

**公民教育委員會**  
**2017-18 年度「『一帶一路』交流資助計劃」申請表格**  
**Committee on the Promotion of Civic Education**  
**Application Form for the Funding Scheme for Exchange in Belt and Road Countries 2017-18**  
*(請遞交正副本各一份 To be submitted in duplicate)*

**甲部 – 活動計劃概要 Section A – Project Overview**

1. 申請團體名稱

Name of Applicant  
 Organisation :

(如屬聯合舉辦，請註明主辦機構

Please identify the lead organisation if the project is co-organised).

非牟利機構\* Non-profit-making organisation :

法定團體 Statutory organisation :

慈善團體^ Charitable organisation :

(必須附上有效的註冊或有關證明文件副本

Please attach a copy of valid registration document(s) or supporting document(s))

單位

Unit :

地址

Address :

團體簡介

Brief Description  
 of the organisation :

2. 計劃名稱

Project name :

單向交流計劃

One-way exchange  
 programme :

是 Yes  否 No

目的地

Destination :

雙向/多邊交流計劃

Two-way/multi-way  
 exchange programme :

是 Yes  否 No

(包括邀請海外/內地青年人來港與本地參加者交流

Including inviting young people from overseas countries/the Mainland to come to Hong Kong for an exchange with local participants)

目的地

Destination :

海外青年人原居地

Place of origin of  
 overseas participants :

3. 活動計劃理念 Project rationale (如有需要，請另頁填寫 Please provide information in separate page if necessary.)

4. 支出總額

Total expenditure HK\$

5. 申請資助額

Funding sought HK\$

\*註冊非牟利團體須提供下列證明文件，以茲證明：

(a)(i) 根據公司條例發出的公司註冊證書；或 (ii) 根據社團條例發出的社團成立通知；或 (iii) 根據社團條例發出的社團註冊證明書；及 (b) 由機構主席及另一名幹事簽署，以證明真實的：(i) 章程；或 (ii) 公司組織大綱及註冊章程。章程必須註明若團體解散，其成員不得分享其利潤或資產。

\* A registered non-profit-making organisation shall provide the following supporting documents to verify its status:

(a)(i) a certificate of incorporation issued under the Companies Ordinance; or (ii) a notification of establishment of a society issued under the Societies Ordinance; or (iii) a certificate of registration of a society issued under the Societies Ordinance; and (b)(i) a Constitution; or (ii) Memorandum and Articles of Association, duly signed by the Chairman and one other office bearer of the organisation to the effect that it is a true copy. The Constitution must include a clause specifying that members of the organisation shall not take any shares of the profits nor any shares of the assets upon dissolution.

^慈善團體須提供根據《稅務條例》第 88 條獲豁免繳稅的證明文件副本。Please submit a copy of supporting document certifying that the applicant qualifies for tax exemption under section 88 of the Inland Revenue Ordinance.

## 乙部 – 活動計劃詳情 Section B – Project Details

### (I) 擬申請資助「一帶一路」國家<sup>@</sup>交流團(包括單向、雙向及多邊)及配套活動詳情 Details of exchange tour of Belt and Road countries<sup>@</sup> (one-way, two-way and multi-way) and complementary activities seeking funding support

(請按照本申請表格之格式，在本部分提供每項活動的資料。如活動多於一項，請複印此頁填寫。)

Please provide details of each activity in this Section as per the format of this application form. If more than one activity is organised, please make a copy of this page to provide the relevant details.)

#### 活動名稱 Name of Activity \_\_\_\_\_

1. 活動目標及內容  
Objective(s) and description of the activity \_\_\_\_\_

2. 夾附海外/內地接待機構的意向書\*  有 Yes  無 No  
Letter of intent of the receiving organisation in the Overseas/Mainland attached

3. 海外/內地接待單位  
Name of the receiving unit overseas/in the Mainland \_\_\_\_\_

4. 交流團日期  
Dates of the exchange tour \_\_\_\_\_

5. 交流團日數 Number of days \_\_\_\_\_

6. 目的地/舉行地點  
Destination(s)/Venue \_\_\_\_\_

7. 本地參加者人數<sup>^</sup>  
Number of local participants<sup>^</sup>

參加者 Participants	本地參加者人數 No. of local participants	工作人員/義工人數 No. of staff members/volunteers
Age 15-29 歲 <sup>#</sup>		
Age over 29 歲以上 <sup>#</sup>		

