

資助計劃以支援非政府機構善用空置政府用地
Funding Scheme to Support the Use of Vacant Government Sites
by Non-government Organisations

申請表格
Application Form

1. 填寫本申請表格前請先細閱申請指引（請參閱 [https://www.devb.gov.hk/filemanager/tc/content_1126/Guide to Application.pdf](https://www.devb.gov.hk/filemanager/tc/content_1126/Guide_to_Application.pdf)）。
Please read the **Guide to Application** (available at [https://www.devb.gov.hk/filemanager/en/content_1126/Guide to Application.pdf](https://www.devb.gov.hk/filemanager/en/content_1126/Guide_to_Application.pdf)) carefully before completing this application form.
2. 申請應由符合申請指引中規定的所有申請資格的非政府機構提出。
An application should be submitted by a non-government organisation (NGO) meeting all the eligibility criteria as set out in the Guide to Application.
3. 資助計劃全年接受申請，惟須視乎資助計劃的餘下可用撥款而定。
The Funding Scheme is open for application all year round, subject to the availability of fund under the Funding Scheme.
4. 申請（包括填妥的申請表格（正本）及所需文件）應以郵寄或親自遞交至 –

香港添馬添美道 2 號
政府總部西翼 6 樓
發展局(規劃地政科)
首席助理秘書長(規劃及地政)7

Applications (including a duly completed application form (in original) and all the required documents) should be submitted either by post or in person to –

Principal Assistant Secretary (Planning and Lands) 7
Development Bureau (Planning and Lands Branch)
6/F, West Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong

5. 申請將由發展局(規劃地政科)主持的跨部門評審委員會(「評審委員會」)審理，評審委員會的成員由相關決策局及部門的代表擔任。有需要時，非政府機構申請者須提交補充資料以協助評審工作。

Applications will be assessed by an inter-departmental Assessment Committee (“the Assessment Committee”) chaired by Development Bureau (Planning and Lands Branch). The Assessment Committee would draw upon representatives of relevant bureaux and departments as members. Where necessary, NGO-applicants should provide additional information to assist in the assessment.

6. 政府有權在其認為適當時，以及在無須進一步知會或諮詢非政府機構申請者的情況下，披露與申請有關的資料，包括但不限於申請者（包括有關機構的員工）的資料。非政府機構申請者提交本申請表格，即表示其不可撤銷及無條件地授權並同意政府作出上述任何披露。

Government shall have the right to disclose, without further consultation with or notification to NGO-applicants, whenever appropriate, any information in relation to the applications, including but not limited to information of the applicants (including their staff). In submitting the Application Form, each NGO-applicant irrevocably and unconditionally authorises Government to make and consents to Government making any of the aforesaid disclosure.

7. 政府或其授權人士有權按需要使用／披露申請表格上的資料（以及有關資料），以便評審建議書、研究、安排宣傳資助計劃或已批准的項目、監督及評審項目、與相關人士／團體分享等。

Government or its authorised users shall have the right to make use of/disclose information in relation to the applications (as well as related information) as necessary for the purposes of assessing applications, conducting research, arranging publicity for the Funding Scheme or approved projects, monitoring and evaluation of projects, sharing with other parties concerned, etc.

申請使用空置政府用地 之位置 Location of the vacant government site under application	
項目名稱 Project title	

I. 非政府機構申請者資料 Particulars of the NGO-Applicant

A. 非政府機構申請者 Details of the NGO-Applicant

名稱 Name (中文)

(English)

地址 Address (中文)

(English)

電話號碼

Telephone Number

傳真號碼

Fax Number

網址 Website

B. 項目統籌人資料 Details of the Project Co-ordinator

[註：非政府機構申請者須委任轄下一名員工擔任項目統籌人，負責處理所有與申請相關的事宜，以及如申請獲批後，監督項目推行、監督獲批款項的妥善運用、與評審委員會秘書處聯絡，以及匯報項目進度。]

[Note: The NGO-applicant shall appoint a staff member from its organisation as the Project Co-ordinator for handling all matters related to the application, and if approved, overseeing the implementation of the project, monitoring the proper use of the funds approved, liaising with the Secretariat of the Assessment Committee, and reporting on progress of the project.]

