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| Application No.: |  |
| Agreement No. and Date: |  |
| Project Title in English: |  |
| Project Title in Chinese: |  |
| Amount of Approved Grant: |  |
| Reporting Period: | From:  | to: |
|  |
| Name of Grantee: |  |
|  |
| Commencement Date: |  |
| Actual Completion Date: |  |

I certify that this completion report and the final audited accounts attached are true and correct and that the goods and services purchased and acquired are necessary for the activities of the project and that the prices are fair and reasonable.

I also confirm that our Organisation/Company has executed and complied with all the terms and conditions spelt out in the Agreement signed between the Organisation/Company and the Government of the Hong Kong Special Administrative Region.

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| Report completed by: |
| Name of Grantee with Organisation Chop: |  | Signature of Person-in-charge of the Grantee / Project Leader: |  |
|  |  | Name of Person-in-charge of the Grantee / Project Leader: |  |
|  | Position: |  |
|  | Date: |  |

1. **Project Details**
	1. **Project Overview**

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| Project Leader |
| Name: |  |
| Position: |  |
| Tel and Fax / Email: |  |
| Collaborating Party (if applicable) |
| Name of Organisation (if any): |  |
| Contact Person: |  |
| Tel and Fax / Email: |  |

* 1. **Short Summary**

Short summary of the findings/outcomes of the project in both English and Chinese for publishing on the LCF website and other means where the Government deemed appropriate

Summary (in English)

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Summary (in Chinese)

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* 1. **Objectives achieved**

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* 1. **Deliverables and benefits achieved**
1. Achievement of planned milestones for the period under review

| Milestones | Planned Target | Actual Achievement | Reasons for Variances |
| --- | --- | --- | --- |
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1. Participants of public education and engagement activities for the period under review
2. Number of participants and heritage resources involved

| **Activity (Type)** | **Date & Venue** | **Nature and Cultural Heritage Involved** | **No. of sessions** | **Number of Participants****(average number per session)** | **Number of Volunteers** |
| --- | --- | --- | --- | --- | --- |
| **Target** | **Actual** |
| (E.g. cultural mapping of heritage resources in Mui Wo (experiential workshop cum field trips)) |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total** |  |  |  |  |

1. Composition of participants

| **Activity** | **Occupation†** | **Age Group** |
| --- | --- | --- |
| **(Type)** | **W** | **U** | **R** | **St** | **<18** | **18-29** | **30-39** | **40-59** | **>60** |
| (E.g. Cultural mapping of heritage resources in Mui Wo (workshop cum field work)) |  |  |  |  |  |  |  |  |  |
| ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) |
|  |  |  |  |  |  |  |  |  |  |
| ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) |
|  |  |  |  |  |  |  |  |  |  |
| ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) |
| **Result** |  |  |  |  |  |  |  |  |  |
| ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) | ( %) |

**†** For the category of “occupation”, the code “**W**” means “working person”; “**U**” stands for “unemployed person”; “**R**” refers “retired person”; and “**St**” stands for “student”.

* 1. **Problems encountered in implementing the Project and remedial measures (if any)**

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* 1. **Variations in the Project**[[1]](#footnote-1) **or supplementary information (if any)**

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* 1. **Publicity materials or publications produced (if any)**

(Please specify type and number and attach copies as well as copies of any relevant press clippings about the project)

(Please provide web link and soft copy of publication/audio-visual programme by email (address: lcfac@cedd.gov.hk))

1. If there are physical copies of the publication, please provide two copies to the Secretariat

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1. If there is any on-line information produced under the project, please provide the following details to the Secretariat.

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| --- | --- | --- |
| (Item No.) | Title |  |
|  | Establishment date |  |
|  | Type  | ⬜ Website⬜ Social media platform⬜ Electronic publication |
|  | Website address |  |
|  | Purpose of establishment and content |  |
|  | Total no. of “like”, subscriber, visit, click and/or download rate, etc.(from establishment to reporting date) |  |

* 1. **Comments of Participants or Professionals, Summary of questionnaires result (if applicable)**

Please summarise the comments of participants or professionals (e.g. scholars) on the Project. If a questionnaire survey has been conducted, please provide the result and analysis. The Secretariat or the Government reserves the right to require the Grantee to provide the original copies of questionnaires for checking.

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* 1. **Follow-up action planned (including the plan for the knowledge transfer/ publicity/ continuity of project)**

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* 1. **Other comments and suggestions (if any)**

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1. **Financial Reports (English only)**

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| Please submit the final Audited Accounts of the Project. For the requirements of the Audited Accounts, please refer to the Agreement. |

* 1. **Estimated final amount to be claimed from the LCF (if any)**

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* 1. **Estimated amount of unspent balance of approved grant upon completion of the project (any unspent balance must be returned to the LCF)**

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* 1. **Project Summary Financial Position**

from \_\_\_\_\_\_\_\_\_\_\_\_ (commencement date) to \_\_\_\_\_\_\_\_\_\_\_ (actual completion date)

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| --- | --- |
|  | HK$ |
| Approved Grant Amount Received |  |
| Plus: Interest Received on the funds  |  |
| Plus: Sponsorship received |  |
| Plus: Actual Income received |  |
| Less: Actual Expenditure |  |
| Surplus/(Deficit) |  |

* 1. **List of Assets purchased by LCF (if any)**

| Description/Serial No. | Quantity | Approved Budget($) | Actual Expenses($) |
| --- | --- | --- | --- |
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Note:

1. Written explanation should be submitted if the Grantee fails to complete or cancel any activity which has received funding support.
2. A proper reference should be prepared to indicate the interlink of figures appeared in the final Audited Accounts attached to the completion report.
3. Please submit the report to the Secretariat in both hard and soft copy. It shall be delivered by hand or post to **the Secretariat of the Lantau Conservation Fund Advisory Committee at 12/F, 1063 King's Road, Quarry Bay, Hong Kong** and by email to **lcfac@cedd.gov.hk**.
1. For variation not covered by the terms of the Agreement, a separate written application should be submitted to the Secretariat for prior approval. [↑](#footnote-ref-1)