Appendix A 附錄 A

只適用於申請表A部(II)註明主要或次要性質包含「預防教育和宣傳」或「戒毒治療和康復」的項目

Applicable to proposal with "Preventive Education & Publicity" or "Treatment and Rehabilitation" as primary or secondary nature as marked in Part A(II) of the application form

目標受惠社群及項目的詳細內容
Target beneficiary groups and Details of project

I. 受惠社群 Beneficiary groups （可選多項 Choose all that apply）

- 如項目獲批准執行，申請機構／人須負責提供服務予在此訂明的受惠人數及人次。
- 「人數」是指受惠於該項目的人的數目，而「人次」是指受惠於該項目的人的次數。舉例而言，如同一人參與計劃內同一項活動的其中兩節，人數應計作「一人」，人次則應計作「兩次」。
- 如計劃的受惠社群身處香港境外，請在下述 1(R)直接受惠人數的相關方格中註明其人數及人次。
- 受惠社群及預計參加人數應與下文(V)部所述的人數及人次一致。
- 申請機構／人應盡量填寫受惠人數及人次。然而，**若未能估算受惠人數，則可留空**。

- If the project is approved, the Applicant Organisation/Applicant will be responsible to deliver service to the number of head count/man-time specified here.
- "Head count" refers to the number of people benefited from the project while "man-time" refers to the number of times that a person benefits from the project. For example, if a same person participates in two sessions of one single activity in a project, head count should be counted as "one" while man-time should be counted as "two".
- For beneficiary groups which are outside Hong Kong, the relevant numbers of direct beneficiary head count and man-time should be indicated in the respective boxes under 1(R).
- Beneficiary groups and numbers of participants in head count and man-time should tally with those stated in Part V below.
- The Applicant organisation/Applicant should provide both the head count and man-time as far as practicable. However, **the "Head count" may be left blank if estimation is not possible**.

1. 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及人次。 **Categories** If beneficiary belongs to more than one of the categories below, please choose the most prominent one to avoid multiple counting of head count and man-time.	2. 直接受惠人數及人次（若未能估算受惠人數，則可留空） **No. of direct beneficiary by head count and man-time (May leave "Head count" blank if it is not possible to provide an estimate of it.)**
A. ☐ 小學生 Primary student	人數 Head count: 人次 Man-time:
B. ☐ 中學生 Secondary student	人數 Head count: 人次 Man-time:
C. ☐ 專上課程學生 Tertiary student	人數 Head count: 人次 Man-time:
D. ☐ 一般非高危青少年 General non-high risk youth	人數 Head count: 人次 Man-time:
E. ☐ 非在學年輕成年人 Young adult outside school network	人數 Head count: 人次 Man-time:
F. ☐ 其他高危群組，請界定： Other high-risk group, please define: ..………………………	人數 Head count: 人次 Man-time:
G. ☐ 染上毒癮人士 Drug dependent person	人數 Head count: 人次 Man-time:
H. ☐ 戒毒中人士 Rehabilitee	人數 Head count: 人次 Man-time:

		人數 Head count:	
I. ☐ 已成功戒毒人士 Rehabilitated drug abuser		人數 Head count:	
		人次 Man-time:	
J. ☐ 吸毒者家人 Family members of drug abusers		人數 Head count:	
		人次 Man-time:	
K. ☐ 父母 Parent		人數 Head count:	
		人次 Man-time:	
L. ☐ 少數族裔或非華語人士，請界定：……………………………… Ethnic minority or Non-Chinese speakers, please define: …………………		人數 Head count:	
		人次 Man-time:	
M. ☐ 教師 Teacher		人數 Head count:	
		人次 Man-time:	
N. ☐ 社工 Social worker		人數 Head count:	
		人次 Man-time:	
O. ☐ 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:	
		人次 Man-time:	
P. ☐ 一般公眾 General public		人數 Head count:	
		人次 Man-time:	
Q. ☐ 新來港人士，請界定：……………………………… New arrivals, please define: …………………		人數 Head count:	
		人次 Man-time:	
R. ☐ 其他，請註明: Others, please specify: ………………………………………		人數 Head count:	
		人次 Man-time:	
3. 總數 Total		人數 Head count:	
		人次 Man-time:	

II. 招募參加者／受惠者的方法 Plans for recruiting participants / beneficiaries
請按主要受惠者類別列出相關的招募方法
Please list relevant recruitment method according to the main beneficiary categories

4. 主要類別 **Main categories**	5. 招募方法 **Recruitment method**	6. 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 its written agreement/support to the project.

