

檔案編號 Reference number  
(只供政府有關部門填寫  
To be filled in by Government  
department)

**參考資料  
申請範例 - 學校群組**

**Reference Material  
Example of Application – School Cluster**



**健康校園計劃  
禁毒基金特別撥款計劃**

**Healthy School Programme  
Beat Drugs Fund Special Funding Scheme**

**2023／24 學年申請表  
2023/24 SCHOOL YEAR APPLICATION FORM**

# 申請指引

## Guideline for Application

此申請表分為以下三個部分：

The application form is divided into the following three sessions:

<p>甲部 <b>Section A</b></p>	<p>參與學校資料 <b>Participating Schools' Information</b></p>	<p>由參與學校填寫。如多於一間學校參與（即以學校群組身份參與），則須由其中一間學校作為參與學校的主申請者。 To be completed by the participating school. If there are more than one participating school (i.e. application by school cluster), it should be completed by one of the schools as the principal applicant.</p> <p>參與學校，或代表所有參與學校的主申請者，須提交一份不超過五頁紙的計劃書（為附件一），闡述如何推行健康校園計劃。計劃書須同時包括： The participating school, or the principal applicant, on behalf of all participating schools, should submit a proposal (as Annex 1) covering no more than five pages, to explain how the healthy school programme is to be implemented. The proposal should also include:</p> <ul style="list-style-type: none"> <li>➤ 學校如何就推行計劃作準備 Preparations for the implementation of the programme</li> <li>➤ 推行計劃的時間表 Implementation timeframe</li> <li>➤ 如何運用所申請的撥款 How to make use of the fund applied</li> <li>➤ 預期成果及成效 Expected deliverables and outcomes</li> <li>➤ 其他有助申請的附加資料 Other useful supplementary information</li> </ul>
<p>乙部 <b>Section B</b></p>	<p>健康校園抗毒活動 <b>Healthy School Anti-drug Activities</b></p>	<p>學校可選擇夥拍合適的非政府機構推行計劃。若學校選擇與非政府機構合作，此部則由協助學校舉辦活動的非政府機構填寫。如多於一間非政府機構參與，每一間非政府機構須自行複印乙部的表格，並各自填寫所需的資料。如果學校並沒有夥拍非政府機構，則此部分同樣由學校填寫。 Participating schools may partner with suitable non-governmental organisations (NGOs) of their choice to implement the programme. If an NGO is chosen for collaboration, this part should then be completed by the NGO that supports the school(s) to organise activity. If there are more than one NGO, each NGO should copy and fill in Section B separately. If there is no partnering NGO, this session should be completed by the participating school/principal applicant.</p> <p>各非政府機構均須就其提出的健康校園抗毒活動提交一份不超過五頁紙的計劃書（為附件二，如多於一份計劃書，請以附件 2A、附件 2B（如此類推）代表），在撰寫時應與學校就內容有充份溝通。計劃書須同時包括： Each NGO should submit a proposal (as Annex 2. If there are more than one proposal, please attach as Annex 2A, Annex 2B etc.) covering no more than five pages on the healthy school anti-drug programme, and there should be adequate communication with the school(s) concerned of its content before the submission. The proposal should also include:</p> <ul style="list-style-type: none"> <li>➤ 擬舉辦的活動詳情及時間表 Details and timeframe for the proposed activity(ies) to be implemented</li> <li>➤ 如何就推行計劃作準備 Preparations for the implementation of the activity(ies)</li> <li>➤ 如何運用所申請的撥款<sup>1</sup> How to make use of the fund applied</li> </ul>

<sup>1</sup> 如需聘請員工，須提供充分理據支持，包括有關員工的職務詳情及為何不能由現有員工執行該等職務。如需聘請員工之薪酬高於類似的政府職位的入職起薪點，須具充分理據支持。

*Applications seeking manpower should provide full justifications including the duties of the personnel to be engaged and why the duties cannot be taken by the existing staff. Salaries higher than the starting salary of similar posts in the Government should be supported with full justifications.*

		<ul style="list-style-type: none"> <li>➤ 預期成果及成效 Expected deliverables and outcomes</li> <li>➤ 其他有助申請的附加資料 Other useful supplementary information</li> </ul>
丙部 <b>Section C</b>	測檢計劃 <b>School Drug Testing Scheme</b>	<p>由非政府機構填寫。如多於一間非政府機構參與，每一間非政府機構須自行複印丙部的表格，並各自填寫所需的資料。 To be completed by NGO. If there are more than one NGO, each NGO should copy and fill in Section C separately.</p> <p>參與學校及非政府機構須制定符合個別學校情況的測檢計劃，並提交一套計劃守則（為附件三，如多於一份守則，請以附件 3A、附件 3B（如此類推）代表）。計劃守則須包括以下各項： The participating school and the NGO should formulate a school drug testing scheme considering the school's own circumstances, and submit a set of protocol (as Annex 3. If there are more than one protocol, please attach as Annex 3A, Annex 3B etc.). The protocol should include the following:</p> <ul style="list-style-type: none"> <li>➤ 測檢計劃的指導原則及目的 Guiding principles and aim of the school drug testing scheme</li> <li>➤ 所有相關人士（如學校校長、學校計劃助理、校外專責隊伍等） All concerned parties (e.g. school principal, school project assistant, school drug testing team, etc.)</li> <li>➤ 測檢方法及整個測檢流程 Method and the flow of drug testing</li> <li>➤ 下游支援計劃（即如何向受毒品問題困擾的學生提供協助） Downstream support programme (i.e. how to provide assistance to students with drug issues)</li> <li>➤ 保障學生個人資料私隱的措施 Measures to protect the personal data and confidentiality of students</li> </ul>

### 其他注意事項

#### Other points to note

1. 本計劃由參與學校及非政府機構共同提出申請。  
Application for the programme is to be jointly submitted by participating school(s) and NGO(s).
2. 必須填寫此申請表的每一部分。如未能提供足夠資料，禁毒基金會將無法處理該申請。禁毒基金會沒有責任向申請者尋求進一步資料以完成申請。  
It is very important to complete every part of this application form. The Beat Drugs Fund Association (BDFA) may not be able to process an application that fails to provide full information. The BDFA is not obliged to request further information from applicants to complete their applications.
3. 提交的資料將不會發還。  
Submitted materials will not be returned.

**提交申請書時，請夾附下列文件：**

**Please enclose the following documents when submitting application:**

1. 申請表正本（連同其他所需文件）  
Original application form (with all necessary supporting documents)
2. 5 份申請表副本（連同其他所需文件）  
5 photocopies of application form (with all necessary supporting documents)
3. 以 MS WORD 格式儲存的申請表（電郵地址：sb-hspdt@sb.gov.hk）  
Completed application in MS WORD format (email address: sb-hspdt@sb.gov.hk)
4. 機構簡介（每機構需提交不超過一頁文字）  
Brief description of organisation (no more than one page for each organisation)
  - a) 每間參與學校可以個別學校為單位，提供各自學校的簡介，或就以下的組合提供機構的簡介：  
Participating schools can provide an individual description, or a description of their agency:
    - 校長會（如所有參與學校屬同一區份）；  
School heads association (if all participating schools belong to the same district);
    - 辦學團體（如所有參與學校屬同一辦學團體）；  
School sponsoring body (if all participating schools belong to the same school sponsoring body);
    - 其他適用組合。  
Other applicable combination.
  - b) 非政府機構需提供機構的簡介  
NGO would need to provide a brief description of the organisation
5. 公司註冊證書、商業登記證及／或社團登記證副本  
Photocopies of Certificate of Incorporation, Business Registration and/or Society Registration for each organisation

如申請者對填寫本申請書有任何疑問，可致電 2867 5974 / 2867 5975 / 2867 5976 與禁毒基金會職員聯絡。

Applicant may contact staff of the Beat Drugs Fund Association at 2867 5974 / 2867 5975 / 2867 5976 for any enquiries concerning this application form.

## 計劃概要

### PROJECT SUMMARY

#### 1. 計劃名稱 Project title

中文 Chinese : [如：活力校園]  
英文 English : [e.g. Energetic Campus ]

#### 2. 申請機構 Applicants

參與學校主申請者 Principal applicant of participating schools

中文 Chinese : [如：XXX 中學]  
英文 English : [e.g. XXX College]

可以用其中一間中學為主申請者或辦學團體代表做主申請者。

One of the participating schools or the school sponsoring body (SSB) can be appointed as the principal applicant to act on behalf of the participating schools.

