



Briefing on Countryside Conservation Funding Scheme

鄉郊保育資助計劃簡介會



27 October 2023
2023年10月27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）

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Applications 申請

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

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Implementation 推行

- Project Monitoring
項目監察
- Report Submission
遞交報告
- Fund Disbursement
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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)** and villagers 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**和村民互動協作，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)

- The CCO has conducted a thorough review of the application process and monitoring framework of the CCFS, with a view to improving clarity of the application requirements and applicants' accountability as well as to facilitating more effective project monitoring

鄉郊辦已全面檢討資助計劃的申請程序及監察機制，使申請要求及申請人的責任更清晰明確，同時促進更有效的項目監察

- Upon endorsement by the ACCC, the Guide to Application (Version 1.7, Sep 2023) has become effective

經諮詢委員會同意，申請指引（版本1.7，2023年9月）已生效



中華人民共和國香港特別行政區政府
環境及生態局
環境科

GovHK 香港政府一站通 简体 ENG 字型大小 搜尋 輸入查詢字串 網頁指南

主頁 保育 新自然保育政策 生物多樣性公約 香港生物多樣性策略及行動計劃 郊野公園及海岸公園 瀕危物種保護 鄉郊保育 鄉郊保育資助計劃

環境保護 能源 氣候變化 可持續發展 保育

主頁 » 保育 » 鄉郊保育資助計劃 » 鄉郊保育資助計劃申請

鄉郊保育資助計劃申請

	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)

- 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)

拉姆薩爾濕地以外的后海灣濕地
Deep Bay Wetland outside Ramsar Site
塋原及河上鄉 Long Valley and Ho Sheung Heung

Ramsar Site
拉姆薩爾濕地

鹿頸沼澤
Luk Keng Marsh

沙羅洞
Sha Lo Tung
鳳園
Fung Yuen

烏蛟騰
Wu Kau Tang

深涌
Sham Chung

榕樹澳
Yung Shue O

嶂上
Cheung Sheung

梅子林及茅坪
Mui Tsz Lam and Mau Ping

大蠔
Tai Ho

*Lantau excluded 不包括大嶼山



● Priority sites
須優先加強
保育地點

■ Country Parks
郊野公園

● Country Park
Enclaves
郊野公園
「不包括的土地」

- 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 - Cultural Revitalisation Project at Fu Tei Au Tsuen (2021-2023)

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		D47	Tai She Wan	
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 (<i>Kat O is partly within Country Park</i>)	D57	Wong Chuk Shan		
D25	Ngau Shi Wu	D58	Shek Lung Tsai		
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		
		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	
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

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

Extra Funding and Extended Duration

額外資金及延長時限











- Allow flexibility for applications in certain circumstances to exceed normal funding and/or duration limits, based on justifications, merits and value of project on a case-by-case basis
因應申請者所提供的詳細理由及/或項目的效益和優點，靈活考慮個別超出正常資助和/或年期上限的申請
- Allow meritorious projects under special circumstances foreseen at application stage to obtain extra funding and longer duration project time beyond the stipulated level, subject to the agreement of ACCC
在委員會的同意下，允許優秀項目在特殊情況下於申請階段獲批額外資金和延長項目時間
- The extra funding would only be materialised subject to VSC's assessment on the performance of the project (e.g. compliance of Key Performance Indicators (KPIs)) upon expiry of the project duration of 3 years
項目須在3年期滿時經審議小組評估項目表現（如項目表現指標是否達到）後才會正式落實發放額外資金

GtA S.2.5.3

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Applications

申請

	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

Section A – Particulars of Applicant
甲部 – 申請者資料

Name of Organisation*
機構名稱*

(Please provide both English and
Chinese names 請提供中英文名稱)

(English 英文)

(Chinese 中文)

Type of Organisation^{1^*}
機構種類^{1^*}

- Local tax-exempt charities 本地獲豁免繳稅的慈善機構
- Local registered and non-profit-making companies 本地註冊非牟利公司
- Local non-profit-making post-secondary education institutions 本地非牟利專上教育院校

Registered Address*
登記地址*

Correspondence Address
通訊地址

(if different from above
如與上述地址不同)

✓ 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

✓ **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秘書處批准

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*

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*

Section B – Details of Proposed Project
乙部 – 建議項目細則

1. **Project Title* 項目名稱*** (Please provide both English and Chinese names 請提供中英文名稱)

(English 英文)

(Chinese 中文)



2. **Project Theme^{4^*} 項目主題^{4^*}**

- Formulation of Proposals on Restoration of Built Heritage (hereafter “BH”) 文物建築復修計劃書的擬定
- Cultural Rehabilitation / Revitalisation Projects (hereafter “CR”) 文化復興／復育項目
- Research Activities on Countryside Conservation and Revitalisation (hereafter “RA”) 鄉郊保育及復育研究活動



2. **Project Theme^{^*} 項目主題^{^*}**

Nature Conservation Management Agreement (hereafter “MA”) Project 自然保育管理協議項目
(may choose more than one 可多於一項)

