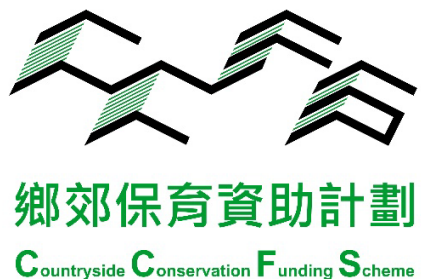




Briefing on Countryside Conservation Funding Scheme

鄉郊保育資助計劃簡介會



鄉郊保育資助計劃

Countryside Conservation Funding Scheme



鄉郊保育辦公室
Countryside
Conservation
Office

12 September 2024
2024年9月12日

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Introduction 簡介

- Countryside Conservation Office (CCO)
鄉郊保育辦公室（鄉郊辦）
- Advisory Committee on Countryside Conservation (ACCC)
鄉郊保育諮詢委員會（諮詢委員會）
- Countryside Conservation Funding Scheme (CCFS)
鄉郊保育資助計劃（資助計劃）

2

Applications 申請

- Application Requirements
申請要求
- Application Process
申請流程
- Vetting Procedures
評審程序

3

Implementation 推行

- Project Monitoring
項目監察
- Report Submission
遞交報告
- Fund Disbursement
發放資助款項

1

Introduction

簡介

Role of the CCO 鄉郊辦的工作

- Promote sustainable development in countryside
促進鄉郊的可持續發展
- Co-ordinate countryside conservation efforts and
revitalisation works
統籌鄉郊保育工作及活化工程
- Provide secretariat support to ACCC
為諮詢委員會提供秘書服務



Chaired by SEE

環境及生態局局長任主席

- Members include scholars, professionals, rural/district stakeholders, representatives of green groups; and representatives of relevant Government departments
成員包括學者、專業人士、鄉郊／地區持份者、保育團體代表; 及相關政府部門代表

Key Terms of Reference

主要職權範圍

- Advise on the priorities for the conservation and revitalisation works proposals to be carried out by the CCO
就鄉郊辦建議進行的鄉郊保育及活化工務優先次序提供意見
- Advise on the policy and matters relating to the overall administration, operation and funding approach of the CCFS
就資助計劃的整體行政、運作與資助政策，以及相關事務提供意見



鄉郊保育資助計劃

Countryside Conservation Funding Scheme

- Support **local non-profit-making organisations (NPOs)** for organising diverse and innovative conservation activities or projects in the countryside (except Lantau Island) based on an interactive and co-operative approach
支援**本地非牟利機構**互動協作，在鄉郊地區（大嶼山除外）推展多元及創新的保育活動或項目
- Support sustainable and holistic conservation efforts in Hong Kong's countryside
以可持續及整全的方式支持香港鄉郊保育工作

Initiator 申請人	Project Type 項目種類
Proposed by local NPOs 由本地非牟利機構 提出	Nature Conservation Management Agreement (MA) Projects 自然保育管理協議 (管理協議)
	Formulation of Proposals on Restoration of Built Heritage (BH) 文物建築復修計劃書的擬定 (文物建築)
	Research Activities (RA) on Countryside Conservation and Revitalisation 鄉郊保育及復育研究活動 (研究活動)
	Cultural Rehabilitation/Revitalisation Projects (CR) 文化復興／復育項目 (文化復興／復育)
Proposed by the CCO, following the established procurement and tender procedures to subsidise NPOs 由鄉郊辦主動提出，並按照政府 既定的採購及招標程序資助 本地非牟利機構	Proactive Conservation (PC) 積極保育項目 (積極保育)

- Enhancing the nature conservation of the sites concerned through management agreements between the applicant and landowners and/or tenants

透過申請者與土地擁有人及/或租戶達成的管理協議，加強有關地點的自然保育工作

- The ecological or natural enhancement activities of a MA project should be primarily conducted on private lands. If part of the site concerned is under Government ownership, the applicant organisation is encouraged to apply for the short-term tenancy (STT) of the Government land concerned prior to its application

管理協議項目內的促進生態或自然保育活動須主要在私人土地上進行。如有部份相關地點屬政府擁有，我們鼓勵申請機構在申請資助前先就有關地點向政府申請短期租約



Photo extracted from
MA Project - Management Agreement Scheme at Lai Chi Wo Enclave (2021-2024)



- Stating the significance of the target built heritage to the local community of the sites concerned, and how the restoration/revitalisation would make significant contributions towards village revitalisation and countryside conservation
申請者須列明目標文物建築對有關地點所在的社區的重要性，以及復修/復育工作如何對鄉村復育及鄉郊保育作出顯著的貢獻
- Target built heritage to be studied for future restoration or revitalisation works under the BH could be under private ownership or the Government, **the applicant organisation should assess the feasibility of securing consent from relevant premises owner(s)/government department(s) and include the assessment in the application**

在文物建築復修計劃書的擬定中，將會研究復修或復育的目標文物建築，則可以是私人或政府擁有，**申請機構須評估獲取物業擁有人或相關政府部門同意的可行性，以及將評估包括在申請之內**



Photo extracted from
BH Project - Sham Chung Haven: Restoring the Relationship between Nature,
Ecology and Human (2020-2021)

Potential Use of Restored Built Heritage Beyond Project Completion

經復修的文物建築在項目完成後的潛在用途

Application with built heritage restoration proposal is required to provide programmes detailing the **purposes/uses, modes of operation, management and maintenance responsibility**, and the **public access arrangements after restoration**, with relevant consent/agreement sought

如申請涉及文物建築的復修，申請人須說明復修該文物建築的**目的/用途、營運模式、管理和維修保養的責任**，以及在徵得相關同意/許可的情況下，**開放復修後的文物建築予公眾參觀的安排**

GtA S2.7.12

Stating the significance of the target cultural assets to the local community of the sites concerned, and how the restoration/revitalisation would make significant contributions towards village revitalisation and countryside conservation

申請者須列明目標文化資產對有關地點所在社區的重要性，以及復修/復育工作如何對鄉村復育及鄉郊保育作出顯著的貢獻



Photo extracted from
CR Project - Co-Building Kuk Po: Creating, Sharing, Learning & Enjoying

Stating how the research activities would harness the acquired knowledge to tackle the site-specific or in more general terms challenges on countryside conservation and revitalisation.