健康校園抗毒活動申請機構 Applicant organisation(s) for healthy school anti-drug activities<sup>2</sup>

中文 Chinese : [如：YYY 中心]  
英文 English : [e.g. YYY Centre]

如所有參與學校共同夥拍同一間非政府機構，只需填寫該非政府機構資料。如每間參與學校夥拍不同的非政府機構，需為每間非政府機構在此部分加入新一行填寫該機構的資料。  
If all participating schools partner with the same NGO, please fill in the information on that NGO. If each participating school partners with a different NGO, please add extra rows to provide information on their partnering NGOs.

測檢計劃校外專責隊伍申請機構 Applicant organisation(s) for school drug testing team<sup>3</sup>

中文 Chinese : [如：ZZZ 中心]  
英文 English : [e.g. ZZZ Centre]

#### 3. 建議推行日期

Proposed date of implementation

由 From

9(月 month) / 2023(年 year)

至 To

8(月 month) / 2026(年 year)

#### 4. 推行年期

Project duration

可選擇申請推行一學年、連續兩學年或連續三學年的健康校園計劃。

Schools may apply to implement the Healthy School Programme (HSP(DT)) for one school year, two consecutive school years or three consecutive school years.

3(年 year)

(月 month)

#### 5. 申請撥款 Funding applied

參與學校 Participating schools :

以每校每學年\$90,000撥款計算。  
Based on a lump sum grant of \$90,000 per school per school year.

[如：\$1,350,000.00]

健康校園抗毒活動 Healthy school anti-drug programme<sup>4</sup> :

[如：\$3,000,000.00]

測檢計劃校外專責隊伍 School drug testing team<sup>5</sup> :

[如：\$1,500,000.00]

總申請撥款 Total funding applied :

[如：\$5,850,000.00]

視乎計劃內容預算填寫。此為三年計劃預算例子。  
Please fill in according to the content and budget of the proposal. This is an example of a three-year project.

<sup>2</sup> 如多於一個申請機構，請加入新一行填寫該機構的資料。

If there are more than one applicant organisation, please insert rows to provide the information.

<sup>3</sup> 同上。 - ditto -

<sup>4</sup> 如多於一個申請機構，請提供所有機構申請的總撥款額。

If there are more than one applicant organisation, please provide the total amount of funding applied by all organisations.

<sup>5</sup> 同上。 - ditto -

甲部. 參與學校資料  
Section A. Participating Schools' Information

A1. 參與學校主申請者 Principal applicant of participating schools <sup>6</sup>			
學校名稱 Name of school			
中文 Chinese	[如：XXX 中學]		
英文 English	[e.g. XXX College]		
校長 School principal	<p>甲部為學校資料，由參與學校填寫。如多於一間學校參與（例如同一辦學團體屬下的學校一同申請參加健康校園計劃），則需由其中一間學校或辦學團體作為主申請者。代表所有參與學校的主申請者，需主要負責就獲資助計劃的所有事宜與基金會代表聯絡，以及確保每間參與學校遵守撥款條件。</p> <p>Section A is about the basic information on schools is to be completed by participating schools. If the application comes from more than one participating school (e.g. schools under the same school sponsoring body to jointly apply for HSP(DT)), it should be completed by one of the participating schools or the school sponsoring body acting as the Principal Applicant. The Principal Applicant, on behalf of all participating schools, will be mainly responsible for liaising with the representatives of the BDFA on all matters related to the project and ensuring that each participating school will comply with the conditions of grant.</p>		
校長的香港身份證號碼 HKID Card No. of school principal			
主申請者地址 Address of principal applicant			
計劃負責人 Project in-charge		職銜 Post	<p>請填寫主申請者相關聯絡資料，方便日後基金會與申請者聯絡。</p> <p>Please fill in the corresponding contact information on the Principal Applicant to facilitate communication with the Association in future.</p>
計劃負責人的香港身份證號碼 HKID Card No. of project in-charge			
電郵地址 Email address			
電話號碼 Tel no.			
傳真號碼 Fax no.			
機構根據右列條例註冊（如適用） The applicant is registered under (if applicable)	<input type="checkbox"/> 《社團條例》 Societies Ordinance <input type="checkbox"/> 《公司條例》 Companies Ordinance <input type="checkbox"/> 其他（請註明：            ） Others (please specify :    )		
註冊年份 Year of registration			

<sup>6</sup> 主申請者需就獲資助計劃的所有事宜與禁毒基金會代表聯絡及向禁毒基金會提交帳目結算表。主申請者亦需確保每間參與學校遵守撥款條件及匯報每間參與學校所提供有關運用撥款的情況。

*The principal applicant will be responsible for liaising with the representative of the Beat Drugs Fund Association (BDFA) on all sorts of matters related to the programme funded, and ensure that each participating school will comply with the conditions of grant and submit to the BDFA the statement of accounts and report on the use of grant prepared by each participating school.*

**A2. 參與學校 Participating school(s) <sup>7</sup>**

編號 No.	學校名稱 Name of school	校長 Principal	聯絡人 Contact person	職銜 Post	電話 Tel no.	地址 Address	電郵地址 Email address	學生人數 No. of students
1 <sup>8</sup>	AAA 中學	請填寫每間參與學校聯絡人和學校基本資料。 Please fill in the basic information and the corresponding contact person of each participating school.						
2	BBB 中學							
3	CCC 中學							
4	DDD 中學							
5	EEE 中學							
6								
7								
8								
9								
10								

<sup>7</sup> 如多於十間學校參與計劃，請另行以額外續頁提供有關資料。

Please use separate sheets to provide necessary information if there are more than 10 schools joining the programme.

<sup>8</sup> 請把主申請者的資料填寫於表格的第一行。

Please fill in the information of the principal applicant at the first row of the table.

### A3. 參與學校會進行以下的工作

#### Participating schools will undertake the following area(s) of work

1.	<input checked="" type="checkbox"/> 添置額外設備 <sup>9</sup> Purchasing extra equipment <input type="checkbox"/> 專業支援 <sup>10</sup> Offering professional support <input checked="" type="checkbox"/> 改裝房間 <sup>11</sup> Renovation of existing rooms <input checked="" type="checkbox"/> 舉辦活動 <sup>12</sup> Organising activities <input checked="" type="checkbox"/> 教師培訓 <sup>13</sup> Providing training to teachers <input checked="" type="checkbox"/> 其他（請註明：_____） Others (please specify : _____)	<p>請別選學校將會運用撥款用途之選項。 Please choose the item(s) for which the grant will be used.</p>
2.	<input checked="" type="checkbox"/> 每間參與學校各委任一位學校計劃助理 <sup>14</sup> Appoint one school project assistant for each participating school <input type="checkbox"/> 參與學校共同聘用一位學校計劃助理 Employ one school project assistant for all participating schools	<p>無論學校有否將撥款用於聘請學校計劃助理，都必須安排至少一名學校職員出任學校計劃助理。 At least one staff should be assigned as the school project assistant regardless of whether the grant is used for employing the school project assistant.</p>

<sup>9</sup> 租用或購買服務、設備或設施，以便進行校園的測檢工作，包括測檢前的準備及測檢後的安排。如申請撥款購買每項\$1,000 以上的資產（例如辦公室器材、電腦），請簡述絕對需要該項資產以推行計劃的理據，申請者亦須說明其他方案（如租用資產或使用申請者的資產）不可行或不符合經濟效益的理由。

Hire or purchase services, equipment or facilities to facilitate drug testing in school, including pre-test preparations and post-test arrangements. For Applicants who proposes to procure assets that cost \$1,000 or more per item (e.g. office equipment, computer), please describe briefly how the asset is absolutely essential for implementation of the project, and how other options (such as hire/renting of the asset or use of Applicant's assets) are not practical or cost-effective.

<sup>10</sup> 從有關專科聘請兼職教育心理學家或專業人員，或購買其服務，以支援校園測檢工作的順利推行，包括但不限於為學生提供協助、輔導及支援服務。請另頁詳述有關專業人員在計劃中的角色，隨申請表附上。

Engage or purchase the services of a part-time education psychologist or professionals from relevant disciplines to support the smooth implementation of drug testing in school, including but not limited to the provision of assistance, counselling and support services to participating students. Please elaborate on a separate sheet (to be attached to the application form) on the role(s) of the professionals concerned in the programme.