- Habitat Conservation 生境保育
- Species Conservation 物種保育

Additional Targets of MA Project 自然保育管理協議項目的額外目標(may choose more than one 可多於一項)

- Cultural Rehabilitation/ Revitalisation 文化復興／復育
- Built Heritage Restoration 文物建築復修

1. **Project Title* 項目名稱*** (Please provide both English and Chinese names 請提供中英文名稱)

(English 英文)

(Chinese 中文)

2. **Project Theme^{4^}* 項目主題^{4^}***

- Formulation of Proposals on Restoration of Built Heritage (hereafter “BH”)
文物建築復修計劃書的擬定
- Cultural Rehabilitation / Revitalisation Projects (hereafter “CR”)
文化復興／復育項目
- Research Activities on Countryside Conservation and Revitalisation (hereafter “RA”)
鄉郊保育及復育研究活動

3. **Duration of Project^{5^}* 項目期限^{5^}***

From _____ To _____ Duration _____ months
由 _____ 至 _____ 為期 _____ 月
(DD/MM/YYYY) (DD/MM/YYYY)

4. **Amount of Grant Requested^{6^}* 申請資助總額^{5^}***

HKS港幣 _____ 元

5. General Information of Project* 項目細則*

(a) Project Location 項目地點^{6,7^}

For BH 適用於文物建築復修計劃書的擬定：

- Priority Site for Enhanced Conservation
須優先加強保育地點
- Country Park Enclave
郊野公園「不包括的土地」
- Private Land in Country Park
郊野公園的私人土地

For CR or RA 適用於文化復興／復育項目或鄉郊保育及復育研究活動項目：

- Remote Village 偏遠鄉村
- Public transportation is not accessible within 500m walking distance of the site
公共交通工具可到達的 500 米步行距離範圍以外

Location no. 地點編號：
(Please refer to Part A, Appendix 1a of the Guide 請參考《指引》附錄 1a 第 A 部分)

Location no. 地點編號：
(Please refer to Part B, Appendix 1a of the Guide 請參考《指引》附錄 1a 第 B 部分)

Location no. 地點編號：
(Please refer to Part C, Appendix 1a of the Guide 請參考《指引》附錄 1a 第 C 部分)

Location no. 地點編號：
(Please refer to Part D, Appendix 1b of the Guide 請參考《指引》附錄 1b 第 D 部分)

Non-MA
Application
Form

(b) Project Area 項目面積^

Estimated total project area (hectare) 預計總項目面積(公頃)： 0.00

- Area of Private Land (hectare) 私人土地面積 (公頃)：
- Area of Government Land (hectare) 政府土地面積 (公頃)：

5. General Information of Project* 項目細則*

(a) Project Location^{5,6^} 項目地點^{5,6^}

- Priority Site for Enhanced Conservation 須優先加強保育地點
- Country Park Enclave 郊野公園「不包括的土地」
- Private Land in Country Park 郊野公園的私人土地

Location no. 地點編號：
(Please refer to Part A, Appendix 1a of the Guide 請參考《指引》附錄 1a 第 A 部分)

Location no. 地點編號：
(Please refer to Part B, Appendix 1a of the Guide 請參考《指引》附錄 1a 第 B 部分)

Location no. 地點編號：
(Please refer to Part C, Appendix 1a of the Guide 請參考《指引》附錄 1a 第 C 部分)

MA
Application
Form

7. Purpose of the Project^{8^*}項目目的^{8^*}

Please specify and elaborate on the project purpose in terms of conservation of cultural, architectural assets, and raising the conservation awareness of the general public including local communities. Otherwise, the application may not be considered. 請列明及闡述項目有關保育文化、文物建築資產，及提升市民包括當地社區保育意識之目的。否則，申請可能不獲考慮。

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。
(may choose more than one 可多於一項)

For BH/CR/RA 適用於文物建築復修計劃書的擬定、文化復興／復育項目、鄉郊保育及復育研究活動項目：

- Provision of long-term benefits to remote countryside conservation/revitalisation (e.g. culture and history inheritance, rehabilitation of desolate villages and infrastructure provision) 為偏遠鄉郊保育／復育提供長遠裨益（例如：傳承文化及歷史、復興荒廢村落及提供基礎建設）