申請者須清楚具體地說明，研究活動如何利用所得的知識，去應對特定地點或更廣泛的鄉郊保育及復育上所面對的挑戰。



Photo extracted from
RA Project - Community-based Narratives and Public Experiential Engagement
for Cultural and Historical Heritage Conservation and Revitalisation of Yim Tin Tsai,
Sai Kung

The eligible sites for CR and RA projects include countryside (excluding Lantau), which can be referred to in the “List of Villages” for details

文化復興/復育及研究活動的合資格地點包括除大嶼山以外的鄉郊，詳情可參閱「鄉村名單」

No.	Name of Remote Villages	District	No.	Name of Remote Villages	District
D1	Sha Po	Islands excluding Lantau	D34	Pak Tam Chung (Sheung Yiu)	Sai Kung
D2	Tai Yuen		D35	Tai Long	
D3	Ko Long		D36	Uk Cheung	
D4	Wang Long		D37	Ma Nam Wat	
D5	Tai Wan San Tsuen		D38	Pak A	
D6	Tai Wan Kau Tsuen		D39	Tung A	
D7	Lo Tik Wan		D40	Pak Lap	
D8	Tai Peng		D41	Yim Tin Tsai	
D9	Lo So Shing		D42	Sai Wan	
D10	Yung Shue Ha		D43	Tai No	
D11	Tung O		D44	Tai No Sheung Yeung	
D12	Luk Chau		D45	Wong Keng Tsai	
D13	Po Toi		D46	Long Ke	
D14	Lai Chi Wo	North	D47	Tai She Wan	Sha Tin
D15	Kap Tong		D48	Shap Yi Wat	
D16	Mui Tsz Lam		D49	Mau Tat	
D17	Sam A		D50	Kong Pui Tsuen	
D18	Kuk Po		D51	Kwun Yam Shan	
D19	Fung Hang		D52	Mau Tso Ngam	
D20	Yung Shue Au		D53	Lo Shu Tin	
D21	Kau Tam Tso		D54	Mui Tsz Lam (Sha Tin)	
D22	So Lo Pun		D55	Ma On Shan Tsuen	
D23	Ap Chau		D56	Mau Ping	
D24	Kat O (Kat O is partly within Country Park)		D57	Wong Chuk Shan	
D25	Ngau Shi Wu	Sai Kung	D58	Shek Lung Tsai	Tai Po
D26	Tsat Muk Kiu		D59	Ngong Ping	
D27	Wong Mo Ying		D60	Fu Yung Pit	
D28	She Tau		D61	Nim Au	
D29	Tam Wat		D62	Cheung Lek Mei	
D30	Tit Kim Hang		D63	Wo Sheung Tun	
D31	Shek Hang		D64	Ho Lek Pui	
D32	Ping Tun		D65	Ngau Wu Tok	
D33	Wong Yi (Nai) Chau		D66	Au Pui Wan	
			D67	Shek Lau Tung	
			D68	Sha Lo Tung Cheung Uk	
			D69	Sha Lo Tung Lei Uk	
			D70	Siu Om Shan	
			D71	Yin Ngam	Tai Po
			D72	Ping Chau Chau Mei	
			D73	Ping Chau Chau Tau	
			D74	Ping Chau Sha Tau	
			D75	Ping Chau Tai Tong	

No.	Name of Remote Villages	District
D76	Sham Chung	Tai Po
D77	Pak Sha O	
D78	To Kwa Peng	
D79	Chek Keng	
D80	Cheung Sheung	
D81	Tan Ka Wan	
D82	Kau Lau Wan	
D83	Lai Chi Chong	
D84	Nam Shan Tung	
D85	Ping Shan Chai	
D86	Tung Sam Kei	
D87	Ping Chau Nai Tau	
D88	Tap Mun	
D89	Tsing Fai Tong	Tsuen Wan
D90	Sheung Fa Shan	
D91	Sheung Tong	
D92	Ha Tong Lek	

Project Type 項目類型	Funding Limit (HK\$ million) 資助限額(百萬港元)	Duration Limit (Year) 年期上限 (年)
MA Project 管理協議項目	15	1 - 3 years* 1 - 3年
BH Project 文物建築項目	3	Not more than 3 years 不超過3年
CR Project 文化復興/復育項目	3	1 - 3 years 1 - 3年
RA Project 研究活動項目	3	Not more than 3 years 不超過3年
PC Project 積極保育項目	15	1 - 3 years 1 - 3年

*Project duration that is less than 2 years is only for interim solution
少於兩年的項目年期只適用作短期解決方案

Aggregate Funding Limit for Each Applicant

單一申請者的累計資助限額

Project Type 項目類型	Funding Limit in any 3 years' time (HK\$ million) 三年內的資助上限 (百萬港元)	No. of Projects in any 3 years' time 三年內的項目數目上限
MA project 管理協議項目	15	1 MA 1個管理協議項目
Non-MA project 非管理協議項目	8	Not more than 3 non-MA 不超過3個非管理協議項目
MA and non-MA project 管理協議和非管理協議項目	20	1 MA + Not more than 2 non-MA 1個管理協議項目+ 不超過2個非管理協議項目

GtA S2.5.2

2

Applications 申請

MA Projects











自然保育管理協議項目

CR Projects

文化復興／復育項目

Location 地點	Lai Chi Wo; and Fishponds in Ramsar Site and Deep Bay Wetland outside the Ramsar Site (Priority Sites for Enhanced Conservation) 荔枝窩; 拉姆薩爾濕地和拉姆薩爾濕地以外的后海灣濕地 (須優先加強保育地點)	Lai Chi Wo; Mui Tsz Lam, Kap Tong; Kuk Po; and Kat O 荔枝窩; 梅子林; 蛤塘; 谷埔; 及吉澳
Scope 範圍	Enhancing ecological and nature conservation value of the sites, and organising public engagement activities to raise public appreciation and awareness towards ecological conservation 加強項目地點的生態和自然保育價值，並舉辦活動供公眾參與，從而提高公眾對生態保育的欣賞和意識	Identifying unique and valuable cultural assets, and organising eco-tour activities for presenting to visitors to enhance attractiveness for eco-tour in remote countryside 向公眾展示獨特而珍貴的文化資產，並舉辦生態旅遊活動，以提高偏遠鄉郊成為生態旅遊熱點的吸引力
Remarks 備註	-	For applications under this project type, a maximum of two applications with best assessment performance will be selected for approval with granting of fund 在本項目類別中，最多只有2個在評審中表現最佳的申請會獲批而得到資助

*Applications outside the project types, prescribed scope and/or locations mentioned below and incomplete applications will not be assessed
不完整或不符合以上列明項目類別或主題的申請，概不受理。

	Guide to Application (Version 1.7, Sep 2023)
	Logo Application Manual (Version 1.0) (CCFS Logo / CCO Logo)
	Application Form for MA Projects (Version 1.7, Sep 2023)
	Application Form for BH, CR and RA Projects (Version 1.7, Sep 2023)
	Progress Report Form
	Completion Report Form
	Sample Statement of Account
	Template Statement of Account
	Notes for Auditors and Sample Auditor's Report
	Template Auditor's Report

Application Form for MA Projects
申請表格－自然保育管理協議項目

Application Form for BH, CR and RA Projects
申請表格－文物建築復修計劃書的擬定、文化
復興／復育項目或鄉郊保育及復育研究活動

- ✓ Authority to sign the **agreement** on behalf of the applicant organisation
有權代表申請機構簽署協議
- ✓ Accountable for the **project implementation**
對項目的落實情況負責
- ✓ Engrossed all the **progress, completion reports** and **statements of account**
負責項目進度，以及提交所有項目文件及報表