<sup>11</sup> 進行必要的工程，例如改裝房間，以便進行測檢工作。

Undertake necessary works, such as conversion of rooms, for implementing drug testing in school.

<sup>12</sup> 為參與學生和家長舉辦抗毒活動及製作與抗毒有關的教材，包括推廣校園測檢的材料，但由非政府機構負責的預算開支則不應包括在此項目內。建議申請者利用由禁毒處提供的免費學校禁毒教育的教材或服務。詳情請參閱 [https://www.nd.gov.hk/tc/antidrug\\_resources.html](https://www.nd.gov.hk/tc/antidrug_resources.html)。於香港境外舉行的活動（例如交流團）將不予支持；不含禁毒教育或個人成長元素的活動（例如到訪主題樂園）亦可能不獲支持。

Organise anti-drug activities and produce anti-drug educational materials for participating students and parents, including materials required to promote drug testing at school. However, budget to be absorbed by NGOs should not be included in this item. Applicants should make use of the free anti-drug materials or preventive education programmes provided by the Narcotics Division. Please refer to [https://www.nd.gov.hk/tc/antidrug\\_resources.html](https://www.nd.gov.hk/tc/antidrug_resources.html) for more information. Activities outside Hong Kong (e.g. interflow tours) are not supported. Activities which do not consist of anti-drug education or personal growth element (e.g. visits to theme parks) may not be supported too.

<sup>13</sup> 為老師提供抗毒專業發展／培訓課程，以便在學校進行測檢工作，但由非政府機構負責的預算開支則不應包括在內。

Provide anti-drug professional development / training programmes for teachers in order to facilitate the implementation of drug testing in school. However, budget to be absorbed by NGOs should not be included in this item.

<sup>14</sup> 參與學校需就測檢工作安排適當人選出任學校計劃助理，以確保測檢計劃依循測檢程序進行，並安排測檢細節及擬備工作報告。

Participating schools should arrange suitable personnel as the school project assistant, to ensure the drug testing scheme adhered to the drug testing procedures as set out in the protocol, prepare for the logistic arrangement of the drug testing scheme and compile reports.

A4. 財政預算 Budget							
編號 No.	學校名稱 <sup>15</sup> Name of school	學校行政及運作支援預算 Budget for school administrative and logistic support (\$)	學校計劃助理預算 Budget for school project assistant			總計 Total (\$)	
			每月預算 Monthly expenses (\$)	期間 Duration	小計 Sub-total (\$)		
1	AAA 中學	90,000	6,000	30 months	180,000	270,000	
2	BBB 中學	120,000	5,000	30 months	150,000	270,000	
3	CCC 中學	108,000	4,500	36 months	162,000	270,000	
4	DDD 中學	120,000	5,000	30 months	150,000	270,000	
5	EEE 中學	30,000	8,000	30 months	240,000	270,000	
6		<p>此數額為 A3 (1)部分列出工作的所需總開支，不同學校可申請不同金額。</p> <p>This is the total budget for the works listed under Section A3(1). Different schools may apply for different amount.</p>	<p>如計劃將撥款用於津貼學校計劃助理的薪金開支（即 A3 (2)部分），請填寫此部分，每間學校無須一樣。「學校行政及運作支援預算」和「學校計劃助理預算」兩部分的總和上限為每學年\$90,000。</p> <p>Please fill in this part if the school proposes to use the grant as the school project assistant's allowance (i.e. Section A3(2)). It is not necessary for every school to have the same budget. The sum of "budget for school administrative and logistic support" and "budget for school project assistant" is capped at \$90,000 per school year.</p>				
7							
8							
9							
10							
<b>合計 TOTAL:</b>						1,350,000	

以每校每學年\$90,000撥款計算，參加三年計劃，每校甲部撥款為\$270,000；五間學校組成的群組，則合計為\$1,350,000。  
Based on a lump sum grant of \$90,000 per school per school year. Grant for Section A would be \$270,000 per school for a three-year project, and a total of \$1,350,000 will be provided for a five-school cluster.

<sup>15</sup> 與 A2 所列之學校相同。  
Same as the schools listed in A2.

# 聲明

## Declaration

我們謹此證明：據我們所知，申請表內所填報的資料均正確無訛。我們已細閱並完全明白及確認以下聲明：

1. 我們同意，如擬議計劃獲禁毒基金會批准，表格內所提供的資料對申請者具有約束力。
2. 我們確認並沒有就申請項目獲得／正申請資助。
3. 我們保證，如日後我們向其他資金來源申請資助同一計劃，定必通知禁毒基金會秘書處。
4. 我們承諾當運用禁毒基金的撥款進行採購時，會考慮到我們維護國家安全的持續性責任，不得從事危害國家安全的行為或活動。在採購過程中的每一階段評估任何可能出現的國家安全風險或問題時，我們和我們的管理層會保持審慎和敏感，並行使專業判斷。我們明白在維護國家安全方面的責任具持續性，並持續在整個採購過程中的每一階段，包括採納合約前的階段及採納合約後的合約管理階段。我們會確保我們的每一份採購文件中包含具體條款，根據國家安全利益而取消投標者資格和終止就採購而訂立的合約。
5. 我們知悉並確認，如出現以下任何情況，基金會可立即終止項目：
  - (a) 獲撥款學校或機構曾經或正在從事任何構成或導致，或任何可能構成或導致危害國家安全的罪行，或其他不利於國家安全利益的行為或活動；
  - (b) 由獲撥款學校或機構繼續推行項目將不利於國家安全利益；或
  - (c) 基金會合理相信以上所述的任何情況即將出現。
6. 我們確認基金會可在發現不當或違反撥款條款及條件的情況下，隨時更改撥款金額或撤回部分或全部撥款。
7. 我們會遵守由教育局發出的相關通告及指引。
8. 我們承諾加強我們現有的個人資料政策及指引，以確保計劃符合《個人資料（私隱）條例》（第486章）及《危險藥物條例》（第134章）的法定要求。
9. 我們會遵守廉政公署印發的《防貪錦囊》。

We hereby declare that: the information given in this Application Form is correct according to the best of our knowledge. We have read and fully understood and acknowledged the following declarations:

1. We agree that the information provided in this application would be binding on the applicant if the proposed project is approved by the Beat Drugs Fund Association (BDFA).
2. We confirm that no other sponsorship has been/is being sought for the proposed project.
3. We undertake to inform the BDFA Secretariat if, subsequent to this application, we apply for funds from other sources for the same project.
4. In conducting procurement by using the grant from Beat Drugs Fund, we undertake to take into account our continuing duty to safeguard national security and not to engage in any acts or activities which endanger national security. We and our management would exercise professional judgment, sensitivity and prudence in assessing any potential national security risks or issues that may be involved in every stage of the procurement. We understand that the duty to safeguard national security is a continuing one that subsists throughout every stage of the entire procurement process, including the pre-contract award stage and the contract management stage after contract award. We would ensure that each of our procurement documents incorporates specific clauses to disqualify tenderers and to terminate the contract made pursuant to the procurement in the interest of national security.
5. We understand and acknowledge that, BDFA may immediately terminate the project upon the occurrence of any of the following events –
  - (a) our school or organisation has engaged or is engaging in any act or activity that constitutes or causes, or is likely to constitute or cause, the occurrence of offences endangering national security or that would otherwise be contrary to the interest of national security;
  - (b) the continued implementation of the project is contrary to the interest of national security; or
  - (c) BDFA reasonably believes that any of the events mentioned above is about to occur.
6. We acknowledge that BDFA may modify the amount of grant or withdraw parts of or the full amount of the grant at any time if irregularities or contraventions of the terms and conditions of grant are found.
7. We will observe relevant circulars and guidelines promulgated by the Education Bureau.
8. We undertake to beef up our existing personal data policies and guidelines, as appropriate, to ensure that the project meets the statutory requirements of the Personal Data (Privacy) Ordinance (Cap. 486) and the Dangerous Drugs Ordinance (Cap. 134).
9. We will observe the best practice modules published by the Independent Commission Against Corruption.