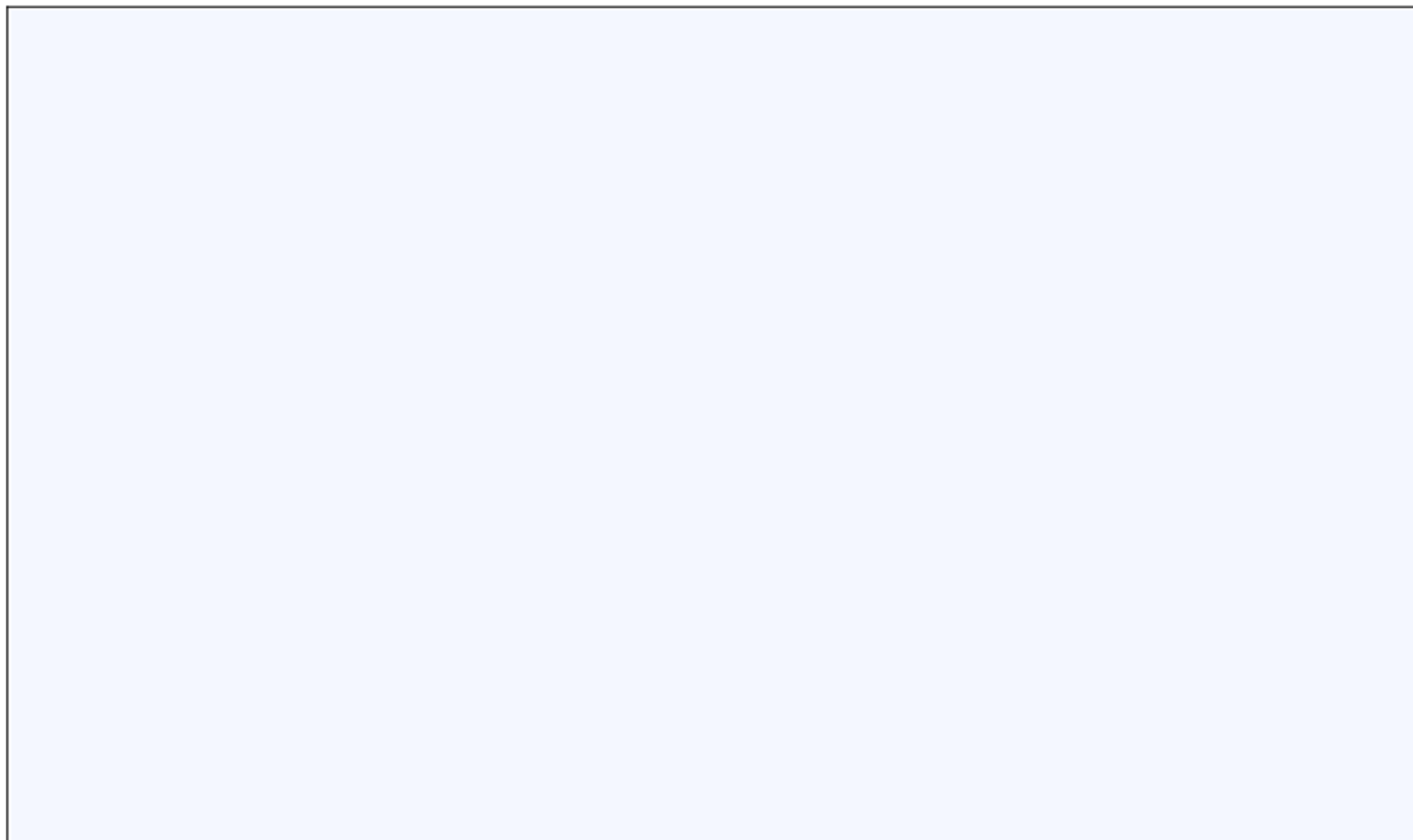
Please elaborate:
(English 英文)

請闡述：
(Chinese 中文)

- Provision of long-term benefits to countryside conservation/revitalisation (e.g. culture and history inheritance, rehabilitation of desolate villages and infrastructure provision) 為鄉郊保育/復育提供長遠裨益（例如：傳承文化及歷史、復興荒廢村落及提供基礎建設）
- Enhancement of public awareness towards countryside conservation/revitalisation (e.g. generation of new ideas, enhanced publicity and engagement of new stakeholders) 提升公眾對鄉郊保育/復育的意識（例如：提出新構思、增加宣傳效果及吸引新的持份者參與）
- Enhancement of knowledge/awareness of local communities towards countryside conservation/revitalisation (e.g. betterment of resource management in countryside, increase in villagers' engagement, community building) 提升當地鄉村居民對鄉郊保育/復育的知識/意識（例如：優化鄉郊資源管理、提升村民參與及建構社區）

8. Benefits of the Project* 項目成效*

Based on the core nature and value of the project, please elaborate on how the proposed project can contribute to overall countryside conservation or the community from cultural, social, sustainable or other aspects. For example, successful enhancement of public's awareness about cultural assets, job creation in local community, uplifting of village area, facilitation of long-term gradual village revitalisation, etc. 請根據項目的核心性質和價值，從文化、社會及可持續性等方面闡述擬議項目如何為鄉郊保育或社區的整體保育做出貢獻。例如成功提高公眾文化資產的認識、創造當區就業機會、改善鄉村環境、協助鄉村長遠逐步復育等。



10. Details of Project Implementation⁹ 項目推行細節⁹

Please comprehensively describe the key activities to be implemented under the project. Please provide sufficient details to demonstrate the applicant's thorough understanding of the project, and the practicality and effectiveness of the proposed activities in achieving the project purposes. 請全面描述擬議項目下所推展的主要工作。請提供足夠的細節，以展示申請者對項目的了解，及擬議活動的可行性和有效性，以達到項目的保育目的。