III. 項目概要及其如何有助推展禁毒工作
Description of project and how it would add value to anti-drug work

7. 請於此部分以不多於**3,500字**（以中文或英文填寫）提供項目概要，包括背景、綱要及簡要地説明項目如何有助推展禁毒工作等。**請注意：超出此字數限制的內容（註：參考來源（例如參考書目）不計在字數限制內），或任何以另紙填寫的附加資料，將不獲考慮。**

此部分不需要填寫項目下各項活動的簡介，請將各項活動簡介填寫於下文(V)部「活動詳情」內。

Please provide, in no more than **3,500 words (either in Chinese or English)**, a description of the project, including background, outline and concise information on how the project would add value to anti-drug work etc. **Please note that contents beyond the specified word limit (note: sources of reference (such as bibliography) are excluded from the word limit), or any additional information contained in separate sheet(s), will not be considered.**

There is no need to provide brief introduction of each activity under the project in this part. Please provide brief introduction of each activity under "Details of Activity" in Part V below.

（ ＿＿字）
（ ＿＿words）

IV. 目標 Objectives
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），申請機構／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（https://www.nd.gov.hk/tc/beat_drug_fund_2025.html）提供的例子。 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 Organisation/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 (https://www.nd.gov.hk/en/beat_drug_fund_2025.html).
8.

V. 活動詳情及財政預算Details of activity and budget
● 請於此部分填寫項目內<u>所有</u>活動詳情（**如有需要，請於此部分以不多於 250 個中文字補充有關活動的簡介；如沒有需要，則無須填寫**）及相關申請款額。
● 如涉及的申請款額用於多過一項活動，相關申請款額亦未能按牽涉的活動項目分拆，請在下文第 14 項註明其詳情及其用於活動的編號（例如「A1」、「B2」）。
● <u>**此外，請同時按申請表附件的樣式，就每項活動的申請款額，另紙提供按年份的預算細項（當中應包括但不限於場地租賃、物料、醫療開支、酬金、津貼、交通運輸費、宣傳、茶點等），並連同此申請表一併遞交。**</u>
● Applicant Organisation/Applicant should fill in the summary table of **all** activities in the project **(if applicable, please supplement a brief introduction of the relevant project activity in this part in no more than 200 words in English; if not applicable, there is no need to supplement**) and the respective amount of grant applied for in this part.
● 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 the details in Item 14 below and indicate the activity numbers involved (e.g. "A1", "B2").
● <u>**In addition, please also adopt the template at Annex to the application form and use separate sheet(s) to provide the detailed by-year budget breakdown for the amount of grant applied for each activity (which should include but not be limited to venue rental, materials, medical expenses, honoraria, subsidies, transportation costs, publicity, refreshment etc.), and submit the sheet(s) together with this application form**.</u>

9. 內容 Content	10. 目標社群及參與人數與人次^ Target group and no. of participants in head count and man-time^	11. 舉辦次數／節數 No. of times/ sessions	12. 預計服務指標@ Anticipated no. of service output@	13. 申請款額 （請同時按申請表附件的樣式另紙提供活動預算細項） Amount of grant applied for ($) (Please also adopt the template at Annex to the application form and use separate sheet(s) to provide detailed budget breakdown of activity)
例子1 10個2小時的前線戒毒工作者培訓工作坊 Example 1 10 sessions of 2-hour training workshop for frontline staff from drug treatment programmes	100名前線戒毒工作者，共1,000人次 100 frontline staff from drug treatment programmes, with 1,000 man-time in total	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 workshop, among which 80 of them complete 8 sessions of workshop	75,000

活動簡介（例子1）（**如有需要**）/ Brief introduction of project activity (Example 1) **(if applicable)**

目的與內容

培訓工作坊旨在提升參加者向吸毒者提供輔導的能力。工作坊包括以下主題：（I）本港的最新毒品趨勢和年輕人販運毒品的最新趨勢（一節），（II）各類毒品的禍害（一節），（III）不同的輔導方法在戒毒治療中的應用（包括理論，經驗導師的示範和課堂上的實踐）（五節），（IV）預防重吸的實用技巧（一節）以及（V）危機干預（兩節）。

出席80%的工作坊並通過考試的參加者將獲得培訓證書。

Aim and content:

The training workshop aim to strengthen participants' competence in counselling drug abusers. The workshop consists of the following topics: (I) latest drug trend in Hong Kong and the latest trend of drug trafficking among young people (one session), (II) harm of various type of drugs (one session), (III) application of different counselling approaches in drug treatment (including theories, demonstration from experienced tutors and classroom practice) (five sessions), (IV) practical skills for relapse prevention (one session) and (V) crisis intervention (two sessions).

