

鄉郊保育資助計劃

Countryside Conservation Funding Scheme



# Countryside Conservation Funding Scheme – Introduction 鄉郊保育資助計劃 - 簡介

Countryside Conservation Office, EPD 環境保護署 鄉郊保育辦公室

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## Introduction 簡介

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# About Applications 有關申請事項

Project Monitoring 項目管理

- Countryside Conservation
   Office (CCO)
   鄉郊保育辦公室(鄉郊辦)
- Countryside Conservation
   Funding Scheme (CCFS)
   鄉郊保育資助計劃(資助計劃)
- Application Process 申請流程
- Vetting Procedures
   審核程序

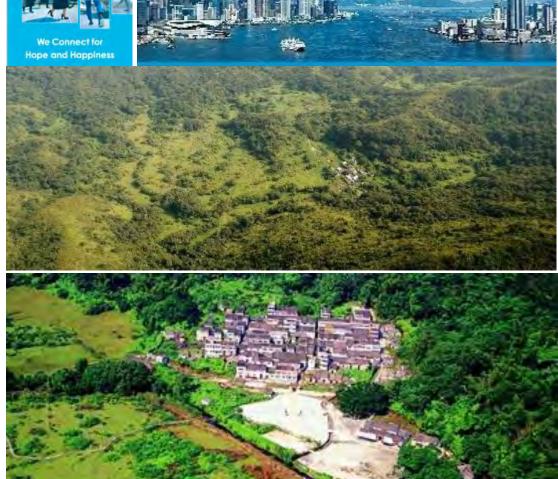
- Progress Monitoring 進度監察
- Intellectual Property Rights 知識產權
- Publicity of Project Events 宣傳項目的活動

# Introduction 簡介

The CE announced in the 2017 Policy Address the establishment of the Countryside Conservation Office 行政長官在2017年《施政報告》中宣布成立「郷郊保育辦公室」

- Promote sustainable development in remote countryside
   促進偏遠鄉郊的可持續發展
- Co-ordinate countryside conservation efforts and revitalisation works
   統籌鄉郊保育工作及活化工程
- Implement enhanced countryside revitalisation in Lai Chi Wo and ecological conservation in Sha Lo Tung as priority
   優先處理深化荔枝窓的鄉郊復育工作。