**參與學校主申請者 Principal applicant**

校長簽署 Signature of school principal	學校／機構蓋章 School/Organisation chop
校長 School principal	
校長香港身份證號碼 HKID Card No. of School principal	
學校／機構 School/Organisation	
日期 Date	

**乙部. 健康校園抗毒活動**  
**Section B Healthy School Anti-drug Activities**

以群組形式參加的學校可共同夥拍同一間非政府機構，或夥拍不同的非政府機構。如所有參與學校共同夥拍同一間非政府機構，該非政府機構需填寫一份乙部表格，詳列所有為參與學校安排的活動。如每間參與學校夥拍不同的非政府機構，每間非政府機構需各自填寫一份乙部表格。  
 For schools applying to implement the HSP(DT) jointly, they may choose to partner with the same NGO or different NGOs. If all participating schools decide to partner with the same NGO, that NGO should submit one set of Section B listing all the activities to be arranged for the participating schools. If each participating school wishes to partner with a different NGO, the NGOs concerned should each submit a separate set of Section B.

<b>B1. 非政府機構 Non-governmental organisation</b>			
<b>機構名稱 Name of organisation</b>			
<b>中文 Chinese</b>		[如：YYY 中心]	
<b>英文 English</b>		[e.g. YYY Centre]	
<b>機構主管 Head of organisation</b>		<b>職銜 Post</b>	請填寫相關聯絡資料，方便日後基金會聯絡。 Please fill in the corresponding contact information to facilitate communication with the Association in future.
<b>機構主管的香港身份證號碼 HKID Card No. of head of organisation</b>			
<b>地址 Address</b>			
<b>計劃負責人 Project in-charge</b>		<b>職銜 Post</b>	
<b>計劃負責人的香港身份證號碼 HKID Card No. of project in-charge</b>			
<b>電郵地址 Email address</b>			
<b>電話號碼 Tel no.</b>			
<b>傳真號碼 Fax no.</b>			
<b>機構根據右列條例註冊 The applicant is registered under</b>		<input type="checkbox"/> 《社團條例》 Societies Ordinance <input type="checkbox"/> 《公司條例》 Companies Ordinance <input type="checkbox"/> 其他（請註明：            ） Others (please specify:    )	
<b>註冊年份 Year of registration</b>			
<b>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</b>		<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>申請禁毒基金的過往記錄 Record for previous Beat Drugs Fund application</b>			
<b>請列出過去三年所有申請之計劃名稱 Please list the project title of all your Beat Drugs Fund application(s) in the past 3 years</b>			
<b>獲禁毒基金會核准之申請 Application(s) approved by Beat Drugs Fund Association</b>		<b>被禁毒基金會否決之申請 Application(s) rejected by Beat Drugs Fund Association</b>	
<b>年份 Year</b>	<b>計劃名稱 Project title</b>	<b>年份 Year</b>	<b>計劃名稱 Project title</b>

2020-2021	XXX 計劃 (XXX Project)		
2021-2022	XXX 計劃 (XXX Project)		
<b>過去三年的申請總數</b>			2
<b>Total no. of applications in the past 3 years</b>			

B2. 抗毒活動 Anti-drug activities		以下例子只供參考。 The following example is for reference only.		舉辦優次 <sup>18</sup> Priority (由學校主申請者填寫 To be completed by the principal applicant for the participating schools)
	建議項目 <sup>16</sup> Proposed activity	參與學校 <sup>17</sup> Participating schools	活動簡介 Description of activity	
例	xxxx 社區服務	xx 中學	探訪區內社區中心和小學，向區內人士宣揚禁毒訊息。	H <input type="checkbox"/> D <input checked="" type="checkbox"/> N <input type="checkbox"/>
1	健康校園資訊學生講座	1,2,3,4,5	● 簡介將會推行的健康校園計劃的內容及進行活動招募，同時宣揚禁毒信息。	H <input checked="" type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
2	「喜」動嘉年華	1,3,4,5	● 舉行與健康人生主題相關的攤位遊戲及擺設展板。 ● 宣傳健康校園計劃。	H <input type="checkbox"/> D <input checked="" type="checkbox"/> N <input type="checkbox"/>
3	中一成長訓練營連簡介會	1,2,3,4,5	● 透過團隊訓練，強化中一學生抗逆力、紀律及團隊合作精神，以幫助其融入中學校園生活。	H <input checked="" type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
4	「香港角落」生活體驗活動	1,2,4,5	● 透過接觸視障人士，了解該社群的生活及香港現時為該社群提供的社會資源，從而反思自己的生命。	H <input checked="" type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
5	野外定向訓練日連簡介會	2,4,5	● 透過野外定向訓練，提升學生的自信心、團體精神及解難技巧，從而建立自我效能感及勇於面對成長的挑戰。	H <input type="checkbox"/> D <input checked="" type="checkbox"/> N <input type="checkbox"/>
6	參觀香港賽馬會禁毒資訊天地及工作坊	1,3,5	● 透過參觀禁毒資訊天地及參與工作坊，深化學生對毒品的了解及抗毒意識。	H <input checked="" type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
7	「活力校園」結業禮	1,2,3,4,5	● 透過回顧健康校園計劃的活動，讓參與活動的同學向全校同學分享他們在活動中的體驗。	H <input checked="" type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>
8	家長工作坊	1,2,3,4,5	● 透過工作坊了解如何以發掘子女優點特質，以增加子女的抗逆力。	H <input checked="" type="checkbox"/> D <input type="checkbox"/> N <input type="checkbox"/>

<sup>16</sup> 請盡量列出實質活動名稱，例如「跳舞興趣班」、「攝影訓練班」，而非籠統以「多元興趣班」代替。如多於十個項目，請另行以額外續頁提供有關資料。

Please list the detailed programme names e.g. "Dance Class", "Photography Class" instead of using a general term "Interest Courses". Please use separate sheets to provide necessary information if more than 10 programmes will be provided.

<sup>17</sup> 請以 A2 所用之編號填寫。

Please fill in the numbers used in A2.

<sup>18</sup> H: 非常值得舉辦 Highly desirable; D: 值得舉辦 Desirable; N: 中立 Neutral

	<b>建議項目<sup>16</sup></b> <b>Proposed activity</b>	<b>參與學校<sup>17</sup></b> <b>Participating schools</b>	<b>活動簡介</b> <b>Description of activity</b>	<b>舉辦優次<sup>18</sup></b> <b>Priority</b> <i>(由學校主申請者填寫  To be completed by the  principal applicant for the  participating schools)</i>
9	教師抗毒工作坊	1,2,3,4,5	<ul style="list-style-type: none"> <li>● 透過培訓工作坊，讓教師了解時下年青人常吸食 的毒品、如何辯識學生吸毒以及相關處理方法。</li> </ul>	<b>H</b> <input checked="" type="checkbox"/> <b>D</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/>

以下例子只供參考。

The following example is for reference only.

### B3. 活動目標 Project objectives

請說明 B2 所列之活動整體目標和期望成果。活動目標於整個推行期間不得予以修改。

Please explain the overall objective(s) and expected outcomes of the anti-drug activities listed in B2. This must not be altered throughout the period of implementation.

[如：

「活力校園」計劃希望透過多元化的個人成長活動促進學生健康和正面發展，並透過了解吸毒禍害，減低其吸毒的風險。

活動的成果如下：

- 減低學生潛在的吸毒風險因素；
- 促進學生得到正面及健康的發展機會，加強學生面對成長挑戰的正面能力；及
- 促進學校、家長及學生明白健康校園文化的重要性。]

### B4. 評估方法 Methods of evaluation

請就 B3 所列之活動目標，說明如何評估活動的成效。評估方法必須能得出具體及可以量化的指標，以便監察和評估。

Please explain how to evaluate the effectiveness of the activities based on the objective(s) listed in B3. The stated evaluation method should produce specific quantifiable indicators to facilitate monitoring and evaluation.

[如：

「活力校園」計劃的評估主要以填寫問卷形式進行，分別就每項活動所訂下的目標進行檢討，由參加者在完成活動後填寫。檢討項目包括活動目標的達致程度及參加者對活動的滿意程度。

活動目標的達致程度分三個選項：達致、部分達致及不能達致。評估計劃指標為：80%所舉辦的活動中，不少於 70%出席者在活動目標選項中選擇「達致」或「部分達致」。

參加者的滿意程度分為五個方面，並提供六個選項讓參加者填寫。五個方面為：主題切合你的需要、內容、形式、活動氣氛及整體評價。六個選項為：0 分（非常不滿意）、1 分、2 分、3 分、4 分及 5 分（非常滿意）。評估計劃指標為：80%所舉辦活動中，五個方面的平均分達 3 分或以上。]

以下例子只供參考。

The following example is for reference only.

