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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: |  |
| Target Completion Date: |  |

I certify that this progress report and the Statement of Income and Expenditure / annual Audited Accounts[[1]](#footnote-1)\* 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. **Implementation Progress**

(Please compare with the proposed implementation schedule as set out in Schedule A – Details of the Project of the Agreement.)

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| **Conservation Management Agreement** |
| 1. **Nature Conservation (if applicable)**
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1. Summary (e.g. Total area of lands conserved /managed, condition of habitats and/or target species)

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| --- |
| (E.g. Total area of land conserved /managed, condition of habitats and/or target species) |

(Please provide breakdowns by habitat types / habitat management measures.)

|  |  |  |
| --- | --- | --- |
| Habitat type /Habitat management measure | Proposed Area | Actual Area |
|  |  |  |
|  |  |  |
| Total |  |  |

1. Progress of activities carried out

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| --- | --- |
| **Activity** | (E.g. habitat management measures, biodiversity surveys/ monitoring) |
| **Date /****Duration /****Frequency** | (E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for establishing new farmland) |
| **Implementation Progress**(Please set out in detail how far the planned deliverables have been achieved) | (E.g. crop/host plants planting, habitat restoration, fishpond drain down with reference to appendices (if applicable))Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any). |

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| **Conservation Management Agreement** |
| 1. **Cultural Conservation (if applicable)**
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1. Summary

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1. Details of completed activities

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| **Serial Number of Activity** |  |
| **Activity Name and Nature** | (E.g. delivery of education and public programmes, mode of delivery, any publications to promote the culture etc.) |
| **Cultural Heritage Involved** | (E.g. type of cultural heritage such as salt production techniques (item on the Inventory of Intangible Cultural Heritage of Hong Kong), Yeung Hau Temple in Tai O (declared monument), etc.) |
| **Duration/ Frequency** | (E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for establishing new task(s)) |
| **Target Completion Date** |  |
| **Actual Completion Date** |  |
| **Reason(s) for behind/ahead of schedule (if any)** | Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any). |
| **Completion of Tasks**(Please set out in detail how far the planned deliverables and targets have been achieved) |  |

1. Progress of on-going activities

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| --- | --- |
| **Serial Number of Activity** |  |
| **Activity Name and Nature** |  |
| **Cultural Heritage Involved** |  |
| **Duration / Frequency** |  |
| **Target Completion Date** | (Original) |
| (Rescheduled, if any) |
| **Details of Task(s) and Implementation Progress**(Please set out in detail how far the planned deliverables/ task(s) have been achieved) | Brief description on the task(s) and/or planned deliverable(s), the current position and the overall progress. Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any). |

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| **Conservation Management Agreement** |
| 1. **Village Revitalisation (if applicable)**
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1. Summary

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| (E.g. Total area of buildings conserved / managedAchievement of revitalisation of historic buildings or structures) |

1. Progress of activities carried out

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| **Activity** | (E.g. repair, protect or appropriate additions works onto building(s) or building compound inside project area, like farmhouse, storage hut, pavilion, etc.) |
| **Date /****Duration /****Frequency** | (E.g. specific dates for one-off/irregular activities, duration and frequency for regular/seasonal activities, time required for construction of new building(s)) |
| **Implementation Progress**(Please set out in detail how far the planned deliverables have been achieved) | Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any). |

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| **(d) Research (if applicable)** |

1. Summary

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| (E.g. Major findings, research approach, content of monograph, arrangement for publication and distribution, etc.)) |

1. Progress of activities carried out

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| --- | --- |
| **Activity** | (E.g. arrangement for publication and distribution, outreach activities, etc.) |
| **Date /****Duration /****Frequency** | (E.g. specific dates for testing events, duration and frequency for regular tests, time required for completion of tests/activities)) |
| **Implementation Progress**(Please set out in detail how far the planned deliverables have been achieved) | Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any). |

1. Progress of Research Report
* Research schedule

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| --- | --- |
| **Research commencement date** | **Target submission date of final research report** |
| **Original** | **Revised****（if any）** |
|  |  |  |

* Report preparation

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| --- | --- | --- | --- | --- |
| **Research Chapter** | **Outline** | **Progress of research works** | **Submission date of first draft** | **Behind the original schedule** **(if applicable)** |
| **Target** | **Revised/ Actual** |
|  |  | (E.g. oversea field survey, telephone opinion survey, oral history, etc.) |  |  | Report on project slippage, problems encountered, remedial measures taken to overcome problems and their effectiveness (if any). |
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| **(e) Education and Engagement (if applicable)** |

1. Summary

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| (E.g. Types of activities organised, target groups engaged, participation numbers, etc.) |

1. Progress of activities carried out (please attach five photographs of each activity)

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| --- | --- | --- | --- |
| **Date/ Duration/ Frequency** | **Venue** | **Activity Name and Nature****(total number of sessions)** | **Implementation Progress****(e.g. number of participants)** |
| **Target** | **Actual** |
| (E.g. actual implementation dates / periods.) |  | (E.g. ecotours, workshops, festivals, volunteer schemes.) | (E.g. Total number of participants (average number per session)) |  |
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1. Composition of participants (Please invite participants to provide their occupation and age groups in the activity application form of each activity for the purpose of performance evaluation)

| **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. **Deliverables and Benefits achieved**

Achievement of planned milestones for the period under review

| Milestones | Planned Target | Actual Achievement | Reasons for Variances |
| --- | --- | --- | --- |
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* 1. **Problems encountered in implementing the Project and remedial measures (if any)**

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* 1. **Variations in the Project**[[2]](#footnote-2) **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. **Other comments and suggestions (if any)**

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

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| Please submit the actual income and expenditure for the current reporting period and cumulative total up to date as using the sample of Statement of Income and Expenditure, which is downloadable from the LCF website. Please use separate sheets if necessary. |
| If an annual Audited Accounts of the Project is submitted with this Progress Report, the Statement of Income and Expenditure is not required. For the requirements of the Audited Accounts, please refer to the Agreement. |

* 1. **Amount to be claimed for next period according to the proposed Disbursement Schedule**

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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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Note:

1. Written explanation should be submitted if the Grantee fails to complete or cancel any activity which has received funding support.
2. 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. \* Delete as appropriate [↑](#footnote-ref-1)
2. 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-2)