優先處理深化荔枝窩的鄉郊復育工作, 以及推行沙羅洞的生態保育

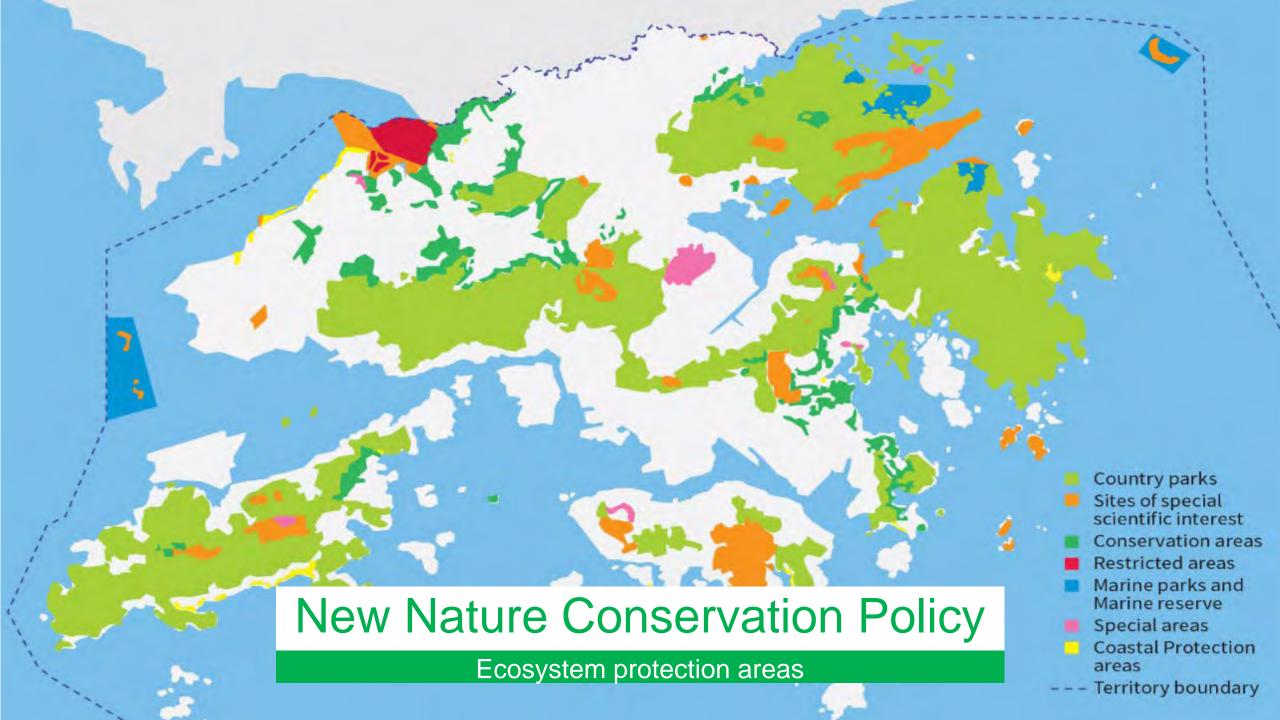


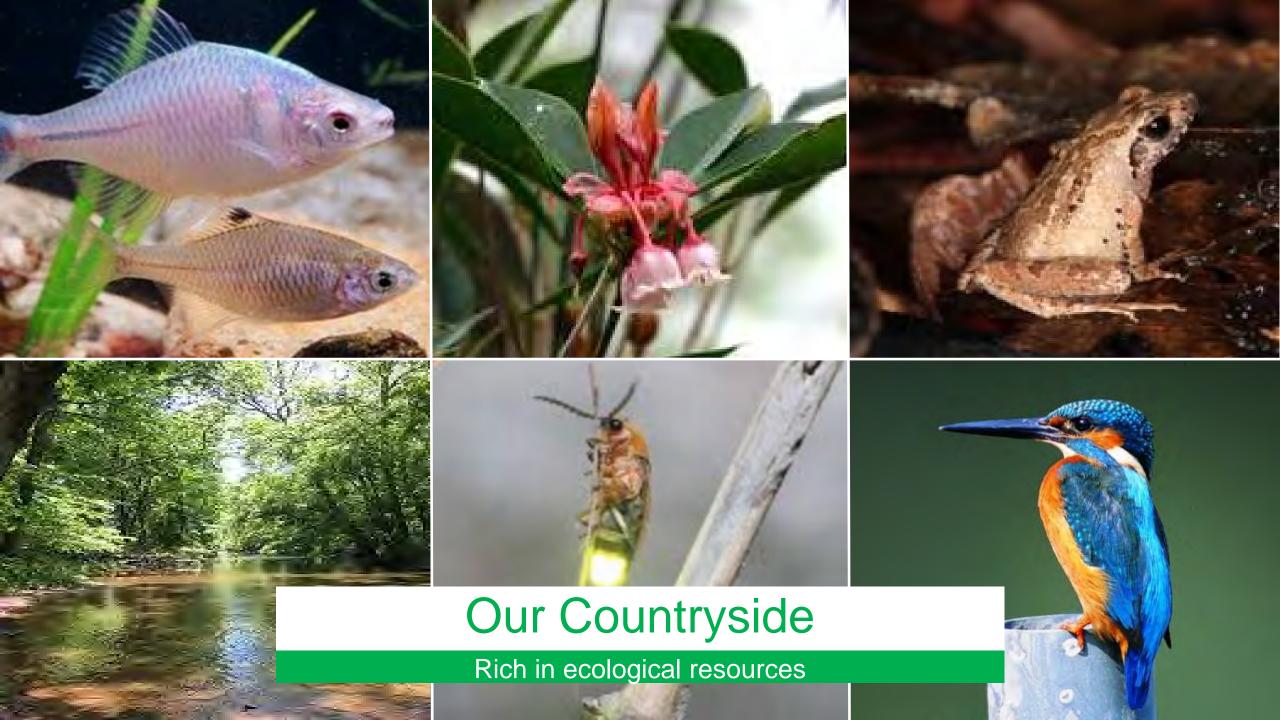
鄉郊保育辦公室(鄉郊辦)

