|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2024-25年度「公民教育活動資助計劃」申請表格**  **Application Form for the Community Participation Scheme 2024-25**  *(倘以列印本遞交申請，須以正副本一式兩份遞交*  *If the application is submitted in printed copy, the original and duplicate copies must be submitted)* | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **甲部 – 活動計劃概要 Section A – Project Overview** | | | | | | | | | | | | |
| 1. i. 申請團體所屬機構   Applicant Organisation | | | (中文Chinese) | | | | | | | | | |
| (英文English) | | | | | | | | | |
| ii. 單位Unit | | | (中文Chinese) | | | | | | | | | |
|  | | | (英文English) | | | | | | | | | |
| iii. 申請機構的註冊狀況 (請在適用項目加上✓號)  Registration information of applicant organisation (please put a ✓ where applicable) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 非牟利機構 Non-profit-making organisation1︰ 是Yes | | | | | | | | | | |  | |
| 法定團體 Statutory organisation︰ 是Yes | | | | | | | | | | |
| 非牟利學校 Non-profit-making school 2︰ 是Yes | | | | | | | | | | |
| 慈善團體 Charitable organisation3︰ 是Yes | | | | | | | | | | |
| 地區青年發展及公民教育委員會  District Youth Development and Civic Education Committee︰ 是Yes | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *(請附上團體的註冊文件副本一份。Please attach a copy of the organisation’s registration document.)*  1註冊非牟利機構須提供下列證明文件的影印本，以茲證明:   1. (i) 根據《公司條例》發出的公司註冊證明書；或(ii)根據《社團條例》發出的社團成立通知/ 註冊證明書；及 2. 由機構主席及另一名幹事簽署，以證明真實的 (i)章程；或(ii)公司組織大綱及註冊章程。章程必須註明成員不得攤分其利潤。團體一旦解散，成員亦不得攤分其利潤或資產。   A registered non-profit-making organisation shall provide the following supporting documents (duly signed by the Chairman and one other office bearer) to verify its status:   1. (i) a certificate of incorporation issued under the Companies Ordinance; or (ii) a notification of establishment of a society or a certificate of registration of a society issued under the Societies Ordinance; and 2. (i) a Constitution or (ii) a Memorandum and Articles of Association, duly signed by the Chairman and one other office-bearer of the organisation concerned to the effect that it is a true copy. The Constitution must include a clause specifying that members of the organisation do not take any share of the profits. Upon dissolution of the organisation, members do not take any share of the profits or assets.   2 根據《教育條例》註冊的學校須提供證明文件，以茲證明。  A school registered under the Education Ordinance shall provide relevant supporting documents to verify its status.  3 根據《稅務條例》第88條獲豁免繳稅的慈善團體須提供證明文件。  A charitable organisation eligible for tax exemption under section 88 of the Inland Revenue Ordinance shall provide relevant supporting documents to verify its status. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| iv. 機構網站/ 社交媒體 Website/ Social media   |  | | --- | |  |   v. 申請機構簡介Brief description of applicant organisation   |  | | --- | |  | | | | | | | | | | | | | |