- (a) Restoration/Rehabilitation/Revitalisation/Research Target* 關於復修／復興／復育／研究目標*
- (i) Built heritage and/or cultural assets involved in the project, if any 項目涉及的文物建築及／或文化資產(如有)

(iii) Method of Implementation, Workplan and Timetable 推行項目的方法、工作計劃及時間表

Please provide details of all proposed conservation activities, including the implementation method to be deployed and how this could help achieve the project purpose(s), and timing, etc. Please use separate tables for different activities. 請提供所有擬議保育活動的詳細資料，包括推行方法，並闡述其方法如何有助達到項目目的，以及時間等。請以不同表格填寫不同活動的資料。

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。

Activity 活動	<small>(e.g. provide detailed restoration design, arrange consultation with local community, organise workshops, conduct interview for documentation of cultural assets, research activities. 例如：提交詳細復修設計、諮詢當地社區、舉辦工作坊、為記錄文化資產進行訪談、研究活動。)</small>
Conservation purpose 保育目的	
Implementation method 推行方法	
Timetable 時間表	
Date 日期	
Duration 為期	
Frequency 次數	
Expected outcome/impact 預計結果/影響	

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

- 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）
- Planning Applications
規劃申請
- 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

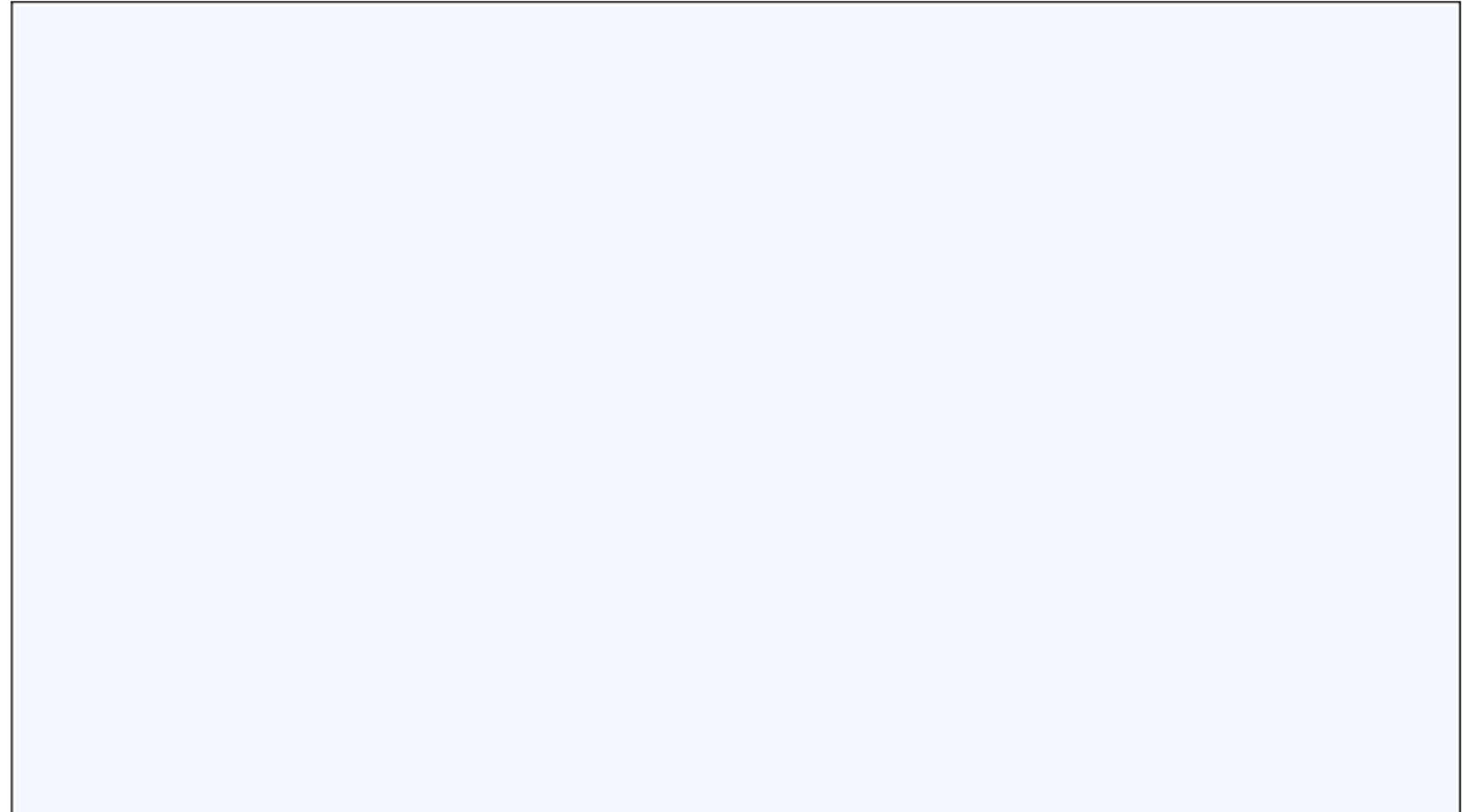
GtA S2.4.5

11. Details of Project Team* 項目團隊*

(a) Role of Applicant and Structure of the Project Team 申請者的角色和項目團隊的架構

Applicant that does not make major contributions to organising and implementation of a part of the project will not be eligible for funding support. If the space provided is not sufficient, please submit additional pages as supplementary information. 申請者如沒有對舉辦及推行項目作出重大貢獻，將不符合資格獲得資助。如空位不足，可加紙提供補充資料。