Person-in-charge 負責人

Name*

姓名*

(In English, Surname First 英文，姓氏先行)

(In Chinese 中文)

Position*

職位*

Tel. No.*

電話號碼*

Mobile Phone No.*

流動電話號碼*

Fax No.*

傳真號碼*

Email Address*

電郵地址*

- ✓ **Oversee** the Implementation of Project
監督執行項目的負責人
- ✓ Responsible for **the draft submission** of all reports to maintain the quality
負責所有報告擬稿的提交以保持質量
- ✓ Submission of CV in application form
在申請表提交項目負責人的履歷
- ✓ Seek prior approval by the Secretariat on change of Project Leader
更換項目負責人須事先得到秘書處批准

Project Leader² 項目負責人²

Name*

姓名*

(In English, Surname First 英文，姓氏先行)

(In Chinese 中文)

Position*

職位*

Tel. No.*

電話號碼*

Mobile Phone No.*

流動電話號碼*

Fax No.*

傳真號碼*

Email Address*

電郵地址*

GtA S2.6.3

The Applicant has the Responsibility to Ascertain All Statutory Requirements Related to the Project

申請者有責任確認項目所牽涉的所有法定要求

ü Obtain all necessary endorsement from relevant authorities
(e.g. change in use of land) prior to the commencement of the
associated activities

展開相關活動前向有關當局取得全部所需的批准（例如改變土地用途）

ü Planning Applications
規劃申請

ü Business Licence Applications
業務牌照



- Workplan
工作計劃
 - Project Programme
活動計劃
 - Budget
開支預算
 - Project Milestones
項目里程碑
- ↓
- Release of Fund
資助發放

GtA S2.4.5

- Provide **written confirmation** from all the **co-organising /supporting organisations and sponsoring bodies**
提供所有合辦／支持機構和贊助團體的書面確認
- Set out clearly the involvement and roles of each party in the project, which the applicant shall be the single contact point and accountable for the proposed project
列明各團體在項目上的參與及角色，申請者須屬擬議項目的單一聯絡點，並對有關項目負責

12. Co-organising/Supporting Bodies of the Project (if any)^{12^} 合辦/支持項目的團體 (如有)^{12^}

The applicant may collaborate with other bodies to implement the project. However, the applicant shall be the single contact point of and accountable for the project.
申請者可以與其他團體合作推展項目。然而，申請者必須是擬議項目的單一聯絡點並對其負責。

If the space provided is not sufficient, please submit additional pages as supplementary information. 如空位不足，可加紙提供補充資料。

Name of organisation 機構名稱	Role & duties under project 角色及項目下的職責	Agreement to participate in project* 同意參與項目*
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
		<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件

GtA S2.3.2

GtA S2.7.9

- Obtain **agreement in principle** from the land owners/ building owners/tenants/relevant government departments concerned with **documentary proof**
徵得土地／建築物擁有人／租戶／相關政府部門的**原則上同意**，並提供相關**證明文件**

13. Owners/Tenants of the Land or Building Involved for Conducting the Project and Associated Activities (if any)^{13^} 涉及推展項目和相關活動的土地或建築的擁有人／其租戶(如有)^{13^}

If project staff is also a local villager, please mark with #. 如項目人員為當區村民，請以# 標示。

If the space provided is not sufficient, please submit additional pages as supplementary information. 如空位不足，可加紙提供補充資料。

Name 名稱	Lot no. or address of premises involved 涉及的地段編號或物業地址	Role & duties under project 角色及項目下的職責	Agreement in principle to implement project* 原則上同意推展項目*
e.g. Chan Tai Man# 例如：陳大文#	e.g. DD123 Lot no. 12 例如：丈量約份第 123 約地段第 12 號	e.g. landowner to lend land for use in the project 例如：地主借出土地供項目使用	<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件
			<input type="checkbox"/> Confirmed and attached with documentary proof 確認並已夾附證明文件

GtA S2.7.8

14. Key Performance Indicators (KPIs) and Deliverables of Project^{^^} 項目表現指標及成果^{^^}

Please list out deliverables and propose at least five key project-specific KPIs in phases to quantify project contributions in accordance with the programme. KPIs shall cover at least three different dimensions, including (i) Stakeholder Engagement; (ii) Effectiveness of the Proposed Conservation and Revitalisation Initiatives; and (iii) Public Awareness. A practical target should be set for each KPI. 請按工作計劃分階段列出成果及最少五個主要表現指標以量化項目貢獻。表現指標必須涵蓋三個不同類別，包括(i) 持份者參與；(ii) 擬議的保育及活化措施的成效；及(iii) 提高公眾意識的成效。每個表現指標應訂定實際目標。

Types of KPI 指標種類	Deliverables and KPI 成果和表現指標		Project progress 項目進度					
			M1-6 第 1-6 個月	M7-12 第 7-12 個月	M13-18 第 13- 18 個月	M19-24 第 19- 24 個月	M25-30 第 25-30 個月	M31-36 第 31- 36 個月
Engagement of stakeholders 持份者參與	Deliverables 成果	e.g. Organise X stakeholder engagement meetings 例如：舉辦 X 場持份者參與會議						
	KPI 表現指標	e.g. X stakeholders (e.g. village representative and relevant rural committee member) attend the engagement meetings 例如：X 個持份者（例如村長／村代表及相關鄉事委員會委員）出席參與會議						



GtA S2.7.13

- group sub-items into a single item with one cap
整合細項成為分項開支，及為分項設定上限
- please provide the breakdown of budget in Excel format
請以Excel格式提供預算開支的分項數字
- please note the Level of Funding Support for Expenses at **Appendix 2** of the Guide
留意申請指引**附錄2**所列明的開支可獲得的資助限額

15. Details of the Budget Plan^{14*} 預算開支詳情^{14*}

Please provide the breakdowns of budget in Excel format as prescribed below. Please extend the table if necessary.
請以 Excel 格式提供預算開支的分項數字。如有需要，請擴充表格。
If the space provided is not sufficient, please submit additional pages as supplementary information. 如空位不足，可加紙提供補充資料。

Examples 例子	Particulars 分項詳情	Estimated expenditure (\$) 預算開支(元)	Remarks 備註
	Manpower 人力資源		
	General Expenses 一般支出		
	Minor Works and Equipment 小型工程及設備		
	Production of Publications and Websites 製作刊物及網站		
	Purchase of Educational Materials 購買教材		
	Purchase of Computer Softwares 購買電腦軟件		
	Other Expenses 其他開支		
Total 總計：		0.00	

Please provide full justification of every expenditure item, especially expenditure items with substantial amount of deviation from the budget of the previous CCFS project. 請就每項開支預算提供充足理據，特別是跟過去、鄉郊保育資助計劃項目開支預算有很大差距的分項。

