

禁毒基金

2023年一般撥款計劃

2023 FUNDING EXERCISE OF THE BEAT DRUGS FUND
REGULAR FUNDING SCHEME

簡介會暨經驗分享講座

BRIEFING CUM EXPERIENCE SHARING SESSION



2023年8月
August 2023

大綱

Outline

1. 禁毒基金背景及「一般撥款計劃」簡介
Background of Beats Drug Fund (BDF) and
Introduction of Regular Funding Scheme (RFS)
2. 2022年本港的毒品情況
Drug Situation in Hong Kong in 2022
3. 2023年度「一般撥款計劃」優先考慮範疇及
項目構思方向
Priority Areas for the 2023 Funding Exercise and
Directions of Project Design
4. 批核準則及撥款條件
Assessment Criteria and Conditions of Grant

大綱（續）

Outline (cont'd)

5. 填寫申請書須注意事項
Points-to-Note When Completing the Application Form
6. 評估項目成效的方法
Outcome Evaluation Methods
7. 遞交申請須知
Submission Requirements
8. 問答時間
Q&A Session
9. 受資助項目經驗分享
Experience Sharing by Grantee

第一部分/Part 1

禁毒基金背景 及
「一般撥款計劃」簡介

Background of Beats Drug Fund
(BDF) and Introduction of Regular
Funding Scheme (RFS)

禁毒基金 - 背景資料

BDF – Background Information

- 禁毒基金旨在推廣及支持有助遏止毒品問題而又值得推行的禁毒計劃，尤其是針對青少年吸食和販運毒品問題的計劃，並推動社會各界致力舉辦各類禁毒計劃，抗擊毒品。

The Beat Drugs Fund aims to promote and support worthwhile anti-drug programmes which can help address drug problems, particularly drug abuse and drug trafficking amongst the youth, and to promote community-wide efforts and programmes in the campaign against drugs.

禁毒基金 - 背景資料 (續)

BDF – Background Information (cont'd)

- 政府於1996年以3.5億元作為資本基礎成立禁毒基金

The Government established BDF in 1996 with a capital base of \$350 million

- 2010年，政府再向基金注資30億元，基金的資本基礎增至33.5億元

In 2010, the Government further injected \$3 billion into BDF, increasing its capital base to \$3.35 billion

禁毒基金-五個撥款計劃

BDF – 5 Funding Schemes

1. 一般撥款計劃 / Regular Funding Scheme ✓
2. 特別撥款計劃 / Special Funding Scheme
3. 含測檢元素的健康校園計劃 / Healthy School Programme with a Drug Testing Component
4. 「動敢抗毒」計劃 / “Beat Drugs with Sports” Programme
5. 提升社區禁毒意識計劃 / Anti-drug Community Awareness Building Programme

「一般撥款計劃」資助範圍

RFS - Scope of Funding

- ❖ 為吸毒人士提供戒毒治療和康復服務
Provide treatment and rehabilitation services to people with drug problems
- ❖ 推行預防教育和宣傳
Organise preventive education and publicity programmes
- ❖ 就吸毒問題進行專項研究
Conduct researches on drug abuse problem
- ❖ 混合以上性質的項目
A combination of the above themes

過去三年(2020-2022) ,

「一般撥款計劃」資助共182個項目，總額達3億8300萬元

In the past 3 years (2020-2022),

RFS has funded over 182 projects, with a total amount of over \$383 million

第二部分/Part 2

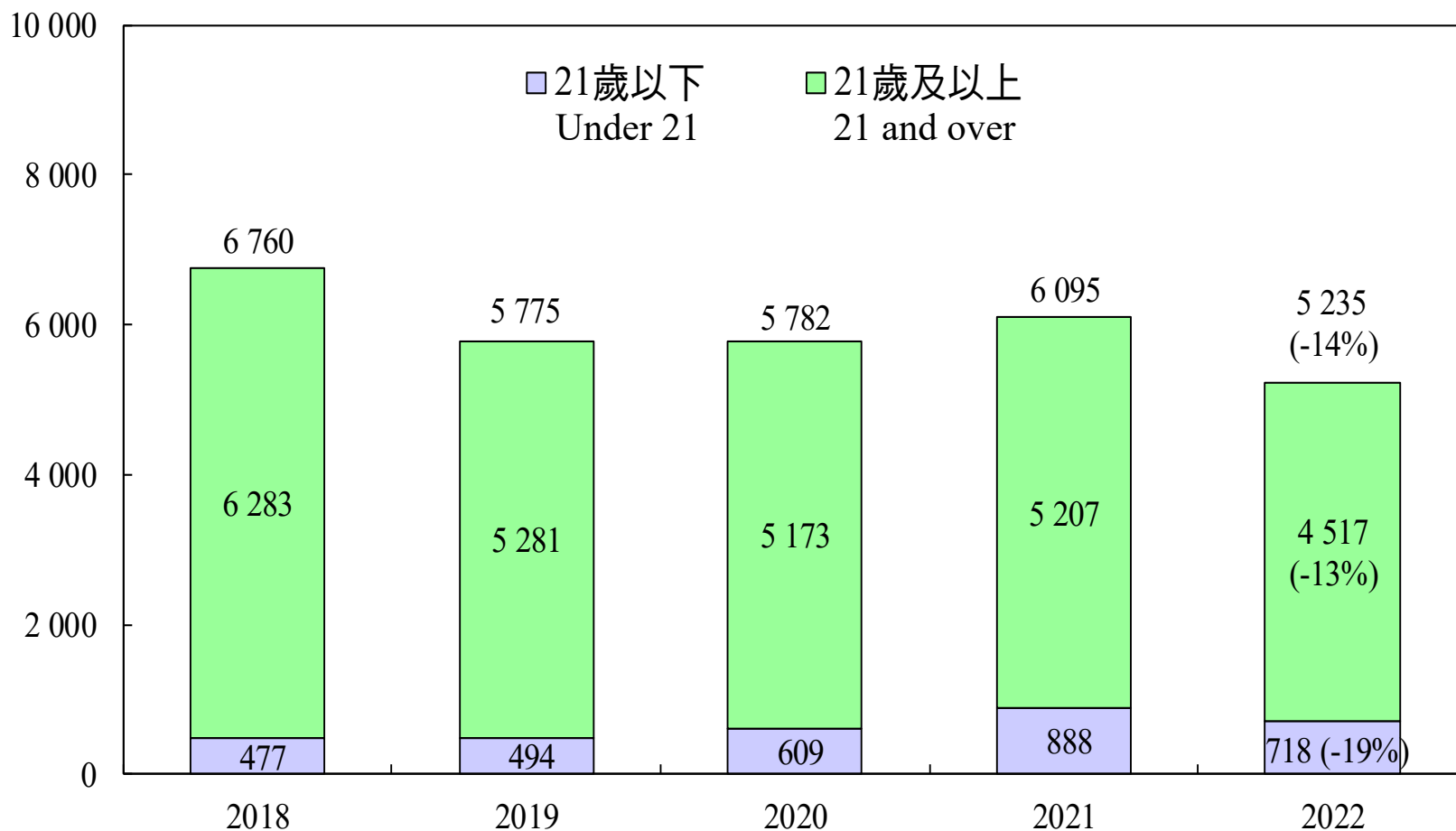
2022年本港的毒品情況

Drug Situation in Hong Kong
in 2022

整體被呈報吸毒者

All reported drug abusers

人數 No.



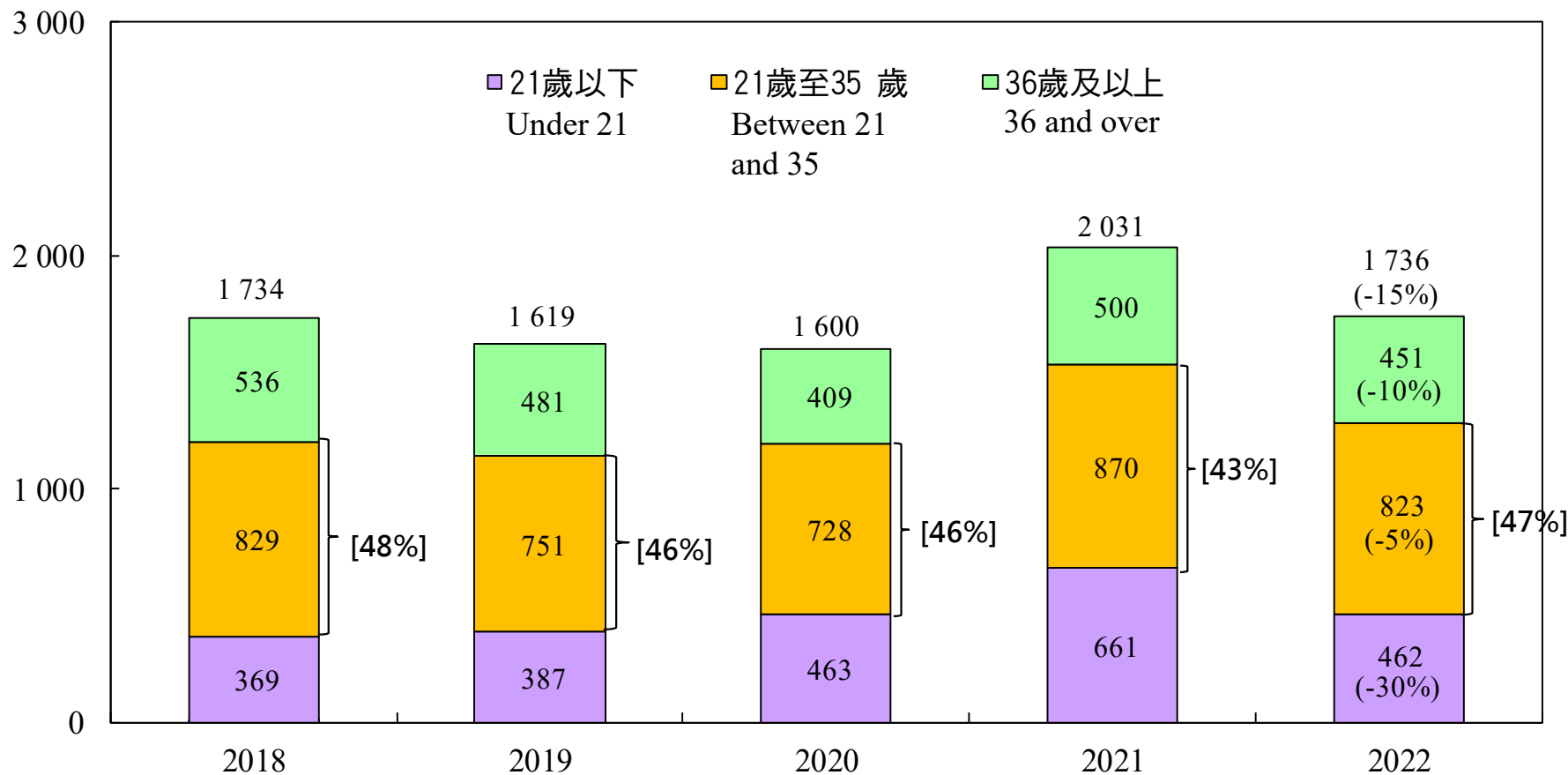
註釋：括號內的數字是指與上年比較的變動百分比

Note: Figures in brackets refer to the year-on-year percentage changes

首次被呈報吸毒者

Newly reported drug abusers

人數 No.

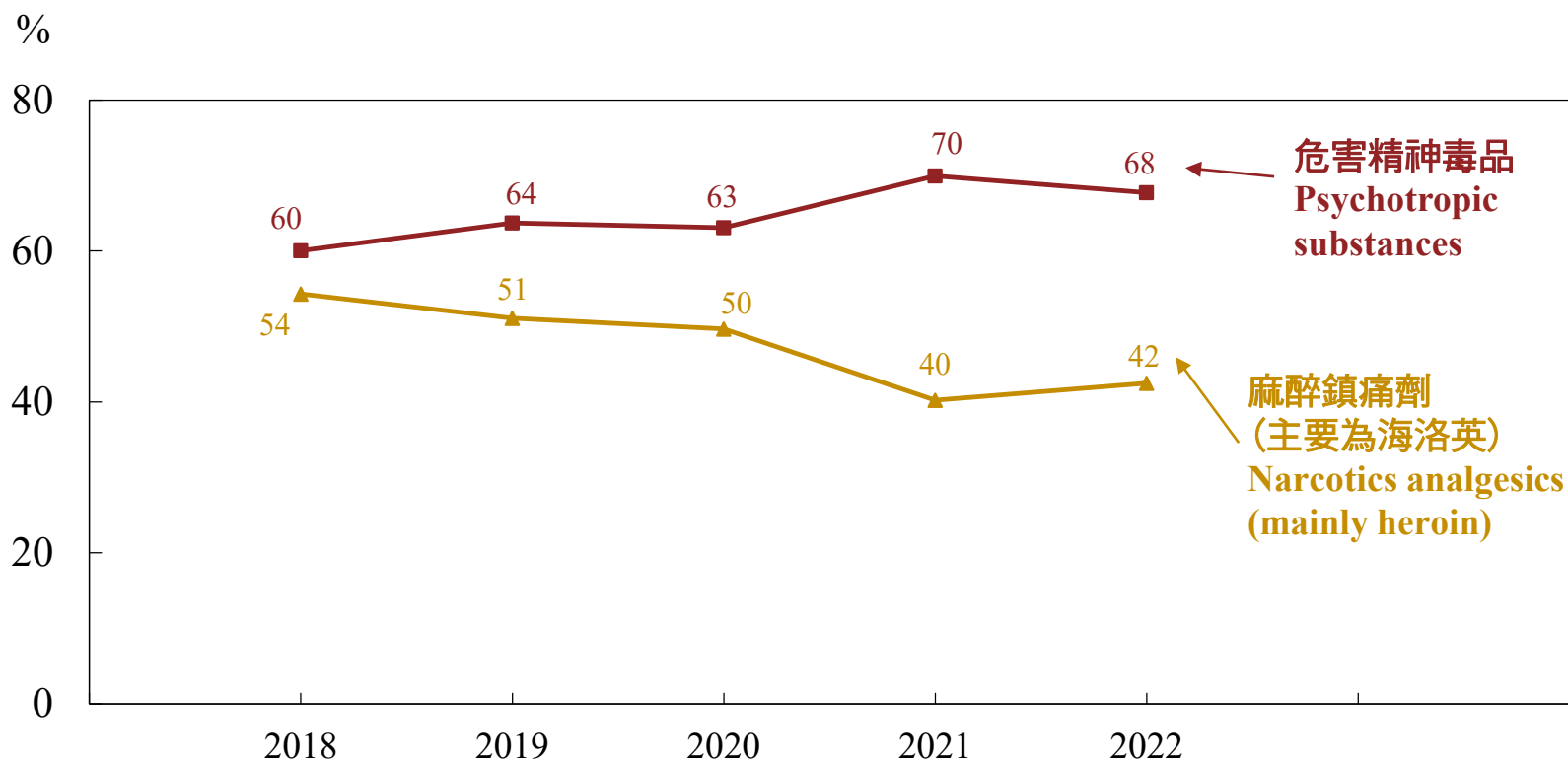


註釋：括號內的數字是指與上年比較的變動百分比

Note: Figures in brackets refer to the year-on-year percentage changes

最常被吸食的毒品(整體被呈報吸毒者)

Most common type of drugs abused (All reported drug abusers)



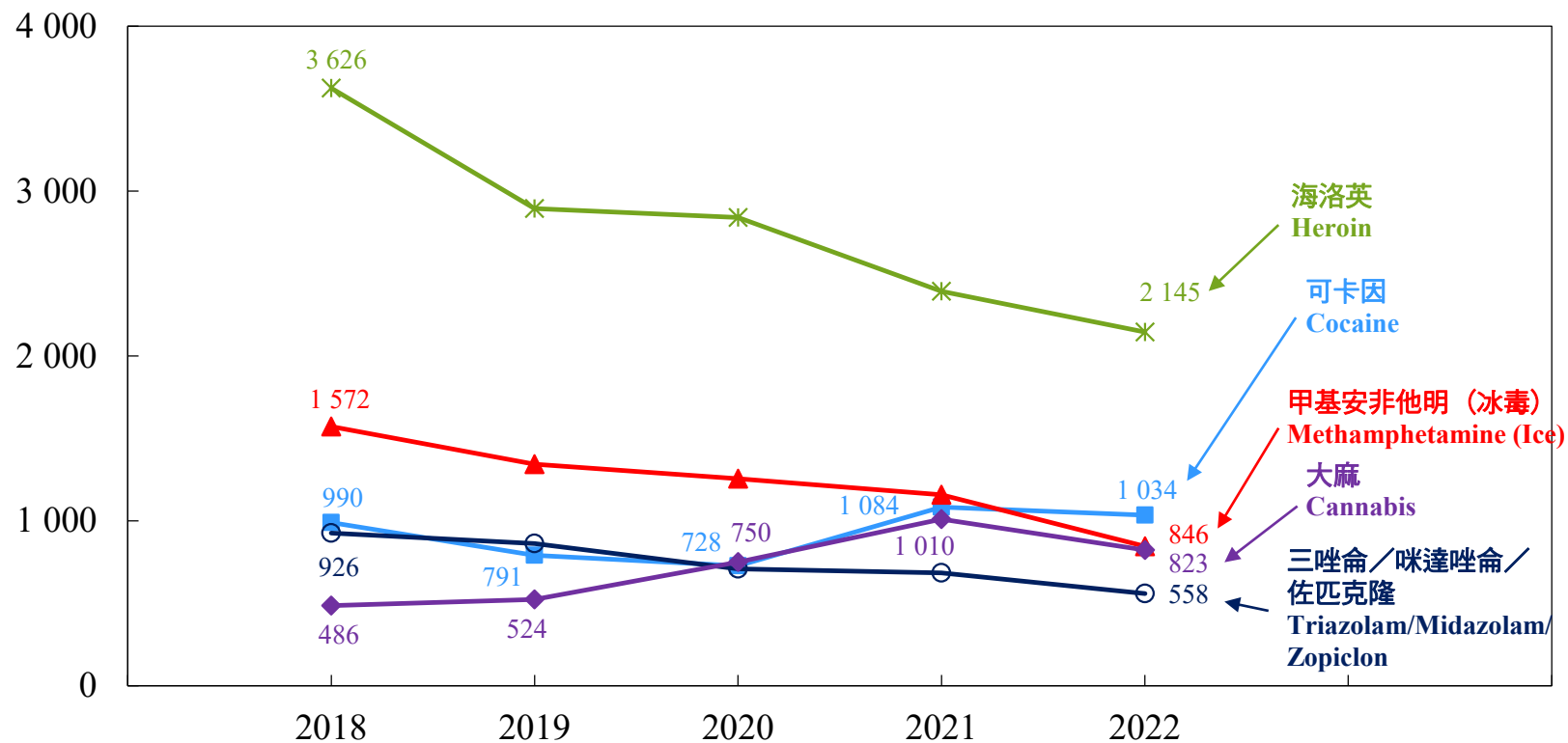
註釋：個別吸毒者在某年可同時吸食麻醉鎮痛劑及危害精神毒品

Note: An individual abuser may take both narcotics analgesics and psychotropic substances during a given year

最常被吸食毒品(整體被呈報吸毒者)

Most common type of drugs abused (All reported drug abusers)

人數 No.