稱謂 Title 先生 Mr. / 女士 Ms. / 小姐 Miss

(請在適當方格內加上「✓」號 Please tick as appropriate)

姓名 Name (中文)

(English)

職銜 Post Title

地址 Address (中文)

(English)

電話號碼

Telephone

辦事處 Office :

手提電話 Mobile :

傳真號碼

Fax Number

電郵地址 Email Address

C. 註冊資料 Registration Information

非政府機構申請者為《稅務條例》(第 112 章)第 88 條下獲認可之慈善機構／信託團體。

The NGO-applicant is a charitable institution/trust of a public character under section 88 of the Inland Revenue Ordinance (Cap.112).

(請在適當方格內加上「✓」號 Please tick as appropriate)

是 Yes*

否 No

非政府機構申請者根據以下條例註冊* —

The NGO-applicant is registered under the following Ordinance * —

(請在適當方格內加上「✓」號 Please tick as appropriate)

«公司條例» Companies Ordinance
公司註冊編號 Company Registration Number: _____

«社團條例» Societies Ordinance

其他條例 Other Ordinance
請註明 Please specify: _____

* 請夾附有關的證明文件。 Please attach the related documentary proof.

非政府機構申請者為載列於由社會企業商務中心編製的《社企指南》(<https://socialenterprise.org.hk/zh-hant/sedb>)內的機構，或已獲得香港社會企業總會的社企認證(<http://www.seemark.hk/>)。

The NGO-applicant is an institution listed under the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre (<https://socialenterprise.org.hk/en/sedb>), or a social enterprise accredited by the Hong Kong General Chamber of Social Enterprises. (http://seemark.hk/en_gb/).

(請在適當方格內加上「✓」號 Please tick as appropriate)

(請在適當方格內加上「✓」號 Please tick as appropriate)

是 Yes*

否 No

* 請夾附有關的證明文件。 Please attach the related documentary proof.

D. 原則上批准短期租用用地 In-principle Approval for Renting the Site on a Short-term Basis

非政府機構申請者已獲地政總署或有關當局原則上批准短期租用用地。

The NGO-applicant has secured in-principle approval from Lands Department or a relevant authority for renting the site on a short-term basis.

(請在適當方格內加上「✓」號 Please tick as appropriate)

是 Yes*

否 No

* 請夾附由地政總署或有關當局發出原則上批准短期租用用地的相關信件。 Please attach the relevant correspondence from Lands Department or a relevant authority for renting the site on a short-term basis.

II. 技術範疇 Technical Aspects

(1) 設計意念及復修工程計劃 Design Concept and Proposal for Restoration Works

(請在下方空白位置或在附頁提供圖則、平面圖等資料以闡述設計意念及復修工程計劃。)

(please illustrate the design concept and the proposal for restoration works by providing drawings, floor plans, etc. at the space below or attached sheets.)

(2) 設施明細表 Schedule of Accommodation

請顯示所有地方的建議用途。 Please show the proposed uses of all areas.

位置 Location	設施 Facility	數量 Quantity	總樓面面積 GFA* (平方米 M ²)
例子 e.g. ABC 小學 ABC Primary School	洗手間 Toilet	3	250

*請參考《建築物條例》(第 123 章)的總樓面面積定義。

Please refer to the Buildings Ordinance (Cap. 123) for the definition of GFA (Gross Floor Area).

III. 財務因素 Financial Considerations

(1) 預計復修工程開支 Estimated Cost of Restoration Works

請列出一次過、基本和必需的復修工程的預計成本細項和假設。

Please list below the estimated cost breakdown and assumptions for **one-off, basic and essential** restoration works.

項目 Item	詳情 Details	預計成本 Estimated Cost (HK\$)
1. 拆卸工程及工地清理工作 Demolition and site clearance		
2. 地基工程 Foundation works		
3. 建築工程 Building works		
4. 斜坡鞏固工程 Slope upgrading works		
5. 屋宇裝備 Building services		
6. 室外渠務工程(例如公共渠務設施接駁) External drainage works (e.g. drainage connections to public mains)		
7. 外部工程(例如地下公共設施接駁、鋪設地盤出入口及道路等) External works (e.g. underground utility services connection to public mains, access to site and roads, etc.)		
8. 額外節省能源措施 Additional energy conservation measures		
9. 其他(例如組裝合成搭建物): Others (e.g. structure using modular integrated construction methods)		
10. 顧問費(不包括項目管理人員): Consultancy fee (excluding project management personnel):		合共 Total:
(a) 詳細設計 Detailed design		
(b) 工地勘測及測量 Site investigation and surveys		
(c) 招標文件及分析 Tender documentation and assessment		
(d) 合約管理 Contract administration		

