



Content 內容



- Background of Lantau Conservation Fund (LCF)
 大嶼山保育基金背景
- Application Arrangement 申請安排
- 3. Points to Note in Application 申請注意事項
- 4. Points to Note in Project Implementation 項目推展注意事項
- 5. Tentative Key Dates 暫定重要日子



01



Background of LCF 大嶼山保育基金背景



Challenges to Lantau Conservation 大嶼山保育面對的挑戰



- Conservation resources are largely privately-owned
 許多保育資源由私人擁有
- Fragmented land ownership土地業權分散
- Motivate local communities, landowners, NGOs, etc., to collaborate in taking forward conservation projects through financial incentive and support 透過經濟誘因和支援鼓勵社區、土地擁有人和非政府機構等參與保育項目

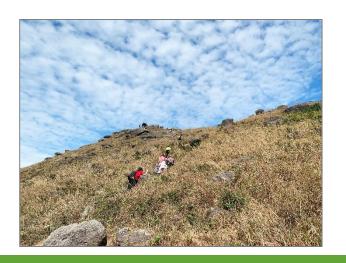




Background of LCF 大嶼山保育基金背景

- The Government announced the Lantau Tomorrow Vision in 2018 Policy Address
 政府在2018年施政報告中公布明日大嶼願景
- Conserving Lantau: Protection and Enhancement, Public Involvement, Public Enjoyment 大嶼山保育方向:保護環境加強保育、公眾參與、公眾享用
- Set up the \$1 billion LCF 成立十億元的「大嶼山保育基金」











\$1,000M

LCF 大嶼山保育基金

\$500M

\$500M

Conservation and Related Projects 保育和有關項目

Provide financial support to local communities, landowners, NGOs, etc., to carry out conservation and related projects 資助社區、土地擁有人和非政府機構等,在大嶼山進行保育和有關的項目

Minor Local Improvement Works 小型地區改善工程

Minor local improvement works to be carried out by the Government on government land in Lantau in support of conservation initiatives 由政府在大嶼山的政府土地推行小型地區改善工程,以支援保育工作







NATURE CONSERVATION 自然保育



CULTURAL CONSERVATION 文化保育



VILLAGE REVITALISATION 鄉村活化 Conservation Management Agreement (MA) 保育管理協議項目

Research 研究項目

Education and Engagement (E&E) 教育和參與項目



Conservation Management Agreement (MA)保育管理協議項目

Conservation projects (nature conservation, cultural conservation and/or village revitalisation) involving <u>management and conservation</u> of privately-owned land and/or buildings of conservation value, by <u>engaging land/building owners</u> to contribute, enhance and revitalise the ecological/nature/cultural/historical significance of the site

保育項目(自然保育、文化保育及/或鄉村活化),涉及<u>管理及保育</u>具保育價值的私人擁有土地及/或建築物,當中<u>鼓勵土地</u>/建築物擁有人參與,提升和活化有關地點的生態/自然/文化/歷史價值







Research 研究項目

Conservation-related scientific research or culture and local history research

與保育相關的科學研究或文化和地區歷史的研究







Education and Engagement (E&E)教育和參與項目

Initiatives or activities for community involvement, public education and promotion in relation to conservation and related purposes

與保育相關的社區參與、公眾教育和宣傳計劃或活動





- Conservation efforts may include natural environment, ecology, culture, history, rural character, landscape, geomorphology and other relevant elements
 所涵蓋的保育工作範圍可包括自然環境、生態、文化、歷史、鄉郊特色、地形、地貌和其他相關元素
- Aim: The environmental capacity can be enhanced, culture and rural character can be conserved and sustainable development of Lantau can be promoted 目標:提升環境實力;保育文化和鄉郊特色;以及推動大嶼山的可持續發展





Lantau Conservation Fund Advisory Committee 大嶼山保育基金諮詢委員會



14 non-official members from a wide range of fields (including Chairperson) 十四名來自廣泛領域的非官方成員 (包括主席)

+

4 official members 四名官方成員



02



Application Arrangement 申請安排







- Local tax-exempt charities 本地獲豁免繳稅的慈善機構

 (only accept applications from organisations having legal personality
 只接受擁有法人資格的機構申請)
- Local registered and non-profit-making companies 本地註冊的非牟利公司
- Local post-secondary education institutions 本地專上教育院校
 (degree-awarding higher education institutions listed on the Education Bureau's website & the member institutions which provide manpower training under the Vocational Training Council 教育局網站所列可頒授學位的高等教育院校和職業訓練局轄下提供人力培訓的成員機構)