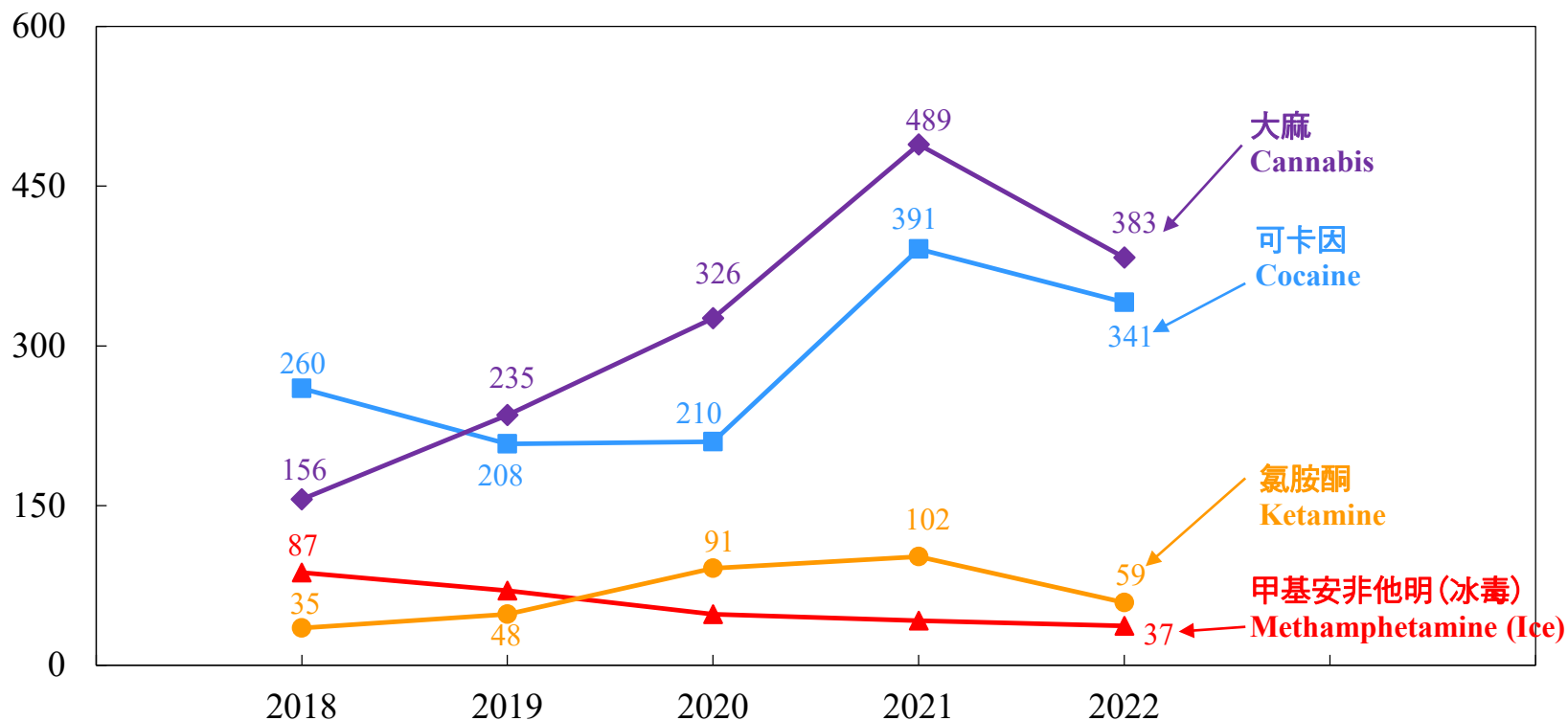
註釋： 個別吸毒者在某年內可被呈報多於一種毒品

Note: More than one type of drugs may be reported for an individual drug abuser in a given year

最常被吸食毒品(21歲以下被呈報吸毒者)

Most common type of drugs abused (Reported drug abusers aged under 21)

人數 No.



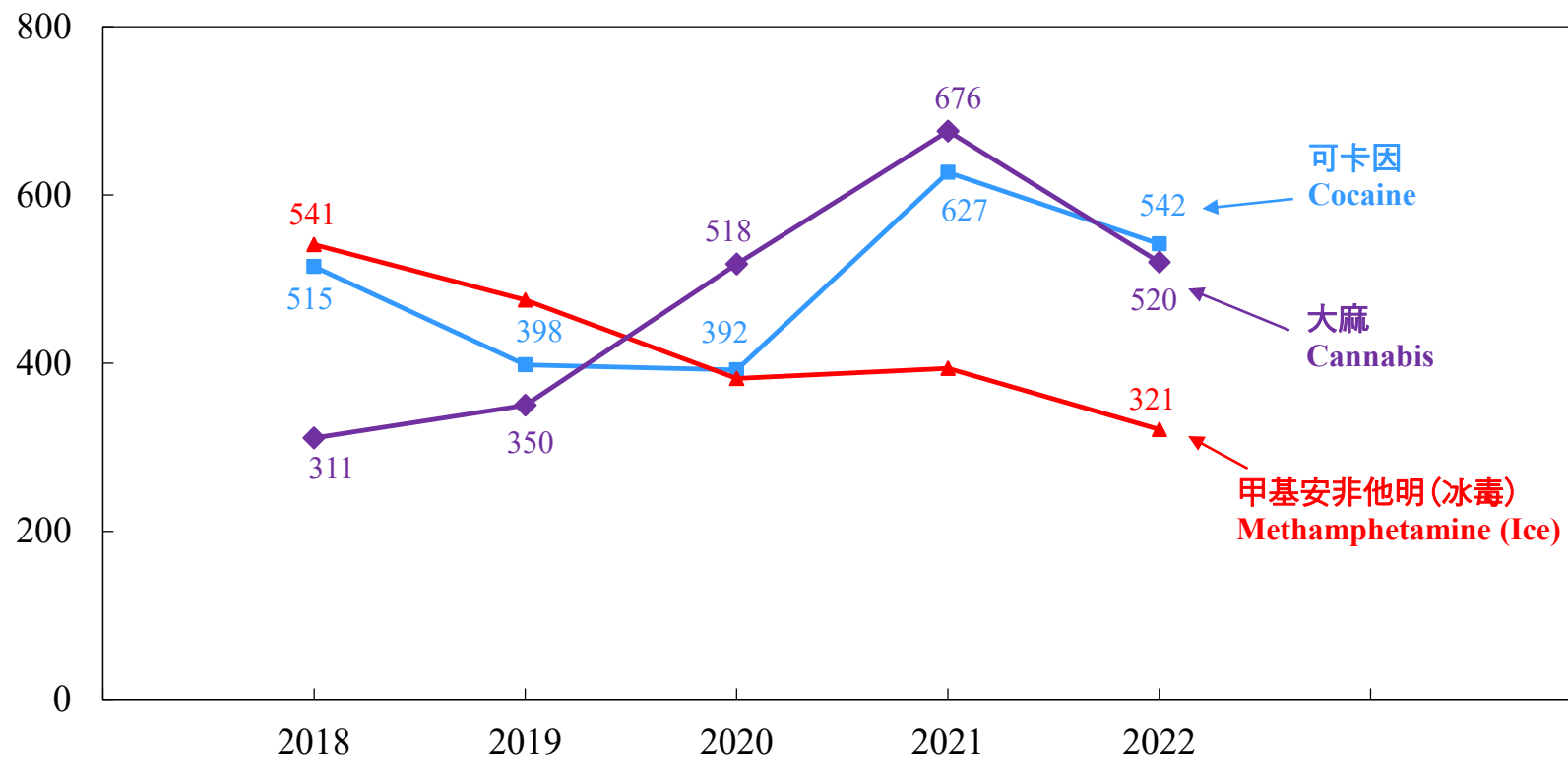
註釋： 個別吸毒者在某年內可被呈報多於一種毒品

Note: More than one type of drugs may be reported for an individual drug abuser in a given year

最常被吸食的毒品(首次被呈報吸毒者)

Most common type of drugs abused (Newly reported drug abusers)

人數 No.



註釋：個別吸毒者在某年內可被呈報多於一種毒品

Note: More than one type of drugs may be reported for an individual drug abuser in a given year

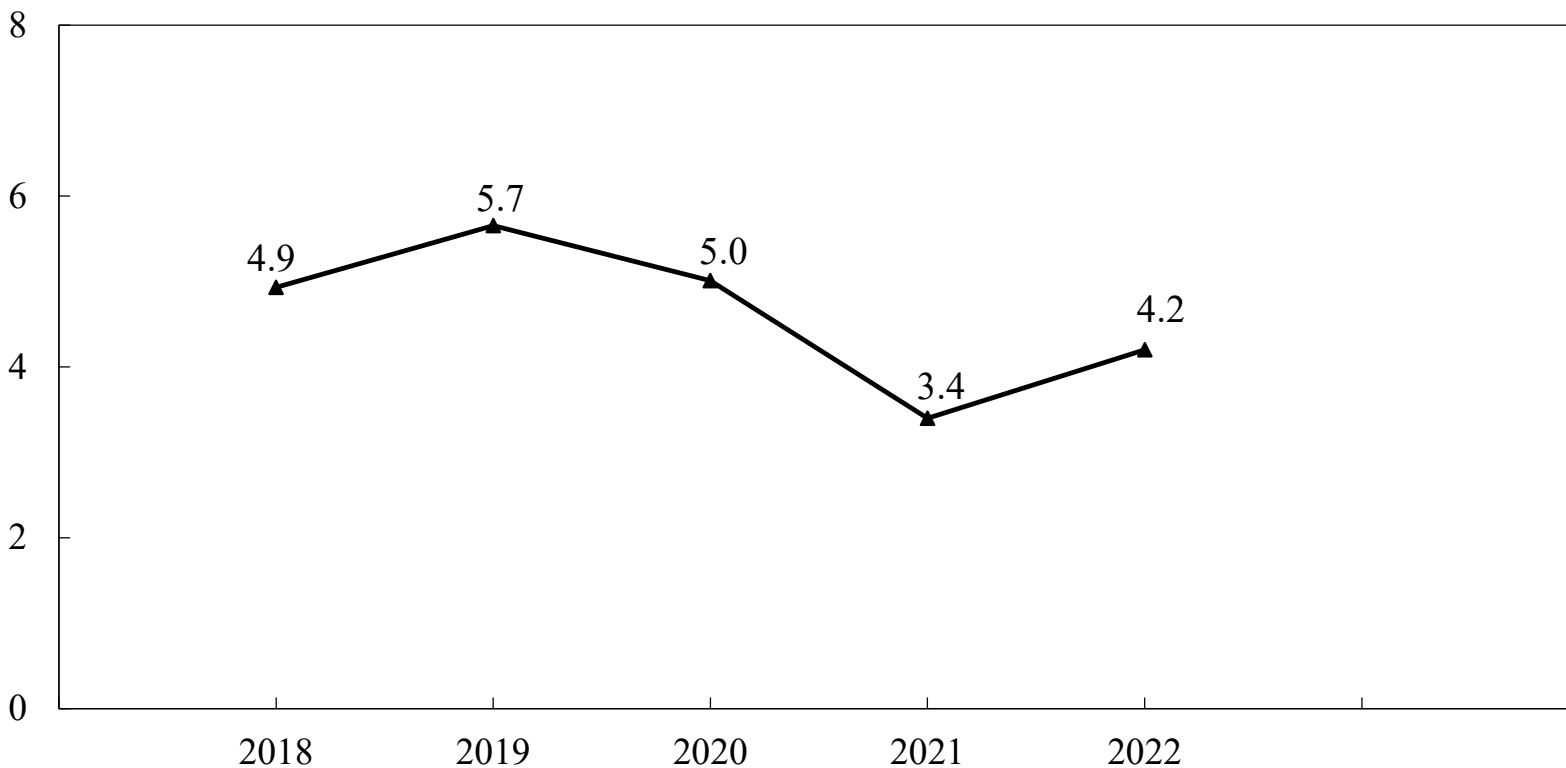
隱蔽吸毒問題仍然需要關注

Hidden drug abuse problem still warrants attention

首次被呈報吸毒人士的毒齡中位數

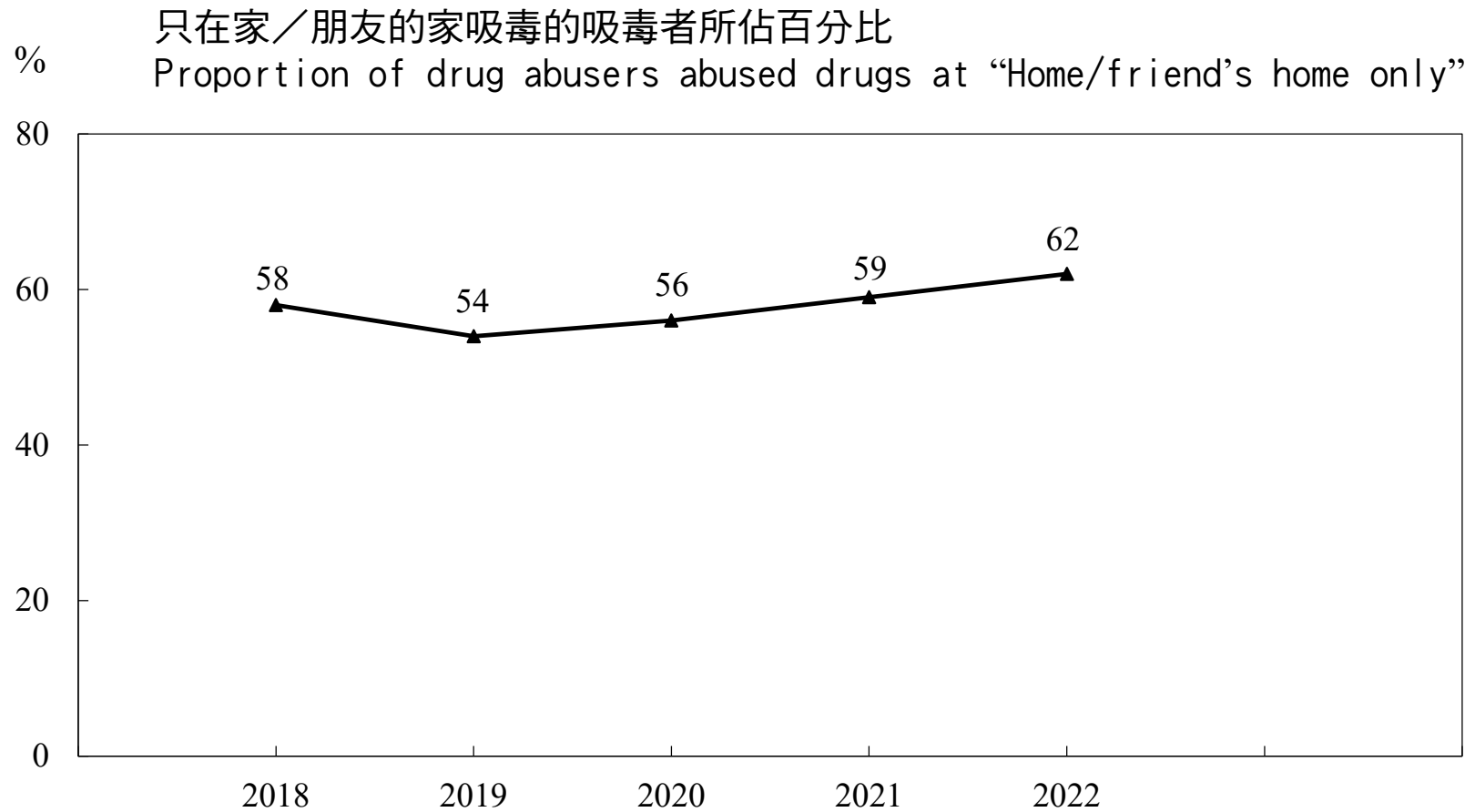
Median drug history of newly reported drug abusers

