

「伙伴倡自強」社區協作計劃 提交申請

遞交申請時須具備的文件清單

在填寫及遞交申請表前，請先細閱「伙伴倡自強」社區協作計劃（伙伴倡自強計劃）的「申請指引」（可在計劃網頁 <http://www.esr.gov.hk> 下載）。遞交申請時請確保已填妥所需資料及齊備以下清單所列的所需資料及文件，否則申請可被視作為無效及不獲進一步審理。

請在已完成的項目前填上「」號：

- 曾參加伙伴倡自強計劃簡介會，日期_____
- 已填妥申請表格內每一欄所需資料
- 機構主席或總幹事已於表格 F 部「申請機構聲明」內(i)簽署(ii)蓋上機構印章及(iii)寫上日期

如申請機構屬已根據《稅務條例》(第 112 章)第 88 條取得豁免繳稅資格的慈善機構或慈善信託(第 88 條機構)，須備妥以下文件：

- 申請機構屬法定機構或按香港法例註冊的機構的證明文件影印本
- 由香港稅務局發出確認機構已根據《稅務條例》第 88 條獲豁免繳稅的文件影印本
- 機構最近一年的帳目審計師報告影印本；如遞交申請時未具備有關文件，請遞交由獨立執業會計師或由機構主席核証的最近期管理帳目

如申請機構屬非第 88 條機構，須填妥以下文件：

- 非第 88 條機構申請表格及相關文件（附件 I）

遞交申請方法

申請機構可選用以下其中一種方式遞交申請：

(一) 郵遞或專人交付，請將

- 申請表格的正本
- 電腦光碟一隻，碟內應儲存有：
 - (i) 已填妥及簽署的申請表格、附加資料及證明文件的掃描檔案
 - (ii) 申請表格電腦檔案（以 Microsoft Word 格式(.doc/.docx)儲存）

遞交至以下地址：

民政事務總署「伙伴倡自強」社區協作計劃秘書處
香港灣仔軒尼詩道 130 號
修頓中心 31 樓

(二) 電郵提交，請將

申請文件的電腦檔案，包括

- (i) 已填妥及簽署的申請表格、附加資料及證明文件的掃描檔案
- (ii) 申請表格電腦檔案（以 Microsoft Word 格式(.doc/.docx)儲存）

以附件形式傳送到本計劃的電郵信箱：esr_secretariat@had.gov.hk

以上資料僅供參考。伙伴倡自強計劃秘書處在任何時候均保留權利，要求機構提供額外資料及證明文件，以核實有關申請。

Enhancing Self-Reliance Through District Partnership Programme Application Submission

Checklist of Documents Required for Submitting Applications

Please read carefully the “Application Guide” (which is available at the following website: <http://www.esr.gov.hk>) before completion and submission of the application form and check the completeness of application based on the following check list. **Application which has failed to provide all the required information will be considered as an invalid application and will not be further processed.**

Please put a “” next to the completed items:

- Attended the Enhancing Self-Reliance Through District Partnership Programme briefing session, date: _____
- All sections of the application form are duly completed.
- For Declaration in Section F, (i) Chairperson or Head of applicant organisation has signed, (ii) stamped with company chop and (iii) fill in the date.

For applicant that IS a charitable institution or trust of a public character which is tax-exempt under section 88 of the Inland Revenue Ordinance (Cap.112) (Section 88 Organisation), the following documents should be submitted:

- Copy of documentary proof of being a statutory organisation or organisation registered under the law of HKSAR
- Copy of the letter issued by the Inland Revenue Department of HKSAR confirming the tax exemption status of the organisation under section 88 of the Inland Revenue Ordinance.
- Copy of full set of auditor’s reports of the latest one year. If such is not available, please submit the latest audited accounts or statement of accounts certified by Certified Public Accountant (practicing) or Chairman of the organization

For applicant that is a NON-Section 88 Organisation, the following documents / information should be submitted:

- Duly completed “Proforma for Non-Section 88 Organisations” (Annex I) and related documents

Method of Submitting Application

Applicant may submit application by **either one** of the following ways:

1. By Post / By Hand -

- Duly completed application form; and
- A CD rom with the following files
 - (i) scanned copy of completed application form with signature, relevant documents and supplementary information
 - (ii) soft copy of completed application form (in Microsoft Word (.doc/.docx) format)

Please send the above documents to the following address:

**The Secretariat to the Enhancing Self-Reliance Through
District Partnership Programme, Home Affairs Department,
31/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong**

2. By Email -

Soft copy of the application documents, including

- (i) scanned copy of completed application form with signature, relevant documents and supplementary information; and
- (ii) soft copy of completed application form (in Microsoft Word (.doc/.docx) format)

Please send the soft copy as attachments to the following email address: **esr_secretariat@had.gov.hk**

The above is for reference only. The Secretariat reserves at all times the absolute right to require the applicant to submit additional documentary proof to substantiate its application.