2017 Policy Address

Countryside Conservation Office (CCO)

















# **Bringing New Life**

Village Revitalisation









Improve & Facilitate

Research & Innovate







Economy

Community

Conservation

經濟

社區

保育







Capital Works Reserve Fund 基本工程儲備基金 (CWRF)

Countryside Conservation Funding Scheme 鄉郊保育資助計劃 (CCFS)

Minor Works 小型工程

Minor improvement works 小型改善工程

NPOs' Revitalisation Projects 非牟利機構的復育項目

Conservation and revitalisation efforts 保育及復育工作

Countryside Conservation Office (CCO)

鄉郊保育辦公室(鄉郊辦)

### **Appointed and Chaired by SEN**

環境局局長任主席, 並且委任委員會成員

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 就鄉郊保育辦公室(辦公室)建議進行的鄉郊 保育及活化工程優先次序提供意見
- Advise on the policy and matters relating to the overall administration, operation and funding approach of the CCFS 就鄉郊保育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

## 30 projects approved, total funding involved around \$156M

至今共批出30個項目,涉及總資助金額約一億五千六百萬元



Available at: https://www.epd.gov.hk/epd/tc\_chi/environmentinhk/conservation/ccfs/ccfs\_application.html

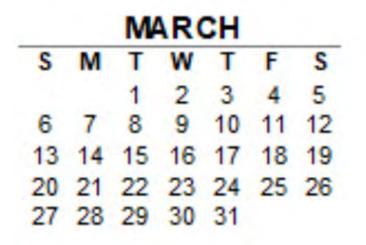
**CCFS** 

鄉郊保育資助計劃

Applications are accepted allyear-round and will be assessed in two/three batches. The cut-off date of submission for this round of application assessment is on 14 April.

資助計劃全年均接受申請,並會每年審批申請二/三次。今輪審批的提交申請截止日期為4月14日。

### 2022





Project Type 項目種類	Funding Limits 資助上限 (HK\$ million 百萬港元)	Project Duration 項目時期 (Year 年)
Nature Conservation Management Agreement (MA) Projects 自然保育管理協議	\$13-15*	1-3 years 1至3年
Formulation of Proposals on Restoration of Built Heritage (BH) 文物建築復修計劃書的擬定	\$3	Not more than 3 years 不超過3年
Research Activities (RA) on Countryside Conservation and Revitalisation 鄉郊保育及復育研究活動	\$3	Not more than 3 years 不超過3年
Cultural Rehabilitation/Revitalisation Projects (CR) 文化復興/復育項目	\$3	1-3 years 1至3年

<sup>\*</sup> A maximum of HK\$3 million could be applied for the additional architectural and cultural revitalisation efforts to make up to HK\$15 million for each application. 額外的建築及文化資產活化工作最多申請港幣300 萬港元資助。每個申請的總資助上限為港幣1,500萬元正。

