

資助計劃以支援非政府機構的過渡性房屋項目
Funding Scheme to Support Transitional Housing Projects
by Non-government Organisations

申請表格
Application Form

1. 填寫本申請表格前請先細閱申請指引（請參閱 <http://www.hb.gov.hk/tc/policy/housing/policy/transitional/scheme/index.html>）
Please read the **Guide to Application** (available at <http://www.hb.gov.hk/eng/policy/housing/policy/transitional/scheme/index.html>) carefully before completing this application form.
2. 申請應由符合申請指引中規定的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 as set out in the Guide to Application.
3. 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 Funding Scheme.
4. 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

5. 申請將由房屋局副局長主持的跨部門評審委員會（「評審委員會」）審理，評審委員會的成員由非官方成員及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 an Assessment Committee (“the Assessment Committee”) chaired by the Under Secretary for Housing and comprising non-official members. The Assessment 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.
6. 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.
7. 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 Funding Scheme or approved projects, monitoring and evaluation of projects, sharing with other parties concerned, etc.
8. 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.

申請資助的過渡性房屋 項目之位置 Location of the transitional housing under application	
項目名稱 Project title	

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、與評審委員會秘書處聯絡，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 Assessment 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*

* 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.

II. 技術範疇 Technical Aspects

(1) 物業或土地業權/租用安排以及土地規劃 Premises/Land Status/tenancy arrangement and Planning Aspect

(請在下方空白位置或在附頁提供擬用作過渡性房屋的土地或物業資料，包括但不限於：物業或土地的位置圖、業權、租用安排、現時物業或土地的規劃用途及列出現時的佔有人(如有)等。)

(please illustrate the following information for the piece(s) of land or premises proposed to be used for transitional housing, including but not limited to: land or premises status, tenancy arrangement, the zoning of the land- or premises and the list of the current occupier of the land or premises at the space below or attached sheets providing location plan, etc..)

(2) **設計意念及渡性房屋項目工程計劃** **Design Concept and Proposal 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設計意念及復修工程計劃。基本公共設施例如排污和渠務是否有可供項目使用。如有新建樓宇，請列出計劃採用的建築方法，例如「組裝合成」、「預製組件」或其他合適方案等。請告知會否聘用合資格專業人員及機構負責改造或建造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 design concept and the proposal for transitional housing by providing drawings, floor plans, etc. at the space below or attached sheets. Whether basic utility services such as sewage and drainage are available for the development. For new buildings, please indicate the construction method to be adopted, e.g. modular integrated construction, prefabricated component, or any other appropriate solution, etc. Please also indicate whether competent professional personnel/company would be employed to undertake the modification/construction works and related matters, or would be responsible by internal competent professionals of the organisation.)



(3) 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.

位置 Location	設施 Facility	數量 Quantity	總樓面面積 GFA* (平方米 M ²)
例子 e.g. ABC 小學 ABC Primary School	改建為每個約 15 平方米的住宅單位及相關公眾地方 ~15m ² residential flats and the associated public area	10	200
例子 e.g. 新建住宅樓宇 New buildings	一座兩層住宅樓宇，包括 7 個一人單位，40 個兩人單位，3 個無障礙單位。 One 2-storey block comprising 7 nos. 1-person units, 40 nos. 2-person units, and 3 nos. barrier free units	50	1,000
	一座四層住宅樓宇，包括 50 個兩人單位，50 個三至四人單位。 One 4-storey block comprises 50 nos. 2-person units, and 50 nos. 3 or 4-person units.	100	2,000
	社區服務處 Community services centre	1	100

*請參考《建築物條例》(第 123 章)的總樓面面積定義。

Please refer to the Buildings Ordinance (Cap. 123) for the definition of GFA (Gross Floor Area).

人均居住面積一般約 7 平方米樓面面積。

Average living area per person shall normally be about 7m² GFA

III. 財務因素 Financial Considerations

(1) 預計項目開支 Estimated Cost of Project

請列出一次過、基本和必需的復修工程的預計成本細項和假設。

Please list below the estimated cost breakdown and assumptions for **one-off, basic and essential** works.