年 Year



隱蔽吸毒問題仍然需要關注

Hidden drug abuse problem still warrants attention

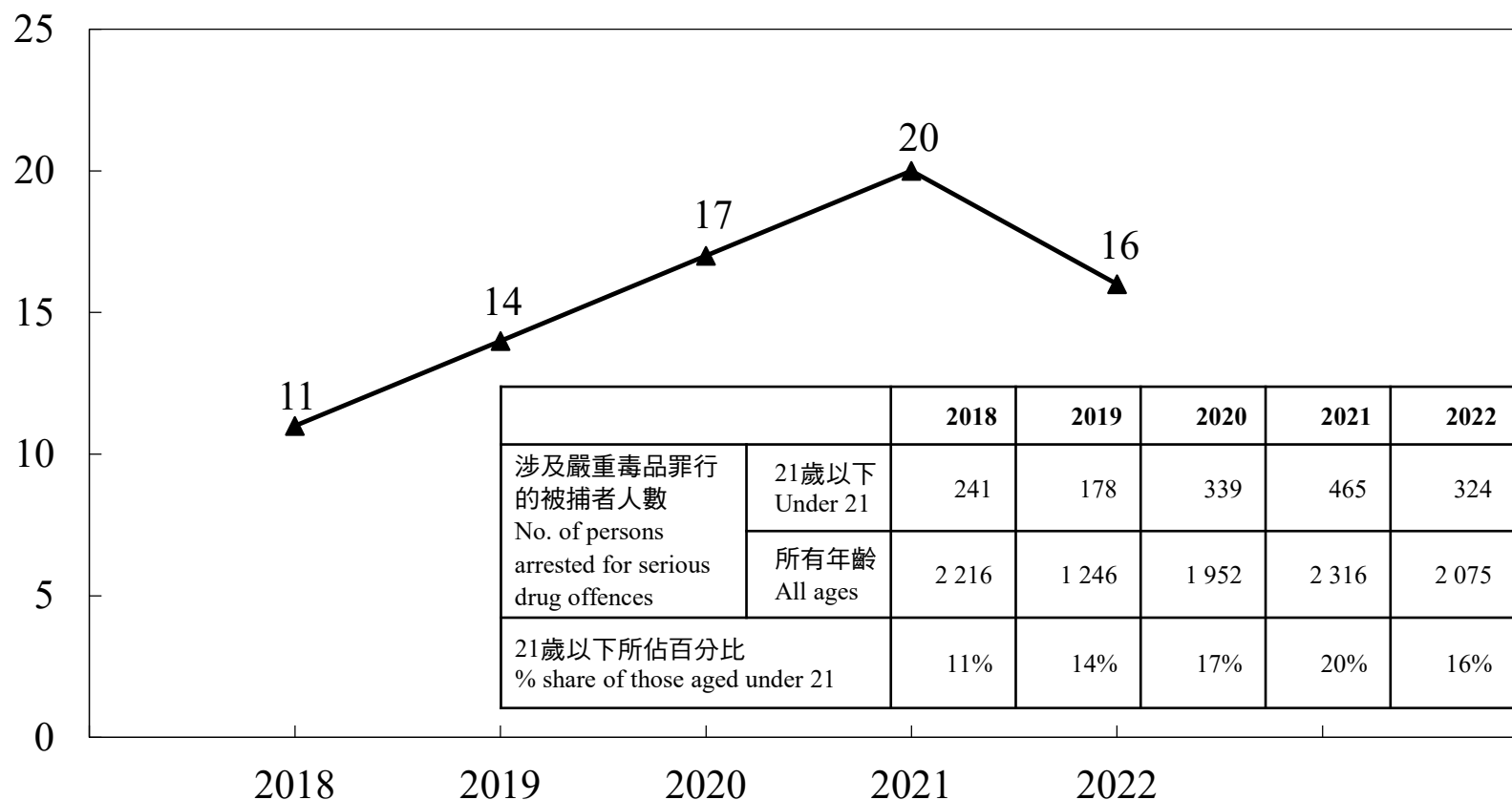


青少年參與嚴重毒品罪行的情況值得關注

Involvement of young people in serious drug offences warrants attention

涉及嚴重毒品罪行的被捕者中21歲以下所佔百分比

% Proportion of person aged under 21 among those arrested for serious drug offences



第三部分/Part 3

2023年度「一般撥款計劃」

優先考慮範疇及項目構思方向

Priority Areas for the 2023 Funding
Exercise and Directions of Project
Design

2023年度優先考慮範疇

Priority Areas for the 2023 Funding Exercise

(2023年度「一般撥款計劃」指引第29段及附錄D)

(Guide to BDF RFS 2023 Funding Exercise Para.29 and App. D)

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

- a) 包括具針對性的治療和外展計劃的項目，能兼顧最新的吸毒者人口特徵和吸毒者的不同戒毒需要。吸毒者可能包括吸食大麻和可卡因者；年輕的成年吸毒者（21至35歲），他們可能是大專生、在職成年人、專業人士或待學待業人士；非華語社群的吸毒者；有吸毒問題的男男性接觸者；家人同有吸毒風險的吸毒者或有年幼子女的吸毒者等

2023年度優先考慮範疇

Priority Areas for the 2023 Funding Exercise

(2023年度「一般撥款計劃」指引第29段及附錄D)

(Guide to BDF RFS 2023 Funding Exercise Para. 29 and App. D)

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

- a) Projects that comprise **targeted treatment and outreaching programmes which take into account the latest demographic characteristics of drug abusers and cater for their varying needs in quitting drugs**. They may include cannabis and cocaine abusers; young adult drug abusers (aged 21 – 35) who could be tertiary students, working adults, professionals or the non-engaged; drug abusers of the non-Chinese-speaking community; men who have sex with men with drug abuse problem; drug abusers with family members also at risk of drug abuse or with young children, etc.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- b) 鼓勵吸毒者的家人參與戒毒治療和康復過程的項目。吸毒者／戒毒康復者與家人的關係可能較脆弱和充滿挑戰。不過，在整個戒毒治療和康復過程中，家人的支持至關重要。吸毒者家人在整個戒毒治療和康復過程中和往後的參與，有助識別和接觸隱蔽吸毒者，加強他們戒毒和維持斷癮的動機，重新建立家庭關係，給予吸毒者／戒毒康復者情緒上的支援，以及防止跨代吸毒的情況

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- b) Projects that **promote the involvement of family members of drug abusers in the T&R process**. Relationship between drug abusers/rehabilitees and their family members could be fragile and challenging. On the other hand, family support is pivotal throughout the T&R process. Involvement of family members of drug abusers throughout and after the T&R process could help identify and engage hidden drug abusers, strengthen the motivation of drug abusers to quit drugs and maintain abstinence, rebuild family relationship, render emotional support to drug abusers/rehabilitees, as well as prevent inter-generational drug abuse patterns

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- c) 促成和加強各個界別、專業及不同層面之間協作的項目，以助識別和接觸吸毒者，幫助他們戒除毒癮，尤其是涉及濫用「冰毒」、可卡因、大麻及／或氯胺酮的人士。吸毒者的背景各有不同，亦面對健康與情緒、就業與家庭關係等多方面的需要。我們鼓勵各個主要參與單位（例如社區為本的服務單位、住院式戒毒治療和康復中心、醫療服務單位、執法機關、其他福利服務單位，以及非禁毒界別的社會服務及社區單位）加強合作，聯合力量，提供有效的戒毒治療

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- c) Projects that involve and strengthen collaboration among various sectors and disciplines as well as at various levels to help identify and engage drug abusers and help them quit drugs, especially those involving “Ice” , cocaine, cannabis and/or ketamine abuse. Drug abusers of various backgrounds encounter multi-faceted needs straddling health and emotion, employment and relationship with family, etc. Strengthened collaboration involving different key players such as community-based service units, residential drug treatment and rehabilitation centres, medical service units, law enforcement agencies, other welfare service units as well as non-drug social service and community units are encouraged to facilitate concerted efforts for effective delivery of drug treatment.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- d) 採用創新方式和更廣泛使用科技，以助及早識別吸毒者和介入的項目。隨著社會環境及生活方式不斷改變，禁毒界別有需要採用創新方式和更廣泛使用科技，以識別、接觸從而聯繫吸毒者，包括隱蔽吸毒者，並為他們提供戒毒治療和康復服務及其他支援

Projects that **facilitate early identification of drug abusers and intervention through adoption of innovative means and wider use of technology**. Amid the evolving social environment and changing lifestyles, there is a need for adoption of innovative means and wider use of technology for identifying, reaching out to and engaging, among others, hidden drug abusers, and also providing them with T&R services and other support.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- e) 加強或提供及早對吸毒者（尤其是出現由毒品誘發的精神問題及／或嚴重的情緒問題者）作出醫療介入及支援的項目，以控制他們的斷癮徵狀和穩定他們的精神狀況，這對戒毒治療發揮更大效用至為重要，而且能起相輔相成的作用。有關醫療介入及支援所涉及的治療可在醫院／臨牀環境進行，亦可以外展模式進行

Projects that **strengthen or provide early medical intervention and support to drug abusers**, especially those with drug-induced psychiatric and/or severe emotional issues, to manage their withdrawal symptoms and stabilise their mental condition which is essential and complementary to more effective drug treatment. Such medical intervention and support could involve treatment in a hospital/clinical setting or in an outreaching mode.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- f) 加強為戒毒人士提供續顧服務的項目，以支援他們維持完全斷癮，協助他們重投社會和提升就業能力。例子包括戒毒治療後的輔導及人生規劃、職業治療、職業訓練、安排就業機會、職業輔導、師友計劃、推動及促進社會接納戒毒康復者，為他們提供更多從事有意義工作和參與社區活動的機會等，務求幫助他們可在穩定工作中安頓下來，增強自我認同及自尊感，從而更有能力抵抗毒品的誘惑和維持斷癮

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- f) Projects that **strengthen aftercare services for those who have quitted drugs** so as to support them to remain complete abstinence, facilitate their reintegration into society and enhance their employability. Examples include counselling and life planning at post-treatment stage, occupational therapies, vocational training, provision of job placement opportunities, job counselling, mentoring programmes, promoting and facilitating acceptance of drug rehabilitees by the community to provide them with more opportunities to engage in meaningful career and community activities, etc., with a view to helping them settle in stable employment, enhance their self recognition and self-esteem, thus empowering them to resist the temptation of drugs and stay abstinence

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- g) 為禁毒社工、戒毒康復者朋輩輔導員、醫療專業人員及相關人員提供與戒毒治療方法有關的系統性培訓或經驗分享平台的項目，使他們具備所需技巧及知識，協助吸食危害精神毒品的吸毒者戒毒。其他類別的社會或醫療服務機構亦可參與這些項目，令有關人員更了解吸毒者的需要，以及與他們分享協助吸毒者戒毒的良好做法或技巧

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

戒毒治療和康復（續） / Treatment and Rehabilitation (T&R) (cont'd)

- g) **Projects that provide structured training or platforms for experience sharing on drug-quitting therapeutic approaches among anti-drug social workers, peer counsellors who are drug rehabilitees, medical professionals and related personnel** to equip them with the necessary skills and knowledge for helping psychotropic drug abusers to quit drugs. These projects may also involve other relevant streams of social or medical services to help foster a better understanding of the needs of drug abusers, and share good practice or techniques in helping them quit drugs.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

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

- h) 動員社會各界（包括公眾人士，特別是年輕人、家長及特定目標群組）抗衡可卡因、大麻、四氫大麻酚（THC）和大麻二酚（CBD）產品的項目，特別是就上述毒品增加他們的認知、提供有關毒品禍害的正確資訊和糾正錯誤觀念；宣傳販毒的法律後果和反駁使用大麻合法化的主張；以及應對一些外地司法管轄區放寬大麻的合法使用所帶來的挑戰

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

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

- h) Projects that **mobilise the community to stand against cocaine, cannabis, tetrahydrocannabinol (THC) and cannabidiol (CBD) products, particularly through raising awareness, providing correct information of harms and rectifying mistaken concepts about the above drugs, publicising the legal consequence of drug trafficking, and countering the advocacy for legalising the use of cannabis and addressing the challenges presented by the relaxation on the legal use of cannabis in some foreign jurisdictions** among members of the public, especially young people, parents and specific target groups

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

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

h) 進一步闡述如下 –

我們亦鼓勵禁毒界別推行涵蓋特定群組（例如年輕成年人／專業人士、在學校網絡以外的年輕人、高危青少年、專上／大專學生（包括住在宿舍的學生）、跨境／新來港人士、輸入勞工、不同族群及不同性傾向人士）和配合其不同需要及特性的項目，以打擊可卡因和大麻。

Further elaborations as follows –

Projects that cover specific target groups (such as young adults/professionals, young people who fall outside the school network, high-risk youth, **post-secondary/tertiary students including students residing in dormitories, cross-boundary/new arrival persons, import labour**, people from different ethnic groups, and people with different sexual orientation) and address their different needs and characteristics in the relevant initiatives against cocaine and cannabis, are also **34** welcomed.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

預防教育和宣傳（續） / Preventive Education and Publicity (PE&P) (cont'd)

- i) 提高公眾人士（特別是年輕人、家長和特定群組）對其他常被吸食毒品（特別是「冰毒」、氯胺酮、麥角副酸二乙基酰胺（LSD）及咳藥）禍害認知的項目，尤其是推動對毒品作出態度上的轉變；建立無毒文化；鼓勵及早求助；以及協助辨識隱蔽吸毒者

Projects that **enhance awareness of the harms of other popular drugs, especially “Ice”, ketamine, LSD, and cough medicine, among members of the public, especially young people, parents and specific target groups**, particularly through promoting attitudinal change towards drugs, building a drug-free culture, encouraging early help-seeking and facilitating identification of hidden drug abusers.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

預防教育和宣傳（續） / Preventive Education and Publicity (PE&P) (cont'd)

- j) 增加家庭對毒品禍害認識的項目（特別是有較高吸毒風險的家庭，例如母親未成年、父母或家庭成員曾吸毒，或家中有高危青少年），以及加強家庭成員在預防吸毒、及早辨識家人吸毒和就家人吸毒問題及早求助等方面的角色和能力的項目

Projects that **enhance the awareness of families, especially at-risk families** (e.g. teenage mothers, parents or family members being ex-drug abusers, and family members being high-risk youth), **of drug harms**, and strengthen the role and abilities of family members in preventing drug abuse, identifying and seeking help early for drug-abusing family members.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

預防教育和宣傳（續） / Preventive Education and Publicity (PE&P) (cont'd)

- k) 讓各界人士及相關持份者（例如前線保安員、物業管理人員、清潔工人、宿舍員工、業主立案法團成員，以及法律、銀行、會計等專業界別的工作人員）參與的項目，令他們正確認識毒品的禍害、識別吸毒及/或販毒情況，並視乎情況向上司、社區資源或執法機關求助

Projects that **engage members of various sectors and relevant stakeholders** (e.g. frontline security guards, property management staff, cleaning workers, hostel staff, members of owners' corporations, as well as workers of professional sectors, such as legal, banking, accounting, etc.) **to develop correct understanding of drug harms, identify drug abuse and/ or drug trafficking situations, and seek help from their supervisors, community resources or law enforcement agencies as appropriate.**

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

預防教育和宣傳（續） / Preventive Education and Publicity (PE&P) (cont'd)

- I) 鼓勵和促使公眾採取更積極的行動，向身邊的人傳遞禁毒訊息的項目，這可以是阻止有關人士吸毒或販毒的重要拉力因素

Projects that encourage and engage the public to take more proactive actions in spreading anti-drug messages to people around, which could serve as an important pull factor to discourage relevant persons in drug abuse or drug trafficking

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

預防教育和宣傳（續） / Preventive Education and Publicity (PE&P) (cont'd)

- m) 鼓勵求助，推動公眾更加接納戒毒治療和康復服務和設施，以及協助康復者重投社會的項目
Projects that **promote help-seeking, community acceptance of T&R services and facilities and reintegration of rehabilitees** into society.

- n) 令公眾人士（特別是年輕人）更了解參與販毒活動的嚴重後果的項目
Projects that **enhance the awareness of the dire consequences of engaging in drug trafficking activities among members of the public, especially young people.**

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

研究 / Research

- o) 對吸食危害精神毒品（尤其是香港較普遍或日漸流行的危害精神毒品，例如可卡因、「冰毒」、大麻及其他新興毒品）的特性的研究，以提供更多有關毒禍的資料，並尋找適用於香港情況的治療方法

Researches on the **characteristics of psychotropic substance abuse, particularly on psychotropic substances which have relatively higher or gained prevalence in Hong Kong** such as cocaine, “Ice”, cannabis and other emerging drugs to provide more information about the drug harms and to identify suitable treatment methods for application in the Hong Kong’s context.

2023年度優先考慮範疇（續）

Priority Areas for the 2023 Funding Exercise (cont'd)

研究（續） / Research (cont'd)

- p) 對不同吸毒者群組（例如女性吸毒者、懷孕吸毒者、在職吸毒者及不同種族和性傾向的吸毒者）的行為模式的研究（例如探討隱蔽吸毒的原因、吸毒次文化、重染毒癖及其預防方法，以及跨代吸毒的影響）

Researches on the **behavioural patterns** (e.g. reasons for hidden drug abuse, drug-taking subculture, relapse and its prevention, and impacts of inter-generational drug abuse) **of different groups of drug abusers** (e.g. female drug abusers, pregnant drug abusers, working drug abusers, and drug abusers of diverse race and sexual orientation).

- q) 根據已完成的禁毒基金一般撥款計劃研究類型項目的結果而進行的研究，以識別和整合良好做法或守則

Studies on **identifying and collating good practices or protocols based on the findings of the completed BDF RFS research-type projects.**



我的機構有興趣申請撥款，
需要考慮...

Interested organisations
should consider...

項目構思方向

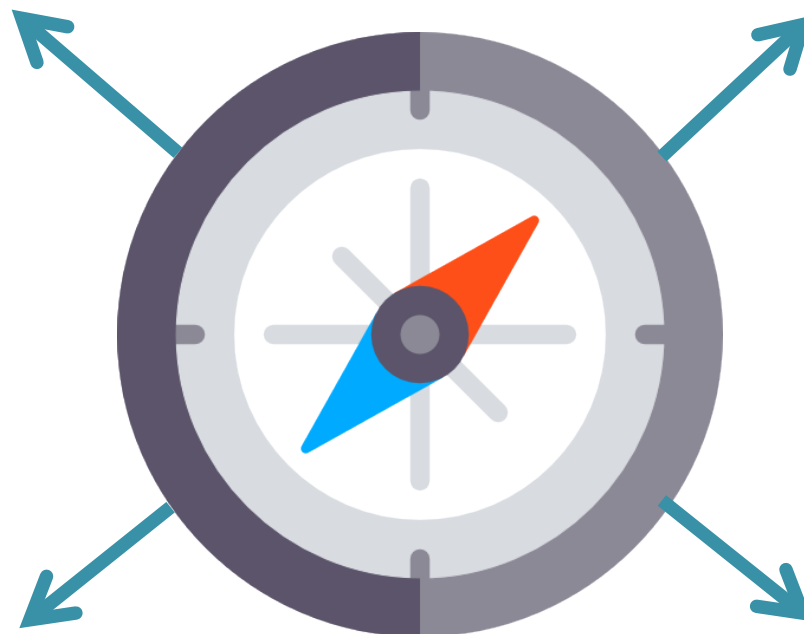
Directions of Project Design

(1) 應對毒品趨勢

Respond to the Drug Trend

(2) 確立服務對象

**Establish the Service
Targets**



(3) 制定預期效果

Set the Expected Results

(4) 設計推行模式

**Design the Mode of
Implementation**

構思方向 – (1) 應對毒品趨勢

Directions of Project Design – (1) Respond to the Drug Trend

應對主要毒品趨勢 / Respond to the major drug trend

- ▣ 大麻、可卡因、「冰毒」、氯胺酮
Cannabis, Cocaine, “Ice”, Ketamine
- ▣ 在職／年輕成年人
Working/Young Adults
- ▣ 隱蔽吸毒
Hidden drug abuse

構思方向 – (2) 確立服務對象

Directions of Project Design – (2) Establish the Service Targets

考慮不同群組的需要，例如：

To take into account the needs of different groups, such as:

▣ 年輕成年人

Young adults

▣ 隱蔽吸毒者

Hidden drug abusers

▣ 戒毒康復中人士

Rehabilitees

▣ 已成功戒毒人士

Rehabilitated drug abusers

▣ 婦女（包括孕婦及母親）

Women (including pregnant women/mothers)

▣ 青少年／學生

Teenagers/students

▣ 少數族裔人士

Ethnic minorities

▣ 性小眾

Sexual minorities

▣ 高危群組／家庭

High-risk groups/families

▣ 新來港人士／輸入勞工

New Arrivals/imported workers

構思方向 – (2) 確立服務對象（續）

Directions of Project Design – (2) Establish the Service Targets (cont'd)





配合群組特徵，例如：

Accommodate the characteristics of different groups, such as:

- ❑ 生活模式／習慣
Lifestyle/habit
- ❑ 身體及家庭狀況
Health/family condition
- ❑ 就業／學業需要
Employment/studies needs
- ❑ 文化背景／習俗
Cultural background/
customs and traditions
- ❑ 興趣與口味潮流
Interests and trends
- ❑ 朋輩間影響
Peer influence

構思方向 – (3) 制定預期效果

Directions of Project Design – (3) Set the Expected Results

-  盡早辨識吸毒者，轉介接受治療
Identify drug abusers early, and refer them to receive treatment
-  協助戒毒人士重投社會
Help rehabilitees to reintegrate into the society
-  支援受毒品問題困擾的家庭
Support families which are affected by drug problem
-  成功傳遞禁毒／抗毒訊息，糾正謬誤，提升服務對象抵抗毒品引誘的能力
Convey anti-drug messages successfully, rectify misconceptions and raise the ability of service targets to resist drug

構思方向 – (4) 設計推行模式

Directions of Project Design – (4) Design of Mode of Implementation

- ✓ **戒毒治療和康復**
Treatment and Rehabilitation
- ✓ **為正在及已戒毒人士提供續顧服務**
Aftercare services for drug rehabilitees/rehabilitated drug abusers
 - ▣ 心理輔導 Psychological counselling
 - ▣ 就業培訓／職業配對 Vocational training/Job matching
- ✓ **跨界別合作，例如：**
Cross-sector cooperation, for example:
 - ▣ 社福機構、醫療機構、戒毒治療和康復中心、地區組織、非華語社群領袖、執法部門、商業營運者、僱主、院校.....
Social welfare organisations, medical institutions, drug treatment and rehabilitation centres, local communities, leaders of non-Chinese-speaking communities, law enforcement agencies, business operators, employers, academic institutions...