8. 海外參加者人數<sup>^</sup>  
(只適用於雙向或多邊交流團)  
Number of overseas participants<sup>^</sup>  
(For two-way/multi-way exchange programme only)

參加者 Participants	海外參加者人數 No. of overseas participants	工作人員/義工人數 No. of staff members/volunteers
Age 15-29 歲 <sup>#</sup>		
Age over 29 歲以上 <sup>#</sup>		

9. 夾附詳細行程、內容、住宿及交通安排 是 Yes  否 No   
Detailed itinerary, content, accommodation and transport arrangements attached

10. 保險、緊急事故應變安排<sup>‡</sup>  
Details of insurance and contingency arrangements in case of emergencies \_\_\_\_\_  
(請於下文「活動預算支出」列明開支 Please specify the budget under "Estimated Expenditure" provided below)

11. 啟程前準備及回程後的檢討及評估成效的方法  
Details of pre-tour preparation and methods of post-tour review and evaluation \_\_\_\_\_

(請於下文「活動預算支出」列明開支 Please specify the budget under "Estimated Expenditure" provided below)

12. 在本港舉行的簡介會或/及分享會等  
Briefing(s) and/or sharing session(s) to be held in Hong Kong 是 Yes  否 No

(請於下文「活動預算支出」列明開支 Please specify the budget under "Estimated Expenditure" provided below)

<sup>@</sup> 「一帶一路」國家請參考附件一 Please refer to Annex 1 for the list of Belt and Road countries.

\* 申請機構需於申請時交上意向書 The applicant organisation is required to submit the letter of intent with its application.

<sup>^</sup> 受資助的參加者人數，每團以 10 至 30 人為限，超過 29 歲非合資格參與者亦只可佔交流團總數不多於 10%；

The number of participants receiving funding support shall be limited to 10 to 30 people per tour and the number of non-eligible participants aged over 29 can make up no more than 10% of the total number of participants in an exchange tour.

<sup>#</sup> 以活動首日計算；只資助 15 至 29 歲參加者 As at the first date of the activity; funding support applies only to participants aged between 15 and 29.

活動預算支出 Estimated Expenditure				
支出項目 Expenditure item	單價 (港元) Daily cost (HK\$)	數量 No. of units/ No. of days	數額 (港元) Amount (HK\$)	擬向委員會 申請的資助額(港元) Proposed amount of funding to be sought from the Committee (HK\$)
總額 Total :				

其他收入詳情 Details of other income		
收入／申請機構自行分擔的費用，以及由其他來源獲得的贊助 <sup>†</sup> Income / Contribution from Applicant(s) and Sponsorship from other sources	數額(港元) Amount (HK\$)	備註 Remarks
向參加者收取的費用 Fees to be collected from participants (港元\$ _____ x _____ 人 HK\$ _____ x _____ persons)		
申請團體自行承擔的開支 Expenditure to be borne by the applicant organisation		
贊助/捐款(請列出贊助機構) Sponsorship/Donations(Please specify name of sponsor)		
其他 Others		
總額 Total :		

## 丙部 – 其他資料 Section C – Other Information

1. 宣傳計劃  
Publicity plan \_\_\_\_\_  
(請於乙部列明支出  
Please specify the expenditure in section B) \_\_\_\_\_
2. 挑選參加者的方法及準則  
Methods and criteria for \_\_\_\_\_  
selecting participants \_\_\_\_\_
3. 活動的工作人員數目及工作分配  
Number of staff members involved in the \_\_\_\_\_  
activity and distribution of duties \_\_\_\_\_
4. 活動成效評估方法  
Method of assessing the effectiveness of the activity \_\_\_\_\_

