



禁毒基金二零二零年度一般撥款計劃 Beat Drugs Fund 2020 Funding Exercise Regular Funding Scheme

申請表 APPLICATION FORM

申請禁毒基金二零二零年度一般撥款計劃遞交文件清單 Checklist of Documents to be Submitted for Application for the 2020 Funding Exercise of the Beat Drugs Fund Regular Funding Scheme

| 項目 Item | 文件 Documents | 格式 Format | 遞交方式 Means of Submission | 截止遞交期限 Deadline of submission |
|------------|--|------------------------------------|---|--|
| 1 | 申請表 Application form | MS Word | 以 <u>一個電郵發送項目1至3</u> 至禁毒基金會秘書處 (bdf@sb.gov.hk)。 | 二零二零年九月二十三日 (星期三)下午六時或之前 By 6:00 p.m. on 23 September 2020 (Wednesday) |
| 2 | 已獲機構負責人簽署的聲明掃描版本 Scanned version of statement signed by the officer-in-charge | PDF或 JPEG PDF or JPEG | 該電郵的大小必須在 20MB 以內。如有關資料(例如圖片)的檔案太大,申請人/機構應使用電腦軟件將資料壓縮,例如將圖片像素降低。 | |
| 3 | 其他附加資料 Other supporting information | PDF或 JPEG PDF or JPEG | <p>電郵的標題應如下:「2020年一般撥款計劃申請:[申請人/機構名稱][計劃名稱]」。</p> <p>申請人如提交多於一份申請,應<u>就每份申請發送一個電郵</u>。</p> <p>Submit Items 1 to 3 in one email to the Beat Drugs Fund Association Secretariat (bdf@sb.gov.hk).</p> <p>The size of the email must be within 20 MB. If the file size of the relevant materials (e.g. photos) is too large, applicants should use computer software to compress it, such as reducing the resolution of the photos.</p> <p>The subject of the email should read: "2020 Funding Exercise: [Name of the applicant] [Name of Project]".</p> <p>Applicants who submit more than one application should send one email for each application.</p> | |

| 項目 Item | 文件 Documents | 格式 Format | 遞交方式 Means of Submission | 截止遞交期限 Deadline of submission |
|------------|--|--------------------------|---|---|
| 4 | 項目1至3的六份 打印本 Six printed copies of Items 1 to 3 | 打印本 Printed copies | 郵寄或速遞至禁毒基金會（香港金鐘道66號金鐘道政府合署高座30樓保安局禁毒處轉交） Submitted by mail or courier to the office of BDFA (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) | 二零二零年九月三十日（星期三）下午六時或之前 By 6:00 p.m. on 30 September 2020 (Wednesday) |

項目名稱 Project Title

1.中文 Chinese:

英文 English:

項目撮要 Project Summary / Abstract

中英文各不多於500字。請依照以下指引填寫此撮要。

請參考保安局禁毒處網頁(www.nd.gov.hk/tc/beat_drug_fund_2020.htm)提供的例子。

Maximum 500 words for each language. Please follow the guidance notes below.

Please refer to the examples available on the website of the Narcotics Division, Security Bureau (www.nd.gov.hk/en/beat_drug_fund_2020.htm).

2.中文 Chinese:

(___ 字)

英文 English:

(___ words)

填寫指引：撮要應包括以下問題的回應：

- (1) 此項目的主要目的為何？
- (2) 誰會從此項目得益？受惠的人數有多少？
- (3) 項目如何減低吸毒的風險及／或減少受惠者吸毒的份量以最終達至戒毒？
- (4) 項目的主要活動包括甚麼？
- (5) 項目的預期達成的結果為何？指出與此項目相關的優先考慮項目。
- (6) 此項目將維持多久？
- (7) 你認為此項目還有其他重要的特色嗎？請概述。

Guidance Notes: the following questions should be answered in the summary:

- (1) What is the main purpose of this project?
- (2) Who will benefit from the project? How many of them will be benefited?
- (3) How can the project reduce the risk of drug abuse and/or drug use to achieve ultimate abstinence among the beneficiaries?
- (4) What are the main activities of the project?
- (5) What is the expected achievement of the project (outcome)? Highlight the funding priority area(s) this project is pertinent to.
- (6) How long will the project last?
- (7) Is there other important feature of the project which you consider important? Please outline.

填寫指引 Submission guidelines

- 申請人／機構務必填寫申請表的各部分。禁毒基金會可能因申請人未能提供某些資料而無法處理申請。本會沒有義務就不完整的申請要求進一步資料。

It is very important to complete every part of this application form. Beat Drugs Fund Association may not be able to process an application that fails to provide full information. The Association is not obliged to request further information for incomplete applications.

- 可用中文或英文填寫。This form can be completed in either Chinese or English.
- 填寫申請表時務請參閱《禁毒基金一般撥款計劃 – 二零二零年度撥款計劃指引》。填妥的申請表請以**MS Word 格式**儲存（請以〔機構名稱 – 由機構就該申請編配的號碼（如“XX大學1”、“XX大學2”。。。）的檔案名稱儲存），連同已獲機構負責人簽署的聲明掃描版本及**所有**其他附加資料的電子版本（以PDF或JPEG格式儲存），以一個電郵於二零二零年九月二十三日（星期三）下午六時或之前發送至禁毒基金會秘書處(bdf@sb.gov.hk)。該電郵的大小必須在20MB以內。如有關資料（例如圖片）的檔案太大，申請人／機構應使用電腦軟件將資料壓縮，例如將圖片像素降低。電郵的標題應如下：「2020年一般撥款計劃申請：[申請人／機構名稱][計劃名稱]」。申請人如提交多於一份申請，應就每份申請發送一個電郵。**逾期或資料不足的申請，將不獲進一步處理。**

This form should be completed with reference to “Guide to Beat Drugs Fund Regular Funding Scheme - 2020 Funding Exercise”. All applicants are required to submit an electronic version of the completed Application Form (in **MS Word format**, file name should be saved in the format [name of organisation – number assigned by the organisation to the application (e.g. “XX University1”, “XX University2”...)]), together with the scanned version of statement signed by the officer-in-charge and soft copy of **all** other supporting information (in PDF or JPEG format), to BDFA Secretariat via one email (bdf@sb.gov.hk) **by 6:00 p.m. on 23 September 2020 (Wednesday)**. The size of the email must be within 20MB. If the file size of the relevant materials (e.g. photos) is too large, applicants should use computer software to compress it, such as reducing the resolution of the photos. The subject of the email should read: "2020 Funding Exercise: [Name of the applicant] [Name of Project]". Applicants who submit more than one application should send one email for each application. **Late applications or applications with incomplete information will not be further processed.**

- 此外，請於二零二零年九月三十日（星期三）下午六時或之前將填妥的紙本申請表、機構負責人簽署的聲明掃描版本及其他附加資料副本（**共六份打印本**）郵寄或速遞至禁毒基金會（香港金鐘道66號金鐘道政府合署高座30樓保安局禁毒處轉交）。請確保以電郵遞交的申請表及紙本申請表的內容一致。如兩者內容不一致，**禁毒基**

金會將以電郵遞交的版本為準處理其申請，並可能要求申請人／機構再次遞交紙本申請表。

In addition, **six printed copies** of the Application Form, signed statement and the other supporting information should be sent to the office of BDFA (30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong) by mail or courier **by 6:00 p.m. on 30 September 2020 (Wednesday)**. Applicants should ensure that the contents of documents submitted by email and all of their hard copies are identical. If there is any discrepancy in the content of the two versions, **the BDFA Secretariat will process the application based on the version submitted by email, and may require the applicant to re-submit the hard copies.**

- 已提交的資料將不會發還。 Submitted documents will not be returned.

