

## 「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。

請在已填妥/齊備的項目前填上「√」號：

- 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 88 條獲豁免繳稅的屬公共性質的慈善機構或慈善信託，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

如申請機構屬未根據《稅務條例》第 88 條獲豁免繳稅的屬公共性質的慈善機構或慈善信託，須備妥以下文件：

- 非第 88 條機構先導計劃表格及相關文件

如機構以郵遞或專人交付方式遞交申請：

- 申請表格的正本連同兩份副本
- 電腦光碟一隻，碟內應儲存有：
  - (i) 已簽署的申請表格電腦檔案（須同時以 Microsoft Word 格式(.doc) 及 Adobe Acrobat 格式(.pdf) 儲存）
  - (ii) 上述附加資料及證明文件的掃描檔案

如機構以電郵方式遞交申請：

- 上述文件的電腦檔案，包括
  - (i) 已簽署的申請表格電腦檔案（須同時以 Microsoft Word 格式(.doc) 及 Adobe Acrobat 格式(.pdf) 儲存）
  - (ii) 上述附加資料及證明文件的掃描檔案

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。

### 遞交申請方法

申請機構可選用以下方式遞交申請：

(一) 郵遞或專人交付：請遞交上述文件至以下地址：

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

或

(二) 電郵提交：請把上述文件（包括申請表格、證明文件及附加資料等）的電腦檔案以附件形式傳送到本計劃的電郵信箱：[esr\\_secretariat@had.gov.hk](mailto:esr_secretariat@had.gov.hk)

## 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:

- 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, 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 organisation

**For applicant that IS NOT a charitable institution or trust of a public character which is tax-exempt under section 88 of the Inland Revenue Ordinance, the following documents/information should also be submitted:**

- Duly completed “Pro forma for Pilot Scheme for Non-section 88 Organisations” and related documents

If the application is submitted **by post or by hand**:

- The original plus 2 copies of the completed application form
- A compact disc with soft copy of the completed application form (must be saved in BOTH Microsoft Word (.doc) and Adobe Acrobat (.pdf) format) and scanned images of relevant documents and supplementary information

If the application is submitted **by email**:

- Soft copy of the above documents, including the following
  - (i) soft copy of the completed and signed application form (must be saved in BOTH Microsoft Word (.doc) and Adobe Acrobat (.pdf) format); and
  - (ii) scanned image of copies of above-mentioned documents and supplementary information

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.

### **Method of Submitting Application**

Applicant may submit application by one of the following ways:

(a) **By Post / By Hand** – 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**

OR

(b) **By Email** - Please send the soft copy of the above documents (including application form, relevant documentary proof and supplementary information) as attachments to the following email address:

**[esr\\_secretariat@had.gov.hk](mailto:esr_secretariat@had.gov.hk)**

「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<sup>###</sup>及聯絡人 Applicant Organisation<sup>Note</sup> 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		職位 Position	
電話號碼 Tel. No.		傳真號碼 Fax No.	
電郵地址 Email Address			
Mailing Address 通訊地址	Unit 單位	Floor 樓層	樓宇名稱 Building Name
	Street Number and Name 街道門牌及名稱		
	District 地區		
	Region (HK/Kowloon/New Territories) 地域(香港/九龍/新界)		

附註：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。

Note: 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"/> 為弱勢社群創造就業 Creation of jobs to the socially disadvantaged	<input type="checkbox"/> 為弱勢社群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	
項目簡介(100字內) Summary of Project (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	營運開支 Operating Expenditure	總共申請撥款金額 Total Grant Applied

**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)	Unit 單位	Floor 樓層	樓宇名稱 Building Name
	Street Number and Name 街道門牌及名稱		
	District 地區		
	Region (HK/Kowloon/New Territories) 地域(香港/九龍/新界)		