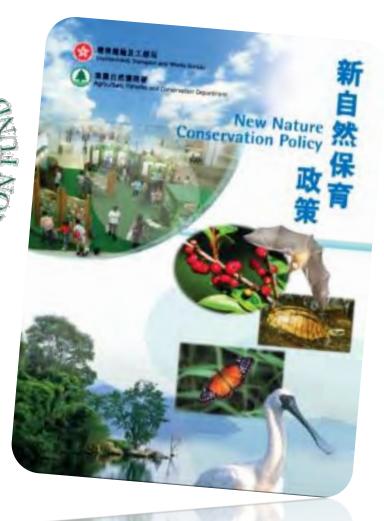
Types of CCFS Projects

資助計劃的項目種類

Non-profit-making Organisation 非牟利機構



AND GON



Priority Sites, Country Parks and **Enclaves** 優先加強保育地點,郊野公園 及「不包括的土地」







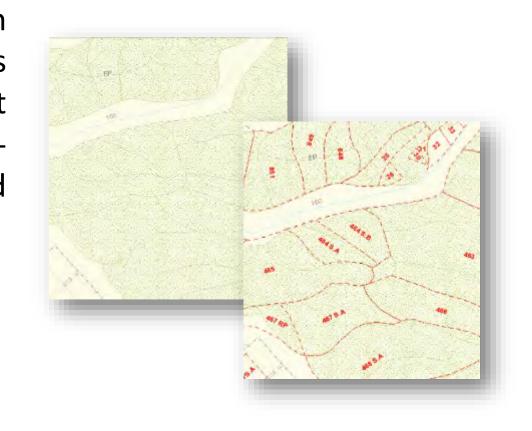


Management agreement between NPOs and landowners and/or tenants for exchanging the management rights over their land or their cooperation.

非牟利機構與土地擁有人及/或其租戶訂立所協訂管理協議,藉此換取其土地管理權或合作。

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 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。



#### Ramsar Site and Deep Bay Wetland outside Ramsar Site 拉姆薩爾濕地及拉姆薩爾濕地以外 的后海灣濕地



Priority site 須優先加強保育地點

Long Valley and Ho Sheung
Heung

塱原及河上鄉



Priority site 須優先加強保育地點

Fung Yuen 鳳園



Priority site 須優先加強保育地點



Lai Chi Wo 荔枝窩



Country Park Enclave 郊野公園「不包括的土地」

#### Kop Tong and Mui Tsz Lam 蛤塘及梅子林



Country Park Enclave 郊野公園「不包括的土地」

Sai Wan 西灣



Country Park 郊野公園

**Existing MA Projects** 

現有的自然管理協議計劃



BH projects should aim at **formulating proposals on how to restore/revitalise** the target built heritage, which should include relevant studies that support the feasibility of the proposals. **Proposals for funding for the reinstatement/restoration of built heritage** that could bring significant benefits to the community and general public will also be considered.

文物建築復修計劃書的擬定應以擬定**如何復修或復育**目標 文物建築的計劃書為目標,內容應包括相關研究以確定支 持所擬定的計劃書的可行性。計劃若可以為地區人士及公 眾帶來顯著裨益,**重建/修復文物建築亦會獲考慮給予資助**。

Target built heritage could be under private ownership or the Government, the applicant organisation should assess the feasibility of securing relevant land owner's consent/relevant government department(s) and include the assessment in the application.

目標文物建築可以是私人擁有的或是政府的,申請表必須包含申請機構對取得物業擁有人或相關政府部門同意的可行性評估。

Formulation of Proposals on Restoration of Built Heritage

文物建築復修計劃書的擬定

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。申請機構須評估成功獲取物業擁有人或相關政府部門同意,以及將評估包括在申請之內。

CR projects should aim at enhancing public appreciation and awareness in cultural conservation of the target cultural assets, which should be unique or representative to the local community of the site under application.

文化復興/復育項目應以提高公眾對目標文化資產保育的認識及意識,該文化資產對於所申請地點的本地社區應具有獨特性或代表性。





RA projects should aim at harnessing the local and/or overseas experience and knowledge and injecting novel solutions and elements to tackle local challenges on remote countryside conservation and revitalisation.



