

“伙伴倡自強” 社區協作計劃
Enhancing Self-Reliance Through District Partnership Programme

申請表格 Application Form

I. 計劃詳情 Project Details

I.A. 機構名稱 (中文) : _____

Name of Organization (Eng) : _____

I.B. 計劃名稱 Project Title : _____

(1) 計劃開始及結束日期(包括籌備階段) : _____ (MM/YY – MM/YY)
Project period (including set-up period) :

(2) 預計實際開始運作或提供服務的日期 : _____ (MM/YY)
Estimated commencement date of active service/operation : _____

(3) 申請撥款總額 Amount of grant applied for :

資本開支 Capital Expenditure (港幣/HK\$)	營運開支 Operating Expenses (港幣/HK\$)	總額 Total (港幣/HK\$)

(4) 推行計劃的地區 Targeted District(s) :

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> 中西區 Central & Western | <input type="checkbox"/> 東區 Eastern | <input type="checkbox"/> 離島 Islands |
| <input type="checkbox"/> 九龍城 Kowloon City | <input type="checkbox"/> 葵青 Kwai Tsing | <input type="checkbox"/> 觀塘 Kwun Tong |
| <input type="checkbox"/> 北區 North | <input type="checkbox"/> 西貢 Sai Kung | <input type="checkbox"/> 沙田 Sha Tin |
| <input type="checkbox"/> 深水埗 Sham Shui Po | <input type="checkbox"/> 南區 Southern | <input type="checkbox"/> 大埔 Tai Po |
| <input type="checkbox"/> 荃灣 Tsuen Wan | <input type="checkbox"/> 屯門 Tuen Mun | <input type="checkbox"/> 灣仔 Wan Chai |
| <input type="checkbox"/> 黃大仙 Wong Tai Sin | <input type="checkbox"/> 油尖旺 Yau Tsim Mong | <input type="checkbox"/> 元朗 Yuen Long |

I.C. 目標對象 Target group(s) :

I.D. 預計創造職位數目 (人數)

全職

兼職

No. of Jobs to be Created : _____

I.E. 營商計劃 Business Plan

(1) 計劃目標 Objectives :

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(2) 計劃/業務性質 Project / business nature :

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(3) 業務概覽 Description of Business

包括行業概況、產品或服務的描述、行銷策略等分析 An analysis on the target, overview of the industry / market, description of the products or services and the marketing strategies.

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(4) 「優點、缺點、機會、威脅」分析」 SWOT Analysis

「優點、缺點、機會、威脅」分析是一個檢視機構本身及其運作環境的工具。它應用於推行計劃的初期，讓機構注視一些重要的事項。「優點、缺點、機會、威脅」分析中，優點和缺點是內在的因素，機會和威脅是外在的因素。

SWOT analysis is a tool for examining an organization and its environment. It is used at the initial stage of the project planning to help organization to focus on key issues. SWOT stands for strengths, weaknesses, opportunities, and threats. Strengths and weaknesses are internal factors. Opportunities and threats are external factors.

優點(如：專門的市場知識、創新的產品或服務、營業的位置等) Strengths (examples of strengths include: your specialist marketing expertise, an innovative product or service, location of your business, etc.)	缺點(如：市場上已有類似的產品或服務、缺乏市場的專門知識、產品或服務質素參差等) Weaknesses (examples of weaknesses include: undifferentiated products or services, lack of marketing expertise, poor quality goods or service, etc.)
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
機會(如：發展中的市場、聯營機構或策略性伙伴等) Opportunities (examples of opportunities include: a developing market, joint ventures or strategic alliances, etc.)	威脅(如：市場上出現新的競爭者、與競爭者的減價戰、競爭者具有較佳的銷售渠道等) Threats (examples of threats include: a new competitor in the market, price wars with competitors, competitors have superior access to channels of sales, etc.)
<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

- (5) 推行時間表 (如有需要，請延續此表。)
Implementation Timetable (Please extend the timetable if additional space is required.)