A部 Part A 項目資料 Project information

| | | |
|--|--|--|
| I. 項目種類 Project type | | |
| 3. <input type="checkbox"/> 項目延續 Continuation of project (現時之項目檔號 Existing project. no: _____) | | |
| <input type="checkbox"/> 新申請項目 New project | | |
| II. 申請書類別 Category of proposal | | |
| 4. 項目的主要性質 (只選一項) Primary nature of the project (choose one only) | 5. 項目的次要性質 (如適用; 可選多項) Secondary nature of the project (if applicable; choose all that apply) | |
| <input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity | <input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity | |
| <input type="checkbox"/> 戒毒治療和康復* Treatment & Rehabilitation* | <input type="checkbox"/> 戒毒治療和康復* Treatment & Rehabilitation* | |
| <input type="checkbox"/> 研究 Research# | <input type="checkbox"/> 研究 Research# | |
| * 若項目以協助參加者戒毒 (或減少吸食毒品以最終達至戒毒) 為目標, 申請人/機構應提交成功戒毒比率 (或吸毒頻次數據) 作評估指標。 If the project's objective is to help participants quit drugs (or reduce drug use to achieve ultimate abstinence), the applicant should provide quit rate (or drug use frequency data) as performance indicator. | | |
| # 若申請包含研究性質, 申請人/機構應填寫申請表的B部。 Part E of this application form should be completed if the proposal contains a research component. | | |
| III. 地區 District (可選多項 Choose all that apply) | | |
| 6. <input type="checkbox"/> 全港性 Territory-wide | | |
| <input type="checkbox"/> 地區性, 請註明地區 District-based, please specify: | | |
| IV. 建議推行日期: Proposed date of implementation: | 7. 由 _____ / _____ (月 month) (年 year) | 8. 至 _____ / _____ (月 month) (年 year) |
| V. 推行年期: Project duration: | 9. _____ 年 year(s) _____ 月 month(s) | |

B部 Part B 申請人/機構資料 Applicant's information

| | | | |
|--|---------------------|----------------|--|
| I. 申請人/機構 Applicant/Organisation | | | |
| 10. 機構名稱 Name of Organisation | | | |
| 11. 地址 Address | 12. 電話號碼 Tel No. | | |
| | 13. 傳真號碼 Fax No. | | |
| 14. 電郵地址 Email Address | | | |
| 主管姓名 (如行政總監、總幹事、主席等) Name of officer in-charge (i.e. Chief Executive, Director, Chairman, etc.) | | | |
| 15. 姓名 Name | | 16. 職銜 Post | |

| | | | |
|---|--|---------------------|--|
| II. 聯絡人資料 Information of coordinator | | | |
| 項目聯絡人姓名 (如與主管不同) Name of Project coordinator (if different from the officer in-charge) | | | |
| 17. 姓名 Name | | 18. 職銜 Post | |
| 19. 地址 Address | | 20. 電話號碼 Tel No. | |
| | | 21. 傳真號碼 Fax No. | |
| 22. 電郵地址 Email Address | | | |

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|--|---------------------------|--|--------------------------|
| III. 申請禁毒基金的紀錄 Record of Beat Drugs Fund application | | | |
| 請列出以往四年內申請之項目名稱 (不論成功與否) Please list the project title(s) of previous application(s) for Beat Drugs Fund in the past four years (whether successful or not) | | | |
| 獲基金核准的申請 Application accepted by Beat Drugs Fund | | 不獲基金核准的申請 Application rejected by Beat Drugs Fund | |
| 23. 年份 Year | 24. 申請項目名稱 Project Title. | 25. 年份 Year | 26. 申請項目名稱 Project Title |
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| 過往四年內之申請總數 Total no. of previous applications in past 4 years | | | |

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| IV. 申請人/機構背景 Background information of applicant | | | |
| (a) 如屬機構，請註明 For applicant organisation, please state – | | | |
| 27. 機構根據下列條例註冊 * The applicant is registered under * | | 28. 註冊年份 Year of Registration | |
| 29. 是否《稅務條例》第88條所指的慈善機構 – Whether the applicant is a charitable organisation for the purpose of section 88 of the Inland Revenue Ordinance – | <input type="checkbox"/> 是 (請提供稅務局發出的IR表格第302號) Yes (please provide Form 302 issued by the Inland Revenue Department) <input type="checkbox"/> 否 No | | |
| (b) 如屬個人，請提供附屬機構支持項目的證明文件。 For individual applicants, please attach documentary evidence showing that support from affiliated organisations has been obtained. | | | |
| * 註冊條例: (a) 《社團條例》; (b) 《公司條例》; (c) 其他 (請註明) * Ordinance: (a) Societies Ordinance; (b) Companies Ordinance, (c) Others (please specify) | | | |

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| V. 機構背景 Background of the organisation 例如宗旨、歷史、經費來源、主要從事的業務或服務、其他與項目有關的特點或專業背景等 Such as mission, history, source of income, core activities, any unique features or relevant expertise |
| 30. |

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| VI. 申請機構從事禁毒工作的經驗 Applicant's experience in prevention and treatment of drug abuse 請列出以往的相關項目（最多五項） Please list relevant activities (max 5 items) | | |
| 31. 項目名稱及活動簡介 Project name and summary of activities | 32. 對象 Target population | 33. 推行時期 Date of activity |
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| VII. 戒毒治療及康復中心入住情況（如適用） Intake information of Drug Treatment and Rehabilitation Centre(s)(if applicable) 如項目擬為戒毒治療及康復中心內的康復者提供服務，請列出中心過去六個月的入住情況* If the project is to provide service to rehabilitees staying in drug treatment and rehabilitation centre(s), please list intake information of the centre(s) for the past six months* | |
| 34. 中心名稱 Name of Centre _____ 名額 Capacity _____ | |
| 35. 新入住人數（該月總數）： Total number of new admission(s) in the month: | 36. 中心住宿人數（截至該月份的第一天）： Number of rehabilitees in the centre (as at the first day of the month): |
| 二零二零年二月 February 2020 | 二零二零年二月 February 2020 |
| 二零二零年三月 March 2020 | 二零二零年三月 March 2020 |
| 二零二零年四月 April 2020 | 二零二零年四月 April 2020 |
| 二零二零年五月 May 2020 | 二零二零年五月 May 2020 |
| 二零二零年六月 June 2020 | 二零二零年六月 June 2020 |
| 二零二零年七月 July 2020 | 二零二零年七月 July 2020 |
| * 如項目涉及多於一所戒毒治療及康復中心，請另紙列出資料 Use separate sheets if more than one drug treatment and rehabilitation centre is involved | |

| VIII. 參考文件，如適用 Supplementary document(s), if applicable |
|--|
| 37. <input type="checkbox"/> 推薦信（以證明申請人的能力及／或信譽） Letter of Reference (on the capacity and/or credibility of the applicant) |
| 38. <input type="checkbox"/> 獲有關機構批准執行此項目的書函 Approval letter from respective authority for the implementation of the proposed project |
| 39. <input type="checkbox"/> 獲轉介機構書面支持此項目的證明 Written proof of support from referring organisation |
| 40. <input type="checkbox"/> 非禁毒基金常用的評估問卷 Evaluation Question Sets not commonly used by the Beat Drugs Fund |
| 41. <input type="checkbox"/> 其他，請註明： Others, please specify: |

| IX. 總申請金額 Total amount applied‡ | | |
|---------------------------------|--|------------------------|
| 項目名稱 Project title | | 申請金額 Amount applied |
| 42. 項目一 Project 1 : | | \$ |
| 43. 項目二 Project 2 : | | \$ |
| 44. 項目三 Project 3 : | | \$ |
| 45. 總計 Total : | | \$ |

‡:如在本年度提出超過一項申請，請列出各個項目的申請金額。申請人／機構無須為申請排列優先次序。如申請人／機構屬母機構轄下的分會／分區組織或專上學院部門包括其教職員，此項應由母機構／學院院長填寫。
For applicant who submits more than one application in this funding exercise, please list the amounts applied for all applications. It is not required to list the applications in order of priority. If the applicant is a branch/ district organisation under a mother organisation or department, including faculty member of a tertiary institution, this item should be filled in by the mother organisation/ dean of faculty of the tertiary institution.