構思方向 – (4) 設計推行模式 (續)

Directions of Project Design – (4) Design of Mode of Implementation (cont'd)

✓ 專業訓練或經驗分享平台

Professional Training or Platforms for Experience Sharing

- ▣ 使前線人員具備所需技巧及知識，協助危害精神毒品吸食者戒除毒癮

To equip frontline anti-drug workers with the necessary skills and knowledge for helping psychotropic drug abusers to quit drugs

構思方向 – (4) 設計推行模式 (續)

Directions of Project Design – (4) Design of Mode of Implementation (cont'd)

✓ 預防教育和宣傳

Preventive Education and Publicity

- ▣ 配合服務對象的背景、需要及興趣，設計相關項目

Design projects which suit background, needs and interests of the service targets

✓ 研究 Research

- ▣ 研究不同種類的毒品（如可卡因、「冰毒」、大麻及其他新興毒品）特性，尋找適用於香港情況的治療方法

Researches on the characteristics of different drugs (such as cocaine, “Ice”, cannabis and other emerging drugs) to identify suitable treatments methods

- ▣ 研究不同吸毒者群組的行為模式，包括復吸模式，以助訂定應對策略

Researches on the behavioural patterns of different groups of drug abusers, including relapse pattern, to facilitate the formulation of practical initiatives

- ▣ 根據已完成的禁毒基金一般撥款計劃研究類型項目的結果而進行的研究，以識別和整合良好做法或守則

Studies on identifying and collating good practices or protocols based on the findings of the completed BDF RFS research-type projects.

第四部分/Part 4

批核準則及撥款條件

Assessment Criteria and

Conditions of Grant

撥款額及申請數量

Grant Receivable and Number of Applications

(2023年度「一般撥款計劃」指引第8、9段)

(Guide to BDF RFS 2023 Funding Exercise Para.8 & 9)

- 每個機構總部、母機構或學院最多可遞交**五份**項目申請
Each headquarters, central organisation, or faculty of tertiary institution is allowed to submit a maximum of **five applications**.
- 每項項目的撥款額上限: 通常不超過**600萬**；資助期一般不超過**三年**（符合特定條件的項目除外）
Grants disbursed by the Fund for one single project will not normally exceed **\$6 million**, and the project duration will not normally exceed **three years** (except for projects that meet specific requirement).

撥款額及申請數量（續）

Grant Receivable and Number of Applications (cont'd)

(2023年度「一般撥款計劃」指引第10段)

(Guide to BDF RFS 2023 Funding Exercise Para.10)

- 符合以下其中一項條件的單一項目的最高撥款額可達 **1 000萬元**，項目為期最長可達**五年**：

The maximum grants disbursed by BDF for one single project that meets one of the following requirements can be up to **\$10 million**, and the maximum project duration up to **five years**:

撥款額及申請數量（續）

Grant Receivable and Number of Applications (cont'd)

- a) 基金會認為項目別具創意。申請機構／人必須提供有力且充分的理據，清楚說明項目為何及如何有別於本港現有的服務或設施，以及有關項目與現有服務或項目如何互補或相輔相成，因而值得獲批有關款額及／或資助期；或

Regarded by BDF Association (BDFFA) as exceptionally innovative. Applicant Organisations/Applicants must provide strong and full justifications, and demonstrate clearly as to why and how that project differs from the services or facilities currently available in Hong Kong, and how the project will complement or supplement the existing services or projects that would be worth such a grant amount and/or duration; or

撥款額及申請數量（續）

Grant Receivable and Number of Applications (cont'd)

- b) 由醫院管理局轄下的醫療或其他專職醫療服務單位推行的包含「戒毒治療和康復」性質的項目（即「戒毒治療和康復」項目或含「戒毒治療和康復」性質的混合類型項目）
Implemented by medical or allied health service units under the Hospital Authority in respect of projects with T&R component(s) (i.e. T&R projects or mixed-type projects with T&R component(s))

撥款額及申請數量（續）

Grant Receivable and Number of Applications (cont'd)

(2023年度「一般撥款計劃」指引第11段)

(Guide to BDF RFS 2023 Funding Exercise Para.11)

- 每個機構總部、母機構或高等教育院校的學院連同其轄下分會／分區／部門／附屬團體可得的總撥款額不超過

2 500萬元

The total maximum grant receivable by one headquarters, central organisation or faculty of a post-secondary institution and its branches/districts/departments/subsidiary bodies will not exceed **\$25 million.**

以下申請通常不獲考慮

The following projects are normally **not considered**

(2023年度「一般撥款計劃」指引第31段)

(Guide to BDF RFS 2023 Funding Exercise Para.31)

- ✘ 不符合禁毒基金宗旨／禁毒元素薄弱
Non-compliance with the purpose of BDF/ inadequate anti-drug elements
- ✘ 為期三年以上／申請撥款超過600萬元（符合指引第10段所述其中一項條件的項目除外）
Spanning more than three years/ seeking funding over \$6 million (except for projects which meet one of the requirements specified in paragraph 10 of the Guide)

以下項目通常不獲考慮（續）

The following projects are normally **not considered** (cont'd)

(2023年度「一般撥款計劃」指引第31段)

(Guide to BDF RFS 2023 Funding Exercise Para.31)

- ✘ 合資格申請其他政府資助的項目
Being eligible for Government subvention
- ✘ 內容及設計沒有清晰及足夠資料的紀念品、禮物、宣傳單張、CD／DVD光碟、小冊子及／或紀錄片製作等
Production of souvenirs, gifts, leaflets, CDs/DVDs, booklets and/or documentaries, etc. without clear and sufficient information on contents and design.
- ✘ 已完成或在獲批撥款前已開展的項目
Having been completed or having commenced before funding approval is granted.

以下開支通常不獲批准

The following cost items are normally **not allowed**

(2023年度「一般撥款計劃」指引第32段)

(Guide to BDF RFS 2023 Funding Exercise Para. 32)

- ✘ 沒有支持理據的行政費及雜費
Administration fees and miscellaneous fees without specific details and supporting justifications
- ✘ 接受政府資助的非政府機構管理層人員的個人薪酬
Personal emolument of staff at supervisory level of non-government organisations receiving Government subvention
- ✘ 公用事業收費，例如電費、煤氣費、水費及傳真費用等
Utility charges such as electricity, gas, water and fax
- ✘ 固定裝置、辦公室傢俬、電腦／電子裝置、其他設備的費用
Costs of fixtures, office furniture, computer or electronic devices, other equipment
- ✘ 外地旅程費用
Costs of overseas trips

在大灣區其他地方推展禁毒活動

Anti-drug activities to be held in other places in the GBA

(2023年度「一般撥款計劃」指引第33段)

(Guide to BDF RFS 2023 Funding Exercise Para. 33)

- 禁毒基金主要集中在支持在香港的禁毒活動。鑑於大灣區擁有各類禁毒教育設施及相關歷史古蹟，在大灣區其他地方進行有需要的禁毒活動亦可能有助推動香港的禁毒工作。若申請附有充分理據，經考慮其成本效益及對香港禁毒工作可能帶來的裨益／貢獻後，包含探訪大灣區其他地方在內的禁毒活動可能會獲得批准

在大灣區其他地方推展禁毒活動

Anti-drug activities to be held in other places in the GBA

(2023年度「一般撥款計劃」指引第33段)

(Guide to BDF RFS 2023 Funding Exercise Para. 33)

- The primary focus of BDF is on providing support to anti-drug activities within Hong Kong. Given the availability of various anti-drug education facilities and relevant historical sites in the Greater Bay Area (GBA), the implementation of certain anti-drug activities in other GBA localities driven by needs may help advance the anti-drug cause in Hong Kong. **For applications with strong justifications, anti-drug activities proposed to involve a visit to other places in the GBA may be supported under RFS, having considered their cost effectiveness and the benefit/contribution that may be brought to the anti-drug efforts in Hong Kong**

行政支援撥款 – 涵蓋範疇

Administrative Overhead Funding – Coverage

(2023年度「一般撥款計劃」指引附錄B)

(Guide to BDF RFS 2023 Funding Exercise App. B)

- 行政支援撥款（不超過獲批項目開支或實際開支的5%）用以涵蓋機構在以下七個範疇為項目提供中央行政支援的開支：

Administrative overhead funding (not exceeding 5% of the approved budget or the actual expenditure) is granted to approved projects to cover the costs of central administrative support as provided by the applicant organisations to the projects in the following seven areas:

1. 服務計劃籌劃及管理及質素保證；
Service planning, supervisory support and quality assurance;
2. 人力資源管理；
Human resource management; accounting management and financial monitoring;
3. 帳目管理及財務監察；
Accounting management and financial monitoring;
4. 風險責任管理，包括內部審計、合規程序、保險及補償申索、處理投訴及管理事件；
Risk management, including internal audit, compliance, insurance and compensation claims, complaint handling and incident management;

行政支援撥款 – 涵蓋範疇（續）

Administrative Overhead Funding – Coverage (cont'd)

(2023年度「一般撥款計劃」指引附錄B)

(Guide to BDF RFS 2023 Funding Exercise App. B)

5. 宣傳推廣、公共關係及企業傳訊；
Publicity, public relations and corporate communication;
 6. 辦公室租金差餉及水電設施等費用；及
Rent and rates of office venue, utilities and facility expenses; and
 7. 資訊科技設施供應及技術支援。
Information technology facilities and support.
- ❑ 須提供充分理由並說明有關撥款用以支付以上七個範疇之中哪一個範疇的開支，但毋須提供分項開支詳情
Applicants are required to provide full justifications and elaborate which of the seven areas above would be covered by the funding, but provision of a cost breakdown would not be necessary.

行政支援撥款 – 剔除項目

Administrative Overhead Funding – Items to be Excluded

(2023年度「一般撥款計劃」指引附錄B)

(Guide to BDF RFS 2023 Funding Exercise App. B)

在計算行政支援撥款時，下列項目會被剔除：

The following items are excluded from the computation of the administrative overhead funding:

1. 現金或實物形式的資助及禮品（例如獎賞禮品包、迎新禮品包、給參與者的禮品或資助、求職資助等）
Subsidies and gifts, in cash or in kind (e.g. incentive packs, welcome packs, gift or subsidies to participants, and job-seeking subsidies)
2. 購置固定資產、設備或相關配件、車輛及船隻（例如購買樂器、驗毒設備等）
Procurement of fixed assets, equipment and related accessories, vehicles and vessels (e.g. purchase of musical instruments and drug-testing equipment)

行政支援撥款 – 剔除項目（續）

Administrative Overhead Funding – Items to be Excluded (cont'd)

(2023年度「一般撥款計劃」指引附錄B)

(Guide to BDF RFS 2023 Funding Exercise App. B)

3. 直接支付予外判醫療專業人員、臨床心理學家及其他專業服務的醫療或專業費用（例如精神科治療的診症費、智商測驗費用等）；
Medical/professional expenses directly paid to outsourced medical professionals, clinical psychologists and other professionals (e.g. consultation fees for psychiatric treatment, and costs of IQ tests.);
4. 酬金，包括但不限於支付予客席講者、導師、義工及康復者的酬金；
Honorarium, including but not limited to that paid to guests speakers, instructors, volunteers and rehabilitees;
5. 外判的培訓、職業課程及興趣班（例如採購電腦培訓課程、聘請烘焙導師等）；
Outsourced training, occupational courses and interest classes (e.g. procuring computer training courses, and hiring bakery instructors);
6. 保險保費；及
Insurance premium; and
7. 外聘核數師費用。
External audit fees.

行政支援撥款（例子說明）

Administrative Overhead Funding – Example

項目/Items	申請款額/Grant
1. 員工薪酬/Personal Emolument	\$1,000,000
2. 宣傳費用/Promotion Expense	\$30,000
3. 結他訓練班（外判）/Guitar Training Courses (outsourced)	\$100,000
4. 家庭探訪/Home Visits	
i. 派發予參加者的禮物/gifts distributed to participants	\$10,000
ii. 提供予參加者的醫療服務的診金/consultation fees for medical services provided to participants	\$24,000
iii. 嘉賓講員酬金/honorarium for guest speakers	\$12,000
5. 審計賬目費/Audit Fee	\$24,000
	小計/Sub-total
	\$1,200,000
6. 行政支援撥款（附以充分理據）/Administrative Overhead Funding (with strong and full justifications)	\$60,000
	總額/Total
	\$1,260,000

行政支援撥款（例子說明）（續）

Administrative Overhead Funding – Example (cont'd)

項目/Items	獲批款額 /Grant	可申請行政支援撥款? Eligible for Administrative Overhead Funding ?
1. 員工薪酬/Personal Emolument	\$1,000,000	✓
2. 宣傳費用/Promotion Expense	\$30,000	✓
3. 結他訓練班（外判）/Guitar Training Courses (outsourced)	\$100,000	✗
4. 家庭探訪		
i. 派發予參加者的禮物/gifts distributed to participants	\$10,000	✗
ii. 提供予參加者的醫療服務的診金/consultation fees for medical services provided to participants	\$24,000 \$12,000	✗ ✗
iii. 嘉賓講員酬金/remuneration for guest speakers		
5. 審計賬目費/Audit Fee	\$24,000	✗
小計/Sub-total	\$1,200,000	
6. 行政支援撥款/Administrative Overhead Funding	\$51,500	
總額/Total	\$1,251,500	

審批申請

Vetting and Processing of Application

第一步

First

- 申請書由有關政府決策局／部門考慮是否值得支持
To seek advice from the relevant Government Bureaux/Departments on whether they support the applications.

第二步

Second

- **合資格的主要或次要性質包含「預防教育和宣傳」或「戒毒治療和康復」的項目內「預防教育和宣傳」及／或「戒毒治療和康復」性質部分的申請**視乎申請的金額，分別送交三人評審小組或評審委員會審議（由禁毒常務委員會及轄下兩個小組委員會成員組成）
PE&P and/or T&R components in eligible applications with PE&P or T&R as primary or secondary nature - depending on the amount of grant applied, assessed by Three-Member team or Vetting Panel (comprising members from the Action Committee Against Narcotics (ACAN) and its two Sub-committees) respectively
- **所有主要或次要性質包含「研究」的項目內「研究」性質部分的申請**交由研究諮詢小組考慮
Research component in all applications with “research” component as primary or secondary nature - assessed by Research Advisory Group (RAG)

審批申請（續）

Vetting and Processing of Application (cont'd)

第三步

Third

- 評審小組、評審委員會及研究諮詢小組的建議
交由禁毒常務委員會審核

The recommendations from Three-member team, Vetting Panel or RAG would be assessed by ACAN.

最後

Last

- 禁毒基金會管理委員會參考禁毒常務委員會的意見後，會就是否批准撥款作最終決定

The Governing Committee of BDFA would make the final decision on the funding grants after considering the opinions of ACAN.

評分標準

Marking Scheme

(2023年度撥款計劃指引附錄E)

(Guide to BDF RFS 2023 Funding Exercise App. E)

批核準則/Criteria	比重/ Weighting	(合格)/ (Pass)
擬議項目的效用/Project Strength	30%	(15%)
擬議項目的影響/Impact	30%	(15%)
項目設計及可行性/Project Design and Feasibility	25%	(12.5%)
申請人/機構的經驗及往績/Experience and Track Record	15%	(7.5%)
總分/Total:	100%	(50%)

- ✓ 只有在以上四項批核準則均取得合格分數的申請，才獲考慮撥款
Only applications attaining a pass in all the four assessment criteria above will be considered for allocation of funding.

