檔案編號 Reference Number (official use only)

禁毒基金二零二六年度一般撥款計劃
Beat Drugs Fund 2026 Funding Exercise
Regular Funding Scheme

申請表
APPLICATION FORM

申請表填寫指引 Guidelines on Completing the Application Form

- 第 1 頁「**申請機構／人名稱**」、「**項目名稱**」及「**項目撮要**」部分必須以**中文和英文**填寫。
  Please complete the sections of **"Name of Applicant Organisation/Applicant"**, **"Project Title"** and **"Project Summary"** on page 1 **in BOTH Chinese and English**.
- 至於本申請表其他部分，請選擇以**中文或英文**填寫。
  Please complete other parts of this application form in **EITHER Chinese OR English**.
- 有關遞交本申請表的指引，請參閱 E 部。
  For submission guidelines of this application form, please refer to Part E.

申請機構／人名稱 Name of Applicant Organisation/Applicant
1.中文 Chinese: 英文 English:
項目名稱 Project Title
2.中文 Chinese: 英文 English:
項目撮要（中英文各不多於500字。） **Project Summary** (Maximum 500 words for each language.) 請參考保安局禁毒處網頁(https://www.nd.gov.hk/tc/beat_drug_fund_2026.html)提供的例子及指引。 Please refer to the examples and Guidance Notes available on the website of the Narcotics Division, Security Bureau (https://www.nd.gov.hk/en/beat_drug_fund_2026.html).
3.中文 Chinese: (____字)
英文 English: (___words)
本年度申請機構／人所有申請項目資料‡ **Details of all applications submitted by the Applicant Organisation/Applicant for this year‡**

項目名稱 Name of Project(s)：	

‡:如在本年度**提出多於一項申請**，請列出各個項目的名稱。申請機構／人無須為申請排列優先次序。如申請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，此欄應由母機構／學院院長填寫。

For Applicant Organisation/Applicant who **submits more than one application** in this funding exercise, please list out the project name for all applications. Applicant Organisation/Applicant is not required to prioritise the listed applications. If the Applicant Organisation is a branch/district organisation under a parent organisation or department, including faculty member of a post-secondary institution, this item should be completed by the parent organisation/dean of faculty of the post-secondary institution concerned.

A 部 Part A　項目資料 Project information

I.　項目種類 Project type

4. ☐　項目延續　Continuation of project　（現時之項目檔號 Existing project. no:　　）
☐　新申請項目 New project

II. 申請書類別 Category of proposal

5. 項目的主要性質（只選一項）@ Primary nature of the project (choose one only) @	**6.** 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) @
☐　預防教育和宣傳 Preventive Education & Publicity	☐　預防教育和宣傳 Preventive Education & Publicity
☐　戒毒治療和康復 Treatment & Rehabilitation	☐　戒毒治療和康復 Treatment & Rehabilitation
☐　研究 Research	☐　研究 Research

@ 若申請的主要或次要性質包含 –
(i) 「預防教育和宣傳」或「戒毒治療和康復」，申請機構／人必須填寫附錄 A；
(ii) 「研究」，申請機構／人必須填寫附錄 B。
The Applicant Organisation/Applicant must complete –
(i) Appendix A if the primary or secondary nature of the project is "Preventive Education & Publicity" or "Treatment & Rehabilitation";
(ii) Appendix B if the primary or secondary nature of the project is "Research".

III. 受惠地區 District(s) to be benefited　（可選多項 Choose all that apply）

7. ☐　全港性 Territory-wide
☐　地區性，請註明地區 District-based, please specify:

IV. 建議推行日期： **Proposed date of implementation:**	8. 由　　/ *(月 month)*　*(年 year)*	至　　/ *(月 month)*　*(年 year)*
V. 推行年期： **Project duration:**	9.　　*年 year(s)*　　*月 month(s)*	
VI. 項目所涵蓋的優先考慮範疇/其他一般範疇 **Priority areas/general areas that the project covers** **(詳情請參閱禁毒基金一般撥款計劃指引附錄B)** **(Please refer to Appendix B of the Guide to Beat Drugs Fund Regular Funding Scheme for details)**	例子/Example： 優先考慮範疇 X/Priority area X 其他一般範疇 Z/General area Z 10.	