In Excel format
以Excel格式

•Note the Level of Funding Support for Expenses at **Appendix 2** of the Guide

留意申請指引附錄2所列明的開支可獲得的資助限額

•Project staff, general expenses, administrative and overhead cost, transport allowance, meal allowance, etc., have different levels of funding support for expenses

請注意項目員工、一般支出、行政及經常支出、交通津貼及飯餐津貼等可獲得的資助限額不同

Examples only

Particulars	Estimated Expenditure (\$)	Remarks
Manpower and General Expenses		
Salary – project staff	\$\$\$\$	Monthly Salary x XX months (MPF included)
Salary – Part-time project staff	\$\$\$\$	Monthly Salary x XX months (MPF included) Average weekly work hours
Minor Works and Equipment		
Equipment	\$\$\$\$	
Restoration Contract	\$\$\$\$	Type of services included, any maintenance cost
Publications and Websites		
Publications	\$\$\$\$	No. of copies
Website design	\$\$\$\$	Type of services included
General Expenses		
Audit fee	\$\$\$\$	No. of times
Other Expenses		
Transport allowance	\$\$\$\$	Unit cost x quantity, type of transport involved
Meals Allowance	\$\$\$\$	Unit cost x quantity, to volunteer, duration of activities
Contingency	\$\$\$\$	Items to be covered, justification

Disbursement 款項發放	Disburse Conditions 發放條件	Proportion (%) 份額 (%)	
First Part of Initial Disbursement 首次發放款項的第一部分	One month before commencement date and/or 項目開始前的一個月及/或 Other conditions stipulated in approval letter 其他載於批核書上的條件	Capped at 25% of the grant 以資助額的25%為限	Capped at 50% in total 合共以 50% 為限
Remaining Part of the Initial Disbursement 首次發放款項的餘下部分	Upon Secretariat’s satisfaction and acceptance of inception report 秘書處對報告書滿意，並接納初始報告書		
2 nd Disbursement 第二次發放款項 3 rd Disbursement 第三次發放款項	Subject to the progress and the satisfactory performance of the project (e.g. financial position of the project) 須視乎項目的進度及表現是否達滿意程度(例如帳戶財務狀況)	According to the disbursement schedule stipulated in approval letter (The Secretariat may revise the schedule having regard to the progress of the project and/or other relevant situations) 根據批核對書的發放資助時間表(秘書處會按項目的進度及其他相關的情況修訂發放時間表)	
Final Disbursement 最後發放款項	Completion of project and 完成項目及 Upon Secretariat’s satisfaction and acceptance of completion report & final audited accounts 秘書處對報告書滿意，並接納完成報告及最終審計帳目後兩個月內	10% or actual outstanding payment, whichever is the less 10%或實際的未付款項，以較少者為準	

Please make use of the [checklist](#) at Annex 2 of the application form to check the required documents
 請利用申請表附錄二內的[清單](#)核對所需要提交的文件

Essential Documents 必要文件	Submission Status^ 提交狀況^	Soft Copy Format Requirement 軟複本的格式要求
1. Original copy of application form 表格正本	<input type="checkbox"/> Yes 已提交	Electronic-input application form (Downloadable from CCFS website) 電子輸入格式申請表格 (可於資助計劃網頁下載)
- Soft copy of application form 表格軟複本	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	
- Signed by an acceptable Person-in-charge 負責人簽署	<input type="checkbox"/> Yes 已提交	
- Stamped with official organisation/company chop 蓋上申請機構印章	<input type="checkbox"/> Yes 已提交	
2. Documentary proof of the applicant's eligibility 申請者資格證明文件	<input type="checkbox"/> Yes 已提交	MS Word/PDF
3. Map showing project location and area 地圖顯示項目地點和面積	<input type="checkbox"/> Yes 已提交	MS Word/PDF
4. Photos showing the existing condition of the project area 照片顯示項目地點的現有狀況	<input type="checkbox"/> Yes 已提交	Scanned copies in PDF PDF 格式掃描本
5. Curriculum vitae (CV) of the Project Leader 項目負責人簡歷	<input type="checkbox"/> Yes 已提交	MS Word/PDF
6. Documentary proof showing the agreement of co-organising/supporting bodies to participate in the project 合辦／支持項目團體同意參與項目的證明文件	<input type="checkbox"/> Yes 已提交 <input type="checkbox"/> NA 不適用	Scanned copies in PDF PDF 格式掃描本
7. Documentary proof of the eligibility	<input type="checkbox"/> Yes 已提交	Scanned copies in PDF

申請被拒絕的原因

Reason of Rejection



Could not provide documentary proof on their local non-profit-making status

未能提交文件證明為本地非牟利組織



Could not provide documentary proof on management agreements with landowners or tenants of the target site for MA projects

就自然保育管理協議項目未能提供與目標地點的土地擁有人或租戶訂立管理協議的證明文件



The proposal could not demonstrate obvious enhancement or benefits on ecological conservation/village revitalisation

建議項目在加強生態保育、鄉村復育未能展示明顯改善或效益



The project site did not fall under the specified sites of CCFS

項目的地點不屬資助計劃下的指定地點



The land status of the project site was unclear

所涉地點土地業權不清晰



There was doubt on the feasibility of the project, or the project overlapped with other completed/ongoing CCFS projects

項目可行性成疑，或與其他已或正推行的資助項目重疊



The applicant may resubmit the revised application in next round of application. The revised application, if meeting the project theme, will be considered at the next round of assessment in absolute discretion of ACCC along with other applications