**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****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><b>優勢 Strengths</b> (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) (e.g. possess specialist expertise relating to the business, possess relevant social service experience, innovative product or service, location of your business, etc.)</p>	<p><b>弱點 Weaknesses</b> (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) (e.g. undifferentiated products or services, lack of marketing expertise, unstable quality of products or service, etc.)</p>
<p><b>機會 Opportunities</b> (例如發展中的市場、聯營機構或策略性伙伴等) (e.g. developing market, joint ventures or strategic alliances, etc.)</p>	<p><b>威脅 Threats</b> (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) (e.g. new competitors, price wars, competitors' better access to channels of sales, etc.)</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 (全職及兼職數目) Jobs Created (No. of Full-time and Part-time Jobs)	營業額預測 Sales Projection HK\$
第 1 至 2 季 1 <sup>st</sup> to 2 <sup>nd</sup> Quarter			
第 3 至 4 季 3 <sup>rd</sup> to 4 <sup>th</sup> Quarter			
第 5 至 6 季 5 <sup>th</sup> to 6 <sup>th</sup> Quarter			
第 7 至 8 季 7 to 8 <sup>th</sup> Quarter			
第 9 至 10 季 9 to 10 <sup>th</sup> Quarter			
第 11 至 12 季 11 to 12 <sup>th</sup> Quarter			

**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) 目標弱勢社群 Target Socially Disadvantaged Group(s)**

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



**(2) 協助目標弱勢社群的策略 Strategies Helping Target Social Disadvantaged Group(s)**

請詳述對目標弱勢社群的了解(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群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群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 “√” in the □ of the selected item)

會 (請提供下列資料)

不會 (請跳到 B.7)

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.)

**注意事項 Notes**

- 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**

**C1 預計的收入和開支結算表 (如有需要延續此表)**

**Projected Income 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 Year2	第三年 Year3	第四年 Year4	總額 Total
銷售 <sup>(備註2)</sup> Sales <sup>(Note 2)</sup> 銷售項目 Product / Service Items (1) (2) 小計	(1)				
銷售成本 <sup>(備註2)</sup> Cost of Sales <sup>(Note 2)</sup>	(2)				
毛利 Gross Margin (1)-(2) 毛利率 Gross Margin % (3)/(1)x100%	(3)				
營運開支 Operating Expenses 薪金和津貼 <sup>(備註3)</sup> Salaries and allowances <sup>(Note 3)</sup> 租金和差餉 Rent and rates 水電煤 Utilities 其他主要項目 <sup>(備註4)</sup> Other major items <sup>(Note 4)</sup> 營運開支小計 (4) Subtotal of Operating Expenses	(4)				
其他收入 <sup>(備註5)</sup> Other Income <sup>(Note 5)</sup>	(5)				
<b>純利 Net Profit (1)-(2)-(4)+(5)</b>		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).
- 有關假設及計算基準，請詳列於 C2。  
Notes on the assumptions and bases of calculation used, please provide details in C2.
- 有關員工開支預算的細項，請詳列於 C5。  
For staff costs, please provide details in C5.
- 各主要營運成本項目須分類列出。  
All major operating expenses should be itemised.
- 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 income (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	營業額 Total revenue
第一年 Year 1	產品 / 服務 Product/Service:			12	0
	產品 / 服務 Product/Service:			12	0
	產品 / 服務 Product/Service:			12	0
小計 Sub-total:					0
第二年 Year 2	產品 / 服務 Product/Service:			12	0
	產品 / 服務 Product/Service:			12	0
	產品 / 服務 Product/Service:			12	0
小計 Sub-total:					0
第三年 Year 3	產品 / 服務 Product/Service:			12	0
	產品 / 服務 Product/Service:			12	0
	產品 / 服務 Product/Service:			12	0
小計 Sub-total:					0

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

如項目將提供針對弱勢社群特殊需要的產品/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 受益對象 (Note 附註)	Estimated No. of Beneficiaries 預計受益人數			Estimated Sales 預計營業額 (港幣 HK\$)		
			第一年 1st Year	第二年 2nd Year	第三年 3rd Year	第一年 1st Year	第二年 2nd Year	第三年 3rd Year

附註 Note: 請根據以下「弱勢社群分類表」標明有關產品/服務所針對的目標弱勢社群對象類別，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.

