

APPLICATION FORM

**ENVIRONMENT
AND
CONSERVATION
FUND**

**Public Education programme under the
“Policy Framework for the
Management of Municipal Solid Waste
(2005-2014)”**

Please complete and return
the Application Form to:

Waste Management Policy Division
Environmental Protection Department
46/F, Revenue Tower,
5 Gloucester Road
Wanchai, Hong Kong
(Public Education Programme)

Please read the Guide to
Application before completing
the Application Form.

Enquiry : 2594 6559
Fax : 2824 2335
Email : peppf@epd.gov.hk

Data Sheet

<u>Office Use</u>
Serial Number :

Dear Sir/ Madam,

I wish to apply for a grant of \$ _____ to undertake a project entitled (English and Chinese):

Brief description of purpose of the project: _____

Name of organization (Chinese and English): _____

Name of person-in-charge: _____

Position in organization: _____

Telephone/mobile number: _____ Fax number: _____

Email: _____

Mailing address: _____

Cheque payable to (If different from the name of organization above):

Date of application: _____

Official chop of organization:

Signature of person-in-charge: _____

Content of Project Proposal

Important Notes

All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.

The application form must be typed or printed on both sides of a paper.

Please give clear and concise information. Additional pages may be attached to the form if such is necessary.

Softcopy can be downloaded from the Internet homepage of

Environment and Conservation Fund Committee
http://www.epd.gov.hk/epd/english/boards/ecfc/appl_for_ecf.html

Please read the “Guide to Application” carefully, and provide all details of the proposed project.

Details of the proposed project

1. Project title (Chinese and English)

2. Duration of project (Please specify commencement and completion date)

3. Nature and purpose of Project

4. Name of recipient organization (Chinese and English)

5. Role of recipient organization

6. Details of other co-organizing/assisting/supporting/sponsoring bodies for the proposed project

Name of Organization	Role	Fund granted, if any (\$)

7. Project Details

(a) Target group

(b) Anticipated number of participants of each activity

(c) Record of applicant in implementing similar projects

8. Method of Implementation of Project

Please provide the following details -

(a) Methods in selecting participants and promoting the activities

(b) Date, time, venue, content of activities and expected number of participants

(c) Publication and production of educational materials (if any): description and distribution of the materials

9. The Workplan and Timetable

(a) Workplan

(b) Timetable

10. Expected benefits of the project

(b) Details of person-in-charge

16. Record of previous applications which are either supported or rejected

Project title	Grant approved Date	Granted Amount (\$)	Completion Date	Date to submit completion report to EPD

17. Other relevant information in support of your application

Supplementary Sheet for First-time Applicants

Details of First-time Applicant

Name of organization (Chinese and English):

Registration number (as a non-profit making organization in Hong Kong)*:

Background information about the organization, including year of establishment, objective of the organization, source of funding etc:

Information about key members of the organization and the person in charge of the project:

Experience in organizing environmental activities:

**Please provide documentary proof of your organization's status as a non-profit making organization*

<u>Office Use</u>
Serial Number :

Personal Data Collection Statement

Purpose of Collection

The personal data and other related information provided by you in the Application Form will be used by the ECF Committee/ ACE and their sub-committees and the EPD/ ECF Secretariat for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the EPD/ ECF Secretariat to withhold some data from release to the public. However, if you do not provide adequate and accurate data, we may not be able to process your application.

Disclosure of Information

The EPD/ECF Secretariat may keep your application and the progress and completion reports in the EPD/ECF Registry and may include the personal data and other related information you provide in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organizations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

Access to Personal Data

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the EPD/ECF Secretariat.

I have read and understood the Conditions for the Use and Allocation Funds and agree to the conditions.

Signature
Name of person-in-charge (_____)
Date _____

* Please delete whichever is inappropriate.
Please photocopy this form if more than one is required.

Note : This Guide may be amended by the Environment and Conservation Fund Committee as and when necessary.