推行項目 Action	時間表 Timetable (MM/YY)

I.F. 社會效益 Social Values

- (1) 目標對象和服務這些對象的理由 (請詳述快速有效地幫助/服務目標對象的策略) Target group(s) and reason(s) for serving them (please elaborate on strategies designed to ensure that target group(s) is/are quickly and effectively helped/served) :

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- (2) 對目標對象的認識 (如他們的特性) 和識別及接觸目標對象的方法 Understanding of the target group(s) (e.g. their characteristics), and ways of identifying and reaching target participants :

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- (3) 成效及指標 (請以數量化和可量度的指標，訂出計劃在各推行階段預期可達致的成效) Outcome and indicators (please state, in quantifiable and measurable terms, the level of output to be achieved/delivered during various stages of the project) :

- (i) 持續創造本地就業 Creation of sustainable local employment

日期 Period

預期可達致的指標 Expected Level of Output

- (ii) 提高自助及就業能力 Enhancing self-reliance and employability

日期 Period

預期可達致的指標 Expected Level of Output

- (iii) 加強跨界別伙伴關係 Enhancing cross-sector partnership

日期 Period

預期可達致的指標 Expected Level of Output

(iv) 可持續性 Sustainability

請說明在資助撥款終止後，計劃是否仍會進行？如果繼續，請列明預期財政來源（例如，營運收入應可自負盈虧）及未來發展計劃。

Please state whether the project will be continued after the grant support ends. If the project will be continued, please specify the expected means of financial support (e.g. self-financing by operating income) and future development plan.

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(v) 增值 (請註明) Added values (please specify)

雖然計劃不應以提供福利或救濟為本，但如能提出一些措施為計劃增值，例如使貧困兒童和極需援助的長者更容易使用現有的支援網絡和服務，也會獲優先考慮。

Although projects should not be welfare or relief-oriented, those that can create added values in terms of improving accessibility to existing support network and services especially amongst deprived children and vulnerable elders would be welcome.

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I.G. 請說明計劃會否以合辦或協辦形式與其他團體/私營機構/區議會共同推行。

Please indicate whether the project will be implemented in collaboration with other organizations / private companies / District Councils.

有

Yes

沒有

No

如有，請提供下列資料：

If yes, please provide the following information:

合作機構或公司名稱/ 聯絡人姓名/ 電話號碼/傳真號碼/電郵 Name of Cooperating Organization or Company /Name of Contact Person /Telephone No./ Fax No./Email	請簡述有關機構所提供的合作或支援的性質， 以及提供支援或協助的時間和形式 Please briefly describe the nature of collaboration or support, and period and type of support or assistance provided

I.H. 請提供一名（或以上）商界或業內人士作為計劃的技術顧問，以監督計劃的順利推行。Please provide one (or more) advisor(s) from the business sector or the proposed industry to provide supervision and guidance to this project.

顧問的詳細資料及履歷：

Details and C.V. of the advisor(s) :

英文姓名 Name (Eng.)	Mr / Mrs / Ms	中文姓名 Name (Chin.)	先生/女士
公司名稱 Name of company		職位 Position	<input type="checkbox"/> Retired 退休
電話號碼 Tel. no.		傳真號碼 Fax no.	
聯絡地址 Correspondence address		電郵地址 Email address	
專業資格 Professional qualification			
營商經驗 Business experience			

(如有多於一名顧問請另紙書寫。Please write on separate sheet if there are more than one advisors.)