B部 Part B　申請機構／人資料 Applicant Organisation's/Applicant's information

I. 申請機構／人 Applicant Organisation/Applicant			
11. 地址 Address		12. 電話號碼 Tel no.	
13. 電郵地址 Email address			
14. 網頁及社交媒體（例如Facebook, Instagram, YouTube）（如有）的連結 Link(s) of website(s) and social media platform(s) (such as Facebook, Instagram, YouTube) (if any)			
申請機構／人的<u>主要</u>網頁及／或社交媒體連結（每平台最多一個） Link(s) of **major** website(s) and/or social media platform(s) (maximum one for each platform) of Applicant Organisation/Applicant			
申請機構／人**最近為**執行禁毒基金撥款計劃下的項目或為推行其他禁毒工作而開設的網頁及／或社交媒體的連結（最多四個項目） Link(s) of website(s) and/or social media platform(s) relating to **the most recent** projects funded by the Beat Drugs Fund or other anti-drug work carried out by the Applicant Organisation/Applicant (maximum four projects).			
主管姓名（如行政總監、總幹事等） Name of officer in-charge (i.e. Chief Executive, Director, etc.)			
15. 姓名 Name		16. 職銜 Post	17. 香港身份證號碼 HKID No.
18. 電話號碼 Tel No.		19. 手提電話號碼 Mobile Phone No	20. 電郵地址 Email Address

II. 項目負責人／首席研究員資料（此人員須同時為項目聯絡人） Information of Project Leader/Principal Investigator (This person must also be the Project Contact Person)					
21. 姓名 Name		22. 職銜 Post		23. 香港身份證號碼 HKID No.	
24. 地址 Address				25. 電話號碼 Tel No.	
				26. 手提電話號碼 Mobile Phone No.	
27. 電郵地址 Email Address					

III. 申請機構／人背景 Background information of Applicant Organisation/Applicant			
(a) 如屬機構，請註明 **For Applicant Organisation, please state –**			
28. 機構根據下列條例註冊 * **The Applicant Organisation is registered under ***		**29. 註冊年份** **Year of Registration**	
***** 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)			
30. 是否《稅務條例》第88條所指的慈善機構 – **Whether the Applicant Organisation is a charitable organisation for the purpose of section 88 of the Inland Revenue Ordinance –**	☐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) ☐否 No		
31. 是否社會福利署資助服務機構 – **Whether the Applicant is an organisation subvented by the Social Welfare Department –**	☐是 Yes ☐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 Applicant, please attach documentary evidence showing that support from affiliated organisations has been obtained.**			

IV. 申請機構／人（及附屬機構）背景（以中文或英文不多於300字填寫）（如A部(II)填寫的主要或次要性質包含「研究」，請提供申請院校／機構的資料。） **Background of the Applicant Organisation/Applicant (and the affiliated organisation) (in no more than 300 words, either in Chinese or English) (For "Research" as primary or secondary nature marked in Part A(II), please provide the information of Applicant Institution/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
32.

V. 申請禁毒基金一般撥款計劃的紀錄 Record of Beat Drugs Fund Regular Funding Scheme application 請列出以往四年內申請機構／人曾申請之項目名稱（不論成功與否） Please list the project title(s) of previous application(s) applied by the Applicant Organisation/Applicant under the Beat Drugs Fund Regular Funding Scheme in the past four years (whether successful or not)			
33. 申請年份（請最先列出最近年份的項目） **Year of application (please list the more recent project first)**	**34. 申請項目名稱** **Project title in application**	**35. 核准項目編號（如適用）** **Approved project number (if applicable)**	**36. 申請結果** **Application results**
e.g. 2023一般撥款計劃	禁毒起動計劃	BDF230099	☒ 核准 / Approved ☐ 不獲核准 / Rejected
e.g. 2022 Regular Funding Scheme	Anti-drug Power Project	N/A	☐ 核准 / Approved ☒ 不獲核准 / Rejected
			☐ 核准 / Approved ☐ 不獲核准 / Rejected

VI. 申請機構／人從事其他禁毒工作的經驗（除禁毒基金一般撥款計劃項目外）
Applicant Organisation's/Applicant's other experience in anti-drug cause (other than projects funded under Beat Drugs Fund Regular Funding Scheme)
請列出以往四年內的相關項目（最多五項） Please list relevant activities in the past four years (maximum 5 items)

37. 推行日期（請最先列出最近年份的項目）Implementation period (please list the more recent project first)	**38. 項目名稱及活動簡介 Project name and summary of activities**	**39. 資助機構及計劃名稱（如適用）Funding organisation and name of scheme (if applicable)**	**40. 受惠社群 Beneficiary group**
e.g. 1/9/2024 – 31/8/2025	XXX中學校園禁毒計劃	禁毒基金含測檢元素的健康校園計劃	XXX中學學生
e.g. 1/9/2023 – 31/8/2024	Anti-drug Scheme for Hong Kong's Working Adults	Association for Youth	Working population aged between 25-34 in Hong Kong

