

先導計劃
酒店和賓館房間作過渡性房屋用途
The Pilot Scheme
Use of Hotels and Guesthouses as Transitional Housing

申請表格
Application Form

1. 申請應由符合申請資格的非政府機構提出。
An application should be submitted by a non-government organisation (NGO) meeting the eligibility requirements.

[註：申請機構須符合以下資格 —

(a) 該非政府機構須為根據《稅務條例》(第 112 章) 第 88 條獲豁免繳稅，屬公共性質的慈善機構或信託團體，或根據《公司條例》(第 622 章) 或前《公司條例》(第 32 章) 註冊成立的擔保有限公司，其宗旨及權力不包括向成員分派利潤，或根據香港任何法例註冊或成立的非牟利社團或組織；或

(b) 該非政府機構須以社會企業形式運作。]

[Note: The applicant should meet the following requirement –

(a) it should be a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112); or a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members; or a non-profit-making society registered or body established under any legislation in Hong Kong; or

(b) it should take the form of a social enterprise.]

2. 資助計劃全年接受申請，惟須視乎資助計劃的餘下可用撥款而定。
The Funding Scheme is open for application all year round, subject to the availability of fund under the Pilot Scheme.
3. 申請（包括填妥的申請表格（正本）及所需文件）應以郵寄或親自遞交至 —

香港中環紅棉路 8 號東昌大廈 12 樓 1202 室
房屋局(過渡性房屋專責小組)
高級行政主任(過渡性房屋)

Applications (including a duly completed application form (in original) and all the required documents) should be submitted either by post or in person to —

Senior Executive Officer (Transitional Housing)
Housing Bureau (Task Force on Transitional Housing)
Room 1202, 12/F, Fairmont House
8 Cotton Tree Drive, Central, Hong Kong

4. 申請將由房屋局副局長主持的跨部門諮詢委員會（「諮詢委員會」）審理，諮詢委員會的成員由相關決策局及部門的代表擔任。有需要時，非政府機構申請者須提交補充資料以協助評審工作。
Applications will be assessed by a Consultative Committee (“the Consultative Committee”) chaired by the Under Secretary for Housing. The Consultative Committee would draw upon representatives of relevant bureaux and departments as members. Where necessary, NGO-applicants should provide additional information to assist in the assessment.
5. 政府有權在其認為適當時，以及在無須進一步知會或諮詢非政府機構申請者的情況下，披露與申請有關的資料，包括但不限於申請者（包括有關機構的員工）的資料。非政府機構申請者提交本申請表格，即表示其不可撤銷及無條件地授權並同意政府作出上述任何披露。
Government shall have the right to disclose, without further consultation with or notification to NGO-applicants, whenever appropriate, any information in relation to the applications, including but not limited to information of the applicants (including their staff). In submitting the Application Form, each NGO-applicant irrevocably and unconditionally authorises Government to make and consents to Government making any of the aforesaid disclosure.
6. 政府或其授權人士有權按需要使用／披露申請表格上的資料（以及有關資料），以便評審建議書、研究、安排宣傳資助計劃或已批准的項目、監督及評審項目、與相關人士／團體分享等。
Government or its authorised users shall have the right to make use of/disclose information in relation to the applications (as well as related information) as necessary for the purposes of assessing applications, conducting research, arranging publicity for the Pilot Scheme or approved projects, monitoring and evaluation of projects, sharing with other parties concerned, etc.
7. 如表格空間不足夠填寫所需資料，請於外加頁上標示其項目名稱。圖則以 A3 大小及不少於 1:100 的比例為宜。
Please insert additional sheet, labeled clearly the project concerned, if the space provided in the form is not sufficient. Plans shall be in a legible size preferably in 1:100 or above for scaled drawings and in A3 size.

| | |
|---|--|
| 申請作為過渡性房屋項目的酒店/賓館之名稱 Name of hotel/guesthouse for use as transitional housing under application | |
| 酒店/賓館地址 Address of the hotel/guesthouse | |