注意事項 Notes

- 如機構的申請獲得接納，顧問需於三年的計劃資助期內協助及監督計劃的推行，包括其日常運作、進度及成效，並為機構在營商上遇到的問題及困難，提供營商意見以提升社會企業的競爭力。期間，顧問與機構需最少每半年會見一次(即最少共六次會見)；並於定期進度報告中匯報會見的情況，包括顧問就企業面對的問題而提出的建議。If the application is approved, the advisor(s) will have to provide guidance and supervision in the execution of the project during the three years' funding period, including overseeing the daily operation, progress and performance of the project. The advisor(s) will address the operational problems and difficulties faced by the organization and provide business advice to enhance the competitiveness of the social enterprise. During the funding period, the advisor(s) and the organization will meet at least once every six months (i.e. a total of six meetings at the least) and to present the problems identified in and advice given to the business in the regular progress reports.
- 香港特別行政區政府及協作計劃諮詢委員會不會就顧問向機構提出的意見在任何情況下導致的影響或後果負上責任。The Government of the Hong Kong Special Administrative Region and the Advisory Committee on ESR Programme shall not, under any circumstances, be responsible for or liable to any loss or damage of any kind incurred as a result of the advice provided by the advisor(s).
- 在任何情況下，機構不得以自願或受聘性質為顧問工作，顧問亦不能受聘於機構。The applicant should not, under any circumstances, work for the advisor(s) on a voluntary or remunerated basis. The advisor(s) should not, under any circumstances, work as salaried staff for the applicant.

II. 財政預算及現金流量預算表 Budget and Cash Flow Projection

II.A. 預計的收入和開支結算表 (如有需要延續此表) Projected Income and Expenditure Statement (please extend this table if necessary)

(請雙按下表以開啓 excel 表格 Please double-click the table below to open excel file)

	(港幣/HK\$)				
	第一年(備註1) Year 1(Note 1)	第二年(備註1) Year2 (Note 1)	第三年(備註1) Year3 (Note 1)	第四年(備註1) Year4 (Note 1)	總額 Total
銷售 ^(備註2) Sales ^(Note 2) 小計 (1)					
銷售成本 ^(備註2) Cost of Sales ^(Note 2) (2)					
毛利 Gross Margin (1)-(2) 毛利率 Gross Margin %					
營運開支 Operating Expenses 薪金和津貼 ^(備註3) Salaries and allowances ^(Note 3) 租金和差餉 Rent and rates 水電煤 Utilities 其他主要項目 ^(備註4) Other major items ^(Note 4) 營運開支小計 (3) Subtotal of Operating Expenses					
其他收入 ^(備註5) Other Income ^(Note 5) (4)					
純利 Net Profit (1)- (2)- (3) + (4)					

備註 Note

- 就本預計結算表而言，第一年須涵蓋十二個月期間。
For the purpose of this projection table, Year 1 should cover 12-month period.
- 有關假設及計算基準，請詳列於 II B。
Notes on the assumptions and bases of calculation used, please provide details in II B.
- 有關員工開支預算的細項，請詳列於 II D。
For staff costs, please provide details in II D.
- 各主要營運成本項目須分類列出。
All major operating expenses should be itemised.
- 請註列任何其他收入（如：捐款）的來源，向本計劃申請的資助金額不應包括在內。
Please specify the source of any other income (e.g. donations), the applied grants from the Programme should not be included.

II.B 營業額計算基準 Assumptions and Bases of Calculations on Sales Volume.

(請雙按下表以開啓 excel 表格 Please double-click the table below to open excel file)

Sources of Revenue 收入項目	Year 1 第一年 (港幣/HK\$)	Year 2 第二年 (港幣/HK\$)	Year 3 第三年 (港幣/HK\$)	Year 4 第四年 (港幣/HK\$)	Total 總數 (港幣/HK\$)

II.C. 預計用於設備和裝修工程等項目的資本開支 Projected capital expenditure or equipment, fitting-out works, etc.

(請雙按下表以開啓 excel 表格 Please double-click the table below to open excel file)

開支項目的詳細說明 Description of Expenditure	數量 No.	估計成本 Estimated Cost (港幣/HK\$)
資本開支總額 Total capital expenditure		

II.D. 員工薪酬開支預算表 Staff Cost Projection

(請雙按下表以開啓 excel 表格 Please double-click the table below to open excel file)

