

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 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 8.4 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 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8.4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。

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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.

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須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. Both hard copy and soft copy of an application must be submitted on or before 5:00 pm on the invitation closing date (if submitted by post, the postmark shall be dated on or before the invitation closing date). 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.

申請的正本及軟複本均須在截止日期下午五時或之前遞交(以郵寄方式遞交，郵戳日期必須為截止日期或以前)。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. 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.

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:

如對申請程序有任何疑問，請聯絡大嶼山保育基金秘書處：

Fax 傳真： 2114 0197

Email 電郵： enquiry@lcf.gov.hk

(Latest version in August 2025)

(2025 年 8 月版本)

1. Name of Organisation 機構名稱
(Please provide both English and Chinese names 請提供中英文名稱)

Secretariat Use Only 秘書處專用

Application No.:

Date:

(English 英文)

(Chinese 中文)

2. Type of Organisation ¹

機構類別 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

3. Registered Address

登記地址

4. Correspondence Address

通訊地址

(If different from above 如與上述地址不同)

5. Background of Applicant Organisation (e.g. year of establishment, objectives, funding source etc.):

申請機構的背景 (如成立年份、宗旨、經費來源等) :

(Not more than 400 words 不超過 400 字)

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。

6. 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 Bureau / Department.

如有，請填寫局 / 部門名稱

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7. Person-in-charge of Organisation ² 機構負責人 ²

Name

姓名

Position ³

職位 ³

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

8. Project Leader 項目負責人

Name

姓名

Position ⁴

職位 ⁴

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

9. Name of Payee for Disbursement of Fund 資助款項的收款人名稱

(If application is approved, the payee must be an organisation account. No personal payee is allowed.

如申請獲批，收款人必須提供公司戶口。不允許使用個人戶口。)

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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 8.4 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 8.4 節。

³ Please fill in the position held by the Person-in-charge in the Organisation.

請填寫機構負責人在所屬機構中之職位。

⁴ Please fill in the position held by the Project Leader appointed by the Organisation.

請填寫由申請機構委任以監督執行項目的負責人在所屬機構中之職位。

10. Records of On-going and Completed Projects by Project Leader (including all projects supported/under consideration by other funding schemes or commissioned by the Government) (If any) ⁵

項目負責人正在進行及已完成項目的記錄（包括所有由其他基金資助/正在審批或政府委託的項目）（如有）⁵

(Not more than 400 words 不超過 400 字)

⁵ For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.
有關補充資料的規限，請參照《申請指引》第 8.2 節。

11. Other on-going / completed / rejected Lantau Conservation Fund Projects by Project Leader (If any) ⁶

項目負責人其他正舉辦 / 已完成 / 被拒絕的大嶼山保育基金項目 (如有) ⁶

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

6 The Project Leader should submit records of his/her on-going / completed projects (if applicable). For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.

項目負責人須提交其正在進行/已完成的項目記錄(如適用)。有關補充資料的規限，請參照《申請指引》第 8.2 節。

1. Project Title 項目名稱

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

(English 英文)

(Chinese 中文)

2. Project Stream ⁷

項目類別 ⁷



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. Type of Submission 申請類型



New submission 新申請



Re-submission ⁸ 重新申請 ⁸

4. Duration of Project ⁹ 項目期限 ⁹

From
由

To
至

Duration
為期

months
月

5. Amount of Grant Requested

申請資助總額

HK\$

港幣

元

6. Project Brief 項目簡介

(Not more than 300 words 不超過 300 字)

⁷ 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。

⁸ Please also fill in Appendix A if this is a Re-submission.

如這是重新申請，請一併填寫附錄甲。

⁹ 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。

7. Conservation Purpose, Importance and Expected Outcome of Project 項目保育目的、重要性及預期成果

Please state in specific terms:

- 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;
- the urgency and importance of the project in the context of conservation of Lantau;
- the specificity to Lantau (e.g. why in Lantau but not elsewhere in Hong Kong?); and
- the expected achievements and benefits to conservation of Lantau, the social benefits / impacts to Lantau, etc.

請具體說明：

- 項目如何有利大嶼山保育，或提升當地社區的保育意識，或鼓勵社區保育大嶼山；
- 項目在保育大嶼山而言的迫切性及重要性；
- 對大嶼山的特定性 (例如為甚麼在大嶼山而不是在香港其他地方)；及
- 預期實現及保育大嶼山的效益、為大嶼山帶來的社會效益 / 成效等。

(Not more than 1,000 words 不超過 1,000 字)

8. Details of Project¹⁰ 項目詳情¹⁰

a. Project Location and Area¹¹ 項目地點和面積¹¹

Please provide plan if the project is location specific

如項目位於特定地點，請提供位置圖

Location
地點

Estimated Area to Be Conserved
(if applicable)
預計保育面積 (如適用)

b. Details of Key Tasks 主要工作細節

Depending on the project stream, please comprehensively describe the key tasks to be implemented under the proposed project, such as the proposed conservation measures, scope of study, habitat management measures, activity(s)*, implementation methods, target groups, etc. in achieving the expected outcome(s).

