



SCOLAR

語常會



LANGUAGE FUND

語文基金

# PROMOTION OF LANGUAGES

## 2026/27-2027/28

### BRIEFING ON APPLICATIONS

9 DECEMBER 2025



# INTRODUCTION



SCOLAR  
語常會



LANGUAGE FUND  
語文基金

## Standing Committee on Language Education and Research (SCOLAR)

- + established in October 1996
- + to advise the Government on language education issues in general and **the use of the Language Fund (LF)**



# INTRODUCTION



## Standing Committee on Language Education and Research (SCOLAR)

- + to fund and implement various initiatives using the LF to enable the people of Hong Kong **to become biliterate and trilingual**



# Schemes on Promotion of Languages:

## Target Participants: People of Hong Kong

Promotion of  
Chinese

Promotion of  
Putonghua

English Alliance

**NEW**

Advancing Chinese and English  
Language Competence

## Target Participants: Non-Chinese Speakers (NCS)

Project on Supporting NCS Children  
in Learning Chinese

Vocational Chinese Language  
Programme for NCS School Leavers



# PLEASE DOWNLOAD –

1. Guide to Applicants
2. Application Form



## What's New



Invitation for Applications: Promotion of Languages 2026/27 and 2027/28 School Years

## Promotion of Languages 2026/27 and 2027/28 School Years

To further promote the importance of biliteracy and trilingualism among the public and meet the evolving needs of schools and society, SCOLAR has refined the current Schemes by (1) introducing the new Advancing Chinese and English Language Competence to cultivate talent proficient in both languages; (2) requiring projects to strengthen creativity, innovativeness and community engagement elements; and (3) discontinuing the former "Sponsorship Projects". All Schemes will henceforth offer both Full Funding and Partial Funding modes for eligible local organisations to apply for.

### Documents for Download

#### Applicable to:

- Promotion of Chinese
- Promotion of Putonghua
- English Alliance
- Advancing Chinese and English Language Competence
- Project on Supporting Non-Chinese Speaking Children in Learning Chinese

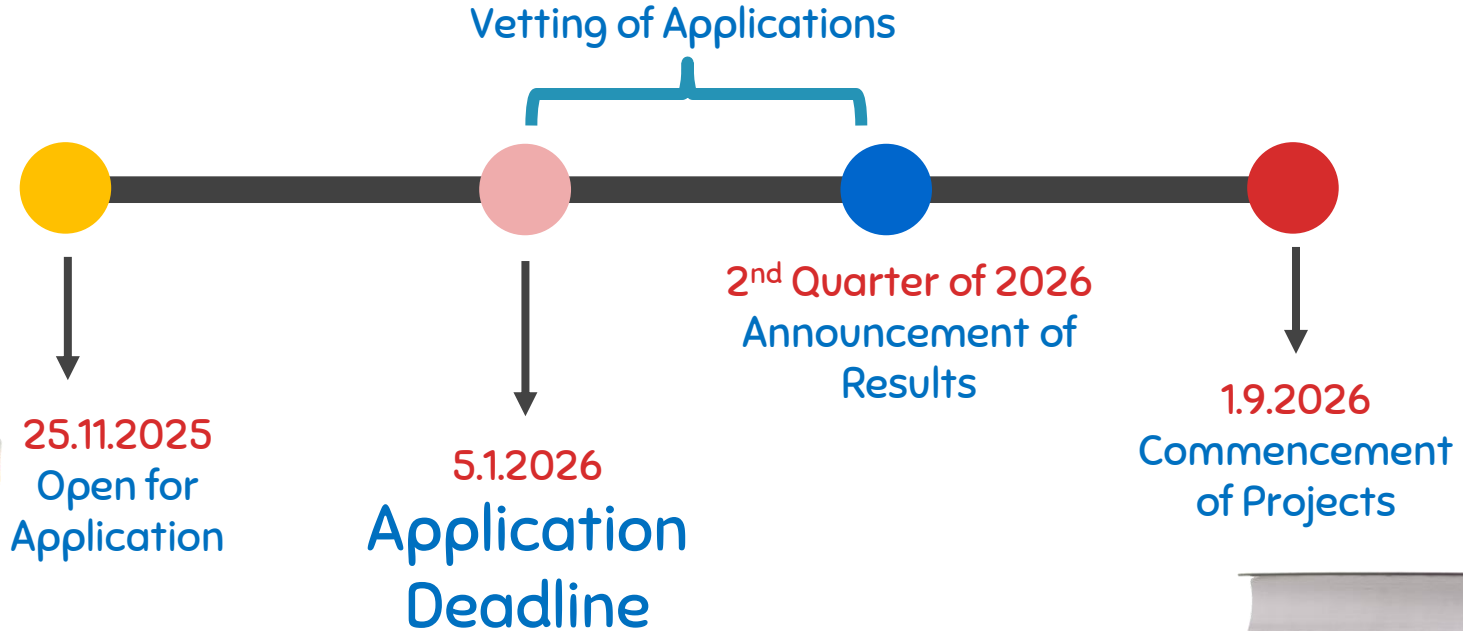
- Guide to Applicants (English version)
- Guide to Applicants (Chinese version)
- Application Form (Full Funding)
- Application Form (Partial Funding)

