**Standing Committee on Language Education and Research**

**Sponsorship Projects 2023/24**

**Application Form**

**Notes for Applicants**

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| * Applicants shall submit **an application form** (in duplicate), **a proposal** ***(optional)*** (in duplicate) and relevant supplementary document(s) to elaborate on details of the proposed project.
* Applicants shall provide ALL required information in the application form.
* Applicants shall prepare the application form and proposal *(optional)* in the following standard format. Failure to comply with the format may lead to disqualification of the application.

Font: **Times New Roman (for English);**  **新細明體 (for Chinese)**Font Size: **12 point**Spacing: **Single-line spacing**Printing Requirement: **Print on both sides**Proposal *(optional)*: **A proposal of maximum 10 pages of A4 paper*** Applicants shall read the “Guide to Applicants” for preparing their applications.
* Applicants may include multiple programmes and activities under one project title if deemed appropriate. In such case, please submit one application for all programmes and activities under the same project title.
* The English version shall prevail whenever there is any discrepancy between the English and Chinese versions.
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**語文教育及研究常務委員會**

**贊助項目2023/24**

**申請表格**

**填寫須知**

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|  * 申請機構須就建議項目提交**申請表**(一式兩份)、**項目建議書*(如有需要)*** (一式兩份)及相關附加文件，以闡述建議項目的相關細節。
* 申請機構須於申請表填妥**全部**所需資料。
* 為了對所有申請機構公平一致，請按照以下標準格式填寫申請表及書寫項目建議書*(如有需要)*。若不遵照以下格式填寫/書寫，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: 雙面列印項目建議書*(如有需要)*: 可選擇附加不超過10頁A4紙張的項目建議書* 申請機構在準備申請時，務必閱讀《申請指引》。
* 申請機構可於同一建議項目(單一項目名稱)下，適當地包含多個子項目或子活動。若然如此，申請機構只須為同一建議項目遞交一次申請。
* 若英文版與中文版的內容不一致，則以英文版為準。
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|  | **STANDING COMMITTEE ON****LANGUAGE EDUCATION AND RESEARCH** **Application Form for** **Sponsorship Projects 2023/24****贊助項目2023/24申請表** | Application No.:\_\_\_\_\_\_\_\_\_\_\_\_\_(For internal use.) |
| **Part A – Applicant 甲部 – 申請機構**  |

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| **Name of Organisation****機構名稱** | (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 通訊地址**  | *(if different from the above 如與上述不同)* |
| **Registration of Organisation***1, 2***機構註冊***1, 2* | [ ]  Certificate of Incorporation公司註冊證明書 (Year \_\_\_\_\_\_\_ 年/Reference No. 參考編號 \_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  Charitable Organisation 慈善機構 (Year \_\_\_\_\_\_\_\_ 年/IR File No. 檔案號碼 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  Others其他 (Please specify 請註明： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| *1 Please put a “🗶” in the appropriate box. 請在適當方格內加上“🗶”號。**2 Please attach a copy of the organisation’s registration document. For charitable organisations, please also submit a copy of the letter issued by Inland Revenue Department for tax exemption under section 88 of the Inland Revenue Ordinance.*  *請附上機構的註冊文件副本。如屬慈善機構，請同時提供稅務局發出有關貴機構根據《稅務條例》第88條獲豁免繳稅的信件副本。* |
| **Organisational Background****機構背景** | (Please briefly describe your organisational background, in particular, your organisation’s engagement in language education. 請簡述貴機構的背景及參與語文教育工作的情況。) |
| **Part B – Proposed Project 乙部 – 建議項目** |
| 1. **Project Title**

**項目名稱** | (English英文) |  |
| (Chinese中文) |  |
| 1. **Target Participants**

**對象** | [ ]  General Public 公眾 [ ]  Parents 家長 [ ]  Teachers 老師[ ]  Students 學生 (Education Level(s) 年級: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  Others 其他: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Project Objective(s)**

**項目目標** | The project aims at**項目旨在** – |
| 1. **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)簡述建議的項目。) |
| 1. **Project Details**

 **項目內容** | (Please submit supplementary document(s) to further elaborate on the details of the proposed projects if necessary. 如有需要，請以附加文件的形式提供相關項目的詳情。) |
| 1. **Project Schedule**

 **項目時間表** | (Please provide your project schedule in a table or timeline. 請以表格或時間線格式列出相關活動的預計舉行時間。) |
| 1. **Publicity Plan**

**宣傳方案** | (Please include a publicity plan for promoting your proposed project and enrolling participants. 請說明建議項目的宣傳方案及如何招收參與者。) |
| 1. **COVID-19**

