如有) ¹⁰

Name of Organisation 機構名稱	Role & Duties under Project 角色及項目下的職責	Agreement to participate in project ^{^*} 同意參與項目 ^{^*}
		☐ Confirmed 落實 ☐ To Be Confirmed 待定
		☐ Confirmed 落實 ☐ To Be Confirmed 待定
		☐ Confirmed 落實 ☐ To Be Confirmed 待定

j. Other Supporting / Sponsoring Bodies of Project (if any) ¹⁰ 項目的其他協辦 / 贊助團體(如有) ¹⁰

Name of Organisation 機構名稱	Role & Duties under Project 角色及項目下的職責	Agreement to participate in project ^{^*} 同意參與項目 ^{^*}
		☐ Confirmed 落實 ☐ To Be Confirmed 待定
		☐ Confirmed 落實 ☐ To Be Confirmed 待定
		☐ Confirmed 落實 ☐ To Be Confirmed 待定

* Please fill in all required fields.
請填寫必填項目。

[^] Please insert a ✓ in the appropriate box.
請在適當方格內加上 ✓ 號。

¹⁰ The Applicant Organisation may collaborate with other bodies to implement the project. However, the Applicant Organisation shall be the single contact point of and accountable for the proposed project. If the project receives any sponsorship, please specify the amount of sponsorship in the budget.
申請機構可以與其他團體合作推展項目。然而，申請機構必須是擬議項目的單一聯絡點並對其負責。如項目獲得贊助，請在預算中指明贊助金額。

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10. Implementation Schedule ¹¹ ★
推展時間表 ¹¹ ★

Date / Period 日期 / 時段	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果

★ Please fill in all required fields.
請填寫必填項目。

¹¹ If the space provided is not sufficient, please submit additional pages as supplementary information. For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
如空位不足，可加紙提供補充資料。有關補充資料的規限，請參照《申請指引》第8.2節。

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Date / Period 日期 / 時段	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果

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Date / Period 日期 / 時段	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果

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Date / Period 日期 / 時段	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果

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Date / Period 日期 / 時段	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果

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11. Performance Indicators of Project ¹² *

項目表現指標 ¹² *

Please describe the method of assessing the effectiveness of the project. For details please refer to Section 8.11 of the Guide to Application.

請描述評估項目成效的方法，詳情請參閱《申請指引》的第8.11節。

* Please fill in all required fields.
請填寫必填項目。

¹² If the space provided is not sufficient, please submit additional pages as supplementary information. For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
如空位不足，可加紙提供補充資料。有關補充資料的規限，請參照《申請指引》第8.2節。

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12. Project Team ¹³

項目團隊 ¹³

a. Role of Applicant Organisation and Structure of the Project Team * 申請機構的角色和項目團隊的架構 *

b. Key Project Staff * 主要項目人員 *

	Name 姓名	Post 職位	Duties 職責	Background / Experience ¹⁴ 背景 / 經驗 ¹⁴
1.		Project Leader ¹⁵ 項目負責人 ¹⁵		

* Please fill in all required fields.
請填寫必填項目。

13 If the space provided is not sufficient, please submit additional pages as supplementary information. For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
如空位不足，可加紙提供補充資料。有關補充資料的規限，請參照《申請指引》第8.2節。

14 If key project staff members were previously involved in relevant conservation projects, please provide their duties and contributions in these past projects. Records of these past conservation projects may be attached to the application form for reference.
如主要項目人員曾參與相關的保育項目，請提供他們過去在這些項目中的職責和貢獻。這些保育項目的記錄可以夾附在申請表格中，以供參考。

15 One of the key project staff members shall be appointed as the Project Leader. A curriculum vitae (CV) of the Project Leader shall be submitted together with the application form. The CV shall be at most 2 pages and shall provide the Project Leader's past experience in organising and managing other similar conservation projects.
其中一名主要項目人員需任命為項目負責人。項目負責人的簡歷應與申請表格一起提交。簡歷最多不得超過兩頁，並需提供項目負責人組織和管理其他類似保育項目的經驗。

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	Name 姓名	Post 職位	Duties 職責	Background / Experience ¹⁴ 背景 / 經驗 ¹⁴
2.				
3.				
4.				
5.				
6.				