#### Applicable to:

- Vocational Chinese Language Programme for Non-Chinese Speaking School Leavers

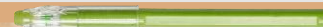
- Guide to Applicants (only available in Chinese)
- Application Form (Full Funding)
- Application Form (Partial Funding)

# KEY DATES



# CONTENT

1. Introduction
2. Application Details
  - + Eligibility
  - + Funding Modes
  - + Composition of Partial Funding
  - + Grant Disbursement
  - + Project Requirements
3. Preparation and Submission of Application
4. Important Notes
5. Q&A
6. Enquiries

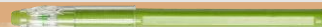


# ELIGIBILITY

Organisations can submit **one application for each scheme** if they:

- ✓ are registered under the Laws of Hong Kong (**excluding primary and secondary schools**)
- ✓ have planned and implemented **large-scale** language promotion projects in the capacity of organiser for **three or more consecutive years**

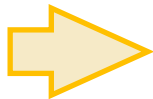
Note: Submitting **more than one application** for the **same** scheme will result in **disqualification from that scheme**



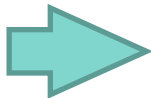


# FUNDING MODES

Local eligible  
**non-profit-  
making**  
organisations



Local eligible  
organisations

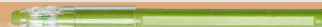


## Full Funding

No specific funding cap

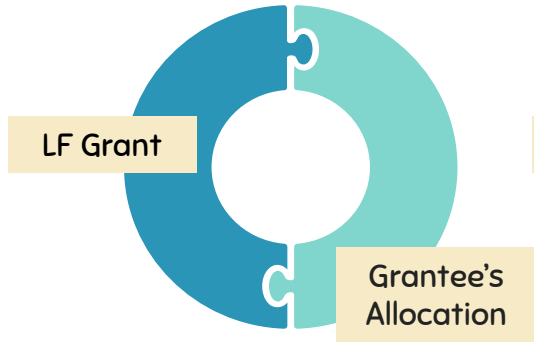
## Partial Funding

- ✓ **50%** of the total estimated or actual expenditure (whichever is the lesser)
- ✓ maximum **\$2,400,000**

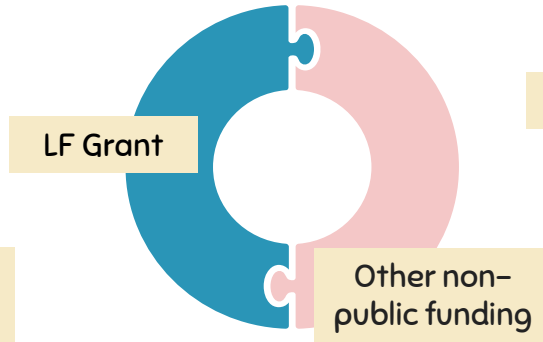


# COMPOSITION OF PARTIAL FUNDING

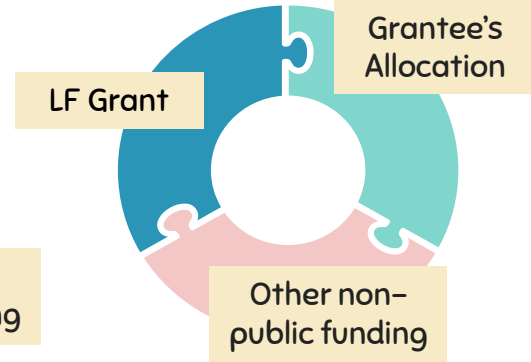
Case 1



Case 2



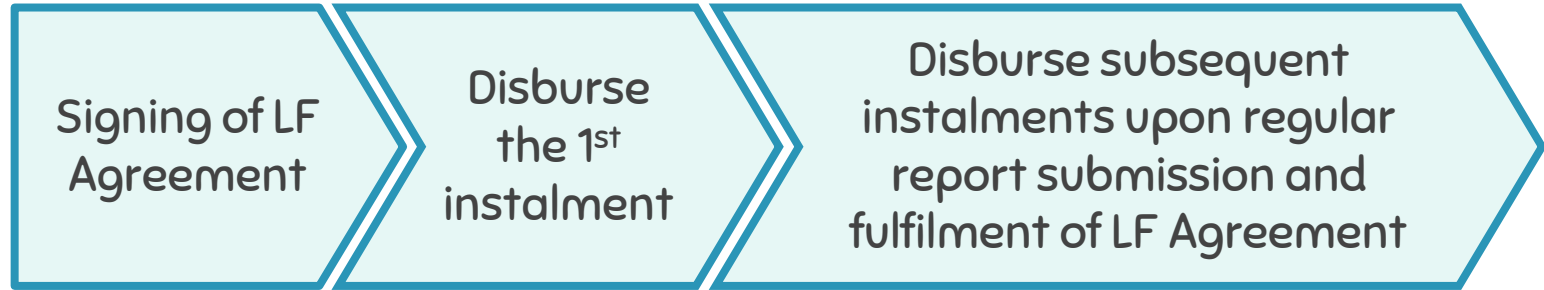
Case 3



- + Applicants shall **disclose details of all funding sources**
- + The proposed project **must not receive other government funding concurrently**



# GRANT DISBURSEMENT



Note: Except for the 1<sup>st</sup> instalment which will be provided as an advance, the grantee may need to **cover part of the expenses up front**