C部 Part C 目標受惠社群 Target beneficiary groups

| I. 受惠社群 Beneficiary Groups (可選多項 Choose all that apply) | |
|---|---|
| 46. 類別 如受惠人同時屬於多個類別，請選擇一個最主要的身份，以避免重複計算受惠人數。 Categories If beneficiary belongs to more than one of the categories below, please choose the most prominent one to avoid multiple counting. | 47. 直接受惠人數 No. of Direct Beneficiary Head count |
| A. <input type="checkbox"/> 小學生 Primary school student | 人數 Head count: _____ |
| B. <input type="checkbox"/> 中學生 Secondary school student | 人數 Head count: _____ |
| C. <input type="checkbox"/> 大專院校學生 Tertiary school student | 人數 Head count: _____ |
| D. <input type="checkbox"/> 非高危青年 General youth | 人數 Head count: _____ |
| E. <input type="checkbox"/> 非在學年輕成年人 Young adult outside school network | 人數 Head count: _____ |
| F. <input type="checkbox"/> 其他高危群組，請界定： Other High-risk group, please define: | 人數 Head count: _____ |

| | |
|---|----------------|
| G. <input type="checkbox"/> 染上毒癮人士 Drug dependent person | 人數 Head count: |
| H. <input type="checkbox"/> 吸毒者家人 Family members of drug abusers | 人數 Head count: |
| I. <input type="checkbox"/> 康復中人士 Rehabilitee | 人數 Head count: |
| J. <input type="checkbox"/> 父母 Parent | 人數 Head count: |
| K. <input type="checkbox"/> 少數族裔，請界定：..... Ethnic minority, please define: | 人數 Head count: |
| L. <input type="checkbox"/> 一般公眾 General public | 人數 Head count: |
| M. <input type="checkbox"/> 教師 Teacher | 人數 Head count: |
| N. <input type="checkbox"/> 社工 Social worker | 人數 Head count: |
| O. <input type="checkbox"/> 社工及教師以外之專業人士，請註明： Professional, excluding social worker and teacher, please specify:..... | 人數 Head count: |
| P. <input type="checkbox"/> 其他，請註明： Others, please specify: | 人數 Head count: |
| 48. 總數 Total | 人數 Head count: |
| <p>註：如項目獲批准執行，申請人／機構需負責提供服務予在此訂明的受惠人數。如計劃的受惠社群身處香港境外，請在上述47.直接受惠人數的相關方格中註明其人數。受惠社群及預計參加人數應與D部(III)所述的人數符合。</p> <p>Note: The applicant will be responsible to deliver service to the number of people specified here, if the project is approved. If there would be any beneficiary groups which are outside Hong Kong, the relevant numbers of beneficiaries should be indicated in the respective boxes under 47. No. of Direct Beneficiary Head count. Beneficiary type and no. of participants should tally with those stated in Part D (III).</p> | |

| II. 招募參加者 / 受惠者的方法 Plans for recruiting participants / beneficiaries 請按 <u>主要</u> 受惠者類別列出相關的招募方法 Please list relevant recruitment method according to the <u>main</u> beneficiary categories | | |
|---|--------------------------------|---|
| 49. 主要類別 Main Categories | 50. 招募方法 Recruitment Method | 51. 是否獲相關的轉介機構支持 (是 / 否) * Already obtained support from relevant referring organisation (Yes / No)* |
| | | |
| | | |
| | | |
| | | |
| * 請列明轉介機構及提交證明該機構支持此項目的信件 Please specify the referring organisation and attach written agreement from it. | | |

D部 Part D 項目的詳細內容 (適用於非研究項目) Details of project (For non-research projects)

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|--|
| <p>I. 目標 Objectives</p> <p>請列出最少兩個目標 (指項目完成時因執行活動所達致的改變。目標應該是具體、可以被量度、可實現及與禁毒相關的)，申請人須能把這些目標轉換成具體及可以被量化的指標，以便監察和評估。請參考保安局禁毒處網頁 (www.nd.gov.hk/tc/beat_drug_fund_2020.htm) 提供的例子。</p> <p>List at least two objectives (indicate the change you want to achieve by the end of the project as a result of the activities undertaken. An objective should be specific, measurable, achievable and relevant to anti-drug purposes). The Applicant should convert the stated objectives into specific and quantifiable indicators for monitoring and evaluation. Please refer to the examples available on the website of the Narcotics Division, Security Bureau (www.nd.gov.hk/en/beat_drug_fund_2020.htm).</p> |
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52.

II. 項目詳情 Project description

請於此部分提供項目概要，包括背景、綱要、活動簡介等。請填寫D部(III) 提供「活動詳情」。請說明若項目在冠狀病毒病疫情期間推行（如情況適用）的應變計劃。

Provide a project summary, including background, outline, brief introduction to project activities, etc. Please indicate “Details of Activity” in Part D(III). Please include the contingency plan for implementing the project amid COVID-19 where applicable.

53.

請提交不多於7頁的項目概要，並連同此申請表一併以電郵遞交。

Please provide project summary in a maximum of 7 pages and submit together with this application form by email.

III. 活動詳情 Details of activity

請於此部分提供項目內所有活動的詳情。請說明一旦有關活動受冠狀病毒病疫情影響，會改以何種模式推行（如情況適用）。

Applicant should provide a summary table of all activities in the project in this part. Please state the alternative modes of delivering the activities, where applicable, in case the activities concerned are affected by COVID-19.

