**青年生涯規劃活動資助計劃(2022-25)**

**Funding Scheme for Youth Life Planning Activities (2022-25)**

**後補配對機制申請表格**

**Application Form for the Pairing under Clearing Round**

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| **項目名稱 Project Title** | (中文Chi) |  |
| (英文Eng) |  |
| **申請機構 Applicant** | (中文Chi) |  |
| (英文Eng) |  |

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| **甲部 – 申請機構資料 Section A – Particulars of the Applicant** | | | | |
| 1. **申請機構資料**   **Information of the Applicant** | | | | |
| 名稱 Name | (中文Chi) |  | | |
| (英文Eng) |  | | |
| 地址 Address | (中文Chi) |  | | |
| (英文Eng) |  | | |
| 網址Website | |  | | |
| 1. **申請機構負責人姓名及詳細資料**   **Name of Applicant’s Responsible Officer-in-charge and his/her details** | | | | |
| 姓名 Name | (中文Chi) | (請選擇 (先生／女士) Please choose (Mr/Ms)) | | |
| (英文Eng) | (請選擇 (先生／女士) Please choose (Mr/Ms)) | | |
| 職銜 Post Title | (中文Chi) |  | | |
| (英文Eng) |  | | |
| 電話號碼Tel No. | |  | 傳真號碼Fax No. |  |
| 電郵地址Email Address | |  | | |