因應項目類別，請全面描述擬議項目下所推展的主要工作，如保育措施、研究範圍、生境管理措施、活動*、執行方法和目標群組等，以達致預期成果。

*If involve public participation activities, please explain details in Section 8(d). 如項目包含公眾參與活動，請於 8(d)詳述相關詳情。
(Not more than 2,000 words 不超過 2,000 字)

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¹⁰ For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.

有關補充資料的規限，請參照《申請指引》第 8.2 節。

¹¹ For format of the map, please refer to Section 8.9 of the Guide to Application.

有關地圖的格式，請參照《申請指引》第 8.9 節。

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 8.10 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 8.10 節。

(Not more than 400 words 不超過 400 字)

d. Public Participation Activities (If any) 公眾參與活動 (如有)

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 8.10 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 8.10 節。

(Not more than 400 words 不超過 400 字)

e. Project Sustainability (if applicable) 項目可持續性 (如適用)

Please specify plan to sustain impacts upon project completion and/or demonstrate the potential of the project to become self-sustaining in resource implication.

請說明在項目完成後延續其成效的計劃及/或展示項目在資源方面可自給自足的潛力。

(Not more than 400 words 不超過 400 字)

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

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

如果申請機構擬議製出版物和 / 或教育材料，請說明其目的、內容、數量和發放渠道等。

(Not more than 400 words 不超過 400 字)

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 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有利於保育和環境保護的推廣。

(Not more than 400 words 不超過 400 字)

h. Performance Indicators of Projects 項目表現指標

Please describe the method of assessing the effectiveness of the project. For details please refer to Section 8.12 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 8.12 節。

(Not more than 400 words 不超過 400 字)

- i. Owner(s) and Tenant(s) of the Land or Building Involved for Conducting Project and Associated Activities (If any) ¹²
涉及推展項目和相關活動的土地或建築的擁有人及其租戶 (如有) ¹²

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	Tenant's Status 租戶狀態	Tenant's Inclination (if Applicable) 租戶意願 (如適用)
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	<input checked="" type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input checked="" type="checkbox"/> No 無	<input checked="" type="checkbox"/> Notified 已知會 <input checked="" type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意
			<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定	<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無	<input type="checkbox"/> Notified 已知會 <input type="checkbox"/> Consent Obtained 已獲同意

¹² 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 8.11 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 8.11 節。

j. Local Supporting Bodies (If any) ¹³ 協辦項目的地區團體(如有) ¹³

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
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定

k. Other Supporting / Sponsoring Bodies (If any) ¹³ 項目的其他協辦 / 贊助團體(如有) ¹³

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
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定
		<input type="checkbox"/> Confirmed 落實 <input type="checkbox"/> To Be Confirmed 待定

¹³ 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。

9. Implementation Schedule 推展時間表

Date / Period 日期 / 時段 (Not more than 100 words 不超過 100 字)	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果 (Not more than 200 words 不超過 200 字)

Date / Period 日期 / 時段 (Not more than 100 words 不超過 100 字)	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果 (Not more than 200 words 不超過 200 字)

Date / Period 日期 / 時段 (Not more than 100 words 不超過 100 字)	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果 (Not more than 200 words 不超過 200 字)

Date / Period 日期 / 時段 (Not more than 100 words 不超過 100 字)	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果 (Not more than 200 words 不超過 200 字)

Date / Period 日期 / 時段 (Not more than 100 words 不超過 100 字)	Work Phases / Activities / Expected Outcome 工作階段 / 活動 / 預計成果 (Not more than 200 words 不超過 200 字)

10. Project Team 項目團隊

a. Structure of Project Team ¹⁴ 項目團隊的架構 ¹⁴

Please provide an organisation chart, illustrating the structure of project team and its line of command, as a supplementary information.
請以補充資料的形式，提供一份組織架構表，說明項目團隊的層級結構和協作關係。

b. Project Staff 項目人員

	Name 姓名	Post 職位	Duties 職責 (Not more than 200 words 不超過 200 字)	Project-relevant Background / Experience ¹⁵ 與項目相關的背景 / 經驗 ¹⁵ (Not more than 200 words 不超過 200 字)	With Salary 受薪 (Y 是 / N 否)
1.		Project Leader ¹⁶ 項目負 責人 ¹⁶			

¹⁴ For the limits of the supplementary information, please refer to Section 8.2 of the Guide to Application.

有關補充資料的規限，請參照《申請指引》第 8.2 節。

¹⁵ If 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。

¹⁶ One of the 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。

	Name 姓名	Post 職位	Duties 職責 (Not more than 200 words 不超過 200 字)	Project-relevant Background / Experience ¹⁵ 與項目相關的背景 / 經驗 ¹⁵ (Not more than 200 words 不超過 200 字)	With Salary 受薪 (Y 是 / N 否)
2.					
3.					

	Name 姓名	Post 職位	Duties 職責 (Not more than 200 words 不超過 200 字)	Project-relevant Background / Experience ¹⁵ 與項目相關的背景 / 經驗 ¹⁵ (Not more than 200 words 不超過 200 字)	With Salary 受薪 (Y 是 / N 否)
4.					
5.					