| 54. 活動 Activity | 55. 內容 Content | 56. 受惠人數及 社群^ No. of Participants and Target Beneficiary^ | 57. No. of Times/ Sessions 舉辦次數 ／節數 | 58. 預計服務指標@ Anticipated No. of Service Output@ |
|---|--|--|--|--|
| 例： <input checked="" type="checkbox"/> 工作坊 / 講座 / 分享會 e.g. Workshop/ seminar/sharing session | <u>前線戒毒工作者培訓工作坊</u> 10個2小時的培訓工作坊，主題包括：最新毒品知識、輔導吸毒者的理論及技巧、動機式晤談法、認知行為治療法、以及身心語言程式學。 <u>Training workshops for frontline staff from drug abuse treatment programmes</u> 10 sessions of 2-hour training workshop with the following topic: Latest drug knowledge, theory and skills in counselling drug abusers, motivational interviewing, cognitive behavioural therapy and NLP. | 100名前線戒毒工作者 100 Frontline staff from drug abuse treatment programmes | 不少於10節的培訓工作坊 Not less than 10 sessions of training workshop | 招收100名參加者，其中不少於80名參加者完成8節工作坊。 Recruit 100 participants to attend the workshops, among which 80 of them complete 8 sessions of workshop. |

| | | | | |
|--|---|---|---|--|
| <p>例：<input checked="" type="checkbox"/> 職業培訓/ 續顧服務 e.g. Vocational training/ aftercare services</p> | <p>提供3個職業培訓班，分別為烹飪、電腦文書、專業美容，每個不少於30小時。</p> <p>Provide 3 vocational training courses, including cooking, computer application and professional beauty courses. Each course comprises at least 30 hours.</p> | <p>50-60名吸毒者 50-60 drug abusers</p> | <p>共提供不少於 3次培訓 3 courses in total</p> | <p>為50-60名吸毒者提供3個職業培訓班(平均每班參與人數約為17人至20人)，課堂平均出席率達70%或70%(或35-42人)能取得證書。</p> <p>Provide 3 vocational training courses for 50-60 drug abusers (17 to 20 participants per class in average), with an average attendance rate reaching 70% or 70% (or 35-42 participants) receive the training certificate.</p> |
| <p>A. <input type="checkbox"/> 工作坊/講座/ 分享會 Workshop/ seminar/sharing session</p> | | | | |
| <p>B. <input type="checkbox"/> 提供導賞或探訪以介紹戒毒康復計劃 Guided tours or visits to drug rehabilitation programme</p> | | | | |
| <p>C. <input type="checkbox"/> 多媒體活動 Multi-media activity</p> | | | | |
| <p>D. <input type="checkbox"/> 外展服務 Outreaching service</p> | | | | |
| <p>E. <input type="checkbox"/> 專業輔導/心理評估/心理治療 Professional counselling/ psychological assessment/ psycho-therapy</p> | | | | |
| <p>F. <input type="checkbox"/> 醫療評估/醫療服務 Medical assessment / medical treatment service</p> | | | | |
| <p>G. <input type="checkbox"/> 支援服務/互助小組/同行者計劃/義工計劃 Supportive service/mutual support group/ peer programme/ volunteer programme</p> | | | | |

| | | | | |
|--|--|--|--|--|
| H. <input type="checkbox"/> 職業培訓/ 續顧服務 Vocational training/ aftercare services | | | | |
| I. <input type="checkbox"/> 其他，請註 明： Other, please specify: _____ _____ _____ | | | | |

^ 受惠社群及預計參加人數應與C部(I)所述的人數符合。
Beneficiary type and no. of participants should tally with Part C(I).

@ 如申請獲批，申請人／機構需於項目期內完成列舉的活動並達到相關預計服務指標
If the project is approved, the Applicant should complete the listed activities during the project implementation period and attain the anticipated no. of service output.

| IV. 與優先考慮範圍相關項目活動 Project activities related to priority areas | |
|---|--|
| 59. 優先考慮範圍 Priority Areas | 60. 請列出各項能在優先考慮範圍內作出貢獻的活動及其目的 Please list the activities and their objectives that contribute to the following priority areas |
| 戒毒治療及康復 Treatment and Rehabilitation (T&R) | |
| A. 因應最新的吸毒者人口特徵及配合吸毒者不同戒毒需要。吸毒者可包括21至35歲的年輕成年人、女性吸毒者（包括孕婦／母親）、不同種族人士及性小眾。項目可以先導形式推行、採用社區為本或院舍為本的形式，或以住院或外展形式提供治療 Taking into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs. They may include young adults (aged 21 - 35), female drug abusers including pregnant women/mothers, people of diverse race and sexual minorities. The projects could be on a pilot basis, community or residential based, or involve treatment in a hospital setting or in an outreach mode | A. |
| B. 支援吸毒者家人，藉此接觸隱蔽在家的吸毒者，加強吸毒者戒毒和維持斷癮的動機，以及防止跨代吸毒 Supporting family members of drug abusers, which could serve as a means of engaging hidden drug abusers in families, strengthening the motivation of drug abusers to quit drugs and maintain abstinence, as well as preventing inter-generational drug abuse patterns | B. |

| | |
|---|-----------|
| <p>C. 促進／加強各個界別和以不同服務模式運作的機構之間的協作，藉以幫助愈趨複雜的吸食危害精神毒品（尤其是「冰毒」、可卡因及／或大麻）個案的吸毒者戒毒，為他們提供連貫的戒毒治療及康復服務，以達至斷癮。主要參與機構可包括社區為本的服務單位、住院戒毒治療及康復中心、醫療服務機構、執法機關、其他福利服務單位，以及服務特定群組的非政府機構或團體</p> <p>Promoting/Strengthening collaboration among various sectors and service modes to help the increasingly complex psychotropic substance abuse (PSA) cases to quit drug, especially those involving “Ice”, cocaine and/or cannabis abuse, and to facilitate a continuum of T&R services for drug abusers to achieve abstinence. Key players may involve community-based service units, residential drug treatment and rehabilitation centres, medical services, law enforcement agencies, other welfare service units as well as non-governmental organisations or bodies serving specific groups</p> | <p>C.</p> |
| <p>D. 有助及早辨識吸毒者並作出介入，包括但不限於運用朋輩間的滾雪球效應；以及與可能在服務過程中接觸到吸毒者的各方更緊密合作，以便轉介個案，協助吸毒者戒毒</p> <p>Facilitating early identification of drug abusers and intervention, including but not limited to peer snowballing, closer collaboration with parties which may have contact with drug abusers in their services for case referral for drug quitting, etc.</p> | <p>D.</p> |
| <p>E. 加強為成功戒毒人士提供續顧服務（例如戒毒治療後的輔導、職業治療、職業訓練、安排就業機會、職業輔導、師友計劃等），藉以減低復吸的機會，協助他們重投社會</p> <p>Strengthening aftercare services for those who have successfully quitted drugs so as to minimise relapse and facilitate reintegration into society. Examples include counselling at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentorship programmes, etc.</p> | <p>E.</p> |
| <p>F. 為禁毒工作者、醫療專業人員及相關界別／人員提供有系統的培訓或經驗分享平台，使其具備所需的技巧和知識，處理吸食大麻的個案，以及愈趨複雜涉及吸食其他危害精神毒品的個案</p> <p>Providing structured training or platforms for experience sharing among anti-drug workers, medical professionals and related sectors/personnel to equip them with the necessary skills and knowledge of handling cannabis abuse cases and the increasingly complex cases involving other psychotropic substances</p> | <p>F.</p> |