職位 Position	職員 數目 No. of Staff	僱用對象* Target Group*	月薪/時薪 Monthly Salary/ Hourly Wage (港幣/HK\$)	聘用日期 和時間 Period and Length of Employment	第一年 薪酬總開支 (包括5%強積金) 1st year Staff Cost (with 5% MPF) (港幣/HK\$)	第二年 薪酬總開支 (包括5%強積金) 2nd Year Staff Cost (with 5% MPF) (港幣/HK\$)	第三年 薪酬總開支 (包括5%強積金) 3rd Year Staff Cost (with 5% MPF) (港幣/HK\$)	總薪酬開支 (包括5%強積金) Total Staff Cost (with 5%MPF) (港幣/HK\$)
總數 Total								

* 請列明僱用的目標對象類別，例如：雙失青少年、單親家長等弱勢社羣。如並非目標對象，請填 N/A。Please list out the target group e.g. underprivileged group such as non-engaged youth, single parents, etc. If the staff is not from the target group, please fill in N/A.

備註 Note：祇有直接與推行計劃有關的額外員工的薪酬開支，方可列入預算之內。員工的僱用條款必需符合有關法例，並且不可較同類形及職務相近的公務員職位條款為佳，而有關的招聘或委任程序必須符合公開、公正及公平競爭的原則。Only salary cost (including employer's contributions to the Mandatory Provident Fund, as required) of the additional manpower directly incurred for the project should be included in the budget. The employment terms of the staff employed should comply with the relevant Ordinances and should be no better than those of comparable jobs in the civil service. The principles of openness, fairness and competitiveness should be strictly observed during the recruitment/appointment process.

II.E. 成本控制措施 Cost Control Measures

(請列出機構在控制資本開支或/及營運成本上所採取的措施，建議的預算是否審慎務實、符合成本效益，以及主要的開支項目是否備有充分的理據支持。)

(Please list out the cost-saving measures on capital and/or operating expenses, whether the proposed budget is prudent, realistic and cost-effective, giving full justification for the main expenditure items.)

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II.F. 現金流量預算表 Cash Flow Projection

(請雙按下表以開啓 excel 表格 Please double-click the table below to open excel file)

	第一季度	第二季度	第三季度	第四季度	第五季度	第六季度	第七季度	第八季度	第九季度	第十季度	第十一季度	第十二季度
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	5 th Quarter	6 th Quarter	7 th Quarter	8 th Quarter	9 th Quarter	10 th Quarter	11 th Quarter	12 th Quarter
日期 Dates of the Period												
收入 Receipts												
營運收入 Operating Income (1)-(2)												
其他收入 Other Income (4)												
小結 Sub-total (A)												
支出 Payments												
資本開支 Capital Expenditure (5)												
營運開支 Operating Expenses (3)												
小結 Sub-total (B)												
現金流量淨額 Net Cash Flow Requirement (A)-(B)												

III. 其他撥款 Other funding

計劃現時有否申請或接受政府或其他機構的撥款？

Whether the project is currently applying for or funded by Government or other organization?

- 有 否
Yes No

如有，請提供詳情（包括撥款金額、撥款部門、該撥款所支持的項目等） If yes, please provide details (including amount, funding department, items which such funding supports, etc.)

IV. 申請機構的資料 Particulars of the Applicant Organization

IV.A. 機構名稱 Name of Organization: _____

機構主席或總幹事：

Chairperson or Head of the Organization: _____

地址：

Address: _____

電話號碼：

Telephone No. : _____

傳真號碼：

Fax No. : _____

機構網址：

Organization website : _____

Note: 若申請由超過一個機構聯合提出，應以其中一個機構作為主要申請者。
In case of joint applicants, a lead organizer should be identified as the principal applicant.

IV.B. 機構的背景資料 Background information of the Organization :

(1) 宗旨 Objectives :

(2) 歷史 History :

(3) 主要提供的服務 Core services provided :

(4) 經費來源 Source of income :

機構資料 Particulars	申請機構 Applicant Organization	附屬公司 Subsidiary Company
英文名稱 Name in English		
中文名稱 Name in Chinese		
成立年份 Year of Establishment		
業務性質 Nature of Business		
登記地址 Registered Address		
電話號碼 Tel. No.		
傳真號碼 Fax No.		