<sup>†</sup> 申請團體必須自行從機構內/或從其他途徑獲取的非政府的資助及其他贊助/或向參加者收取費用，以承擔活動計劃總支出最少三分之一。活動計劃不可涉及任何形式的政府資助包括但不限於政府部門支付申請團體的恒常經費。  
The applicant organisation is required to meet at a minimum of one-third of the total expenditure of the project by making use of its in-house funding, non-government funding and other sponsorship from other sources or fees collected from participants. **The proposed project must not involve any form of government sponsorship (including but not limited to recurrent cost paid by the government).**

5. 過去三年交流活動的經驗  
Experience in organising exchange activities in the  
past three years \_\_\_\_\_  
(必須附上有關證明文件(在 3 頁以內), 並請註明  
這些活動是否曾獲本委員會贊助)  
Please attach supporting document (within 3 pages) and state  
whether these activities were supported by the CPCE \_\_\_\_\_

6. 其他相關資料  
Other relevant information \_\_\_\_\_

註: 申請團體在提交申請時應考慮各種因素(包括安全方面的問題)而決定進行交流活動的國家。申請團體在擬定交流團行程時務必留意交流團參加者的人身安全及仔細考慮擬前往有關國家的風險, 並須注意政府部門發出的外遊警示或旅遊提示, 及必須購買合適的旅遊保險。由於列於外遊警示的國家名單會不時更新, 申請團體在計劃及推行有關交流團時須注意政府部門所發出最新的外遊警示。

Note: When submitting an application, the organisations should decide which country they wish to carry out exchange activities according to various circumstances, including safety aspect. The applicant organisations should take heed of travel advice given by government bureaux and departments in planning their trip and pay attention to the participants' personal safety and access the risk of the country they wish to visit carefully. Organisers should take out appropriate travel insurance for their exchange activity. As countries included in the Outbound Travel Alert will be updated from time to time, the applicant organisations shall keep in view the latest Alert when planning and executing the exchange programme.

## 丁部 – 聲明 Section D – Declaration

- 所有申請資助的活動均屬非牟利性質, 且並非為個人或團體作政治、宗教或商業宣傳, 或作為團體的籌款活動。  
All activities seeking funding support are non-profit-making and will not be used for political, religious or commercial purposes for any individuals or organisations, or raising funds for the organisation concerned.
- 所申請資助的活動, 包括交流後的分享會及推廣活動, 將於 2017 年 6 月至 2018 年 5 月期間舉行及完成。  
The proposed activities seeking funding support, including the post-tour experience sharing and promotion activities, will be held and completed during the period from June 2017 to May 2018.
- 本活動計劃並沒有同時向其他政府機構申請撥款。  
The project does not receive any funding support from other government organisations.
- 本團體明白並同意遵守本資助計劃章程內所列的條款。如獲委員會資助, 本團體會遵守資助計劃「使用撥款守則」內訂明的各項規定。本團體同意本申請表格所載的資料及其後提交的資料(包括所有的附錄、附件、補充資料和修訂)可供使用或披露, 以作公布及宣傳用途。  
We understand and agree to abide by the terms and conditions of this Scheme. We will comply with all the requirements laid down in the “Guidelines on the Use of Funding” under the Scheme should we be awarded the grant by the Committee. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be used or disclosed for public announcement and publicity.

團體負責人 Person-in-charge of the Organisation\*  
(負責監管活動計劃 Responsible for monitoring the project)

姓名 Name  先生 Mr.  
 女士 Ms.

職位 Post \_\_\_\_\_

團體地址  
Address of the  
organisation \_\_\_\_\_

簽署 Signature \_\_\_\_\_

日期 Date \_\_\_\_\_

活動計劃負責人 Person-in-charge of the Project\*  
(負責推行活動計劃 Responsible for implementing the project)

姓名 Name  先生 Mr.  
 女士 Ms.

職位 Post \_\_\_\_\_

聯絡電話 Tel. No. \_\_\_\_\_

傳真號碼 Fax No. \_\_\_\_\_

電郵地址 Email Address \_\_\_\_\_

簽署 Signature \_\_\_\_\_

團體印章

Official Seal \_\_\_\_\_

\*不能同時擔任團體負責人及活動計劃負責人

**Person-in-charge of the Organisation and Person-in-charge of the Project must not be the same person.**

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

註: 申請人提供的個人資料只作處理本申請之用。

Note: Personal data provided by the applicant will be used for processing this application only.