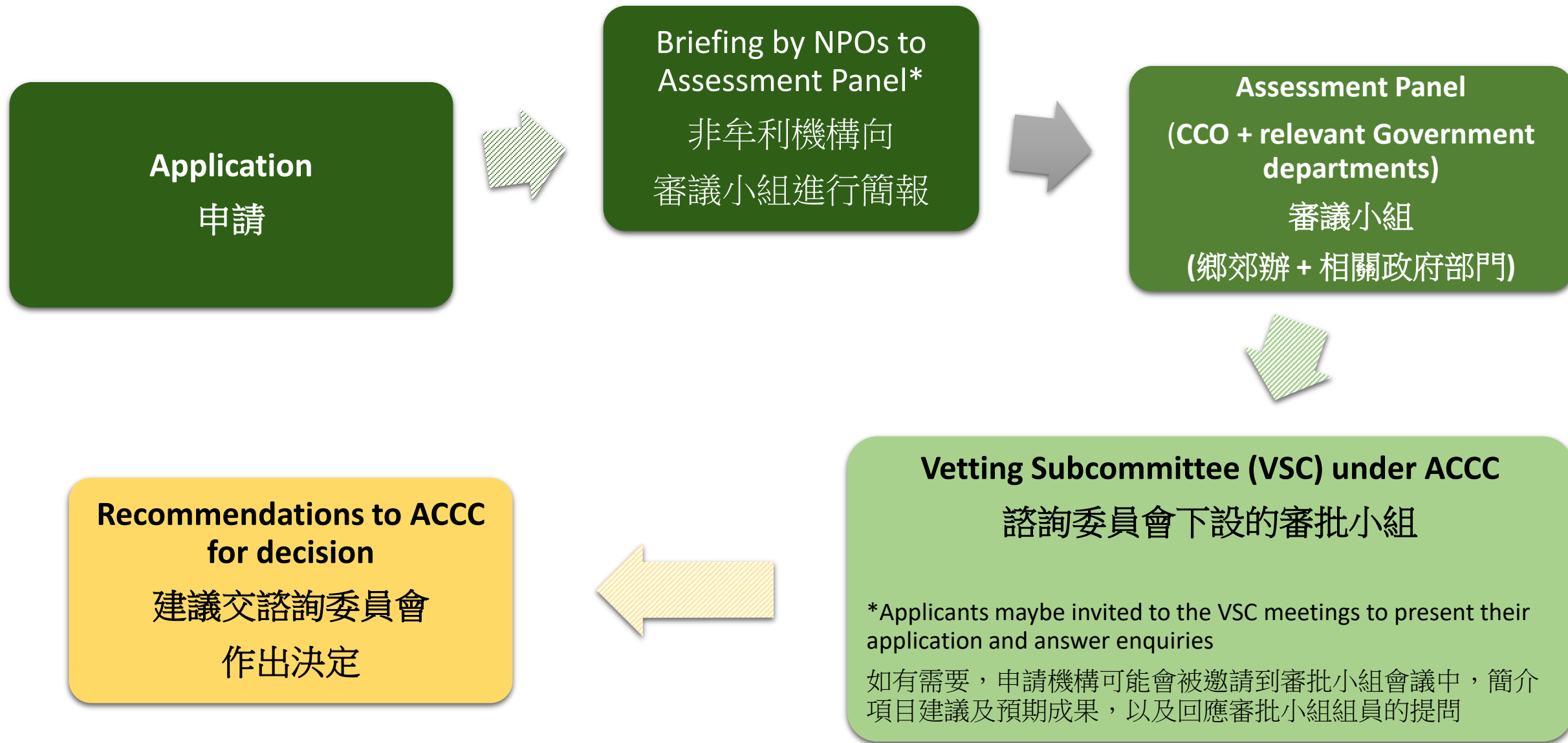
申請者可在下一輪重新遞交經修改的申請，如符合主題，該申請將與其他申請在下一輪審批程序中由委員會全權酌情考慮。

The application and approval processes will normally be completed within six months after the cut-off date of application.

申請及審批程序一般會在截止申請日期後的6個月內完成

Where the Secretariat requests for **additional information** and no feedback/response from the applicant is received **within 14 calendar days** from the date of such request, the application will be considered as withdrawn and the application will not be further processed.

倘秘書處要求申請者提供**額外資料**，但在提出要求當日起計的**14個曆日內**並無收到申請者的回應/回覆，則有關申請將被視作撤回



If applicant did not attend the briefing to Assessment Panel and/or present in the VSC meeting, its application may be regard as not ready and may not be processed further in that round of application
如申請人不向審議小組安排簡報及/或不出席審批小組會議，申請可被視作不完整而不會在該輪申請再作處理

- Depending on the types of project, application will be assessed according to the vetting criteria for assessing i) MA application; and ii) BH, CR and RA Applications.
- 申請將根據項目種類按所屬的評審準則i) 管理協議; 及 ii) 文物建築、文化復興/復育及研究活動評審。

Vetting Criteria for MA Applications
審批管理協議申請的準則



Vetting Criteria for BH, CR
and RA Applications
審批文物建築、文化復興/復育
及研究活動申請的準則



**Enhance the Nature
Conservation and Ecological
Values**

加強有關地點的
自然保育及生態價值

**Reasonable and
Realistic Budget**
合理和實際預算開支

Project Sustainability*
項目可持續性

**Technical and Project
Management Capability**

技術、項目管理上的
能力及往績

**Well-planned and
Practicable Project
Programme**
周詳和切實可行的項目
推行時間表

Educational Activities
教育活動

- ✓ To provide a proposal with timeline to set out **the sustainability of the project in future**
提供一份載有時間表的計劃書，說明日後項目將如何持續運作
- ✓ To provide details of the income and sponsorships including source and amount
清楚列明收入和贊助的詳情，包括來源及數額

GtA S4.2

文物建築
BH

The Need and the Capability to Formulate Restoration / Revitalization

進行復修或復育目標文物建築的必要性

Degree of Public Access and Mode of Operation after Restoration / Revitalization

開放讓公眾參觀的程度及復修或復育後的運作模式

文化復興/
復育
CR

Enhance Public Appreciation and Awareness

提高公眾對目標物質及非物質文化資產保育的認識及意識

Uniqueness or Representative to the Local Community

該文化資產對本地社區獨特性或代表性

研究
活動
RA

Capability to Harness the Local/ Overseas Experience and Knowledge Propose Novel Solutions

利用本地／海外的經驗及知識 建議新穎的解決方案

Long Term Impacts/ Benefits
社會性的長遠影響/效益

Project Sustainability
項目可持續性

**Project Management
Capability**
項目管理上的能力及往績

**Reasonable and Realistic
Budget**
合理和實際預算開支

Educational Activities
教育活動

3

Implementation

推行

Approval Letter for Successful Application

成功申請的批核信

Disbursement Schedule*

發放款項安排*

1st part of 1st disbursement will be arranged to project organisation upfront as project setup cost
首次發放款項的第一部分將發放予項目機構作前期工作

* Disbursements are subject to conditions, e.g statutory requirements, project progress, financial position, expenditure projection etc.

發放款項安排將視乎法定要求的申請進度，項目進度，項目的財務狀況等

Approval Letter for Successful Application

成功申請的批核信

Terms and Conditions

條款及細則

Project organisations are required to observe the terms and conditions during project implementation and using allocated grant

項目獲批核後，項目機構須承諾進行項目期間遵守協議的條款及細則

Terms and Conditions

條款及細則

Project organisations are required to submit all data and information generated under the Project for release for public access and use.

項目機構須按照規定提交項目下產生的所有數據和資料，以供發布讓公眾存取和使用。

Approval Letter for Successful Application

成功申請的批核信

Terms and Conditions

條款及細則

Project organisations are required to propose and submit an exit plan for the Project at least six months before the project completion date for approval by the Secretariat.