# PROJECT REQUIREMENTS



The proposed project **must** have a **two-year duration**, spanning from September 2026 to August 2028



# PROJECT REQUIREMENTS

- ✓ effectively address the objectives of the respective language promotion schemes
- ✓ include clear, specific and measurable KPIs with achievable outcomes
- ✓ incorporate creativity, innovativeness and community engagement elements



# PROJECT REQUIREMENTS

- ✓ feature a **detailed, well-planned and feasible** implementation schedule, publicity and enrolment plan
- ✓ the proposed budget is **prudent, fully-justified and cost effective**
- ✓ the estimated number of **direct beneficiaries** is **reasonable**



# PREPARATION OF APPLICATION

Assess your application against the following attributes before submission:

## Content Attribute

- Suitable
- Meaningful
- Relevant
- Reasonable
- Sustainable



## Expression Attribute

- Accurate
- Concrete
- Clear
- Coherent
- Concise
- Complete



# SUBMISSION OF APPLICATION



The application form should be completed in **the language specified for the scheme** (Please refer to the respective annexes for the requirements of each scheme)



The **completed application form (in duplicate)** along with the **required documents** must be submitted **in person / by post / by courier**



Applications which are incomplete, late, or submitted by fax, email or other electronic means **will NOT be considered**





# APPLICATION DEADLINE

## 12:00 on 5 January 2026 (Monday)



Applicants shall read the “Guide to Applicants”  
carefully before preparing their applications





# IMPORTANT NOTES

If the application is approved, the grantee shall implement the project **in accordance with the approved application and budget.**

SCOLAR will **monitor** project progress, execution and quality, and **provide advice** on the project content through reviewing reports and observation of project activities.

SCOLAR reserves the **absolute right and sole discretion** to request that grantees modify the project content / budget. All decisions made by SCOLAR regarding each application are **final and binding.**





# ENQUIRIES

Promotion of  
Chinese

**3863 1772**

Promotion of  
Putonghua

**3863 1781**

Project on Supporting  
NCS Children in  
Learning Chinese

**3863 1783**

Vocational Chinese  
Language Programme  
for NCS School Leavers

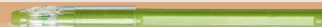
**3863 1783**

English Alliance

**3863 1801**

Advancing Chinese  
and English Language  
Competence

**3863 1801**



**Standing Committee on Language Education and Research**

**Promotion of Languages 2026/27 and 2027/28 School Years  
(Applicable to organisations applying for **Partial Funding**)**

**Application Form**

**Notes for Applicants**

**Note**

1. This document provides guidance for completing the application form. Information herein is **for reference only**.
2. Applicants should ensure they fill out the **correct form**.

- This application form is to be used for the following schemes:
  - **Promotion of Chinese**
  - **Promotion of Putonghua**
  - **English Alliance**
  - **Advancing Chinese and English Language Competence**
  - **Project on Supporting Non-Chinese Speaking Children in Learning Chinese**(Please note: Vocational Chinese Language Programme for Non-Chinese Speaking School Leavers has its own dedicated application form and should not be applied for using this form.)
- Applicants shall read the “Guide to Applicants” before preparing their applications and ensure they meet the eligibility criteria.
- Applicants shall complete an application form (in duplicate) and provide ALL required information and supplementary document(s) wherever required. Applications must be submitted in person or by post / courier. **Applications which are incomplete, late, or submitted by fax, email or other electronic means will NOT be considered.**
- Applicants shall prepare the application form in the following standard format. Failure to comply with the format may lead to disqualification of the application.

Font: **Times New Roman (English)**  
**新細明體 (Chinese)**

Font Size: **12 point**

Spacing: **Single-line spacing**

Printing Requirement: **Print on both sides**

**Maximum Length: 30 A4 pages**

**Note**

Include all pages from “scheme selection” to “Personal Information Collection Statement” in your page count.

Apart from the documents we require, **do not** submit an additional proposal, a separate budget, or excessive supplementary documents.

- Each applicant may submit only **one** application for each scheme. **Applicants who submit more than one application will be disqualified from that scheme.**

- Applicants shall ensure all of the following documents are submitted:
  - (1) application form (in duplicate);
  - (2) a copy of the applicant organisation's registration document;
  - (3) evidence that the applicant organisation has planned and implemented large-scale language promotion projects or activities in the capacity of organiser for **three or more consecutive years**; and
  - (4) electronic copies of the above documents (please refer to Clause 7 of the Guide to Applicants for the formats required).

