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| --- | --- |
| For Office Use Only 此欄由本會填寫 |  |
| Application No: |  |  |
| Region-Division-District: |  |  |
| Received Date: |  |  |
| Region Development Team Meeting: |  |  |
|  |  |  |

**香港女童軍總會**

**女童軍優化活動計劃**

**The Hong Kong Girl Guides Association**

**Programme Enrichment Scheme (PES)**

 **申請表格 - 隊伍申請**

 **Application Form - Unit Application**

|  |
| --- |
| 申請表格需於計劃開展**3個月前**呈交予地域發展部。Please complete and return the Signed Application Form to Region Development Department **3 months before** the commencement of the proposed project. |

1. **基本資料 Basic Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 隊號 Unit Number︰ |  | 區Division: |  | 分區District: |  |
| 贊助機構 Sponsoring Authority︰ |  |
| 活動計劃名稱 Project Name︰ |  |
| 活動計劃之地點 Project Location︰ |  |
| 活動日期 Dates of Project︰ |  |
| 預計參與活動人數Estimated Number of Participants： | 女童軍Guides: | 人 |  | 領袖Guiders: | 人 |
| 其他Others: 人 (類別： ) |
| 擬申請的資助金額Amount of Grand Sought : | HK$ |  |  |
| 請填寫支票抬頭作撥款之用 (負責機構或隊伍戶口) Grants will be released by cheque, please fill in the name of cheque bearer (Bank account of Sponsoring Authority or Unit) : |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 如需本會代為入票，請提供以下資料:Please provide below information if you need we deposit the cheque on your behalf : |

|  |  |
| --- | --- |
| 銀行名稱Bank Name. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 賬戶號碼 Account No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| 負責領袖姓名Name of Guider in charge︰ |  | 聯絡電話Contact Tel︰ |  |
| 電郵地址Email address： |  |

\*請填寫**兩份**申請表，其中一份交回地域發展部審核，一份於隊伍存案。

This is to be completed in **duplicate**, one copy to be submitted to Region Development Department and one to be retained by the applicant’s Unit.

1. **計劃簡介Description of Project**

 (如有需要，請分別列明於另一紙上 Please use separate sheet if necessary)

|  |  |
| --- | --- |
| 1) | 計劃目標及理念What are the objectives and rationale of the proposed project? |
|  |
|  |
| 2) | 請簡述計劃性質及內容Please briefly describe the nature and contents of the proposed project. |
|  |
|  |
| 3) | 請列出計劃此項活動的動機 What is the purpose of initiating this project? |
|  |
|  |

1. 活動內容及行程 Programme Scdedule

(如有需要，請分別列明於另一紙上 Please use separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| 日期Date | 活動內容\*Programme Contents | 地點Venue | 參與人數(女童軍/領袖/其他)No. of Participants (Guides/Guiders/Others) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*註: 請以附件另行詳述當日活動流程Please use separate sheet to state programme rundown in details

|  |  |
| --- | --- |
| 5) | 活動成效The effectiveness of the project |
|  |
|  |
|  |
| 6) | 參與活動的隊員人員數目及工作分配Number of unit members involved and distribution of duties |
|  |
|  |
|  |
|  |

1. **財政預算Financial Budget**
2. 經濟來源Income

|  |  |  |  |
| --- | --- | --- | --- |
|  | 申請本計劃資助Amount of Grant Sought: | HK$ |  |
|  | 隊津貼Unit’s Subsidy: | HK$ |  |
|  | 隊員自費Members Contribution\*: | HK$ |  |
|  | 其他收入Other Sources of Income: | HK$ |  |
| 總數Total: | HK$ |  |

\*備註︰ 宜向參加者酌量收費以分擔部份費用，總會津貼只限支付部分活動開支。
Remarks︰ It is recommended that participants should bear partial event fee.Subsidy from the Association should only cover partial expenditure of the project.