- The Applicant Organisation is allowed to collaborate with other supporting/sponsoring bodies.
 - 申請機構可與其他支持/資助團體攜手合作
- Each application must be submitted by a <u>single organisation</u>
 每宗申請須由單一機構提出。





- Within one of the defined project streams 屬指定三類項目類別之一
- Contribute to conservation of Lantau, or raise community awareness of the local community, or engage the community in conserving Lantau 對大嶼山保育作出貢獻;或提高當地社區的保育意識;或鼓勵社區保育大嶼山
- Benefit to community as a whole & non-profit-making
 整體上惠及社區和非牟利性質



Funding and Duration Limits 資助及年期上限

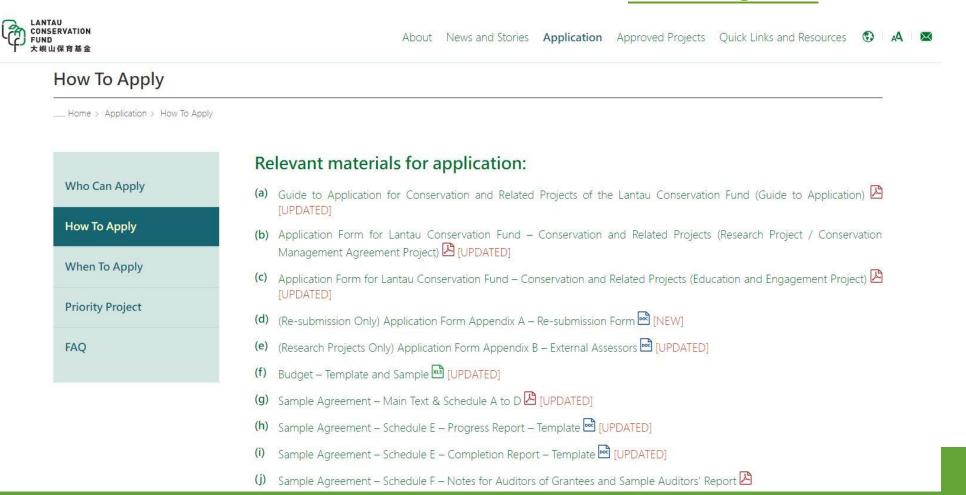
Streams 類別	Funding Limit 資助上限 (HK\$ million 百萬港元)	Duration Limit 年期上限
Conservation MA 保育管理協議	13.0	3
Research 研究	2.5	3
Education & Engagement 教育及參與	2.0	2

Lower threshold limit for application is set at \$250,000 申請資助金額的下限設為\$250,000



Application Form & Guide 申請表格和申請指引

● Application Form and Guide to Application can be downloaded from the LCF website: 申請表格和申請指引可於大嶼山保育基金網站下載: www.lcf.gov.hk







Application Submission 提交申請

Applicant Organisation and Project Team 申請機構和項目團隊

Person-in-charge, project leader, structure of the project team, CV, etc.

機構負責人、項目負責人、項目團隊架構、簡歷等

建議項目細則

Details of Proposed Project Conservation purpose, location, conservation measures, target groups, publicity and promotional plan, performance indicator of project, written consent, implementation schedule, etc.

> 保育目的、地點、保育措施、目標群組、宣傳及推廣計劃、 項目表現指標、書面同意、推展時間表等

Financial matters 財務事項

Budget, fund disbursement schedule, etc.