 請在適合方格加上剔號

# 請刪去不適用者

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| **乙部 – 項目參加者 Section B – Project Participants** | | | | | | |
| **後補配對機制下合作學校及預計人數*（如有需要，請另頁填寫）[[1]](#footnote-1)***  **Collaborating Schools and Expected Number of Participants under the Pairing under Clearing Round *(please use a separate sheet if necessary)1*** | | | | | | |
| 學校名稱  School Name | | 學校地址  School Address | 預計人數  Expected Number of Participants | | | |
| 學生  Student | 老師  Teacher | 家長Parent | 舊生  Former Students |
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| **丙部 – 活動性質及預計活動數量 Section C – Nature of Activities and Expected Number of Activities** | | | |
| **後補配對機制下活動性質及預期活動數量*（如有需要，請另頁填寫）***  **Nature of Activities and Expected Number of Activities under the Pairing under Clearing Round *(please use a separate sheet if necessary)*** | | | |
| 活動名稱  Name of Activities | | 活動性質（如：講座、工作坊、職場探訪或個人輔導等）  Nature of Activities (e.g.: Seminar, workshop, workplace visit or individual counseling etc.) | 預計活動數量  Expected Number of Activities |
| 1. 與升學相關   Activities on academic pursuits |  |  |  |
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| 1. 與就業相關   Activities on career aspirations |  |  |  |
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| 1. 多元出路認知   Activities on awareness of multiple pathways |  |  |  |
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| 1. 個人能力發展   Activities on individual capacity building |  |  |  |
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| 1. 其他活動   Other Activities |  |  |  |
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| **丁部 – 項目預算** **Section D – Project Budget** | | |
| 1. **預算支出** (*如有需要，請另頁填寫*)   **Estimated Expenditure** (*please use a separate sheet if necessary*) | | |
| 支出細目  Expenditure item | | 數額(元)  Amount ($) |
| * 1. 人手Manpower | 例：員工薪酬 (月薪$25,000 x 12個月 x 3年)  Example: Salary (Monthly salary $25,000 x 12 months x 3 years) | 900,000.00 |
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| **小計 Sub-total:** | |  |
| * 1. 宣傳Promotion | 例：宣傳開支 （海報、單張、橫額等）  Example: Publicity (Poster, leaflets, banners, etc.) | 5,000.00 |
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| **小計 Sub-total:** | |  |
| * 1. 活動   Activities | |  |
| 1. 與升學相關   Activities on academic pursuits | 例：例：中三選科講座　–　講者(以3小時計算) [$1,597 x 2位 x 6場 x 3 years]  Example: Seminar – speakers (3 hours) [$1,597 x 2 persons x 6 seminars x 3 years] | 57,492.00 |
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| 1. 與就業相關   Activities on career aspirations | 例：職場探訪 – 旅遊巴 [3架 x 5次 x $2,000]  Example: Visit – coaches [3 coaches x 5 times x $2,000] | 30,000.00 |
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| 1. 多元出路認知Activities on awareness of multiple pathways | 例：自我認識工作坊 - 工作坊物資 [$10,000 x 2學校 x 3年]  Example: Self-understanding workshop - Materials for the workshop [$10,000 x 2 schools x 3 years] | 60,000.00 |
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| 1. 個人能力發展   Activities on individual capacity building | 例如：壓力管理工作坊 - 工作坊導師（2小時計算）[($1,597/3 x 2) x 6次 x 2學校]  Example: stress management workshop – Instructors (2 hours) [($1,597/3 x 2) x 6 times x 2 schools] | 12,776.00 |
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| 1. 其他活動   Other Activities | 聯校分享會（半天活動） – 參加者飲食支出 [$62 x 100位 x 2學校 x 3次]  Example: Joint schools sharing session (half-day activity) – Expenditure on food and drinks for participants [$62 x 100 participants x 2 schools x 3 times] | 37,200.00 |
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| **小計 Sub-total:** | |  |
| * 1. 其他Others | 例：核數報告費用e.g. Audit fees | 3,000.00 |
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| **小計 Sub-total:** | |  |
| **總額Total：** | |  |
| 1. **預計收入（包括自行承擔費用、贊助等）**   **Estimated Income (including provision from the applicant, sponsorship, etc.)** | | |
| 來源  Sources | | 數額(元)  Amount ($) |
| 1. 申請機構自行承擔 *(請在此列明所負責的細目)*   Provision from the applicant (*please specify here the items to be responsible)* | | |
| 例：保險費用  Example: Premium of insurance | | 1,500.00 |
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| 1. 贊助*（請列明贊助機構名稱，所贊助的細目及金額，並提供證明文件。）*   Sponsorship (*please specify the sponsoring organisations, items and amounts, with documentary proof.)* | | |
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| 1. 其他來源 *(如有，請註明)*   Other source(s) (please specify if available) | | |
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| **總額Total：** | |  |
| 1. **現向資助計劃申請的資助（即「預算支出」減去「預計收入」）**   **Funding being applied from the Funding Scheme (i.e. “Estimated Expenditure” minus “Estimated Income”)** | |  |
| 如獲批資助的機構在後補配對機制階段成功與額外學校配對，在不超出申請指引第5.1.1段及5.1.2段所載的資助額上限的前提下可按比例獲批額外撥款資助，以確保有足夠資源將核准項目延伸至有關學校。  If a successful Applicant manages to pair up with additional schools at this stage, an additional funding support may be granted to the successful Applicant on a pro rata basis and on the premise that the amount does not exceed the funding ceiling as stipulated in paragraphs 5.1.1 and 5.1.2 of the Guide to Application. This is to ensure that sufficient resources are made available for extending the approved project to the schools concerned. | | |