Name 姓名	Post 職位	Duties 職責 (Not more than 200 words 不超過 200 字)	Project-relevant Background / Experience ¹⁵ 與項目相關的背景 / 經驗 ¹⁵ (Not more than 200 words 不超過 200 字)	With Salary 受薪 (Y 是 / N 否)
6.				
7				

11. Summary of Budget

預算概要

Estimated Expenditure 預算開支	Minus 減	Sponsorship ¹⁷ 資助 ¹⁷	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		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。

12. Proposed Disbursement Schedule

建議的資助發放時間表

Please refer to Section 9.13(h) and 9.13(i) of the Guide to Application. 請參閱《申請指引》第 9.13(h) 和 9.13(i) 節。

Instalment 分期付款	Expected Date 預計日期	Milestone 里程碑 (Not more than 200 words 不超過 200 字)	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)				

17 Please refer to Section 9.5 of the Guide to Application for details.

詳情請參照《申請指引》第 9.5 節。

Instalment 分期付款	Expected Date 預計日期	Milestone 里程碑 (Not more than 200 words 不超過 200 字)	HK\$ 港幣	Proportion 份額 (%)
2nd Disbursement 第二次發放款項 (To be proposed by the Applicant Organisation 由申請機構建議)				
3rd Disbursement 第三次發放款項 (Similar as above 如上)				

Instalment 分期付款	Expected Date 預計日期	Milestone 里程碑 (Not more than 200 words 不超過 200 字)	HK\$ 港幣	Proportion 份額 (%)
4th Disbursement 第四次發放款項				
5th Disbursement 第五次發放款項				

Instalment 分期付款	Expected Date 預計日期	Milestone 里程碑 (Not more than 200 words 不超過 200 字)	HK\$ 港幣	Proportion 份額 (%)
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)				
Total 總計				

(Please provide full justification of above proposed disbursement plan. 請充分解釋以上建議的資助發放安排。)
(Not more than 200 words 不超過 200 字)

APPLICATION FORM

申請表格

SECTION C – DECLARATION

丙部 - 聲明

Part A (甲)

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;
本申請機構允許其他政府部門向大嶼山保育基金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。

Signature of Person-in-charge of Organisation

機構負責人簽署

Signature of Project Leader

項目負責人簽署

Name of Person-in-charge of Organisation
(in Block Letters)

機構負責人姓名（正楷）

Name of Project Leader (in
Block Letters)

項目負責人姓名（正楷）

Position of Person-in-charge of Organisation
(in Block Letters)

職位（正楷）

Position of Project Leader
(in Block Letters)

職位（正楷）

Date 日期

Official Chop of Applicant Organisation 申請機構印章

項目申請
協議確認書

(i) 政府保留權利以本機構曾經參與、正在參與或有理由相信本機構曾經或正在參與可能導致或構成發生危害國家安全罪行的行為或活動為由，取消本機構的申請資格，又或為維護國家安全，或為保障香港的公眾利益、公共道德、公共秩序或公共安全，而有必要剔除本機構的申請資格。

(ii) 即使有關申請已獲批准，如果出現下列任何一種情況，政府可立即終止有關協議：

- 本機構曾經參與或正在參與可能會構成或導致發生危害國家安全罪行或不利於國家安全的行為或活動；
- 繼續委聘機構／承辦商或繼續推行該大嶼山保育基金資助項目將不利於國家安全；或
- 政府合理地相信上述任何一種情況將會發生。

(iii) 有關申請如獲批准並實行項目時，宣傳品的外觀嚴禁包含（不論明示及／或暗喻）一些將會／可能構成或導致發生危害國家安全罪行或不利國家安全的訊息。

日期：

Project Application
Agreement Confirmation

We have read and understood the following clauses when submitting the application form:

- (i) the Government reserves the right to disqualify our organisation on the grounds that our organisation, including but not limited to our representatives responsible for and involved in the application, has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- (ii) even after the application is approved, the Government may immediately terminate the relevant agreement upon the occurrence of any of the following events:
 - our organisation, including but not limited to our representatives responsible for and involved in the application, has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - the continued engagement of our organisation/contractor or the continued implementation/performance of the LCF project is contrary to the interest of national security; or
 - the Government reasonably believes that any of the events mentioned above is about to occur.
- (iii) if the application is approved and during implementation stage, the appearance of publicity materials containing any message (whether, explicit and/or implicit) which will/may possibly constitute or cause the occurrence of any offences endangering national security or otherwise may be contrary to the interest of national security should strictly be prohibited.

We hereby confirm we agree and undertake to comply with the above clauses.

Organisation Name (in English):

Organisation Name (in Chinese):

Name of Person-in-charge (in English):

Name of Person-in-charge (in Chinese):

Position:

Organisation Chop:

Signature of Person-in-charge:

Date:

APPLICATION FORM

申請表格

PERSONAL DATA COLLECTION STATEMENT

個人資料收集聲明

1. 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 LCF 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。

2. DISCLOSURE OF INFORMATION

公開資料

The Secretariat of the LCF 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。

3. 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 LCF.

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秘書處提出。