- The CV shall provide the Project Leader's past experience in organising and managing other similar conservation projects
簡歷需提供項目負責人組織和管理其他類似保育項目的經驗



- 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

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

17. Sustainability^{18*} 項目的可持續性^{18*}

Please provide a proposal with timeline, if feasible, setting out how the project will become sustainable in future. 請提供一份建議書包括時間表，如適用，說明該項目的可持續性。

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



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	Signing of agreement and/or 簽定協議及/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時間表)	
Final Disbursement 最後發放款項	Completion of project and/or 完成項目及/或 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	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

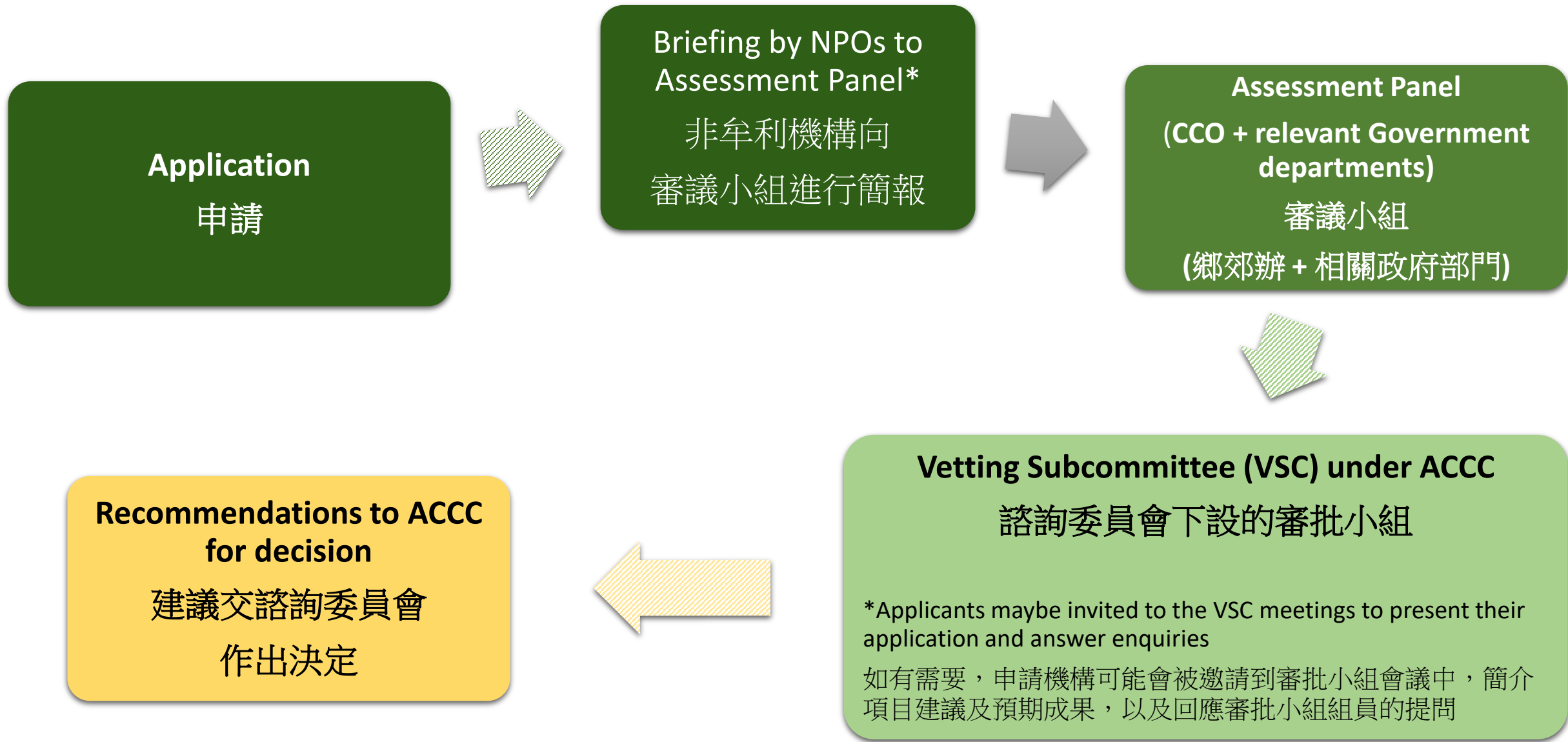
Essential Documents 必要文件	Submission Status^ 提交狀況^	Soft Copy Format Requirement 軟複本的格式要求
1. Original copy of application form 表格正本	<input type="checkbox"/> Yes 已提交	Electronic-input application form (Downloadable from CCFS website) 電子輸入格式申請表格 (可於資助計劃網頁下載)
- Soft copy of application form 表格軟複本	<input type="checkbox"/> 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