預算、資助發放時間表等





Application Submission 提交申請 External Assessor 外間評審專家 Each research project application nominates 3 external assessors

*RESEARCH PROJECT ONLY 只適用於研究項目

每個研究項目申請需提名3位外間評審專家

*Need to declare any past and present relationship between the Person-in-charge of organisation or the Project Leader and the assessor

須申報機構負責人或項目負責人與各評審專家所有過往及現在的關係

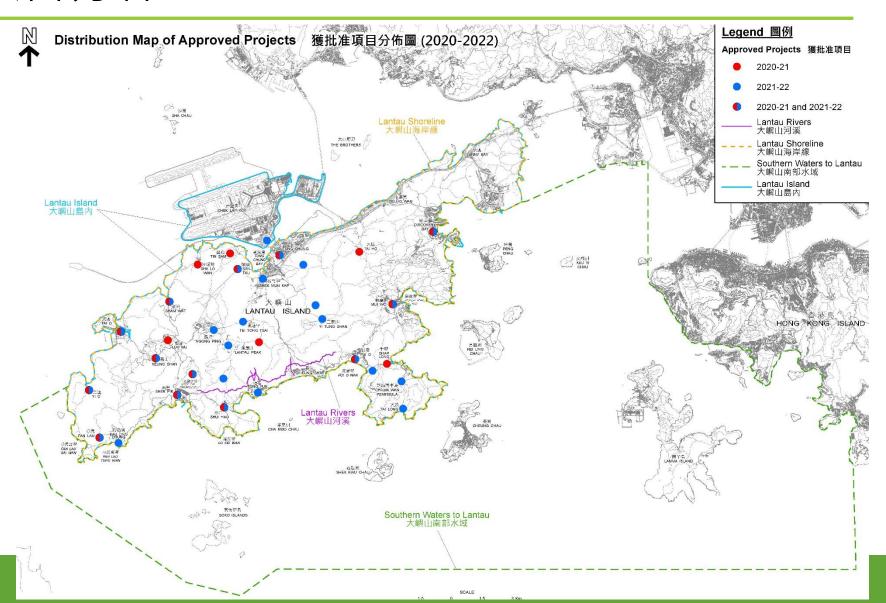




Overall benefits to achieve conservation purpose 項目對達成保育目標的整體效益	40%
Quality of proposal 項目方案質素	30%
Applicant Organisation's capability 申請機構的能力	20%
Quality of Budget 預算質素	10%

Distribution of Approved Projects 獲批項目分佈







03



Points to Note in Application 申請注意事項





General Matters 一般事項

- The application shall 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 申請須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
- Encourage to engage, collaboration and share knowledge with local people as part of capacity building and creating positive societal impacts
 鼓勵與當地居民互動協作及/或作知識交流,以培養他們保育大嶼山的能力,
 為社區帶來正面影響



General Matters 一般事項

- Collaboration organisation means those organisation(s) which willing to provide support to the project, for example sponsorship in terms of money, manpower, resources etc.
 - 合作機構是指一些願意為項目提供支援的團體,例如:金錢贊助、免費提供 人力、物力支援等
- If the collaboration organisation will charge for such support(s) which has been included in the budget, procurement requirements stated in the agreement have to be compiled with
 - 倘若合作機構會為其所提供之支援收取費用,而這費用包括在項目預算內, 便需要遵從協議所述之採購規定

Conservation Agreement Management Project 保育管理協議項目



- Projects with built heritage conservation, should include (1) a baseline programme;
 (2) proposed arrangement for public appreciation; and (3) publicity programme
 涉及保育歷史建築的項目,須包括(1)基線計劃; (2)開放予公眾參觀的擬議安排;及
 (3)宣傳計劃
- Provision of public access and publicity should comprise at least 50% of the project period
 開放予公眾及進行宣傳計劃的時間應佔項目期至少50%
- May request Grantee to implement measures to fulfill the requirement without additional funding support
 可要求獲資助機構推行措施以滿足相關要求

Conservation Agreement Management Project 保育管理協議項目



- Grantee's responsibility to ensure the structural safety of the building(s) for public access 獲資助機構有責任確保有關建築的結構安全,可開放予公眾使用
- Owner's written consent should be provided as far as possible with the submission 遞交申請時應盡量附上土地擁有人的書面同意



Research Project 研究項目

- Application from a post-secondary education institution shall be made through its research office
 - 凡屬專上教育院校所提出的研究項目申請,須經由其研究辦事處提交
- If the current appointment of the project leader cannot cover the whole project period, the research office shall further undertake that at least one successor to the project leader from the same institution must be included in the project
 - 如項目負責人的受聘年期未能涵蓋整段項目期,研究辦事處須進一步承諾,有關項目最少會有一位來自同一院校的繼任人