VII. 戒毒治療和康復中心入住情況（如適用）
Intake information of Drug Treatment and Rehabilitation Centre(s)(if applicable)
如項目擬為戒毒治療和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*

41. 中心名稱
Name of Centre _____

名額
Capacity _____

42. 過去六個月（即二零二六年二月至七月）新入住總人數: Total number of new admission(s) in the past six months (i.e. from February 2026 to July 2026):	**43.** 過去六個月（即二零二六年二月至七月）中心住宿總人數（請按人數填寫）: Total number of rehabilitees in the centre in the past six months (i.e. from February 2026 to July 2026) (please state the head count):

* 如項目涉及多於一所戒毒治療和康復中心，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

44. ☐ 推薦信（以證明申請機構／人的能力及／或信譽）
Letter of Reference (on the capacity and/or credibility of the Applicant Organisation/Applicant)

45. ☐ 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

46. ☐ 獲轉介機構書面支持此項目的證明
Written proof of support from referring organisation

47. ☐ 其他，請註明：
Others, please specify:

C 部 Part C　項目的財政預算 Budget of project

I. 項目團隊資料（包括項目負責人／首席研究員）及員工薪酬 Information of Project Team (including Project Leader/Principal Investigator) and Personal Emolument

48. 請提供團隊內每個職位名稱、所需經驗及資歷、其在項目中的職責及註明是否需要就職位申請員工薪酬。用於人手的撥款水平，不應高於執行相似工作所需的相類公務員的薪金水平。增聘員工的薪酬一般亦應**以政府同類職位對應的政府薪級表（例如總薪級表和第一標準薪級表等）或醫院管理局薪級表(例如醫管局一般職系薪級表)的起薪點為準**。如申請機構有為某些職位設立薪級表，請另紙提供作為參考。至於為期超過一年的項目，申請機構／人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，除非提供充分理據，否則通常不會獲得考慮。

Please provide the names of all individual positions in the project team, experience and qualification required, their duties in the project and indicate whether there is a need to apply for personal emolument for the individual post. The level of funding for manpower should not be higher than that for comparable civil service staff needed for taking up 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.) or Hospital Authority (HA) Pay Scale (e.g. HA General Pay Scale, etc.) with reference to similar posts in the Government or HA.** If the applicant organisation has established a pay scale for specific posts, please provide in separate sheets for reference. For projects that will run for more than one year, the Applicant Organisation/Applicant 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 will normally not be considered unless it is fully justified.

職位（全職/兼職）[@] Position (Full-time/ Part-time) [@]	所需經驗及資歷 Experience and qualification required	在項目中的詳細職責 Full duties in the project	須否就此職位申請員工薪酬（**是／否**） Whether there is a need to apply for personal emolument for the post **(Yes/No)**	月薪* Monthly salary* (A)	強積金[#] MPF[#] (B)	聘用月數 Length of employment (in months) (C)	申請款額 Amount of grant applied for ($) **(A+B)x(C)**
例：計劃主任（全職） e.g.: Project Officer (Full-time) （項目負責人/Project Leader）	學位程度；具至少三年輔導經驗 Degree holder; with at least three-year experience in counselling	計劃及統籌活動 To plan and coordinate activities	☒ 是 / Yes ☐ 否 / No	$35,780 (MPS Point: 15)	$1,500	24 months	$894,720
例：活動統籌員（兼職） e.g.: Activities Coordinator (Part-time) （其他成員/Other Staff）	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	執行活動 To implement activities	☒ 是 / Yes ☐ 否 / No	$10,595 (i.e. $21,190 x 0.5 Full-time equivalent) (MPS Point: 6)	$529.75	24 months	$266,994
（項目負責人／首席研究員/Project Leader／Principal Investigator）			☐ 是 / Yes ☐ 否 / No				
（其他成員/Other Staff）			☐ 是 / Yes ☐ 否 / No				
						49. 小計 Sub-total	

@ 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份證號碼、住址等個人資料。
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 personal information such as Hong Kong Identity Card number, residential address, etc.

