

申請編號
Application No.

(此欄由秘書處填寫 For official use only)

民政及青年事務局與家庭議會
Home and Youth Affairs Bureau and Family Council
2024-25 年度家庭教育推廣計劃申請表格
Funding Scheme on the Promotion of Family Education 2024-25
Application Form

1. 填寫本申請表格前，請先細閱 **2024-25 年度家庭教育推廣計劃的申請指引**（《申請指引》）（可於家庭教育推廣計劃網站<<https://www.pfe.gov.hk>>下載）。
Please carefully read through **Funding Scheme on the Promotion of Family Education 2024-25 Guide to Application (the Guide)** which is available at the Funding Scheme on the Promotion of Family Education website at <<https://www.pfe.gov.hk>> before completing this application form.
2. 擬訂項目的開支預算時，所有收入與支出必須以**港幣**為計算單位。
When preparing the budget of the project, all income and expenditure must be denominated in **Hong Kong dollars**.
3. 申請機構須提供本申請表格要求的資料及附上相關的證明文件，以便評審申請。如申請機構未能提供全部所需資料，有關申請將不獲考慮。
Applicant organisation shall provide all information required in this application form and attach relevant supporting documents to facilitate assessment of the application. Your application will not be considered if you fail to provide all the required information.
4. 申請機構遞交的所有資料（包括但不限於申請表格及相關的證明文件）概不退還。
All information (including but not limited to the application form and relevant supporting documents) submitted by the applicant organisation will not be returned.
5. 申請機構須備悉載於附件的《收集個人資料聲明》。
Applicant organisation shall note the “Personal Information Collection Statement” at Annex.

項目名稱 Project Title	(中文 Chi) (英文 Eng)	
申請機構 Applicant Organisation	(中文 Chi) (英文 Eng)	
項目期# Project Duration#	<input type="checkbox"/>	12 個月項目 12-month project
	<input type="checkbox"/>	18 個月項目 18-month project

#請在適當方格內加上“✓”號。
#Please “✓” the appropriate box.

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<p>項目主題(可選擇多項) Project Theme (may choose more than one)</p>	<ul style="list-style-type: none"><input type="checkbox"/> 新手父母教育 Education for new parents<input type="checkbox"/> 親子教育 Parent-child education<input type="checkbox"/> 維繫家庭關係 Maintenance of family relationship<input type="checkbox"/> 增強家庭凝聚力 Strengthening family cohesion and solidarity<input type="checkbox"/> 傳承良好家風和傳統美德 Inheritance of good family values and traditional virtues<input type="checkbox"/> 與婚姻相關的題目 Marriage-related subjects<input type="checkbox"/> 其他，請註明：_____<input type="checkbox"/> Others, please specify: _____
<p>申請總額（以港幣為計算單位） Total Amount Sought (in Hong Kong Dollars)</p>	

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甲部 – 申請機構資料 Section A – Particulars of the Applicant Organisation			
1. 申請機構資料 Information of the Applicant Organisation			
名稱 Name	(中文 Chi) (英文 Eng)		
地址 Address			
網址 Website			
社交媒體 Social Media (例如 e.g. Facebook/Instagram)	<input type="checkbox"/> Facebook _____ <input type="checkbox"/> Instagram _____ <input type="checkbox"/> 其他(請註明) Others (Please specify): _____ <input type="checkbox"/> 沒有 NIL		
2. 負責人 Responsible Persons			
(a) 申請機構負責人 Person-in-charge of the Applicant Organisation			
姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			
(b) 獲授權人 Authorised Person of the Organisation (如與(a)相同，無須填寫 If same as (a), no need to complete)			
姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			
(c) 項目主管¹ Officer-in-charge of the Project¹			
姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			

¹ 項目主管與機構負責人或獲授權人不得是同一人。

Officer-in-charge of the project and Person-in-charge or authorised person of the organisation should not be the same person.

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3. 註冊資料 (必須在適當的方格填上「✓」號)

Registration Information (must put a “✓” in the appropriate box)

申請機構的註冊狀況 (必須提供相關註冊證明書的影印本, 否則該申請將不獲受理。)

The status under which the applicant organisation is registered (please provide **photocopy of the relevant registration certificate(s)**. Otherwise, the application will not be considered.)