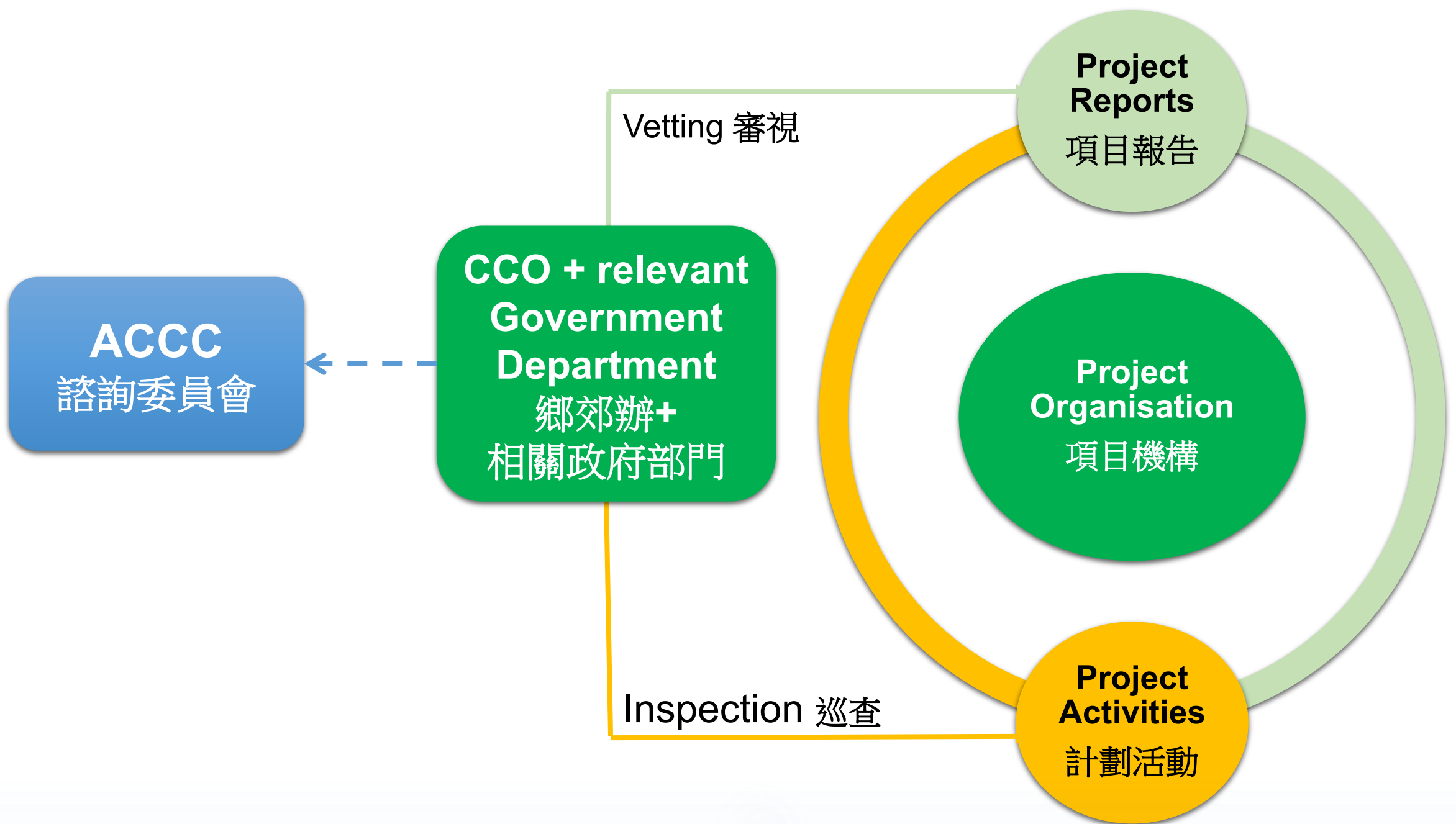
項目機構須在項目完成日前至少六個月提交項目退場計劃，以供秘書處批准。

Terms and Conditions

條款及細則

Project organisation are required to support and participate in the activities organised by CCO

項目機構須支持及參與由鄉郊辦主辦的活動



Subject Officer will arrange kick-off meeting for project organisation to present the following parts
個案經理會安排項目啟動會議讓項目機構作簡報

Introduction
簡介

Project Objectives
項目目標

Statutory
Requirements and
Timetable
法定要求及時間表

Project Plan
項目計劃

Data Submission
數據呈交

KPIs
項目表現指標

Deliverables
成果

Project Budget
項目預算











Report Submission 遞交報告書

Inception Report 初始報告書

Progress Report 進度報告書*

Completion Report 完成報告書*

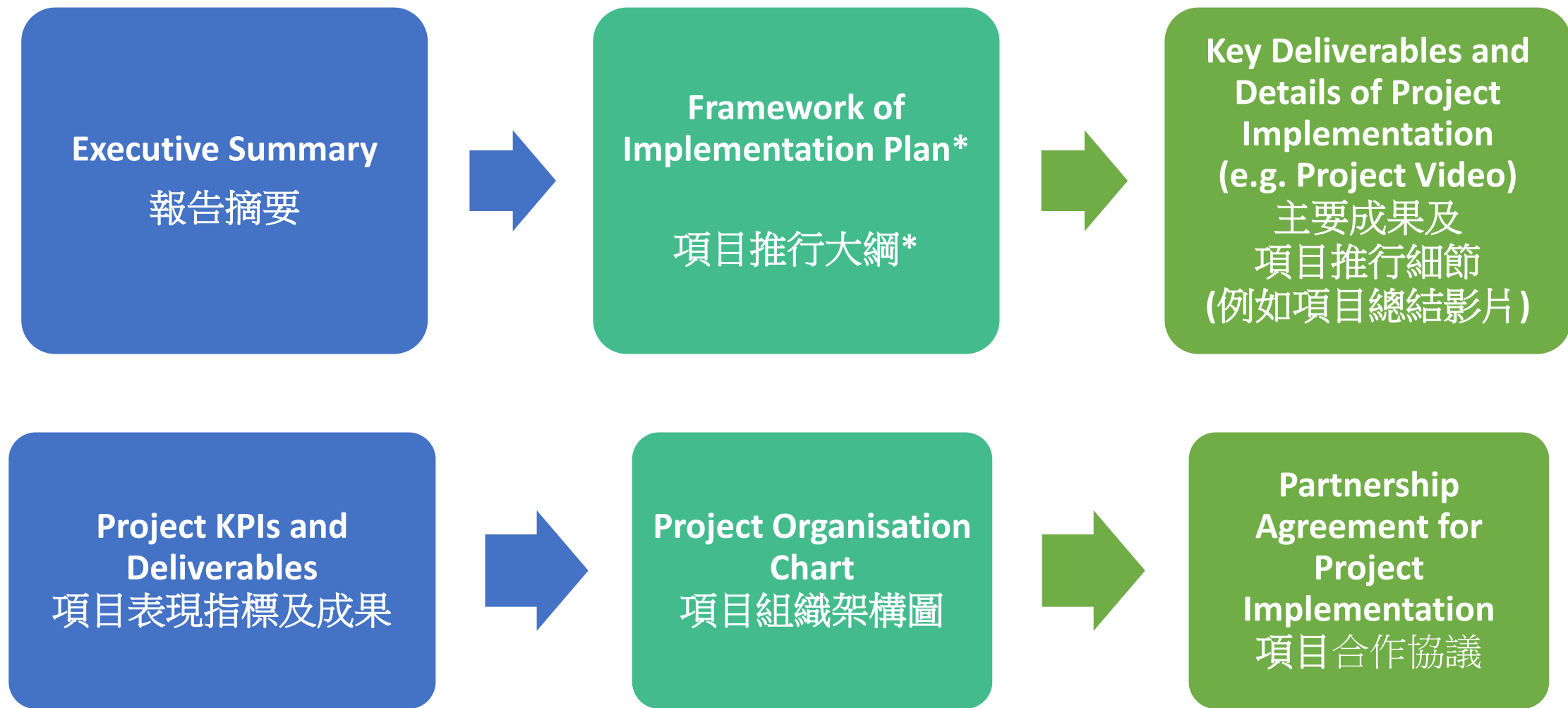
* To submit together with financial report /
annual audited account
與財務報告書及年度帳目一同遞交