禁毒教育及宣傳

Preventive Education and Publicity (PE&P)

| | |
|---|----|
| <p>G. 加強公眾人士(特別是年輕人和家長,以及高危青少年、專上/大專學生、不同種族人士及/或性小眾等特定群組)認知大麻禍害,尤其是向他們提供有關吸食大麻禍害的正確資訊、糾正相關錯誤觀念,以及協助他們辨識大麻產品</p> <p>Enhancing awareness of drug harms of cannabis, particularly in providing correct information on the harms of cannabis abuse, rectifying mistaken concepts and helping identify cannabis products, among members of the general public especially young people and parents, as well as specific target groups (such as high-risk youth, post-secondary/tertiary students, people of diverse race and/or sexual minorities)</p> | G. |
| <p>H. 提高公眾人士和特定群組(例如高危青少年、專上/大專學生、不同種族人士及/或性小眾)對其他常被吸食毒品(例如「冰毒」及可卡因)禍害的認知,尤其是進行有關毒害的預防教育、推動人們對毒品態度上的轉變,以及鼓勵吸毒者及早求助</p> <p>Enhancing awareness of the harms of other popular drugs, such as “Ice” and cocaine, among members of the general public and specific target groups (such as high-risk youth, post-secondary/tertiary students, people of diverse race and/or sexual minorities), particularly in providing preventive education on drug harms, promoting attitudinal change towards drugs and encouraging early help-seeking</p> | H. |
| <p>I. 以年輕成年人(21至35歲)、學校網絡以外的年輕人、僱主及/或業務經營者為對象,藉以加強他們對吸毒問題的認識;加深他們對常見毒品禍害的了解;協助他們抵抗毒品的引誘;協助辨識隱蔽吸毒者;鼓勵吸毒者及早求助;以及在工作間建立無毒文化</p> <p>Targeting young adults (aged 21 – 35), young persons who fall outside the school network, employers and/or business operators, with a view to enhancing the awareness of the drug problem, improving understanding of the harms of prevalent drugs, developing resilience towards drug temptation, facilitating identification of hidden abusers, encouraging early help-seeking, and establishing a drug-free culture at workplace</p> | I. |

| | |
|--|----|
| <p>J. 提升家庭（特別是有吸毒風險的家庭，例如未成年母親、曾吸毒的父母或家庭成員，或家中有高危青少年）對毒品問題的認識，以及加強家庭成員在預防吸毒、辨識家人染上毒癮、處理吸毒問題和及早求助方面的作用和能力</p> <p>Enhancing the awareness of families, especially at-risk families (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), of the drug problem, and strengthening the role and abilities of family members in preventing drug abuse, identifying drug-abusing family members, handling drug problems and seeking help early</p> | J. |
| <p>K. 令社會人士更加接納戒毒治療及康復服務和設施，以及協助康復者重投社會</p> <p>Promoting community acceptance of T&R services and facilities and reintegration of rehabilitees into society</p> | K. |
| <p>L. 加強公眾了解販毒招致的嚴重後果</p> <p>Enhancing the awareness of the dire consequences of engaging in drug trafficking activities</p> | L. |
| <p>研究 Research</p> | |
| <p>M. 危害精神毒品特性方面的研究，尤其是本港常見的危害精神毒品（例如「冰毒」、可卡因及大麻），以提供更多有關毒禍的資料並尋找適當的治療方法</p> <p>Researches on the characteristics of PSA, particularly on psychotropic substances which have gained prevalence in Hong Kong such as “Ice”, cocaine and cannabis to provide more information about the drug harms and to identify suitable treatment methods</p> | M. |
| <p>N. 不同吸毒者群組（例如女性吸毒者、懷孕吸毒者、在職吸毒者及不同種族的吸毒者）的行為模式方面的研究，例如研究隱蔽吸毒的原因、復吸及其預防方法，以及跨代吸毒的影響</p> <p>Researches on the behavioural patterns (e.g. reasons for hidden drug abuse, relapse and its prevention, and impacts of inter-generational drug abuse) of different groups of drug abusers (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse race)</p> | N. |
| <p>O. 有關收集及分析定性資料方法的研究，補充以定量資料來描述的吸毒情況</p> <p>Researches on the methods of collecting and analysing qualitative information to complement the drug situation in quantitative terms</p> | O. |

V. 時間表和項目的重要階段 Timetable and milestones

請列出個別活動的建議舉行日期和執行時間表，並提出執行項目時可能會遇到的挑戰及導致未能達標的因素，並提出相關的應變計劃。

List the proposed dates for individual activities. Please also highlight any anticipated challenge that may cause underachievement of target and contingency plan.

61.

請另紙填寫，並連同此申請表一併以電郵遞交。

Please use separate sheets and submit together with this application form by email.

VI. 其他資料 Other information

請簡要地提供以下資料

To provide concise information on the following areas:

- a) 項目如何使有助推展禁毒工作
how the project would add value to anti-drug work
- b) 申請人／機構如何就推行項目作準備
how the applicant would make preparations for implementing the project
- c) 申請人／機構推行禁毒工作的經驗
relevant past experience in anti-drug programme
- d) 是否有其他有利申請人／機構推行項目的因素/設施
whether there are other favourable factors or facilities that favour the applicant in implementing the project

62.

VII. 監察和評估的指標 Indicators for monitoring and evaluation

請列出用以監察項目的主要指標（建議成果與成效指標的數目為各四至六項）。請參考保安局禁毒處網頁(www.nd.gov.hk/tc/beat_drug_fund_2020.htm)提供的例子。

Please list the main indicators for monitoring the project (the recommended number of output and outcome indicators should be around 4 to 6 each). Please refer to the examples available on the website of the Narcotics Division, Security Bureau (www.nd.gov.hk/en/beat_drug_fund_2020.htm).

| 成果指標（指出參與主要活動的受惠人數及/或預算服務人次 [^] ） Output Indicators (Indicate the number of beneficiaries who will participate in the key activities and/or anticipated servicing man-times [^]) | | 目標受惠社群 Target beneficiary group |
|--|--|------------------------------------|
| 63. 成果指標一 Output Indicator 1 | | |
| 64. 成果指標二 Output Indicator 2 | | |
| 65. 成果指標三 Output Indicator 3 | | |
| 66. 成果指標四 Output Indicator 4 | | |
| 67. 成果指標五 Output Indicator 5 | | |
| 68. 成果指標六 Output Indicator 6 | | |

[^] 受惠人數及/或預算服務人次應與C部(I)及D部(III)所述符合。

No. of beneficiaries and/or anticipated servicing man-times should tally with Part C(I) and Part D(III).

| 成效指標（指出參加者於項目後的預期改變，指標必須是具體、可量化及可實現的）[@] Outcome Indicators (Indicate the changes that are expected to be found among the beneficiaries, indicators must be <u>specific</u>, <u>measurable</u> and <u>achievable</u>)[@] | 目標受惠社群 Target beneficiary group |
|---|--|
| 69. 成效指標一 Outcome Indicator 1 | |
| 70. 成效指標二 Outcome Indicator 2 | |
| 71. 成效指標三 Outcome Indicator 3 | |
| 72. 成效指標四 Outcome Indicator 4 | |
| 73. 成效指標五 Outcome Indicator 5 | |
| 74. 成效指標六 Outcome Indicator 6 | |
| <p>[@] 若項目以協助參加者戒毒（或減少吸食毒品以最終達至戒毒）為目標，申請人／機構應提交成功戒毒比率（或吸毒頻次數據）作成效指標。 If the project's objective is to help participants quit drugs (or reduce drug use to achieve ultimate abstinence), the applicant should provide quit rate (or drug use frequency data) as outcome indicator.</p> | |

| VIII. 監察和評估機制 Monitoring and evaluation mechanism 請形容如何收集以上指標的資料。請參考保安局禁毒處網頁 (www.nd.gov.hk/tc/beat_drug_fund_2020.htm)提供的例子。 Describe how information on the aforementioned indicators will be collected. Please refer to the examples available on the website of the Narcotics Division, Security Bureau (www.nd.gov.hk/en/beat_drug_fund_2020.htm). | |
|--|--|
| 指標 Indicators | 收集資料方法 Method of data collection |
| 75. 成果指標一 Output Indicator 1 | <input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 Data will be retrieved from participant's enrolment / registration record <input type="checkbox"/> 其他方法，請註明：..... Other means, please specify: |
| 76. 成果指標二 Output Indicator 2 | <input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 Data will be retrieved from participant's enrolment / registration record <input type="checkbox"/> 其他方法，請註明：..... Other means, please specify: |
| 77. 成果指標三 Output Indicator 3 | <input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 Data will be retrieved from participant's enrolment / registration record <input type="checkbox"/> 其他方法，請註明：..... Other means, please specify: |
| 78. 成果指標四 Output Indicator 4 | <input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 Data will be retrieved from participant's enrolment / registration record <input type="checkbox"/> 其他方法，請註明：..... Other means, please specify: |
| 79. 成果指標五 Output Indicator 5 | <input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 Data will be retrieved from participant's enrolment / registration record <input type="checkbox"/> 其他方法，請註明：..... Other means, please specify: |