(a) 註冊類型

Type of Registration

- 根據《公司條例》(第 622 章) 或前身《公司條例》(第 32 章) 註冊成立的公司; 或
A company incorporated under the Companies Ordinance (Cap. 622) or under the former Companies Ordinance (Cap. 32); or
- 根據《社團條例》(第 151 章) 在香港註冊的組織; 或
A society established in Hong Kong under the Societies Ordinance (Cap. 151); or
- 法定團體或按法規在香港成立的團體。
A statutory body or a body incorporated in Hong Kong by statute.

(b) 機構性質

Nature of Organisation

- (i) 貴機構是否註冊非牟利機構? 是 yes 否 no
Is your organisation a registered non-profit making organisation?
- (ii) 貴機構是否具慈善性質的非政府機構²? 是* yes* 否 no
* (如是, 請提供根據《稅務條例》第 88 條獲豁免繳稅的證明文件副本。)
Is your organisation a charitable non-governmental organisation²?
* (If yes, please provide a photocopy of the relevant document showing the exemption from tax under Section 88 of the Inland Revenue Ordinance.)

² 具慈善性質的非政府機構是指按《稅務條例》(第 112 章) 第 88 條獲豁免繳稅的慈善機構或慈善信託機構。

A charitable non-governmental organisation refers to a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112).

(c) 收入或資產攤分

Share of Income or Assets

- (i) 機構的公司組織大綱及註冊章程細則 / 團體章程或組織大綱及註冊章程細則有否列明：(必須提供有關章程的影印本並註明相關內容的頁數及段數)

Has the Constitution or the Memorandum and Articles of Association of the organisation specified:
(Please provide the photocopy of relevant Constitution or Memorandum and Articles of Association and specify the relevant page and paragraph numbers)

- 機構為非牟利性質；
the organisation is non-profit making;

有 yes 沒有 no
(第__頁第__段)
(Paragraph ____
of page ____)

- 成員不得攤分其收入或資產；
its members shall not take any shares of its
income or assets;

有 yes 沒有 no
(第__頁第__段)
(Paragraph ____
of page ____)

- 一旦機構解散，其成員亦不得攤分其收入或
資產。
its members shall not take any shares of its
income or assets upon dissolution of the
organisation.

有 yes 沒有 no
(第__頁第__段)
(Paragraph ____
of page ____)

- (ii) 貴機構以往未曾攤分收入或資產予成員
Your organisation has never shared its income/assets to
its members in the past

是 yes 否 no

- (iii) 貴機構承諾在獲計劃資助的項目推行期內或在項目
推行期結束後不會攤分收入或資產予成員
Your organisation declared not to share during the term
or after the completion of the funded project its
income/assets to its members

是 yes 否 no

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乙部 – 合辦機構資料(如有) Section B – Particulars of Co-organiser(s)(if any)									
<p>如項目涉及合辦機構，請填寫乙部（如有需要，請另頁填寫）。否則，請繼續填寫丙部。 只提供場地或協助宣傳者不在此列。</p> <p>Where the project involves co-organiser(s), please fill in Section B (please attach separate sheet(s) if necessary). Otherwise, please continue to complete Section C.</p> <p>Organisations which solely provide support through the provision of venue or assistance in promotion will not be regarded as co-organiser(s).</p>									
1. 合辦機構資料 Information of Co-organiser(s)									
名稱 (中文 Chi) Name (英文 Eng)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; height: 20px;"></td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> </table>								
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社交媒體 Social Media (例如 e.g. Facebook/Instagram)	<input type="checkbox"/> Facebook _____ <input type="checkbox"/> Instagram _____ <input type="checkbox"/> 其他(請註明) Others (Please specify): _____ <input type="checkbox"/> 沒有 NIL								
2. 負責人 Responsible Persons									
(a) 機構負責人 Person-in-charge of the Organisation									
姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms								
職銜 Post Title	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; height: 20px;"></td> <td style="width: 30%;"></td> <td style="width: 40%;"></td> </tr> </table>								
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(b) 獲授權人⁴ Authorised Person of the Organisation⁴ (如與(a)相同，無須填寫 If same as (a), no need to complete)									
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⁴ 獲授權人指代表合辦機構負責與申請機構共同營運項目的人士。

Authorised person of the organisation refers to the person who is responsible for operating the project with the applicant organisation on behalf of the co-organiser.