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| **附錄 – 中學生／離校生個人升學和就業支援服務（如適用） Appendix – Individual Study and Career Support Service for Secondary School Students and Leavers (If Applicable)** | | | | | | | | | | | | |
| **如申請機構選擇申請額外撥款資助，為每名有需要的中學生／離校生提供深入、全面、具持續性的個人升學和就業支援服務（支援服務），請繼續填寫本附錄。否則，請繼續填寫戊部。**  **If the Applicant intends to apply for additional funding support to provide in-depth, appropriate and continuous individual study and career support services for secondary school students/leavers in need, please fill in this Appendix. Otherwise, please continue to complete Section E.** | | | | | | | | | | | | |
| 1. **後補配對機制下合作學校及預計人數*（如有需要，請另頁填寫）***   **Collaborating Schools and Expected Number of Participants under the Pairing under Clearing Round *(please use a separate sheet if necessary)*** | | | | | | | | | | | | |
| 此部份的合作學校及預計人數可與乙部已填寫的預計人數重複計算。Collaborating Schools and Expected number of participants of the Support Service in this part shall be duplicated with Section B. | | | | | | | | | | | | |
| 學校名稱  School Name | | | | | 學校地址  School Address | | 預計人數  Expected Number of Participants | | | | | |
| 學生  Student | | 舊生  Former Student | | | Total |
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| **總計 Total:** | | | | | | |  | |  | | |  |
| 1. **活動性質及預計活動數量**   **Nature and Expected Number of Activities** | | | | | | | | | | | | |
| 活動名稱  Name of Activities | | | | | | 活動性質（如：講座、工作坊、參觀或個人輔導等）Nature of Activities (e.g.: Seminar, workshop, visit or individual counseling etc.) | | 預計每名參加者的活動數量  Expected Number of Activities of each Participant | | | 預計活動總數量Expected Number of Activities | |
| 1. 個人輔導及   持續跟進服務  Personal Counselling | | | 例如：個人輔導  Example: Personal counselling | | | 例如：輔導  Example: Counselling | | 例如：6次  Example: 6 times | | | 例如：60次Example: 60 times | |
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| 1. 轉介服務   Referral | | | 例如：院校參觀  Example: Visits | | | 例如： 參觀  Example: Visit | | 例如：10次Example: 10 times | | | 例如：50次Example: 50 times | |
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| 1. 培訓活動   Training | | | 例如：撰寫履歷表工作坊  Example: Workshop of CV writing | | | 例如：工作坊  Example: Workshop | | 例如：5次Example: 5 times | | | 例如：50次Example: 50 times | |
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| 1. **預算** **Budget** | | | | | | | | | | | | |
| 1. **預算支出** (*如有需要，請另頁填寫*)   **Estimated Expenditure** (*please use a separate sheet if necessary*) | | | | | | | | | | | | |
| 支出細目  Expenditure item | | | | | | | | | | 數額(元)  Amount ($) | | |
| 1. 人手   Manpower | | | | 例：員工薪酬 (月薪$25,000 x 12個月 x 3年)  Example: Salary (Monthly $25,000 x 12 months x 3 years) | | | | | | 900,000.00 | | |
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| **小計 Sub-total:** | | | | | | | | | |  | | |
| 1. 宣傳   Promotion | | | | 例：宣傳開支 （單張）  Example: Publicity (leaflets) | | | | | | 1,000.00 | | |
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| **小計 Sub-total:** | | | | | | | | | |  | | |
| 1. 活動   Activities | | | | | | | | | |  | | |
| 1. 個人輔導及   持續跟進服務  Personal Counselling | | | | 例：個人輔導 – 物資 [$1,000 x 3年]  Example: Personal counselling – materials [$1,000 x 3 years] | | | | | | 3,000.00 | | |
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| 1. 轉介服務   Referral | | | | 例：參加者交通費  Example: Expenditure on transportation for participants | | | | | | 1,000.00 | | |
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| 1. 培訓活動   Training | | | | 例：撰寫履歷表工作坊 – 導師 [$1,597 x 4堂 x 2學校]  Example: Workshop of CV writing – instructor [$1,597 x 4 x 2 schools] | | | | | | 12,776.00 | | |
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| **小計 Sub-total:** | | | | | | | | | |  | | |
| 1. 其他   Others | | | | 例：文具  Example: Stationery | | | | | | 200.00 | | |
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| **小計 Sub-total:** | | | | | | | | | |  | | |
| **總額Total：** | | | | | | | | | |  | | |
| 1. **預計收入（包括自行承擔費用、贊助等）**   **Estimated Income (including provision from the applicant, sponsorship, etc.)** | | | | | | | | | | | | |
| 來源  Sources | | | | | | | | | | 數額(元)  Amount ($) | | |
|  | | 申請機構自行承擔*（請在此列明所負責的細目）*  Provision from the applicant (*please specify here the items to be responsible)* | | | | | | | | | | |
| 例：保險費用  Example: Premium of insurance | | | | | | | | | | 1,000.00 | | |
|  | | 贊助*（請列明贊助機構名稱，所贊助的細目及金額，並提供證明文件。）*  Sponsorship (*please specify the sponsoring organisations, items and amounts, with documentary proof.)* | | | | | | | | | | |
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|  | | 其他來源 *(如有，請註明)*  Other source(s) (*please specify if available*) | | | | | | | | | | |
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| **總額Total：** | | | | | | | | | |  | | |
| 1. **就中學生／離校生個人升學和就業支援服務申請的資助（即「預算支出」減去「預計收入」）**   **Funding being applied from Individual Study and Career Support Service for Secondary School Students and Leavers under the Funding Scheme (i.e. “Estimated Expenditure” minus “Estimated Income”)** | | | | | | | | | |  | | |
| 如獲批資助的機構在後補配對機制階段成功與額外學校配對，在不超出申請指引第5.1.1段及5.1.2段所載的資助額上限的前提下可按比例獲批額外撥款資助，以確保有足夠資源將核准項目延伸至有關學校。  If a successful Applicant manages to pair up with additional schools at this stage, an additional funding support may be granted to the successful Applicant on a pro rata basis and on the premise that the amount does not exceed the funding ceiling as stipulated in paragraphs 5.1.1 and 5.1.2 of the Guide to Application. This is to ensure that sufficient resources are made available for extending the approved project to the schools concerned. | | | | | | | | | | | | |