| 1. 如聯合其他機構舉行活動計劃，請填寫以下各部份 If the project is organised in collaboration with other organisation(s), please provide information about such organisation(s).  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 機構名稱 Name of organisation | (中文Chinese) | | (英文English) | | 機構簡介  Brief description of organisation |  | | 機構網站/社交媒體  Website/ Social media |  | | 合作形式的性質和詳情 Brief description and form of collaboration |  | | 合辦機構在建議計劃下的責任  Responsibilities of the collaborated organisation under the proposed project |  | |  |  | | | | | | | | | | | | | | |
| 1. 活動計劃名稱Project name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
| 1. 擬推廣的重點／核心價值   Highlight(s)/ Core Value(s) to be promoted | | | | | 中華傳統文化 Traditional Chinese Culture  國家歷史和成就Country's History and Achievements  《憲法》The Constitution  《基本法》The Basic Law  「一國兩制」One Country, Two Systems  國家安全法律National Security Laws  粵港澳大灣區發展 Development of Guangdong-Hong Kong-Macao Greater Bay Area  尊重 Respect  負責 Responsibility  關愛 Love  包容 Inclusiveness | | | | | | | |
| (可選擇多於1項，並請在適用項目加上✓號。  You may choose more than one item and please put a ✓ where applicable) | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| 1. 活動計劃理念Project rationale | | | |  | | | | | | | | |
| |  | | --- | |  | | | | | | | | | | | | |
|  | |  | | | |  | | |  | | |
| 6. 對象  Target group(s)  (可選擇多於1項，並請在適用項目加上✓號。  You may choose more than one item and please put a✓where applicable.) | | 兒童Children | | | | 青少年 Young people | | | 長者The elderly | | |
| 學生Students | | | | 婦女Women | | | 新來港人士New arrivals | | |
| 少數族裔人士  Ethnic minorities | | | | 弱勢社羣  Disadvantaged groups | | | 殘疾人士  People with disabilities | | |
| 在職人士  Working population | | | | 家庭Families | | | 公眾General public | | |
| 其他(請註明): Others (Please specify) | | | |  | | | | | |
| 7. 活動計劃地區 District of project | i. 在港活動Local activity(-ies) *(請填寫乙部(I)及丙部 (Please fill in information under Section B (I) and Section C)* | | | | | | | | | | |
| (請在適用項目加上✓號。  please put a ✓where applicable.) |  | (a)全港性的活動 Territory-wide activity(-ies) | | | | | | (b)地區性／跨區性的活動  Regional/ cross-regional activity(-ies)  地區 District(s)   |  | | --- | |  |   *(請註明地區，如多於一個請全部填寫 Please specify and fill in all the districts if more than one)* | | | |
|  | | | | | |
|  | | | | | |
|  |  | | | | | | | | | | |
|  | ii. 內地交流活動Mainland Exchange activity(-ies) *(請填寫乙部(II)及丙部 (Please fill in information under Section B (II) and Section C)* | | | | | | | | | | |
|  |  | (a)往內地考察  Mainland exchange programme | | | | | | (b)內地訪港考察團  Reception of delegation from the Mainland | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | | | | | | | |
| **8. 支出總額**  **Total expenditure** | **HK$ 港元** | | | | | | **9. 總申請資助額  Funding sought** | | | **HK$ 港元** | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **乙部(I) – 活動計劃詳情 Section B (I) – Project Details** | | | | | | | | | | |
|  |  | | | | | | | | | |