3. 註冊資料 (必須在適當的方格填上「✓」號)

Registration Information (must put a “✓” in the appropriate box)

合辦機構的註冊狀況 (必須提供相關註冊證明書的影印本, 否則該申請將不獲受理。)

The status under which the co-organiser is registered (please provide **photocopy of the relevant registration certificate(s)**. Otherwise, the application will not be considered.)

(a) 註冊類型

Type of Registration

- 根據《公司條例》(第 622 章) 或前身《公司條例》(第 32 章) 註冊成立的公司; 或
A company incorporated under the Companies Ordinance (Cap. 622) or under the former Companies Ordinance (Cap. 32); or
- 根據《社團條例》(第 151 章) 在香港註冊的組織; 或
A society established in Hong Kong under the Societies Ordinance (Cap. 151); or
- 法定團體或按法規在香港成立的團體。
A statutory body or a body incorporated in Hong Kong by statute.

(b) 機構性質

Nature of Organisation

- (i) 貴機構是否註冊非牟利機構? 是 yes 否 no
Is your organisation a registered non-profit making organisation?
- (ii) 貴機構是否具慈善性質的非政府機構⁵? 是* yes* 否 no
* (如是, 請提供根據《稅務條例》第 88 條獲豁免繳稅的證明文件副本。)
Is your organisation a charitable non-governmental organisation⁵?
* (If yes, please provide a photocopy of the relevant document showing the exemption from tax under Section 88 of the Inland Revenue Ordinance.)

⁵ 具慈善性質的非政府機構是指按《稅務條例》(第 112 章) 第 88 條獲豁免繳稅的慈善機構或慈善信託機構。

A charitable non-governmental organisation refers to a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112).

(c) 收入或資產攤分

Share of Income or Assets

- (i) 機構的公司組織大綱及註冊章程細則 / 團體章程或組織大綱及註冊章程細則有否列明：(必須提供有關章程的影印本並註明相關內容的頁數及段數)

Has the Constitution or the Memorandum and Articles of Association of the organisation specified:
(Please provide the photocopy of relevant Constitution or Memorandum and Articles of Association and specify the relevant page and paragraph numbers)

- 機構為非牟利性質；
the organisation is non-profit making; 有 yes 沒有 no

(第__頁第__段)
(Paragraph ____
of page ____)

- 成員不得攤分其收入或資產；
its members shall not take any shares of its
income or assets; 有 yes 沒有 no

(第__頁第__段)
(Paragraph ____
of page ____)

- 一旦機構解散，其成員亦不得攤分其收入或
資產。
its members shall not take any shares of its
income or assets upon dissolution of the
organisation. 有 yes 沒有 no

(第__頁第__段)
(Paragraph ____
of page ____)

- (ii) 貴機構以往未曾攤分收入或資產予成員
Your organisation has never shared its income/assets to
its members in the past 是 yes 否 no

- (iii) 貴機構承諾在獲計劃資助的項目推行期內或在項目
推行期結束後不會攤分收入或資產予成員
Your organisation declared not to share during the term
or after the completion of the funded project its
income/assets to its members 是 yes 否 no

4. (a) 機構的宗旨和主要提供的服務
Aims and Major Services of the Organisation

(b) 與申請機構合作的性質和詳情
Nature and Details of Collaboration with the Applicant Organisation

(c) 在申請項目內的責任
Responsibility in the Project under Application

(d) 請概述合辦機構在過去三年舉辦與家庭有關的項目 (包括項目舉辦日期、對象、受惠人數、成果等)。如沒有舉辦相關項目，請填上「沒有」。
Brief description of family-related projects organised in the past three years (including date of projects, target groups, number of beneficiaries, result, etc.). If the organisation has not organised any relevant projects, please fill in “Nil”.

