申請編號				
Application No.				
(1	比欄由秘書處填寫 For	official	use	only)

# 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)

部 - 活動計劃概要 Se	ection A – Project Overview	,
i. 申請團體所屬機構 Applicant Organisation	(中文 Chinese)	
Applicant Organisation	(英文 English)	
ii. 單位 Unit	(中文 Chinese)	
ii. 4 L. Cint	(英文 English)	
iii. 申請機構的註冊狀況(		
	of applicant organisation (please	e put a ✓ where applicable)
-		
非牟利機構 Non-profit-makin		是 Yes □
法定團體 Statutory organisation		是 Yes □
非牟利學校 Non-profit-makin	_	是 Yes □
慈善團體 Charitable organisat	ion <sup>3</sup> :	是 Yes □
地區青年發展及公民教育委員	會	
District Youth Development and	d Civic Education Committee:	是 Yes □
(請附上團體的註冊文件副本一份。Pla	ease attach a copy of the organisation's reg	istration document.)
to verify its status:  (a) (i) a certificate of incorporation iss of a society issued under the Socie (b) (i) a Constitution or (ii) a Memor concerned to the effect that it is a share of the profits. Upon dissol <sup>2</sup> 根據《教育條例》註冊的學校須提伊 A school registered under the Educatio <sup>3</sup> 根據《稅務條例》第 88 條獲豁免繳	nued under the Companies Ordinance; or (ii) tries Ordinance; and randum and Articles of Association, duly si true copy. The Constitution must include ution of the organisation, members do not ta 注證明文件,以茲證明。 n Ordinance shall provide relevant supportio 稅的該善團體須提供證明文件。	發出的社團成立通知/ 註冊證明書;及 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 g documents (duly signed by the Chairman and one other office bears a notification of establishment of a society or a certificate of registration igned by the Chairman and one other office-bearer of the organisation a clause specifying that members of the organisation do not take an ake any share of the profits or assets.  Ing documents to verify its status.  Ind Revenue Ordinance shall provide relevant supporting documents
iv. 機構網站/社交媒體	# Website/ Social media	
v. 申請機構簡介 Brief de	escription of applicant organisat	ion
	ar apprount organism	1011

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				
活動計劃名稱 Project name				
凝推廣的重點/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 □ 粤港澳大灣區發展 Development of Guangdong-Hong Kon			
	Greater Bay Area  □ 尊重 Respect  □ 負責 Responsibility □ 關愛 Love □ 包容 Inclusiveness			
活動計劃理念 Project rationale				

如聯合其他機構舉行活動計劃,請填寫以下各部份

2.

6.	對象	□兒童 Children □青少年 Young people □長者 The elderly
	Target group(s)	□學生 Students □婦女 Women □新來港人士 New arrivals
	(可選擇多於1項,	□少數族裔人士  □弱勢社羣    □殘疾人士
	並請在適用項目加上	Ethnic minorities Disadvantaged groups People with disabilities
	✓ 號 。	□在職人士 □家庭 Families □公眾 General public
	You may choose more than	
	one item and please put a	□其他 Others (請註明 Please specify):
	✓ where applicable.)	
7.	活動計劃地區	□i. 在港活動 Local activity(-ies)
	District of project	(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✓	$\square(a)$ 全港性的活動 $\square(b)$ 地區性/跨區性的活動
	號。	Territory-wide activity(-ies) Regional/ cross-regional activity(-ies)
	Please put a ✓ where applicable.)	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)及內部 (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	(\$ 港元 <sup>9</sup> . 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

(if) 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

Please provide details of each activity <u>according to the format provided</u> 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.)

	vach activity in a separate page.)
汗	第 項活動,共 項活動 動名稱 Name of Activity:
<i>/</i> <u> </u>	數名稱 Nume 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 $\checkmark$ 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) &	e estimated no. of peo	ple		
		義工 Volunteers	參加者 Participants		服務對象 Service recipients	觀眾 Audience
12-2	24 歲	Volunteers	Tuttolpunts		Service recipients	radiciice
	e: 12-24					
25-	40 歳					
	25-40					
	也年齡					
Oth						
總人						
Tota	l no. of people					
7.			、地區、方式、進行 )/ mean(s) (including		間等) get group(s), district(s), for	rm, time for
8.	挑選參加者的 Methods and crit	方法及準則 eria of selecting partic	cipants			
9.		員數目及工作分 ers involved in the pro	配 oject and distribution o	of d	luties	
			J			

10.	活動計劃成效評估方法
	Methods of performance assessment of the project
	A V
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
1.2	問 → 翌 ☎ D 14
12.	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。
	此即刀引的台頭使用安真實納其上的 Excer 衣棺填為。 https://www.cpce.gov.hk/main/tc/cpscheme detail.html
	nttps.//www.cpce.gov.nk/mam/tc/cpscneme_detail.ntmi

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。

Please use the Excel form on the CPCE webpage to prepare the budget.