項目 Item	詳情 Details	預計成本 Estimated Cost (HK\$)
(e) 駐工地人員的管理 Management of resident site staff		
11. 駐工地人員薪酬 Remuneration of Resident site staff		
12. 保險 Insurance		
13. 審計費用 Audit fee		
14. 應急費用 Contingencies		
總計 Total		

以上預算以提交建議書限期當日的價格為準。

The above estimation is at price level of due date for submission of application.

(2) 其他資金來源 Other Funding Sources

項目 Item	承擔形式 Form of Contribution (現金／實物) (Cash/In-kind)	總計 Total (HK\$)	計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible)
(A) 來自非政府機構申請者／所屬母機構的資金 Funding from the NGO-Applicant / its Parent Organisation			
1.			
2.			
3.			
小計 Sub-total (A)			
(B) 第三方贊助 Third Party Sponsorship			
(i)	贊助機構名稱 Name of the Sponsor : _____	贊助機構業務性質 Business Nature of the Sponsor: _____	撥款用途 Purpose(s) of funding: _____
1.			
2.			
3.			
(ii)	贊助機構名稱 Name of the Sponsor : _____	贊助機構業務性質 Business Nature of the Sponsor: _____	撥款用途 Purpose(s) of funding: _____
1.			
2.			
3.			
小計 Sub-total (B)			

項目 Item	承擔形式 Form of Contribution (現金／實物) (Cash/In-kind)	總計 Total (HK\$)	計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible)
(C) 其他政府決策局／部門 Other Government Bureau(x)/Department(s)			
(i)	政府決策局／部門名稱 Name of the Government Bureau/Department: _____	資助計劃名稱 Name of the Funding Scheme: _____	撥款用途 Purpose(s) of funding: _____
1.			
2.			
3.			
(ii)	政府決策局／部門名稱 Name of the Government Bureau/Department: _____	資助計劃名稱 Name of the Funding Scheme: _____	撥款用途 Purpose(s) of funding: _____
1.			
2.			
3			
	小計 Sub-total (C)		
	(A)+(B)+(C)所得的 資金總額 Total amount received from (A)+(B)+(C)		

IV. 管理能力及其他考慮因素 Management Capability and Other Considerations

(1) 管理能力
Management Capabilities

- (i) 推行計劃的所需資源 (例如：負責監督項目的管理人員)
Resources to Deliver the Project (e.g. project management personnel for overseeing the project)

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- (ii) 過去推行同類型或相關計劃的經驗(如有)
Experiences in Organising Projects of Similar or Relevant Nature (if any)

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- (2) 機構的經費來源 (如過去兩年經核證的財務報表)
Source(s) of Income of the NGO (e.g. audited financial statements of the NGO in the past two years)

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非政府機構申請者聲明及同意書
Declaration and Consent of the NGO-Applicant

本機構保證在本申請表格填報的資料和所提交的文件均屬真確無訛。本機構明白如填報資料不確，申請將被當無效，同時計劃將停止發放資助，已支付的款項亦須全數退還政府。

本機構同意政府可使用本申請表格內的資料和所提交的文件，以審批該申請及作有關用途。本機構並同意政府如有需要可將申請表格內及日後所提交的資料公開，以供公眾瀏覽。

We certify that all the information given herein and submissions made in relation to this application are true and accurate. We understand that any inaccurate information will render the application invalid, any grant approved will be withheld, and any payment made must be refunded to Government.

We agree that information given herein and submissions made in relation to this application will be used by Government to process the application and related purposes. We also agree that information contained in this application form and subsequent submissions may be published by Government if necessary.

由非政府機構申請者填寫
To be completed by the NGO-Applicant

簽署 Signature

.....

姓名 Name

.....

職銜 Post Title ^

機構主席 / 總幹事
 Chairperson / Chief Executive

非政府機構名稱

Name of the

NGO-Applicant

.....

日期 Date

.....

.....

機構蓋章
 Organisation Chop

^ 請刪除不適用者。 Please delete where appropriate.