

**「紅絲帶動力」愛滋病教育資助計劃
申請建議書**

**“Red Ribbon in Action” AIDS Education Funding Scheme
Application Proposal**

此欄由紅絲帶中心填寫 For Official Use Only

申請編號 Application No. : _____

接收日期 Date Received : 按一下或點選以輸入日期。

1. 填寫本申請建議書前，請細閱上載於紅絲帶中心網站(<https://www.rrc.gov.hk/chinese/action.html>) 的《「紅絲帶動力」愛滋病教育資助計劃申請指引》。

Please read carefully the “Red Ribbon in Action” AIDS Education Funding Scheme Guide to Application available at the Red Ribbon Centre website at <https://www.rrc.gov.hk/english/action.html> before completing this application proposal.

2. 請提供本申請建議書要求的一切資料和附上相關的證明文件，以供評審申請。

Please provide all information requested in this application proposal and attach relevant supporting documents to facilitate assessment of the application.

3. 申請機構遞交的所有資料（包括但不限於申請建議書及相關的證明文件）概不退還。

All information (including but not limited to the application proposal, relevant supporting documents) submitted by the applicant will not be returned.

甲部 Section A - 基本資料 Basic Information

- 1. 機構的名稱和地址 Name and Address of the Organisation**

名稱 Name	
地址 Address	

- 2. 機構簡介 Brief Description of the Organisation**

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3. 註冊資料 Registration Information

請夾附相關證明文件，例如註冊證明書的影印本。

Please attach documentary proof such as photocopy of the relevant registration certificate(s).

申請機構按以下方式取得的認可註冊（請在適當的空格內加上剔號）： The accredited registration that the applicant has acquired in the following ways (please tick as appropriate):	
<input type="checkbox"/>	按《社團條例》（香港法例第 151 章）成立的組織 a society established under the Societies Ordinance (Cap. 151)
<input type="checkbox"/>	按《公司條例》（香港法例第 622 章）（2014 年 3 月 3 日或之後）或《公司（清盤及雜項條文）條例》（香港法例第 32 章）（2014 年 3 月 3 日前）註冊成立的非政府機構 a non-governmental organisation incorporated under the Companies Ordinance (Cap. 622 on or after 3 March 2014) or Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32 before 3 March 2014)
<input type="checkbox"/>	按《稅務條例》（香港法例第 112 章）註冊為認可公共性質的慈善機構或信託團體 a charitable institution or trust of a public character exempt from tax under the Inland Revenue Ordinance (Cap. 112)
<input type="checkbox"/>	官立學校或按《教育條例》（第 279 章）／《專上學院條例》（第 320 章）／《職業訓練局條例》（第 1130 章）成立或註冊的機構 a government school or an institution established or registered under the Education Ordinance (Cap. 279) / Post Secondary Colleges Ordinance (Cap. 320) / Vocational Training Council Ordinance (Cap. 1130)
<input type="checkbox"/>	其他（請註明）： Others (please specify): _____

4. 負責人 Responsible Persons

(a) 計劃負責人¹ Person-in-charge¹ of the Programme *請在適當的空格內加上剔號。 *Please tick as appropriate.					
姓名 Name	*(<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 女士 Ms.)				
年齡 Age		職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.			電郵 Email		
(b) 獲授權人² Authorised Person² of the Organisation *請在適當的空格內加上剔號。 *Please tick as appropriate.					
姓名 Name	*(<input type="checkbox"/> 先生 Mr. / <input type="checkbox"/> 太太 Mrs. / <input type="checkbox"/> 女士 Ms.)				

¹ 計劃負責人是指計劃的聯絡人。

Person-in-charge serves as the contact officer of the programme.

² 獲授權人是指代表機構提出資助申請的人士。獲授權人與計劃負責人不得是同一人。

Authorised person refers to the person who applies for the fund on behalf of the organisation. Authorised person and person-in-charge should not be the same person.

職銜 Post		電話號碼 Tel. No.	
傳真 Fax No.		電郵 Email	

(c) 籌委成員 Working Group Members

計劃若由工作小組推行請填寫以下部分。推薦人不能同時成為籌委成員。

Please complete the following part if the programme is to be implemented by a working group. The Authorised Person cannot be a member of the working group.

姓名 Name	稱謂 Title	職銜 Post	電話號碼 Tel. No.

如有需要，請擴充表格／另加紙張補充。Please extend the table/ attach supplementary sheets if necessary.

乙部 Section B - 計劃詳情 Programme Details

1. 計劃名稱 Programme Name

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2. 項目對象 Target Group(s)

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3. 計劃的目的 Objectives of the Programme

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4. 活動項目簡介 Brief Description of the Activities

項目 Item(s)	活動項目名稱 Name of Activity	活動形式 Format(s)	日期 Date(s)	時間 Time	參加人數 ³ No. of Participants ³
例 e.g.	XXXXXX	宿營／參觀／比賽／展覽 ／工作坊／講座／考察／ 研究／宣傳／紀念品／嘉 年華會／其他（請註明） Camps / Visits / Competitions / Exhibitions / Workshops / Talks / Study Tours / Research / Outreach / Souvenirs / Carnivals / Others (please specify)	i. 1/8/2023 ii. 2/8/2023	10:00-15:00 12:00-14:00	6
(1)					
(2)					
(3)					
(4)					
(5)					








如有需要，請擴充表格 Please extend the table if necessary.

³參加人數不應包括重覆參與各項活動的參加者。

The no. of participants should not include those who repeatedly participate in various activities.