(e) 合辦機構在過去三年推行由特區政府資助計劃撥款所舉行的項目
Projects implemented by the co-organiser with funding from funding schemes managed by the HKSAR Government in the past three years

請列出合辦機構在過去三年獲特區政府資助計劃撥款所舉行的項目 (包括資助計劃名稱、項目名稱、撥款金額、項日期等)。如果沒有推行相關項目，請填上「沒有」。

A list of projects implemented in the past three years with funding from funding schemes managed by the HKSAR Government (including name of funding scheme, name of project, amount of approved funding, project period, etc.). If the co-organiser has not implemented any relevant project, please fill in “Nil”.

丙部 – 項目詳情									
Section C – Project Details									
1. 項目的整體目標 Objectives of the Project									
2. 推行項目的原因 Project rationale									
3. 目標對象 Target Group(s)									
4. 總參與人數 Total no. of Participants	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">(a)</td> <td>(i) 直接參與人數⁶ No. of Direct Participants⁶:</td> </tr> <tr> <td></td> <td>(ii) 直接參與人次 No. of Direct Attendance:</td> </tr> <tr> <td>(b)</td> <td>(i) 間接參與人數⁶ No. of Indirect Participants⁶:</td> </tr> <tr> <td></td> <td>(ii) 間接參與人次 No. of Indirect Attendance:</td> </tr> </table>	(a)	(i) 直接參與人數 ⁶ No. of Direct Participants ⁶ :		(ii) 直接參與人次 No. of Direct Attendance:	(b)	(i) 間接參與人數 ⁶ No. of Indirect Participants ⁶ :		(ii) 間接參與人次 No. of Indirect Attendance:
(a)	(i) 直接參與人數 ⁶ No. of Direct Participants ⁶ :								
	(ii) 直接參與人次 No. of Direct Attendance:								
(b)	(i) 間接參與人數 ⁶ No. of Indirect Participants ⁶ :								
	(ii) 間接參與人次 No. of Indirect Attendance:								

⁶

- 直接參與人數指直接參與項目而受惠的人數。
No. of direct participants refers to the number of persons who have been directly benefited by participating in the project.
- 間接參與人數指未有直接參與項目，但受惠的人數(例如：展覽參觀者、圍觀人士或瀏覽項目設立的網上資源的公眾人士等)。
No. of indirect participants refers to the number of persons who have been benefited without directly participating in the project (e.g. visitors to the exhibitions, onlookers or members of the public who browsed the on-line resources provided by the projects, etc.).
- 如同一位參加者參與多於一個活動／支援服務，只可計算一次，切勿重複計算，但申請機構應另外以參與「人次」表達。
If the same participant takes part in more than one activity/support service under the project, please count only once to prevent multiple counting. However, the applicant organisation should indicate also the attendance of the activity/support service concerned.

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5. 項目內容 Project Content

請概述項目的內容及實施計劃，包括項目下每項活動／支援服務的名稱、具體目的和內容，並於下列第 6 和第 7 項提供每項活動／支援服務的相關資料。

Please summarise the project content and the implementation plan, including the name, specific objective and content of each activity/ support service under the project, and provide relevant information of each activity/ support service in items 6 and 7 below.

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6. 推行時間表及預計參與人數 Implementation Schedule and Expected No. of Participants						
活動／支援服務 Activity/ Support Service	形式 Format	數量# Number#	地點 Venue	對象 Target	預計參與人數 (直接／間接) Expected Number of Participants (Direct/ Indirect)	預計參與人次 (直接／間接) Expected Number of Attendance (Direct/ Indirect)
#請註明每項活動／支援服務的節數和時數（例如：節／堂／場 × 小時）。 Please indicate number of sessions and hours of each activity/support service (e.g. session(s) × hour(s)).						

7. 成效評估 Evaluation of Activity/ Support Service		
活動／支援服務 Activity/ Support Service	成效指標 Outcome Indicators (指標必須是具體、可量化及可實現的) (Indicators must be specific, measurable and achievable)	評估工具 Evaluation Tools

8. (a) 項目是否申請或現正接受政府的部分或全部資助：

Please state whether application for funding from the Government is made or the project is currently funded by the Government in part or in full:

是 Yes 否 No

如是，請提供詳情（如：向哪個部門或資助計劃提出申請、申請金額、結果、撥款金額等）。

If yes, please provide details (e.g. department/funding scheme to which the application was submitted, amount sought, results, amount granted, etc.)