**B5. 監察和評估的指標 Indicators for monitoring and evaluation**

請就 B2 所列之項目，列出用以監察計劃的指標（申請者可自行增加指標數目）。

Based on the activity listed in B2, please list the indicators for monitoring the project (applicant can propose more indicators)

**(i) 成果指標 Output indicators**

舉例：有多少受惠者將參加主要活動？有多少人會從活動中接收禁毒信息？

Example: How many beneficiaries will participate in the key activities? How many people will receive anti-drug messages from project activities?

	目標受惠者 Target beneficiaries	招募方法 Recruitment method	預計直接受惠人數 No. of expected direct beneficiary	預計推行節數 <sup>19</sup> No. of expected sessions	其他成果指標 Other output indicators	其他評估方法 <sup>20</sup> Other method of evaluation
例	中一至中五學生	透過學校報名	20	4	每節服務均有 80% 參加者出席參與	每節社區服務的出席表
活動項目 1 Activity 1	中一至中六學生	全校參與			70%或以上的學生認同活動有助他們認識毒品的類型及其禍害	檢討問卷
活動項目 2 Activity 2	中一至中六學生	公開參與			每節服務均有 80% 參加者出席參與	於入口處作人數統計
活動項目 3 Activity 3	中一學生	全級參與			70%或以上的學生認同此活動可幫助他們融入校園生活	檢討問卷
活動項目 4 Activity 4	中二學生	公開招募			每節服務均有 70% 參加者出席參與	出席記錄表
活動項目 5 Activity 5	中三學生	公開招募			每節服務均有 70% 參加者出席參與	出席記錄表
活動項目 6 Activity 6	中四至中五學生	公開招募			每節服務均有 70% 參加者出席參與	出席記錄表

請填寫參與此活動學校的總受惠人數及節數。

例如活動項目 1 有五間學校會舉辦，每年舉辦一次，則直接受惠人數為：五校總學生人數 x 3 推行節數為：5 x 3 = 15

Please fill in the total number of beneficiaries and the number of sessions of each activity.

E.g. if Activity 1 will be organised once a year in all the five schools (for all students in the school), then the total number of beneficiaries is: sum of the number of all students of the five schools x 3; and the total number of sessions is: 5 x 3 = 15.

<sup>19</sup> 在本計劃下，每節活動須不少於一小時或一堂課堂；全日活動最多可作三節計算。

Under this programme, duration of each session should be at least one hour or one class lesson. For an all-day activity, a maximum of three sessions could be counted.

<sup>20</sup> 請列出除了活動報名資料和登記記錄外的評估方法。

Other than information on activity enrolment and registration record, please list the method of evaluation.

以下例子只供參考。

The following example is for reference only.

**B5. 監察和評估的指標 Indicators for monitoring and evaluation**

請就 B2 所列之項目，列出用以監察計劃的指標（申請者可自行增加指標數目）。

Based on the activity listed in B2, please list the indicators for monitoring the project (applicant can propose more indicators)

**(i) 成果指標 Output indicators**

舉例：有多少受惠者將參加主要活動？有多少人會從活動中接收禁毒信息？

Example: How many beneficiaries will participate in the key activities? How many people will receive anti-drug messages from project activities?

	目標受惠者 Target beneficiaries	招募方法 Recruitment method	預計直接受惠人數 No. of expected direct beneficiary	預計推行節數 <sup>19</sup> No. of expected sessions	其他成果指標 Other output indicators	其他評估方法 <sup>20</sup> Other method of evaluation
活動項目 7 Activity 7	中一至中六學生	全校參與			70%或以上的學生認識毒品的類型及其禍害	檢討問卷
活動項目 8 Activity 8	家長	公開招募			70%或以上的出席者認同此活動可協助他們提升子女的抗逆力	問卷調查
活動項目 9 Activity 9	教師	全校老師參與			70%或以上的出席者認同此活動可增加他們對時下青少年的毒品問題的了解	問卷調查

以下例子只供參考。  
The following example is for reference only.

(ii) 預期成效 Targeted outcome

請列出用以監察成效的指標（申請者可自行增加指標數目）。指標必須是具體的、可量度和可達成的。

Please list the indicators for monitoring the effectiveness (applicant can propose more indicators). Indicators must be **specific, measurable and achievable**.

舉例：預計受者在參加計劃後有什麼具體的改變？

Example: What specific changes are expected to be found in the beneficiaries after participated in the project?

	預期成效 Targeted outcome	評估方法 <sup>21</sup> Method of evaluation
例	參加者能透過活動，反思生命和認識正面人生的訊息	學生於活動後所呈交之感想報告
活動項目 1 Activity 1	<ul style="list-style-type: none"> <li>● 參加者能透過活動，提升對「活力校園」計劃的認識（70%或以上的出席者同意講座有效提升他們對「活力校園」計劃的認識）</li> </ul>	活動後於各級抽樣進行小組／活動檢討問卷
活動項目 2 Activity 2	<ul style="list-style-type: none"> <li>● 參加者能透過活動，提升對健康人生的認識（70%或以上的填寫者同意活動有效提升他們健康人生的認識）</li> </ul>	攤位進行期間抽樣進行小組／活動檢討問卷
活動項目 3 Activity 3	<ul style="list-style-type: none"> <li>● 參加者能透過活動，提升抗逆能力（70%或以上的出席者同意訓練營有效提升他們的抗逆能力）</li> <li>● 參加者能透過活動，提升紀律（70%或以上的出席者同意訓練營有效提升他們的紀律）</li> <li>● 參加者能透過活動，提升團隊合作精神（70%或以上的出席者同意訓練營有效提升他們的團隊合作精神）</li> </ul>	出席者於活動後填寫小組／活動檢討問卷
活動項目 4 Activity 4	<ul style="list-style-type: none"> <li>● 參加者能透過活動，提升對視障人士的認識（70%或以上的出席者同意體驗活動有效提升他們對視障人士的認識）</li> <li>● 參加者能透過活動，反思人生（70%或以上的出席者同意體驗活動有效推動他們反思人生）</li> </ul>	出席者於活動後填寫小組／活動檢討問卷

<sup>21</sup> 請說明如何為所預期成效收集資料。何時收集數據／資料？將使用什麼工具以收集數據？

Please describe how to collect information on the targeted outcome. When will the data/information collection take place? What tools will be used for data collection?

以下例子只供參考。

The following example is for reference only.

(ii) 預期成效 Targeted outcome

請列出用以監察成效的指標（申請者可自行增加指標數目）。指標必須是具體的、可量度和可達成的。

Please list the indicators for monitoring the effectiveness (applicant can propose more indicators). Indicators must be **specific, measurable and achievable**.

舉例：預計受惠者在參加計劃後有什麼具體的改變？

Example: What specific changes are expected to be found in the beneficiaries after participated in the project?

	預期成效 Targeted outcome	評估方法 <sup>21</sup> Method of evaluation
活動項目 5 Activity 5	<ul style="list-style-type: none"> <li>● 參加者能透過活動，提升自信心（70%或以上的出席者同意訓練有效提升他們的自信心）</li> <li>● 參加者能透過活動，提升解難能力（70%或以上的出席者同意訓練有效提升他們的解難能力）</li> <li>● 參加者能透過活動，提升團隊合作精神（70%或以上的出席者同意訓練有效提升他們的團隊合作精神）</li> </ul>	出席者於活動後填寫小組／活動檢討問卷
活動項目 6 Activity 6	<ul style="list-style-type: none"> <li>● 參加者能透過活動，認識毒常見的毒品及其禍害（70%或以上的出席者同意體驗活動有效提升他們認識毒常見的毒品及其禍害）</li> </ul>	出席者於活動後填寫的小組／活動檢討問卷及提交感想報告
活動項目 7 Activity 7	<ul style="list-style-type: none"> <li>● 參加者能透過活動，提升對「活力校園」計劃的認識（70%或以上的出席者同意體驗活動有效提升他們對「活力校園」計劃的認識）</li> <li>● 參加者能透過活動，提升對社會上不同社群的認識（70%或以上的出席者同意體驗活動有效提升他們對社會上不同社群的認識）</li> </ul>	活動後於各級抽樣進行小組／活動檢討問卷
活動項目 8 Activity 8	<ul style="list-style-type: none"> <li>● 讓家長了解計劃主題，了解如何以發掘子女優點特質，以增加子女的抗逆力（70%或以上的出席者認同此活動可協助他們提升子女的抗逆力）</li> </ul>	出席者於活動後填寫小組／活動檢討問卷
活動項目 9 Activity 9	<ul style="list-style-type: none"> <li>● 讓教師了解時下年青人常吸食的毒品、如何辯識學生吸毒以及相關處理方法（70%或以上的出席者認同此活動可增加他們對時下青少年的毒品問題的了解）</li> </ul>	出席者於活動後填寫小組／活動檢討問卷

以下例子只供參考。  
The following example is for reference only.