弱勢社群分類表 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\$)
場地面積：[ ]平方尺／平方米 Area of Site: [ ] sq.ft. / sq. m			
<b>裝修工程(請提供開支的分項數字)</b> <b>Renovation and Fitting Out works (Please break down)</b>			
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			-
<b>傢俱及設備(請提供開支的分項數字)</b> <b>Furniture and Equipment (Please break down)</b>			
小計 Sub-Total			-
<b>其他(請提供開支的分項數字)</b> <b>Others (Please break down)</b>			
小計 Sub-Total			-
<b>資本開支總額 Total capital expenditure</b>			<b>-</b>

**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**	月薪/時薪 Monthly / Hourly Wage (港幣/HK\$)			預算薪酬支出 (包括5%強積金) Projected Staff Cost (with 5% MPF) (港幣/HK\$)			總薪酬開支 Total Staff Cost (港幣/HK\$)
				第一年 1st Year	第二年 2nd Year	第三年 3rd Year	第一年 1st Year	第二年 2nd Year	第三年 3rd Year	
共計Total	0			共計Total			0	0	0	0

\*請根據上述 C3 部份「弱勢社群分類表」標明將受僱的弱勢社群對象類別，請填上相關號碼。如該職位並非為弱勢社群而設，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 <sup>st</sup> Quarter	第二季度 2 <sup>nd</sup> Quarter	第三季度 3 <sup>rd</sup> Quarter	第四季度 4 <sup>th</sup> Quarter	第五季度 5 <sup>th</sup> Quarter	第六季度 6 <sup>th</sup> Quarter	第七季度 7 <sup>th</sup> Quarter	第八季度 8 <sup>th</sup> Quarter	第九季度 9 <sup>th</sup> Quarter	第十季度 10 <sup>th</sup> Quarter	第十一季度 11 <sup>th</sup> Quarter	第十二季度 12 <sup>th</sup> Quarter
<b>收入Receipts</b>												
營運收入 Operating Income (1)-(2)												
其他收入Other Income (5)												
小結Sub-total (A)												
<b>支出Payments</b>												
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**

項目現時有否申請或接受政府或其他機構的撥款？

Whether the 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<sup>附註</sup>****Section D Profits distribution<sup>Note</sup>**

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

(請跳到以下 E 部份 Please go to Part E below)

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:**

«公司條例» the Companies Ordinance

(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 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.**

是 Yes

否 No

(須夾附有關的證明文件 Please attach related documentary proof)

**(3) 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
最終權益擁有人* Ultimate Beneficial Owner*			
股東 Shareholders			
董事會成員 Board of Directors			

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

\*最終權益擁有人指擁有行使對該機構/公司的管理最終的控制權之人士

**E3 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	(in English)		(in Chinese)	
Tel. No. 電話號碼		Fax No. 傳真號碼		
Mailing Address 通訊地址				
	Unit 單位	Floor 樓層	樓宇名稱 Building Name	
	Street Number and Name 街道門牌及名稱			
	District 地區		Region (HK/Kowloon/New Territories) 地域(香港/九龍/新界)	

## Section F Declaration and Consent of the Organisation

### F 部 申請機構聲明及同意書

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。我們承諾如本申請獲得政府批准，會執行和遵守有關指引。

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。我們同意，申請如未能符合上述要求，即屬無效，政府有權即時終止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”社區協作計劃下付給我們的款項包括有關的全部累算利息。

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。

We have carefully read and fully understand the “Guide to Enhancing Self-Reliance Through District Partnership Programme” (“ESR Guide”). We undertake to execute and follow the guidelines therein if this application is approved by the Government.

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. Failing which, we agree 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 Enhancing Self-Reliance Through District Partnership Programme together with all interest accrued thereon must be repaid by us to the Government immediately.

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.

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 :

\_\_\_\_\_

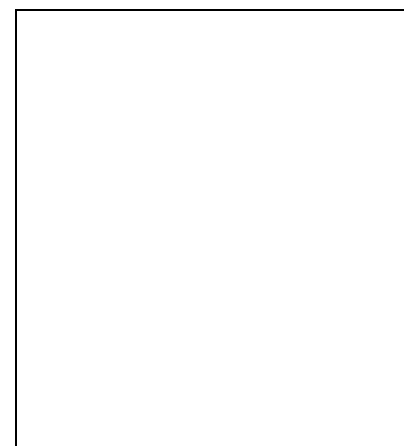
職銜 Title:

機構主席 / 總幹事  
Chairperson / Head

\_\_\_\_\_

日期 Date :

\_\_\_\_\_



機構蓋章  
Organisation Chop