5. 活動項目詳情 Details of the Activities

活動 Activity (1)

(a) 活動項目名稱 Name of the Activity					
(b) 節數 No. of Session	節 Session(s)	時數 Duration	小時/節 Hour(s)/session	參加人數/節 No. of Participants/session	
(c) 地點 Venue					
(d) 內容，請說明 Content, please include:  如何藉活動去推廣預防愛滋病／性病 How to integrate HIV prevention with the activity  活動與預防愛滋病／性教育的關聯性 Relevance to HIV prevention/sex education  活動時間分配 Time allocation of the activity  導師/活動負責人的資格及詳情 Qualification and details of tutors/person-in-charge of the activity  執行活動的工作人員數目（包括導師和義工等）及工作分配 Number of staff (including instructors, volunteers, etc.) implementing the activity and their respective duties  活動宣傳和招募方法 Publicity and recruitment method of the activity  活動成效評估方法 Method of evaluation of the activity's effectiveness					

如有需要，請擴充表格／另加紙張補充。Please extend the table/ attach supplementary sheets if necessary.

活動 Activity (2)

(a) 活動項目名稱 Name of the Activity					
(b) 節數 No. of Session	節 Session(s)	時數 Duration	小時/節 Hour(s)/session	參加人數/節 No. of Participants/session	
(c) 地點 Venue					
(d) 內容，請說明 Content, please include:  如何藉活動去推廣預防愛滋病／性病 How to integrate HIV prevention with the activity  活動與預防愛滋病／性教育的關聯性 Relevance to HIV prevention/sex education  活動時間分配 Time allocation of the activity  導師/活動負責人的資格及詳情 Qualification and details of tutors/person-in-charge of the activity  執行活動的工作人員數目（包括導師和義工等）及工作分配 Number of staff (including instructors, volunteers, etc.) implementing the activity and their respective duties  活動宣傳和招募方法 Publicity and recruitment method of the activity  活動成效評估方法 Method of evaluation of the activity's effectiveness					

如有需要，請擴充表格／另加紙張補充。 Please extend the table/ attach supplementary sheets if necessary.

6. 財政預算（請於附件一列載計劃的開支項目）

Budget Estimation (please list the expenditure items of the programme in Supplementary 1)

a. 總申請金額 Total Amount Sought	HK\$	(所有項目預算金額之總和) (total amount of estimated cost of all activities)
<p>b. 如申請獲批准，付款支票的抬頭人應為（必須為主辦機構名稱的銀行賬戶，一切款項均不會支付予主辦機構名稱以外的銀行賬戶，包括機構的任何成員）：</p> <p>If the application is approved, the cheque should be made payable to (must be a bank account under the name of the organisation for reimbursement. All payments will not be made to a bank account, including any member of the organization other than the name of the applicant organization):</p>		
收款人名稱 Name of Payee		

丙部 Section C - 同意書及申請機構聲明 Consent and Declaration of the Applicant

本人 _____ (計劃負責人姓名) 同意遵守資助計劃的指引及規則，並依從紅絲帶中心的評審結果。

I, _____ (name of the person-in-charge) agree to follow the terms and guidelines of the Funding Scheme and accept the adjudication of the Red Ribbon Centre.

簽署 Signature: _____

日期 Date: 按一下或點選以輸入日期。 _____

本人證明申請人 _____ (計劃負責人姓名) 為本機構屬下的工作人員，現推薦並同意協助及監督進行上述活動計劃。

I confirm that the applicant named _____ (name of the person-in-charge) is a staff member of this organisation. I recommend and consent to assist in and supervise the implementation of the above programme.

獲授權人 Authorised Person of the Organisation

簽署 Signature: _____

姓名 Name: _____

職銜 Post: _____

日期 Date: 按一下或點選以輸入日期。 _____

機構印鑑

Organisation Chop

附件一 Supplementary 1 - 預算表 Budget Form

1. 每活動項目填寫一張預算表。(如活動計劃中有三個活動項目，請填寫三張預算表) Fill one budget form for each activity. (If there are 3 activities in the programme, please fill in 3 budget forms.)
2. 如該項目並不適用，請填\$0。If the item is not applicable, please fill in \$0.
3. 有關允許的開支項目的詳情，請參考「申請指引」的第4.4段。Please refer to paragraph 4.4 of the “Guide to Application” for the details of Permissible Items of Expenditure.
4. 如支出不屬於允許的開支項目，但與活動有直接關係的支出，請於其他註明。If the expenditure is not a permissible item, but is directly related to the programme, please indicate in others.

活動項目名稱 Name of the Activity	
參加人數 No. of Participants	

第一部分：預計收入 Part I: Estimated Income

項目 Item	總額 Total Amount
參加者收費 Participants' fees	HK\$
其他(請註明來源) Others (please specify the source):	HK\$
項目預計收入 Estimated Income	HK\$

第二部分：預計支出 Part II: Estimated Expenditure

項目 Item	詳情 Details 例：印製宣傳單張：\$1 X 50 張 e.g: Pamphlet printing: \$1 X 50pcs	總額 Total Amount
🔴 宣傳品 Publicity		HK\$
🔴 活動物資(消耗品) Activity materials (consumables)		HK\$
🔴 場地/設備 Venue/Equipment		HK\$
🔴 導師費或酬金 Fees/Honorarium		HK\$
🔴 營費(連膳食) Camping Fee (including catering)		HK\$
🔴 交通 Transportation		HK\$
🔴 獎品/紀念品 Prize/Souvenir		HK\$
🔴 茶點/便餐 Light Refreshments/Light Meals		HK\$
🔴 其他(請註明) Others (please specify)		HK\$
項目預計支出 Estimated Expenditure		HK\$

(預計支出－預計收入) 項目預算金額 (Estimated Expenditure — Estimated Income) Estimated Cost of the Activity	HK\$
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