(b) 項目是否申請或現正接受其他機構的部分或全部資助：

Please state whether application for funding from other organisations is made or the project is currently funded by the Government in part or in full:

是 Yes 否 No

如是，請提供詳情（如：向哪個部門或資助計劃提出申請、申請金額、結果、撥款金額等）。

If yes, please provide details (e.g. department/funding scheme to which the application was submitted, amount sought, results, amount granted, etc.)

9. 其他資助途徑（請在適當的方格填上「✓」號）

Alternative Funding Support (Please put a “✓” in the appropriate box(es))

如核准的資助款額少於申請的資助款額，申請機構將如何處理？

If the approved funding amount is less than the amount applied for, what will the applicant organisation do?

(a) 尋求其他收入來源以繼續推行計劃 Seek other sources of income to continue

機構自行承擔開支 Contribution from applicant organisation

贊助和捐贈 Sponsorship and donation

增加參加者費用 Increase participants' fee

(b) 取消計劃 Cancel the project

其他（請註明）：

(c) Others (Please specify): _____

申請編號
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10. 推廣計劃 Promotion Plan

11. 項目的持續與發展方案 Sustainability and Development Plans of the Project

12. 項目的創新意念 Innovation of the Project

請說明擬議項目是否新項目或取材自以往曾推行的項目，並概述項目的新元素或創意概念。

Please specify whether the proposed project is a new project or modified from existing programmes and describe the new or innovative element of the project.

- 新項目
New project
- 取材自以往曾推行的項目
Modified from existing programmes

13. 項目的人力安排規劃 Manpower Plan of the Project

(a) 受薪職位 Paid Staff

職位 Position	職員數目 No. of Staff	資歷及相關工作經驗年期 Qualification and Years of Relevant Experience	職責 Responsibilities

(b) 義工 Volunteers

義工數目 No. of Volunteers	職責 Responsibilities

申請編號
Application No.

(此欄由秘書處填寫 For official use only)

14. 風險評估及應變方案

Risk Assessment and Contingency Plan

請列舉項目最有可能面對的風險（如參加人數不足、惡劣天氣、遇上緊急情況等）及註明擬訂的應變計劃。

Please list the most probable risks to which the project may be subject to (e.g. insufficient enrolment, inclement weather, under emergency situations, etc.) and state the proposed contingency plan.

丁部 – 財政預算 Section D – Budget

項目的收入開支預算表 Budget summary

預期收入和開支 Projected income and expenditure	金額 Amount (HK\$)	百分比 Percentage (%)
預期收入 Projected income		
(a) 收取的費用 Fee & charges		
(b) 內部提供的資源 Internal resources		
(c) 捐款及贊助 Donations & sponsorship		
(d) 其他(如有) Others (if any)		
預期收入小計 Subtotal of Projected Income (A)		100%
預期開支 Projected expenditure		
(a) 活動支出 Activities expenses		
(b) 行政支出 ⁷ Administrative expenses ⁷		
(c) 員工薪酬支出 ⁷ Staff costs ⁷		
(d) 宣傳開支 ⁷ Publicity expenses ⁷		
(e) 其他(如有) Others(if any)		
預期開支小計 Subtotal of Projected Expenditure (B)		100%
申請資助總額 Total Amount (C) (C) = (B) - (A)		

請下載並填寫隨申請表夾附的「財政預算表」Excel表格，以詳細列明各項預計收入及預計支出的資料。

Please download and complete the "Budget Summary" Excel table attached to the application form to provide detailed breakdown of the projected income and expenditure.