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| **戊部 – 聲明 Section E – Declaration** | | |
| 1. 我等證明，本申請表格填報及附帶的所有資料均屬真確無誤。我等明白，如提供虛假或不準確的資料，又或隱瞞重要資料，又或未能提交《申請指引》及本申請表格內訂明所需的全部文件和資料，會使申請無效。我等承諾，上述資料如在收到申請結果通知書前有任何更改，我等會盡快通知民政及青年事務局及／或青年發展委員會。 We certify that all information provided in this application form as well as the accompanying information is true and accurate. We understand that giving any false or inaccurate information or withholding any material information or fail to provide all the required information as stipulated in the Guide and this application form may render the application null and void. We undertake to inform the Home and Youth Affairs Bureau and/or Youth Development Commission as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received. 2. 我等同意政府、青年發展委員會及評審小組可使用本申請表格填報的資料，以便處理申請並作相關用途。我等授權民政及青年事務局、青年發展委員會及評審小組處理本申請表格填報的個人資料，以作上述用途。 We agree that information provided in this application form will be used by the Government, Youth Development Commission and the Assessment Panel to process this application and related purposes. We authorise the Home and Youth Affairs Bureau, Youth Development Commission and the Assessment Panel to handle the personal data/information provided in this application form for these purposes. 3. 我等知悉並同意本申請表格附件所載有關收集個人資料的目的及用途。我等同意本申請表格所載的資料及其後提交的資料(包括所有的附錄、附件、補充資料和修訂)可供使用或披露，以作公布及宣傳用途。 We understand and agree with the purpose on the collection of personal information as stated in the annex of this application form. We agree that information contained in this application and subsequent submissions (including all its appendices, attachments, supplements and revisions) may be used or disclosed for public announcement and publicity. | | |
|  |  |  |
| 獲授權簽署 (代表申請機構) Authorised Signature (For and on behalf of the Applicant) |  | 申請機構蓋章  Chop of Applicant | |
|  |  | |
| 簽署人姓名  Name of Signatory | 申請機構名稱  Name of Applicant | |
|  | 按一下這裡以輸入日期。 | |
| 職位／職銜  Position / Post Title | 日期  Date | |