| | | |
|---|---|--|
| 80. 成果指標六 Output Indicator 6 | <input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 Data will be retrieved from participant's enrolment / registration record <input type="checkbox"/> 其他方法，請註明：..... Other means, please specify: | |
| 收集資料的工具[‡] Tools for data collection[‡] | | 收集資料的時間 Timing for data collection |
| 81. 成效指標一 Outcome Indicator 1 | <input type="checkbox"/> 禁毒基金.....號問卷 BDF Question Set No.: <input type="checkbox"/> 其他問卷，請註明：..... Other tools, please specify: <input type="checkbox"/> 其他方法，請註明：..... Other method, please specify: | <input type="checkbox"/> 前測及後測 Pre-test and Post-test <input type="checkbox"/> 後測 Post-test <input type="checkbox"/> 於第....個月作跟進調查 Follow-up survey or interview at the ...month |
| 82. 成效指標二 Outcome Indicator 2 | <input type="checkbox"/> 禁毒基金.....號問卷 BDF Question Set No.: <input type="checkbox"/> 其他問卷，請註明：..... Other tools, please specify: <input type="checkbox"/> 其他方法，請註明：..... Other method, please specify: | <input type="checkbox"/> 前測及後測 Pre-test and Post-test <input type="checkbox"/> 後測 Post-test <input type="checkbox"/> 於第....個月作跟進調查 Follow-up survey or interview at the ... month |
| 83. 成效指標三 Outcome Indicator 3 | <input type="checkbox"/> 禁毒基金.....號問卷 BDF Question Set No.: <input type="checkbox"/> 其他問卷，請註明：..... Other tools, please specify: <input type="checkbox"/> 其他方法，請註明：..... Other method, please specify: | <input type="checkbox"/> 前測及後測 Pre-test and Post-test <input type="checkbox"/> 後測 Post-test <input type="checkbox"/> 於第....個月作跟進調查 Follow-up survey or interview at the ...month |
| 84. 成效指標四 Outcome Indicator 4 | <input type="checkbox"/> 禁毒基金.....號問卷 BDF Question Set No.: <input type="checkbox"/> 其他問卷，請註明：..... Other tools, please specify: <input type="checkbox"/> 其他方法，請註明：..... Other method, please specify: | <input type="checkbox"/> 前測及後測 Pre-test and Post-test <input type="checkbox"/> 後測 Post-test <input type="checkbox"/> 於第....個月作跟進調查 Follow-up survey or interview at the ...month |
| 85. 成效指標五 Outcome Indicator 5 | <input type="checkbox"/> 禁毒基金.....號問卷 BDF Question Set No.: <input type="checkbox"/> 其他問卷，請註明：..... Other tools, please specify: <input type="checkbox"/> 其他方法，請註明：..... Other method, please specify: | <input type="checkbox"/> 前測及後測 Pre-test and Post-test <input type="checkbox"/> 後測 Post-test <input type="checkbox"/> 於第....個月作跟進調查 Follow-up survey or interview at the ...month |
| 86. 成效指標六 Outcome Indicator 6 | <input type="checkbox"/> 禁毒基金.....號問卷 BDF Question Set No.: <input type="checkbox"/> 其他問卷，請註明：..... Other tools, please specify: <input type="checkbox"/> 其他方法，請註明：..... Other method, please specify: | <input type="checkbox"/> 前測及後測 Pre-test and Post-test <input type="checkbox"/> 後測 Post-test <input type="checkbox"/> 於第....個月作跟進調查 Follow-up survey or interview at the ...month |
| [‡] 請參閱禁毒基金網站 (www.nd.gov.hk/tc/beat_questions_2010R2.htm) 的評估問卷。如申請人/機構提議使用基金網站以外的問卷或評估工具，該問卷或評估工具需與申請書一併提交。 Please refer to the Beat Drugs Fund website (www.nd.gov.hk/en/beat_questions_2010R2.htm) for evaluation question sets. If applicant proposes to use measurement tools other than those listed in the Beat Drugs Fund website, sample of the questionnaire or evaluation tool should be submitted with the application form. | | |

IX. 指標以外的監察和評估機制（可選擇填寫）

Monitoring and evaluation mechanism other than indicators (Optional)

87.

E 部 Part E 項目的詳細內容（適用於研究項目） Details of project (For research projects)

請就研究項目提供建議書。建議書應包括以下資料（如適用）：

Please submit a detailed research proposal, which should include the following information (if applicable):

- a) 背景
Background
- b) 目標
Objectives
- c) 研究方法
Research methodology
- d) 研究對象數目及性質
Number and nature of subjects involved
- e) 研究活動連時間表
Research activities to be conducted and schedule
- f) 主要里程碑及中期成果
Milestones and interim deliverables

88(I).

請另紙填寫，並連同此申請表一併以電郵遞交。
Please use separate sheets and submit together with this application form by email.

88(II). 研究操守／安全許可（適用於由(i)有研究操守委員會的組織或(ii)與有研究操守委員會的組織合作的組織所提交的研究項目）

Research Ethics/Safety Approval (For research proposals submitted by (i) organisations with research ethics committee, or by (ii) organisations in partnership with another organisation with research ethics committee)

本人確認研究項目建議書

I confirm that the research proposal

涉及 / involves

並不涉及 / does not involve

以人類為實驗對象（例如研究項目可能對參與的人造成身體或心理的創傷、不適或壓力，以及涉及參與者的私隱等）。

human subjects (e.g. potential physical or psychological harms, discomfort or stress to human participants that a research project might generate, subjects' privacy).

若相關的操守及／或安全事宜須獲得許可，並已／正／將向首席研究員所屬院校／智庫徵求許可，請在下列空格加上‘X’號確認：

Please mark a ‘X’ in the appropriate boxes to confirm if approval for the respective ethics and/or safety issues is required and has been / is being / will be obtained from the applicant's institution/think tank.

| | <u>無須許可</u> Approval not required | <u>已獲許可</u> Approval obtained | <u>正／將徵求許可*</u> Approval being / will be sought* |
|--|---|-------------------------------------|--|
| (i) 人類實驗對象操守 Human research ethics | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) 動物實驗對象操守 Animal research ethics | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) 生物安全 Biological safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) 電離輻射安全 Ionizing radiation safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (v) 非電離輻射安全 Non-ionizing radiation safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (vi) 化學安全 Chemical safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

註：*申請人應在獲批研究項目開展後的12星期內（或由秘書處指定的更長時間）提交許可。否則，可導致經費被撤回。

Note: * The applicant should submit approvals within 12 weeks (or a longer period as specified by the Secretariat) after the commencement of the approved research project. Failure to do so could result in withdrawal of grants.