**語文教育及研究常務委員會**  
**2026/27 至 2027/28 學年推廣語文計劃**  
**(適用於申請部分資助的機構)**

**申請表格**

**申請機構須知**

- 本申請表格適用於以下計劃：
  - 推廣中文計劃
  - 推廣普通話計劃
  - 英語大聯盟
  - 推廣中英雙語計劃
  - 支援非華語兒童學習中文計劃(請注意：已離校非華語人士職業中文課程設專用申請表格，請勿使用本表格提交申請。)
- 申請機構在填寫申請表格前，務必閱讀《申請指引》，並確認其符合申請資格。
- 申請機構須親身或以郵寄／速遞方式提交申請表格(一式兩份)，並提供所有所需資料與補充文件。不完整的申請、逾期遞交或以傳真、電郵或其他電子方法遞交的申請概不考慮。
- 申請機構須按照以下標準格式填寫申請表格。若不遵照以下格式填寫，或會導致申請資格被取消。

字體：	Times New Roman (英文)；新細明體 (中文)
字體大小：	12 點
行距：	單行間距
列印要求：	雙面列印
頁數上限：	30 頁 A4 紙
- 申請機構只可就每個推廣語文計劃提交一份申請。申請機構如就同一個計劃提交多於一份申請，該計劃的申請資格將被取消。
- 申請機構須確保已提交下列全部文件：
  - (1) 申請表格(一式兩份)；
  - (2) 申請機構的註冊文件副本；
  - (3) 申請機構連續三年或以上作為主辦機構籌辦及推行具規模的語文推廣項目或活動的證明文件；及
  - (4) 上述文件的電子版本(儲存格式請參考《申請指引》條款 7)



STANDING COMMITTEE ON  
LANGUAGE EDUCATION AND RESEARCH  
語文教育及研究常務委員會

Application No.  
申請編號:

(For internal use only)

只供相關部門填寫)

Promotion of Languages  
2026/27 and 2027/28 School Years  
(Partial Funding Mode)  
2026/27 至 2027/28 學年推廣語文計劃  
(部分資助模式)

Application Form  
申請表格

Note 註: 1. Unless otherwise specified, all fields must be completed. 除非特別註明, 否則所有欄目均須填寫。  
2. Please put a "X" in the appropriate box. 請在適當方格內加上「X」號。

Please select the scheme for this application 請選擇本次申請的計劃：

(Choose **ONE** only 只可選擇一項)

Promotion of Chinese 推廣中文計劃	<input type="checkbox"/>
Promotion of Putonghua 推廣普通話計劃	<input type="checkbox"/>
English Alliance 英語大聯盟	<input type="checkbox"/>
Advancing Chinese and English Language Competence 推廣中英雙語計劃	<input type="checkbox"/>
Project on Supporting Non-Chinese Speaking Children in Learning Chinese 支援非華語兒童學習中文計劃	<input type="checkbox"/>

Part A – Applicant 甲部 – 申請機構

Name of Organisation 機構名稱

(Must be identical to that stated in the registration document 必須與註冊文件上的名稱完全一致)

(English 英文)

(Chinese 中文)

Contact No. 聯絡電話

Fax No. 傳真號碼

Email Address 電郵地址

Organisation Address

機構地址

**Correspondence Address** (if different from the above 如與上述不同)  
通訊地址

**Registration of Organisation<sup>1</sup>**  
機構註冊<sup>1</sup>

- ☐ Certificate of Incorporation 公司註冊證明書  
(Year \_\_\_\_\_ 年/Reference No. 參考編號 \_\_\_\_\_ )
- ☐ Charity 慈善機構  
(Year \_\_\_\_\_ 年/IR File No. 檔案號碼 \_\_\_\_\_ )
- ☐ Others 其他  
(Please specify 請註明： \_\_\_\_\_ )

<sup>1</sup>Please attach a copy of the organisation's registration document. 請附上機構的註冊文件副本。

**Organisational Background**  
機構背景

**Experience in Organising Large-scale Language Promotion Projects / Activities**  
籌辦具規模的語文推廣項目或活動的經驗

The applicant must have planned and implemented large-scale language promotion projects or activities in the capacity of organiser **for three or more consecutive years**. Please provide details in the table below and submit relevant evidence (e.g. photos, screenshots of the official website and media coverage). All image files **must be submitted as attachments**; please do not insert them directly into the table below. If an applicant **does not have** the required experience or **fails to** provide sufficient evidence, their application will not be considered further.

申請機構必須曾連續三年或以上作為主辦機構籌辦及推行具規模的語文推廣項目或活動。請於以下表格填寫詳情，並提交相關證明（例如：相片、官方網站和媒體報導截圖）；所有圖片類文件須以附件形式提交，請勿直接插入以下表格。如申請機構不具備所需經驗或未能提供充分證明，其申請將不獲進一步考慮。

(Please add or delete rows as appropriate. 請按需要增減行數。)

Event date (month / year) 舉辦日期 (月／年)	Project title 項目名稱	Description (e.g. event details, participants, actual number of participants) 項目內容（如活動內容、對象、實際參加人數等）	Web address of project or media coverage (if any) 項目網址或媒體報導連結（如有）

**In addition to this application, will your organisation apply for other schemes on Promotion of Languages 2026/27 and 2027/28 School Years?**

除本申請外，貴機構會否同時申請其他「2026/27 至 2027/28 學年推廣語文計劃」？

- ☐ Yes 會
- ☐ No 否



If “Yes”, please disclose details of relevant applications in the table below.