「伙伴倡自強」社區協作計劃
申請表格
Enhancing Self-Reliance Through District Partnership Programme
Application Form

A 部 基本資料
Section A Basic Information

A1 申請機構^{附註}及聯絡人 Applicant Organisation^{Note} and Contact Person

申請機構名稱	(Chinese 中文)		
Name of Organisation	(English 英文)		
計劃負責人 Project-in-charge	(Name in Eng.) Mr / Mrs / Ms	(中文姓名) 先生/女士/小姐	
職位 Position		電話號碼 Tel. No.	
電郵地址 Email Address		傳真號碼 Fax No.	
通訊地址 Mailing Address			

附註 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 organiser should be identified as the principal applicant.

A2 擬議社企項目簡介 Proposed Social Enterprise (SE) Project Summary

(請在所選項目前 填上「」號) (Please put a "✓" in the of the selected item)

項目名稱 Project Title			
項目社會目標 Social Objective	<input type="checkbox"/> 為弱勢社羣創造就業 Creation of jobs to the socially disadvantaged	<input type="checkbox"/> 為弱勢社羣提供產品或服務以助自力更生及融入社會 Provisions of products/services to the socially disadvantaged for their self-reliance and social integration	
業務簡介 (100 字內) Business Summary (Max. 100 words)			
行業分類 Business Category	<input type="checkbox"/> 飲食業及食品製作 Catering & Food Business	<input type="checkbox"/> 個人及美容服務 Personal & Beauty Services	<input type="checkbox"/> 環保/二手店業務 Recycling / Thrift Stores
	<input type="checkbox"/> 零售業 Retail	<input type="checkbox"/> 藝術、表演及學習坊 Arts, Performance & Workshops	<input type="checkbox"/> 種植及旅遊 Farming & Tourism
	<input type="checkbox"/> 商業支援服務 Business Support Services	<input type="checkbox"/> 裝修及家居服務 Renovation & Domestic Services	<input type="checkbox"/> 其他 (請註明) Others (Please specify)

A3 申請撥款金額 Amount of Grant Applied

資本開支 Capital Expenditure ¹ (a)	營運開支 Operating Expenditure ² (b)	總共申請撥款金額 Total Grant Applied ³ (c) = (a) + (b) ≤ HK\$3,000,000

¹ 資本開支的申請金額不應超過 C4 部分的總金額。 Capital Grant applied should not exceed the total amount in Section C4.

² 營運開支的申請金額不應超過 C1 部分首三年的最高虧損總額。 Operating Grant applied should not exceed the maximum total deficit for the first 3 years in Section C1.

³ 總申請撥款金額不應超過三百萬元。 Total Grant applied should not exceed \$3 million.

A4 推行地區 Target District(s)

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

擬議社企地址 (如適用) Address of the Proposed SE (if appropriate)	
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附註 Note:

擬議社企業務不應違反該租用位置的用途。申請人應按需要提供證明文件。

The proposed SE business should not breach the Land Use Regulations of the venue to be rented. Proof should be provided if necessary.

B 部 社企項目建議書內容

Section B Content of SE Project Proposal

B1 營商計劃 Business Plan**(1) 項目目的 Objectives**

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(2) 業務概覽 Business Overview

描述產品／服務、行業概況、市場分析調查資料等 *Description of products / services to be provided, overview of the industry, market analysis and research information, etc.*

a. 行業概況、市場分析調查資料 Overview of the industry, market analysis and research information

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- b. 描述項目擬提供的產品／服務 Description of Products / Services of the Proposed Project**
如申請項目屬業務擴展性質，請詳述業務擴展的內容，擬提供的新產品／新服務 *If the proposed project in application is of business expansion nature, please provide details of the scope of the expansion, the new products/new services to be provided.*
- c. 擬提供的產品／服務的特色及賣點 Uniqueness and Selling Points of Products / Services**
- d. 項目營運模式 Operation Model of Proposed Project**
- e. 產品的生產模式或來源／服務提供模式 Production/Sources of Products / Services / Mode of Service Provision**
- f. 產品／服務的銷售渠道 Sales Channels of Products / Services**

