本欄無須填寫

For Official Use Only

檔案編號

Reference No:

禁毒基金資助藥物倚賴者治療

康復中心特別撥款計劃

申請表

Beat Drugs Fund Special Funding Scheme for

 Drug Dependent Persons Treatment and Rehabilitation Centres

Application Form

申請機構必須參閱《禁毒基金資助藥物倚賴者治療康復中心特別撥款計劃手冊》（《手冊》），並於《手冊》指定的截止日期以前（如適用）送交香港金鐘道66號金鐘政府合署高座30樓禁毒基金會（由禁毒處轉交）。

This form should be completed with reference to the “Manual of Beat Drugs Fund Special Funding Scheme for Drug Dependent Persons Treatment and Rehabilitation Centres” (the Manual). It should be returned to the Beat Drugs Fund Association, c/o Narcotics Division, 30/F, High Block, Queensway Government Offices, 66 Queensway, Hong Kong before the deadline stipulated in the Manual (if applicable).

(可用中文或英文填寫。This form can be completed in Chinese or English)

1. 計劃名稱

 Project Name

中文

Chinese: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 英文

English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 申請機構

 Name of applicant

中文

Chinese: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 英文

 English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

地址

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 電話: 傳真: 電郵地址:

 Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax No. \_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_

 負責人: 職銜:

 Responsible Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Title:

 可提供更詳盡資料的人士 *(如與上述填報的負責人不同)*

 Person to be contacted for further information *(if different from the responsible person)*

 姓名 : 職銜 :

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 地址 :

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

電郵地址 E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 電話: 傳真:

 Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 III. 申請機構背景

 Background Information of Applicant

 (i) 請註明是否根據下列條例註冊:

 Please state whether it is registered under -

 □ 社團條例 □ 公司條例

 the Societies Ordinance the Companies Ordinance

 □ 其他 *(請註明)*

 Others *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 註冊年份 (Year of Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. 請註明是否《稅務條例》第88條所指的慈善機構:

 Please state whether the applicant is a charitable organization for the purpose of section 88 of the Inland Revenue Ordinance -

 □ 否 □ 是 (請提供由稅務局發出的IR表格第302號)

 No Yes (please provide Form 302 issued by the

 Inland Revenue Department)

1. 治療中心的性質

 Nature of the treatment centre

 □ 資助 Subvented

 □ 自負盈虧及非牟利 Self-financing and non-profit-making

1. 治療中心可收納的藥物倚賴者名額

Capacity of the treatment centre for drug dependent persons \_\_\_\_\_\_\_\_\_\_\_

1. 治療中心過去三年入住的藥物倚賴者人數

No. of drug dependent persons residing in the centre in the past three years

年 入住人數

Year No. of residents

 (vi) 過去三年入住中心藥物倚賴者服務使用率

Rate of placement occupancy of the drug dependent persons residing in the

centre in the past three years

年 服務使用率

Year Placement occupancy

|  |  |  |
| --- | --- | --- |
| (vii) | (a) | 治療中心過去三年完成戒毒治療及康復課程，並於離開中心一年內不復吸的藥物倚賴者人數No. of patients who completed the drug treatment and rehabilitation program and is abstinent from drugs for one year after discharge from the centre in the past three years |

年 人數

Year No of patients

|  |  |  |
| --- | --- | --- |
|  | (b) | 在過去三年每年在治療中心完成戒毒治療及康復課程的人數No. of dischargees from the centre every year in the past three years |

年 人數

Year No of patients

IV. (i) 計劃預計開始時間

Expected Start Date of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (日/月/年) (Day/Month/Year)

 (ii) 計劃進行年期

 Project Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (iii) 計劃預計完成時間

 Expected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (日/月/年) (Day/Month/Year)

V. 財政預算

Budget

(i) 申請撥款總額

Total Grant Sought: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) 其他已獲/正申請的贊助

Any other sponsorship sought / being sought

□ 沒有 □ 有

 No Yes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 資助來源Source of Fund Applied |  | 已獲得/正申請的資助Amount Received\*/Requested |  | 申請進展Progress of Application |
|  |  |  |  | (如申請已被書面拒絕，請附上證明文件Please attach reject letter as documentary support of the application is unsuccessful) |