	Guide to Application (Version 1.7, Sep 2023)
	Logo Application Manual (Version 1.0) (CCFS Logo / CCO Logo)
	Application Form for MA Projects (Version 1.7, Sep 2023)
	Application Form for BH, CR and RA Projects (Version 1.7, Sep 2023)
	Progress Report Form
	Completion Report Form
	Sample Statement of Account
	Template Statement of Account
	Notes for Auditors and Sample Auditor's Report
	Template Auditor's Report



For late submissions, escalation actions will be taken based on the situation: including issuing reminders, holding working meeting with PIC, issuing warning letter to the organisation, reporting to the ACCC, consider suspending or terminating funding for the project concerned etc.

如機構未有按時提交報告書，將會按不同程度的逾期個案採取適當的跟進行動，包括向項目機構發出提醒、約見項目機構的負責人、向項目機構發出警告信、向諮詢委員會呈報、考慮暫停或終止有關項目的資助，以及在相關機構未來再次提出資助申請時考慮其過往逾期提交文件的記錄等。



*Project organisations should provide detailed workplan once the resources for the project are confirmed
項目機構應在項目的資源獲得確認後提供詳細工作計劃

Submission of Progress Report Every 6 Months

每6個月提交一次進度報告書

Requirement 要求	Project Details and Outcome 項目詳情及成果	Status of Capital Items 資本物品的狀況	Financial Report 財務報告
<p>Submit within two months after the end of reporting period/project completion 報告期／項目完成後2個月內提交</p> <p>Draft report should be endorsed by the Project Leader 提交報告書擬稿前須取得項目負責人認可 ★</p> <p>Signed by the Person-in-charge 由負責人簽署 ★</p>	<p>Project schedule 項目時間表</p> <p>Implementation Progress (e.g. events and surveys conducted) 推行進展 (如已完成的活動及調查)</p> <p>Deliverables and KPIs 成果及項目表現指標</p>	<p>Item No. 物品編號</p> <p>Photo 圖片</p>	

Statement of Account

帳目報表



☐ To be submitted every 6 months, with Progress/Completion Report
每6個月提交一次，連同進度/完成報告書

☐ Make use of the template on CCFS webpage
利用資助計劃網頁上的範本格式提交

☐ Detailed breakdown of incomes and expenditures
收入及支出分項詳情

☐ Financial Projection
財務推算

☐ Procurement awarded
採購

Annual Audited Accounts

經審計的年度帳目



☐ To be submitted every 12 months, with Progress/Completion Report
每12個月提交一次，連同進度/完成報告書

☐ Prepared by Certified Public Accountant (Practising) (CPA(Practising))
由《專業會計師條例》(第50章)第2條界定的執業會計師審計

☐ Make use of the template and Notes to Auditor on CCFS webpage
利用資助計劃網頁上的範本格式提交

☐ Express an audit opinion on whether the project has complied with all the requirements of CCFS and make full disclosure of noncompliance
執業會計師須表達審計意見，闡明申請機構有否在各要項上遵守資助計劃的所有規定，並須全面披露任何重大違反規定的地方。

☐ Detailed breakdown of incomes and expenditure
收入及支出分項詳情

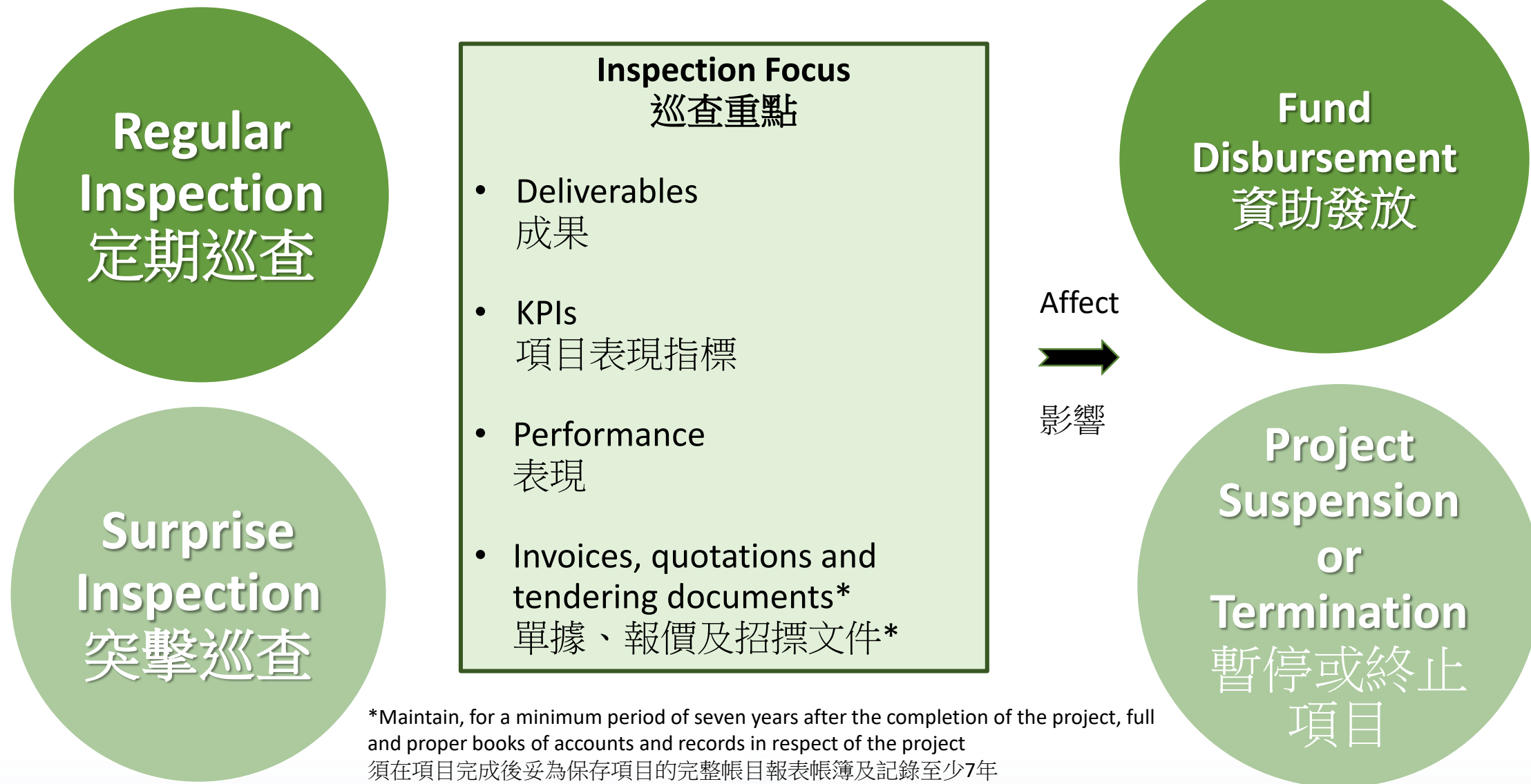
Numbers reported on
Statement of Account
and Annual Audited
Accounts must be

