|  |  |
| --- | --- |
| **COMPLETION Report****完成報告書** | **Secretariat Use 秘書處專用**Serial Number 編號: |
|  | Project Title計劃名稱 |
|  |
| COUNTRYSIDECONSERVATIONFUNDINGSCHEME鄉郊保育資助計劃 |  |
| Date of Approval批准日期 |
|  |
| Amount of Approved Grant獲批資助款項 |
|  |
| Other Source of Fund and Amount其他資金來源及金額 |
|  |
|  |  |
|  | Dear Sir,I certify that the attached the completion report and statement of account are correct and that the goods and services purchased and acquired are necessary for the activities of the project and that the prices are fair and reasonable.執事先生：本人證實所夾附的完成報告書和帳目報表均正確無誤，購買的物料和獲取的服務，是本計劃內的活動所必要的，而且價格公道合理。 |
|  |
| Nature Conservation Management Agreement Projects |
| 自然保育管理協議項目 | Recipient Organisation獲資助機構 |
| Person-in-charge機構負責人 |
|  | Position Held職位 |
|  |
|  | Signature簽署 |
|  |  |
|  | Date of Report報告日期 |
|  |  |
|  | Official Chop of Organisation機構正式印鑑 |
|  |

Please complete this Completion Report and submit it to the Secretariat of the Countryside Conservation Funding Scheme. Please note that Part I of this report may be made available for public inspection.

**請填妥這份完成報告書，並送交鄉郊保育資助計劃秘書處。請注意，這份報告書的第 I 部份可能會供公眾查閱。**

1. **PROJECT DETAILS AND OUTCOME 項目詳情及成果**
2. Project schedule 項目時間表

|  |  |
| --- | --- |
| Commencement Date 開始日期 | Completion Date 完成日期 |
| Original原定 | Actual實際 | Original原定 | Actual實際 |
|  |  |  |  |

1. Please provide a short summary of the findings/outcomes of the project in both English and Chinese for publishing on the CCFS website and other means where the Government deemed appropriate. 請以英文及中文簡述項目的研究發現及成效，以便於資助計劃的網頁及其他政府認為合適的媒介發布。(around 200 words 約200字)

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Objectives achieved 已達到的目標 *(Please provide reasons if proposed objectives were not fully achieved. 如建議的目標未能完全達成，請提供原因。)*

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Deliverables and benefits achieved 項目達到的成果及帶來的益處 *(Please provide reasons if proposed deliverables and benefits were not fully achieved. 如建議的項目成果及帶來的益處未能完全達成，請提供原因。)*
2. Nature Conservation自然保育
	1. Habitat conservation 生境保育
	2. Species conservation物種保育
3. Public Education and Community Engagement 公眾教育及社區參與
	1. Landowner / tenant engagement 土地擁有人或其租戶的參與
	2. General public engagement公眾參與
	3. Publications and publicity 出版物及宣傳
4. Architectural and Cultural Assets Conservation 文物建築及文化資產保育

Please tabulate the project deliverables and expected benefits by using the following table. 請用以下表格列出項目成果及預計帶來的益處。

|  |  |  |
| --- | --- | --- |
| Deliverables and Benefits Achieved項目達到的成果及帶來的益處 | Proposed建議 | Actual實際 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Overall evaluation of the project 對項目的總體評鑑

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. Recommendations for planning future projects 對將來項目規劃的建議

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

1. **STATUS OF CAPITAL ITEMS 資本物品的狀況**

Please report the status of capital items, educational material and computer softwares procured with the grant, which should be listed out below with photos and conditions of the items attached. Photos of all capital items procured with the grant should be taken afresh within the reporting period.

請匯報這些資本物品的狀況，並附上圖片。該等圖片需於

完成報告書的匯報期間拍攝。

|  |  |  |  |
| --- | --- | --- | --- |
| Item no. 物品編號 | Status 狀況 | Photo 圖片 | Remarks 備註 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **FINANCIAL REPORT 財務報告**

*(As per approved budget items. 須按各項已批准的預算開支列出。)*

1. Overall Position 整體狀況

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Opening Balance as at |  |  |  |  |  |
| 開始結餘截至 | : | $ | 元 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Income during the period | from |  | to |  |  |  |  |
| 這段期間的收入 | 由 | 至 | : $ | 元 |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Less*** Expenditure during the abovementioned period |  |  |  |
| ***減去***在上述期間的支出 | : $ |  | 元 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Closing Balance as at |  |  |  |  |  |
| 期終結餘截至 | : | $ | 元 |

1. Detailed breakdown of incomes 收入分項詳情 (including project interest 包括項目利息)

|  |  |  |
| --- | --- | --- |
| Items 分項 | Amount 金額 | Use 用途 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Detailed breakdown of expenditure 支出分項詳情

|  |  |  |
| --- | --- | --- |
| Items分項 | Approved Budget獲批准預算 | Actual Expenditure實際開支 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Balance to be claimed 現在申請發放的金額 (if any 如有)

|  |
| --- |
|  |
|  |
|  |

1. Estimated amount of unspent balance of approved grant upon completion of the project 預算計劃完成時，批准款額中尚未動用的餘款

*(Any unspent balance must be returned to the CCFS 任何未動用的資助款項須交還資助計劃)*

|  |
| --- |
|  |
|  |
|  |

Note: Written explanation should be submitted should the organisation fail to complete or cancel any activity which has received funding support.

註： 獲得資助計劃撥款資助的任何活動倘若未能完成或已取消者，有關機構必須提交書面解釋。