B6. 財政預算 Budget						
聘請員工 <sup>22</sup> Recruitment of staff	全／兼職 Full-time/ Part-time	員工數目 No. of staff	月薪 Monthly salary (\$)	強積金 MPF (\$)	聘用月數 Duration (months)	總計 Total (\$)
助理社會工作主任 Assistant Social Work Officer	全職	1	35,040	1,500	12	1,413,840
			37,735	1,500	12	
			40,585	1,500	12	
活動助理 Project Assistant	全職	1	16,000	800	12	642,600
			17,000	850	12	
			18,000	900	12	
(I) 員工總支出 Manpower total						2,056,440

薪酬應以政府同類職位在政府總薪級表的起薪點為準，第二年如果由同一員工擔任，則可為員工計入與總薪級表相若的按年增薪額。以助理社會工作主任（ASWO）為例，第一年的月薪水平為總薪級表薪點 16，第二年為薪點 17，第三年為薪點 18。  
The staff should normally be remunerated at the starting point of the Government's Master Pay Scale (MPS) with reference to similar posts in the Government. If the same staff is employed for the second year of project implementation, applicants may factor in an annual increment for the staff comparable to that provided in the MPS. Taking Assistant Social Work Officer (ASWO) as an example, the salary level should be MPS pt16 in the first year, pt17 in the second year and pt18 in the third year.

<sup>22</sup> (1) 按年度詳列的各項開支項目預算（包括薪金及強積金）需另紙提供。總額應與上述合計總額相符。

*Detailed breakdown of the cost of expenditure items (including salary and MPF) for each project year should be provided in separate sheet. The total cost should tally with the total budget proposed above.*

(2) 如需聘請員工（於本計劃下一般為從事社會工作或活動籌備的員工），須提供充分理據支持，包括有關員工的職務詳情及為何不能由現有員工執行該等職務。如需聘請員工之薪酬高於入職點，須具充分理據支持。一般而言，只負責文書處理的員工將不予支持。

*Applications seeking manpower (under this programme, manpower in general refers to staff members in social work or programme organisation sector) should provide full justifications including the duties of the personnel to be engaged and why the duties cannot be taken by the existing staff. Salaries higher than the starting salary of similar posts in the Government should be supported with full justifications. In general, manpower solely responsible for clerical duties would not be supported.*

(3) 聘請員工的強積金將以薪酬的 5% 或 \$1,500（兩者中較低者）計算。

*MPF of 5% of salary or \$1,500, whichever is lower, is supported.*

以下例子只供參考。  
The following example is for reference only.

活動項目 Programme details	開支項目 <sup>23</sup> Expenditure items	節數 No. of sessions	每節支出 Expenses per session (\$)	總計 Total (\$)
1. 健康校園資訊學生講座	程序物資			
	小計 Sub-total			
2. 「喜」動嘉年華	程序物資 (每攤位\$? x ?攤位)			
	小禮物 (每攤位\$? x ?攤位)			
	展板(每塊\$? x ?塊)			
	小計 Sub-total			
3. 中一成長訓練營連簡介會	旅遊巴士(\$? x ?輛)(來回)			
	膳食費(每位\$? x ?位)			
	住宿費(每位\$? x ?位)			
	教練費(每位\$? x ?位)			
	程序物資			
	小計 Sub-total			
4. 「香港角落」生活體驗活動	旅遊巴士(來回)			
	黑暗中對話體驗館入場費連導 賞員(每位\$? x ?位)			
	程序物資			
	小計 Sub-total			

<sup>23</sup> 請分別列明每個活動的交通、茶點、導師/講者、保險、獎品/紀念品等細項開支。

Please list for each activity, the detailed expenditures on travelling, refreshment, instructor/presenter, insurance, prizes/souvenirs etc.

以下例子只供參考。  
The following example is for reference only.

5. 野外定向訓練日連簡介會	旅遊巴士（來回）			
	教練費（\$? x ?位）			
	證書費用（\$? x ?位）			
	程序物資			
	小計 Sub-total			
6. 參觀香港賽馬會禁毒資訊天地及工作坊	旅遊巴士（來回）			
	小計 Sub-total			
7. 「活力校園」結業禮	印刷及製作宣傳品			
	程序物資			
	小計 Sub-total			
8. 家長工作坊	程序物資			
	小計 Sub-total			
9. 教師抗毒工作坊	程序物資			
	小計 Sub-total			
(II) 活動總支出 Programme total				

以下例子只供參考。  
The following example is for reference only.

其他開支 Other expenditure items <sup>24</sup>	數目 Number	預計支出 Estimated expenses (\$)
雜項 Miscellaneous <sup>25</sup>		
核數報告 Audit report		
	(III) 其他開支總計 Total of all "other expenditure items"	
	<b>合計 TOTAL (I)+(II)+(III):</b>	<b>3,000,000.00</b>

總撥款額\$500,000 或以上的計劃，獲撥款的學校／機構須外聘獨立核數師，在計劃完結時，進行核數及核證。同一學校／機構在同一計劃中所得的撥款額均計算在總撥款額內。(例：學校 A 夥拍機構 X 負責健康校園抗毒活動，獲撥款 \$350,000。機構 X 同時負責該校的測檢計劃，獲撥款 \$150,000。即機構 X 在同一計劃中共獲撥款 \$500,000。)

For a school/organisation receiving a grant/grants arising from the same project in the total amount of \$500,000 or above, the account of the project must be audited and an assurance check must be conducted upon completion of the project by an external independent auditor. When calculating the total amount of grants, all grants so approved to one school/organisation should be calculated. (e.g. Organisation X supports School A to organise healthy school anti-drug activities and is granted \$350,000. It also supports School A for school drug testing and is granted \$150,000. Hence, the total grants to Organisation X under this project is \$500,000.)

合計為乙部財政預算總合

= (I) 員工總支出 +

(II) 活動總支出 +

(III) 其他開支總計

TOTAL is the budget total of Section B

= (I) total expenses for recruitment of staff +

(II) total programme expenses +

(III) total expenses in other expenditure items

<sup>24</sup> 如申請撥款購買每項\$1,000 以上的資產（例如辦公室器材、電腦），請簡述絕對需要該項資產以推行計劃的理據，申請者亦須說明其他方案（例如租用資產或使用申請者的資產）不可行或不符合經濟效益的理由。

For Applicants who proposes to procure assets that cost \$1,000 or more per item (e.g. office equipment, computer), please describe briefly how the asset is absolutely essential for implementation of the project, and how other options (such as hire/renting of the asset or use of Applicant's assets) are not practical or cost-effective.

<sup>25</sup> 請清楚列出有關項目的分類細項（例如文具、印刷、郵費）。Please list detailed breakdown of the applied item (e.g. stationery, printing, postage).

# 聲明

## Declaration

我們謹此證明：據我們所知，申請表內所填報的資料均正確無訛。我們已細閱並完全明白及確認以下聲明：

1. 我們同意，如擬議計劃獲禁毒基金會批准，表格內所提供的資料對申請者具有約束力。
2. 我們確認並沒有就申請項目獲得／正申請資助。
3. 我們保證，如日後我們向其他資金來源申請資助同一計劃，定必通知禁毒基金會秘書處。
4. 我們承諾當運用禁毒基金的撥款進行採購時，會考慮到我們維護國家安全的持續性責任，不得從事危害國家安全的行為或活動。在採購過程中的每一階段評估任何可能出現的國家安全風險或問題時，我們和我們的管理層會保持審慎和敏感，並行使專業判斷。我們明白在維護國家安全方面的責任具持續性，並持續在整個採購過程中的每一階段，包括採納合約前的階段及採納合約後的合約管理階段。我們會確保我們的每一份採購文件中包含具體條款，根據國家安全利益而取消投標者資格和終止就採購而訂立的合約。
5. 我們知悉並確認，如出現以下任何情況，基金會可立即終止項目：
  - (a) 獲撥款學校或機構曾經或正在從事任何構成或導致，或任何可能構成或導致危害國家安全的罪行，或其他不利於國家安全利益的行為或活動；
  - (b) 由獲撥款學校或機構繼續推行項目將不利於國家安全利益；或
  - (c) 基金會合理相信以上所述的任何情況即將出現。
6. 我們確認基金會可在發現不當或違反撥款條款及條件的情況下，隨時更改撥款金額或撤回部分或全部撥款。
7. 我們會遵守由教育局發出的相關通告及指引。
8. 我們承諾加強我們現有的個人資料政策及指引，以確保計劃符合《個人資料（私隱）條例》（第486章）及《危險藥物條例》（第134章）的法定要求。
9. 我們會遵守廉政公署印發的《防貪錦囊》。