Participants who attend 80% of the workshop and pass the examination will be awarded with certificate of training.

| 例子2

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。

Example 2

Provide 3 vocational training courses, including cooking, computer application and professional beauty courses. Each course comprises at least 30 hours. | 50-60名吸毒者，共500-600人次

50-60 drug abusers, with 500-600 man-time in total | 共提供不少於3個培訓班，每個不少於30小時

3 courses in total, with at least 30 hours for each course | 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%(即35-42人)的吸毒者能取得證書。
Provide 3 vocational training courses for 50-60 drug abusers (17 to 20 participants per class on average), with an average attendance rate reaching 70% or 70% (i.e. 35-42 participants) of the drug abusers receive the training certificate. | 86,000 |

活動簡介（例子2）（**如有需要**）/ Brief introduction of project activity (Example 2) **(if applicable)**

沒有/Nil

A. 工作坊/講座/分享會 Workshop/seminar/sharing session				
A1				
A2				

活動簡介(A1)（**如有需要**）/ Brief introduction of project activity(A1) **(if applicable)**

活動簡介(A2)（**如有需要**）/ Brief introduction of project activity(A2) **(if applicable)**

B. 提供導賞或探訪以介紹戒毒康復計劃 Guided tours or visits to introduce drug rehabilitation programme				
B1				
B2				

活動簡介(B1)（**如有需要**）/ Brief introduction of project activity(B1) **(if applicable)**

活動簡介(B2)（**如有需要**）/ Brief introduction of project activity(B2) **(if applicable)**

C. 線上/線下多媒體或媒體*活動（例如邀請關鍵意見領袖、透過電影/短片/微電影製作發放禁毒訊息、擴增實境/虛擬實境技術）
   *如電視、電台或其他媒體節目，請註明播放時段和媒體名稱
   Online / offline multi-media / media* activity (e.g. engagement of Key Opinion Leaders, dissemination of anti-drug

messages through movie/video/short film production, augmented reality/virtual reality techniques) *For television, radio programme or other media service(s), please specify the broadcasting time slot(s) and the name(s) of the media				
C1				
C2				
活動簡介(C1)（**如有需要**）/ Brief introduction of project activity(C1) **(if applicable)**				
活動簡介(C2)（**如有需要**）/ Brief introduction of project activity(C2) **(if applicable)**				
D. 外展服務（例如實體外展、網上外展） Outreaching service (e.g. physical/in-person outreach, online outreach)				
D1				
D2				
活動簡介(D1)（**如有需要**）/ Brief introduction of project activity(D1) **(if applicable)**				
活動簡介(D2)（**如有需要**）/ Brief introduction of project activity(D2) **(if applicable)**				
E. 專業輔導/心理評估/心理治療 Professional counselling/psychological assessment/psycho-therapy				
E1				
E2				
活動簡介(E1)（**如有需要**）/ Brief introduction of project activity(E1) **(if applicable)**				
活動簡介(E2)（**如有需要**）/ Brief introduction of project activity(E2) **(if applicable)**				
F. 醫療評估/醫療服務 Medical assessment/medical treatment service				
F1				
F2				
活動簡介(F1)（**如有需要**）/ Brief introduction of project activity(F1) **(if applicable)**				
活動簡介(F2)（**如有需要**）/ Brief introduction of project activity(F2) **(if applicable)**				
G. 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				
G1				
G2				
活動簡介(G1)（**如有需要**）/ Brief introduction of project activity(G1) **(if applicable)**				
活動簡介(G2)（**如有需要**）/ Brief introduction of project activity(G2) **(if applicable)**				
H. 職業培訓/續顧服務 Vocational training/aftercare services				
H1				
H2				
活動簡介(H1)（**如有需要**）/ Brief introduction of project activity(H1) **(if applicable)**				
活動簡介(H2)（**如有需要**）/ Brief introduction of project activity(H2) **(if applicable)**				
I. 其他，請註明 Other, please specify:_____				
I1				
I2				
活動簡介(I1)（**如有需要**）/ Brief introduction of project activity(I1) **(if applicable)**				
活動簡介(I2)（**如有需要**）/ Brief introduction of project activity(I2) **(if applicable)**				