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



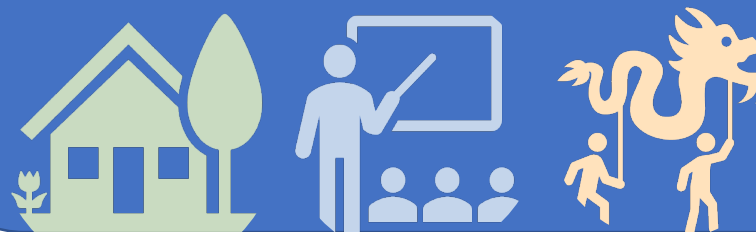
If applicant did not attend the briefing to Assessment Panel and/or present in the VSC meeting, its application will be regard as not ready and will not be processed further in that round of application
如申請人不向審議小組安排簡報及/或不出席審批小組會議，申請將被視作不完整而不會在該輪申請再作處理

- 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

GtA S4.3

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

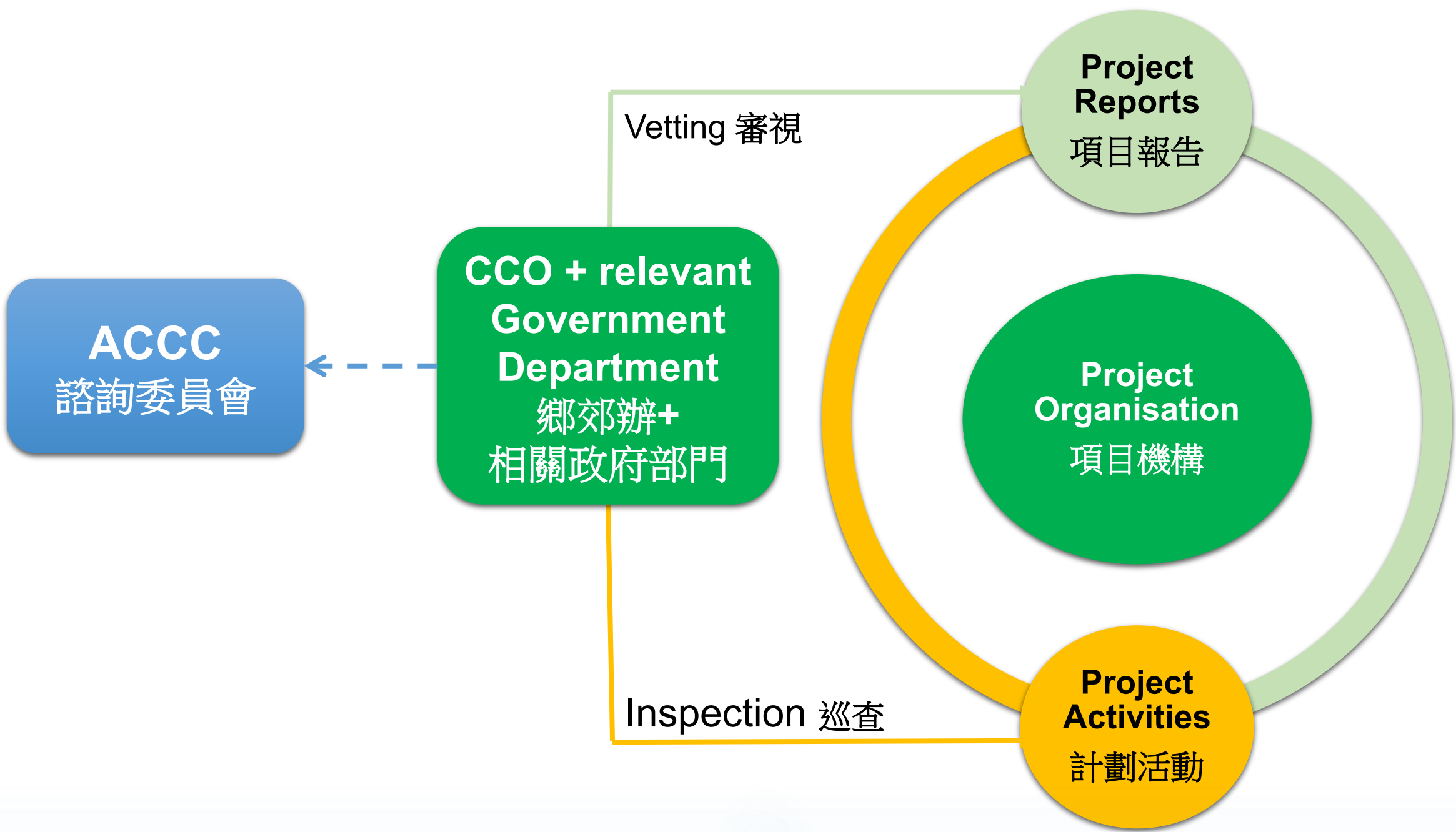