| 擬申請資助的各項***在香港舉行的***活動詳情Details of ***LOCAL*** activity(-ies) seeking funding  *(請****按照本申請表格之格式填寫****。****如活動多於一項，請複印本部分乙部(I)第1至11項，並分頁填寫各項活動的資料。*** *Please provide details of each activity* ***according to the format provided*** *in this Section.* ***If there is more than one activity under the project, please make a copy of this section B(I) from clauses 1 to 11 to provide the relevant details of each activity in a separate page****.)* | | | | | | | | | | |
|  | 第 項活動，共 項活動 | | | | | | | | | |
| ***活動名稱 Name of Activity:*** | | | | |  | | | | | |
| 1. 活動目標Aims of Activity | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| 1. 活動內容Description of Activity   (請詳細說明活動如何令參加者明白擬推廣的重點／核心價值(即甲部第4點所✓的重點)  (Please explain in detail how the activity can promote the promotional highlight(s)/ core value(s) as ticked ✓in Section A Part 4) | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | | | |
| 1. 舉辦活動的渠道／平台(如網上平台、實體聚會、展板) Channel(s)/ platform(s) planned to be used in organising the activity (e.g. online platform, physical meeting, display panel) | | | | | | | | | | |
|  | | | | | | | | | | |
|  | | |  | | | |  | |  | |
| 1. 舉行日期 Activity Date(s) | | |  | | | | 1. 地點 Venue | |  | |
|  | | |  |  | | |  | |  | |
| 1. 對象及預計人數   Target group(s) & estimated no. of people | | | | | | | | | | |
|  | | 義工  Volunteers | | | | 參加者  Participants | | 服務對象  Service recipients | | 觀眾  Audience |
| 12-24歲  Age: 12-24 | |  | | | |  | |  | |  |
| 25-40歲  Age: 25-40 | |  | | | |  | |  | |  |
| 其他年齡  Others | |  | | | |  | |  | |  |
| 總人數  Total no. of people | |  | | | |  | |  | |  |
|  | | | | | | | | | | | |
| 1. 請說明宣傳的途徑或方法(包括對象、地區、方式、進行時間等)   Please describe the publicity channel(s) / mean(s) (including target group(s), district(s), form, time for publicity, etc.)   |  | | --- | |  |  1. 挑選參加者的方法及準則   Methods and criteria of selecting participants   |  | | --- | |  |  1. 活動的工作人員數目及工作分配 Number of workers involved in the project and distribution of duties  |  | | --- | |  |  1. 活動計劃成效評估方法   Methods of performance assessment of the project   |  | | --- | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 1. 請列舉計劃最有可能面對的風險(如惡劣天氣)及註明擬訂的應變計劃   Please list the most portable risks to which the project may be subject to (e.g. inclement weather) and state the proposed contingency plan   |  | | --- | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 1. 開支預算Budget  |  | | --- | | 此部分的內容請使用委員會網頁上的Excel 表格填寫。 <https://www.cpce.gov.hk/main/tc/cpscheme_detail.html>   Please use the Excel form on the CPCE webpage to prepare the budget. |   申請者必須提交用以推行建議計劃的建議開支預算，並**使用委員會網頁上的Excel表格列載所有開支、資金和收入來源**(包括但不限於非政府贊助及／或捐助、收入和收益)，以及預算的理據和計算方法，**再列印或以電郵方式連同本撥款申請表格一併遞交**。  Applicant is required to submit a proposed budget using the Excel form uploaded on the CPCE website for implementing the proposal, showing all expenditure and sources of funds and income (including but not limited to non-government sponsorships and/or donations, income and revenue) together with justifications and calculation and submitted together with this funding application form. | | | | | | | | | | | |