若須取得其他主管當局許可，請列明該等主管機構的名稱及獲得許可的機會。如不適用，請填寫“不適用”：

If approval is required by other authorities, please indicate below the names of the authorities and the prospects of obtaining such approval. If not applicable, please put down “N.A.”.

88(III). 研究操守／安全許可（適用於沒有研究操守委員會的組織所提交的研究項目）

Research Ethics/Safety Approval (For research proposals submitted by organisations without research ethics committee)

如果研究項目是由沒有研究操守委員會的組織的申請人提交的，請提供詳細資料，說明該研究項目如何滿足由大學教育資助委員會資助的機構所制定的研究操守標準。如果研究項目不涉及研究操守事宜，請填寫“N.A.”並說明為何不適用。

If the research proposal is submitted by applicant of an organisation without research ethics committee, please provide details on how the research proposal meets the standard of research ethics imposed by University Grants Committee funded institutions. If the research proposal has no research ethics issues, please put down “N.A.” and explain why it is not applicable.

88(IV). 與非政府組織合作 Collaborating Non-governmental Organisations

如果與非政府組織進行合作，請向非政府組織詳細解釋研究方法（例如，招募和治療參與者的方法）後，在適當的空格打上‘X’號確認。

Please mark a ‘X’ in the appropriate boxes to confirm that the collaborating Non-governmental Organisations have been fully briefed on the research methodology (e.g. method of recruiting and treating participants).

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | 已向非政府組織（請提供名稱：_____）詳細解釋： The collaborating Non-governmental Organisations (please provide names: _____) have been fully briefed on: | 確認詳細解釋 <u>Confirmed fully briefed</u> |
| | (a) 招募參與者的方法 method of recruiting participants | <input type="checkbox"/> |
| | (b) 治療參與者的方法 method of treating participants | <input type="checkbox"/> |
| | (c) 其他（請註明：_____） others (please specify: _____) | <input type="checkbox"/> |
| <input type="checkbox"/> | 沒有計劃與非政府組織合作 No plan to collaborate with any Non-governmental Organisations | |

F部 Part F 項目團隊資料 Information of Project Team

如擬聘用／調配現職員工參與項目，請提供他們的姓名和履歷，但切勿提供他們的身分證號碼、住址等資料。
If it is proposed to employ/deploy existing staff for this project, please provide their names and curriculum vitae. However, please do not provide their Hong Kong Identity Card number, residential address, and etc.

I. 項目負責人／組長的資料 Particulars of Project Leader/Team Leader

89.

| | |
|------------------|---------------|
| 姓名 | 職位 |
| Name | Position Held |
| 電話號碼 | Fax No. |
| Tel. No. | 傳真號碼 |
| 流動電話 | 電郵地址 |
| Mobile Phone no. | Email Address |

II. 項目團隊資料 Information of Project Team

請列出相關職位及職員數目、所需經驗及資歷、其在項目中的職責及用在項目的工作時間（以每個月的工日計算）。如擬增聘員工推行項目，請提供理據闡明為何機構現職人員不能執行該等職務。Please list the respective positions and number of staff, experience and qualification required, their duties in the project and the time allocated for the project (in terms of number of man-days per month). If employment of additional staff is involved, please provide justifications why the duties cannot be taken up by the existing staff of the organisation.

| 90. 職位（職員數目） Position (Number of Staff) | 91. 所需經驗及資歷 Experience and Qualification required | 92. 在項目中的詳細 職責 (可另紙填寫) Full Duties in the Project (can use separate sheets for details) | 93. 用在項目的工作 時間（每個月的 工日） Allocation of Time for the Project (number of man-days per month) | 94. 增聘員工的理據 （如適用） Justifications for Employment of Additional Staff (if applicable) |
|--|---|---|---|--|
| 例：活動統籌員（2位） e.g.: Activities Coordinator (2 persons) | 專上程度；具至少一年籌辦活動經驗 Tertiary education; with at least one-year experience in organising activities | 計劃及執行活動 To plan and implement activities. | 每月約44個工日 （約22工日 x 2人） About 44 man-days per month (About 22 man-days x 2 staff) | 現職社工的職務繁重，不可能承擔額外職責 The incumbent social workers are fully engaged in their own duties and cannot take up additional work |
| | | | | |
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G部 Part G 項目的財政預算 Budget of project

I. 員工薪酬 Personal Emolument

95. 用於人手的撥款水平，不應高於執行同類工作所需的相類公務員的薪金水平。在一般情況下，增聘員工的薪酬應以政府同類職位的對應政府薪級表（例如總薪級表和第一標準薪級表等）的起薪點為準。至於為期超過一年的項目，申請人／機構可就項目推行的第二年及之後各年計入與對應政府薪級表相若的按年增薪額。如以高於起薪點的薪金聘用員工及／或提供按年增薪以挽留資深員工，須提供充分理據，方可獲得考慮。

The level of funding for manpower should not be superior than that for comparable civil service staff needed for similar types of work, and the staff should normally be remunerated at the starting point of the corresponding Government pay scale (e.g. Master Pay Scale, Model Scale I Pay Scale, etc.) with reference to similar posts in the Government. For projects that will run for more than one year, applicants may factor in an annual increment that is comparable with the corresponding Government pay scale for the second year of project implementation and beyond. Appointment of staff with salaries higher than the starting point, and/or offer of annual increment for retention of experienced staff may be considered subject to full justifications being provided.

薪金及強積金

Salary & Mandatory Provident Fund (MPF)

| 職位 Position | 全職/兼職 Full-time/ Part-time | 員工數目 No. of staff (A) | 月薪 Monthly salary (B) | 強積金* MPF* (C) | 聘用月數 Length of employment (in months) (D) | 申請款額 Amount of grant applied for (\$) (A)x(B+C)x(D) |
|----------------|----------------------------------|-----------------------------|--------------------------------|---------------------|---|--|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| 96. 小計 | | | | | | \$ |
| Sub-total : | | | | | | (A) |

* 強積金供款額應為僱員月薪的5%，或每月\$1,500，兩者以較低為準。
MPF contribution should be 5% of the monthly salary, or \$1,500 per month, whichever is the lower.

若以高於政府同類職位的起薪點作員工薪金及／或提供年度遞增薪額，請於此部分提出充分理由。
Full justifications should be provided here for the appointment of staff with salaries higher than the starting point and/or offer of annual increment

97.

聘用代課老師申請（此部分只適用於研究項目）

Employment of relief teacher (This part is only applicable to research project)

請另紙提供聘用代課老師的建議書。建議書需詳列理由、所需人手數目、職位、職務、聘用時間和薪酬，並需得到所屬院校的確認(請參閱**禁毒基金一般撥款計劃指引附錄A**的要求及有關條款)。

Please submit a proposal for employment of relief teachers in separate sheets. The proposal should clearly describe the rationale for the needs, the number of relief teachers to be employed, the position of relief teachers, duties, duration of employment and salary. The proposal must be confirmed by the institution concerned (please refer to the requirements and conditions at **Appendix A of the Guide to Beat Drugs Fund Regular Funding Scheme**).

98.

請另紙填寫，並連同此申請表一併以電郵遞交。

Please use separate sheets and submit together with this application form by email.

II. 財政預算分項說明及其理據 Budget breakdown and its justification

請分項列出整個項目的所需經費的詳情（為項目所聘請員工的薪金及強積金除外）。請另紙按項目年分填寫各項目的細節，並連同此申請表一併以電郵遞交。

Show detailed itemized breakdown of funding requirements of the whole project (except salary and MPF of project staff). Use separate sheets for details of individual items by project year and submit together with this application form by email.