Terms and Conditions

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

* 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



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

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

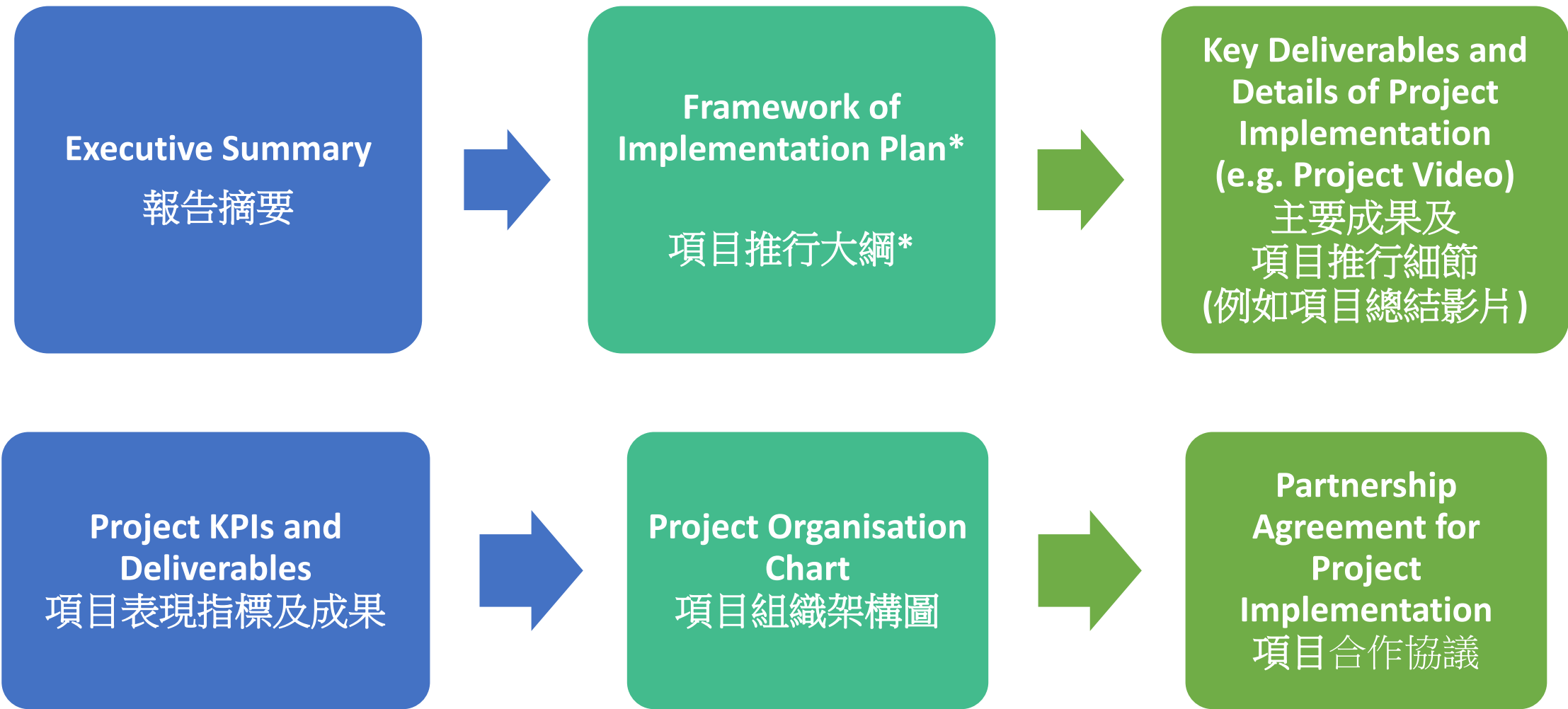
Progress Report 進度報告書*

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

Templates for MA projects only
範本只適用於管理協議項目



*Project organisations should provide detailed workplan as 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