鄉郊保育及復育研究活動應致力於利用本地及/或海外的經驗及知識,注入新穎的解決方案及元素,去**應對本地偏遠鄉郊保育及復育所面對的挑戰**。



Eligible sites for MA & BH Projects

管理協議項目及文物建築復修計劃書的擬定的合資格地點

Deep Bay

The eligible sites for CR and RA projects include remote countryside where public transportation\* is not accessible within 500m walking distance of the site, excluding those located on Lantau (please attach a map to the application form showing the target site and the nearest location where public transportation can reach).

文化復興/復育項目及鄉郊保育及復育研究活動的合資格地點包括除大嶼山以外,公共交通工具\*可到達的500米步行距離範圍以外的偏遠鄉郊(請在申請表附夾地圖,顯示目標地點及公共交通工具可到達的最接近地方)。

\* Public transportation includes railways, buses, minibuses, ferries ("kaitos" excluded) and tram. 公共交通工具包括鐵路、巴士、小巴、渡輪(不包括街渡)及電車。

\*Lantau excluded 不包括大嶼山

Priority sites 須優先加強保育 地點

Country Park Enclaves 郊野公園 「不包括的土地」

Country Parks 郊野公園

# About Applications 有關申請事項

## Simplified Statement of Accounts 簡化的帳目報表

- Project organization is only required to provide a concise summary of the incomes and expenditures of specified reporting period to reduce administration effort and speed up the processing of disbursement request. A template of the simplified version of statement of account has been published for project organisation's reference.
- 獲資助機構每次提交進度報告時,只需同時遞交收入和支出摘要, 而無須準備詳細的帳目報表,以簡化行政及加快發放和發還資助 款項。簡化的帳目報表範本已上載至資助計劃網頁。

- Eligible applicant and co-organising/ assisting/ supporting organisations must be **local non-profit making organisations** (e.g. post-secondary education institutions, community bodies and green groups), groups formed under a local non-profit making organisation (but excluding organisations registered under the Societies Ordinance (Cap. 151)), which are exempted from tax under section 88 of the Inland Revenue Ordinance (Cap. 112).
- 合資格申請及合辦/協辦/協助機構須為本港月年十月機構(例如專上教育院校、社區組織及環保團體)、本港非牟利機構轄下的團體(但不包括根據《社團條例》(第151章)註冊的機構),並根據《稅務條例》(第112章)第88條獲豁免繳稅的機構。

## Applications 申請書



#### **Assessment Panel**

(EPD + relevant Government departments)

審議小組

(環保署+相關政府部門)



# Recommendations to ACCC for decision

建議交委員會作出決定



# Vetting Subcommittee under ACCC

委員會下設的審批小組

**Application Process** 

申請流程

ACCC normally meets two/three times every year
 鄉郊保育諮詢委員會(委員會)通常每年舉行二/三次會議

- Under normal circumstances, the applicant will be informed of the outcome shortly after the concerned ACCC meeting
  - 一般情況下,申請機構將於委員會討論其申請的有關會議後不久獲通知結果



Guide to Application (version 1.5, Feb 2022)

申請指引(版本1.5,2022年2月)



Logo Application Manual (Version 1.0)

徽號應用手冊(版本1.0)



Notes for Auditors and Sample Auditor's Report

審計師須知及審計帳目樣本(只提供英文版本)



Application Form for MA Projects (Version 1.5, Feb 2022)

申請表格一管理協議項目(版本1.5,2022年2月)



Application Form for BH, CR or RA Projects (version 1.5, Feb 2022)

申請表格一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(版本1.5,2022年2月)