|  |  |
| --- | --- |
| VI. | 計劃詳情 Project Details  |
|  (i) Category類別 |  | Amount requested$申請款額元 |  | Attachment(please tick where appropriate)附件(請在適當方格內加✓號) |
|  | Authorised Person / Consultant for Preparatory Work就前期準備工作聘請認可人士／顧問Authorised Person / Consultant for Technical Feasibility Study (TFS)就技術可行性研究聘請認可人士／顧問Authorised Person / Consultant for Design and Construction就設計及建造階段聘請認可人士／顧問Works Item for Construction / Fitting out / Renovation / Conversion / Expansion / Reprovisioning / Improvement建築 / 裝修/ 翻新/ 改建/ 重建及改善工程等工程項目 |  | ( )( )( )( ) |  | Annex附件A   | A | □ |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Furniture & Equipment 傢俬及用具 |  | ( ) |  | Annex附件B | B | □ |  |
|  | Others (please specify)其他 (請註明) |  | ( ) |  |  |  |  |  |
|  | Total :總款額 : |  | ( ) |  |  |  |  |  |

|  |
| --- |
|  (ii) 就本申請所提交的補充資料: Supplementary information attached to this application: |
|  | □ Project Brief, Project Estimates and Tender Documents  (for Engaging Authorised Persons / Consultants) 計劃說明書、計劃預算及就聘請認可人士／顧問的招標文件□ TFS Report 技術可行性研究報告 |

|  |  |
| --- | --- |
| VII. | 政府部門的批准情況Approval from Government Departments |
|  | (i) | 請說明中心所涉及土地的使用權類別 (例如政府土地牌照，批地契約、短期租約或短期豁免書等)及有關屆滿日期。Please state the land status of the centre (e.g. Government Land Licence, Land Lease, Short Term Tenancy or Short Term Waiver, etc.) and the expiry dates for its use.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (ii) | 請說明擬進行工程是否已獲政府批准 (包括契約修訂，根據牌照或契約條款所發出的批准書，及根據建築物條例 (新界適用) 修例 【香港法例第一二一章】所發出的豁免證明書或根據建築物條例【香港法例第一二三章】對有關建築圖則的核准等，及符合土地的規劃用途。)Please state whether necessary approvals have been obtained from Government for the proposed building works (including lease modification, approval under license or lease conditions and Certificates of Exemption under the Buildings Ordinance (Application to the New Territories) Ordinance, Cap. 121, or approval of plans under the Building Ordinance, Cap. 123 and, compliance with land use zoning).地政總署 Lands Department |
| * 已獲地政總署批准*(請提供證明文件)*

approved by Lands Department *(please provide supporting documents)** 已向地政總署申請,但仍待審批*(請提供證明文件)*

have applied to Lands Department and the approval is awaited *(please provide supporting documents)* |
| * 無需向地政總署申請

approval from Lands Department not required |
| 屋宇署 Buildings Department* 已獲屋宇署批准*(請提供證明文件)*

approved by Buildings Department (please provide supporting documents)* 已向屋宇署申請,但仍待審批*(請提供證明文件)*

approval from Buildings Department is awaited *(please provide supporting documents)* |
| * 無需向屋宇署申請

approval from Buildings Department not required  |
| 申請其他部門批准情況(請另頁書寫詳情)Progress in obtaining approvals from other Government departments*(please provide details on separate sheets)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |
|  |
|  | (iii) | 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 *(請註明文件類別及夾附有關文件)* Yes *(Please specify the types of documents available and enclose them )* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |
|  | (iv) | 如計劃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。If the proposed project involves construction of new buildings, please state whether the relevant building plans have been approved by the authorities concerned.  |
|  |  |  |
|  |  | □ 否 No | □ 是 *(請夾附證明文件)* Yes *(Please enclose supporting documents)* |
|  |  | □ 不適用 Not applicable |  |

附件 A

Annex A

Details of the Application for Works Items for

Construction/ Fitting-out/ Renovation/ Conversion/ Expansion/ Reprovisioning/ Improvement

