

**Funding & Sponsorship Application Form** 撥款及資助申請表**Part I. Applicant Data** 申請人資料

<b>A. Details of the applicant organisation</b> 申請機構詳情			
Name of organisation 機構名稱	(Eng)	(中文)	
Registered Address 登記地址			
Organisation Website 機構網址		B R No. 商業登記號碼	
Telephone 電話		Fax 傳真	
Contact Person 聯絡人姓名	(Mr/Ms)	E-mail 電郵地址	
Contact Phone No. 聯絡人電話		Fax 傳真	
<b>B. Profile</b> 簡介			
Status 法定地位	<input type="checkbox"/> international 國際機構	<input type="checkbox"/> local 本地機構	Year of Establishment 成立年份 _____
Category 類別	<input type="checkbox"/> governmental / public 政府 / 公共機構	<input type="checkbox"/> university / educational 大學 / 教育機構	<input type="checkbox"/> religious 宗教
	<input type="checkbox"/> non-profit making 非牟利機構	<input type="checkbox"/> other 其他 _____	
Service Nature 服務性質	<input type="checkbox"/> community service 公共服務	<input type="checkbox"/> education / training 教育 / 培訓	<input type="checkbox"/> culture 文化事務
	<input type="checkbox"/> medical / health 醫護 / 健康	<input type="checkbox"/> recreation 康樂	<input type="checkbox"/> other 其他
Please give a short description of your organisation (regular activities, member, etc.): 請簡述 貴機構之工作及服務 (包括主要活動及會員等)			
Has your organisation already received any major grants / sponsorship from others? 貴機構是否已獲其他機構之主要撥款 / 贊助 ?			
<input type="checkbox"/> No 沒有			
<input type="checkbox"/> Yes (please specify) 有 (請詳列) _____			

## Part II. Funding / Sponsoring Descriptions 撥款 / 贊助項目

<input type="checkbox"/> Funding * 要求撥款:* Use of Funds: 款項用途	Amount 撥款總額 _____	<input type="checkbox"/> One Time 一次過收取	<input type="checkbox"/> Recurring 長期資助
<input type="checkbox"/> Sponsorship (in kind) 要求物資贊助 Use of Items 物品用途	Items / quantity 物資 / 數量 _____	<input type="checkbox"/> One Time 一次過收取	<input type="checkbox"/> Recurring 週期性收取

\* Please also complete Appendix I in submitting your application. 遞交申請前，請一併填妥附錄一。

## Part III. Declaration and Signature 聲明及簽名

We, the undersigned, certify that all information contained in this application is certified truthful and accurate and that no relevant information has been withheld. We also agree to be bound by the terms and conditions of the application as set out below. 本機構茲證明於本申請表提供之所有資料正確無誤，所有相關資料均已呈報。本機構亦同意遵守下列之申請條款，並由下列授權人士簽名作實。

<b>Name of applicant organisation 申請機構名稱</b>	
Name 名稱	_____
<b>Authorised representative of the applicant 申請機構授權代表</b>	
Name (in capital letters) 姓名 (請以正楷填寫)	_____
Position Held 職位	_____
Date 日期	_____
	Signature (with Company Chop) 簽名 (及公司蓋印)

### Application Procedures 申請程序

- To apply, please complete the application form and return, together with Business Registration copies (or equivalent organisation certificates) and relevant supporting documents, **by mail** to "A Better Tomorrow Limited (Attn: Funding Management Committee)" at 7/F, No. 1 Ning Foo Street, Chaiwan, Hong Kong. 申請者請填妥申請表，連同有效之商業登記證副本 (或有效之機構證明) 及其他相關文件，寄回香港柴灣寧富街1號7/F『更好明天有限公司』資助管理委員會收。
- Under normal circumstances, applicants will be notified of the result in 8 weeks after application submitted. 審批結果一般於收到申請後8星期內回覆申請者。
- For Enquiries, please call (852) 2896 0678. 如有查詢，請致電 (852) 2896 0678。