評分標準－擬議項目的效用

Marking Scheme – Project Strength

(30分為最高；15分合格)/(maximum score: 30, passing score: 15)

- 是否配合基金會優先考慮的範疇

Whether the proposed project carries the theme(s) or falls under the priority area(s)

- (戒毒治療和康復項目) 能否彌補現時服務不足之處，讓吸毒者直接受益，或有助發展新服務模式

For Treatment and Rehabilitation projects, whether the proposed projects would fill the service gaps, bring direct benefits to the drug abusers or help develop new models of services

- 是否具創意，能傳達深入全面的禁毒知識，或為吸毒者提供直接有效的服務

Whether the proposed project is innovative and can convey in-depth anti-drug knowledge or provide direct effective services to drug abusers

- **有否與**禁毒基金支持的現有服務重疊；是否能為政府、學校或其他非政府機構現正推行的計劃帶來顯著的增值作用

Whether the project differs from the work or projects currently supported by the BDF; or whether the projects will bring significant added-value to existing programmes being carried out by the Government, schools or other non-governmental organisations

評分標準－擬議項目的影響

Marking Scheme – Impact

(30分為最高；15分合格)/(maximum score: 30, passing score: 15)

- 是否對本港的禁毒工作有直接裨益
Whether the proposed project will be able to bring direct benefits to the anti-drug cause in Hong Kong
- 是否確有需要推行擬議項目
Whether there is a demonstrated need for the proposed project
- 如何傳達禁毒信息，或提供連貫性服務，協助吸毒者戒除毒癮，並重返社會；項目設計宜以實證為本
The approach of the proposed project in spreading anti-drug message or providing a continuum of services in helping drug abusers quit drugs and reintegrate into the society. An evidence-based approach in programme design is preferred

評分標準－項目設計及可行性

Marking Scheme – Project Design and Feasibility

(25分為最高；12.5分合格)/(maximum score: 25, passing score: 12.5)

- 項目推行的時間表是否經過審慎計劃，年期是否切合實際和合理
Whether the proposed project schedule is well-planned and the duration practical and reasonable
- 參與者在策劃和推行有關項目的參與程度
The degree of participants' involvement in the planning and implementation of the project
- 是否妥善設計評估機制及成效指標，以客觀評估項目的效益
The extent to which sound evaluation methods will be utilised and specific outcome indicators are used to assess objectively the programme's effectiveness in achieving the objectives stated in the proposal
- 建議預算是否合理、合乎實際情況並與項目的目標相稱（如預算支出 vs 受惠者／參與者／使用者的人數）
Whether the proposed budget is reasonable, realistic, and commensurate with the purpose of the project, including the number of beneficiaries/participants/users of the proposed project
- （基本工程項目）會否增加經常開支的負擔，如職員薪津和維修開支
For capital works projects, whether there will be any problem with recurrent expenditure, e.g. staff and maintenance expenditure

評分標準－申請人／機構的經驗及往績

Marking Scheme – Experience and Track Record

(15分為最高；7.5分合格)/(maximum score: 15, passing score: 7.5)

- 申請人／機構過往運用基金的表現，包括是否恪守撥款條件

Past performance of the applicant in using the BDF, including the compliance with the conditions of grant

- 申請人／機構在技術和管理方面的能力

Technical and management capability of the applicant

撥款條件

Conditions of Grant

- 獲撥款者如接受撥款，須在撥款獲批後六個月內開展項目，又或如該項目屬現有項目的延續，則由基金會同意的日期起開展。如未能於指明期間內開展項目，必須徵求基金會的書面批准

After funding approval is granted and upon acceptance of the approved grant, grantees **shall commence the projects within six months from the date of approval of the grant or, if the application is a continuation of an existing project, from a date agreed by BDFA.** Written approval of BDFA must be sought if the project cannot commence within this specified period.

- 所需撥款和項目推行時間表一經核准，必須嚴格依循。任何更改必須事先得得到基金會書面批准。

Funding requirements and implementation schedule of an approved project, once approved by BDFA, shall be strictly adhered to.

撥款條件（續）

Conditions of Grant (cont'd)

- ❑ 基金會**不會**考慮未能預計開支的追加撥款申請
Applications for supplementary grant **will not be** considered under all circumstances.
- ❑ 獲撥款者須通過公開公平的制度招聘項目員工，並須按照獲批准的人手及薪酬聘任
Grantees are required to adopt an open and fair system for staff recruitment, and to follow the approved manpower and salary level.
- ❑ 若不恪守撥款條件，基金會有權按情況扣存或索回已發放的撥款
Where circumstances justify, BDFa may withhold or reclaim any payment from grantee if the grantee fails to observe the conditions of grant.

撥款條件（續）

Conditions of Grant (cont'd)

- 因推行項目而採購或編製的材料（包括但不限於所有報告或研究、影音產品、錄音帶、唯讀光碟、數碼內容、文稿、手冊、印刷品、電子材料、劇本等材料），其擁有權、版權及其他一切知識產權，均歸予基金會並屬其所有

The ownership, copyright and all other intellectual property procured or created as a result of the project, shall be vested in and belong to BDFA. The ownership, copyright and all other intellectual property in, including but not limited to all reports or research, audio-visual products, cassettes, CD-ROMs, digital content, scripts, handbooks, printed or electronic materials, plays etc. or such materials so procured or created as a result of the project, shall be vested in and belong to BDFA.

撥款條件（續）

Conditions of Grant (cont'd)

- 在合適情況下，獲撥款者須在其計劃、活動、宣傳品、出版物等推廣香港賽馬會禁毒資訊天地、禁毒處的「186 186」禁毒電話查詢熱線及「98 186 186」禁毒即時通訊諮詢服務、禁毒處的社交媒體帳戶（例如Facebook及Instagram帳戶）及禁毒處指明的其他禁毒訊息／資料。

The grantee shall promote the Hong Kong Jockey Club Drug InfoCentre, the ND's Anti-drug Telephone Enquiry numbers "186 186" and Anti-drug Instant Messaging Enquiry Service "98 186 186", ND's social media accounts (e.g. Facebook and Instagram accounts) as well as other anti-drug messages/materials specified by ND in the grantee's programmes, activities, publicity materials, publications, etc. where fit and appropriate.

保存會計紀錄

Retention of Book of Accounts

(2023年度撥款計劃指引第45段及附錄F)

(Guide to BDF RFS 2023 Funding Exercise Para. 45 & App. F)

- 須保存與一般撥款計劃資助有關的賬簿及所有其他相關紀錄及資料，保存期為計劃完成或最後一筆撥款發放後最少**7年**，或按照現行法例規定的期限，以較長者為準。該等賬簿及紀錄須於任何合理時間供禁毒基金會秘書處的獲授權人員及審計署查閱。

The books of accounts and all other relevant records and information related to the RFS grant should be retained by the grantees for at least **7 years** after the completion of the project or release of the final payment or in accordance with the prevailing statutory requirements, whichever is the longer. These books and records shall, at all reasonable times, be available for inspection by any authorised staff of the BDF Secretariat and the Audit Commission.

維護國家安全（採購）

Safeguarding National Security (Procurement)

(2023年度撥款計劃指引第35段)

(Guide to BDF RFS 2023 Funding Exercise Para. 35)

- 當運用禁毒基金的撥款進行採購時，**獲撥款者須考慮到其維護國家安全的持續性責任，不得從事任何行為或活動從而危害國家安全**。獲撥款者及其管理層在採購過程中的每一階段評估可能涉及的任何潛在國家安全風險或問題時，須保持審慎和敏感，並行使其專業判斷。

維護國家安全（採購）（續）

Safeguarding National Security (Procurement) (cont'd)

(2023年度撥款計劃指引第35段)

(Guide to BDF RFS 2023 Funding Exercise Para. 35)

- In conducting procurement by using the grant from BDF, the grantee should take into account its continuing duty to safeguard national security and not to engage in any acts or activities which endanger national security. The management of the grantee should 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.

維護國家安全（採購）（續）

Safeguarding National Security (Procurement) (cont'd)

(2023年度撥款計劃指引第35段)

(Guide to BDF RFS 2023 Funding Exercise Para. 35)

- **獲撥款者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。獲撥款者應確保其每一份採購文件中包含具體條款，**以列明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**。

維護國家安全（採購）（續）

Safeguarding National Security (Procurement) (cont'd)

(2023年度撥款計劃指引第35段)

(Guide to BDF RFS 2023 Funding Exercise Para. 35)

- The duty for the grantee 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. The grantee shall ensure that each of its procurement documents incorporates specific clauses to disqualify tenderers and to terminate the contract made pursuant to the procurement in the interest of national security.

維護國家安全（停止發放款項／終止項目）

Safeguarding National Security (withhold claim/termination)

(2023年度撥款計劃指引第67段)

(Guide to BDF RFS 2023 Funding Exercise Para. 67)

- 如出現以下任何情況，基金會可立即終止項目：
BDFFA may immediately terminate the project upon the occurrence of any of the following events –

維護國家安全（停止發放款項／終止項目）（續）

Safeguarding National Security (withhold claim/termination) (cont'd)

(2023年度撥款計劃指引第67段)

(Guide to BDF RFS 2023 Funding Exercise Para. 67)

- 獲撥款者或其以任何方式和身份參與項目的僱員、代理人或承辦商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

The grantee or any of its employees, agents and sub-contractors who are involved in any manner and capacity in the project 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

維護國家安全（停止發放款項／終止項目）（續）

Safeguarding National Security (withhold claim/termination) (cont'd)

(2023年度撥款計劃指引第67段)

(Guide to BDF RFS 2023 Funding Exercise Para. 67)

- 繼續委託獲撥款者或繼續推行項目將不利於國家安全利益；或
the continued engagement of the grantee or the continued implementation of the project is contrary to the interest of national security; or
- 基金會合理相信以上所述的任何情況即將出現。
BDFFA reasonably believes that any of the events mentioned above is about to occur

維護國家安全（停止發放款項／終止項目）（續）

Safeguarding National Security (withhold claim/termination) (cont'd)

(2023年度撥款計劃指引第68段)

(Guide to BDF RFS 2023 Funding Exercise Para. 68)

- 在項目推行前或期間，基金會可行使絕對酌情權修改或取消個別項目活動，並扣減相關撥款的金額。

Before and during the implementation of the project, BDFFA may modify or cancel individual project activity(ies) and deduct the related amount of grant at its absolute discretion.

維護國家安全（遵守法律）

Safeguarding National Security (Compliance with Laws)

(2023年度撥款計劃指引第69段)

(Guide to BDF RFS 2023 Funding Exercise Para. 69)

- 獲撥款者須確保在動用撥款履行相關工作及職能時，**遵守一切香港法律（包括《中華人民共和國香港特別行政區維護國家安全法》及香港有關維護國家安全的法律）**、規例及附例，包括但不限於所有與僱傭條款及條件有關者

維護國家安全（遵守法律）（續）

Safeguarding National Security (Compliance with Laws) (cont'd)

(2023年度撥款計劃指引第69段)

(Guide to BDF RFS 2023 Funding Exercise Para. 69)

- The grantee shall ensure that in performing their service and carrying out their functions in expending the grant, **it complies with all Hong Kong laws (including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region and the laws of the Hong Kong in relation to the safeguarding of national security), regulations and by-laws**, including without limitation, all those relating to employment terms and conditions.

第五部分/Part 5

填寫申請書須注意事項

Points-to-Note When
Completing Application Form

填寫申請書須注意事項

Points-to-note when completing application form

- 申請書共分為五部分，包括 –

The application form comprises 5 parts, including –

- ◆ 申請表 Application Form
- ◆ 附錄A Appendix A
- ◆ 附錄B Appendix B
- ◆ 附錄C Appendix C
- ◆ 附錄D Appendix D

填寫申請書須注意事項

Points-to-note when completing application form

申請表

Application Form

所有申請者均須填寫

To be completed by ALL applicants

填寫申請書須注意事項

Points-to-note when completing application form



檔案編號 Reference Number
(official use only)

禁毒基金
BEAT DRUGS
FUND

禁毒基金二零二三年度一般撥款計劃
Beat Drugs Fund 2023 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。
- 至於本申請表其他部分，請選擇以中文或英文填寫。
- 有關遞交本申請表的指引，請參閱D部。

For submission guidelines of this application form, please refer to Part D.

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/te/beat_drug_fund_2023.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_2023.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):	

填寫指引 Submission guidelines

- 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D部。 For submission guidelines of this application form, please refer to Part D.

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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)



檔案編號 Reference Number
(official use only)

禁毒基金
BEAT DRUGS
FUND

禁毒基金二零二三年度一般撥款計劃
Beat Drugs Fund 2023 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「項目摘要」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 D 部。
For submission guidelines of this application form, please refer to Part D.

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:	
項目摘要 (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/te/beat_drug_fund_2023.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_2023.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):	

項目摘要（續） Project Summary / Abstract (cont'd)

中、英文各不多於500字

Maximum 500 words for each language

- 項目的預期達成的結果為何？指出與此項目相關的優先考慮項目。
What is the expected project outcome? Point out the relevant priority area.
- 此項目將維持多久？
How long will this project last?
- 此項目還有其他重要的特色嗎？
Are there any other important features in this project?

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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

3. 項目撮要 Project Summary / Abstract (例子 Example)

此全港性 / 地區性* 項目目標旨在於__年__月至__年__月期間，（請敘述項目的目標）。預期將有__名青少年人，__名家長，（其他主要參加者和數目）及__名戒毒康復者受惠於此__年項目。這項目的主要活動包括__，__及__。估計將有百分之__的（青少年人 / 家長 / 戒毒康復者*）於項目後在__方面有所改善（請簡列主要的項目目標或成效指標）。此外，（參加者 / 青少年人 / 家長 / 戒毒康復者*）在參與項目後亦會在__方面有顯注提升。[(如適用) 另外，將會向__青少年人 / 高危青少年人* 發放禁毒信息，並能幫助__（請簡要敘述該項目的其他重要特點）。]

（__字）

This territory-wide / district-based project* aims at _____ and _____ during (MMYYYY) to (MMYYYY). It is expected that __ youths, __ parents, (number of other key participants) and __ rehabilitees will be benefited from this __ -month / -year project. The main project activities include _____ and _____. It is expected that __ percent of participating youths / parents / rehabilitees* will _____ (briefly state the main objectives or project outcome here). In addition, participating youths / parents / rehabilitees* will show significant improvement in _____. [(If applicable) Also, this project will disseminate anti-drug messages to __ general youths / high-risk youths* and help __ participants to _____. (Please describe other important feature(s) of the project here).]

（__ words）

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)



禁毒基金
BEAT DRUGS
FUND

禁毒基金二零二三年度一般撥款計劃
Beat Drugs Fund 2023 Funding Exercise
Regular Funding Scheme

申請表
APPLICATION FORM

檔案編號 Reference Number
(official use only)

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「項目摘要」部分必須以中文和英文填寫。
- 至於本申請表其他部分，請選擇以中文或英文填寫。
- 有關遞交本申請表的指引，請參閱D部。

For submission guidelines of this application form, please refer to Part D.

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:	
項目摘要 (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/te/beat_drug_fund_2023.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_2023.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):	

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

- 如在本年度提出多於一項申請，請列出各個項目的名稱。
For Applicant Organisation/Applicant who submits more than one application in this funding exercise, please list out the project name for all applications.

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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

A 部 Part A 項目資料 Project information

I. 項目種類 Project type	
4. <input type="checkbox"/> 項目延續 Continuation of project (現時之項目檔號 Existing project no. _____) <input type="checkbox"/> 新申請項目 New project	
II. 申請書類別 Category of proposal	
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) @
<input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity	<input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity
<input type="checkbox"/> 戒毒治療和康復 Treatment & Rehabilitation	<input type="checkbox"/> 戒毒治療和康復 Treatment & Rehabilitation
<input type="checkbox"/> 研究 Research	<input type="checkbox"/> 研究 Research
<p>◎ 若申請的主要或次要性質包含 -</p> <p>(i) 「預防教育和宣傳」, 申請機構/人必須填寫表格 A</p> <p>(ii) 「研究」, 申請機構/人必須填寫附錄 B</p> <p>The Applicant Organisation / Applicant must complete -</p> <p>(i) Appendix A if the primary or secondary nature of the project is "Preventive Education & Publicity" or "Treatment & Rehabilitation";</p> <p>(ii) Appendix B if the primary or secondary nature of the project is "Research".</p>	
III. 受惠地區 District(s) to be benefited (可選多項 Choose all that apply)	
7. <input type="checkbox"/> 全港性 Territory-wide <input type="checkbox"/> 地區性, 請註明地區 District-based, please specify:	
IV. 建議推行日期: Proposed date of implementation:	8. 由 / / (月 month) (年 year) 9. 至 / / (月 month) (年 year)
V. 推行年期: Project duration:	10. 年 year(s) 月 month(s)

A(I). 項目種類 Project information

4. 如屬項目延續, 列出現時之項目檔號

If it is a continuation of project, please indicate the existing project no.

(e.g. "BDF 2000__", "BDF 2100__")

A(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)

A(IV). 建議推行日期 Proposed date of implementation

8. 注意申請結果預計於2024年第一季公布, 需預留時間製作項目執行時間表

Please note the application result is expected to announce in the 1st quarter of 2024 and reserve time for preparation of proposed project implementation schedule

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

A 部 Part A 項目資料 Project information

I. 項目種類 Project type	
<input type="checkbox"/> 項目延續 Continuation of project (現時之項目編號 Existing project. no:) <input type="checkbox"/> 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)
<input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity <input type="checkbox"/> 戒毒治療和康復 Treatment & Rehabilitation <input type="checkbox"/> 研究 Research	<input type="checkbox"/> 預防教育和宣傳 Preventive Education & Publicity <input type="checkbox"/> 戒毒治療和康復 Treatment & Rehabilitation <input type="checkbox"/> 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。	
III. 受建	
<input type="checkbox"/> 定量研究如調查、建設模型等，通常採用合適的統計方法作數據收集和分析 <input type="checkbox"/> 定性研究如探索性研究、描述性研究、案例研究等，主要是透過個人或深入訪談和焦點小組來進行的	
IV. 建議	
<input type="checkbox"/> 定量和定性方法的混合 <input type="checkbox"/> 與毒品問題有關的設備開發和 / 或驗證，統計指標的估算方法的開發和 / 或檢討，現有計劃的評估，利用數據庫作數據分析等	
V. 推行	

A(II). 申請書類別 Category of proposal

檢視申請項目有否具備研究項目應有的元素，才決定項目的主要或次要性質是否包含“研究”

Examine whether the proposal possesses elements which research proposals should have, before categorising whether the primary or secondary nature of the proposal is with “research”.