99.

| 項目 Item(s) | 預計的支出 Estimated expenditure (\$) | 預計的收入（如適 用） Estimated revenue (\$ (if any) | 申請款額 Amount of grant applied for (\$) |
|-------------------|--|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 小計 Sub-total : | | | \$ (B) |

| | |
|--|--|
| <p>行政支援撥款 Administrative Overhead Funding 若為項目申請行政支援撥款，請註明申請款額，並根據禁毒基金一般撥款計劃指引第17段及附錄B，提出充分理由（註：毋須列出申請款額的分類細項）。</p> <p>Applicants applying for administrative overhead funding are required to specify the applied amount with full justifications given in accordance with paragraph 17 and Appendix B of Guide to Beat Drugs Fund Regular Funding Scheme (note: detailed breakdown of applied amount is not necessary).</p> <p>100.</p> | <p>\$</p> <p>(C)</p> |
| <p>101. 減 其他撥款資助來源的收入（包括已獲得或申請中的贊助），請註明：</p> <p>LESS Income from other funding sources (including any sponsorship sought or being sought), please specify:</p> | <p>\$</p> <p>(D)</p> |
| <p>102. 此項目向禁毒基金申請的金額 Total amount sought from Beat Drugs Fund for this project</p> | <p>$(A)+(B)+(C)-(D)=$</p> <p>\$</p> |
| <p style="text-align: right;">金額應與B部(IX)的申請金額相符。</p> <p style="text-align: center;">The amount should tally with the budget proposed for this project under Part B(IX).</p> | |

| | |
|--|--|
| <p>III. 申請撥款超過 600 萬元及／或為期三年以上的項目 Proposed project which exceeds \$6 million and/or lasts for more than 3 years.</p> | |
| <p>如申請撥款超過600萬元及／或計劃為期三年以上，請列舉擬議項目的特色和益處如何別具創意，以說明其與現有服務不同之處，及如何配合或補足現有服務。</p> <p>For applicant whose proposed project exceeds \$6 million and/or lasts for more than 3 years, please elaborate the special features and benefits of the project, how it is exceptionally innovative; to illustrate how it differs from or supplements current services.</p> | |
| <p>103.</p> | |

H 部 Part H 附加資料 Additional Information

I. 基本工程 (擬議項目屬基本工程的申請人/機構必須填寫此部分)

Capital works project (*Applicants who propose capital works projects must complete this part.*)

104. (a) 請說明項目所涉及土地的使用權(例如是否已獲簽發政府土地牌照, 批出契約和短期租約等)及其屆滿日期

Please state the status (e.g. Government Land Licence, lease, short term tenancy, etc.) and expiry date of the land use for the proposed project.

| |
|--|
| |
|--|

(b) 請說明是否已獲政府批准使用土地作擬議用途(包括獲准使用土地的契約修訂、年期和條款)。(如未獲有關當局/政府部門批准, 申請通常不獲考慮。)

Please state whether approvals have been obtained from Government for using the site for the proposed project (including lease modification, tenure and terms for using the site). (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)

否
No

是 (請提供證明文件)
Yes (Please provide supporting documents)

(c) 請說明是否備有證明文件, 例如承建商或建築商所提供的報價單、圖則、草圖和照片。

Please state whether supporting documents such as quotations from contractors/architects, plans, sketch maps and photographs are available.

否
No

是 (請夾附有關文件、並註明文件類別)
Yes (Please enclose and specify the types of documents available)

(d) 如項目涉及興建新的建築物, 請說明明建築圖則是否已獲有關當局批准。(如未獲有關當局/政府部門批准, 申請通常不獲考慮。)

For proposed project that involves construction of new buildings, please state whether the relevant building plans have been approved by the authorities concerned. (*Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.*)

否
No
 不適用
Not applicable

是 (請夾附證明文件)
Yes (Please enclose supporting documents)

(e) 請說明項目會否涉及經常費用, 例如員工薪津和維修開支等。

Please state whether the proposed project will incur any recurrent cost, e.g. staff and maintenance costs

否
No

是 (請說明以往或日後支付經常費用的安排)
Yes (Please state the means that have been used or are in plan to meet the recurrent costs.)

II. 非基本工程 (擬議項目屬非基本工程的申請人／機構必須填寫此部分)
Non-Capital works project (Applicants who propose non-capital works projects should fill in this part)

請說明項目是否非經常性推行，或已有構思在禁毒基金撥款期過後長遠推行該項目。請同時說明在資助期屆滿而未能取得其他撥款時，如何處理尚未完成的工作或尚待提供服務的個案。

Please indicate whether the project is one-off in nature, or whether there is any long-term plan beyond the funding period of the Beat Drugs Fund. Please also indicate how any outstanding tasks/remaining clients of the project will be handled/served if there is no alternative source of funding on expiry of the grants from the Beat Drugs Fund.

105.

III. 申請撥款購買資產的項目
Project requesting funding for assets

如申請撥款購買每項\$1,000或以上的資產（例如器材或車輛等），請簡述絕對需要該項資產以推行項目的理據。申請者亦須說明其他方案（例如租用資產或使用申請人／機構的資產）不可行或不符合經濟效益的理由。

For applicant who proposes to procure assets that cost \$1,000 or more per item (for example, equipment or vehicle), please describe briefly why the asset is absolutely essential for implementation of the project. Applicant should also explain why other options (such as hire/renting of the asset or use of applicant's assets) are not practical or cost effective.

106.

有關收集個人資料聲明

Personal Information Collection Statement

收集目的

Purpose of Collection

這份表格內填報的個人資料，是供禁毒基金會及其秘書處，用來審批禁毒基金申請之用。

The personal data provided in relation to this application will be used by the Beat Drugs Fund Association and its Secretariat for the purpose of assessing applications to the Beat Drugs Fund.

在這份表格填報個人資料純屬自願性質。如未能提供某些資料，可能會影響申請書的評審。

The provision of personal data in relation to this application is voluntary. However, failure to provide certain information may affect the assessment of the application.

披露資料

Disclosure of Information

為了審批禁毒基金的申請，禁毒基金會或會把這份表格所載的個人資料，向保安局禁毒處、禁毒常務委員會及其小組委員、其他政府部門、外聘評審員、監察員，及其他有關人士披露。

The personal data you provide by means of this application may be disclosed by the Beat Drugs Fund Association to the Narcotics Division of the Security Bureau, Members of the Action Committee Against Narcotics and its Sub-Committees, other government departments, external reviewers, monitoring members of the projects and other people concerned.

查閱個人資料

Access to Personal Data

根據《個人資料(私隱)條例》第18及22條，及附表1第6原則的規定，填報這份表格的人士有權查閱和更正所提供的個人資料，包括索取表格內有關個人資料部分的副本。

You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this application.

查詢

Enquiries

如對這份表格填報的個人資料有任何查詢，包括查閱及更正，請聯絡：

香港金鐘道66號

金鐘道政府合署高座30樓

禁毒基金會

電話: 2867 2737 / 2867 2286

網址: <http://www.nd.gov.hk>

傳真: 2810 1790

電郵地址: bdf@sb.gov.hk

Enquiries concerning the personal data collected by means of this application, including access and corrections should be addressed to:

The Beat Drugs Fund Association

30/F, High Block

Queensway Government Offices

66 Queensway

Hong Kong

Tel: 2867 2737 / 2867 2286

Website: <http://www.nd.gov.hk>

Fax: 2810 1790

E-mail address: bdf@sb.gov.hk