We hereby declare that: the information given in this Application Form is correct according to the best of our knowledge. We have read and fully understood and acknowledged the following declarations:

1. We agree that the information provided in this application would be binding on the applicant if the proposed project is approved by the Beat Drugs Fund Association (BDFA).
2. We confirm that no other sponsorship has been/is being sought for the proposed project.
3. We undertake to inform the BDFA Secretariat if, subsequent to this application, we apply for funds from other sources for the same project.
4. In conducting procurement by using the grant from Beat Drugs Fund, we undertake to take into account our continuing duty to safeguard national security and not to engage in any acts or activities which endanger national security. We and our management would exercise professional judgment, sensitivity and prudence in assessing any potential national security risks or issues that may be involved in every stage of the procurement. We understand that the duty to safeguard national security is a continuing one that subsists throughout every stage of the entire procurement process, including the pre-contract award stage and the contract management stage after contract award. We would ensure that each of our procurement documents incorporates specific clauses to disqualify tenderers and to terminate the contract made pursuant to the procurement in the interest of national security.
5. We understand and acknowledge that, BDFA may immediately terminate the project upon the occurrence of any of the following events –
  - (a) our school or organisation has engaged or is engaging in any act or activity that constitutes or causes, or is likely to constitute or cause, the occurrence of offences endangering national security or that would otherwise be contrary to the interest of national security;
  - (b) the continued implementation of the project is contrary to the interest of national security; or
  - (c) BDFA reasonably believes that any of the events mentioned above is about to occur.
6. We acknowledge that BDFA may modify the amount of grant or withdraw parts of or the full amount of the grant at any time if irregularities or contraventions of the terms and conditions of grant are found.
7. We will observe relevant circulars and guidelines promulgated by the Education Bureau.
8. We undertake to beef up our existing personal data policies and guidelines, as appropriate, to ensure that the project meets the statutory requirements of the Personal Data (Privacy) Ordinance (Cap. 486) and the Dangerous Drugs Ordinance (Cap. 134).
9. We will observe the best practice modules published by the Independent Commission Against Corruption.

## 健康校園抗毒活動

### (1) 由非政府機構安排健康校園抗毒活動 For healthy school anti-drug programme to be organised by non-governmental organisation

負責人簽署 Signature of officer in-charge	申請機構蓋章 Chop of applicant organisation
負責人姓名 Name of officer in-charge	
負責人職銜 Post of officer in-charge	
負責人香港身份證號碼 HKID Card No. of officer in-charge	
機構 Organisation	
日期 Date	

### (2) 由參與學校自行安排健康校園抗毒活動 For healthy school anti-drug programme to be organised by applicant school

校長簽署 Signature of school principal	學校／機構蓋章 School/Organisation chop
校長 School principal	
校長香港身份證號碼 HKID Card No. of school principal	
學校／機構 School/Organisation	
日期 Date	

丙部. 測檢計劃  
Section C. School Drug Testing Scheme

由為參與學校提供測檢服務的非政府機構（可與乙部負責策劃抗毒活動的機構相同或不同）填寫。  
To be completed by the partnering NGO providing drug testing services to the participating school. The NGO can be different from the one responsible for organising activities for the participating school in Section B.

<b>C1. 校外專責隊伍 School drug testing team</b>			
<b>機構名稱 Name of organisation</b>			
中文 Chinese	[如：ZZZ 中心]		
英文 English	[e.g. ZZZ Centre]		
機構主管 Head of organisation		職銜 Post	
機構主管的香港身份證號碼 HKID Card No. of head of organisation	請填寫相關聯絡資料，方便日後基金會聯絡。 Please fill in the corresponding contact information to facilitate communication with the Association in future.		
地址 Address			
計劃負責人 Project in-charge			
計劃負責人的香港身份證號碼 HKID Card No. of project in-charge			
電郵地址 Email address			
電話號碼 Tel no.			
傳真號碼 Fax no.			
機構根據右列條例註冊： The applicant is registered under:	<input type="checkbox"/> 《社團條例》 Societies Ordinance <input type="checkbox"/> 《公司條例》 Companies Ordinance <input type="checkbox"/> 其他（請註明：            ） Others (please specify:            )		
註冊年份 Year of registration			
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>申請禁毒基金的過往記錄 Record for previous Beat Drugs Fund application</b>			
<b>請列出過去三年所有申請之計劃名稱</b> Please list the project title of all your Beat Drugs Fund application(s) in the past 3 years			
<b>獲禁毒基金會核准之申請</b> Application(s) approved by Beat Drugs Fund Association		<b>被禁毒基金會否決之申請</b> Application(s) rejected by Beat Drugs Fund Association	
年份 Year	計劃名稱 Project title	年份 Year	計劃名稱 Project title

<b>過去三年的申請總數</b> <b>Total no. of applications in the past 3 years</b>			

以下例子只供參考。

The following example is for reference only.

C2. 測檢計劃 Drug testing scheme		測檢方法 Drug testing method			開始測檢時間 (月/年) Commencement of drug test (Month/Year)	最後測檢時間 (月/年) End of drug test (Month/Year)	測檢次數 Frequency of drug test	平均每次測檢 學生人數 Average no. of students to be tested for each test		
參與學校 <sup>26</sup> Participating school	快速測試 Screening test	實驗室測試 Laboratory test								
		尿液 Urine	尿液 Urine	頭髮 Hair						
例	xxx 中學		✓		11 / 2023	6 / 2026	每月一次	20 人		
1	AAA 中學	✓			10 / 2023	5 / 2026	一至兩個月 一次	15 – 20 人		
2	BBB 中學	✓			10 / 2023	5 / 2026	一至兩個月 一次	15 – 20 人		
3	CCC 中學	✓			10 / 2023	5 / 2026	一至兩個月 一次	15 – 20 人		
4	DDD 中學	✓			10 / 2023	5 / 2026	一至兩個月 一次	15 – 20 人		
5	EEE 中學			✓	10 / 2023	5 / 2026	三至四個月 一次	15 人		
6		同一群組內的參與學校可以選擇不同的測檢方法。 Schools in the same cluster are allowed to choose different drug testing method.								
7										
8										
9										
10										

學校開始正式推行健康校園計劃後，才會得知實際參與測檢的學生人數。非政府機構應與學校商討，參考預計參與測檢的學生人數和學校運作等因素，擬定進行測檢的目標次數和每次測檢會抽選的學生人數，填寫有關資料。基金會建議每間學校每學年安排至少兩次頭髮測檢（總共最少抽選參與學生人數的 15%）或四次尿液測檢（總共最少抽選參與學生人數的 20%）。

While the actual number of students participating in the drug testing will only be available after commencement of the HSP(DT) project, the partnering NGO should discuss with the participating school, with reference to the anticipated number of students participating in the drug testing and the operation of the school, etc., to formulate the target frequency of drug tests and average number of students to be randomly selected for each test, and fill in the relevant information. Each school is suggested to conduct at least two hair tests (with a total of at least 15% of participating students to be selected) or four urine tests (with a total of at least 20% of participating students to be selected) in one school year.

<sup>26</sup> 如多於十間學校參與計劃，請另行以額外續頁提供有關資料。

Please use separate sheets to provide necessary information if there are more than 10 schools joining the programme.