(3) 市場策略 Marketing Strategy

產品／服務的定位、定價策略及市場競爭優勢等分析 *Analysis on the positioning, pricing strategy, market niche and competitiveness of the products / services*

(4) 相關經驗 Relevant Experience

具備營運項目業務和所追求社會目標的所需知識、技術及相關經驗、項目將有相關伙伴或顧問的協助 *Possession of required knowledge, expertise and relevant experience of the proposed business and the social objectives of the project, and assistance from relevant partners / advisors.*

如申請項目屬業務擴展性質，請提供現有社企的詳情包括業務概況、社會目標、最新業務表現及達致的社會效益資料 *If the proposed project in application is of business expansion nature, please provide details of the existing social enterprise including the business overview, social objectives, latest business performance and social impact achievements.*

B2 「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。它應用於推行項目的初期，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 organisation and its environment. It is used at the initial stage of the project planning to help organisation 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.*

<p>優勢 Strengths (例如具與業務相關專門知識、具相關的社會服務經驗、創新產品或服務、營業的地點等) <i>(e.g. possess specialist expertise relating to the business, possess relevant social service experience, innovative product or service, location of your business, etc.)</i></p>	<p>弱點 Weaknesses (例如市場上已有類似產品或服務、缺乏市場專門知識、產品或服務質素參差等) <i>(e.g. undifferentiated products or services, lack of marketing expertise, unstable quality of products or service, etc.)</i></p>
<p>機會 Opportunities (例如發展中的市場、聯營機構或策略性伙伴等) <i>(e.g. developing market, joint ventures or strategic alliances, etc.)</i></p>	<p>威脅 Threats (例如市場上出現新競爭者、減價戰、競爭者具有較佳銷售渠道等) <i>(e.g. new competitors, price wars, competitors' better access to channels of sales, etc.)</i></p>

B3 推行時間表及主要指標 Implementation Time Schedule and Key Milestones

主要推行指標應包括預計裝修工程日程、開業日期、員工聘任、宣傳策略、與商業伙伴合作計劃等等
Key milestones should include the timeframe for renovation works, business commencement, employment of staff, promotion strategies and collaboration with business partners, etc.

時間表 Time Schedule	推行工作／主要指標 Action / Key Milestone	創造職位 ^(附註 1) (全職及兼職數目) Jobs Created ^(Note 1) (No. of Full-time and Part-time Jobs)	收入預測 ^(附註 2) Revenue Projection ^(Note 2) HK\$
第 1 至 2 季 1 st to 2 nd Quarter			
第 3 至 4 季 3 rd to 4 th Quarter			
第 5 至 6 季 5 th to 6 th Quarter			
第 7 至 8 季 7 th to 8 th Quarter			
第 9 至 10 季 9 th to 10 th Quarter			
第 11 至 12 季 11 th to 12 th Quarter			

附註 Note:

- 每年度創造職位數目須與 C5 部分一致。 The number of jobs created each year should be consistent with Part C5.
- 每年度收入預測須與 C1 部分一致。 The revenue projection each year should be consistent with Part C1.

B4 可持續性 Sustainability

請說明在資助期滿後，項目會否繼續推行？請列明屆時預期的財政來源（例如營運收入應可使項目自負盈虧）及未來發展計劃 Please state whether the project will continue to operate after expiry of funding period. Please also specify the anticipated means of financial support (e.g. operating income will be sufficient to make the project become self-financing) and future development plan.