研究項目的例子 Example of research proposals :

- 定量研究如調查、建設模型等，通常採用合適的統計方法作數據收集和分析
Quantitative study such as conducting survey, construction of statistical model etc., usually adopt suitable statistical methods for data collection and analysis
- 定性研究如探索性研究、描述性研究、案例研究等，主要是透過個人或深入訪談和焦點小組來進行的
Qualitative study such as exploratory research, description research, case study etc., carried out mainly through individual or in-depth interview and focus groups
- 定量和定性方法的混合
Mix of quantitative and qualitative study
- 與毒品問題有關的設備開發和 / 或驗證，統計指標的估算方法的開發和 / 或檢討，現有計劃的評估，利用數據庫作數據分析等
Development/accreditation of drug-related equipment, development/review of estimation methods for statistical indicators, data analysis using database etc.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

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/人的主要網頁及/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/人最近執行禁毒基金撥款計劃下的項目或從事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 under funding schemes 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	

B(I). 申請機構 / 人資料 Applicant

Organisation's/Applicant's information

列出申請機構 / 人的主要網頁及 / 或社交媒體連結（每平台最多一個）

Give the link(s) of major website(s) and/or social media platform(s) (maximum one for each platform) of Applicant Organisation/Applicant

列出申請機構 / 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）

Give the 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)

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

II. 項目負責人／首席研究員資料 Information of Project Leader/Principal Investigator ^o			
21. 姓名 ^o Name ^o		22. 職銜 ^o Post ^o	23. 香港身份證號碼 ^o HKID No. ^o
24. 地址 ^o Address ^o		25. 電話號碼 ^o Tel No. ^o	26. 手提電話號碼 ^o Mobile Phone No. ^o
27. 電郵地址 ^o Email Address ^o			

III. 項目聯絡人資料（如與項目負責人／首席研究員相同，或尚未確定項目聯絡人，則不用填寫此部份） Information of Project Contact Person (If the Project Contact Person is the same as the Project Leader/Principal Investigator, or the Project Contact Person is not confirmed at this stage, there is no need to fill in this part) ^o			
28. 姓名 ^o Name ^o		29. 職銜 ^o Post ^o	30. 香港身份證號碼 ^o HKID No. ^o
31. 地址 ^o Address ^o		32. 電話號碼 ^o Tel no. ^o	33. 手提電話號碼 ^o Mobile phone no. ^o
34. 電郵地址 ^o Email address ^o			

B(II). 項目負責人 / 首席研究員資料 Information of Project Leader/Principal Investigator

項目負責人 / 首席研究員應清楚了解申請表內的資料，以便有需要時解釋項目內容

The project leader/principal investigator should be familiar with the information contained in the application form, such that he/she can be able to provide further explanation as and when required.

B(III). 項目聯絡人資料 Information of Project Contact Person

如與項目負責人 / 首席研究員相同，或尚未確定項目聯絡人，則不用填寫此部份

If the Project Contact Person is the same as the Project Leader/Principal Investigator, or the Project Contact Person is not confirmed at this stage, there is no need to fill in this part.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

IV. 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			
35. 機構根據下列條例註冊 The Applicant Organisation is registered under *		36. 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)			
37. 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	<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		
38. 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	<input type="checkbox"/> 是 (請填寫附錄C) Yes (please complete Appendix C) <input type="checkbox"/> 否 No		
(b) 如屬個人，請提供附屬機構支持項目的證明文件。 For individual Applicant, please attach documentary evidence showing that support from affiliated organisations has been obtained.			

B(IV). 申請機構 / 人背景 Background information of Applicant Organisation / Applicant

如屬《稅務條例》第88條所指的慈善機構，請提供稅務局發出的IR表格第302號

If the applicant is a charitable organisation for the purpose of Section 88 of the Inland Revenue Ordinance, please provide Form 302 issued by the Inland Revenue Department

如屬社會福利署資助服務機構，請填寫附錄C
If the Applicant is an organisation subvented by the Social Welfare Department, please complete Appendix C.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

IV. 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			
35. 機構根據下列條例註冊 The Applicant Organisation is registered under *		36. 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)			
37. 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	<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	
38. 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	<input type="checkbox"/> 是 (請填寫附錄C) Yes (please complete Appendix C)	<input type="checkbox"/> 否 No	
(b) 如屬個人，請提供附屬機構支持項目的證明文件。 For individual Applicant, please attach documentary evidence showing that support from affiliated organisations has been obtained.			

B(IV). 申請機構 / 人背景 Background information of Applicant Organisation / Applicant

- a. 如屬個人申請，請提供附屬機構支持項目的證明文件
For individual applicants, please attach documentary evidence showing that support from affiliated organisations has been obtained.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

B(VI). 申請禁毒基金一般撥款計劃的紀錄 Record of BDF RFS application

列出以往四年內申請之項目名稱（不論成功與否）

Please list the project title(s) of previous application(s) in the past four years (whether successful or not)

VI. 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) [↕]			
40. 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) [↕]	41. 申請項目名稱 [↕] Project title in application [↕]	42. 核准項目編號（如適用） [↕] Approved project number (if applicable) [↕]	43. 申請結果 Application results [↕]
e.g. 2020一般撥款計劃 [↕]	禁毒起動計劃 [↕]	BDF200099 [↕]	<input checked="" type="checkbox"/> 核准 / Approved [↕] <input type="checkbox"/> 不獲核准 / Rejected [↕]
e.g. 2019 Regular Funding Scheme [↕]	Anti-drug Power Project [↕]	N/A [↕]	<input type="checkbox"/> 核准 / Approved [↕] <input checked="" type="checkbox"/> 不獲核准 / Rejected [↕]
[↕]	[↕]	[↕]	<input type="checkbox"/> 核准 / Approved [↕] <input type="checkbox"/> 不獲核准 / Rejected [↕]

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

B(VII). 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 project funded under BDF RFS)

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)

VII. 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)			
44. 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)	45. 項目名稱及活動簡介 Project name and summary of activities	46. 資助機構及計劃名稱（如適用） Funding organisation and name of scheme (if applicable)	47. 受惠社群 Beneficiary group
e.g. 1/9/2021 – 31/8/2022	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. 1/9/2010 – 31/8/2021	Caring for Hong Kong's Working Youths Anti-drug Scheme	ABC Association	Working population aged between 25-34 in Hong Kong
↻	↻	↻	↻

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

B(VIII). 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

<p>VIII. 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*</p>	
<p>48. 中心名稱 Name of Centre 名額 Capacity</p>	
<p>49. 過去六個月（即二零二三年二月至七月）新入住總人數 Total number of new admission(s) in the past six months (i.e. from February 2023 to July 2023):</p>	<p>50. 過去六個月（即二零二三年二月至七月）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 2023 to July 2023) (please state the head count):</p>
<p>* 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</p>	

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

申請機構 / 人
資料 Applicant
Organisation's
/ Applicant's
information

B(IX). 參考文件 Supplementary document(s)

51-54. 請提交證明文件的副本 Please submit the copy of documents

IX. 參考文件，如適用 Supplementary document(s), if applicable

- 51. 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) ↵
- 52. 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↵
- 53. 獲轉介機構書面支持此項目的證明 ↵
Written proof of support from referring organisation↵
- 54. 其他，請註明：↵
Others, please specify.↵

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

項目的
財政預算
Budget of
project

C 部 Part C 項目的財政預算 Budget of project⁴

I. 項目團隊資料 (包括項目負責人/首席研究員) 及員工薪酬⁴

Information of Project Team (including Project Leader/Principal Investigator) and Personal Emolument⁴

55. 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 and 第一標準薪級表等) 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結的按年增薪額。如以高於起薪點的薪金聘用員工及/或提供按年增薪以挽留資深員工，須提供充分理據，方可獲得考慮。⁴

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.) with reference to similar posts in the Government. 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 only be considered if fully justified.⁴

職位 (全職/兼職) Position (Full-time/ Part-time) ⁴	所需經驗及資歷 Experience and qualification required ⁴	在項目中的 詳細職責 ⁴ Full duties in the project ⁴	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) ⁴	月薪 ⁴ Monthly salary ⁴ (A) ⁴	強獎金 ⁴ MPF ⁴ (B) ⁴	聘用月數 ⁴ Length of employment ⁴ (in months) ⁴ (C) ⁴	申請款額 ⁴ Amount of grant ⁴ applied for (\$) (A+B)x(C) ⁴
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	<input checked="" type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.	\$35,000.	\$1,500.	24 months.	\$876,000.
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.	<input checked="" type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.	\$10,000 (i.e. \$20,000 x 0.5 Full- time equivalent)	\$500.	24 months.	\$277,000.
(項目負責人/ 首席研究員/Project Leader/Principal Investigator)			<input type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.				
(其他成員/Other Staff)			<input type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.				
56. 小計 Sub-total							

C(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

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。

- 職位 (全職/兼職)
- 所需經驗及資歷
- 在項目中的詳細職責
- 須否就此職位申請員工薪酬

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.

- Position (Full-time/Part-time)
- Experience and qualification required
- Full duties in the project
- Whether there is a need to apply for personal emolument for the post

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

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

55. 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) 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結的按年增薪額。如以高於起薪點的薪金聘用員工及/或提供按年增薪以挽留資深員工，須提供充分理據，方可獲得考慮。

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.) with reference to similar posts in the Government. 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 only be considered if 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)	強獎金 MPP (B)	聘用月數 Length of employment (in months) (C)	申請款額 Amount of grant applied for (\$) (A+B)×(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	<input checked="" type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.	\$35,000.	\$1,500.	24 months.	\$876,000.
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.	<input checked="" type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.	\$10,000 (i.e. \$20,000 × 0.5 Full- time equivalent)	\$500.	24 months.	\$252,000.
(項目負責人/ 首席研究員/Project Leader/Principal Investigator)			<input type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.				
(其他成員/Other Staff)			<input type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.				
56. 小計 Sub-total							

C(I). 員工薪酬 Personal Emoluments

- 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政府的薪級表 (例如總薪級表和第一標準薪級表等) 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。

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.) with reference to similar posts in the Government. If the applicant organisation has established a pay scale for specific posts, please provide in separate sheets for reference.

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

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

55. 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 and 第一標準薪級表等) 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，須提供充分理據，方可獲得考慮。

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.) with reference to similar posts in the Government. 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 only be considered if 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)	強獎金 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	<input checked="" type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.	\$35,000.	\$1,500.	24 months.	\$876,000.
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.	<input checked="" type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.	\$10,000 (i.e. \$20,000 x 0.5 Full- time equivalent)	\$500.	24 months.	\$252,000.
(項目負責人/ 首席研究員/Project Leader/Principal Investigator)			<input type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.				
(其他成員/Other Staff)			<input type="checkbox"/> 是 / Yes. <input type="checkbox"/> 否 / No.				
						56. 小計 Sub-total	

C(I). 員工薪酬 (續) Personal Emoluments (cont'd)

- 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，須提供充分理據，方可獲得考慮。

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 only be considered if full justified.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
財政預算
Budget of
project

C(I). 員工薪酬（續） *Personal Emoluments (cont'd)*

- 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.

- 若以高於政府同類職位的起薪點作員工薪金及 / 或提供年度遞增薪額，須提出充分理由。

Full justifications must be provided for the appointment of staff with salaries higher than the starting point 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.

@ 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.↵

* 若以高於政府同類職位的起薪點作員工薪金及／或提供年度遞增薪額，須提出充分理由。↵

Full justifications must be provided for the appointment of staff with salaries higher than the starting point 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.↵

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

57. 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）⁴²

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)⁴²

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**禁毒基金一般撥款計劃指引附錄A**的要求及有關條款）。⁴²

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 A of the Guide to Beat Drugs Fund Regular Funding Scheme**).⁴²

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）

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

(2023年度撥款計劃指引第15段及附錄A)

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)

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

(2023 RFS Guide Para. 15 and App A)

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
財政預算
Budget of
project

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）。

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).

58.

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)	(請在此項上附錄A的(V)部第15項小計) 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)	(請在此項上申請表第56項小計) 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.			
59. 小計 Sub-total			\$

C(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）。

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)), external audit fee, and miscellaneous items/costs (such as staff insurance, stationery, printing charges, postage).

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
財政預算
Budget of
project

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 <u>禁毒基金一般撥款計劃指引</u> 第18段及附錄B，提出充分理由（註：毋須列出申請款額的分類細項）。 Applicant Organisation/Applicant applying for administrative overhead funding is required to specify the applied amount with full justifications in accordance with paragraph 18 and Appendix B of Guide to Beat Drugs Fund Regular Funding Scheme (note: detailed breakdown of applied amount is not necessary).	\$=
60.	(60)
61. 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.	\$= (61)
62. 此項目向 <u>禁毒基金</u> 申請的金額 Total amount sought from Beat Drugs Fund for this project	$(59) + (60) - (61) =$ \$=

行政支援撥款 Administrative Overhead Funding

若為項目申請行政支援撥款，請註明申請款額，並根據禁毒基金一般撥款計劃指引第18段及附錄B，提出充分理由（註：毋須列出申請款額的分類細項）。

Applicant Organisation/Applicant applying for administrative overhead funding is required to specify the applied amount with full justifications given in accordance with paragraph 18 and Appendix B of Guide to BDF RFS (note: detailed breakdown of applied amount is not necessary).

申請金額 Total Amount Sought

預計支出減其他收入來源（包括已獲得或申請中的贊助，請註明）

Estimated expenditure minus Income from other funding sources (including any sponsorship sought or being sought, please specify)

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
財政預算
Budget of
project

C(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

如擬議項目符合條件(a)“別具創意”，請另紙詳加闡述，提供有力且充分的理據，並清楚說明擬議項目如何有別於本港現有的服務或設施，及擬議項目與現有服務或項目如何互補或相輔相成，因而值得獲批有關款額及 / 或資助期

For proposed project that meets the requirement (a) “regarded by BDFA as exceptionally innovative”, please elaborate in separate sheets providing strong and full justifications, and demonstrating clearly as to why and how the proposed project differs from the services or facilities currently available in Hong Kong, and how the project will complement or supplement the existing services or projects that would be worth such grant amount and/or duration

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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
財政預算
Budget of
project

C(III). 申請撥款超過 600 萬元及 / 或為期三年以上的項目（續）

Proposed project which exceeds \$6 million and/or lasts for more than 3 years (cont'd)

如擬議項目符合條件(b) “由醫院管理局轄下的醫療或其他專職醫療服務單位推行的包含「戒毒治療和康復」性質的項目”，則不需填寫

For proposed project that meets the requirement (b) implemented by medical or allied health service units under the Hospital Authority in respect of projects with T&R component(s), there is no need to elaborate in separate sheets

III. 申請撥款超過 600 萬元及 / 或為期三年以上的項目⁴

Proposed project which exceeds \$6 million and/or lasts for more than 3 years⁴

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。⁴

⁴
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.⁴

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

附錄A Appendix 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

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

目標受惠社群
Target beneficiary
groups

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(Q)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(Q).
- 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.

<p>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。</p> <p>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.</p>	<p>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.)</p>
A. <input type="checkbox"/> 小學生 Primary student ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
B. <input type="checkbox"/> 中學生 Secondary student ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
C. <input type="checkbox"/> 專上課程學生 Tertiary student ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
D. <input type="checkbox"/> 一般非高危青少年 General non-high risk youth ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
E. <input type="checkbox"/> 非在學年輕成人 Young adult outside school network ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
F. <input type="checkbox"/> 其他高危群組，請界定： Other high-risk group, please define: <input type="text"/>	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
G. <input type="checkbox"/> 染上毒癮人士 Drug dependent person ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
H. <input type="checkbox"/> 已成功戒毒人士 Rehabilitated drug abuser ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>

(I). 受惠社群 Beneficiary groups

- 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。
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.
- 「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」。
"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".

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

目標受惠社群
Target beneficiary groups

<p>I. 受惠社群 Beneficiary groups (可選多項 Choose all that apply)</p> <ul style="list-style-type: none"> 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(Q) 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(Q). 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. 	
<p>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.</p>	<p>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.)</p>
A. <input type="checkbox"/> 小學生 Primary student ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
B. <input type="checkbox"/> 中學生 Secondary student ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
C. <input type="checkbox"/> 專上課程學生 Tertiary student ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
D. <input type="checkbox"/> 一般非高危青少年 General non-high risk youth ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
E. <input type="checkbox"/> 非在學年輕成年人 Young adult outside school networks ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
F. <input type="checkbox"/> 其他高危群組，請界定： Other high-risk group, please define: <input type="text"/>	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
G. <input type="checkbox"/> 染上毒癮人士 Drug dependent persons ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>
H. <input type="checkbox"/> 已成功戒毒人士 Rehabilitated drug abuser ²	人數 Head count: <input type="text"/> 人次 Man-time: <input type="text"/>

(I). 受惠社群 (續) Beneficiary groups (cont'd)

- 如計劃的受惠社群身處香港境外，請在下述1(Q)直接受惠人數的相關方格中註明其人數及人次。
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(Q).
- 受惠社群及預計參加人數應與(V)部所述的人數及人次一致。
Beneficiary groups and numbers of participants in head count and man-time should tally with those stated in Part (V).
- 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。
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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

目標受惠社群
Target beneficiary groups

I. <input type="checkbox"/> 吸毒者家人 Family members of drug abusers [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
J. <input type="checkbox"/> 父母 Parent [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
K. <input type="checkbox"/> 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: [Ⓛ]
L. <input type="checkbox"/> 教師 Teacher [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
M. <input type="checkbox"/> 社工 Social worker [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
N. <input type="checkbox"/> 社工及教師以外之專業人士，請註明：..... [Ⓛ] Professional, excluding social worker and teacher, please specify: [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
O. <input type="checkbox"/> 一般公眾 General public [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
P. <input type="checkbox"/> 新來港人士，請界定：..... [Ⓛ] New arrivals, please define: [Ⓛ]	人數 Head count: [Ⓛ]
	人次 Man-time: [Ⓛ]
Q. <input type="checkbox"/> 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: [Ⓛ]

(I). 受惠社群（續） Beneficiary groups (cont'd)

如受惠人同時屬於多個類別，請選擇一個最主要的身份，避免重複計算

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.

(II). 招募參加者 / 受惠者的方法 Plans for recruiting participants / beneficiaries

請列明轉介 / 合作機構，並提交證明文件顯示機構支持此項目

Please specify the referring organisation and attach written agreement from it.

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. [Ⓛ]		

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of 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、綱要及簡要地說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)

(III). 項目的詳細內容 Details of project

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、綱要及簡要地說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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

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_2023.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_2023.html).

8. ↻

(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_2023.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_2023.html).

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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所有活動詳情（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」）。
- 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。
- 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").
- 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.

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4,000人次 100 frontline staff from drug treatment programmes, with 4,000 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) 各類毒品的危害（一節），(III) 不同的輔導方法在戒毒治療中的運用（包括理論、經驗導師的示範和課堂上的實踐）（五節），(IV) 預防復發的實用技巧（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.				

(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所有活動詳情（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。 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.

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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所有活動詳情 (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」)。
- 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。
- 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").
- 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.

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4,000人次 100 frontline staff from drug treatment programmes, with 4,000 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運用 (包括理論, 經驗導師的示範和課堂上的實踐) (五節), (IV) 預防復吸的實用技巧 (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.				

(V). 活動詳情及財政預算 (續) Details of activity and budget (cont'd)

- 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」)。
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").