⁷ 若擬議項目的行政費用、為推行獲資助項目向參加者提供服務而令其直接受惠的員工薪酬開支（包括現職員工因推行計劃而引致的逾時工作津貼及聘用員工所涉及的強制性公積金供款的開支），以及宣傳開支佔核准撥款總額的 70%或以上，該申請將不獲考慮。當中行政費用及宣傳開支分別不得超過核准撥款總額的 10%。一般而言，行政費用包括因推行項目而引致的行政支出，如影印費、運送物資的交通費（該等費用必須由推行項目直接引致，並須以使用最廉宜的交通工具計算）等。實際資助額將根據獲資助計劃核准的資助總額作相應調整，並不超出上述的上限規定。

If the administrative expenses, staff costs of staff who serve the participants of the funded project for their direct benefit (including the expenses for overtime allowance for existing staff and Mandatory Provident Fund contributions for hiring staff arising from the implementation of the projects), and publicity expenses of the proposed project take up 70% or above of the total approved funding, the project will not be considered. Among the aforesaid expenses, administrative expenses and publicity expenses shall not exceed 10% of the total approved funding. In general, administrative expenses include administrative costs incurred in the implementation of the project, such as photocopying costs, transportation costs for delivery of materials (which must be incurred directly from the project and must be calculated on the basis of using the least expensive means of transportation in each case), etc. The actual funding amount will be adjusted according to the total approved funding amount of the project and shall not exceed the above-mentioned ceilings.

戊部 - 聲明
Section E – Declaration

1. 申請機構聲明
Declaration by Applicant Organisation

- (a) 我等證明，本申請表格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，又或未能提交《申請指引》及本申請表格內訂明所需的全部文件和資料，會使申請無效。我等承諾，上述資料如在收到申請結果前有任何更改，我等會盡快通知家庭議會（議會秘書處）。
- We certify that all information provided in this application form as well as the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information or fail to provide all the required information as stipulated in the Guide to Application and this application form may render the application null and void. We undertake to inform the Family Council (the Council Secretariat) as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received.
- (b) 我等同意議會及／或其秘書處可使用本申請表格填報的資料，以便處理申請並作相關用途。我等授權議會及／或其秘書處處理本申請表格填報的個人資料，以作上述用途。
- We agree that information provided in this application form will be used by the Council and/or its Secretariat to process this application and related purposes. We authorise the Council and/or its Secretariat to handle the personal data/information provided in this application form for these purposes.
- (c) 我等知悉並同意本申請表格附件所載有關收集個人資料的目的及用途。我等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）可公開讓公眾查閱及可供使用或披露，以作公佈及宣傳用途。
- We understand and agree with the purpose on the collection of personal information as stated in Annex to this application form. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be released for inspection by the public and used or disclosed for public announcement and publicity.
- (d) 我等已閱讀並明白《申請指引》。本人同意，如獲得撥款資助，當會遵守上述文件所載的規定及政府及／或議會不時以書面形式附加的其他額外條款和條件。
- We have read and understood the contents of the Guide to Application and hereby agree to observe the provisions contained in the aforesaid document and any other additional terms and conditions as may be prescribed by the Government and/or the Council in writing from time to time should the application for funding be successful.

申請機構名稱
Name of the Applicant Organisation

申請機構印章
Chop of the Applicant Organisation

負責人／獲授權人簽署
Signature of the Person-in-charge/ Authorised Person

計劃主管簽署
Signature of the Officer-in-charge

負責人／獲授權人姓名 (如香港身份證所示)
Name of the Person-in-charge/ Authorised Person (As shown on HKID card)

計劃主管姓名 (如香港身份證所示)
Name of the Officer-in-charge (As shown on HKID card)

職銜
Post Title

職銜
Post Title

日期
Date

日期
Date

2. 合辦機構聲明

Declaration by co-organiser(s)

如計劃涉及合辦機構，請填寫以下各欄，其他合辦機構亦須逐一另頁填寫。

Where the project involves co-organiser(s), please fill in the following sections and use a separate sheet for each of the co-organiser(s).