### Terms and conditions of Application 申請條款及細則:

- Applicants may need to submit supplementary information for evaluation. All submitted information will not be returned to the applicant, whether the application is successful or not. 審批期間，申請者或須提交其他相關補充資料，無論申請成功與否，所有資料概不發還。
- The Funding Management Committee reserves all rights to reject any application at its discretion. 資助管理委員會保留拒絕任何申請之權利而毋須作出任何解釋。
- Applicants should provide true and accurate information in their application. We will terminate the respective sponsor if any successful applicant is found providing invalid information for evaluation, and, in which case, we reserve all rights to recover all the monies previously paid for the funding or sponsorship. 申請機構提供之一切資料須正確無誤，本公司如發現申請者因提供失實資料而獲得撥款或資助，會即時終止有關資助，並有權向其追討已提供之資助金額。
- Successful applicants shall not initiate to change the use of funds / sponsorship without our prior written consent. Otherwise, we may proceed to recover the sum from respective people or organisation. 申請者如獲本公司批出撥款或資助，不得擅自更改有關款項或資助之用途，否則本公司有權向有關人士或機構追討。
- Upon the recommendation of our Funding Management Committee, we may terminate the funding / sponsorship for those under the recurring funding or sponsorship programme by providing one month's written notice at our discretion. 所有獲本公司批出長期撥款或資助之機構或人士，本公司可按資助管理委員會建議給予1個月書面通知後終止對其撥款或資助而毋須作出任何解釋。
- Applicants' organisational details or personal data are collected for application evaluation. If necessary, such information may be disclosed to the Government, statutory or professional bodies. 本公司須收集申請者之個人或公司資料作審查批核用途，如有需要，本公司可能會向政府、法定或專業機構透露有關資料。
- We reserve the right to quote individual application or sponsorship / funding exercise, including the Applicant's case, in our annual reports or other publicity materials. We may also consolidate different cases for announcing statistical information to the public. 本公司有權透過其年報或其他公開資料向外界公佈個別申請及資助個案 (包括申請人之個案)，或集結不同個案公佈統計資料。

## Appendix I. Project summary for the application 申請撥款項目撮要

Applicant's identity: 申請機構身份	<input type="checkbox"/> host organisation 主辦機構	<input type="checkbox"/> coordinating organisation 協辦機構
<b>Project partners (if any) 項目合作伙伴 (如有)</b>		
Please indicate the name of each partner involved in this project (if any). 請列明各合作機構之名稱 (如有):		
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div>		
<b>Title of your project 項目名稱</b>		
<b>Type of project 類別及性質</b>		
Please give a brief description of the project (objectives, project scale and number of participants, etc.): 請簡述上列項目之相關資料 (包括舉辦目的, 項目規模及參加人數等):		
<b>Duration of project 項目籌辦及舉辦時間</b>		
Please state the duration of the project from preparation to evaluation and also the start and end dates of the actual activities. 請提供完成整個項目所需之時間 (由籌備至檢討完成) 以及 舉行活動之實際時間:		
The project starts : 項目開始日期: _____ / ____ / ____	The project ends : 項目完結日期: _____ / ____ / ____	
The activity starts : 活動開始日期: _____ / ____ / ____	The activity ends : 活動完結日期: _____ / ____ / ____	
<b>Person in charge of the project (contact person) 項目負責人 (聯絡人)</b>		
Name 姓名 (Mr/Ms) _____	(中文) Email _____	
Position/function 職位 _____	Telephone 聯絡電話 _____	
	Fax 傳真 _____	

**Notes 備註:**

- Please provide a detailed budget on the income and expenditures for the project(s) involved for our reference. 請為有關項目提供詳細預算,列明各收入及支出項目以供參考。
- For successful applications, the applicant organization has to submit a copy of the evaluation report for our record within 1 month after the project ends. 若申請機構成功獲得撥款資助,申請人須於項目完結後 1 個月內提供檢討報告副本以供本公司存檔。