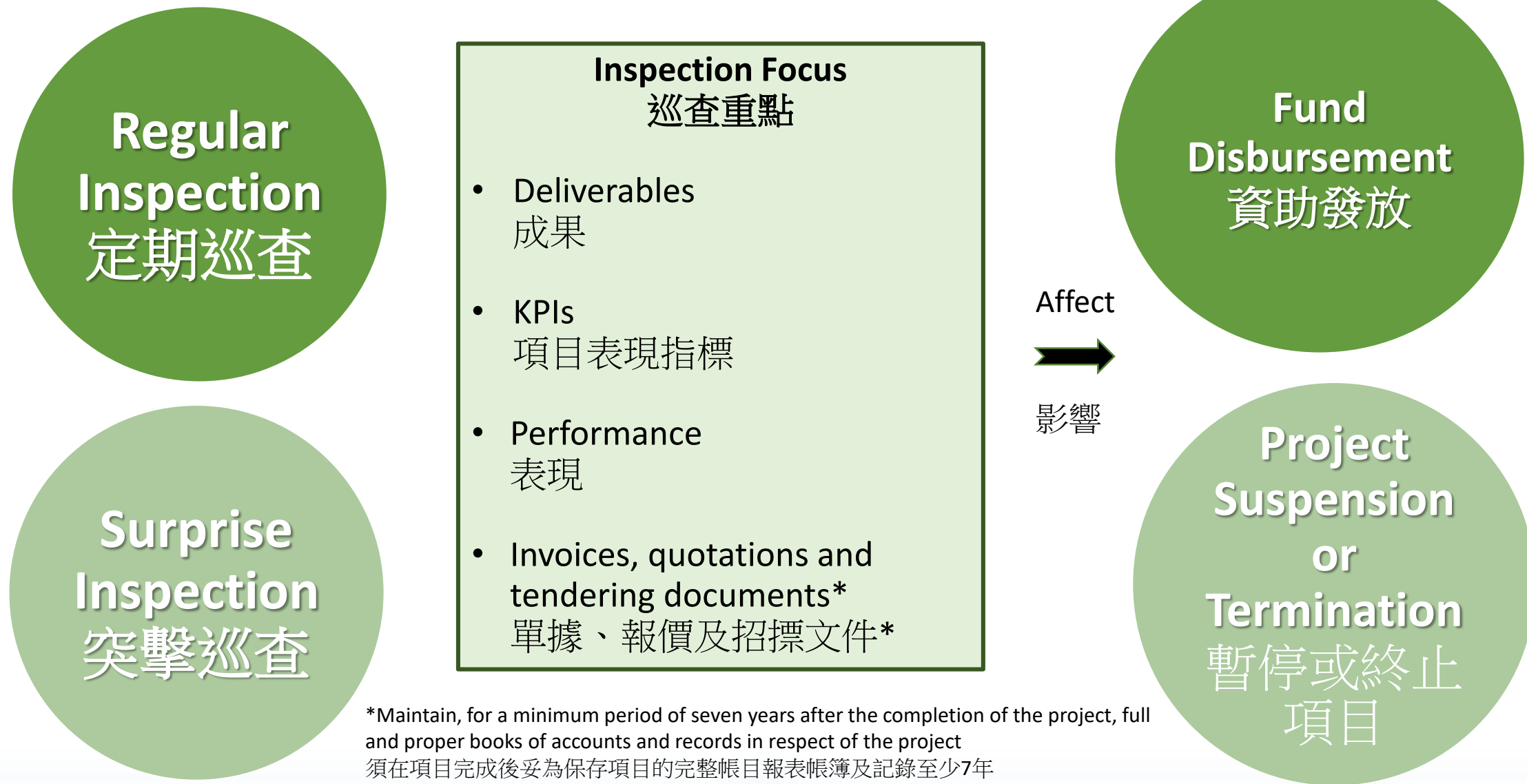
identical

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	Signing of agreement and/or 簽定協議及/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時間表)	
Final Disbursement 最後發放款項	Completion of project and/or 完成項目及/或 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	10% or actual outstanding payment, whichever is the less 10%或實際的未付款項，以較少者為準	

GtA S5.5

Project Monitoring 項目監察



*Maintain, for a minimum period of seven years after the completion of the project, full and proper books of accounts and records in respect of the project
須在項目完成後妥為保存項目的完整帳目報表帳簿及記錄至少7年

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
	Notes for Auditors and Sample Auditor's Report
	Template Auditor's Report



To Seek Approval from the Secretariat on the Following Changes

下列項目改變須向秘書處提出申請

- **Change of Project Leader and/or Person in Charge**
更換負責人及/或項目負責人
- **Project Extension**
項目延長
- **Budget Revision**
修改預算
- **Transfer of the project to another organisation**
把項目交由另一機構推行

Indemnity

彌償

To safeguard the Government from risks or liabilities arising from the projects, and ensure proper use of Government funding by project proponents.

保障政府免受專案帶來的風險或責任，並確保專案倡議者妥善使用政府資金。

GtA S5.18

Type of Applications for the Coming Round of Assessment

新一輪審批的申請種類

1. MA Projects
管理協議項目
2. RA Projects on the Application of Smart Technology in Nature Conservation
應用智能科技於自然保育上的研究
3. RA Projects in Sha Lo Tung
沙羅洞的研究

A.O.B 其他事項

- Cut-off date of Submission : 24 November 2023 (Friday)
申請截止日期: 2023年11月24日(星期五)

- In view of the time for application and approval process, 15 applications will be submitted to ACCC for decision under this round of assessment

鑑於處理申請及審批程序需時，這輪審批將提交**15**個申請至委員會處理

- NPOs are encouraged to prepare the application and relevant documents according to the checklist at Annex 2 of the application form, the application should be submitted when ready and before the cut-off date

非牟利機構應按申請表附錄二的清單準備申請書及相關文件，並在申請截止日期前遞交

An aerial photograph of a coastal landscape. In the foreground, a river flows through a dense forest. The middle ground shows a sandy beach and a small settlement. The background features a large body of blue water and a range of mountains under a clear sky.

Q&A

答問環節

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