14. 如涉及的申請款額用於多過一項活動，相關申請款額亦未能按牽涉的活動項目分拆，請在此註明其詳情及其用於活動的編號（例如「A1」、「B2」） 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 the details here and indicate the activity numbers involved (e.g. "A1", "B2") e.g. 設備2部/2 pcs of equipment（用於活動B1, C1及C2/used in activities B1, C1 and C2）	6,000
15. 小計 Sub-total :	$ (15)

^ 受惠社群及預計參加人數及人次應與附錄A的(I)部所述的一致。申請機構／人若未能估算受惠人數，則不需提供有關資料。請參考附錄 A 的 (I) 部有關填寫受惠人數及人次的詳細說明。 **Beneficiary groups and numbers of participants in head count and man-time should tally with those stated in Part (I) of Appendix A. If it is not possible to provide an estimate of head count, the Applicant Organisation/Applicant needs not provide such information. Please refer to the detailed explanation on how to provide information on head count and man-time of beneficiaries in Part (I) of Appendix A.**

@ 如申請獲批，申請機構／人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 Organisation/Applicant should complete the listed activities during the project implementation period and attain the anticipated no. of service output.

VI. 與優先考慮範疇相關項目活動　　Project activities related to priority areas	
16. 優先考慮範疇（詳情請參閱禁毒基金一般撥款計劃指引附錄**D**） **Priority areas (Please refer to Appendix D of the Guide to Beat Drugs Fund Regular Funding Scheme for details)**	17. 請列出與以下優先考慮範疇相關的項目活動（有關活動請按附錄A的(V)部以活動編號，如「A1」、「B2」標示） **Please list the number of activity(ies) (which should tally with Part (V) of Appendix A, such as "A1", "B2") relevant to the following priority areas**

戒毒治療和康復
Treatment and Rehabilitation (T&R)

例子/Example： 　優先考慮範疇X/Priority area X	例子/Example： 活動編號 Activity number(s): G1, H2
優先考慮範疇A/Priority area A	活動編號 Activity number(s):
優先考慮範疇B/Priority area B	活動編號 Activity number(s):
優先考慮範疇C/Priority area C	活動編號 Activity number(s):
優先考慮範疇D/Priority area D	活動編號 Activity number(s):
優先考慮範疇E/Priority area E	活動編號 Activity number(s):
優先考慮範疇F/Priority area F	活動編號 Activity number(s):
優先考慮範疇G/Priority area G	活動編號 Activity number(s):
優先考慮範疇H/Priority area H	活動編號 Activity number(s):

預防教育和宣傳
Preventive Education and Publicity (PE&P)

例子/Example： 　優先考慮範疇Y/Priority area Y	例子/Example： 活動編號 Activity number(s): A1, B2
優先考慮範疇I/Priority area I	活動編號 Activity number(s):
優先考慮範疇J/Priority area J	活動編號 Activity number(s):
優先考慮範疇K/Priority area K	活動編號 Activity number(s):
優先考慮範疇L/Priority area L	活動編號 Activity number(s):
優先考慮範疇M/Priority area M	活動編號 Activity number(s):
優先考慮範疇N/Priority area N	活動編號 Activity number(s):
優先考慮範疇O/Priority area O	活動編號 Activity number(s):
優先考慮範疇P/Priority area P	活動編號 Activity number(s):

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

請列出個別活動的預計執行時間，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。

Please set out the estimated implementation period for individual activities. Please also highlight any anticipated challenge that may cause underachievement of target and contingency plan.

18.

請在下列的時間表中以"X"標示相關活動的預計執行時間。活動編號應與附錄A的V部所示的一致。

Please set out the estimated implementation period for relevant activities in the timetable below using "X". The activity numbers should tally with those listed in Part V of Appendix A.

活動編號（應與附錄A的V部一致，如「A1」、「B2」）Activity number (which should tally with Part V of Appendix A, such as "A1", "B2")	第一個項目年度 The first project year				第二個項目年度 The second project year				第三個項目年度 The third project year			
	第一至三個月 Month 1 to Month 3	第四至六個月 Month 4 to Month 6	第七至九個月 Month 7 to Month 9	第十至十二個月 Month 10 to Month 12	第一至三個月 Month 1 to Month 3	第四至六個月 Month 4 to Month 6	第七至九個月 Month 7 to Month 9	第十至十二個月 Month 10 to Month 12	第一至三個月 Month 1 to Month 3	第四至六個月 Month 4 to Month 6	第七至九個月 Month 7 to Month 9	第十至十二個月 Month 10 to Month 12
1.												
2.												

（如適用）請在下表填寫執行項目時可能會遇到的挑戰及導致未能達標的因素及相關的應變計劃。

(If applicable) Please fill in the anticipated challenge during project implementation that may cause underachievement of target and the contingency plans.