如選擇「會」，請於下方表格披露相關申請的資料。

Other 2026/27 and 2027/28 language promotion schemes 其他 2026/27 至 2027/28 學年推廣語文計劃	Amount of Funding Sought (HK\$) 申請的資助金額（港元）
<input type="checkbox"/> Promotion of Chinese 推廣中文計劃	
<input type="checkbox"/> Promotion of Putonghua 推廣普通話計劃	
<input type="checkbox"/> English Alliance 英語大聯盟	
<input type="checkbox"/> Advancing Chinese and English Language Competence 推廣中英雙語計劃	
Project on Supporting Non-Chinese Speaking Children in Learning <input type="checkbox"/> Chinese 支援非華語兒童學習中文計劃	
Vocational Chinese Language Programme for Non-Chinese <input type="checkbox"/> Speaking School Leavers 已離校非華語人士職業中文課程	
<b>Total 總額</b>	

In the **past seven years**, has your organisation applied for funding from SCOLAR and been rejected?  
貴機構於過去七年內，是否曾向語常會申請撥款而被拒？

☐ Yes 是

☐ No 否

**Note**

“The past seven years” refers to the period from 2019 to 2025.

If “Yes”, please declare all relevant applications in the table below.

如選擇「是」，請於下方表格申報所有相關申請。

(Please add or delete rows as appropriate. 請按需要增減行數。)

Funding application(s) rejected by SCOLAR in the past seven years 過去七年內向語常會申請撥款而被拒的項目		
Scheme applied 申請計劃	Year of application 申請年份	Project title 項目名稱

## Part B – Co-organisier (if any) 乙部 – 協辦機構 (如有)

1. **Name of Organisation**  
機構名稱

2. **Organisational Background**  
機構背景

(Please briefly describe the organisational background, in particular, the organisation's engagement in language education. 請簡述機構的背景，尤其在語文教育方面的參與情況)

3. **Responsibilities in the Project and Division of Work with the Applicant**  
在項目內的職責及與申請機構的分工

## Part C – Proposed Project 丙部 – 申請舉辦的項目

1. **Project Title**  
項目名稱

(English 英文)

(Chinese 中文)

2. **Target Participants (Direct) and Estimated Number<sup>1</sup>**  
目標對象 (直接參與者) 及預計人數<sup>1</sup>

(Direct participants refer to individuals recruited by the applicant to take part in project activities, excluding video view counts or distributed copies of collection of works, etc. 直接參與者指由申請機構招募參與項目活動的人士 (不包括短片瀏覽人次或作品集分發數量等)。)

- ☐ \_\_\_\_\_ kindergarten students 幼稚園生 (Grade level 年級: \_\_\_\_\_)
- ☐ \_\_\_\_\_ primary school students 小學生 (Grade level 年級: \_\_\_\_\_)
- ☐ \_\_\_\_\_ secondary school students 中學生 (Grade level 年級: \_\_\_\_\_)
- ☐ \_\_\_\_\_ teachers 老師
- ☐ \_\_\_\_\_ parents 家長
- ☐ \_\_\_\_\_ members of the public 公眾人士

**Total number of participants 總參與人數:** \_\_\_\_\_

3. **Project Objectives**  
項目目標

(Please list in bullet points 請以點列方式列出)

- 1.
- 2.
- 3.

### **Note**

Please ensure a strong, logical correlation among the Project Objectives, Project Content, and the KPIs.

<sup>1</sup>Applicants are expected to provide a carefully considered estimation in this section. If required, applicants should elaborate on the details during the vetting process. 申請人於此部分須作審慎估算。如有需要，申請人須於評審期間作詳細解說。

#### 4. Key Performance Indicators (KPIs) 績效指標

(Please propose clear, specific and measurable KPIs for assessing the effectiveness of the proposed project and attainment of intended outcomes. These may include, but are not limited to, the number of beneficiaries, types of beneficiaries and complementarity with the school curriculum. Achievement of these KPIs will be taken into account in future funding considerations.

請提出清晰、具體且可衡量的績效指標，以評估申請舉辦項目的成效及其達成預期目標的程度。這些指標可包括（但不限於）受惠人數、受惠人士類型，以及與學校課程的互補性。這些績效指標的達成情況將於審批未來撥款時用作參考。）

(Please add or delete rows as appropriate. 請按需要增減行數。)

Key indicators 主要指標	Intended outcomes 預期成果	Assessment tools and methods 評估工具及方法

#### 5. Project Abstract 項目摘要

(Please briefly describe the proposed project in around 100 English words or 200 Chinese characters. 請以約 100 字英文或約 200 字中文簡述申請舉辦的項目。)

##### Note

The abstract should include the following information: (1) target participants; (2) proposed activities; and (3) intended outcomes.

#### 6. Project Details 項目內容

(Please provide details for **all** activities of the proposed project, including each activity's content, number of sessions and duration, target participants and estimated attendance, award categories and prize details. 請提供申請舉辦項目的**所有**活動詳情，包括各活動的內容、節數和時長、預計參與對象及人數、獎項及獎品內容。)

##### Example

##### Activity 1

##### Content

Interactive VR workshops on selected English poems such as "Sonnet 18", "The Road Not Taken" and "Still I Rise"

##### Implementation Plan

- Self-developed VR visual aids will be used to introduce the poems to students
- Interactive games
- Prizes: bookmarks & stationery

##### No. and Target Participants

20 schools x 4 workshops = 80 workshops (1.5hr per session)

20 schools x 30 P.1-P.3 students = 600 students

##### Corresponding Objectives

- To arouse participants' interest in learning English
- To enhance participants' appreciation of English poetry

Activities 2 - 6 (to be continued)



##### **Common Pitfalls to Avoid:**

1. The **language elements** of the project were **weak or not aligned** with the abilities and learning needs of the target participants.
2. The design of the project was **overly complicated** and required a **strong commitment** from participants.
3. The target participant group of the project was **limited**. The cost-effectiveness was **doubtful**.
4. The proposed budget was **excessively high** and a disproportionate share of expenditure was allocated to **staffing or development of materials**.

