|  |  |
| --- | --- |
| ***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 201. 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:* |

|  |  |
| --- | --- |
| **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 Discriminationo 消除貧窮 Freedom from Povertyo 消除暴力 Freedom from Violenceo 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) |

|  |
| --- |
| **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︰

|  |  |  |
| --- | --- | --- |
| 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?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_