

## 覺光法師慈善基金－覺念計劃

Rev. Kok Kwong Charitable Foundation - Great Compassion Project (KKCF - GCP)



## 申請表格 Application Form

- 填寫申請表格前，請先仔細閱讀「申請指引」。  
Please read carefully the 'Application Guidelines' before filling in the application form.
- 提交表格前，請確保已填妥及提供所需資料；資料若不齊全，申請將不獲受理。  
Before submission, please make sure that the application form has been completed and all required information has been provided. Incomplete applications will not be considered.
- 提交表格時，請附上機構的註冊證明文件，清晰的計劃書和詳盡的財政預算。  
Please enclose the organization's registration document, a clearly written proposal and a detailed budget plan with the completed application form.

## 第一部份：申請機構資料

## Section A: Information of Applicant Organization

申請機構名稱 Name of Organization	中文： English:		
主席/總幹事姓名 Name of Chairman / Chief Executive Officer (CEO)	中文： English:		
	職銜： Post Title:		
聯絡資料 Contact Information	地址： Address:		
	電話/Tel No:	傳真/Fax No:	
	電郵地址/Email:		
在港註冊形式 Type of Registration in Hong Kong	(1) 請在適當的空格內填上剔號(☐)，並提供相關的註冊文件 Please tick the appropriate box and provide the relevant registration document		
	<input type="checkbox"/> 根據《公司條例》註冊 Registered under the Companies Ordinance	<input type="checkbox"/> 學校 School	
	<input type="checkbox"/> 根據《社團條例》註冊 Registered under the Societies Ordinance	<input type="checkbox"/> 其他: Others:	
	(2) <input type="checkbox"/> 若機構屬《稅務條例》88 條認可慈善或信託團體，請在方格內加上剔號 Please tick if your organization is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance		

申請機構簡介 Brief Description of Organization	請簡介申請機構，請包括背景、主要工作、以及所有經費來源/ Please briefly introduce the organization, including background, major work and all sources of funding:
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## 第二部份：申請機構資料

### Section B: Information of Project Proposal

項目名稱 Name of Project		
負責人聯絡資料 Contact Information of Person-in-Charge	中文姓名： Name in English:	職銜： Post Title:
	電話/Tel No:	傳真/Fax No:
	電郵地址/ Email:	
項目摘要 Project Summary	開始日期/Commencement Date:	結束日期/Completion Date:
	擬申請贊助金額/Amount of Funding Applied for: HKD	
	受惠對象、數目/Target Group(s) and number of beneficiaries:	
	目的/Objective(s):	
	內容撮要/Summary of the proposal:	
	所有經費來源/All Source(s) of Funding:	
	合作伙伴(如有)/Partnering Organization(s)(if Any):	

<p>資助條款 Terms of Sponsorship</p>	<ol style="list-style-type: none"> <li>1. 所有接受資助的單位，即表示將妥善運用所得的資助，並將配合基金了解項目的進度。基金有權要求獲資助單位提交活動的進度報告或作實地視察，以了解項目的進展情況。 Organizations that have accepted sponsorship from KKCF-GCP should make good use of the sponsorship and assist KKCF-GCP in understanding the progress of the project. KKCF-GCP reserves the right to request a progress report from the organization, or to make site visits.</li> <li>2. 申請機構如獲其他機構資助必須予以說明。 Applicants should not have received sponsorship from any other organizations. Otherwise, they must notify the KKCF-GCP.</li> <li>3. 若項目最終未能如期展開，或在開展過程中遇到任何阻礙，獲資助單位必須盡早知會基金，並提供合理解釋。 If a sponsored project cannot start on time, or has encountered any difficulties during the process of implementation, the sponsored organization should inform KKCF-GCP as soon as possible and provide an explanation for delays.</li> <li>4. 若項目完結後尚有剩餘資助款項，必須退回基金。 Any unspent balance of sponsorship should be returned to KKCF-GCP after the completion of the project.</li> <li>5. 獲資助單位必須在項目任何宣傳資料中鳴謝基金。 Sponsored organizations should acknowledge KKCF-GCP in any propaganda of the sponsored project.</li> <li>6. 獲資助單位在使用基金的標誌前，必須先徵求基金的同意。 Sponsored organizations should seek permission from KKCF-GCP before using KKCF-GCP's logo.</li> <li>7. 基金只是資助者的角色，絕不負上任何與獲資助單位或該項目引致的索償、要求及法律責任。 KKCF-GCP takes the role of a donor only and does not take any responsibility for any claim, demand or liability arising from sponsored projects and organizations.</li> <li>8. 在特別情況下，基金有權停止撥款、或要求獲資助單位退回已撥出的資助。 Under special circumstances, KKCF-GCP reserves the right to terminate any sponsorship, or request a sponsored organization to return any allocated funds.</li> <li>9. 基金有權修改有關「計劃」的條款和內容。 KKCF-GCP reserves the right to amend any terms and guidelines with regard to the Project.</li> </ol>
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### 第三部份：聲明

#### Section C: Declaration

本人謹此聲明，以上提供的所有資料皆真確無訛。本人同意並接受以上所列的資助條款。本人明白資料若有任何不足、虛報或隱瞞的成分，覺光法師慈善基金-覺念計劃有權終止撥款、或追討任何已撥出的資助。本人亦明白，覺光法師慈善基金-覺念計劃保留所有有關「計劃」的最終決定權。

I hereby declare that the information provided above is true and correct. I agree and accept the terms of sponsorship listed above. I understand that if there is any incomplete, false or concealed information, Rev. Kok Kwong Charitable Foundation - Great Compassion Project reserves the right to terminate funding, or ask for the return of any allocated funds. I also understand that Rev. Kok Kwong Charitable Foundation - Great Compassion Project reserves the right to make all final decisions with regard to the Project.

主席/總幹事簽署 Signature of Chairman / CEO		主席/總幹事姓名 Name of Chairman / CEO	
日期 Date		機構印章 Chop of Organization	