B5 社會效益 Social Benefits**(1) 目標弱勢社羣 Target Socially Disadvantaged Group(s)**

請詳述項目會協助的目標弱勢社羣及原因 *Please elaborate on the target socially disadvantaged group(s) to be helped by the project and the reasons.*

(2) 協助目標弱勢社羣的策略 Strategies Helping Target Social Disadvantaged Group(s)

請詳述對目標弱勢社羣的了解（如他們的特殊需要）、如何識別及接觸他們、及協助／招聘他們的策略／渠道 *Please elaborate on your knowledge of the target socially disadvantaged group(s) (e.g. their special needs), how the project will identify and reach them, and the project's strategies / channels of helping / recruiting them.*

(3) 自力更生及融入社會 Enhancing Self-reliance and Social Integration

請詳述項目如何協助目標弱勢社羣自力更新及融入社會 *Please elaborate on how the project helps the target socially disadvantaged group(s) enhance the self-reliance and integration into the community.*

(4) 提升就業技能／晉升階梯 Upgrading of Work Skills/Career Advancement Ladder

請詳述項目在提升目標弱勢社羣的就業技能或為他們提供晉升階梯方面的措施 Please elaborate on the measures of the project to help upgrading the work skills of the target socially disadvantaged group(s) or to provide them with a promotion ladder.

(5) 其他社會效益（如適用） Other Social Benefits (if applicable)

請詳述項目會否及如何產生其他社會效益，請量化有關效益（如預計受益人數） Please elaborate on whether and how the project will generate other social benefits. Please quantify the benefits concerned (e.g. estimated no. of beneficiaries).

(6) 與其他社企的協同效應（如適用） Synergy with Other Social Enterprises (if applicable)

請詳述項目會否與其他社企合作，以利社企整體發展（例如營運過程中會使用其他社企的產品或服務），請量化有關成效（例如銷售額或創造間接職位數目） Please elaborate on whether the project will collaborate with other social enterprises for the benefits of the overall development of the social enterprise sector (e.g. will purchase products and services of other social enterprises in its business operation). Please quantify the benefits where appropriate (e.g. amount of sales or number of indirect employment opportunities to be created).

B6 合作伙伴 Collaborating Partners

請說明項目會否以合辦或協辦形式與其他團體／私營機構／地區團體共同推行 Please indicate whether the project will be implemented in collaboration with other organisations / private companies / local organisations.

(請在所選項目前 填上「」號) (Please put a "

會 Yes (請提供下列資料) (Please complete the table below)

不會 No (請跳到 B7 部份) (Please go to Part B7)

機構 Organisation	合作模式詳情 Collaboration Details	聯絡人姓名／電話／電郵 Contact Person/Tel/Email

B7 項目顧問 Business Advisor

請提供一名(或以上)熟悉項目業務／社會目標的商界或業內人士作為項目的技術顧問，以監督項目的順利推行 Please provide one (or more) advisor(s) from the business sector or the proposed industry who is/are familiar with the proposed business / social mission of the project 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/小姐
公司名稱 Name of company		職位 Position	
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.)

附註 Note:

- 如申請獲得接納，顧問需於三年的項目資助期內協助及監督項目的推行，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 organisation and provide business advice to enhance the competitiveness of the social enterprise. During the funding period, the advisor(s) and the organisation 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伙伴倡自強社區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 Enhancing Self-reliance Through District Partnership 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.

C 部 財政預算及現金流量預算表
Section C Budget and Cash Flow Projection

請注意表內各項備註的要求 Please pay attention to the Notes in the table.

C1 預計的收入和開支結算表 (如有需要延續此表)

Projected Revenue 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 Year 2	第三年 Year 3	第四年 Year 4	總額 Total
收入 (備註2) (1) Revenue ^(Note 2) 銷售項目 Product / Service Items (a) (b) 小計	-	-	-	-	-
銷售成本 (備註3) (2) Cost of Sales ^(Note 3) (a) (b)	-	-	-	-	-
毛利 Gross Margin (1)-(2) (3)	-	-	-	-	-
毛利率 Gross Margin % (3)/(1)x100%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
營運開支 Operating Expenses					
薪金和津貼 ^(備註4) Salaries and allowances ^(Note 4)	-	-	-	-	-
租金和差餉 (每月呎租\$____) Rent and rates (\$____/sq.ft./month)	-	-	-	-	-
水電煤 Utilities	-	-	-	-	-
其他開支項目 ^(備註5) Other expenditure items ^(Note 5) (a) (b)	-	-	-	-	-
營運開支小計 (4) Subtotal of Operating Expenses	-	-	-	-	-
其他收入 (備註6) (5) Other Revenue ^(Note 6)					
純利 Net Profit (1)-(2)-(4)+(5)	0	0	0	0	0

備註 Note:

- 首年預算須涵蓋十二個月 (包括開業前期的籌備預算)。
Year 1 should cover 12-month period (including budget of the preparation period).
- 銷售項目的細項及收入, 須與 C2 部分一致。
The product/service items and the revenue should be consistent with Part C2.
- 銷售成本應盡量按照銷售項目的細項詳細列出。
Cost of sales should be listed out in details according to the product/service items.
- 薪金和津貼的總和須與 C5 部分一致。
Salaries and allowances projections should be consistent with Part C5.
- 請詳細列出其他開支項目。
Please list out other expenditure items in details.
- 請註列任何其他收入 (如捐款或機構提供的資源) 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 revenue (e.g. donations or resources provided by the organisation), the applied grants from the Programme should not be included.