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

活動按項目年份的預算細項例子						附件
活動編號	活動名稱	財政細節	第一年度支出	第二年度支出	第三年度支出	總計
A1	前線戒毒工作者培訓工作坊	培訓教學人員/講員費用 \$4,000 x 10個培訓工作坊	HK\$20,000.00	HK\$20,000.00	HK\$0.00	HK\$40,000.00
		場地租用 \$2,000 x 10個培訓工作坊	HK\$10,000.00	HK\$10,000.00	HK\$0.00	HK\$20,000.00
		印刷海報及單張	HK\$2,500.00	HK\$2,500.00	HK\$0.00	HK\$5,000.00
		教材/道具/證書	HK\$3,000.00	HK\$4,000.00	HK\$0.00	HK\$7,000.00
		刊登廣告宣傳	HK\$1,000.00	HK\$1,000.00	HK\$0.00	HK\$2,000.00
		職員交通及運輸費 \$50 x 10個培訓工作坊(每次2人)	HK\$500.00	HK\$500.00	HK\$0.00	HK\$1,000.00
		小計(A1)				
A2	提供3個職業培訓班	導師費 \$20,000 x 3次培訓	HK\$40,000.00	HK\$20,000.00	HK\$0.00	HK\$60,000.00
		材料費	HK\$4,000.00	HK\$2,000.00	HK\$0.00	HK\$6,000.00
		考試費 \$1,000 x 20位學員 x 其中 1次培訓	HK\$0.00	HK\$20,000.00	HK\$0.00	HK\$20,000.00
		小計(A2)				HK\$86,000.00
其他與項目活動相關款額（須與申請表附錄A的V部第14項一致）						
B1, C2及C3	設備	2部 \$3,000 x 2	HK\$6,000.00	HK\$0.00	HK\$0.00	HK\$6,000.00
		小計(其他)				HK\$6,000.00
總計			HK\$87,000.00	HK\$80,000.00	HK\$0.00	HK\$167,000.00

此外，請同時按申請表附件的樣式，就每項活動的申請款額，另紙提供年份預算細項（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），並連申請表一併遞交

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

Example of by-year budget breakdown for the amount of grant applied for project activities

Activity Number	Activity Name	Detailed budget	1st year expenditure	2nd year expenditure	3rd year expenditure	Total
A1	Training workshop for frontline staff from drug treatment programmes	Honorarium to instructors/guest speakers \$4,000 x 10 training workshops	HK\$20,000.00	HK\$20,000.00	HK\$0.00	HK\$40,000.00
		Venue rental \$2,000 x 10 training workshops	HK\$10,000.00	HK\$10,000.00	HK\$0.00	HK\$20,000.00
		Printing of posters and leaflets	HK\$2,500.00	HK\$2,500.00	HK\$0.00	HK\$5,000.00
		Training materials/Props/Certificate	HK\$3,000.00	HK\$4,000.00	HK\$0.00	HK\$7,000.00
		Advertisement	HK\$1,000.00	HK\$1,000.00	HK\$0.00	HK\$2,000.00
		Transportation and delivery cost for staff \$50 x 10 training workshops (2 staff each)	HK\$500.00	HK\$500.00	HK\$0.00	HK\$1,000.00
		Sub-total (A1)				
A2	Provide 3 vocational training courses	Honorarium to instructors \$20,000 x 3 sessions of training	HK\$40,000.00	HK\$20,000.00	HK\$0.00	HK\$60,000.00
		Training Materials	HK\$4,000.00	HK\$2,000.00	HK\$0.00	HK\$6,000.00
		Examination Fee \$1,000 x 20 trainees x 1 training	HK\$0.00	HK\$20,000.00	HK\$0.00	HK\$20,000.00
		Sub-total (A2)				HK\$86,000.00
Other expenditures relevant to project activities (should tally with Item 14 under Part V of Appendix A of the application form)						
B1, C2 & C3	Equipment	2 pcs \$3,000 x 2	HK\$6,000.00	HK\$0.00	HK\$0.00	HK\$6,000.00
		Sub-total (Others)				HK\$6,000.00
Total			HK\$87,000.00	HK\$80,000.00	HK\$0.00	HK\$167,000.00

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 the application form.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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)

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")

受惠社群及預計參加人數及人次應與附錄A的(I)部所填的一致。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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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) 部所陳述的一致。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.

- 受惠社群及預計參加人數及人次應與C部(I)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C部(I)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 C(I). 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 C(I).

- 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.**

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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):
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H/ Priority area H	活動編號 Activity number(s):
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):

(VI). 與優先考慮範疇相關項目活動Project activities related to priority areas

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

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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”)	第一項目年度 The first project year				第二項目年度 The second project year				第三項目年度 The third project year			
	第一至三個月 Month 1 to 3	第四至六個月 Month 4 to 6	第七至九個月 Month 7 to 9	第十至十二個月 Month 10 to 12	第一至三個月 Month 1 to 3	第四至六個月 Month 4 to 6	第七至九個月 Month 7 to 9	第十至十二個月 Month 10 to 12	第一至三個月 Month 1 to 3	第四至六個月 Month 4 to 6	第七至九個月 Month 7 to 9	第十至十二個月 Month 10 to 12
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(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。

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

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

（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
↻	↻	↻
↻	↻	↻

（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.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

IX. 成果指標及其監察 Output Indicators and their monitoring ⁴			
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_2023.html) 提供的例子。 ⁴			
Please list the <u>main</u> 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_2023.html). ⁴			
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） ⁴ Output Indicators (indicate the number of beneficiaries who will participate in the key activities and/or anticipated servicing man-times) ⁴	目標受惠社群 ⁴ Target beneficiary group ⁴	監察（請形容如何收集指標的資料） ⁴ Monitoring (Please describe how information on the indicators will be collected) ⁴	
20. 成果指標一 ⁴ Output Indicator 1 ⁴		<input type="checkbox"/> 從參加者的出席或登記記錄中檢索資料 ⁴ Data will be retrieved from participant's enrolment / registration record ⁴ <input type="checkbox"/> 其他方法，請註明 Other means, please specify: ⁴	
* 如有需要，請就其他成果指標依照上列方的方式另闢新列填寫資料。 ⁴ If necessary, please provide information of other Output Indicators in new rows by making reference to the format of the above row. ⁴			
^ 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。 ⁴ No. of beneficiaries and/or anticipated servicing man-times should tally with those stated in Parts I and V of Appendix A. ⁴			

(IX). 成果指標的監察 Monitoring of Output Indicators

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），並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_2023.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) and 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_2023.html).

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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主要指標（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_2023.html) 提供的例子。
Please list the main 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_2023.html).

成效指標（指出參加者於項目後的預期改變，指標必須是具體、可量化及可實現的） [@]	目標受惠社群
Outcome Indicators (Indicate the changes that are expected to be found among the beneficiaries and indicators must be specific, measurable and achievable) [@]	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.

(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主要指標（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_2023.html) 提供的例子。

Please list the main 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_2023.html).

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

(X). 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_2023.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_2023.html).

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.

成效指標的評估機制 Evaluation mechanism of Outcome Indicators⁴²
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_2023.html) 提供的例子。⁴²
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_2023.html).⁴²

成效指標 ⁴² Outcome Indicators ⁴²	收集資料的工具 ⁴² Tools for data collection ⁴²	收集資料的時間 ⁴² Timing for data collection ⁴²
22. 成效指標 ⁴² Outcome Indicator 1 ⁴²	<input type="checkbox"/> 禁毒基金... 號問卷 ⁴² BDF Question Set No.: ⁴² <input type="checkbox"/> 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: ⁴² <input type="checkbox"/> 其他方法，請註明： Other method, please specify: ⁴²	<input type="checkbox"/> 前測及後測 ⁴² Pre-test and Post-test ⁴² <input type="checkbox"/> 後測 ⁴² Post-test ⁴² <input type="checkbox"/> 於第...個月作跟進調查 ⁴² Follow-up survey or interview at the ...month ⁴²

* 如有需要，請就其他成效指標依照上列方的方式另闢新列填寫資料。⁴²
If necessary, please provide information of other Outcome Indicators in new rows by making reference to the format of the above row.⁴²
† 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。⁴²
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.⁴²

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

附錄B

Appendix B

適用於申請表A部(II)註明主要或次要性質包含「研究」的申請

Applicable to proposal with “Research” as primary or secondary nature as marked in Part A(II) of the application form

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

項目的詳細內容 Details of project

1. (I) 請另紙提供詳細研究建議書，並連同申請表及此附錄一併遞交。建議書應包括以下資料（如適用）（(a) 至 (j) 項最多合共20頁^(註)。超出此頁數限制的部分內容將不獲考慮。）：

Please submit using separate sheets a detailed research proposal together with the application form and this appendix. The proposal should include the following information (if applicable) (a maximum of 20 pages^(note) in total for (a) to (j). Contents beyond the specified number of pages will not be considered.):

- a) 背景
Background
- b) 目標
Objectives
- c) 研究方法
Research methodology
- d) 研究對象數目及性質
Number and nature of subjects involved
- e) 招募參加者／受惠者的方法
Plans for recruiting participants / beneficiaries
- f) 對香港禁毒工作的影響
Impact to anti-drug cause in Hong Kong
- g) 研究活動連時間表
Research activities to be conducted and schedule
- h) 主要里程碑及中期成果
Milestones and interim deliverables
- i) 首席研究員履歷（如首席研究員曾於以往四年內申請禁毒基金項目，請註明並提供申請年份、申請類別、申請項目名稱及申請結果等資料）
Curriculum Vitae of Principal Investigator (if the Principal Investigator has previously applied Beat Drugs Fund in the past four years, please specify and provide information of Year of Application, Type of Application, Project Title and Application Results)
- j) 參考來源
Sources of reference

註：
Note:

紙張尺寸 Paper size: A4
字形 Font: Times New Roman
字體大小 Font size: 12 point
邊界 Margin: 每邊 2.5cm all round
行距 Spacing: 單行 Single-line spacing

(I). 請另紙提供詳細研究建議書，並連同此申請表一併遞交。建議書應包括以下資料（如適用）（(a) 至 (j) 項最多合共20頁。超出此頁數限制的部分內容將不獲考慮。

Please submit using separate sheets a detailed research proposal together with this application form. The proposal should include the following information (if applicable) (a maximum of 20 pages in total for (a) to (j). Contents beyond the specified number of pages will not be considered.)

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

(III)請列出有關研究能在優先考慮範疇作出的貢獻
Please list the contributions of the relevant research to the following priority areas

<p>1. (II) ↵ 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)↵ ↵</p>	<p>1. (III)↵ 請列出有關研究能在優先考慮範疇作出的貢獻↵ Please list the contributions of the relevant research to the following priority areas↵</p>
<p>研究↵ Research↵</p>	
<p>例子/Example : ↵ 優先考慮範疇Z/Priority area Z↵</p>	<p>↵ 本項目將研究本地大麻使用者的特徵以及其社會和心理後果，例如精神疾病。由於目前缺乏相關研究，此研究將作為藥物治療和預防的規劃提供良好參考。↵ This project will study the characteristics of local cannabis users and the social and psychological consequences e.g. mental illness. Due to the lack of related research at the moment, this research will serve as a good reference for planning on drug treatment and prevention.↵</p>
<p>優先考慮範疇O/Priority area O↵</p>	<p>↵</p>
<p>優先考慮範疇P/Priority area P↵</p>	<p>↵</p>
<p>優先考慮範疇Q/Priority area Q↵</p>	<p>↵</p>

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

(IV). 研究操守 / 安全許可 (適用於由(i)有研究操守委員會的組織或(ii)與有研究操守委員會的組織合作的組織所提交的研究項目)
Research Ethics/Safety Approval (For research proposals submitted by (i) organisations with research ethics committee, or by (ii) organisations in partnership with another organisation with research ethics committee)

1. (IV)
研究操守 / 安全許可 (適用於由 (i) 有研究操守委員會的組織或 (ii) 與有研究操守委員會的組織合作的組織所提交的研究項目)
 Research Ethics/Safety Approval (For research proposals submitted by (i) organisations with research ethics committee, or by (ii) organisations in partnership with another organisation with research ethics committee)

本人確認研究項目建議書。
 I confirm that the research proposal

涉及 / involves 並不涉及 / does not involve.

以人類為實驗對象 (例如研究項目可能對參與的人造成身體或心理的創傷、不適或壓力, 以及涉及參與者的私隱等)。
 human subjects (e.g. potential physical or psychological harms, discomfort or stress to human participants that a research project might generate, subjects' privacy).

若相關的操守及/或安全事宜須獲得許可, 並已/正/將向首席研究員所屬院校/智庫徵求許可, 請在下列空格加上 'X' 號確認:
 Please mark a 'X' in the appropriate boxes to confirm if approval for the respective ethics and/or safety issues is required and has been / is being / will be obtained from the Applicant Organisation's/Applicant's institution/think tank.

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

註: *申請機構/人應在獲批研究項目開展後的12星期內 (或由秘書處指定的更長時間) 提交許可。否則, 可導致經費被撤回。
 Note: * The Applicant Organisation/Applicant should submit approvals within 12 weeks (or a longer period as specified by the Secretariat) after the commencement of the approved research project. Failure to do so could result in withdrawal of grants.

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

項目的
詳細內容
Details of project

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

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

1. (V)
研究操守 / 安全許可 (適用於沒有研究操守委員會的組織所提交的研究項目)
Research Ethics/Safety Approval (For research proposals submitted by organisations without research ethics committee)

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

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

1. (VI)
與非政府組織合作 Collaborating Non-governmental Organisations

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

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

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

(V). 研究操守 / 安全許可 (適用於沒有研究操守委員會的組織所提交的研究項目)
Research Ethics/Safety Approval (For research proposals submitted by organisations without research ethics committee)

(VI). 如果與非政府組織進行合作，請於向非政府組織詳細解釋研究方法（例如，招募和治療參與者的方法）後，在適當的空格打上“X”號確認。
Please mark an 'X' in the appropriate boxes to confirm that the collaborating Non-governmental Organisations have been fully briefed on the research methodology (e.g. method of recruiting and treating participants).

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

附錄C Appendix C

**《津貼及服務協議》（《協議》）服務 / 《協議》 相關活動 / 非《協議》服務的評估
（由社會福利署資助服務機構填寫）**

**Assessment of Funding and Service Agreement (FSA) services/FSA-related activities/Non-FSA services
(to be completed by organisations subvented by the Social Welfare Department)**

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

附錄 C

《津貼及服務協議》（《協議》）服務／《協議》相關活動／非《協議》服務的評估 （禁毒基金二零二三年度一般撥款計劃補充資料）（由社會福利署資助服務機構填寫）

資助服務機構名稱： _____
 申請禁毒基金的項目名稱： _____
 有關的《協議》： _____

文件相關部分 標準	申請禁毒基金的項目	與《協議》相同／ 與《協議》相關／ 與《協議》不同	有關《協議》的內容 （必須填寫與《協議》 相同／相關標準的項目）
(a) 目的及目標		<input type="checkbox"/> 與《協議》相同 <input type="checkbox"/> 與《協議》相關 <input type="checkbox"/> 與《協議》不同	
(b) 服務性質		<input type="checkbox"/> 與《協議》相同 <input type="checkbox"/> 與《協議》相關 <input type="checkbox"/> 與《協議》不同	
(c) 服務內容		<input type="checkbox"/> 與《協議》相同 <input type="checkbox"/> 與《協議》相關 <input type="checkbox"/> 與《協議》不同	
(d) 服務對象		<input type="checkbox"/> 與《協議》相同 <input type="checkbox"/> 與《協議》相關 <input type="checkbox"/> 與《協議》不同	
評估	<input type="checkbox"/> 《協議》服務 （如與(a)、(b)、(c)及(d)項標準 相同）	<input type="checkbox"/> 《協議》相關活動 （如與(a)、(b)項標準相同，和與 (c)及／或(d)項標準相關）	<input type="checkbox"/> 非《協議》服務 （如與(a)、(b)、(c)及(d)任何一 項標準不同）
備註	<input type="checkbox"/> 項目 會 ／不會建議在受資助服務單位的場地內營辦，並確認可在現行土地租賃／租賃協議的條款和條件允許下進行		
申請人 （應與申請表 B 部所提 供的資料一致）	姓名（請用正楷填寫）： _____ 職位： _____ 日期： _____ 電話號碼： _____ 電郵地址： _____		

請於適當空格 ✓

* 請把不適用的刪除

註：請參考社會福利署「非政府機構《津貼及服務協議》相關活動及成本分攤工作指引」中第1.4和1.5段、第二章，以及有關《協議》服務／《協議》相關活動／非《協議》服務的評估清單。

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

Appendix C

Assessment of Funding and Service Agreement (FSA) services/FSA-related activities/Non-FSA services
 (Supplementary Information to Beat Drugs Fund (BDF) 2023 Funding Exercise – Regular Funding Scheme)
 (to be completed by organisations subvented by the Social Welfare Department only)

Name of Subvented Organisation: _____
 Project Title in BDF Application: _____
 FSA concerned: _____

Relevant Parts in Details Criteria	Project in BDF Application	Same as FSA/ Relevant to FSA/ Different from FSA (Note)	Content of FSA Concerned (must be completed for Project with criteria same as/ relevant to FSA)
(a) Purpose and Objectives		<input type="checkbox"/> Same as FSA <input type="checkbox"/> Relevant to FSA <input type="checkbox"/> Different from FSA	
(b) Service Nature		<input type="checkbox"/> Same as FSA <input type="checkbox"/> Relevant to FSA <input type="checkbox"/> Different from FSA	
(c) Service Contents		<input type="checkbox"/> Same as FSA <input type="checkbox"/> Relevant to FSA <input type="checkbox"/> Different from FSA	
(d) Service Targets		<input type="checkbox"/> Same as FSA <input type="checkbox"/> Relevant to FSA <input type="checkbox"/> Different from FSA	
Assessment	<input type="checkbox"/> FSA services (if criteria (a), (b), (c) and (d) are the same as FSA)	<input type="checkbox"/> FSA-related activities (if criteria (a) and (b) are the same as FSA; (c) and/or (d) is/are relevant to FSA)	<input type="checkbox"/> Non-FSA services (if any of the criteria (a), (b), (c) or (d) is different from FSA)
Remarks	<input type="checkbox"/> The project * is / is not proposed to be operated on the premises of a subvented service unit, which is allowed under the prevailing terms and conditions of the land lease/tenancy agreement.		
Applicant (The information should tally with that provided in Part B of the Application Form)	Name (in Block letters): _____ Post: _____ Date: _____ Phone Number: _____ Email: _____		

Please tick as appropriate * delete as appropriate

Note: Please refer to paragraphs 1.4, 1.5, Chapter 2 and the Checklist for Assessment of FSA services/FSA-related activities/Non-FSA services in the "Operational Guidelines on Funding and Service Agreement-related Activities and Cost Apportionment for Non-governmental Organisations" of Social Welfare Department

填寫申請書須注意事項（續）

Points-to-note when completing application form (cont'd)

附錄D

Appendix D

附加資料

Additional Information

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

檔案編號 Reference Number (official use only)

Appendix D 附錄 D

附加資料 Additional Information

I. 基本工程 (擬議項目屬基本工程的申請機構/人必須填寫此部分) Capital works project (Applicant Organisation/Applicant who proposes capital works projects must complete this part.)