- (a) 我等證明，本申請表格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，又或未能提交《申請指引》及本申請表格內訂明所需的全部文件和資料，會使申請無效。我等承諾，上述資料如在收到申請結果前有任何更改，我等會盡快通知家庭議會（議會秘書處）。
- We certify that all information provided in this application form as well as the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information or fail to provide all the required information as stipulated in the Guide to Application and this application form may render the application null and void. We undertake to inform the Family Council (the Council Secretariat) as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received.
- (b) 我等同意議會及／或其秘書處可使用本申請表格填報的資料，以便處理申請並作相關用途。我等授權議會及／或其秘書處處理本申請表格填報的個人資料，以作上述用途。
- We agree that information provided in this application form will be used by the the Council and/or its Secretariat to process this application and related purposes. We authorise the Council and/or its Secretariat to handle the personal data/information provided in this application form for these purposes.
- (c) 我等知悉並同意本申請表格附件所載有關收集個人資料的目的及用途。我等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）可公開讓公眾查閱及可供使用或披露，以作公佈及宣傳用途。
- We understand and agree with the purpose on the collection of personal information as stated in Annex to this application form. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be released for inspection by the public and used or disclosed for public announcement and publicity.
- (d) 我等已閱讀並明白《申請指引》。本人同意，如獲得撥款資助，當會遵守上述文件所載的規定及政府及／或議會不時以書面形式附加的其他額外條款和條件。
- We have read and understood the contents of the Guide to Application and hereby agree to observe the provisions contained in the aforesaid document and any other additional terms and conditions as may be prescribed by the Government and/or the Council in writing from time to time should the application for funding be successful.

合辦機構名稱
Name of the Co-organiser

機構印章
Chop of the Co-organiser

獲授權人姓名 (如香港身份證所示)
Name of the Authorised Person (As shown on HKID card)

獲授權人簽署 (代表合辦機構)
Signature of the Authorised Person
(For and on behalf of the Co-organiser)

職銜
Post Title

日期
Date

提交申請核對表

Checklist for Submission of Application

適用於以郵寄方式或親自遞交的申請

Applicable to application submitted by post or in person

請在適當的方格填上「✓」號

Please put a "✓" in the appropriate box(es)

1. 把下列文件郵寄或送交香港添馬添美道 2 號政府總部西翼 13 樓家庭議會秘書處，並於信封面註明「申請『家庭教育推廣計劃』」：
Submit the following documents to Family Council Secretariat, 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong and indicate "Application for Funding Scheme on the Promotion of Family Education" on the envelope.
 已填妥的申請表格及財政預算表正本，並由申請機構的負責人／獲授權人、計劃主管及合辦機構的獲授權人（如有）簽妥及蓋上機構印章。
The original application form and budget summary, completed and duly signed by the person-in-charge/ authorised person and officer-in-charge of the applicant organisation, as well as the authorised person of the co-organiser(s) (if any), and with the chop of organisation(s) affixed.
 申請機構及合辦機構（如有）的註冊資料的證明文件副本。
Copy of documentary proof of the registration information of the applicant organisation and co-organiser(s) (if any).
 申請機構及合辦機構（如有）的公司組織大綱及註冊章程細則副本。
Copy of the Constitution or the Memorandum and Articles of Association of the applicant organisation and co-organiser(s) (if any).
 申請機構及合辦機構（如有）根據《稅務條例》第 88 條獲豁免繳稅的慈善團體的證明文件副本（如適用）。
Copy of supporting document of the applicant organisation and co-organiser(s) (if any) as a charitable organisation qualified for tax exemption under section 88 of the Inland Revenue Ordinance (if applicable).
2. 把以上文件的電子版 (PDF 及 Word / Excel 格式) 電郵至 secretariat_family_council@hyab.gov.hk，或儲存於 USB 並連同文件一併遞交。
Submit the electronic version of the above documents (in PDF and Word/Excel format) by email to secretariat_family_council@hyab.gov.hk, or save in USB and submit together with the documents.

適用於以電郵遞交的申請

Applicable to application submitted by email

請在適當的方格填上「✓」號

Please put a "✓" in the appropriate box(es)