資本結構 Capital Structure	申請機構 Applicant Organization		附屬公司 Subsidiary Company	
成立為法團的日期 Date of Incorporation				
資本總值 Total Capital				
股東 Shareholders	公司名稱/個人姓名 (請註明持股百分比) Name (Please state % of shareholding)	法團/住所地址 Place of Incorporation/ Residence	公司名稱/個人姓名 (請註明持股百分比) Name (Please state % of shareholding)	法團/住所地址 Place of Incorporation/ Residence
董事會成員 Board of Directors	公司名稱/個人姓名 Name	地址 Address	公司名稱/個人姓名 Name	地址 Address
財政年度年結日 Fiscal Year End				

IV.E. 計劃負責人：

Name of the responsible person: _____

職銜 Post title : _____

聯絡方法 Contact details :

(1) 電話號碼 Tel. no. : _____

(2) 傳真號碼 Fax no. : _____

(3) 聯絡地址 Correspondence address: _____

(4) 電郵地址 Email address: _____

V. 申請機構聲明及同意書**Declaration and Consent of the Organization**

我們已仔細閱讀《“伙伴倡自強”社區協作計劃指引》(“指引”)，並完全明白當中的內容。

我們證明、承諾和保證，為這項申請而向政府提供的一切資料和文件(“資料”)，在各方面均屬真實、準確、最新和完整。我們同意，申請如未能符合上述要求，即屬無效，政府有權即時終止發放有關本計劃的所有或任何核准撥款，而我們須立即向政府全數歸還政府在“伙伴倡自強”社區協作計劃下付給我們的款項包括有關的全部累算利息。

我們確認，向政府提供的資料所載的個人資料或其他資料，其所涉人士均同意向政府提供這些資料作上述用途，以及向指引第 8.2 段所述有關方面披露這些資料。此外，我們同意如申請獲得接納，政府可公開我們提交政府的一切資料以及所有報告及財務報表的內容(包括但不限於有關我們的資料和報告及本計劃的詳情)，讓公眾閱覽。

我們確保，如本申請獲得政府批准，會在有關本計劃的一切廣告、推廣及宣傳資料和刊物(不論是以書面或電子形式或媒體發出)，顯眼地標明或展示，(a)鳴謝政府資助的聲明，以及(b)協作計劃標誌和(c)政府指定的其他標誌(聲明和標誌均須符合政府指定的形式和內容)。

我們已仔細閱讀及完全明白載於廉政公署網站(http://www.icac.org.hk/tc/prevention_and_education/pt/index.html)及“伙伴倡自強”社區協作計劃網頁內，獲資助機構必須執行和遵守的防貪指引的內容。我們承諾如本申請獲得政府批准，會執行和遵守有關指引。

We have carefully read and fully understand the “Guide to Enhancing Self-Reliance Through District Partnership Programme” (“Guide”).

We certify, undertake and warrant that all the information and documents provided to the Government in relation to this application (“Information”) are true, up-to-date, accurate and complete in all aspects. Failing which, we agree that the application will be invalidated, the Government will be entitled to immediately terminate the provision of all or any grant approved relating to our project and all sums paid by the Government to us under the Enhancing Self-Reliance Through District Partnership Programme together with all interest accrued thereon must be repaid by us to the Government immediately.

We confirm that all persons whose personal or other data have been included in the Information provided to the Government have consented to the provision of such data to the Government for such purposes and for disclosure to such parties as referred to in paragraph 8.2 of the Guide. Besides, we agree that should this application be successful, all information and all reports and financial statements submitted by us to the Government (including but not limited to those concerning us and the details of our project) may be publicized by the Government for public consumption.

We shall ensure that (a) the acknowledgement of the Government's funding support, (b) the Programme logo and (c) other logos as may be specified by the Government (all in the form and substance as may be specified by the Government) are shown or displayed in a conspicuous manner on all advertising, promotional and publicity materials and publications (whether written or in electronic form or medium) relating to our project if this application is approved by the Government.