Statutory Procedure 法定程序

- Applicant Organisation's responsibility to ascertain statutory requirements involved in the implementation of the proposed project, such as planning applications, place of public entertainment licence, environmental impact assessments, etc.
 申請機構有責任確定擬議項目所涉的法定要求,例如規劃申請、相關牌照及法定許可等
- Specify its plan, budget and time frame for obtaining such endorsements in the application
 須在提出申請時訂明取得所需批准的計劃、預算和時間
- Fund for the parts of the proposal or activities of the application requiring relevant endorsements would only by released after all statutory requirements are complied with 申請方案內的部分項目或活動須取得有關當局批准,相關的基金資助只會於所有法定要求獲遵辦後發放





- Provide written consent from the land owner(s)/tenant(s)/relevant government department(s) concerned as far as possible during the application stage; if only oral consent obtained, provide information as far as possible (e.g. name(s), lot number(s)) 在申請階段盡量提供由有關土地擁有人/租客/政府部門作出的書面同意,如只取得口頭同意,須盡量提供相關詳情(如姓名、地段編號)
- If funding support is granted, such written consent must be made <u>available prior to the</u> <u>signing of agreement and execution of the project</u> 如獲批出資助,便須在簽訂協議及執行項目前取得有關書面同意

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	例:Confirmed落實 / To Be Confirmed待定





- Manage the effectiveness of the project 評估項目的成效
- Accept both qualitative and quantitative indicators 量度「質」與「量」的指標均可
- Tailor-made indicators based on activities and programme by the Applicant Organisation, e.g. 申請機構因應活動和時間表度身訂制指標, 例如:
 - ❖ Area of land conserved/managed 保育 / 管理面積
 - ❖ Number of education and engagement programmes organized and the number of participants 舉辦教育及參與項目的數目和參與人數





- Provide a detailed budget of each income and expenditure item in Excel format
 (sample can be downloaded from the LCF website)
 提供列出收支項目的詳細預算 (以Excel格式編製,有關預算範本可從基金網站下載)
- Expenditure item should be grouped into categories, e.g. project staff costs
 開支項目應分門別類, 例如項目員工薪金

Budget 預算



Project Staff Salary 項目員工薪金

• Total amount below **50%** of the approved grant or actual expenditure, whichever is less (except research projects) 資助總額不超過獲批准資助金額或項目實際開支的**50%**,以款項較少者為準 (研究項目除外)

Administrative and Overhead Costs 行政及經常支出

- Not applicable for Applicant Organisations (including post-secondary education institution) receiving Government subvention
 不適用於接受政府補助的申請機構(包括專上教育院校)
- Total amount below **10%** of the approved grant or actual expenditure, whichever is less

資助總額不超過獲批准資助金額或項目實際開支的10%,以款項較少者為準



Sponsorships and Income 贊助和收入

- Applicant Organisation is encouraged to generate income and/or seek sponsorships 鼓勵申請機構創造收入和 / 或尋找贊助
- Not a mandatory requirement for application 並非申請的必要條件



Fund Disbursement Schedule 資助發放時間表

	Milestone 里程碑	Proportion 份額
Initial Disbursement 首次發放款項	• Signing of agreement 簽定協議	• 20% - 25% of the approved grant 獲批准的資助金額的20至25%
Interim Disbursement 中期發放款項	 Completion of specific milestone (details to be proposed by the Applicant Organisation to suit the nature of individual project) 完成指定里程碑 (由申請機構按個別項目的性質所建議) Submission of progress report 遞交進度報告 	 To be proposed by the Applicant Organisation 由申請機構建議
Final Disbursement 最後發放款項	 Completion of project 完成項目 Approval of completion report & final audited accounts 完成報告及最終審計帳目獲批 	• 10% of the approved grant or actual outstanding payment 獲批准的資助金額的10% 或實際的未付款項



Points to Note in Application 申請注意事項

- The original hard copy of the Application Form must be <u>signed by a person-in-charge of the Applicant Organisation</u> with an official <u>organisation/company chop</u> stamped.
 申請表格正本必須由申請機構的負責人簽署,並蓋上申請機構的印章。
- Submit soft copy of Application Form (fillable pdf) and other required supporting documents by email or in CD-ROM
 以電郵或光碟遞交申請表格(可填寫的PDF)及其他所需文件的軟複本
- The original hard copy of the Application Form must be signed by a person-in-charge of the Applicant Organisation with an official organisation/company chop stamped. Otherwise, the application will not be considered 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
- <u>Either hardcopy OR softcopy of the application not submitted on or before the invitation closing time will not be considered.</u>
 申請表格正本或軟複本未能在截止時間或之前遞交將不獲考慮