1. 預算支出（請詳細列明）Estimated expenditure (Please state in details)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 支出項目Expenditure Items | (a)單價Cost ($) | (b)數量Quantity | (a)x(b)總金額Total Amount ($) | 擬申請撥款額Amount Requested ($) | 此欄由本會填寫For Office Use Only |
| 獲批款額Amount Granted ($) | 備註Remarks |
| 場地租金 Rental |  |  |  |  |  |  |
| 佈置物資 Decorate Material |  |  |  |  |  |  |
| 音響設備 Audio Equipment  |  |  |  |  |  |  |
| 印刷/郵費 Printing/Postage |  |  |  |  |  |  |
| 交通/運輸費 Transportation |  |  |  |  |  |  |
| 打印相片 Photo Printing |  |  |  |  |  |  |
| 文具 Stationery |  |  |  |  |  |  |
| 宣傳 (例如:海報) Publicity |  |  |  |  |  |  |
| 紀念品/獎品 Souvenir/Prize |  |  |  |  |  |  |
| 雜項 Sundies |  |  |  |  |  |  |
| **^** 膳食 Meal (請詳細列明每餐開支。 Please list the budget for every meal in details.) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **\*** 活動 Programme (請詳細列明。如有需要，可以附件形式呈上。Please state in details, use separate sheet if necessary.) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 總額 Total Amount ($)  |  |  |  |
| 獲批款額總數Total Amount Granted ($) |  |  |

**^** 膳食預算開支只包括：飲品及簡單茶點，不可多於整體支出30%，而露營之膳食開支，將酌情處理。
Estimated expenditure on meal should cover drinks and light snack only, and should not exceed 30% of the total expenditure.The cost of camping meals are considered individually.

**\*** 活動預算開支只包括：材料及教材費等。

Estimated expenditure on activities should include materials for the activity and teaching materials only.

* 各項目支出不可超出／低於預算15%，否則須聯絡所屬地域職員並作書面解釋。

Expenditure of each item shall not vary more than ±15% with the budgeted plan, otherwise written explanation is needed.

* 如未能符合以上要求，隊伍將會被要求退還資助款項。

For units cannot meet the above requirements may be requested to return the subsidy granted.

* 如有任何支出項目金額超過$3,000，必須提供2張報價，並附上原因解釋報價的選擇。

If any expenditure of each item is over $3,000, two quotations are required. Please also provide reasons to explain the choice on the quotation.

|  |  |  |  |
| --- | --- | --- | --- |
| 負責領袖簽署Guider’s Signature︰ |  | 日期 Date : |  |

1. **總監評語Comments of Commissioer**

(\* 請刪去不適用者 Please delete the inappropriate)

|  |
| --- |
| 1. **分區總監District Commissioner**
 |
| 對計劃之評語（需要及受益程度、可行性、創新性、完整性等）Comments on the proposed project (need, benefit, feasibility, innovation, comprehensiveness etc.) |
|  |
|  |
| **\* 推薦 ／ 不推薦 \*Project recommended / Not recommended**  |
| 建議津貼金額Amount of grant recommended  | $ |  |
| 簽署 Signature : |  |  | 姓名 Name : |  |
| 日期Date :  |  |  |
|  |
| 1. **區總監 Division Commissioner**
 |
| 對計劃之評語（需要及受益程度、可行性、創新性、完整性等）Comments on the proposed project (need, benefit, feasibility, innovation, comprehensiveness etc.) |
|  |
|  |
| **\* 推薦 ／ 不推薦 \*Project recommended / Not recommended**  |
| 建議津貼金額Amount of grant recommended  | $ |
| 簽署 Signature : |  |  | 姓名 Name : |  |
| 日期Date :  |  |  |

|  |
| --- |
| **辦事處專用 For Office Use Only** |
| 獲批款額 Total Amount Grant：$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 日期Date︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| 批准簽署 Approved by︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DCC – Region Development  |  |
| 審核簽署 Endorsed by ︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ACC |  |
| 審核簽署 Endorsed by ︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Senior Deputy CE / Deputy CE / Executive  |  |
| Noted by︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region Admin Officer |  |