C2 營業額計算 Projected Revenue Calculations

請詳列每項產品／服務類別的營業額計算方程式 Please provide assumptions and bases of calculations on sales volume for each product / service category.

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

	銷售項目 Sales / Services item	每月客戶人數 Monthly Clients	平均單價 Average Price	月份 Month	收入 Revenue
第一年 Year 1	產品／服務 Product / Service				0
	產品／服務 Product / Service				0
	產品／服務 Product / Service				0
小計 Sub-total:					0
第二年 Year 2	產品／服務 Product / Service				0
	產品／服務 Product / Service				0
	產品／服務 Product / Service				0
小計 Sub-total:					0
第三年 Year 3	產品／服務 Product / Service				0
	產品／服務 Product / Service				0
	產品／服務 Product / Service				0
小計 Sub-total:					0

C3 為弱勢社羣提供的產品／服務 (如適用)**Products / Services for Socially Disadvantaged (if applicable)**

如項目將提供針對弱勢社羣特殊需要的產品／服務，請提供以下資料 If the project will provide products / services to meet the special needs of the socially disadvantaged groups, please provide the following details :

Related Products / Services 有關產品／服務	Description of Products / Services & Specific Needs To Be Met 產品／服務詳情及針對那些特殊需要	Target Beneficiaries ^{Note} 受益對象 ^{附註}	Estimated No. of Beneficiaries 預計受益人數			Estimated Revenue 預計收入 (港幣 HK\$)		
			第一年 1 st Year	第二年 2 nd Year	第三年 3 rd Year	第一年 1 st Year	第二年 2 nd Year	第三年 3 rd Year

附註 Note:

請根據以下「弱勢社羣分類表」標明有關產品／服務所針對的目標弱勢社羣對象類別，請填上相關號碼。

Please indicate the socially disadvantaged groups for which the products/services to be targeted according to the categories stated in the "Socially Disadvantaged Groups Table" below. Please fill in the relevant number.

弱勢社羣分類表 Socially Disadvantaged Groups Table			
1	弱勢婦女 Underprivileged women (如低技術、低學歷、或需照顧家庭成員的婦女 e.g. low-skilled, low educated or required to take care family members)	8	新來港人士 New arrivals
2	待學待業青少年 Unengaged youth (包括由外展社工轉介的邊沿青年 including youth-at-risk as identified by out-reaching social workers)	9	單親父母 Single parent
3	失業人士 Unemployed	10	少數族裔人士 Ethnic minorities
4	低技術人士／低學歷人士 Low-skilled / low educated	11	長者 Elderly
5	未能適應就業市場變化的中年人士 Middle-aged who fail to adapt to the changes of the job market	12	殘疾人士 People with disabilities
6	低收入人士 Low income people (如綜援人士 e.g. CSSA recipients)	13	其他 Others (請註明 Please specify)
7	更生人士／已康復濫藥人士 Ex-offenders / rehabilitated drug abusers		

C4 資本開支預計 (用於設備和裝修工程等項目)**Projected Capital Expenditure (on 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)

	成本 Cost (港幣/HK\$)	數量 No.	小計 Sub-total (港幣/HK\$)
擬租賃場地的種類和面積：工廠大廈/商業大廈/街舖/商場舖/____ [] 平方尺 Type and size of the venue: Factory Building/Commercial Building/Street Shop/Shopping Mall/____ [] sq.ft.			
裝修工程 (請提供開支的分項數字) Renovation and Fitting Out works (Please break down)			
拆卸工程 Demolition			-
木工、間隔工程等 Wood works, partitioning			-
機電工程 Electrical works			-
地基和地台工程 Foundation and Platform works			-
天花工程 Ceiling works			-
通風/空調系統 Air/Conditioning works			-
消防裝置 Fire services works			-
喉管工程等 Plumbing works			-
雜項 Miscellaneous			-
其他 (請根據實際工程填寫) Others (Please specify according to actual works)			-
小計 Sub-Total			-
傢俱及設備 (請提供開支的分項數字) Furniture and Equipment (Please break down)			
			-
			-
			-
			-
小計 Sub-Total			-
其他 (請提供開支的分項數字) Others (Please break down)			
			-
			-
			-
			-
小計 Sub-Total			-
資本開支總額 Total capital expenditure			-

