



綠化香港活動資助計劃申請表格
Greening Hong Kong Activities Subsidy Scheme Application Form

申請機構資料 *Particulars of the Organization under Application*

機構名稱 Name of Organization : _____

機構性質 Nature of Organization : _____

(請另用 A4 大小的紙張簡單介紹申請機構及其過往舉辦活動的概況，並提供有效的證明文件，例如社團註冊證書、組織章程大綱及章程細則、稅務局發出的免稅證明書等。)

Please give a brief introduction of the organization and an account of past activities organized by the applicant on a separate sheet of A4 size paper. Please also provide documentary proof of the status of the organization such as Certificate of Incorporation under the Companies Ordinance, Certificate of Registration of a Society under the Societies Ordinance, Memorandum and Articles of Association, and tax exemption letter from Inland Revenue Department.)

地址 Address : _____

聯絡人 Contact Person : _____

姓名 Name : _____ (中文 Chinese) _____ (英文 English)

職銜 Title : _____ 聯絡電話 Contact Phone No. : _____

傳真 Fax No.: _____ 手提電話 Mobile Phone No. : _____

擬辦活動 *Proposed Activity*

活動名稱 Name of Activity : _____

目的及主題 Objective and Theme : _____

日期及時間 Date and Time : _____ 舉辦地點 Venue : _____

對象和人數 Target & Total No. of Participants (如適用者 *if applicable*) : _____

活動內容資料 Contents of Activity : _____

(請另用 A4 大小的紙張列出整個活動的內容、工作計劃表及時間表等資料。)

Please give an account of the contents, work plan and timetable of the activity on a separate sheet of A4 size paper)

活動收支預算表 *Estimated expenditure and income of activity* :

(請另用 A4 大小的紙張列出整個活動的詳細預算項目明細表。)

Please give a detailed budget with itemised breakdown on a separate piece of A4 size paper)

● 預計活動支出 *Estimated expenditure of the activity* : _____ HK\$

● 申請團體負擔的費用 *Contribution by the applicant* : _____ HK\$

● 其他收入來源 *Other sources of income* : _____ HK\$

(請另用 A4 大小的紙張說明收入詳情。Please provide details of sources of income on a separate sheet of A4 size paper.)

● 預計活動所得的收入 *Estimated income generated from the activity* : _____ HK\$

(請另用 A4 大小的紙張說明預計收入來源詳情，以及如何用於減低活動成本。)

Please provide details of sources of income and how the income will be used to defray cost on a separate sheet of A4 size paper.)

● 申請資助額 *Amount of subsidy being applied for* : _____ HK\$

聲明 *Declaration*

本人負責這項活動的籌辦工作，並盡速把所有資助餘款付還康樂及文化事務署。本人亦已細閱本計劃的條件和規則，並同意遵守有關規定。本人證實本申請表上的資料真確無訛。

I shall be responsible for implementation of the proposed activity and shall promptly reimburse any unspent subsidy to the Leisure and Cultural Services Department (LCSD). I have also read the rules and regulations of the Scheme and agree to abide by them. I certify that all information given in the application is true and accurate.

簽名 Signature : _____

姓名 Name : _____

日期 Date : _____

機構印鑑 Company Chop : _____

遞交申請表格 *Submission of Application*

請將填妥的申請表格連同擬辦活動的詳情、活動主辦機構的註冊證明書／豁免註冊證明書（視何者適用）的副本，在活動舉辦日期三個月前郵寄、傳真或電郵至康樂及文化事務署綠化運動組（地址：沙田排頭街1至3號康樂及文化事務署總部十一樓／傳真號碼：2691 7264／電郵：gcs@lcsd.gov.hk）。

The completed application form together with details of the proposed activity, a photocopy of the registration certificate/certificate of exemption, as the case may be, of the organization should be sent to the Green Campaign Section of the LCSD by post, fax or email (Address: 11/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Shatin/ Fax No.: 2691 7264/ Email: gcs@lcsd.gov.hk) three months prior to commencement of the activity.

申請表所填報個人資料處理方法 *Handling of Personal Data Collected under this Application*

1. 搜集資料的目的

申請機構在本表格內提供個人資料純屬自願，有關資料只供申請綠化香港活動資助計劃的資助金和其他與申請有關的事宜之用。如申請機構未能提供足夠資料，政府可能無法辦理其申請或與其通訊。

2. 資料受讓人類別

申請機構在本表格內提供的個人資料，如有需要，或會向政府其他政策局或部門披露，以供相互參照。

3. 查閱或更改個人資料

根據《個人資料（私隱）條例》（第486章），申請機構有權查閱及更改個人資料。查閱的權利包括索取申請機構在本表格提供的資料的複本。如有需要，可把書面要求寄交綠化運動組（地址見上文），本署在核實簽名及機構印章後，便會跟進有關要求。

1. Purpose of Collection

The personal data provided in this application will be used for applying for a subsidy under the Greening Hong Kong Activities Subsidy Scheme and other matters in relation to the application. The provision of personal data in this form is voluntary. If you do not provide sufficient information, the Government may not be able to process your application or correspond with you.

2. Classes of Transferees

The personal data you provided in this form may be disclosed to other government bureaux or departments for cross reference should the need arise.

3. Access to and Change of Personal Data

You have a right of access and correction with respect to personal data as provided for by the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data given in this form. In case of need, please write to the Green Campaign Section at the address as above-mentioned. Upon verification of signature and official chop, the request will be followed up.

查詢 *Enquiries*

香港沙田排頭街一至三號
康樂及文化事務署總部十一樓
康樂及文化事務署
綠化運動組

電話：2601 8974 傳真：2691 7264

康樂及文化事務署「綠化香港運動」網址：
<https://www.lcsd.gov.hk/tc/green/index.html>

Green Campaign Section,
Leisure and Cultural Services Department,
11th Floor, Leisure and Cultural Services Headquarters,
1-3 Pai Tau Street,
Sha Tin, Hong Kong

Telephone no. : 2601 8974 Facsimile: 2691 7264

LCSD “Green Hong Kong Campaign” website :
<https://www.lcsd.gov.hk/en/green/index.html>