 **Alternate Plan** **2019冠狀病毒病****替代方案** | (Please describe the alternate arrangement when the face-to-face activities are not feasible in view of the situation of COVID-19 epidemic, e.g. to conduct activities via online platform. 若因應2019 冠狀病毒病疫情而無法舉行實體活動，請提供相關替代方案，如透過網上平台舉辦活動。) |
| 1. **Major Activity Venue(s)**

 **主要活動地點** |  |
| 1. **Estimated Number of Participants**

 **預計參與人數** | Students 學生 (Please specify the education level(s). 請註明相關年級。):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Teachers 老師: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parents 家長: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_General Public 公眾人士: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Others (please specify) 其他(請註明):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Total 總數**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part C – Proposed Budget 丙部 – 建議預算** |
| 1. **Estimated Expenditure 一般情況下活動的預算開支**

(Please add or delete lines as appropriate. 請按需要增減行數。) |
| **Expenditure Item****(Please provide the breakdown according to the below categories.)****支出項目****（請按以下類別以分項形式列出****相關預算支出）** | **Unit Price (HK$)****單價(港元)** | **Quantity****數量** | **Estimated****Expenditure****(HK$)****預算開支(港元)** | **Amount of Sponsorship Sought (HK$)****擬申請的贊助金額(港元)** |
| **Staff Cost** (Including salaries and MPF of all full time and part time staff.) **員工開支** (包括所有全職及兼職人員的薪酬及強積金支出。) |
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| Sub-total 分項總額 |  |  |
| **Activity Cost** (Including expenses for venue rental, recording/live streaming services, production of teaching materials, etc.) **活動開支** (包括場地租用、錄影/直播支出、教材製作等。) |
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| Sub-total 分項總額 |  |  |
| **Publicity Expenses** (Please put a “🗶” in the box if the publicity expenses involve self-owned platform.)**宣傳開支** (若涉及由申請機構所擁有的宣傳平台，請於方格內加上“🗶”號。) |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| Sub-total 分項總額 |  |  |
| **General Expenses** (Including audit fee, miscellaneous expenses, etc.) **一般開支** (包括核數、雜項等支出。) |
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| Sub-total 分項總額 |  |  |
| **Total 總額：** |  |  |
| Percentage of total sponsorship sought out of total estimated expenditure建議項目的總預算開支中，擬申請的贊助金額所佔的百分比 | %  |
| 1. **Estimated Expenditure for COVID-19 Alternate Plan *(if different from above)***

**2019冠狀病毒病替代方案的預算開支** ***(如與上述預算開支不同)***(Please add or delete lines as appropriate. 請按需要增減行數。) |
| **Expenditure Item****(Please provide the breakdown according to the below categories.)****支出項目****(請按以下類別以分項形式列出****相關預算支出)** | **Unit Price (HK$)****單價(港元)** | **Quantity****數量** | **Estimated****Expenditure****(HK$)****預算開支(港元)** | **Amount of Sponsorship Sought (HK$)****擬申請的贊助金額(港元)** |
| **Staff Cost** (Including salaries and MPF of all full time and part time staff.) **員工開支** (包括所有全職及兼職人員的薪酬及強積金支出。) |
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| Sub-total 分項總額 |  |  |
| **Activity Cost** (Including expenses for venue rental, recording/live streaming services, production of teaching materials, etc.) **活動開支** (包括場地租用、錄影/直播支出、教材製作等。) |
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| Sub-total 分項總額 |  |  |
| **Publicity Expenses** (Please put a “🗶” in the box if the publicity expenses involve self-owned platform)**宣傳開支** (若涉及由申請機構所擁有的宣傳平台，請於方格內加上“🗶”號。) |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| Sub-total 分項總額 |  |  |
| **General Expenses** (Including audit fee, miscellaneous expenses, etc.) **一般開支** (包括核數、雜項等支出。) |
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| Sub-total 分項總額 |  |  |
| **Total 總額：** |  |  |
|  |
| **Other Sponsorship and Income (if any)\* 其他贊助及收入 (如有)\*** |
| Item of Income 收入項目 | Amount (HK$) 金額(港元)  |
| Other Sponsorship (please specify) 其他贊助 (請註明) |  |
| Other Income of the proposed project (please specify) 建議項目所涉及的其他收入(請註明) |  |
| **Total 總額：** |  |
| \* Any remaining expense shall be covered by provision from the applicant. 申請機構須就上述項目自行承擔所有其餘支出。 |
| **Part D – Other Information 丁部 – 其他資料** |
| 1. **Evaluation Method to Assess the Project Effectiveness**