申請建築/ 裝修/ 翻新/ 改建/ 擴建/ 重建及改善工程等工程項目撥款詳情

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item No.項目 | Details of Items Requested工程項目詳情 | Quantity數量 | Unit單位 | Unit Rate單價 | Amount ($)款額 (元) | Remarks備註 |
| 1. | Works Items (please provide details under each item)工程項目類別 (請提供各項目的細節) |  |  |  |  |  |
|  | 1.1 | Concrete Works混凝土工程 |  |  |  |  |  |
|  | 1.2 | Brickwork & Blockwork磚工 |  |  |  |  |  |
|  | 1.3 | Carpentry & Joinery (including Ironmongery)木工及細木工 (包括木工五金配件) |  |  |  |  |  |
|  | 1.4 | Metal Works鐵器工程 |  |  |  |  |  |
|  | 1.5 | Plastering & Finishes水泥批盪及飾面工程 |  |  |  |  |  |
|  | 1.6 | Plumbing & Drainage供水及排污裝置工程 |  |  |  |  |  |
|  | 1.7 | Glazing玻璃裝嵌工程 |  |  |  |  |  |
|  | 1.8 | Painting油漆及塗飾工程 |  |  |  |  |  |
|  | 1.9 | Electrical Works電氣設備裝置工程 |  |  |  |  |  |
|  | 1.10 | Heating, Ventilation & Air-conditioning Works暖氣，通風與空氣調節設備裝置工程 |  |  |  |  |  |
|  | 1.11 | Fire Services Installation消防設備裝置工程 |  |  |  |  |  |
|  | 1.12 | Gas Installation氣體設備裝置工程 |  |  |  |  |  |
|  | 1.13 | Others (please specify)其他 (請註明) |  |  |  |  |  |
|  |  | Sub-total分項1 合計款額 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 2. |  | Professional Fees and Related Contractual Charges顧問及有關工程合約支出  |
|  | 2.1 | Preliminaries基本工程合約條款支出 / 初步費用 |  |  |
|  |  |  |  |  |
|  | 2.2 | Professional Fees認可人士 / 專業顧問費 |  |  |
|  |  |  |  |  |
|  |  | Sub-total分項2 合計款額 |  |  |
|  |  | GRAND TOTAL總款額 |  |  |

|  |  |
| --- | --- |
| Note: | Please provide prerequisite documents (e.g. approval of the landlord/ authority concerned, recommendation from Government departments concerned, sketches, drawings, layout plans, installation plans, quotations, specifying material & works method, etc). |
| 註: | 請提交各項施工所需的文件以供審閱 (文件包括有關業主 / 授權機構的核准書，有關政府部門的推薦信，工程草圖，圖則，分佈圖，裝備系統圖，報價單，指定物料，施工方法等) |

附件 B

Annex B

Breakdown and Details

for Furniture and Equipment Items

傢俬及用具項目

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No.項目編號 | Detail of Items and Locations項目詳情及位置 | Quantity and Unit數量及單位 | Unit Rate單價 | Amount ($)款額(元) | Justification (please state whether it is a new item, replacement or improvement item; and with elaboration)理據 (請說明該項目是新項目，更新或改善項目；並加以詳述) |
|  |  |  |  |  |  |
| Total總款額 |  |  |

# 謹此證明，據本人/我們\*所知，申請表內所填報的資料均正確無訛。本人/我們\*同意，如擬議計劃獲禁毒基金會批准，表格內所提供的資料對申請人/機構具有約束力。本人/我們\*又保證，如日後本人/我們\*向其他方面申請資助同一計劃，定必通知禁毒基金會秘書。

 I/We\* certify that the information given in this Application Form is correct according to the best of my/our\* knowledge. I/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. I/We\* also undertake to inform the Secretary, Beat Drugs Fund Association if, subsequent to this application, I/We\* apply for funds from other sources for the same project.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 簽署Signature | : |  |  | 職銜Post title | : |  |
|  |  |  |  |  |  |  |
| 姓名Name | : |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 日期Date | : |  |  |  |  |  |

|  |
| --- |
| 機構蓋章Official Chop |

\*刪去不適用者

 Delete where appropriate

有關收集個人資料聲明

Personal Information Collection Statement

收集目的

Purpose of Collection

1. 這份表格內填報的個人資料，是供禁毒基金會及其秘書處，用來審批此項撥款計劃之用。

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

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

 The provision of personal data in relation to this application is voluntary. However, please note that the absence of certain information may affect the assessment of the application.

披露資料

Classes of Transferees

3. 為了審批此項撥款計劃的申請，禁毒基金會可能會把這份表格所載的個人資料，向禁毒處、其他政府部門、外聘評審員、監察員，及其他有關人士披露。

 The personal data you provide by means of this application may be disclosed by the Narcotics Division to other Government departments, external reviewers, monitoring members of the projects and other people concerned.

查閱個人資料

Access to Personal Data

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

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

查詢

Enquiries

5. 如對這份表格填報的個人資料有任何查詢，包括查閱及更正，請聯絡：

香港金鐘道66號

金鐘道政府合署高座30樓

禁毒基金會秘書處

電話: 2867 2763

傳真: 2810 1790

網址: http://www.info.gov.hk/nd/

 電郵地址: ilhchan@sb.gov.hk

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

The Beat Drugs Fund Association

c/o Narcotics Division

30/F, High Block

Queensway Government Offices

66 Queensway

Hong Kong

Tel: 2867 2763

Fax: 2810 1790

Website : http://www.info.gov.hk/nd/

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