C5 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 Employee*	全職/兼職A/ 兼職B** FT/PT-A/ PT-B**	職位月薪/時薪 Position Monthly / Hourly Wage (港幣/HK\$)			年度薪金和津貼 (包括5%強積金) Annual Salaries and Allowances (with 5% MPF) (港幣/HK\$)			總薪金和津貼 Total Salaries and Allowances (港幣/HK\$)
				第一年 1 st Year	第二年 2 nd Year	第三年 3 rd Year	第一年 1 st Year	第二年 2 nd Year	第三年 3 rd Year	
共計 Total	0			共計 Total			0	0	0	0

*請根據上述 C3 部份「弱勢社羣分類表」標明將受僱的弱勢社羣對象類別，請填上相關號碼。如該職位並非為弱勢社羣而設，請填「N/A」。 Please indicate the target socially disadvantaged groups to be employed according to the categories stated in the "Socially Disadvantaged Groups Table" in Part C3 above. Please fill in the relevant number. If the position is not created for socially disadvantaged group, please fill in "N/A".

**請按「兼職」職位的工作時數分類-Please indicate "Part Time" job category according to their working hours –
PT- A -每月工作 20 小時以下 Working less than 20 hours per month
PT- B -每月工作 20 小時以上 Working more than 20 hours per month

C6 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 1 st Quarter	第二季度 2 nd Quarter	第三季度 3 rd Quarter	第四季度 4 th Quarter	第五季度 5 th Quarter	第六季度 6 th Quarter	第七季度 7 th Quarter	第八季度 8 th Quarter	第九季度 9 th Quarter	第十季度 10 th Quarter	第十一季度 11 th Quarter	第十二季度 12 th Quarter
收入 Revenue												
毛利 Gross Margin (1)-(2)												
其他收入 Other Revenue (5)												
小結 Sub-total (A)												
支出 Payments												
資本開支 Capital Expenditure												
營運開支 Operating Expenses (4)												
小結 Sub-total (B)												
現金流量淨額 Net Cash Flow Requirement (A)-(B)												

C7 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.

C8 其他撥款 Other Funding

擬議項目現時有否申請或接受政府或其他機構的撥款？

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

有 Yes 否 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.)

D 部 利潤分派^{附註}**Section D Profits Distribution^{Note}**

申請機構是否擬於將來分派項目所賺取的利潤？

Will the Applicant intend to distribute the profits earned by the project in future?

(請在所選項目前 填上「」號) (Please put a “” in the of the selected item)

會 Yes

投放於項目的前期投資金額 (應不少於 50% 開業成本)

Amount of Upfront Investment to the Project (Should not less than 50% of the setup cost*)

HK\$ _____

不會 No

(請跳到 E 部份) (Please go to Part E)

附註 Note:

- 除非機構在申請撥款時已提出申請，並其後在項目獲批時獲政府批准，及機構已符合所需規定包括為項目投放不少於 50% 開業成本的前期投資，否則機構將來不可把項目所賺取的利潤分派予任何人士。Unless the applicant applies at the time of funding application, the Government has approved profits distribution at the time of funding approval and the applicant has fulfilled the relevant requirements including having made an upfront investment of not less than 50% of the required setup costs of the project, the applicant will not be allowed to distribute any earned profits from the project for payments to anyone.
- 除非申請機構獲政府事先批准，否則利潤比率一般不會超過百分之二十；不過在任何情況下也不得超過 35%。Unless with prior approval of the Government, normally the profit distribution ratio should not exceed 20%. That said, the ratio shall not exceed 35% in any case.

請說明前期投資的資金來源（例如：申請機構的捐助、創效投資者等）

Please indicate sources of Upfront Investment (e.g. contribution from applicant organisation, impact investors, etc.)