**7. Innovative Components of the Proposed Project**  
申請舉辦的項目的創新元素

**Note**

- Avoid elements with a low probability of success.
- Exclude elements that do not add substantial value to the project.

**8. Improvements of the Proposed Project Compared to Previously Funded Project (if applicable)**  
申請舉辦的項目相較於之前獲資助項目的優化調整（如適用）

**9. Project Schedule**  
項目時間表

(The proposed project must have a two-year duration, spanning from September 2026 to August 2028, inclusive of the preparation and conclusion phases. 申請舉辦的項目必須以兩年為期，舉辦期間為 2026 年 9 月至 2028 年 8 月，包括準備及總結階段。)

(Please add or delete rows as appropriate. 請按需要增減行數。)

2026/27 School Year 學年	
Date 日期	Task 工作

2027/28 School Year 學年	
Date 日期	Task 工作


**10. Major Activity Venue(s)**  
主要活動舉行地點

(Please provide the specific venue(s) for activities and indicate whether the venue is owned by the applicant. 請提供舉行活動的具體地點，並指明該地點是否為申請機構所擁有的場地。)

**11. Publicity and Enrolment Plan**  
宣傳與招募方案

(For activities targeting students, it is recommended to begin distributing promotional materials to schools in May or June. 如活動以學生為對象，建議於五月至六月開始向學校發放宣傳品。)

**12. Contingency Plan**  
應變方案

(Please provide a contingency plan to address circumstances where face-to-face activities cannot be conducted. 請提供應變方案，以應對無法以實體形式進行活動的情況。)

**13. Sustainability of Project**  
項目的可持續性

(Please elaborate on the plan for sustaining the project's development and impact beyond the funding period. 請說明項目於資助期屆滿後計劃如何持續發展及延續項目的成效。)

Part D – Proposed Budget 丁部 – 建議預算			EXAMPLE PROVIDED FOR REFERENCE ONLY		
1. Estimated Expenditure 預算開支 (Please add or delete rows as appropriate. 請按需要增減行數。)					
Expenditure Item (Please provide the breakdown according to the categories below) 支出項目 (請按以下類別分項列出開支細項)	Unit Price (HK\$) 單價（港元）	Quantity 數量	Estimated Expenditure (HK\$) 預算開支（港元）	Amount of Funding Sought (HK\$) 擬申請的資助金額 (港元)	Justifications / Remarks 理據／備注
(I) Staff Cost (Including salaries and MPF of all full time and part time project staff.) 員工開支（包括所有全職及兼職項目人員的薪酬及強積金支出。）					
Administrative Assistant	21,000	24	504,000	0	Monthly salary HK\$20,000 + 5% MPF = HK\$21,000 24 months in total: HK\$21,000 × 24 = HK\$504,000  Responsible for providing general administrative support to the entire project, including liaison with internal and external parties, logistics coordination for events, and compilation of reports.
Sub-total 小計 (I)			504,000	0	
(II) Activity Cost (Including expenses for venue rental, recording / live streaming services, production of teaching materials, instructor fee, etc.) 活動開支（包括場地租用、錄影／直播支出、教材製作、導師費等。）					
Venue Rental for 50 Workshops	3,000	50	150,000	150,000	\$3,000 x 50 workshops (25 workshops each year)
Venue Rental for Final Competition cum Awards Presentation Ceremony	50,000	2	100,000	0	1 ceremony per year x 2 years
Instructor Fee	1,000	100	100,000	100,000	Hourly rate: \$1,000 Teaching time: 100 hrs (2 hrs per session x 50 workshops)
Printing of Certificates	5	4 524	22,620	22,620	<u>Certificate of Participation (workshop)</u> 50 workshops x 50 pcs = 2 500 pcs <u>Certificate of Participation (competition)</u> 2 competitions x 1 000 pcs = 2 000 pcs <u>Certificate of Awards (competition)</u> 2 competitions x 12 pcs = 24 pcs
Book Coupons	17,200	2	34,400	20,000	Each year: <u>Primary Division</u> Champion: \$1,000 x 1 = \$1,000 1 <sup>st</sup> runner-up: \$800 x 1 = \$800 2 <sup>nd</sup> runner-up: \$500 x 1 = \$500 Merit Prize: \$300 x 2 = \$600 School Award: \$5,000 x 1 = \$5,000 <u>Secondary Division</u> Champion: \$1,500 x 1 = \$1,500 1 <sup>st</sup> runner-up: \$1,000 x 1 = \$1,000 2 <sup>nd</sup> runner-up: \$800 x 1 = \$800 Merit Prize: \$500 x 2 = \$1,000 School Award: \$5,000 x 1 = \$5,000
Trophies	1,280	2	2,560	1,000	Each year: Champion: \$150 x 2 = \$300 1 <sup>st</sup> runner-up: \$120 x 2 = \$240 2 <sup>nd</sup> runner-up: \$120 x 2 = \$240 School Awards: \$250 x 2 = \$500

**Note**

- Remember to check the list of “Allowable and Unallowable Costs” in **Annex VI** of the Guide to Applicants while preparing the budget.
- Please provide justifications for **all items**, including those not seeking funding from the LF.
- Applicants are **not** required to put down 50% for every item. The key is the **overall percentage**: the total amount of funding sought must be 50% or less of the total estimated expenditure.
- For items not seeking funding from the LF, please enter “**0**” in the column “**Amount of Funding Sought (HK\$)**”.