¹⁴ If key project staff members were previously involved in relevant conservation projects, please provide their duties and contributions in these past projects. Records of these past conservation projects may be attached to the application form for reference.
如主要項目人員曾參與相關的保育項目，請提供他們過去在這些項目中的職責和貢獻。這些保育項目的記錄可以夾附在申請表格中，以供參考。

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	Name 姓名	Post 職位	Duties 職責	Background / Experience ¹⁴ 背景 / 經驗 ¹⁴
7.				
8.				

c. Other Project Staff who are Involved in but not Funded under the Project (Position and Number)

其他參與項目但不在資助範圍內的項目人員 (職位及數目)

e.g.: Director (1), Education Officer (1), Assistant Manager (2)

例: 主任(1), 教育主任(1), 助理經理(2)

¹⁴ If key project staff members were previously involved in relevant conservation projects, please provide their duties and contributions in these past projects. Records of these past conservation projects may be attached to the application form for reference.
如主要項目人員曾參與相關的保育項目, 請提供他們過去在這些項目中的職責和貢獻。這些保育項目的記錄可以夾附在申請表格中, 以供參考。

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13. Summary of Budget *

預算概要 *

Estimated Expenditure 預算開支	Minus 減	Estimated Income (if any) 預算收入 (如有)	Equal 等於	Amount of Grant Requested 申請資助總額
HK\$		HK\$		HK\$
_____	-	_____	=	

The Applicant Organisation shall provide a separate detailed budget in accordance with Section 9 of the Guide to Application to fully substantiate the above estimated expenditure, estimated income and the amount of grant requested. Similar expenditure items shall be grouped under one item.

申請機構需根據《申請指引》第9部分另外提供詳細的預算，以充分證明上述預算開支、預算收入和申請資助總額。類似的開支項目應歸納為同一項目。

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14. Proposed Disbursement Schedule *

建議的資助發放時間表 *

Please refer to Section 9.12(h) of the Guide to Application. 請參閱《申請指引》第 9.12(h) 節。

Instalment 分期付款	Expected Date 預計日期	Milestone 里程碑	HK\$ 港幣	Proportion (%) 份額 (%)
Initial Disbursement 首次發放款項 (Normally between 20-25% 通常在 20-25% 之間)		* Signing of agreement 簽定協議 * Submission of sufficient written consent of the concerned land/building owner(s)/tenant(s)/ relevant government department(s) (if applicable)		
2nd Disbursement 第二次發放款項 (To be proposed by the Applicant Organisation 由申請機構建議)		* Completion of specific key activities / Achievement of specific key stages (details to be proposed by the Applicant Organisation to suit the nature of individual project); and 完成指定關鍵活動 / 達成指定關鍵階段 (由申請機構按個別項目的性質所建議); 及 * Submission of progress report 遞交進度報告		
3rd Disbursement 第三次發放款項 (Similar as above 如上)		* Similar as above 如上		
4th Disbursement 第四次發放款項				

* Please fill in all required fields.
請填寫必填項目。

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Instalment 分期付款	Expected Date 預計日期	Milestone 里程碑	HK\$ 港幣	Proportion (%) 份額 (%)
5th Disbursement 第五次發放款項				
6th Disbursement 第六次發放款項				
Final Disbursement 最後發放款項 (10% or actual outstanding payment, whichever is the less 10% 或實際的未付款 項,以較少者為準)		* Completion of project; and 完成項目; 及 * Approval of completion report & final audited accounts 完成報告書及最終審計帳目獲批		
Total 總計				100%

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(Please provide full justification of above proposed plan. * 請充分解釋以上建議的資助發放安排。*)

* Please fill in all required fields.
請填寫必填項目。

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SECTION C - DECLARATION

丙部 - 聲明

I certify that
本人謹此聲明

1. the information and personal data provided in this form is true and correct. I understand that if I knowingly or willfully make any false statement, withhold any information, or otherwise mislead the Government for the purpose of processing the application or obtaining the fund under Lantau Conservation Fund, I will be liable for prosecution. I understand the Government will also cancel the approved fund and I shall return the whole sum of the fund disbursed to the Government;