E 部 申請機構資料

Section E Particulars of Applicant Organisation

E1 機構背景 Background Information

(1) 機構網址 Organisation Website: _____

(2) 宗旨 Objectives:

(3) 歷史 History:

(4) 主要提供的服務 Core services provided:

(5) 經費來源 Source of income:

--

(6) 過去推行同類型項目的經驗、成效、其他特別或專業背景**Past experience in organising similar projects, achievements, any unique features or expertise:**

--

E2 申請機構註冊資料 Information of Applicant's Registration*(請在所選項目前 填上「」號) (Please put a "☑" in the of the selected item)***(1) 機構已根據以下香港特別行政區法例於香港註冊：****Organisation is registered in Hong Kong under the following Ordinance of HKSARG:***(須夾附有關的證明文件 Please attach related documentary proof)*

- 《公司條例》成立的擔保有限公司 the Companies Ordinance, limited by guarantee
(公司註冊編號 Company Registration Number: _____)
- 《公司條例》成立的股份有限公司 the Companies Ordinance, limited by shares
(公司註冊編號 Company Registration Number: _____)
- 《社團條例》 the Societies Ordinance
- 其他條例 Other Ordinances
(請註明 Please specify: _____)

(2) 機構已根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅的屬公共性質的慈善機構或慈善信託：**Organisation is a charitable institution or trust of a public character which is tax-exempt under section 88 of the Inland Revenue Ordinance (Cap. 112):** 是 Yes*(須夾附有關的證明文件 Please attach related documentary proof)* 否 No*(須填寫附件 I Completion of Annex I is required)*

E3 機構註冊資料詳情 Details of Registered Information of Organisation

機構資料 Particulars	申請機構 Applicant Organisation
英文名稱 Name in English	
中文名稱 Name in Chinese	
成立日期 Date of Incorporation	
業務性質 Nature of Business	
登記地址 Registered Address	

資本結構 Capital Structure			
資本總值 Total Capital			
財政年度年結日 Fiscal Year End			
	法團／個人名稱 Name of Incorporation / Individual	持股百分比 % of Shareholding	法團／住所地址 Place of Incorporation / Residence
最終權益擁有者* Ultimate Beneficial Owner*			
股東 Shareholders			
董事會成員 Board of Directors			

*最終權益擁有者指擁有行使對該機構／公司的管理最終的控制權之人士

*Ultimate Beneficial Owner refers to person(s) who exercise(s) ultimate control over the management of the organisation / corporation

E4 機構主席或總幹事基本資料 Basic Information of Chairperson or Head of Organisation

機構主席或總幹事 Chairperson or Head of Organisation	(Name in Eng.) Mr / Mrs / Ms	(中文姓名) 先生/女士/小姐
電話號碼 Tel. No.		傳真號碼 Fax No.
通訊地址 Mailing Address		

F 部 申請機構聲明及同意書
Section F Declaration and Consent of the Organisation

我們已仔細閱讀《「伙伴倡自強」社區協作計劃指引》（「伙伴倡自強指引」），並完全明白當中的內容。我們接納並承諾信守有關指引。我們亦會全面遵守香港特別行政區的所有法例（包括《中華人民共和國香港特別行政區維護國家安全法》）、規例及附例。

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指引所述用途，以及有關方面披露這些資料。

我們明白，申請如未能符合「伙伴倡自強指引」及相關要求，包括與「伙伴倡自強」社區協作計劃（「伙伴倡自強」計劃）的目標或香港特別行政區的法規相違背，即屬無效。政府有權即時終止處理有關申請，或發放有關本項目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」計劃下付給我們的款項包括有關的全部累算利息。我們接納政府就是項申請的處理擁有唯一及絕對的酌情決定權，政府亦有權拒絕是項申請而毋須給予理由。

We have carefully read and fully understand the “Guide to Enhancing Self-Reliance Through District Partnership Programme” (“ESR Guide”). We accept and undertake to observe the guidelines therein. We shall also comply in all respects with all laws (including the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), regulations and by-laws of the Hong Kong Special Administrative Region.

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. 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 the ESR Guide.

In the event that the application fails to observe the ESR Guide and related requirements, including running contrary to the objectives of the Enhancing Self-Reliance Through District Partnership Programme (“ESR Programme”) or the laws and regulations of the Hong Kong Special Administrative Region, we understand 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 ESR Programme together with all interest accrued thereon must be repaid by us to the Government immediately. We accept that the Government has sole and absolute discretion in relation to the processing and determination of the application, and the Government reserves the right to decline the application without giving any reason.