Sub-total 小計 (II)			409,580	293,620	
(III) Publicity Expenses (Including expenses for advertising, promotional material design and printing, etc. Please put a “×” in the box if the expenditure involves promotional platforms owned by the applicant. Such expenditures shall not exceed 20% of the total amount of funding sought.) 宣傳開支（包括廣告、宣傳品設計及印製等。若開支涉及申請機構所擁有的宣傳平台，請於方格內加上「×」號。相關開支不可超出申請資助總額的百分之二十）					
Facebook Advertising (Meta Ad Fees) (Promotional platform owned by the applicant 申請機構所擁有的宣傳平台:□)	500	10	5,000	5,000	\$500 x 5 posts each year (pay per click)
Sub-total 小計 (III)			5,000	5,000	
(IV) General Expenses (Including audit fee, public liability insurance, miscellaneous expenses, etc.) 一般開支（包括核數、公眾責任保險、雜項等。）					
Public Liability	20,000	2	40,000	40,000	25 workshops + 1 competition per year
Audit fee	12,000	1	12,000	12,000	
Sub-total 小計 (IV)			52,000	52,000	
(V) Contingency [Maximum: ( I + II + III + IV ) × 5%] 應急費用〔上限為 ( I + II + III + IV ) × 5%〕			48,529	3,000	
(VI) (For UGC-funded institutions only) Admin. Overhead [Maximum: ( I + II + III + IV ) × 15%] （僅適用於教資會資助院校）行政開支 〔上限為 ( I + II + III + IV ) × 15%〕			0	0	
Total 總額 ( I + II + III + IV + V + VI )			1,019,109	353,620	
Percentage of total amount of funding sought out of the total estimated expenditure 申請資助總額佔總預算開支的百分比 (Maximum: 50% 上限為百分之五十)				34.7%	
Cost efficiency ratio (i.e. Total amount of funding sought ÷ number of direct participants) 成本效益比率（即：申請資助總額 ÷ 直接參與人數）				\$353,620 ÷ 4 000 participants = \$88.4 / person	

2. Expected Income of the Project (if any) 項目預計收入（如有）	
Income Item (e.g. ticket sales, registration fees, tuition) 收入項目（如門票、報名費、學費）	Estimated Amount (HK\$) 預計金額（港元）
Total 總額：	

3. Other Sources of Project Funding 項目其他資金來源：

Has your organisation applied for funding from other sources or organisations for this proposed project?  
申請機構有否就是次申請舉辦的項目，向其他來源或機構申請資助？

- ☐ Yes 有
- ☐ No 否

If “Yes”, please provide details in the table below.  
如選擇「有」，請於下方表格提供詳情。

Other Sources of Funding 其他資金來源	Details (e.g. name of government department / organisation, name of fund / funding scheme) 詳情（如政府部門／機構名稱、基金／資助計劃名稱）	Amount Applied / Approved (HK\$) 已申請／已獲批金額（港元）
Other <b>government</b> funding being applied for 正在申請的其他 <b>政府</b> 財政來源的資助		
Other <b>non-government</b> funding approved 已獲批准的其他 <b>非政府</b> 財政來源的資助		
Other <b>non-government</b> funding being applied for 正在申請的其他 <b>非政府</b> 財政來源的資助		



## Part E – Other Information 戊部 – 其他資料

### 1. Number, Posts and Responsibilities of Major Project Staff

項目主要人員的數目、職位及職責

(Please list the number, posts and responsibilities of major personnel in charge of the project. Please also provide the curricula vitae (CVs) of the Person-in-charge, Project Leader and Language Advisor as attachments. Please redact all personal data from the attached CVs.

請列出項目主要負責人員的數目、職位及職責，並以附件形式提供機構負責人、項目負責人及語文顧問的履歷。隨附履歷時，請遮蓋所有個人資料。)

(Please add or delete rows as appropriate. 請按需要增減行數。)

Post 職位	Number 人數	Responsibilities 職責	Required Qualifications 所需資歷

#### Note

Please complete the table with the required details and provide the CV of Language Advisor, if available. Please pay close attention to the relevant clause regarding the responsibilities of Language Advisor outlined in the Guide to Applicants.

### 2. Reference Project or Event (applicable to projects applying for the Language Fund for the first time)

參考項目或活動  
(適用於首次申請語文基金撥款的項目)

(Applicants may provide the nature, feasibility, etc.