1. 把下列文件的掃描本電郵至 secretariat_family_council@hyab.gov.hk，並於電郵主旨一欄內註明「申請『家庭教育推廣計劃』」：
Submit the scanned copy of the following documents by email to secretariat_family_council@hyab.gov.hk and indicate "Application for Funding Scheme on the Promotion of Family Education" as the subject of the email.
 已填妥的申請表格及財政預算表，並由申請機構的負責人／獲授權人、計劃主管及合辦機構的獲授權人（如有）簽妥及蓋上機構印章。
The application form and budget summary, completed and duly signed by the person-in-charge/ authorised person and officer-in-charge of the applicant organisation, as well as the authorised person of the co-organiser(s) (if any), and with the chop of organisation(s).
 申請機構及合辦機構（如有）的註冊資料的證明文件。
Documentary proof of the registration information of the applicant organisation and co-organiser(s) (if any).
 申請機構及合辦機構（如有）的公司組織大綱及註冊章程細則。
The Constitution or the Memorandum and Articles of Association of the applicant organisation and co-organiser(s) (if any).
 申請機構及合辦機構（如有）根據《稅務條例》第 88 條獲豁免繳稅的慈善團體的證明文件（如適用）。
Supporting document of the applicant organisation and co-organiser(s) (if any) as a charitable organisation qualified for tax exemption under section 88 of the Inland Revenue Ordinance (if applicable).
2. 把已簽署及蓋印的申請表格中的戊部 - 「聲明」之正本，於以電郵遞交申請後的 7 日內以郵寄或親身送交香港添馬添美道 2 號政府總部西翼 13 樓家庭議會秘書處。
Submit the original of the completed and signed Section E - "Declaration" of the application, with the chop of the organisation affixed, to Family Council Secretariat, 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong by post or in person within 7 days after submission of the application by email.

Annex 附件

收集個人資料聲明

Personal Information Collection Statement

收集資料的目的 Purpose of Collection

1. 申請文件內所提供的個人資料，香港特別行政區政府（政府）、家庭議會（議會）及其秘書處會用作下列用途：

The personal data provided in an application will be used by the Government of the Hong Kong Special Administrative Region (the Government), the Family Council (the Council) and its Secretariat for the following purposes:

- (a) 處理和評審家庭教育推廣計劃（計劃）申請；
processing and assessing applications for Funding Scheme on the Promotion of Family Education (PFE);
- (b) 計劃的日常運作；
the daily operation of the PFE;
- (c) 安排公佈及宣傳；
arranging public announcement and publicity;
- (d) 監察和評核獲計劃資助的項目；
monitoring and evaluating the funded projects;
- (e) 對獲計劃資助的項目採取任何補救或跟進工作；
taking any remedial or follow-up action on the funded projects;
- (f) 因應任何法例要求作出披露；
meeting the requirements to make disclosure under the requirements of any law;
- (g) 進行研究；
conducting research;
- (h) 記錄和編制統計數據；以及
recording and preparing statistics; and
- (i) 任何與上述用途相關的目的。
any purposes relating to any of the above.

2. 申請者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。
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.

獲轉移資料的機構的類別 Classes of Transferees

3. 為了上述第1段的目的，政府、議會或其秘書處或會轉交或披露申請表格所提供的個人資料予：
- The personal data provided in the application forms may be transferred or disclosed by the Government, the Council, or its Secretariat to any of the following persons for the purposes set out in paragraph 1 above to:
- (a) 任何與計劃相關的人士（包括政府的代理人、承辦商或第三方服務供應商）；
any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the PFE;
 - (b) 任何向政府、議會或其秘書處負有保密責任的人士；以及
any other person under a duty of confidentiality to the Government, the Council or its Secretariat;
and
 - (c) 因應任何法例要求，政府、議會或其秘書處有責任向其披露資料的人士。
any person to whom the Government, the Council or its Secretariat is under an obligation to make disclosure under the requirements of any law.

申請編號
Application No.

(此欄由秘書處填寫 For official use only)

查閱個人資料 Access to Personal Data

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486章）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，請與家庭議會秘書處秘行政主任(家庭議會)3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。

The individuals whose personal data is provided in an application have the right of access and correction with respect to the 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 Executive Officer (Family Council)3 of the Family Council Secretariat. A fee may be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information.

4. 遞交申請後，若須更正或查閱個人資料，請與下述人員聯絡：

Should there be any correction of and access to the personal data after submission of application, please address to:

家庭議會秘書處
行政主任(家庭議會)3
電話：3655 5752

Family Council Secretariat
Executive Officer (Family Council)3
Tel: 3655 5752