獲機構授權代表簽署
Signature of authorized
representative of applicant:

獲授權簽署人姓名
Name of authorized
signatory:

職銜 Title:

機構主席 / 總幹事
Chairperson / Head

日期 Date:



機構蓋章
Organisation Chop

附件 I Annex I

(只供不屬已根據《稅務條例》(第 112 章)第 88 條取得豁免繳稅資格的申請機構填寫
To be completed by an applicant NOT eligible for tax exemption under Section 88 of the Inland Revenue Ordinance (Cap.112))

非第 88 條申請機構申請表格
Proforma for Non-section 88 Organisation

1. 申請機構 Name of Applicant Organisation :
2. 申請機構屬 Applicant is :
- a 根據《社團條例》註冊成立的團體 Organisation registered under the Societies Ordinance
- 根據《公司條例》成立擔保有限公司 Company registered under the Companies Ordinance, limited by guarantee
- 根據《公司條例》成立的股份有限公司 Company registered under the Companies Ordinance, limited by shares
- b * 社會企業 Social Enterprise
- 已於「社聯-社會企業商務中心」的「社企指南」登記
Registered in the "SE Directory" of the HKCSS- Social Enterprise Business Centre
- 已在「香港社會企業總會」做社企認證
Registered SEEMARK under the Hong Kong General Chamber of Social Enterprises
- 非牟利機構 Non-profit-making organisation
- 其他 Others (請註明 Please specify)

* (請在選取項目前填上「」號) (Please put a "

3. 請提供以下資料／文件 (請在已完成的項目前填上「」號)
Please provide the following information/documents (Please put a "

	資料／文件 Information/Documents	附件編號 Reference
<input type="checkbox"/>	填妥的「伙伴倡自強」社區協作計劃申請表 Duly completed the Application Form of Enhancing Self-Reliance Through District Partnership Programme	NA
<input type="checkbox"/>	證明申請機構屬根據香港特別行政區法例註冊的公司或社團的文件影印本 Copy of documents proving that the applicant is an organization/limited company registered under the laws of the Hong Kong Special Administrative Region	
<input type="checkbox"/>	證明申請機構性質的文件，例如機構大綱及章程／規章 Documents proving the status of the applicant (i.e. Memorandum and Articles of Association/ Constitution of the organization, etc)	
<input type="checkbox"/>	申請機構最近一年或以上的主要業務／服務活動記錄 Track records of the applicant's main business / service activities for at least the immediate past year	
<input type="checkbox"/>	申請機構最近一年或以上從事／舉辦非牟利性質活動記錄或經營社企業務(包括達致的社會目標)記錄 Track records of the non-profit-making undertakings, or social enterprise business activities (including social objectives pursued) of the applicant for at least the immediate past year	
<input type="checkbox"/>	申請機構最近一年或以上的帳目結算表 (如能提供經審計賬目更佳) Financial statements of the applicant of at least the immediate past year (preferably with auditor's report)	
<input type="checkbox"/>	其他資料 (請註明) Other information (Please specify)	

4. 申請機構如屬社會企業 If applicant is a social enterprise

請詳述有關社會企業的詳情包括業務內容、所追求的社會目標，所達至的社會效益等？如不屬社會企業，請跳至第 5 部份。

Please elaborate the details of the social enterprise including the business, the social objectives and the social benefits, etc. If not a social enterprise, **please go to Part 5.**

5. 申請機構如屬非牟利機構 If applicant is a non-profit-making organization

請說明機構不屬於根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅的公共性質的慈善機構或慈善信託的原因。如不屬非牟利機構，請跳至第 6 部份。

Please provide the reason(s) for not acquiring the tax-exemption status of an approved charitable institution or trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112). If not a non-profit-making organization, please go to Part 6.

6. 請詳述為何本計劃的撥款對申請項目是不可或缺的？若沒有撥款，這項目是否就不能推行呢？

Please explain why the grant from this Programme is crucial for the project in application and why it could not be launched without the grant from the Programme.

獲機構授權代表簽署

Signature of authorized
representative of applicant:

獲授權簽署人姓名

Name of authorized signatory:

職銜 Title:

主席／主管
Chairperson/Head

日期 Date:

機構印章
Organisation Chop