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| **附件** | | **Annex** | |
| **青年生涯規劃活動資助計劃申請 收集個人資料聲明** | **Application for the Funding Scheme for Youth Life Planning  Personal Information Collection Statement** | |
| 收集資料的目的  申請文件內所提供的個人資料，香港特別行政區政府(「政府」)及青年發展委員會(「委員會」)會用作下列用途：  (a) 處理和評審有關申請； (b) 資助計劃的日常運作； (c) 安排公布及宣傳 (d) 監察和評核受資助的項目； (e) 對受資助的項目採取任何補救或跟進工作； (f) 因應任何法例要求作出披露；  (g) 進行研究；  (h) 記錄和編制統計數據；以及 (i) 任何與上述用途相關的目的。  2. 申請人必須提供申請所要求的所有個人資料。如未能提供全部所需的資料，有關申請可能不獲考慮。 | Purpose of Collection  The personal data provided in an application will be used by the Government of the Hong Kong Special Administrative Region (“Government”) and the Youth Development Commission (“Commission”) for the following purposes:   1. processing and assessing the applications; 2. the daily operation of the Funding Scheme; 3. arranging public announcement and publicity; 4. monitoring and evaluating the funded projects; 5. taking any remedial or follow-up action on the funded projects; 6. meeting the requirements to make disclosure under the requirements of any law; 7. conducting research; 8. recording and preparing statistics; and 9. any purposes relating to any of the above.   2. Your provision of all the personal data requested in the application is obligatory. Your application may not be considered if you fail to provide all information as requested. | |
| 獲轉移資料者的類別  3. 為了上述第1段的目的，政府或委員會或會轉交或披露申請所提供的個人資料予︰   1. 任何與資助計劃相關的人士（包括政府的代理人、承辦商或第三方服務供應商）； 2. 任何向政府或委員會負有保密責任的人士；以及 3. 因應任何法例要求，政府或委員會有責任向其披露資料的人士。 | Classes of Transferees  3. The personal data provided in the application may be transferred or disclosed by the Government or Commission to any of the following persons for the purposes set out in paragraph 1 above to:   1. any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the Funding Scheme; 2. any other person under a duty of confidentiality to the Government or the Commission; and; 3. any person to whom the Government or Commission is under an obligation to make disclosure under the requirements of any law. | |
| 查閱個人資料  4. 在申請中提供了個人資料的人士有權根據《個人資料（私隱）條例》第18及22條和附表1第6原則的規定，要求查閱和更正個人資料。如欲行使上述權利，請與民政及青年事務局聯絡。本局應查閱或更正資料要求而提供資料時，可能需徵收費用。 | Access to Personal Data  4. The individuals whose personal data is provided in an application have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 as well as Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap.486) (“PDPO”). If you wish to exercise such a right, please contact the Home and Youth Affairs Bureau. A fee may be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information. | |
| 查詢  5. 遞交申請後，若須更正或查閱個人資料，請聯絡青年發展委員會秘書處：  地址： 香港添馬添美道2號政府總部(西翼)13字樓 電話︰ 3509 7018 傳真︰ 2591 6002 電郵︰ ylpa@hyab.gov.hk | | Enquiries  5. For correction of or access to personal data after submission of applications, please contact Secretariat of Youth Development Commission :  Address: 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong Telephone: 3509 7018 Fax: 2591 6002 Email: ylpa@hyab.gov.hk | |

1. 請夾附每間合作學校的認可簽署人士簽署的意向書。此外，每間學校的活動參加者（包括學生、老師、家長及畢業或離校不足6個月的舊生）最少有100人，而每間合作學校在每輪申請中只能夠與一間申請機構合作，以及簽署一份意向書(若學校最終因合作機構的申請不獲批核撥款而參加後補配對機制者除外)。

   Please attach the letter of intent signed by the authorized signatory of each collaborating school. In addition, the total number of participants (including students, teachers, parents and former students who graduated or left for less than six months) from each collaborating school should be at least 100 and each collaborating school should support application from one NGO in each round of application and sign one letter of intent only (excluding those joining the Pairing under Clearing Round due to unsuccessful applications for funding support by NGOs).

   [↑](#footnote-ref-1)