identical

帳目報表及經審計的
年度帳目所報告的數
目必須相同

Disbursement 款項發放	Disburse Conditions 發放條件	Proportion (%) 份額 (%)	
First Part of Initial Disbursement 首次發放款項的第一部分	One month before commencement date and/or 項目開始前的一個月及/或 Other conditions stipulated in approval letter 其他載於批核書上的條件	Capped at 25% of the grant 以資助額的25%為限	Capped at 50% in total 合共以 50% 為限
Remaining Part of the Initial Disbursement 首次發放款項的餘下部分	Upon Secretariat’s satisfaction and acceptance of inception report 秘書處對報告書滿意，並接納初始報告書		
2 nd Disbursement 第二次發放款項 3 rd Disbursement 第三次發放款項	Subject to the progress and the satisfactory performance of the project (e.g. financial position of the project) 須視乎項目的進度及表現是否達滿意程度(例如帳戶財務狀況)	According to the disbursement schedule stipulated in approval letter (The Secretariat may revise the schedule having regard to the progress of the project and/or other relevant situations) 根據批核對書的發放資助時間表(秘書處會按項目的進度及其他相關的情況修訂發放時間表)	
Final Disbursement 最後發放款項	Completion of project and 完成項目及 Upon Secretariat’s satisfaction and acceptance of completion report & final audited accounts 秘書處對報告書滿意，並接納完成報告及最終審計帳目後兩個月內	10% or actual outstanding payment, whichever is the less 10%或實際的未付款項，以較少者為準	

Project Monitoring項目監察



Other Submissions throughout the Project Period, E.g. 項目期間的其他提交，例如



To provide CCO with the information, data, photos, videos and publications collected/generated/issued under the project

向鄉郊辦提供經項目而收集/產生/發出的資料、數據、照片、影片及印刷品。

Intellectual Property Rights

★知識產權

The applicant shall unconditionally grant of an irrevocable, non-exclusive, royalty-free, worldwide, perpetual and sub-licensable and transferable licence for the benefits of the Government, its authorised users, assigns and successors-in-title to do any of the acts restricted by copyright under Sections 22 to 29 of the Copyright Ordinance (Cap. 528) in respect of the application form and all its accompanying materials to be submitted by the applicant for all purposes contemplated by or incidental to this Guide, the application and approved grant including without limitation the application assessment, monitoring of the progress of the approved project, evaluation, review, audit and record keeping in relation to the funding support.

申請者須無條件向政府、其授權使用者、受讓人及權利繼承人，授予不得撤回、非專用、免繳版權費用、全球性、永久及可再行分授且可轉讓的特許，讓其針對申請者將提交的申請表格和所有一同提交的材料，作出《版權條例》(第 528 章)第 22 至第 29 條訂明受版權限制的作為，用於本指引、有關申請及獲批資助所設想或附帶的所有用途(包括但不限於與撥款資助相關的評審申請、監察獲批項目進展、評估、檢討、審計及備存記錄用途)











GtA S5.11

Project Publications

項目刊物

The source of funding (both the name and logo of CCFS and CCO) must be acknowledged in all publicity materials relating to the project.

所有與項目有關的宣傳品上，須印資助計劃及鄉郊辦的名稱及徽號，以鳴謝資助來源。

	Guide to Application (Version 1.7, Sep 2023)
	Logo Application Manual (Version 1.0) (CCFS Logo / CCO Logo)
	Application Form for MA Projects (Version 1.7, Sep 2023)
	Application Form for BH, CR and RA Projects (Version 1.7, Sep 2023)
	Progress Report Form
	Completion Report Form
	Sample Statement of Account
	Template Statement of Account
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	Template Auditor's Report



An aerial photograph of a coastal landscape. In the foreground, a river flows through a dense forest of green trees. The river curves towards the right. In the middle ground, a sandy beach is visible, bordered by more trees and some small white buildings. The beach meets a blue body of water. In the background, there are large, rugged mountains under a clear blue sky.

Q&A

答問環節

Cut-off date of Submission : 3 October 2024 (Thursday) 申請截止日期: 2024年10月3日(星期四)

MA Projects

自然保育管理協議項目

CR Projects

文化復興／復育項目

Location 地點	Lai Chi Wo; and Fishponds in Ramsar Site and Deep Bay Wetland outside the Ramsar Site (Priority Sites for Enhanced Conservation) 荔枝窩; 拉姆薩爾濕地和拉姆薩爾濕地以外的后海灣濕地 (須優先加強保育地點)	Lai Chi Wo; Mui Tsz Lam, Kap Tong; Kuk Po; and Kat O 荔枝窩; 梅子林; 蛤塘; 谷埔; 及吉澳
Scope 範圍	Enhancing ecological and nature conservation value of the sites, and organising public engagement activities to raise public appreciation and awareness towards ecological conservation 加強項目地點的生態和自然保育價值，並舉辦活動供公眾參與，從而提高公眾對生態保育的欣賞和意識	Identifying unique and valuable cultural assets, and organising eco-tour activities for presenting to visitors to enhance attractiveness for eco-tour in remote countryside 向公眾展示獨特而珍貴的文化資產，並舉辦生態旅遊活動，以提高偏遠鄉郊成為生態旅遊熱點的吸引力
Remarks 備註	-	For applications under this project type, a maximum of two applications with best assessment performance will be selected for approval with granting of fund 在本項目類別中，最多只有2個在評審中表現最佳的申請會獲批而得到資助

*Applications outside the project types, prescribed scope and/or locations mentioned below and incomplete applications will not be assessed
不完整或不符合以上列明項目類別或主題的申請，概不受理。

Secretariat of the Countryside Conservation Funding Scheme

鄉郊保育資助計劃秘書處

- Telephone no. 電話: 3151 7137
- E-mail 電郵地址: ccfs@eeb.gov.hk
- Webpage 網頁:
https://www.eeb.gov.hk/tc/conservation/ccfs/ccfs_main.html