We have carefully read and fully understand the content of all relevant guidelines on corruption prevention as published at the website of the Independent Commission Against Corruption (http://www.icac.org.hk/en/prevention_and_education/pt/index.html) and at the webpage of the Enhancing Self-Reliance Through District Partnership Programme which have to be executed and followed by grantees. We undertake to execute and follow the above guidelines if this application is approved by the Government.

機構簽署 Signature of
Organization: _____
獲授權簽署人姓名
Name of authorized
signatory : _____
職銜 Title: 機構主席 / 總幹事
Chairperson / Head
電話號碼 Telephone No.: _____
機構名稱
Name of Organization : _____
日期 Date : _____

機構蓋章
Organization Chop

VI. 遞交申請須知 Points to Note in Submitting Application

1. 填妥申請表格內每一欄內所需要的資料
2. 機構主席或總幹事須於第 V 欄「申請機構聲明」內簽署
3. 遞交方式：

以郵遞方式送交下列文件至

香港灣仔軒尼詩道 139 號

中國海外大廈 21 樓

民政事務總署“伙伴倡自強”社區協作計劃秘書處

- i) 填妥的申請表格正本連同**兩份副本**；
- ii) 已儲存申請計劃書檔案的電腦光碟一隻；
- iii) 機構註冊文件的影印本；
- iv) 有關申請計劃書的其他附件和附加資料；

已根據第 88 條註冊的申請機構

- v) 機構根據《稅務條例》第 88 條獲認可為慈善機構及信託團體文件的影印本；及
- vi) 機構最近完成並經審計的帳目結算表；或由獨立執業會計師或由機構主席核証

的最近期管理帳目。

未有根據第 88 條註冊的申請機構

須於遞交申請時一併交回「補充資料報表」用以填報

- v) 證明機構屬非牟利性質的文件；
- vi) 最近期兩年機構從事／舉辦屬非牟利性質的活動記錄；
- vii) 最近期兩年完成並經審計的帳目結算表；
- viii) 未有根據第 88 條取得認可／向稅務局申請豁免繳稅資格的原因；及
- ix) 由沒有利益衝突的單位或人士簽發的推薦書。

或

以電郵附件形式夾附下列文件至 **esr_secretariat@had.gov.hk**：

- i) 申請表格的電腦檔案(需同時以 Microsoft Word 格式(.doc) 及 Adobe Acrobat 格式(.pdf) 儲存)；以及
- ii) 有關註冊文件及申請計劃書的其他附件和附加資料的圖像掃描檔案。

1. All sections of the application form must be completed.
2. The declaration in section V is signed by the Chairperson or Head of the organization
3. Method of Submission:

By Post : Please send the following documents to:

**The Secretariat to the Enhancing Self-Reliance Through District Partnership Programme
Home Affairs Department
21/F, China Overseas Building, 139 Hennessy Road
Wanchai, Hong Kong**

- i) the **original plus 2 copies** of the completed application form;
- ii) a compact disk copy of the completed application form;
- iii) copy of Organization's registration document;
- iv) attachments or supplementary information of the Project;

For section 88 applicants:

- v) copy of document certifying that the Organization is an approved charitable institution and trust of a public character under section 88 of the Inland Revenue Ordinance; and
- vi) latest audited accounts or statement of accounts certified by CPA or Chairman of the Organization;

For non-section 88 applicants:

submit the "Supplementary Information" covering the following details –

- v) documentary proof to verify its non-profit-making status;
- vi) track record of non-profit-making undertakings in the latest two years;
- vii) audited accounts of the latest two years;
- viii) explanation as to why the applicant could not or has chosen not to obtain a section 88 status from the Inland Revenue Department; and
- ix) letter of recommendation from an entity or personality with no conflict of interest.

OR

By Email to: **esr_secretariat@had.gov.hk** with the following attachments:

- i) soft copy of the completed application form (must be saved in **BOTH** Microsoft Word (.doc) and Adobe Acrobat (.pdf) format)
- ii) scanned image of copies of relevant registration documents, and any attachment or supplementary information of the Project.