**Progress Report Form** 

進度報告表



Completion Report Form

完成報告表

Application Form

申請表格



Project type 項目類型	Key Objectives 主要目的
Nature Conservation Management Agreement Projects 自然保育管理協議項目	Must contribute to enhancing the ecological or nature conservation of the sites concerned through management agreements between NPOs and landowners and/or tenants. 必須有助促進有關地點的生態或自然保育工作。
Formulation of Proposals on Restoration of Built Heritage 文物建築復修計劃書的擬定	Aim at formulating proposals on how to restore/revitalise the target built heritage. Proposals for funding for the reinstatement/restoration of built heritage that could bring significant benefits to the community and general public will also be considered. 應以擬定如何復修或復育目標文物建築的計劃書為目標。計劃若可以為地區人士及公眾帶來顯著裨益,重建/修復文物建築亦會獲考慮給予資助。
Cultural Rehabilitation/ Revitalisation Projects 文化復興/復育項目	Aim at enhancing public appreciation and awareness in cultural conservation of the target cultural assets, which should be unique or representative to the local community of the site under application.  應以提高公眾對目標文化資產保育的認識及意識為目標,該文化資產對於所申請地點的本地社區應是獨特或具有代表性的。
Research Activities on Countryside Conservation and Revitalisation 鄉郊保育及復育研究活動	Aim at harnessing the local and/or overseas experience and knowledge and injecting novel solutions and elements to tackle local challenges on remote countryside conservation and revitalisation.  應致力於利用本地及/或海外的經驗及知識,注入新穎的解決方案及元素,以應對本地偏遠鄉郊保育及復育所面對的挑戰。

Key Objectives of the Proposal

主要目的

✓ Provide adequate evidence to demonstrate that management agreement with or consent from land/premises owner/tenant/relevant government departments 提供足夠證據證明項目包含管理協議或土地/物業擁有人/租戶/相關政府部門同意

Name of Owner or Tenant 擁有人或租戶名稱	Lot No. or Address of Premises Involved 涉及的地段編號或物業地址	Role (e.g. conduct drain-down, rent out the land and/or premises, etc.) 角色 (例如:進行降水、出租土地及/或物業等)	Status 情況
			* Agreed in Principle 原則上同意 / To be Confirmed待定
			* Agreed in Principle 原則上同意 / To be Confirmed待定
			* Agreed in Principle 原則上同意 / To be Confirmed待定

Application Form (MA)

申請表格(管理協議項目)

## ✓ Provide information regarding nature conservation 提供有關自然保育的資料

• Target Habitat 目標受保育生境

Habitat Type/ Habitat Management Measure 生境種類/生境管理措施	Proposed Area 建議面積
Habitat Type 生境種類1	
Habitat Type 生境種類 2	
Habitat Type 生境種類3	
Total 總計	

Target Taxonomic Groups/Species 目標受保育物種





Workplan and Timetable
 工作計劃及時間表

✓ Provide information regarding the restoration/ rehabilitation/ revitalisation target 提供有關復修/復興/復育目標的資料

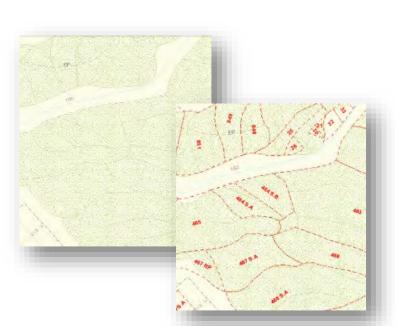
Target built heritage/ cultural asset
 目標文物建築/ 文化資產



- Conservation value and feasibility of securing consent from owner(s) 保育價值及成功取得物業擁有人同 意推行復修的評估
- Implementation method 推行方法
- Workplan and Timetable 工作計劃及時間表

✓ Provide information regarding public education and community engagement 提供有關公眾教育及社區參與的資料

Landowners/ tenants engaged 參與的土地擁有人/其租戶



Target groups of general public education and community engagement programmes 公眾教育及社區參與活動的目標群體



Publications and publicity 出版物及宣傳



√ Tabulate project deliverables and expected benefits according to reporting period

依進度報告時期表列項目成果及預計帶來的益處

Deliverables and Expected Benefits 項目成果及預計帶來的益處	Proposed number 建議數量	% of target achieved 達到建議數量的百份比

Application Form (Applicable to all)