考，以說明申請舉辦項目的原因、性質及可行性等。)

(Please add or delete rows as appropriate. 請按需要增減行數。)

Name of event 活動名稱	Organiser 主辦機構	Web address of event 活動網址

### 3. Other Related Information (if any) 其他相關資料 (如有)

(For example, activity instructors, speakers, panel of judges and book lists 如活動導師、講者、評審名單、圖書書單等)

## Part F – Declaration 己部 – 聲明

1. I certify that all information in this application, the accompanying information, and the information provided in the future (including all annexes, attachments, supplementary information and revisions) are true and accurate. I understand that giving any false or inaccurate information or withholding any material information deliberately will render the application null and void. I undertake to inform Secretariat of Standing Committee on Language Education and Research (SCOLAR) immediately if there are any subsequent changes to the above information.  
本人聲明，本申請表的全部內容、附帶的資料及日後提交的資料（包括所有附錄、附件、補充資料和修訂）均屬真確無誤。本人明白，如故意提供虛假或不準確的資料，又或隱瞞任何重要資料，申請即屬無效。本人承諾，上述資料日後如有更改，本人會立即通知語文教育及研究常務委員會（語常會）秘書處。
2. I declare that the proposed project is not currently funded by other government funding sources. I guarantee that the same proposed project, if approved, will not receive other government funding besides the Language Fund.  
本人聲明申請項目目前沒有獲其他政府財政來源的資助。本人承諾，如獲得語文基金資助，同一項目將不會接受其他政府財政來源的資助。
3. I agree that information provided in this application will be used by the Government to process this application and related purposes. I authorise the SCOLAR to handle the personal data/information provided in this application for these purposes.  
本人同意政府使用本申請表填報的資料，以便處理申請並作相關用途。本人授權語常會處理本申請表填報的個人資料，以作上述用途。
4. I have read the Guide to Applicants and will comply with the provisions therein.  
本人已閱讀《申請指引》，並願意遵守有關規定。
5. I understand that any false declaration in this application form would lead to termination of the Language Fund Agreement and the possibility of being prosecuted.  
本人明白倘若本人在本申請表填報虛假資料，可令《語文基金協議書》終止，以及可能引致被檢控。

### Person-in-charge of the Organisation 機構負責人

(Responsible for overseeing the project 負責監管項目)

☐ Mr.先生      ☐ Dr.博士  
☐ Ms.女士      ☐ Others 其他:  
Title 稱謂\*      ☐ Miss 小姐      \_\_\_\_\_

Name 姓名 \_\_\_\_\_

Post 職位 \_\_\_\_\_

Direct line 直線電話 \_\_\_\_\_

Mobile No. 流動電話 \_\_\_\_\_

Email Address  
電郵地址 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

Company/Organisation

Chop

公司/機構印章 \_\_\_\_\_

### Project Leader 項目負責人

(Responsible for implementing the project 負責推行項目)

☐ Mr.先生      ☐ Dr.博士  
☐ Ms.女士      ☐ Others 其他:  
Title 稱謂\*      ☐ Miss 小姐      \_\_\_\_\_

Name 姓名 \_\_\_\_\_

Post 職位 \_\_\_\_\_

Direct line 直線電話 \_\_\_\_\_

Mobile No. 流動電話 \_\_\_\_\_

Email Address  
電郵地址 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

\*Please put a “X” in the appropriate box. 請在適當方格內加上「X」號。

## Personal Information Collection Statement 收集個人資料的聲明

### Purpose of Collection 收集目的

The personal data and other related information provided by you in the Application Form will be used by the Secretariat of Standing Committee on Language Education and Research (SCOLAR) for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the Secretariat of SCOLAR to withhold some data from release to the public. However, if you do not provide adequate and accurate data, the Secretariat of SCOLAR may not be able to process your application.

你在申請表內所提供的個人資料和其他有關資料，是供語文教育及研究常務委員會（語常會）秘書處在處理你的申請時所用。在申請表內提供個人資料及其他有關資料，純屬自願性質。你亦可向語常會秘書處申請把部分資料保密，不予公開。不過，如你沒有提供足夠及正確的資料，語常會秘書處可能無法處理有關申請。

### Disclosure of Information 公開資料

The Secretariat of SCOLAR may keep your application and the progress and completion reports in the Registry and may include the personal data and other related information you provide in the Application Form in a register/catalogue, which will be made available for public inspection.

語常會秘書處可能會把你的申請表、進度報告和完成報告存放於檔案室，亦可能會把你在申請表內所提供的個人資料及其他有關資料編入紀錄冊／目錄，供公眾查閱。

### Access to Data 查閱資料

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Secretariat of SCOLAR.

根據《個人資料（私隱）條例》（第 486 章）的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面方式向語常會秘書處提出。

I have read, understood and agree to the “Personal Information Collection Statement”. I consent to the Secretariat of SCOLAR making any necessary enquiries for purposes relating to the processing of this application and for the verification of the information given above. I authorise all government departments and other organisations or agencies to release any record or information as may be required for these enquiries.

本人已閱讀及明白「收集個人資料的聲明」的內容，並同意接受該等條款約束。本人同意語常會秘書處可就處理本申請有關的事宜，及為核實上述資料而進行必要的查詢。本人授權所有政府部門及其他組織或機構可就這些查詢，透露任何有關的紀錄及資料。

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Signature 簽署

Name of Person-in-charge of the Organisation ( )  
機構負責人姓名

Date 日期

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