活動編號（應與附錄A的(V)部一致，如「A1」、「B2」）Activity number (which should tally with Part V of Appendix A, such as "A1", "B2")	可能會遇到的挑戰及導致未能達標的因素 Anticipated challenge that may cause underachievement of target	相關的應變計劃 Related contingency plan

19.

IX. 成果指標及其監察 Output Indicators and their monitoring

請列出用以監察項目的主要指標（建議成果指標的數目為四至六項）。請參考保安局禁毒處網頁 (https://www.nd.gov.hk/tc/beat_drug_fund_2025.html)提供的例子。

Please list the main indicators for monitoring the project (the recommended number of output indicators should be around 4 to 6). Please refer to the examples available on the website of the Narcotics Division, Security Bureau (https://www.nd.gov.hk/en/beat_drug_fund_2025.html).

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	監察 （請形容如何收集指標的資料）Monitoring (Please describe how information on the indicators will be collected)
20. 成果指標一 Output Indicator 1			☐　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 ☐　其他方法，請註明 Other means, please

			specify:： ……………………………………………

* 如有需要，請就其他成果指標依照上列方的方式另開新列填寫資料。
  If necessary, please provide information of other Output Indicators in new rows by making reference to the format of the above row.
^ 受惠人數及／或預算服務人次應與附錄A的(I)部及(V)部所述一致。
  No. of beneficiaries and/or anticipated servicing man-times should tally with those stated in Parts I and V of Appendix A.

X. 成效指標及其評估機制 Outcome Indicators and their evaluation mechanism

請列出用以評估項目的<u>主要</u>指標（建議成效指標的數目為四至六項）。請參考保安局禁毒處網頁 (https://www.nd.gov.hk/tc/beat_drug_fund_2025.html)提供的例子。

Please list the <u>main</u> indicators for monitoring the project (the recommended number of outcome indicators should be around 4 to 6). Please refer to the examples available on the website of the Narcotics Division, Security Bureau (https://www.nd.gov.hk/en/beat_drug_fund_2025.html).

成效指標（指出參加者於項目後的預期改變，指標必須是<u>具體</u>、<u>可量化</u>及<u>可實現的</u>）@ Outcome Indicators (Indicate the changes that are expected to be found among the beneficiaries and indicators must be <u>specific</u>, <u>measurable</u> and <u>achievable</u>)@	目標受惠社群 Target beneficiary group
21. 成效指標一 Outcome Indicator 1	

* 如有需要，請就其他成效指標依照上列方的方式另開新列填寫資料。
  If necessary, please provide information of other Outcome Indicators in new rows by making reference to the format of the above row.
@ 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，申請機構／人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 Organisation/Applicant should provide quit rate (or drug use frequency data) as outcome indicator.

成效指標的評估機制 Evaluation mechanism of Outcome Indicators

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 (https://www.nd.gov.hk/tc/beat_drug_fund_2025.html)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 (https://www.nd.gov.hk/en/beat_drug_fund_2025.html).

成效指標 Outcome Indicators	收集資料的工具‡ Tools for data collection‡	收集資料的時間 Timing for data collection

22. 成效指標一
Outcome Indicator 1
	☐ 禁毒基金……號問卷
	   BDF Question Set No.: ………………………
	☐ 其他問卷，請註明並提供相關問卷作參考：……………
	   Other tools, please specify and provide the relevant tools for reference: …..………………
	☐ 其他方法，請註明：…………………………..
	   Other method, please specify: ………...……
		☐ 前測及後測
		   Pre-test and Post-test
		☐ 後測
		   Post-test
		☐ 於第….個月作跟進調查
		   Follow-up survey or interview at the …month

* 如有需要，請就其他成效指標依照上列方的方式另開新列填寫資料。
  If necessary, please provide information of other Outcome Indicators in new rows by making reference to the format of the above row.
‡ 請參閱保安局禁毒處網頁（https://www.nd.gov.hk/tc/beat_questions_2010R2.html）的評估問卷。如申請機構／人提議使用保安局禁毒處網頁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 website of the Narcotics Division, Security Bureau (https://www.nd.gov.hk/en/beat_questions_2010R2.html) for evaluation question sets. If the Applicant Organisation/Applicant proposes to use measurement tools other than those listed in the website of the Narcotics Division, Security Bureau, sample of the questionnaire or evaluation tool should be submitted with the application form.

XI. 指標以外的監察和評估機制（如有）
   Monitoring and evaluation mechanism other than indicators (if any)

23.