申請表格(適用於所有)

## ✓ Budget 開支預算:

- ➤ **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
- ➤ Avoid too much details and descriptions in the budget table 開支預算表避免加入過多詳情及描述
- ➤ Note the Level of Funding Support for Expenses at **Appendix 2** of the Guide to Application

留意申請指引附錄2所列明的開支可獲得的資助限額

			Particulars 分項詳情	Expend		narks 註
1.	<b></b>	輸		\$50,000		
	•	旅遊車			每輛旅遊耳	直(包來回程)
	•	貨車			的最高資助	力額為2,600
	•	船隻			元	
			To	tal 總計:		

Budget

開支預算

## ✓ Budget 開支預算:

For MA projects, the total amount for covering the cost of project staff should normally be below 50% of the approved total budget or actual expenditure, whichever is the less.

管理協議項目的員工薪金資助總額一般不得超過獲批准資助總額或項目實際開支的**50%**,以款項較少者為準。

For BH, CR and RA projects, detailed breakdown and full justification for all individual items of staff cost should be provided in the application and the approval will be subject to the merits of individual project.

文物建築復修計劃書的擬定、文化復興/復育及鄉郊保育及復育研究活動等項目,申請表格內需提供充份理由解釋項目員工的薪金佔總資助額的比例,相關資助會按申請的優劣而審批。

Budget

Two separate sets of vetting criteria for assessing MA application and the other 3 types of application.

分別有兩套審批準則,以評審管理協議申請,及其他三類申請。



Vetting Criteria for BH, CR and RA Applications 審批文物建築復修計劃書的擬定、文化復興/復育項目及鄉郊保育及復育研究活動申請的準則

- For applications for conservation in the priority sites for enhanced conservation: the **benefits** that the project will bring to **enhance the nature conservation and ecological values** of the site concerned, better achieving the nature conservation objectives, and evaluating the effectiveness of this new conservation measure
- OR 適用於「須優先加強保育地點」的保育申請:項目對於加強有關地點的**自然保育及生態價值、**更有效達到自然保育目標所帶來的**益處**,以及評估這項新自然保育措施的成效
- For applications for conservation in private land in country park enclaves or country parks: the benefits that the project will bring to enhance the nature conservation or ecological values of the site concerned, better achieving the nature conservation objectives, and evaluating the effectiveness of this new conservation measure 適用於郊野公園「不包括的土地」及郊野公園內的私人土地的保育申請:項目對於加強有關地點的自然保育或生態價值、更有效達到自然保育的目標所帶來的益處,以及評估這項新自然保育措施的成效
- the sustainability of the project including its resource implications, participation of the landowner(s)/tenant(s) and local community, nature and enforceability of the management agreement concerned 項目可否**持續**進行,包括所需的資源、土地擁有人/其租戶及地區社羣的參與,以及有關管理協議的性質能否實施
- the technical and project management capability of the applicant organisation, as well as its track record, including the effectiveness of past projects, and its ability to comply with funding conditions 申請機構在技術、項目管理上的能力及往續,包括以往推行項目的成效,以及申請機構能否遵從資助條件



- (d) whether the project's schedule of implementation is well-planned and practicable, and the duration is reasonable 項目的推行時間表是否計劃周詳和切實可行,以及時限是否合理
- (e) whether the proposed **budget** is reasonable and realistic, and whether the project is cost-effective, with full justification for every expenditure item 項目的預算開支是否合理和實際,項目是否具成本效益,每項開支是否有充分理據支持
- (f) whether the applicant organisation has demonstrated their utmost efforts in seeking alternative sources of funding so as to achieve 5% contribution to the total budget, and whether it would be more appropriate for the project to be funded by other sources 申請機構有否盡最大的努力尋求其他資助來源,從而做到提供總預算額5%的資金;以及項目由其他來源資助是否較為恰當
- whether the project includes appropriate **educational activities** to effectively promote nature conservation and raise awareness of the local community in nature conservation as part and parcel of the MA project 項目有否包括合適的**教育活動**,作為建議項目內容的一部分,藉此有效地推廣自然保育及提高地區人士對自然保育的意識
- (h) For application for MA projects involving additional elements on revitalisation of architectural and/or cultural assets, considerations will be given with reference to the criteria used in assessing the BH/CR/RA application.