Points to Note in Application 申請注意事項

- Checklist for Application Submission (Appendix 1 of Guide to Application)
 提交申請核對清單 (申請指引附錄1)
- If application was previously rejected, should state clearly in Appendix A to Application Form the revisions/amendments made 如申請曾被拒,應在申請表格的附錄 A 中清楚訂明作出的調整/修訂



- A maximum of 10 pages for supplementary information (if necessary)
 最多不超過10頁的補充資料 (如有需要)
 - No textual explanation, only photos, diagrams, illustrations, tables, charts, etc. for illustration purpose
 - 不應包括進一步解釋項目詳情的文字,主要以相片、圖片、插圖、表格、圖表等



Points to Note in Application 申請注意事項

- Keep your content clear, precise and concise, avoid repeating similar information in different parts of the application form
 保持內容清晰簡潔,避免於申請表格的不同部分重覆相似的內容
- Reasonable font size: at least 12 points字體不要過小: 最小12點



04

Points to Note in Project Implementation 項目推展注意事項

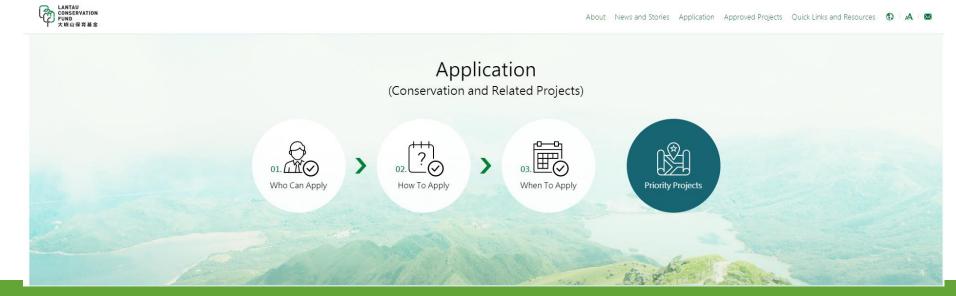


Points to Note in Project Implementation 項目推展注意事項



- Grantee shall sign an agreement with the Government for each project
 獲資助機構需要與政府就項目簽訂協議
- The sample agreement for terms and conditions to be observed during project implementation can be downloaded from the LCF website for reference.

協議內容包括在項目推展期間所須遵守的條款和條件。協議範本可於大嶼山保育基金網站下載



Approved Fund 獲批資助款項



Request for <u>additional funding</u> after project approval <u>will not be considered</u> 項目獲批准後,要求<u>額外資金</u>的申請將不獲考慮



- 1. Approved items within the same category 同一類別的核准開支項目
 - ➢ Grantee may reallocate funds of approved items within the same category 獲資助機構可調配同一類別內核准開支項目的資助

	Particulars 分項詳情	Unit Cost (\$) 單位成本	Quantity 數量	Total (\$) 總計
1.	Transportation 交通			4
1.1	28-seat car rental for transportation of visitors (\$1000/day x 10 times) 租借28座車以作訪客交通 (一日\$1000 x 10 次)	1,000	10	10,000
1.2	5.5T lorry rental for delivery of equipment (\$500/day x 10 times) 租借5.5 噸貨車以作運送設備 (一日\$500 x 10次)	500	10	5,000
			Sub-total 小計	15,000



- 2. Items not on approved budget 開支項目不在核准預算
 - Provided that items are reasonable & approved cap not exceeded; prior written approval required
 合理開支項目及不超出核准上限;需先得書面同意

	Particulars 分項詳情	Unit Cost (\$) 單位成本	Quantity 數量	Total (\$) 總計
1.	Transportation 交通			
1.1	28-seat car rental for transportation of visitors (\$1000/day x 10 times) 租借28座車以作訪客交通 (一日\$1000 x 10 次)	1,000	10	10,000
1.2	5.5T lorry rental for delivery of equipment (\$500/day x 10 times) 租借5.5 噸貨車以作運送設備 (一日\$500 x 10次)	500	10	5,000
			Sub-total 小計	15,000



