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| ***s遞交計劃書方法* WAYS TO SUBMIT APPLICATION FORM**  請於2020年12月23日下午1時前，填妥以下兩份網上報名表格  1. 組織/團體基本資料表格<https://airtable.com/shr7DgPOmLHYVXJsr>  2. 項目申請表格 <https://airtable.com/shrQHmPQ8fs9G4ixk> ，並將已填妥的項目執行計劃（以 MS Doc/ PDF 模式）一併上載。  Please fill in the TWO online forms from links below on or before 1pm, 23 Dec 20  1. Group/ Organisation’s Basic Information Form  <https://airtable.com/shr7DgPOmLHYVXJsr>  2. Project Application Form  (<https://airtable.com/shrQHmPQ8fs9G4ixk>) and upload Project Implementation Form (in MS DOC/ PDF format) | ***職員填寫 Staff Only*** |
| *計劃編號 Project Code:* |
| *收集日期 Received Date:* |
| *撥款結果 Grant Result:* |

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| **組織名稱 Organization Name:** |  |
| **計劃名稱 Plan Title** |  |
| **請根據此執行計劃將會處理的議題，選出一項主要的申請撥款範圍 According to the issue raised in this project, please select ONE grant-making priority:**  o 消除歧視 Freedom from Discrimination  o 消除貧窮 Freedom from Poverty  o 消除暴力 Freedom from Violence  o 推動女性公民權利 Advancement of Women’s Civil Participation | |
| **A. 項目計劃 PROJECT PLANNING** | |
| 請簡述項目相關的社會狀況及項目將會處理的議題  Please briefly describe the problems/issues addressed by the project | |
| 項目的長遠目標 The long-term aim/objectives of the Project | |
| 在這計劃時段內及有限資源下，項目預期能達到的目標和成果  Within this project period and limited resources, please describe the objectives and outcomes of the project. | |
| 項目簡介（250字以內）Project summary (in 300 words) | |

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| **B. 項目局限與管理 LIMITATION AND MANAGEMENT OF THE PROJECT** |
| 1. 在計劃期間， 貴團體/機構認為有甚麼內在或外在因素能**推動/促進**你的工作？   What are the internal and external factors that can **facilitate** the implementation of the project? |
| 1. 在計劃期間， 貴團體/機構認為有甚麼內在或外在因素會**阻礙**此項目的推展？又會如何解決/面對那些因素？   What internal and external factors would you expect to **inhibit** the progress of the project? How would you make sense of or redress the issues arisen? |
| 1. 貴團體/機構會否與其他機構/團體/公司合作進行此項目？如會，請說明合作方法：   Will your organization collaborate with other groups/organization/companies for this project? If yes, please explain your collaboration mode: |
| 1. 請詳細列明項目的管理措施及人手分配。他們曾否參與/執行類似項目的經驗呢？Detailed description of project management and the division of labour. Did they have related experiences? |

**C. 預算 BUDGET**

1. 請詳列整個計劃的收支及要求撥款的金額 Please list the project’s expenditure and income in details, and the requested amount︰

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| 項目  Item | 金額  Amount (HK$) | 申請金額  Requested Amount (HK$) |
| 支出 Expenditure︰ |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 收入 Income︰ |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **總金額Total Amount (HK$)** |  |  |

1. 為了有更佳的預算配合及籌募工作，我們希望了解 For better co-ordination of budgeting and resource mobilization, we hope to understand︰

此計劃有否正在申請/得到其他資助？Have you applied for/secured any funds for this project?

\* 有Yes / 沒有No

若有，多少？If yes, how much?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

來源？From whom?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

若沒有，為什麼？If no, why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_