* 請註明有關月薪對應的政府薪級表薪點或醫院管理局薪級表薪點（如適用）。 若以高於政府／醫院管理局同類職位的起薪點作員工薪金及／或提供年度遞增薪額，須提出充分理由。
Please specify the point of Government pay scale or HA General Pay Scale to which the monthly salary corresponds (if applicable). Full justifications must be provided for the appointment of staff with salaries higher than the starting point of similar posts in the Government or HA and/or offer of annual increment.

\# 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**.

50. 聘用代課老師申請（此部分只適用於申請表A部(II) 註明主要或次要性質包含「研究」的項目）
Employment of relief teacher (This part is only applicable to proposal with "Research" as primary or secondary nature as marked in Part A(II) of application form)

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、涉及研究員的姓名、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**附錄D**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 names of researchers concerned, 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 D**).

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財政預算，包括活動支出（見**附錄A的(V)部**。如涉及的申請款額用於多過一項活動，相關款額亦未能按活動項目分拆，請於**附錄A的(V)部第14項**填寫）。員工薪酬（見**申請表C部(I)**）、外聘核數師費用，以及其他雜項物資／費用（如員工保險、文具、影印費用、郵費等）亦需列出。
Please provide itemised budget breakdown for the whole project, including expenses on activities (see **Part V of Appendix A**. If the amount of grant applied for is used across more than one activity and the relevant amount of grant applied for cannot be further broken down according to the involved activities, please provide in **Item 14 under Part V of Appendix A**. Personal emolument (see **Part C(I) of application form**), external audit fee, and other miscellaneous items/costs (such as staff insurance, stationery, printing charges, postage) should also be listed out.

51.

項目 Item(s)	預計的支出 Estimated expenditure ($) (A)	預計的收入（如有） Estimated revenue($) (if any) (B)	申請款額 Amount of grant applied for ($) (A)-(B)
(a) 活動支出、員工薪酬及外聘核數師費用 Expenses on activities, personal emolument and external audit fee			
1. 項目內所有活動（見附錄 A 的(V)部）（只適用於主要或次要性質包含「預防教育和宣傳」或「戒毒治療和康復」的申請） All activities in the project (see Part V of Appendix A) (Only applicable to proposal with "Preventive Education & Publicity" or "Treatment & Rehabilitation" as primary or secondary nature.)	（請在此填上**附錄A的(V)部第15項**小計） (Please fill in the Sub-total at **Item 15 of Part V of Appendix A**)		
2. 員工薪酬（見申請表C部(I)） Personal emolument (see Part C(I) of application form)	（請在此填上**申請表第56項**小計） (Please fill in the Sub-total at **Item**		

	56 of application form)		
3. 外聘核數師費用 External audit fee			
(b) 整個項目的雜項物資／費用詳情（如員工保險、文具、影印費用、郵費等） Details of miscellaneous items/costs of the whole project (such as staff insurance, stationery, printing charges, postage)			
1.			
2.			
3.			
52. 小計 Sub-total :			$ (52)
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D部填寫申請表須知及附錄E，**提出充分理由**（註：毋須列出申請款額的分類細項）。 Applicant Organisation/Applicant applying for administrative overhead funding is required to specify the applied amount **with full justifications** in accordance with Part D Points to Note when Completing the Application Form and Appendix E of the application form (note: detailed breakdown of applied amount is not necessary). **53.**			$ (53)
54. 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： **LESS** Income from other funding sources (including any sponsorship sought or being sought), please specify:			$ (54)
55. 此項目向禁毒基金申請的金額 **Total amount sought from Beat Drugs Fund for this project**			(52)+(53)-(54)= $

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

如符合**禁毒基金一般撥款計劃指引**第10段所述的其中一項條件（即(a)或(b)）的單一項目，其最高撥款額可達1 000萬元，項目為期最長可達五年。如擬議項目符合上述條件(a)，請按指引另紙詳加闡述；如擬議項目符合上述條件(b)，則不需另紙詳加闡述。

The maximum grants disbursed by Beat Drugs Fund for one single project that meets one of the requirements (a) or (b) (see paragraph 10 of **Guide to Beat Drugs Fund Regular Funding Scheme)** can be up to $10 million, and the maximum project duration up to five years. For proposed project that meets the requirement (a) above, please elaborate in separate sheets in accordance with the Guide; for proposed project that meets the requirement (b) above, there is no need to elaborate in separate sheets.