I. 非政府機構申請者資料 Particulars of the NGO-Applicant

A. 非政府機構申請者 Details of the NGO-Applicant

名稱 Name (中文) _____
 (English) _____

地址 Address (中文) _____
 (English) _____

電話號碼 Telephone Number _____ 傳真號碼 Fax Number _____

網址 Website _____

B. 項目統籌人資料 Details of the Project Coordinator

[註：非政府機構申請者須委任轄下一名員工擔任項目統籌人，負責處理所有與申請相關的事宜，以及如申請獲批後，監督項目推行、監督獲批款項的妥善運用、與諮詢委員會秘書處聯絡，以及匯報項目進度。]

[Note: The NGO -applicant shall appoint a staff member from its organisation as the Project Coordinator for handling all matters related to the application, and if approved, overseeing the implementation of the project, monitoring the proper use of the funds approved, liaising with the Secretariat of the Consultative Committee, and reporting on progress of the project.]

稱謂 Title 先生 Mr./女士 Ms./小姐 Miss
 (請在適當方格內加上「✓」號 Please tick as appropriate) _____

姓名 Name (中文) _____
 (English) _____

職銜 Post Title _____

地址 Address (中文) _____

(English) _____

電話號碼

Telephone

辦事處 Office :

手提電話 Mobile :

傳真號碼

Fax Number _____

電郵地址 Email Address _____

C. 註冊資料 Registration Information

非政府機構申請者為《稅務條例》(第 112 章)第 88 條下獲認可之慈善機構／信託團體。

The NGO -applicant is a charitable institution/trust of a public character under section 88 of the Inland Revenue Ordinance (Cap.112).

(請在適當方格內加上「✓」號 Please tick as appropriate)

是 Yes*

否 No

* 請夾附有關的證明文件。 Please attach the related documentary proof.

非政府機構申請者根據以下條例註冊# —

The NGO-applicant is registered under the following Ordinance # —

《公司條例》 Companies Ordinance
公司註冊編號 Company Registration Number: _____

《社團條例》 Societies Ordinance

其他條例 Other Ordinance
請註明 Please specify: _____

非政府機構申請者為載列於由民政事務總署編製的《社企消費熱點》(<https://www.sehk.gov.hk/tc/members.html>)或社會企業商務中心編製的《社企指南》(<https://www.socialenterprise.org.hk/zh-hant/sedb>)內的機構，或已獲得香港社會企業總會的社企認證(<https://www.seemark.hk/>)。

The NGO-applicant is an institution listed under the “Hot spots for consumptions at SEs” compiled by the Home Affairs Department (<https://www.sehk.gov.hk/en/members.html>), or the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre (<https://www.socialenterprise.org.hk/en/sedb>), or a social enterprise accredited by the Hong Kong General Chamber of Social Enterprises. (<https://www.seemark.hk/>).

(請在適當方格內加上「✓」號 Please tick as appropriate)

是 Yes*

否 No

* 請夾附有關的證明文件。 Please attach the related documentary proof.

D. 項目獲得原則上政策支持 In-principle policy support from the Task Force on the transitional housing project

非政府機構申請者已獲過渡性房屋專責小組原則上政策支持該項目。

The NGO-applicant has secured in-principle policy support from the Task Force for the proposed transitional housing project.

(請在適當方格內加上「✓」號 Please tick as appropriate)

是 Yes*

否 No

* 請夾附由過渡性房屋專責小組發出原則上政策支持該項目的相關信件。 Please attach the relevant correspondence from the Task Force, if available.

II. 技術範疇 Technical Aspects

(1) 酒店 / 賓館 資料 / 租用 安排 Hotel/Guesthouse Information/tenancy arrangement

(請在下方空白位置或在附頁提供擬用作過渡性房屋的酒店/賓館資料，包括但不限於：酒店/賓館的名稱、地址、牌照號碼、平面圖及租用安排等。)

(please illustrate the following information for the hotel/guesthouse proposed for use as transitional housing, including but not limited to: name, address, license no. and layout plan of hotel/guesthouse, tenancy arrangement at the space below or attached sheets providing layout plan, etc..)

(2) 設施明細表 Schedule of Accommodation

請顯示所有地方的建議用途。Please show the proposed uses of all areas.