- 3. Exceeding approved cap for a category 超出開支類別的核准上限
 - Not exceeding 15% of the original approved cap 不超出原資助上限的15%
 - ▶ Otherwise, prior written approval from Secretariat / Advisory Committee required 否則需先得秘書處/諮詢委員會書面同意

	Particulars 分項詳情	Unit Cost (\$) 單位成本	Quantity 數量	Total (\$) 總計	
1.	Transportation 交通				
1.1	28-seat car rental for transportation of visitors (\$1000/day x 10 times) 租借28座車以作訪客交通 (一日\$1000 x 10 次)	1,000	10	10,000	
1.2	5.5T lorry rental for delivery of equipment (\$500/day x 10 times) 租借5.5 噸貨車以作運送設備 (一日\$500 x 10次)	500	10	5,000	
	Sub-total 15,000				



4. Any unused fund for projects staff costs (except research projects) and audit fees is not allowed to be reallocated to other expenditure categories 有關員工薪金(研究項目除外)和核數費用如有未用盡的款項,不得分配至其他開支類別

Procurement & Auditing 採購及審計



Procurement 採購

 Comply with the requirements set out in the agreement, such as number of quotations

符合協定內的規定,例如報價數量

Audited Accounts 審計帳目

Audited by independent certified public account (practising)
 經獨立執業會計師審計

Variations of Agreement 協議修訂



- Change that may affect the original purpose and/or expected outcome and benefit of project, such as change of key project staff, reduction in area of conservation/number of activities, etc.
 - 一些可影響項目原本目的及/或預期成果和成效的改變,例如更換主要項目人員,减少保育面積或活動數目等
- Prior written approval required 需先得書面同意





Key Dates 重要日期



Open for Applications 接受報名日期

Invitation Closing
Date
截止日期

Announcement of Results
公布結果時間

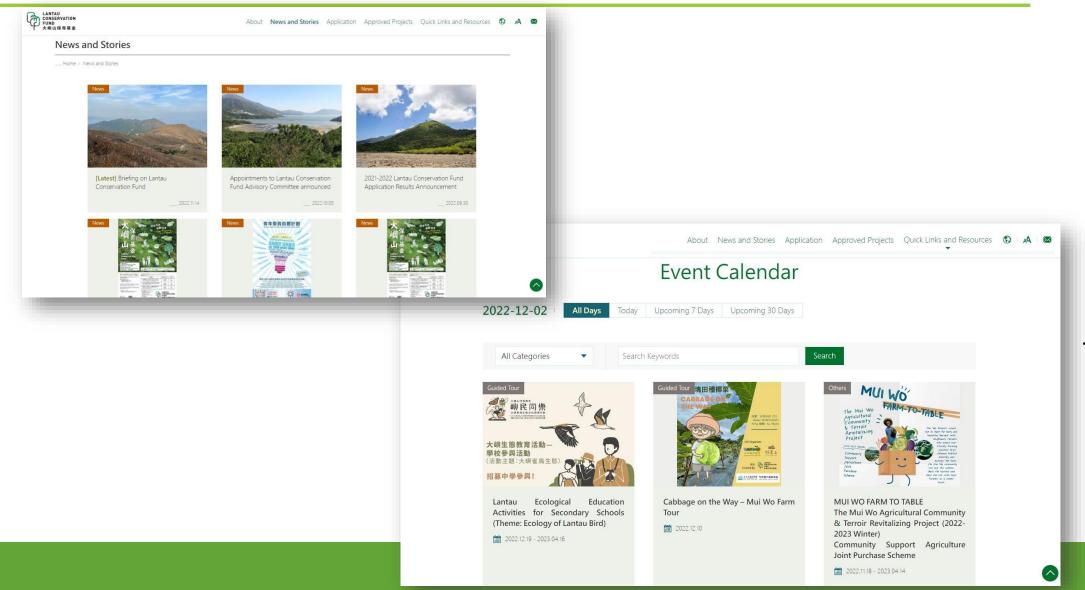
30.12.2022 2022年12月30日 28.2.2023 (Research and E&E projects) 2023年2月28日(研究和教育及參與項目)

Mid / Q3 2023 2023年年中/第3季

31.3.2023 (Conservation MA projects) 2023年3月31日(保育管理協議項目)







Please visit 請瀏覽

LCF.gov.hk