在本表格上填報的資料和個人資料真確無誤。本人明白，倘若蓄意或存心虛報或隱瞞任何資料或誤導政府處理申請或獲取基金資助，本人可被刑事檢控。本人明白政府亦會取消已批准的撥款，而已發放的款項亦須全數退還政府；

2. the Application Organisation is non-profit-making in nature and it ☐ receives / ☐ does not receive [^] * government subvention at present;

本申請機構屬非牟利性質，現 ☐ 有 / ☐ 沒有 [^] * 接受政府補助；

3. the proposed project and all associated activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation;

申請基金資助的擬議項目及所有相關活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業用途；

4. funding support from other sources ☐ has / ☐ has not [^] * been or ☐ is / ☐ is not [^] * being obtained by the Applicant Organisation for the proposed project and all associated activities under this application. If funding support from other sources has been or is being obtained, please specify the details:

就是次申請的擬議項目及所有相關活動，本機構 ☐ 曾 / ☐ 不曾 [^] * 或 ☐ 有 / ☐ 沒有 [^] * 向其他機構申請撥款資助。如曾經或現正有向其他撥款機構申請資助，請註明細節：

5. the Applicant Organisation gives consent to other government departments to release information regarding the Applicant Organisation's status of funding support under other funding schemes to the Secretariat of the Lantau Conservation Fund Advisory Committee;

本申請機構允許其他政府部門向大嶼山保育基金諮詢委員會秘書處提供本申請機構在其他基金計劃下的資助狀況；

6. the Applicant Organisation understands and agrees to abide by the terms and conditions as set out in the Application Form and Guide to Application, and will comply with all the requirements laid down in the agreement should we be granted fund for the project; and

本申請機構明白並同意遵守申請表及《申請指引》所列之條款。如獲基金資助，本機構會遵守協議所列的各項規定；及

7. I have read the "Personal Data Collection Statement" at the last page and understand its content.

本人已閱讀最後頁「個人資料收集聲明」，並明白其內容。

* Please fill in all required fields.
請填寫必填項目。

[^] Please insert a ✓ in the appropriate box.
請在適當方格內加上✓號。

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Signature of Person-in-charge of Organisation *

機構負責人簽署 *

Name in Block Letters and Position of Person-in-charge of Organisation *

機構負責人姓名(正楷)和職位 *

Date *

日期 *

Official Chop of Applicant Organisation *

申請機構印章 *

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PERSONAL DATA COLLECTION STATEMENT

個人資料收集聲明

PURPOSE OF COLLECTION

收集的目的

The personal data and other related information provided by you in the Application Form will be used by Civil Engineering and Development Department, other relevant government departments, local and non-local external assessors and the Lantau Conservation Fund Advisory Committee (LCFAC) for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the Secretariat of the LCFAC to withhold some data from releasing to the public. However, if you do not provide adequate and accurate data, the Secretariat may not be able to process your application.

你在申請表格內所提供的個人資料和其他相關資料，是供土木工程拓展署、其他相關政府部門、本地及外地的外間評審專家及大嶼山保育基金諮詢委員會處理你的申請。在申請表格內提供個人資料及其他相關資料，純屬自願性質。你可向大嶼山保育基金諮詢委員會秘書處申請把部分資料保密，不予公開。不過，如你沒有提供足夠及正確的資料，秘書處可能因此無法處理你的申請。

DISCLOSURE OF INFORMATION

公開資料

The Secretariat of the LCFAC may keep your application, progress reports and completion reports in the registry and may include the personal data and other related information you provided in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

大嶼山保育基金諮詢委員會秘書處可能會把你的申請、進度報告和完成報告存於檔案室，亦可能會把你在申請內所提供的個人資料及其他有關資料，編入紀錄冊／目錄，供公眾查閱。如有需要，你所提交的資料亦可能交予其他部門／機構／人士，以便核實所提交的資料或作其他與申請有關的用途。

ACCESS TO PERSONAL DATA

查閱個人資料

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Secretariat of the LCFAC.

根據《個人資料(私隱)條例》(第486章)的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向大嶼山保育基金諮詢委員會秘書處提出。