**乙部(II) – 内地交流活動計劃詳情 Section B (II) – Mainland Exchange Project Details**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 擬申請資助各項***內地交流***的活動詳情 (如適用*，*請一併填寫在本港舉行的簡介會及分享會等項目) Details of ***MAINLAND exchange activities*** seeking funding support. ( If applicable, please also state details of the briefing and/ or sharing sessions to be held in Hong Kong)  *(請****按照本申請表格之格式****。****如活動多於一項，請複印本部分乙部(II)第1至18項，並分頁填寫各項活動的資料。****)**(Please provide details of each activity* ***according to the format provided*** *in this Section****. If there is more than one activity under the project, please make a copy of this section B(II) from clauses 1 to 18 to provide the relevant details of each activity in a separate page.****)*  第 項活動，共 項活動 | | | | | | | | | | | | | |
| ***活動名稱 Name of Activity:*** | |  | | | | | | | | | | | |
| 1. 活動目標 Aims of Activity | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 1. 活動內容Description of Activity (請詳細說明活動如何令參加者明白擬推廣的重點／核心價值(即甲部第4點所✓的重點) Please explain how to promote the promotional highlight(s)/ core value(s) as ticked✓in Section A Part 4 | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 1. 交流團日期Scheduled dates | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 1. 交流團日數（如該日活動不超過4小時，應作半日計算）   Number of days (a duration of activity of no more than 4 hours in a day should be counted as a half day) | | | | | | | | |  | | | | |
|  | | | | | | | | | | | | | |
| 1. 目的地   Destination |  | | 省  Province | |  | | | 縣  County | |  | | 市  City | |
|  | | | | | | | | | | | | | |
| 1. 舉辦活動的渠道／平台(如網上平台、實體聚會、展板) Channel(s)/ platform(s) planned to be used in organising the activity (e.g. online platform, physical meeting, display panel) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | |
| 1. 參與交流的內地單位／機構   Mainland Bureau(x)/organisation(s) participating in the exchange | | | | | |  | | | | | | | |
| 1. 已連同本申請表格遞交參與交流的內地單位／機構發出的意向書 Attach to this application form a letter of intent issued by Mainland Bureau(x)/organisation(s) particiapating in the exchange   (請在適用項目加上✓號Please put a✓where applicable) | | | | | | | | | | | | | |
| 有 YES  無 NO | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| 1. 參加交流活動的**本港青年**數目   Number of participating **youths from Hong Kong** | | | | | | | | | | | | | |
|  | 義工  Volunteers | | | | | | 參加者  Participants | | | | | | |
| 12-24歲  Age: 12-24 |  | | | | | |  | | | | | | |
| 25-40歲  Age: 25-40 |  | | | | | |  | | | | | | |
| 其他年齡  Other |  | | | | | |  | | | | | | |
| 總人數  Total no. of people |  | | | | | |  | | | | | | |
|  | | | | | | | | | | | | |
| 1. 參加交流活動的**內地青年**數目   Number of participating **youths from Mainland** | | | | | | | | | | | | | |
|  | 義工  Volunteers | | | | | | 參加者  Participants | | | | | | |
| 12-24歲  Age: 12-24 |  | | | | | |  | | | | | | |
| 25-40歲  Age: 25-40 |  | | | | | |  | | | | | | |
| 其他年齡  Other |  | | | | | |  | | | | | | |
| 總人數  Total no. of people |  | | | | | |  | | | | | | |
|  | | | | | | | | | | |  | |
| 1. 隨團工作人員人數目Number of staff members accompanying the group | | | | | | | | | | |  | |
| 1. 詳細行程、內容、住宿及交通安排   Detailed itinerary, content, accommodation and transport arrangements | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. 在香港舉行的與內地交流活動前舉辦的簡介會／講座及於交流活動後舉辦的分享會等詳情 Details of briefing session(s)/ seminar(s) before the Mainland exchange activity held in Hong Kong and details of sharing session(s) after the exchange activity | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. 請說明宣傳的途徑或方法(包括對象、地區、方式、進行時間等)   Please describe the publicity channel(s) / mean(s) (including target group(s), district(s), form, time for publicity, etc.) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. 挑選參加者的方法及準則   Methods and criteria of selecting participant | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. 回程後的檢討及評估成效的方法 Methods of review and evaluation upon return to Hong Kong | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. 請列舉計劃最有可能面對的風險(如惡劣天氣)及註明擬訂的應變計劃   Please list the most portable risks to which the project may be subject to (e.g. inclement weather) and state the proposed contingency plan | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. 保險、緊急事故應變安排   Insurance and arrangements in case of emergencies | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