- **D 部 Part D　　填寫申請表須知 Points to Note when Completing the Application Form**
- 申請機構／人必須於申請表附錄A的第V部填寫項目內所有活動的相關申請款額，並同時就每項活動的申請款額，另紙（按申請表附件的樣式）提供按年份的預算細項。申請機構／人亦必須於申請表第C(II)部列出整個項目的財政預算。申請機構／人不應在項目開支內包括任何應急費用，以免抬高項目的預算開支。申請機構／人須參閱禁毒基金一般撥款計劃指引第32至54段關於主要撥款條件和發放撥款安排的內容，有關條件和安排可能對財政有影響。基金會鼓勵申請機構／人制訂計劃預算時，採用更加環保、節能及減廢的方法推行項目。

  Applicant Organisations/Applicants are required to provide the respective amount of grant applied for all activities of their projects in Part V of Appendix A of the application form, and use separate sheet(s) (adopting the template at Annex to the application form) to provide the detailed by-year budget breakdown for the amount of grant applied for each activity. Applicant Organisations/Applicants are also required to provide itemised breakdown for the whole project in Part C(II) of the application form. When doing so, Applicant Organisations/Applicants should exclude any contingency elements in order not to inflate the estimated project costs. Applicant Organisations/Applicants shall refer to paragraphs 32 – 54 of the Guide to Beat Drugs Fund Regular Funding Scheme on the key Conditions of Grant and Arrangement of Fund Disbursement which may have financial implications. In drawing up the budgets for the projects, Applicant Organisations/Applicants are encouraged to adopt more environmental-friendly, energy-conserving and waste-reducing methods in project implementation.
- 申請機構／人須於申請表第 C(I)部提交項目團隊（包括項目負責人／首席研究員）及員工薪酬的資料。此外，項目員工的薪金水平須視乎資歷和經驗而定，然而作為指導性原則，用於人手的撥款水平，不應高於執行相似工作所需的相類公務員的薪金水平。項目員工的薪酬一般亦應以政府同類職位對應的政府薪級表 的起薪點為準。如申請機構／人有為某些職位設立薪級表，請另紙提供作為參考。至於為期超過一年的項目，申請機構／人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，除非提供充分理據，否則通常不會獲得考慮。擬聘用朋輩輔導員的項目必須聘用戒毒康復者而非其家人擔任朋輩輔導員，除非有關項目指明服務對象為戒毒康復者的家人。

  Applicant Organisations/Applicants are required to provide the information of project team (including Project Leader/Principal Investigator) and personal emolument in Part C(I) of the application form. Besides, while salaries shall be commensurate with qualifications and experience, as a guiding principle, the level of funding for manpower should not be higher than that for comparable civil service staff needed for taking up similar types of work, and the staff should normally be remunerated at the starting point of the corresponding Government pay scale with reference to similar posts in the Government. If an Applicant Organisation/Applicant has established a pay scale for specific posts, please provide in separate sheets for reference. For projects that will run for more than one year, Applicant Organisations/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 will normally not be considered unless it is fully justified. Where employment of peer counsellors is proposed in a project, drug rehabilitees themselves rather than their family members should be employed unless the service targets of the project are family members of drug abusers/rehabilitees.
- 凡涉及基本工程的項目，工程開支必須以相關行業的專業人士所作的預算為依據，並須提供證明文件以作支持。如基本工程項目的預算開支超過50萬元，可將委聘認可人士／顧問的費用納入申請內。如果工程簡單直接，而且所涉金額不大，一般無須委聘認可人士／顧問。

For projects involving capital works, the cost of the works shall be based on estimates by professionals in the relevant field supported by documentary proof. Fees for hiring of authorised person(s)/consultant(s) may be included in an application for a capital works project with estimated project cost of more than $500,000. The engagement of an authorised person/consultant is normally not necessary if the work is simple, straightforward and involves only a fairly small sum of money.

- 就研究項目而言，合資格的學術研究人員可申請資助以聘用代課教師，詳情載列於附錄D。
  For research projects, eligible academic researchers may apply for teaching relief in accordance with the details set out at Appendix D of the application form.
- 申請機構／人可填寫申請表第C(II)部的相關部分，以申請行政支援撥款。申請機構／人須提供充分理據，但由於行政支援撥款涵蓋的開支項目或未能個別量化，因此無需提供分項開支詳情。行政支援撥款的款額不會超過獲批項目開支或實際項目開支（扣除被剔除的由項目引起之開支）的5%，以較低者為準。申請行政支援撥款的注意事項載於附錄E。
  Applicant Organisations/Applicants may apply for administrative overhead funding by completing the relevant section in Part C(II) of the application form. They are required to provide full justifications, but as the cost components of the administrative overhead may not be separately quantifiable, the provision of a cost breakdown would not be necessary. Any administrative overhead funding granted will not exceed 5% of the approved project costs or actual project expenses (less expenses arising from the project to be excluded), whichever is the lower. Points to note in applying for administrative overhead funding are at Appendix E of the application form.
- 研究項目的申請人必須填寫申請表附錄B有關研究操守／安全許可的部分。
  Applicant Organisations/Applicants of research projects must submit information on research ethics/safety approval by completing relevant section in Appendix B of the application form.

