



2. 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	

3. 活動計劃名稱 Project name \_\_\_\_\_

4. 擬推廣的重點／核心價值  
Highlight(s)/ Core Value(s) to be promoted  
(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)
- 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

5. 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       家庭 Families       公眾 General public  
Working population  
 其他 Others (請註明 Please specify): \_\_\_\_\_

7. 活動計劃地區  
District of project  
(請在適用項目加上 ✓  
號。  
Please put a ✓ where  
applicable.)
- 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)
- (a) 全港性的活動       (b) 地區性 / 跨區性的活動  
Territory-wide activity(-ies)      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       (b) 內地訪港考察團  
Mainland exchange      Reception of delegation from the Mainland  
programme

8. 支出總額      HK\$      港元      9. 總申請資助額      HK\$      港元  
Total expenditure      \_\_\_\_\_      Funding sought      \_\_\_\_\_

## 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

### 2. 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)

### 3. 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)

4. 舉行日期 Activity Date(s) \_\_\_\_\_ 5. 地點 Venue \_\_\_\_\_

6. 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				

7. 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.)

8. 挑選參加者的方法及準則  
Methods and criteria of selecting participants

9. 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

10. 活動計劃成效評估方法

Methods of performance assessment of the project

11. 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

12. 開支預算 Budget

此部分的内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](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) – 內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*

2. 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)

3. 交流團日期 *Scheduled dates* \_\_\_\_\_

4. 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) \_\_\_\_\_

5. 目的地  省  縣  市  
Destination  Province  County  City

6. 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)

--

7. 參與交流的內地單位／機構

Mainland Bureau(x)/organisation(s) participating in the exchange

\_\_\_\_\_

8. 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) participating in the exchange

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

有 YES       無 NO

9. 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		

10. 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		

11. 隨團工作人員人數目 Number of staff members accompanying the group

\_\_\_\_\_



12. 詳細行程、內容、住宿及交通安排

Detailed itinerary, content, accommodation and transport arrangements

13. 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

14. 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.)

15. 挑選參加者的方法及準則

Methods and criteria of selecting participant

16. 回程後的檢討及評估成效的方法  
Methods of review and evaluation upon return to Hong Kong

--

17. 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

--

18. 保險、緊急事故應變安排  
Insurance and arrangements in case of emergencies

--

19. 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](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 activity(-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



\* 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 organisation 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**  
Email to **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)

## 2. 遞交申請前的核對清單 Checklist before submitting your application

	文件 Document	遞交方式 Submission Method		完成 Completed
		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	<ul style="list-style-type: none"> <li>一份PDF格式已簽署的申請表; 及 completed and signed application form in scanned PDF format; and</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>一份正本 the original;</li> <li>一份副本; 及 the duplicate; and</li> <li>一份MS Word格式填妥的申請表軟複本(儲存於電腦光碟或USB內遞交) A soft copy of the completed application form in MS Word format (must saved on a CD-ROM/USB).</li> </ul>	<input type="checkbox"/>
(ii)	預算支出表格 Budget form	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>一份正本 the original;</li> <li>一份副本; 及 the duplicate; and</li> <li>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內遞交) A soft copy of the completed budget form in MS Excel format (must saved on a CD-ROM/USB).</li> </ul>	<input type="checkbox"/>
(iii)	申請團體的註冊文件及有關證明文件 <sup>1</sup> The applicant organisation's registration document or relevant supporting documents	<ul style="list-style-type: none"> <li>PDF 格式 in PDF format</li> </ul>	<ul style="list-style-type: none"> <li>兩份副本 Two copies</li> </ul>	<input type="checkbox"/>
(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)	<ul style="list-style-type: none"> <li>PDF格式 in PDF format</li> </ul>	<ul style="list-style-type: none"> <li>兩份副本 Two copies</li> </ul>	<input type="checkbox"/>

<sup>1</sup> 請看申請表甲部 1(iii) Please refer to Section A 1(iii)

## 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。

### 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：
- (a) 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）；
  - (b) 任何向政府或評審委員會負有保密責任的人士；以及
  - (c) 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。

### 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:

- (a) processing and assessing the Applications;
- (b) the daily operation of the Sponsorship Scheme;
- (c) arranging public announcement and publicity;
- (d) monitoring and evaluating the sponsored projects;
- (e) taking any remedial or follow-up action on the sponsored projects;
- (f) meeting the requirements to make disclosure under the requirements of any law;
- (g) conducting research;
- (h) recording and preparing statistics; and
- (i) 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.

### 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:

- (a) any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Community Participation Scheme;
- (b) any other person under a duty of confidentiality to the Government or the VC; and
- (c) 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。

#### 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

#### 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.

#### 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