1. 開支預算Budget

|  |
| --- |
| 此部分的內容請使用委員會網頁上的Excel 表格填寫。 <https://www.cpce.gov.hk/main/tc/cpscheme_detail.html>   Please use the Excel form on the CPCE webpage to prepare the budget. |

申請者必須提交用以推行建議計劃的建議開支預算，並**使用委員會網頁上的Excel表格列載所有開支、資金和收入來源**(包括但不限於非政府贊助及／或捐助、收入和收益)，以及預算的理據和計算方法，**再列印或以電郵方式連同本撥款申請表格一併遞交**。  
Applicant is required to submit a proposed budget using the Excel form uploaded on the CPCE website for implementing the proposal, showing all expenditure and sources of funds and income (including but not limited to non-government sponsorships and/or donations, income and revenue) together with justifications and calculation and submitted together with this funding application form.

|  |  |
| --- | --- |
| **丙部 – 其他資料 Section C – Other Information**  (所有活動計劃均需填寫 Please fill in items below for all projects)  1. 過去三年舉辦同類活動的經驗Experience in organising similar activitiy(-ies) in the past three years | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 計劃／活動名稱  Name of project(s)/ activity (-ies)  (如多於一項，請逐項列出Please itemise if there is more than one) | 舉行的年份和月份 Year and month of the project(s)/ activity(-ies) held | 內容簡介(如目標、 形式、主題等)及成效 Description of the project(s)/activity(-ies) (e.g. aims, format, topic) and effectiveness | 參加者 數目Number of participants | 是否獲公民教育委員會資助 (如是，請提供活動舉行年份、計劃編號及計劃名稱)Whether the project(s)/activity(-ies) were sponsored by the CPCE  (If yes, please also specify the year organised, the no. and the name of the project(s)/activity(-ies)) | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | |
|  | |
| 2. 知悉「公民教育活動資助計劃」的途徑How did you learn of the Community Participation Scheme?  (可選擇多於1項，並請在適用項目加上✓號。  You may choose more than one item and please put a ✓where applicable.)  委員會網頁 CPCE’s website  委員會面書 CPCE’s Facebook  委員會Instagram CPCE’s Instagram  委員會的函件Committee’s Letter  社交網絡Internet Social Network  其他Others(請註明please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | |
|  | | | |
| 3. 請列明其他相關資料 Please specify other relevant information | | | |
|  | |  | |
|  | |  | |
|  | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **丁部 － 聲明 Section D – Declaration** | | | | | | |
| 1. 我等證明，本申請表填報及附帶的所有資料均屬真確無誤。我等明白，如提供虛假或不準確的資料，又或隱瞞重要資料，會使申請無效。 We certify that all information provided in this application as well as the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information may render the application null and void. | | | | | | |
| 1. 所有申請資助的活動均屬非牟利性質，且並非為個人或團體作政治、宗教或商業宣傳，或作為團體的籌款活動。 All activities seeking funding support are non-profit-making and will not be used for political, religious or commercial purposes for any individuals or organisations, or raising funds for the organisation concerned. | | | | | | |
| 1. 所有申請獲資助的活動將於2025年3月至2026年2月期間舉行。  All activities seeking funding support will be held between March 2025 and February 2026. | | | | | | |
| 1. 本團體沒有就相同的活動計劃獲得政府其他機構／計劃資助，或正在／將會就項目向政府其 他機構／計劃申請資助。   We have not been granted funding by or is seeking or will seek funding from other government agencies or under other schemes for the same project. | | | | | | |
| 5. 本團體明白並同意遵守本資助計劃章程內所列的條款。如獲資助，本團體會遵守資助計劃「使用撥款守則」內訂明的各項規定。本團體同意本申請表格所載的資料及其後提交的資料(包括所有的附錄、附件、補充資料和修訂)可供使用或披露，以作公布及宣傳用途。 We understand and agree to abide by the terms and conditions of this Community Participation Scheme. We will comply with all the requirements laid down in the “Guidelines on the Use of Funding” under the Scheme should we be awarded the grant. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be used or disclosed for public announcement and publicity. | | | | | | |
| 申請團體負責人\*# Person-in-charge of the Applicant Organisation\*  (*負責監管活動計劃Responsible for monitoring the project)* | | | | 活動計劃負責人\* Person-in-charge of the Project\*  *(負責推行活動計劃Responsible for implementing the project)* | | |
| 姓名Name | 先生Mr.  女士Ms. | | | 姓名Name | | 先生Mr.  女士Ms. |
| 職位Post |  | | | 職位Post | |  |
| 聯絡電話 Tel. No. |  | | | 聯絡電話Tel. No. | |  |
| 團體地址 Address of the Organisation |  | | | 傳真號碼Fax No. | |  |
| 電郵地址 Email Address | |  |
| 簽署Signature | |  |
|  | | Authorised signature (For and on behalf of the Applicant Organisation) |
| 簽署Signature |  | | | 團體印章 Official Seal | |  |
|  | Authorised signature (For and on behalf of the Applicant Organisation) | | |
| 日期Date |  | | |
| ***\*申請團體負責人及活動計劃負責人不能為同一人 Person-in-charge of the Applicant Organisation and Person-in-charge of the Project must not be the same person.***  ***# 申請團體負責人須為獲該團體授權或根據有關註冊條例獲授權代表該團體的人，並為獲資助活動計劃的監管人。如團體為學校，則可由校長擔任團體負責人。***  ***Person-in-charge of the Applicant orgnaisation must be authorised by the Applicant Organisation or a person who represent the Applicant Organisation in accordance with relevant registration ordinance and who is the supervisor of the sponsored Project. The Principal of the school could be the Person-in-charge if the Applicant Organisation is a non-profit making school.*** | | | | | | |
|  | | | | | | |
| *(請填妥以下通訊資料以供回郵使用　Please complete the mailing address below for future correspondence)* | | | | | | |
| 負責人姓名Name of the Person-in-charge | |  |  | 負責人姓名  Name of the Person-in-charge |  | |
| 團體  Organisation | |  |  | 團體  Organisation |  | |
| 團體地址  Address of the Organisation | |  |  | 團體地址  Address of the Organisation |  | |