例子 e.g.

| 位置 Location | 設施 Facility | 數量 Quantity | 面積 Area (平方米 M ²) |
|-----------------------------------|--|-------------|-------------------------------|
| ABC 酒店/賓館 ABC Hotel/Guesthouse | 每個約 15 平方米的客房及相關公眾地方 ~15m ² guesthouses and the associated public area | 50 | 750 |
| | 每個約 18 平方米的客房及相關公眾地方 ~18m ² guesthouses and the associated public area | 10 | 180 |
| | 共用煮食空間 Communal cooking area | 1 | 30 |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(3) **建議的小型改善/設備添置 Proposal of the Minor Improvement/
Furnishing for the Transitional Housing Project**

(請在下方空白位置或在附頁提供圖則、平面圖等資料以闡述建議的小型改善/設備添置。請告知會否聘用合資格專業人員及機構負責小型改善工程的一切相關事項，或會由機構內相關專業人員負責。)

(Please illustrate the proposed minor improvement/furnishing for transitional housing by providing drawings, floor plans, etc. at the space below or attached sheets. Please also indicate whether competent professional personnel/company would be employed to undertake the minor improvement works and related matters, or would be responsible by internal competent professionals of the organisation.)

III. 財務因素 Financial Considerations

(1) 營運收入及開支 Operational incomes and expenditures

| 項目 Item | 預期項目 營運收入及開支 Estimated Amount (HK\$) | 計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible) |
|--|---|---|
| (A) 預期項目租金收入、資助、或其他收入 Estimated rental income, subsidy or any other income from the transitional housing project | | |
| 1. 租金收入 Rental income | | |
| 2. 預期由先導計劃獲得的資助 Expected Subsidy from the Pilot Scheme | | |
| 3. (其他收入(如有)) (other income, if any) | | |
| 小計 Sub-total (A) | | |
| (B) 預期項目的營運開支 Estimated operational expenditures for the transitional housing projects | | |
| 1. 支付予酒店/賓館的租金 Rent payable to hotel/guesthouse | | |
| 2. 行政開支 Administrative expenses | | |
| (a) 租戶招募 Tenant recruitment | | |
| (b) 租務管理 Tenancy management | | |
| (c) 有關社會服務 Related social services | | |
| (d) 其他運作開支 Other operation cost, please list out if any | | |
| 3. 小型改善/設備添置 Minor improvement/furnishing | | |
| (a) | | |
| (b) | | |

| 項目 Item | 預期項目 營運收入及開支 Estimated Amount (HK\$) | 計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible) |
|---|---|---|
| 4. 審計費用 Audit fee | | |
| 5. (其他項目(如有)) (other items, if any) | | |
| 小計 Sub-total (B) | | |
| (C) 預期租戶的申請資格，租期及租金水平 Proposed eligibility criteria for applying as tenants of the transitional housing projects, the tenancy period and the rental level. | | |
| | | |

以上預算以提交建議書限期當日的價格為準。以上項目僅供參考。申請人須儘可能提供項目預算明細。

The above estimation is at price level of due date for submission of application. The items listed above is for reference only. The applicant should provide all relevant cost estimation breakdown as far as practicable.

(2) 其他資金來源 (如適用) Other Funding Sources (if applicable)

| 項目 Item | 承擔形式 Form of Contribution (現金/實物) (Cash/In-kind) | 總計 Total (HK\$) | 計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible) |
|--|---|--|---|
| (A) 來自非政府機構申請者/所屬母機構的資金 Funding from the NGO-Applicant / its Parent Organisation | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 小計 Sub-total (A) | | | |
| (B) 第三方贊助 Third Party Sponsorship | | | |
| (i) | 贊助機構名稱 Name of the Sponsor : _____ | 贊助機構業務性質 Business Nature of the Sponsor: _____ | 撥款用途 Purpose(s) of funding: _____ |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| (ii) | 贊助機構名稱 Name of the Sponsor : _____ | 贊助機構業務性質 Business Nature of the Sponsor: _____ | 撥款用途 Purpose(s) of funding: _____ |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 小計 Sub-total (B) | | | |

IV. 管理能力及其他考慮因素 Management Capability and Other Considerations

(1) 管理能力 Management Capabilities

- (i) 推行計劃的所需資源 (例如：負責監督項目的管理人員)
Resources to Deliver the Project (e.g. project management personnel for overseeing the project)

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

- (ii) 過去推行同類型或相關計劃的經驗(如有)
Experiences in Organising Projects of Similar or Relevant Nature (if any)