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

<u>擬申請資助各項<b>內地交流</b>的活動詳情</u>	(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 a	activities seeking funding support. ( If applicable, please
also state details of the briefing and/ or sharing	sessions to be held in Hong Kong)

(請<u>按照本申請表格之格式</u>。如活動多於一項,請複印本部分乙部(II)第1至18項,並<u>分</u> <u>頁填寫</u>各項活動的資料。)

(Please provide details of each activity <u>according to the format provided</u> 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.)

pro	ovide the relevant details o	f each activity in a separate	page.)	
			第一項活動	,共 項活動
活	動名稱 Name of Activ	ity:		
1.	活動目標 Aims of Acti	vity		
2.		· 令參加者明白擬推廣的重	i點/核心價值(即甲部第 4 點ght(s)/ core value(s) as ticked√in S	
	110000 011p10111 110 11 00 p10	eve vise premieriem ingime	5(0)/ 0010 (0.000(0) 0.000000 1.11 (	
3.	交流團日期 Scheduled	dates		
4.		活動不超過 4 小時,颇 on of activity of no more tha f day)		
5.	目的地 Destination	省 Province	縣 County	市 City

6.		道/平台(如網上平台、實體聚會、jorm(s) planned to be used in organising the act	
7.		地單位/機構 n(x)/organisation(s) participating —————	
	Attach to this appropriate participating in	表格遞交參與交流的內地單位/機構 plication form a letter of intent issued by Main the exchange 上√號 Please put a √ where applicable)	
	□ 有 YES	□ 無 NO	
9.		的本港青年數目 ticipating youths from Hong Kong	
		義工 Volunteers	參加者 Participants
12	-24 歲	voidificers	1 articipants
_	e: 12-24		
	-40 歲 e: 25-40		
	他年齡		
	her		
	人數		
Tot	al no. of people		
10.		的內地青年數目 ticipating youths from Mainland	
		義工 Volunteers	參加者 Participants
	-24 歲	7.67.00.00.00	2 411111
	e: 12-24 -40 歳		
	e: 25-40		
_	他年齡		
	her		
	人數		
Iot	al no. of people		
11.	. 隨團工作人員	人數目 Number of staff members accompar	nying 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
10 灯烧 野女 束状 库统分析
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
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	舉行的年	內容簡介(如目標、	參加者	是否獲公民教育委員會資
Name of project(s)/	份和月份	形式、主題等)及成	數目	助 (如是,請提供活動舉
activity (-ies)	Year and	效	Number of	行年份、計劃編號及計劃
(如多於一項,請逐	month of the	Description of the	participants	名稱)
項列出	project(s)/	project(s)/activity(-		Whether the
Please itemise if there	activity(-ies)	ies) (e.g. aims,		<pre>project(s)/activity(-ies)</pre>
is more than one)	held	format, topic) and		were sponsored by the
		effectiveness		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 rele	•	n				

### 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.

2. 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.

- 3. 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.
- 4. 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*#	活動計劃負責人*			
Person-in-charge of the Applicant Organisation*		Person-in-charge of the Project*			
(負責監管活動計	上劃 Responsible for monitoring the project)	(負責推行活動計劃 Responsible for implementing the project)			
姓名 Name	□先生 Mr.	姓名 Name	□先生 Mr.		
	□女士 Ms.		□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		傳真號碼 Fax No. 電郵地址 Email Address			
Organisation		簽署 Signature			
			Authorised signature (For and on behalf of the Applicant Organisation)		
簽署 Signature		團體印章 Official Seal			
M H Signature	Authorised signature (For and on behalf of the Applicant Organisation)	Omeiai Scai			
日期 Date					

*申	請團.	體負	責人及	活動	計劃	負責	人不	龍為同-	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	負責人姓名	
Name of the	Name of the	
Person-in-charge	Person-in-charge	
<b></b> 團體	 團體	
Organisation	Organisation	
團體地址	團體地址	
Address of the	Address of the	
Organisation	 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 <u>secretariat@cpce.gov.hk</u> Email to <u>secretariat@cpce.gov.hk</u>
  - □ 郵遞或親自交往<u>香港柴灣道 238 號青年廣場 9 樓 905 室</u> By mail or in person to <u>Room 905, 9/F, Youth Square, 238 Chai Wan Roads, Chai</u> 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

		遞交方式 S	- <del></del>	
	文件	以電郵方式遞交	完成	
	Document	By Email	以郵遞或親身遞交 By mail or in person	Completed
(i)	申請表 Application form	<ul> <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> <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内遞交) A soft copy of the completed application form in MS Word format (must saved on a CD-ROM/USB).</li> </ul>	
(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	<ul> <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>	
(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	• 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	

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

<u>附件</u> <u>Annex</u>

# 2024-25年度「公民教育活動資助計劃」申請收集個人資料聲明

#### 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。

#### Application Form for the the Community Participation Scheme 2024-25 Personal Information Collection Statement

#### 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