 **項目成效評估方法** | (Please elaborate on how you would collect feedback from the participants and conduct self-evaluation to assess the effectiveness of the proposed project. 請說明申請機構將如何收集活動參與者對相關活動的回饋，以及如何對建議項目作自我評估以衡量活動成效。) |
| 1. **Sustainability of Project Outcome**

**項目成效的可持續性** | (Please elaborate on how the project outcome would be sustained in schools/community. 請說明項目成效將如何在學校/社區延續下去。) |
| 1. **Number, Posts and Responsibilities of Major Project Staff參與項目的人員數目、職位及其職責**
 | (Please list the number, posts and responsibilities of major personnel to be involved in the project. Please also attach the curricula vitae of the Person-in-charge, Project Leader and Language Advisor. 請列出將參與建議項目的主要人員的數目、職位及其職責，並附上機構負責人、項目負責人及語文顧問的履歷。) |
| 1. **Experience in Organising Similar Activities in the Past Three Years 過去三年舉辦同類項目的經驗**
 | (Please indicate whether these activities were sponsored by SCOLAR. 請註明這些活動是否曾獲語常會贊助。) |
| **Part E – Declaration戊部 – 聲明** |
| 1. | We certify that all information provided 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. We understand that giving any false or inaccurate information or withholding any material information will render the application null and void. We undertake to inform SCOLAR immediately if there are any subsequent changes to the above information. 我等證明，本申請表全部內容、附帶的資料及日後提交的資料（包括所有的附錄、附件、補充資料和修訂）均屬真確無誤。我等明白，如提供虛假或不準確的資料，又或隱瞞重要資料，申請即屬無效。我等承諾，上述資料日後如有更改，我等會立即通知語常會。 |
| 2. | We agree that information provided in this application will be used by the Government to process this application and related purposes. We authorise the SCOLAR to handle the personal data/information provided in this application for these purposes.我等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。我等授權語常會處理本申請表填報的個人資料，以作上述用途。 |
| 3. | We have read the Guide to Applicants and will comply with the provisions therein.我等已閱讀基金申請指引，並願意遵守有關規定。 |
| 4. | We understand that any false declaration in this application form would lead to termination of funding agreement under Language Fund and the possibility of being prosecuted. 我等明白倘若我等在本申請表填報虛假資料，可令有關的基金撥款協議終止，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 負責監管活動項目)* | **Project Leader 項目負責人***(Responsible for implementing the project 負責推行活動項目)* |
| Name\* 姓名\*  | [ ]  Mr.先生 [ ]  Dr.博士[ ]  Ms.女士 [ ]  Others其他:[ ]  Miss小姐 | Name\* 姓名\*  | [ ]  Mr.先生 [ ]  Dr.博士[ ]  Ms.女士 [ ]  Others其他:[ ]  Miss小姐 |
|  |  |
| Post 職位 |  | Post 職位 |  |
| Direct line 直線電話 |  | Direct line 直線電話 |  |
| Mobile No. 流動電話 |  | Mobile No. 流動電話 |  |
| Email Address電郵地址 |  | Email Address電郵地址 |  |
| Signature 簽署 |  | Signature 簽署 |  |
| Date 日期 |  | Date 日期 |  |
| Company/Organisation Chop公司/機構印章 |  |
| *\*Please put a “🗶” in the appropriate box.* *請在適當方格內加上“🗶”號。* |

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

Purpose of Collection收集的目的

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 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 Standing Committee on Language Education and Research to withhold some data from release to the public. However, if you do not provide adequate and accurate data, we 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的資料，是供語文教育及研究常務委員會秘書處在處理你的申請時所用。你可自行決定是否在申請表內提供個人資料及其他有關的資料。你亦可向語文教育及研究常務委員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，你的申請可能不獲處理。

Disclosure of Information公開資料

The Secretariat of Standing Committee on Language Education and Research 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. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

語文教育及研究常務委員會秘書處可能會把你的申請書、進度報告書和完成報告書存放於檔案室，亦可能會把你在申請書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。如有需要，你所提交的資料亦可能交予其他部門∕機構∕人士，以便予以核實或作其他與申請有關的用途。

Access to Personal Data查閱個人資料

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 Standing Committee on Language Education and Research.

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。有關要求應以書面向語文教育及研究常務委員會秘書處提出。

*I have read, understood and agree to the “Personal Information Collection Statement”.
本人已閱讀及明白“收集個人資料的聲明”的內容，並同意接受該等條件約束。*

|  |  |
| --- | --- |
|  | Signature 簽署 |
| Name of Person-in-charge of the Organisation機構負責人姓名 | () |
| Date 日期 |  |