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

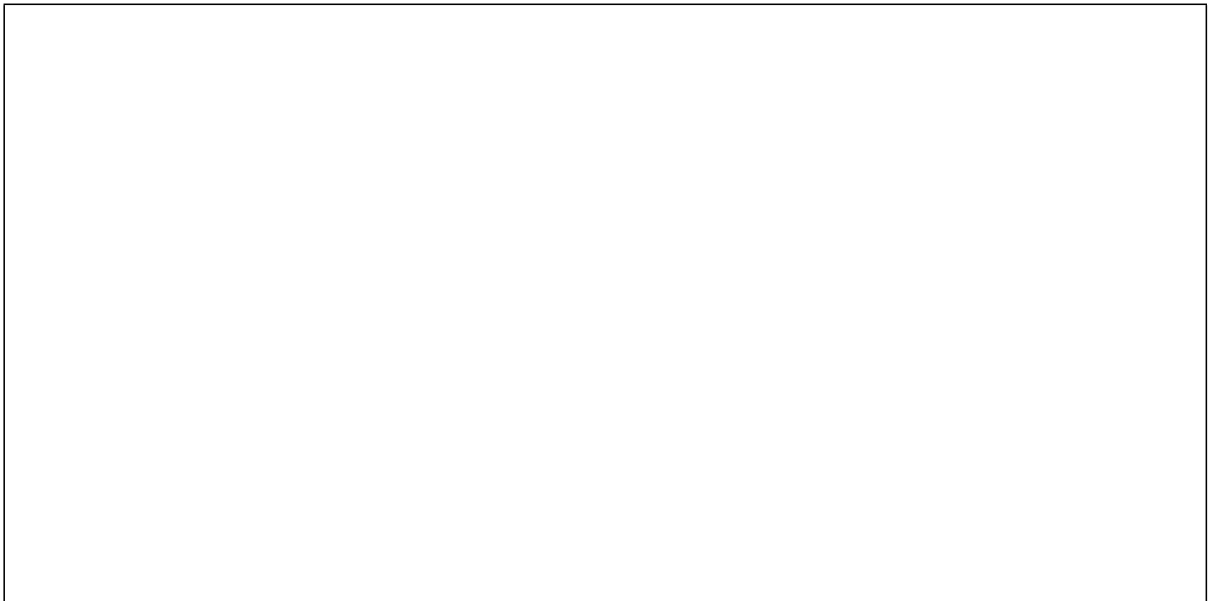
- (2) 機構的經費來源 (如過去兩年經核證的財務報表)
Source(s) of Income of the NGO (e.g. audited financial statements of the NGO in the past two years)

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

- (3) 營運模式和預算提供的社會服務或其他對社區帶來正面影響的元素
Operation mode and social services to be provided or other elements which will benefit the local community



- (4) 退出方案 (例如：於項目營運期後，如何安排居民遷出等等)
Exit plan (e.g. the arrangement to vacate the premises, etc.)



非政府機構申請者聲明及同意書
Declaration and Consent of the NGO-Applicant

本機構保證在本申請表格填報的資料和所提交的文件均屬真確無訛。本機構明白如填報資料不實，申請將被當無效，同時計劃將停止發放資助，已支付的款項亦須全數退還政府。

本機構同意政府可使用本申請表格內的資料和所提交的文件，以審批該申請及作有關用途。本機構並同意政府如有需要可將申請表格內及日後所提交的資料公開，以供公眾瀏覽。

We certify that all the information given herein and submissions made in relation to this application are true and accurate. We understand that any inaccurate information will render the application invalid, any grant approved will be withheld, and any payment made must be refunded to Government.

We agree that information given herein and submissions made in relation to this application will be used by Government to process the application and related purposes. We also agree that information contained in this application form and subsequent submissions may be published by Government if necessary.

由非政府機構申請者填寫
To be completed by the NGO-Applicant

簽署 Signature _____

姓名 Name _____

職銜 Post Title ^ _____

非政府機構名稱
Name of the
NGO-Applicant _____

日期 Date _____

機構蓋章
Organisation Chop

^簽署人須為獲授權人士如機構主席或總幹事等

The signature shall be from authorized member of the applicant such as Chairperson or Chief Executive, etc.