項目 Item ¹	詳情 Details	預計成本 Estimated Cost (HK\$)
1. 工程雜項費用(例如承建商地盤設施、地盤人員、保險等, 為下列項目 2 至 6 總和之 _____%) Preliminaries (e.g. contractor's site facilities, site staff, insurance, etc., _____ % of sum of items 2 to 6 below) ²		
2. 拆卸工程、工地清理工作、地盤圍板等 Demolition, site clearance and hoarding, etc.		
3. 住宅建築, 包括地基工程、上蓋建築工程、屋宇裝備工程 Domestic blocks, including foundation works, building works, building services installations		
4. 附屬建築/設施, 包括地基工程、上蓋建築工程、屋宇裝備工程 Ancillary blocks/facilities, including foundation works, building works, building services installations		
5. 室外工程(例如鋪設道路及車輛出入口、渠務工程及接駁至公共排污系統、地下公用設施及接駁等) External works (e.g. access road and run in/out, drainage works and connection to public sewerage system, underground utilities, etc.)		
6. 雜項費用/開支(如有) [須提供詳情] Miscellaneous costs/expenditures (if any) [details to be provided]		
7. 應急費用(為上述項目 1 至 6 總和之 _____%) Contingencies (_____ % of sum of items 1 to 6 above) ³		

項目 Item	詳情 Details	預計成本 Estimated Cost (HK\$)
8. 顧問費(不包括項目管理人員): Consultancy fee (excluding project management personnel) ⁴ : 進行地盤堪探、規劃申請、詳細設計、呈交法定文件及獲得相關審批、招標、工程合約管理、駐工地人員薪酬 For site investigation, planning application, detailed design, statutory submissions and approval, tender preparation, contract administration, management and remuneration of resident site staff		
9. 項目管理 包括規劃、設計及建築 Project management for planning, design and construction for occupation ⁴		
10. 執行項目的行政費用(至租戶入住前為止) Administrative work of project operator for project implementation up to the stage before tenants move in ⁵		
11. 項目完結後的拆卸工程/搬遷費用和地盤整理 Removal of structures after completion of project and site clearance		
(其他項目(如有)) (other items, if any)		
申請資助總額 Total subsidy applied		
來自政府的其他資助(如有) Other subsidies from Government (if any) ⁷		
總計 Total		

1. 以上項目僅供參考。申請人須儘可能提供項目預算明細。
The items listed above is for reference only. The applicant should provide all relevant cost estimation breakdown as far as practicable.
2. 工程雜項費用一般不應超過扣除工程雜項費用和應急費用之工程費用(即第2至6項總和)之15%。
The preliminaries generally should not exceed 15% of the cost of works excluding preliminaries and contingencies (i.e. sum of items 2 to 6).⁶
3. 應急費用一般不應超過扣除應急費用之工程費用(即第1至6項總和)之5%。
The contingencies generally should not exceed 5% of the costs of works excluding contingencies (i.e. sum of items 1 to 6).⁶
4. 顧問費及項目管理開支(第8及9項)總和一般不應超過總工程費用(即第1至7項總和)之10%。
Sum of the consultancy fee and project management cost (items 8 and 9) should not normally be more than 10% of the total cost of the works (i.e. sum of items 1 to 7).⁶
5. 有關行政費用(第10項)的資助詳情,請參閱**項目推展指引**。
For details of disbursement for administrative expenses (item 10), please refer to the **Guidelines for Delivery of Projects**.⁶
6. 詳情請參閱**項目推展指引**(請參閱:
<http://www.hb.gov.hk/tc/policy/housing/policy/transitional/scheme/index.html>)
Refer to the **Guidelines for Delivery of Projects** (available
at:<http://www.hb.gov.hk/eng/policy/housing/policy/transitional/scheme/index.html>) for details.
7. 如非政府機構已使用由政府另外聘請的顧問完成了部份資助計劃所涵蓋的工作,有關的顧問費一般而言須**計算在資助計劃的資助上限內**。
In case the NGO has engaged the consultant(s) separately employed by the Government to complete part of the work covered under the funding scope of the Funding Scheme, the concerned consultancy fees shall generally be **counted against the funding ceiling of the Funding Scheme**.

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

申請機構應先動用以下所得並投入於項目的私人資助(如有)，然後再使用獲批的政府資助。詳情請參閱申請指引(請參閱：

<http://www.hb.gov.hk/tc/policy/housing/policy/transitional/scheme/index.html>).

The applicant should exhaust the following private funding (if any) committed and received towards the project before drawing upon the approved government funding. Refer to the **Guide to Application** (available at: <http://www.hb.gov.hk/eng/policy/housing/policy/transitional/scheme/index.html>) for details.

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)			

(3) 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.		
2.		
3.		
小計 <i>Sub-total (A)</i>		
(B) 預期項目的營運開支 Estimated operational expenditures for the transitional housing projects		
1.		
2.		
3		
小計 <i>Sub-total (B)</i>		
(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.		

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、還完有關土地、設立償債基金等等)
Exit plan (e.g. the arrangement to vacant and reinstate the site, setting-up sinking fund to achieve the exit plan, 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.