C3. 財政預算 Budget		以下例子只供參考。 The following example is for reference only.				
隊員 <sup>27</sup> Team member	全/兼職 Full-time/ Part-time	員工數目 No. of staff	月薪 Monthly salary (\$)	強積金 MPF (\$)	聘用月數 Duration (months)	總計 Total (\$)
助理社會工作主任 Assistant Social Work Officer	全職	0.5	35,040 37,735 40,585	1,500 1,500 1,500	12 12 12	707,160
註冊護士 Registered Nurse	兼職	2-3	250 (時薪)	12.5 (時薪)	2000 (小時)	525,000
校外專責隊伍由社工和護士/技術員組成，護士/技術員亦可考慮以時薪方式聘用。社工薪酬計算方法與乙部類同。 The school drug testing team consists of social workers and nurses/technicians. Nurses/ technicians may be employed on an hourly basis. The calculation method of social worker's salary is similar to that in Section B.					小計 Sub-total	1,232,160
設備 Equipment	支出細項和數量 Items and quantities					總計 Total (\$)
快速測試工具 Screening test kit						
測檢用品 (樣本收集瓶、手套等) Testing tools (specimen collection container, glove etc.)						
資料儲存 (電腦、軟件、儲物櫃等) <sup>28</sup> Data storage (computer, software, cabinets, etc.)						
雜項 Miscellaneous <sup>29</sup>						
					小計 Sub-total	

<sup>27</sup> (1) 按年度詳列的各項開支項目預算 (包括薪金及強積金) 需另紙提供。總額應與上述合計總額相符。

Detailed breakdown of the cost of expenditure items (including salary and MPF) for each project year should be provided in separate sheet. The total cost should tally with the total budget proposed above.

(2) 如需聘請員工 (於本計劃下一般為從事社會工作的員工及負責測檢的護士或技術員) 之薪酬高於入職點，須具充分理據支持。一般而言，只負責文書處理的員工將不予支持。

Applications seeking manpower (under this programme, manpower in general refers to staff members in social work sector and nurses or technicians who are responsible for conducting school drug testing) with salaries higher than the starting salary of similar posts in the Government should be supported with full justifications. In general, manpower solely responsible for clerical duties would not be supported.

(3) 聘請員工的強積金將以薪酬的5%或\$1,500 (兩者中較低者) 計算。

MPF of 5% of salary or \$1,500, whichever is lower, is supported.

<sup>28</sup> 如申請撥款購買每項\$1,000 以上的資產 (例如電腦)，請簡述絕對需要該項資產以推行計劃的理據，申請者亦須說明其他方案 (例如租用資產或使用申請者的資產) 不可行或不符合經濟效益的理由。

For Applicants who proposes to procure assets that cost \$1,000 or more per item (e.g. computer), please describe briefly how the asset is absolutely essential for implementation of the project, and how other options (such as hire/renting of the assets or use of Applicant's assets) are not practical or cost-effective.

<sup>29</sup> 請清楚列出有關項目的分類細項 (例如文具、印刷、郵費)。Please list detailed breakdown of the applied item (e.g. stationery, printing, postage).

以下例子只供參考。  
The following example is for reference only.

其他開支項目 Other expenditure items	預計支出 Estimated expenses	總計 Total (\$)
交通費 Travelling expenses <sup>30</sup>		
核數報告 Audit report		
	小計 Sub-total	
	<b>合計 TOTAL:</b>	1,500,000.00

單一獲撥款人獲批撥款\$500,000 或以上的計劃，獲撥款人須外聘獨立核數師，在計劃完結時，進行核數及核證。如此部分撥款人與乙部相同，則只需進行一次核數，而核數報告需涵蓋乙和丙兩部分，預算歸入乙或丙部其中一方。  
For a single grantee receiving a grant/grants arising from the same project in the total amount of \$500,000 or above, the account of the project must be audited and an assurance check must be conducted upon completion of the project by an external independent auditor. If the grantee of this Section is the same as that of Section B, only one audit is required. The auditors' report should cover both Sections B and C, and the relevant budget should be included in either Section B or C.

<sup>30</sup> 申請者應盡量選擇除的士外最合適的交通工具。於行程中乘坐的士需經審慎考慮。  
Applicants should choose the most appropriate mode of transport other than taxis as far as possible. Applicants should take taxis only after due consideration.

# 聲明

## Declaration

我們謹此證明：據我們所知，申請表內所填報的資料均正確無訛。我們已細閱並完全明白及確認以下聲明：

1. 我們同意，如擬議計劃獲禁毒基金會批准，表格內所提供的資料對申請者具有約束力。
2. 我們確認並沒有就申請項目獲得／正申請資助。
3. 我們保證，如日後我們向其他資金來源申請資助同一計劃，定必通知禁毒基金會秘書處。
4. 我們承諾當運用禁毒基金的撥款進行採購時，會考慮到我們維護國家安全的持續性責任，不得從事危害國家安全的行為或活動。在採購過程中的每一階段評估任何可能出現的國家安全風險或問題時，我們和我們的管理層會保持審慎和敏感，並行使專業判斷。我們明白在維護國家安全方面的責任具持續性，並持續在整個採購過程中的每一階段，包括採納合約前的階段及採納合約後的合約管理階段。我們會確保我們的每一份採購文件中包含具體條款，根據國家安全利益而取消投標者資格和終止就採購而訂立的合約。
5. 我們知悉並確認，如出現以下任何情況，基金會可立即終止項目：
  - (a) 獲撥款機構曾經或正在從事任何構成或導致，或任何可能構成或導致危害國家安全的罪行，或其他不利於國家安全利益的行為或活動；
  - (b) 由獲撥款機構繼續推行項目將不利於國家安全利益；或
  - (c) 基金會合理相信以上所述的任何情況即將出現。
6. 我們確認基金會可在發現不當或違反撥款條款及條件的情況下，隨時更改撥款金額或撤回部分或全部撥款。
7. 我們承諾加強我們現有的個人資料政策及指引，以確保計劃符合《個人資料（私隱）條例》（第486章）及《危險藥物條例》（第134章）的法定要求。
8. 我們會遵守廉政公署印發的《防貪錦囊》。

We hereby declare that: the information given in this Application Form is correct according to the best of our knowledge. We have read and fully understood and acknowledged the following declarations:

1. We agree that the information provided in this application would be binding on the applicant if the proposed project is approved by the Beat Drugs Fund Association (BDFFA).
2. We confirm that no other sponsorship has been/is being sought for the proposed project.
3. We undertake to inform the BDFFA Secretariat if, subsequent to this application, we apply for funds from other sources for the same project.
4. In conducting procurement by using the grant from Beat Drugs Fund, we undertake to take into account our continuing duty to safeguard national security and not to engage in any acts or activities which endanger national security. We and our management would exercise professional judgment, sensitivity and prudence in assessing any potential national security risks or issues that may be involved in every stage of the procurement. We understand that the duty to safeguard national security is a continuing one that subsists throughout every stage of the entire procurement process, including the pre-contract award stage and the contract management stage after contract award. We would ensure that each of our procurement documents incorporates specific clauses to disqualify tenderers and to terminate the contract made pursuant to the procurement in the interest of national security.
5. We understand and acknowledge that, BDFFA may immediately terminate the project upon the occurrence of any of the following events –
  - (a) our organisation has engaged or is engaging in any act or activity that constitutes or causes, or is likely to constitute or cause, the occurrence of offences endangering national security or that would otherwise be contrary to the interest of national security;
  - (b) the continued implementation of the project is contrary to the interest of national security; or
  - (c) BDFFA reasonably believes that any of the events mentioned above is about to occur.
6. We acknowledge that BDFFA may modify the amount of grant or withdraw parts of or the full amount of the grant at any time if irregularities or contraventions of the terms and conditions of grant are found.
7. We undertake to beef up our existing personal data policies and guidelines, as appropriate, to ensure that the project meets the statutory requirements of the Personal Data (Privacy) Ordinance (Cap. 486) and the Dangerous Drugs Ordinance (Cap. 134).
8. We will observe the best practice modules published by the Independent Commission Against Corruption.

非政府機構（測檢計劃校外專責隊伍）

Non-governmental organisation (school drug testing team)

負責人簽署 Signature of officer in-charge	申請機構蓋章 Chop of applicant organisation
負責人姓名 Name of officer in-charge	
負責人職銜 Post of officer in-charge	
負責人香港身份證號碼 HKID Card No. of officer in-charge	
機構 Organisation	
日期 Date	

# 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、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, 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

保安局禁毒處轉交

禁毒基金會

電話: 2867 2737 / 2867 2286

傳真: 2810 1790

網址: <https://www.nd.gov.hk>

電郵地址: [sbeon4@sb.gov.hk](mailto:sbeon4@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

c/o Narcotics Division, Security Bureau

30/F, High Block, Queensway Government Offices

66 Queensway, Hong Kong

Tel: 2867 2737 / 2867 2286

Fax: 2810 1790

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

E-mail address: [sbeon4@sb.gov.hk](mailto:sbeon4@sb.gov.hk)