**戊部 － 遞交方式及遞交申請前的核對清單 Section E – Submission Method and Checklist before submitting your application**

(請在適用項目加上✓號。Please put a ✓where applicable.)

|  |
| --- |
| 1. **遞交方式Submission Method:** |
| 電郵至[**secretariat@cpce.gov.hk**](mailto:secretariat@cpce.gov.hk)  Email to [**secretariat@cpce.gov.hk**](mailto:secretariat@cpce.gov.hk)  郵遞或親自交往**香港柴灣道238號青年廣場9樓905室**  By mail or in person to **Room 905, 9/F, Youth Square, 238 Chai Wan Roads, Chai Wan, Hong Kong** |

（續下頁 Continued on next page）

1. **遞交申請前的核對清單 Checklist before submitting your application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 遞交方式 Submission Method | | 完成  Completed |
|  | 文件  Document | 以電郵方式遞交  By Email | 以郵遞或親身遞交  By mail or in person |
| (i) | 申請表  Application form | * 一份PDF格式已簽署的申請表; 及completed and signed application form in scanned PDF format; and * 一份MS Word格式填妥的申請表軟複本 A soft copy of the completed application form in MS Word format. | * 一份正本 the original; * 一份副本; 及   the duplicate; and   * 一份MS Word格式填妥的申請表軟複本(儲存於電腦光碟或USB内遞交) A soft copy of the completed application form in MS Word format (must saved on a CD-ROM/USB). |  |
| (ii) | 預算支出表格  Budget form | * 一份MS Excel格式填妥的預算支出表格軟複本   A soft copy of the completed budget form in MS Excel format | * 一份正本 the original; * 一份副本;及   the duplicate; and   * 一份MS Excel格式填妥的預算支出表格軟複本(儲存於電腦光碟或USB内遞交) A soft copy of the completed budget form in MS Excel format (must saved on a CD-ROM/USB). |  |
| (iii) | 申請團體的註冊文件及有關證明文件[[1]](#footnote-1)  The applicant organisation’s registration document or relevant supporting documents | * PDF格式   in PDF format | * 兩份副本   Two copies |  |
| (iv) | 內地相關團體表示可以安排2024-25年度交流的意向書 (如適用)  The letter of intent from the Mainland organisation concerned indicating its agreement to arrange 2024-25 exchange activities (if applicable) | * PDF格式   in PDF format | * 兩份副本   Two copies |  |