如管理協議項目的申請加入了**復育建築及/或文化資產方面的元素**,審批有關申請時,將考慮另一套有關文物建築復修計劃書的擬定、文化復興的/復育項目及鄉郊保育及復育研究活動申請**的**審批準則。

- (1a) For applications for BH project: the need and the capability to formulate restoration / revitalisation of the target built heritage for bringing significant benefits to the community and general public while preserving the merits and desirable features / form of the target heritage; degree of public access and mode of operation after restoration / revitalisation;
- OR 適用於文物建築復修計劃書的擬定的申請:是否需要進行復修或復育目標文物建築、機構是否有能力在進行復修/復育時既能保存目標建築的價值和特徵亦同時為地區人士及公眾帶來顯著的裨益、開放讓公眾參觀的程度及復修或復育後的運作模式;
- (1b) For applications for CR project: the capability to **enhance public appreciation and awareness** of cultural conservation of the target cultural assets; and whether the target cultural assets are **unique or representative** to the local community of the site under application
- OR 適用於文化復興/復育項目的申請:可以**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**的能力,以及該文化資產是否具備申請地點的本地社區**獨特性或代表性**
- - 適用於鄉郊保育及復育研究活動的申請:可以**利用**本地及/或海外的**經驗及知識,建議新穎的解決方案** 及元素,以應對本地偏遠鄉郊保育及復育所面對的挑戰的能力
- the long term impacts / benefits of the project (including social ones) to remote countryside conservation and village revitalisation and the betterment to Hong Kong citizens;

項目為保育偏遠鄉郊和鄉村帶來復育及為香港市民帶來改善的長遠影響/效益(包括社會性的)

審批準則(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) (3) The viability of the proposal on its ability to maintain and upkeep of project objectives, and whether its schedule of implementation is realistic and reasonable;

項目可持續地推行其目標的能力,以及推行時間表是否實際及合理;

- (4) the technical and project management capability of the applicant organisation and its track records 申請機構在技術、項目**管理上的能力及往續**
- (5) whether the proposed **budget** is pragmatic, and whether the project is cost-effective, with full justification for every expenditure item 項目的預算開支是否務實,項目是否具成本效益,每項開支是否有充分理據支持
- (6) whether the project includes appropriate educational and/or relevant activities to effectively promote village revitalisation or conservation in the community as part and parcel of the project 適用於文化復興/復育項目的申請:有否包括合適的教育及/或相關的活動,作為建議項目內容的一部分,作有效的鄉村復育或保育社區推廣



## Project Monitoring 項目管理



• The recipient organisation will solely own all intellectual property rights arising from the project.

獲資助機構可獨自擁有項目所產生的所有知識產權。

• The recipient organisation is required to grant unconditionally and irrevocably to the Government the right to publish results, findings and any other information provided in the application, progress report(s), completion report and other publications or publicity material.

獲資助機構須無條件授權政府出版項目成果、研究結果,以及申請表格、進度報告書、完成報告書及其他印刷品或宣傳品所載的任何其他資料,而且不得撤回。

• The source of funding (both the name and logo of 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。







- The recipient organisation should provide to the Secretariat: 獲資助機構須向秘書處:
  - The details updates of all the project activities/events prior to carrying out the activities/events.
    - 提交所有項目活動進行前有關項目活動的詳情以及任何關於活動的更新。
  - Notification about the project results before publicising them and copies of publications produced under the project within one month after completion of the project.
    - 於宣傳項目的成果前通知項目成果,並須在項目完成後一個月內提交與項目有關的印刷品或宣傳品。