1. (a) 請說明項目所涉及土地的使用權 (例如是否已獲簽發政府土地牌照、批出契約和短期租約、符合位處地區之分區規劃大綱圖等) 及其屆滿日期。
Please state the status (e.g. Government Land Licence, lease, short term tenancy, conformation with the Outline Zoning Plan of the respective area etc.) and expiry date of the land use for the proposed project.
- (b) 請說明是否已獲政府批准使用土地作擬議用途 (包括獲准使用土地的契約的修訂、年期和條款、是否符合位處地區之分區規劃大綱圖)。(如未獲有關當局/政府部門批准,申請通常不應考慮。)
Please state whether approvals have been obtained from Government for using the site for the proposed project (including lease modification, tenure and terms for using the site, conformation with the Outline Zoning Plan of the respective area). (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)
- 否 No. 是 (請提供證明文件) Yes (Please provide supporting documents).
- (c) 請說明是否備有證明文件,例如承建商或建築師所提供的報價單、圖則、草圖和照片。
Please state whether supporting documents such as quotations from contractors/architects, plans, sketch maps and photographs are available.
- 否 No. 是 (請提供證明文件,並註明文件類別) Yes (Please enclose and specify the types of documents available).
- (d) 如項目涉及興建新的建築物,請說明建築圖則是否已獲有關當局批准。(如未獲有關當局/政府部門批准,申請通常不應考慮。)
For proposed project that involves construction of new buildings, please state whether the relevant building plans have been approved by the authorities concerned. (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)
- 否 No. 是 (請夾附證明文件) Yes (Please enclose supporting documents).
- 不適用 Not applicable.
- (e) 請說明項目會否涉及經常費用,例如員工薪津和維修開支等。
Please state whether the proposed project will incur any recurrent cost, e.g. staff and maintenance costs.
- 否 No. 是 (請說明以往或日後支付經常費用的安排) Yes (Please state the means that have been used or are in plan to meet the recurrent costs).

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

- 請說明項目是否非經常性推行,或已有構思在策劃基金撥款期過後長遠推行該項目。請同時說明在資助期屆滿而未能取得其他撥款時,如何處理尚未完成的工作或繼續提供服務的開支。
Please indicate whether the project is one-off in nature, or whether there is any long-term plan beyond the funding period of the Beat Drugs Fund. Please also indicate how any outstanding tasks/remaining clients of the project will be handled/served if there is no alternative source of funding on expiry of the grants from the Beat Drugs Fund.
- 2.

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

- 如申請撥款購買每項\$1,000或以上的資產(例如器材或車輛等),請簡述絕對需要該項資產以推行項目的理據。申請者亦須說明其他方案(例如租用資產或使用申請機構/人的資產)不可行或不合經濟效益的理據。
For Applicant Organisation/Applicant who proposes to procure assets that cost \$1,000 or more per item (for example, equipment or vehicle), please describe briefly why the asset is absolutely essential for implementation of the project. Applicant Organisation/Applicant should also explain why other options (such as hire/renting of the asset or use of assets of the Applicant Organisation/Applicant) are not practical or cost effective.
- 3.

(I). 基本建設工程 Capital works project

(擬議項目屬基本建設工程的申請人/機構必須填寫此部分)
(Applicant Organisation/Applicant who proposes capital works projects must complete this part.)

填寫申請書須注意事項 (續)

Points-to-note when completing application form (cont'd)

附加資料
Additional
Information

檔案編號 Reference Number (official use only)

Appendix D 附錄 D

附加資料 Additional Information

I. 基本工程 (擬議項目屬基本工程的申請機構/人必須填寫此部分) Capital works project (Applicant Organisation/Applicant who proposes capital works projects must complete this part.)

1. (a) 請說明項目所涉及土地的使用權 (例如是否已獲簽發政府土地牌照、批出契約和短期租約、符合位處地區之分區規劃大綱圖等) 及其屆滿日期。
Please state the status (e.g. Government Land Licence, lease, short term tenancy, conformation with the Outline Zoning Plan of the respective area etc.) and expiry date of the land use for the proposed project.
- (b) 請說明是否已獲政府批准使用土地作擬議用途 (包括獲准使用土地的契約的修訂、年期和條款、是否符合位處地區之分區規劃大綱圖)。(如未獲有關當局/政府部門批准,申請通常不應考慮。)
Please state whether approvals have been obtained from Government for using the site for the proposed project (including lease modification, tenure and terms for using the site, conformation with the Outline Zoning Plan of the respective area). (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)
- 否。
No.
- 是 (請提供證明文件)。
Yes (Please provide supporting documents).
- (c) 請說明是否備有證明文件,例如承建商或建築商所提供的報價單、圖則、草圖和照片。
Please state whether supporting documents such as quotations from contractors/architects, plans, sketch maps and photographs are available.
- 否。
No.
- 是 (請提供證明文件,並註明文件類別)。
Yes (Please enclose and specify the types of documents available).
- (d) 如項目涉及興建新的建築物,請說明建築圖則是否已獲有關當局批准。(如未獲有關當局/政府部門批准,申請通常不應考慮。)
For proposed project that involves construction of new buildings, please state whether the relevant building plans have been approved by the authorities concerned. (Application will normally not be considered if approvals from relevant authorities / Government departments have not been obtained.)
- 否。
No.
- 是 (請夾附證明文件)。
Yes (Please enclose supporting documents).
- 不適用。
Not applicable.
- (e) 請說明項目會否涉及經常費用,例如員工薪津和維修開支等。
Please state whether the proposed project will incur any recurrent cost, e.g. staff and maintenance costs.
- 否。
No.
- 是 (請說明以往或日後支付經常費用的安排)。
Yes (Please state the means that have been used or are in plan to meet the recurrent costs).

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

- 請說明項目是否非經常性推行,或已有構思在禁毒基金撥款期過後長遠推行該項目。請同時說明在資助期屆滿而未能取得其他撥款時,如何處理尚未完成的工作或繼續提供服務的個案。
Please indicate whether the project is one-off in nature, or whether there is any long-term plan beyond the funding period of the Beat Drugs Fund. Please also indicate how any outstanding tasks/remaining clients of the project will be handled/served if there is no alternative source of funding on expiry of the grants from the Beat Drugs Fund.
- 2.

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

- 如申請撥款購買每項\$1,000或以上的資產(例如器材或車輛等),請簡述絕對需要該項資產以推行項目的理據。申請者亦須說明其他方案(例如租用資產或使用申請機構/人的資產)不可行或不符合經濟效益的理據。
For Applicant Organisation/Applicant who proposes to procure assets that cost \$1,000 or more per item (for example, equipment or vehicle), please describe briefly why the asset is absolutely essential for implementation of the project. Applicant Organisation/Applicant should also explain why other options (such as hire/renting of the asset or use of assets of the Applicant Organisation/Applicant) are not practical or cost effective.
- 3.

(II). 非基本工程 Non-Capital works project

(擬議項目屬非基本工程的申請機構/人必須填寫此部分)

(Applicant Organisation/Applicant who propose non-capital works projects should fill in this part.)

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

第六部分/Part 6

評估項目成效的方法

Outcome Evaluation Methods

評估項目成效的方法

Outcome Evaluation Methods

- 項目目標例子
Examples of Project Objectives
- 預防教育和宣傳項目成果及成效指標例子
PE&P Output and Outcome Indicators Examples
- 戒毒治療和康復項目成果及成效指標例子
T&R Output and Outcome Indicators Examples
- 評估項目成效的方法
Outcome Evaluation Methods

第七部分/Part 7

遞交申請須知

Submission Requirements

遞交申請須知

Submission Requirements

遞交申請表指引
Guidelines on
Submitting the
Application Form

D 部 Part D 遞交申請表指引 Guidelines on Submitting the Application Form⁴⁾

- 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。⁴⁾

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.⁴⁾

- 填表時請務必參閱《禁毒基金一般撥款計劃 – 二零二三年度撥款計劃指引》，專人送遞的申請表須於二零二三年九月十三日（星期三）下午六時或之前送抵禁毒基金會（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，則以二零二三年九月十三日（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）。⁴⁾

This form should be completed with reference to “Guide to Beat Drugs Fund Regular Funding Scheme – 2023 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 on or before 6:00 p.m. on 13 September 2023 (Wednesday). If the application is submitted by mail, the postmark should be on or before 13 September 2023 (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).⁴⁾

- 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.⁴⁾

D. 遞交申請表指引 Guidelines on Submitting the Application Form

- 填表時請務必參閱《禁毒基金一般撥款計劃 – 二零二三年度撥款計劃指引》

This form should be completed with reference to “Guide to Beat Drugs Fund Regular Funding Scheme - 2023 Funding Exercise”.

遞交方式 Means of Submission

- 郵寄或速遞至禁毒基金會
Submitted by mail or courier to the office of BDFA

截止遞交期限 Deadline of submission

- 專人送遞的申請表須於2023年9月13日（星期三）下午6時或之前送抵禁毒基金會
Application delivered by hand should reach BDFA on or before 6:00 p.m. on 13 September 2023 (Wednesday).
- 如以郵寄方式遞交，則以2023年9月13日（星期三）或之前的郵戳為準。
If the application is submitted by mail, the postmark should be on or before 13 September 2023 (Wednesday).

遞交申請須知 (續)

Submission Requirements (cont'd)

- 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:⁴⁾

文件 Documents⁴⁾

是否已夾附？
Attached or not?⁴⁾

• 申請表 (以A4紙雙面打印) ⁴⁾ Application form, in double-sided A4 papers ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄A (包括活動預算細項附件) (以A4紙雙面打印) ⁴⁾ (if applicable) Appendix A (including Annex of detailed budget breakdown of activities), in double-sided A4 papers ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄B (包括研究建議書) (以A4紙雙面打印) ⁴⁾ (if applicable) Appendix B (including Research Proposal), in double-sided A4 papers ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄C (以A4紙雙面打印) (見申請表第35項) ⁴⁾ (if applicable) Appendix C, in double-sided A4 papers (see item 35 of the application form) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄D (以A4紙雙面打印) ⁴⁾ (if applicable) Appendix D, in double-sided A4 papers ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 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 ⁴⁾ 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. ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• (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 ⁴⁾ (For Applicant Organisation) Photocopy of Certificate of Incorporation, Business Registration and /or Society Registration ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• (如屬申請人) 附屬機構支持項目的證明文件 ⁴⁾ (For individual Applicants) Documentary evidence showing that support from affiliated organisations has been obtained. ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 遞交申請聲明 ⁴⁾ Statement for Application ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 有關申請的其他附加資料如下 (如適用) ⁴⁾ Supplementary information of application as below (if applicable) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 稅務局發出的IR表格第302號 (見申請表第37項) ⁴⁾ Form 302 issued by the Inland Revenue Department (see item 37 of the application form) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 推薦信 (見申請表第51項) ⁴⁾ Letter of reference (see item 51 of the application form) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 獲有關機構批准執行此項目的書函 (見申請表第52項) ⁴⁾ Approval letter from respective authority for the implementation of the proposed project (see item 52 of the application form) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 獲轉介機構書面支持此項目的證明 (見申請表第53項) ⁴⁾ Written proof of support from referring organisation (see item 53 of the application form) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>
• 聘用代課老師申請 (見申請表第57項) ⁴⁾ Employment of relief teacher (see item 57 of the application form) ⁴⁾	<input type="checkbox"/>	<input type="checkbox"/>

- 已提交的資料將不會發還。 Submitted documents will not be returned.⁴⁾

遞交文件清單 Checklist of Documents to be submitted

- 申請表打印本
Application form
- 附錄A (包括活動預算細項附件) (如適用)
Appendix A (including Annex of detailed budget breakdown of activities) (if applicable)
- 附錄B (包括研究建議書) (如適用)
Appendix B (including Research Proposal) (if applicable)
- 附錄C (如適用)
Appendix C (if applicable)
- 附錄D (如適用)
Appendix D (if applicable)

一份，以A4紙雙面打印

One printed copy, in double-sided A4 papers

- 一個存有申請表、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.

遞交申請須知 (續)

Submission Requirements (cont'd)

- 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:⁴¹

文件 Documents⁴¹

是否已夾附?
Attached or not?⁴¹

• 申請表 (以A4紙雙面打印) ⁴¹ Application form, in double-sided A4 papers ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄A (包括活動預算細項附件) (以A4紙雙面打印) ⁴¹ (if applicable) Appendix A (including Annex of detailed budget breakdown of activities), in double-sided A4 papers ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄B (包括研究建議書) (以A4紙雙面打印) ⁴¹ (if applicable) Appendix B (including Research Proposal), in double-sided A4 papers ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄C (以A4紙雙面打印) (見申請表第35項) ⁴¹ (if applicable) Appendix C, in double-sided A4 papers (see item 35 of the application form) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• (如適用) 附錄D (以A4紙雙面打印) ⁴¹ (if applicable) Appendix D, in double-sided A4 papers ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 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 ⁴¹ A USB flash drive containing softcopy of the application form, appendix(es) (in Microsoft Word format), annex of detailed budget breakdown and all other supporting documents. ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• (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 ⁴¹ (For Applicant Organisation) Photocopy of Certificate of Incorporation, Business Registration and /or Society Registration ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• (如屬申請人) 附屬機構支持項目的證明文件 ⁴¹ (For individual Applicant) Documentary evidence showing that support from affiliated organisations has been obtained ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 遞交申請聲明 ⁴¹ Statement for Application ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 有關申請的其他附加資料如下 (如適用) ⁴¹ Supplementary information of application as below (if applicable) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 稅務局發出的IR表格第302號 (見申請表第37項) ⁴¹ Form 302 issued by the Inland Revenue Department (see item 37 of the application form) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 推薦信 (見申請表第51項) ⁴¹ Letter of reference (see item 51 of the application form) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 獲有關機構批准執行此項目的書函 (見申請表第52項) ⁴¹ Approval letter from respective authority for the implementation of the proposed project (see item 52 of the application form) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 獲轉介機構書面支持此項目的證明 (見申請表第53項) ⁴¹ Written proof of support from referring organisation (see item 53 of the application form) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>
• 聘用代課老師申請 (見申請表第57項) ⁴¹ Employment of relief teacher (see item 57 of the application form) ⁴¹	<input type="checkbox"/>	<input type="checkbox"/>

- 已提交的資料將不會發還。 Submitted documents will not be returned.⁴¹

遞交文件清單 (續) Checklist of Documents to be submitted (cont'd)

- (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 (如適用)
Supplementary information of application as below (if applicable)

遞交申請須知（續）

Submission Requirements (cont'd)

遞交申請聲明
Statement for
Application

禁毒基金二零二三年度一般撥款計劃
遞交申請聲明
Beat Drugs Fund 2023 Funding Exercise
Regular Funding Scheme
Statement for Application

註：請就每一份遞交的申請表填寫本份聲明。
Note: Please complete one statement for every application form submitted.

機構名稱
Name of Organisation _____
項目名稱
Project Title _____

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，如撥款項目獲禁毒基金會批准，表格內所提供的資料對申請者具有約束力。
2. 我們確認申請項目並沒有獲得／申請其他資助。
3. 我們保證，如日後我們向其他資金來源申請資助同一項目，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) 獲撥款機構或其以任何方式和身份參與項目的僱員、代理人或承辦商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) 繼續委託獲撥款機構或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. 我們確認在項目推行前或期間，基金會可行使絕對酌情權修改或取消個別項目活動，並扣減相關撥款的金額。
7. 我們會遵守廉政公署印發的《防貪錦囊》。
8. 我們亦已細閱有關收集個人資料聲明。

遞交申請聲明 *Statement for Application*

請就每一份遞交的申請表填寫本份聲明。

Please complete one statement for every application form.

遞交申請須知（續）

Submission Requirements (cont'd)

遞交申請聲明
Statement for
Application

禁毒基金二零二三年度一般撥款計劃
遞交申請聲明
Beat Drugs Fund 2023 Funding Exercise
Regular Funding Scheme
Statement for Application

We certify that the information given in the Application Form is correct according to the best of my/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) the grantee or any of its employees, agents and sub-contractors who are involved in any manner and capacity in the project 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 engagement of the grantee or 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 before and during the implementation of the project, BDFA may modify or cancel individual project activity(ies) and deduct the related amount of grant at its absolute discretion.
7. We will observe the best practice modules published by the Independent Commission Against Corruption.
8. We have also read the Personal Information Collection Statement.

遞交申請聲明 Statement for Application

請就每一份遞交的申請表填寫本份聲明。

Please complete one statement for every application form.

遞交申請須知（續）

Submission Requirements (cont'd)

遞交申請聲明
Statement for
Application

禁毒基金二零二三年度一般撥款計劃
遞交申請聲明
Beat Drugs Fund 2023 Funding Exercise
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負責人簽署 Signature of officer-in-charge	申請機構正式蓋章 Official seal 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	
日期 Date	

遞交申請聲明 *Statement for Application*

請就每一份遞交的申請表填寫本份聲明。

Please complete one statement for every application form.

2023年度「一般撥款計劃」

2023 Funding Exercise of RFS

- 申請結果預計於2024年第一季公布。
It is expected that the results of the 2023 Funding Exercise would be announced in the first quarter of 2024.
- 禁毒基金會將 –
BDFA will –
 - ❖ 向獲撥款者發放相關指引
Issue relevant guidelines to successful grantees
 - ❖ 為項目前線人員舉辦訓練工作坊
Hold training workshops for frontline project staff
 - ❖ 上載參考資料到禁毒處網頁
Upload reference materials to the website of Narcotics Division

其他工作坊及經驗分享會（2023年9月至12月）

Other Workshops and Experience Sharing Sessions (Sep–Dec 2023)

- 內容 Content :
 - 工作坊 Workshops
 - 擬備財務文件
Preparation of Financial Documents
 - 擬備進度報告／詳盡報告
Preparation of Progress Report/Full Report
 - 推行項目及評估項目成效
Project Implementation and Evaluation of Project Outcome
 - 受資助項目經驗分享 Experience Sharing by Grantees
- 歡迎「一般撥款計劃」獲撥款機構擬備財務文件及／或進度報告的項目前線員工參加
Frontline project staff are welcome to join



有關禁毒基金的詳細資料
歡迎瀏覽禁毒處網頁

<http://www.nd.gov.hk/tc/beat.htm>

第八部分/Part 8

問答時間

Q&A Session



第九部分/Part 9

受資助項目經驗分享

Experience Sharing by Grantee