|  |  |
| --- | --- |
| **附件** | **Annex** |
| **2024-25年度「公民教育活動資助計劃」申請收集個人資料聲明** | **Application Form for the the Community Participation Scheme 2024-25 Personal Information Collection Statement** |
| 收集資料的目的  申請文件內所提供的個人資料，香港特別行政區政府(「政府」) 、公民教育委員會及其轄下與公民教育活動資助計劃評審相關的小組和秘書處會用作下列用途：  (a) 處理和評審有關申請； (b) 資助計劃的日常運作； (c) 安排公布及宣傳； (d) 監察和評核受資助的計劃； (e) 對受資助的計劃採取任何補救或跟進工作； (f) 因應任何法例要求作出披露；  (g) 進行研究；  (h) 記錄和編制統計數據；以及 (i) 任何與上述用途相關的目的。  2. 申請人必須提供申請所要求的所有個人資料。如未能提供全部所需的資料，有關申請可能不獲考慮。 | Purpose of Collection  The personal data provided in an application for the Community Participation Scheme will be used by the Government of Hong Kong Special Administrative Region (“Government”), the Committee on the Promotion of Civic Education (“CPCE”) and its sub-committee(s) associated with the assessment of the funding scheme and the related Secretariats for the following purposes:   1. processing and assessing the Applications; 2. the daily operation of the Sponsorship Scheme; 3. arranging public announcement and publicity; 4. monitoring and evaluating the sponsored projects; 5. taking any remedial or follow-up action on the sponsored projects; 6. meeting the requirements to make disclosure under the requirements of any law; 7. conducting research; 8. recording and preparing statistics; and 9. any purposes relating to any of the above.   2. Your provision of all the personal data requested in the application is obligatory. Your application may not be considered if you fail to provide all information as requested. |
| 獲轉移資料者的類別  3. 為了上述第1段的目的，政府或上述第1段所提委員會、其轄下小組或秘書處或會轉交或披露申請所提供的個人資料予︰   1. 任何與公民教育活動資助計劃相關的人士（包括政府的代理人、承辦商或第三方服務供應商）； 2. 任何向政府或評審委員會負有保密責任的人士；以及 3. 因應任何法例要求，政府或評審委員會有責任向其披露資料的人士。 | Classes of Transferees  3. The personal data provided in an application may be transferred or disclosed by the Government or the CPCE, its sub-committee(s) or the Secretariats mentioned in the first paragraph above to any of the following persons for the purposes set out such paragraph:   1. any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Community Participation Scheme; 2. any other person under a duty of confidentiality to the Government or the VC; and 3. any person to whom the Government or the VC is under an obligation to make disclosure under the requirements of any law. |

|  |  |
| --- | --- |
| 查閱個人資料  4. 在申請中提供了個人資料的人士有權根據《個人資料（私隱）條例》第18及22條和附表1第6原則的規定，要求查閱和更正個人資料。如欲行使上述權利，請與公民教育委員會秘書處聯絡。本局應查閱或更正資料要求而提供資料時，可能需徵收費用。 | Access to Personal Data  4. The individuals whose personal data is provided in an Application have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 as well as Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap.486) (“PDPO”). If you wish to exercise such a right, please contact the CPCE Secretariat. A fee may be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information. |
| 查詢  5. 遞交申請後，若須更正或查閱個人資料，請聯以下人員：  地址： 香港柴灣柴灣道238號青年廣場9樓905室  人員： 行政主任(公民教育)4 電話︰ 2505 2995 傳真︰ 2708 2389 電郵︰ secretariat@cpce.gov.hk | Enquiries  5. For correction of or access to personal data after submission of an application, please contact the following subject officer whose contact details are as follows :  Address: 905, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong  Officer: Executive Officer (Civic Education)4  Telephone: 2505 2995 Fax: 2708 2389 Email: secretariat@cpce.gov.hk |

1. 請看申請表甲部1(iii) Please refer to Section A 1(iii) [↑](#footnote-ref-1)