- **E 部 Part E　　遞交申請表指引 Guidelines on Submitting the Application Form**
- 申請機構／人務必填寫申請表的各部分（如申請表內欄位不敷應用，請另紙書寫）。禁毒基金會可能因申請機構／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。

  Applicant Organisation/Applicant must complete every part of this application form (If there is not enough space for entering the information in any section(s) of the application form, please use separate sheets). 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.
- 填表時請務必參閱《禁毒基金一般撥款計劃 － 二零二六年度撥款計劃指引》，專人送遞的申請表須於<u>二零二六年十月二十八日（星期三）下午六時或之前</u>送抵禁毒基金會（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）。如以郵寄方式遞交，則以二零二六年十月二十八日（星期三）或之前的郵戳為準。如8號或以上熱帶氣旋信號或黑色暴雨警告信號於當日下午二時至六時任何時段生效，申請截止時間將順延至下一個工作日下午六時（星期六、日及公眾假期為非工作日）。

  This form should be completed with reference to "Guide to Beat Drugs Fund Regular Funding Scheme – 2026 Funding Exercise". Application delivered by hand should reach Beat Drugs Fund Association, c/o Narcotics Division, Security Bureau, 30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong **<u>on or before 6:00 p.m. on 28 October 2026 (Wednesday)</u>**. If the application is submitted by mail, the postmark should be on or before 28 October 2026 (Wednesday). If typhoon signal no. 8 or above or black rainstorm warning signal is in force for any duration between 2:00 p.m. and 6:00 p.m. on that day, the application deadline will be postponed to 6:00 p.m. on the next working day (Saturday, Sunday and public holiday are non-working days).
- 遞交前請檢查是否已包括下列文件： Please check whether the following documents have been included before submission:

文件 Documents	是否已夾附？ Attached or not?
• 申請表（以A4紙雙面打印） Application form, in double-sided A4 papers	☐
• *（如適用）*附錄A（包括活動預算細項附件）（以A4紙雙面打印） *(if applicable)* Appendix A (including Annex of detailed budget breakdown of activities), in double-sided A4 papers	☐
• *（如適用）*附錄B（包括研究建議書）（以A4紙雙面打印） *(if applicable)* Appendix B (including Research Proposal), in double-sided A4 papers	☐
• *（如適用）*附錄C（以A4紙雙面打印） *(if applicable)* Appendix C, in double-sided A4 papers	☐
• 一個存有申請表及其附錄（應以**微軟 Word 格式**儲存）、活動預算細項附件及所有相關文件電子版本的USB記憶體 A USB flash drive containing softcopy of the application form, appendix(ces) (in **Microsoft Word format**), annex of detailed budget breakdown and all other supporting documents.	☐
• *（如屬申請機構）*公司註冊證書、商業登記證 及／或 社團登記證副本 *(For Applicant Organisation)* Photocopy of Certificate of Incorporation, Business Registration and /or Society Registration	☐
• *（如屬申請人）*附屬機構支持項目的證明文件 *(For individual Applicant)* Documentary evidence showing that support from affiliated organisations has been obtained	☐
• 遞交申請聲明 Statement for Application	☐
• 有關申請的其他附加資料如下*（如適用）*– Supplementary information of application as below *(if applicable)* –	☐
◦ 稅務局發出的IR表格第302號（見申請表第30項） Form 302 issued by the Inland Revenue Department (see item 30 of the application form)	☐

文件 **Documents**	是否已夾附？ **Attached or not?**
◦ 推薦信（見申請表第44項） Letter of reference (see item 44 of the application form)	☐
◦ 獲有關機構批准執行此項目的書函（見申請表第45項） Approval letter from respective authority for the implementation of the proposed project (see item 45 of the application form)	☐
◦ 獲轉介機構書面支持此項目的證明（見申請表第46項） Written proof of support from referring organisation (see item 46 of the application form)	☐
◦ 聘用代課老師申請（見申請表第50項） Employment of relief teacher (see item 50 of the application form)	

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