

婦女事務委員會  
**2025-26 年度婦女自強基金(第一輪)**  
**專題計劃 - 婦女參與社區服務計劃**  
**申請表格**  
**Women's Commission**  
**2025-26 Women Empowerment Fund (First Round)**  
**Thematic Project –**  
**Programme on Women's Participation in Community Services**  
**Application Form**

SAMPLE

(只供內部填寫 Official Use Only)

申請編號

Application No \_\_\_\_\_

1. 此表格只適用於專題計劃 - 婦女參與社區服務計劃(社區服務計劃)。填寫本申請表格前，請先細閱**2025-26 年度婦女自強基金(第一輪)專題計劃 - 婦女參與社區服務計劃申請指引**(《申請指引》)(可於婦女自強基金網站<<http://www.wef.gov.hk>>下載)。  
This application form is only applicable to Thematic Project – Programme on Women's Participation in Community Services (Community Services Programme). Please carefully read through **2025-26 Women Empowerment Fund (First Round) Guide to Application for Thematic Project – Programme on Women's Participation in Community Services (the Guide)** which is available at the Women Empowerment Fund website at <<http://www.wef.gov.hk>> before completing this application form.
2. 項目下的所有活動須於 **2026 年 9 月 30 日或之前完成**，確實日期以「撥款通知書」載列的日期為準。  
All activities under the project are expected to be **completed on or before 30 September 2026**. The confirmed date will be set out in the "Approval Letter of Funding Allocation".
3. 擬訂項目的財政預算時，所有收入與支出必須以港幣為計算單位。  
When preparing the budget of the project, all income and expenditure must be denominated in **Hong Kong dollars**.
4. 申請機構須提供本申請表格要求的資料及附上相關的證明文件，以便評審申請。如申請機構未能提供全部所需資料，有關申請將不獲考慮。  
Applicant organisation shall provide all information required in this application form and attach relevant supporting documents to facilitate assessment of the application. Your application will not be considered if you fail to provide all the required information.
5. 申請機構遞交的所有資料（包括但不限於申請表格及相關的證明文件）概不退還。  
All information (including but not limited to the application form and relevant supporting documents) submitted by the applicant organisation will not be returned.
6. 申請機構須備悉載於附件的《收集個人資料聲明》。  
Applicant organisation shall note the "Personal Information Collection Statement" at Annex.

Please fill in the required information clearly with details. Incomplete application will not be considered.

項目名稱 (中文 Chi) <b>Project Title</b> (英文 Eng)			
	<b>Example : Wonderful Trip with Elderly</b>		
申請機構 (中文 Chi) <b>Applicant</b> (英文 Eng) <b>Organisation</b>			
推行項目的地區 (可選擇多於一個地區) <b>Districts of Implementation</b> (more than one district can be selected)  請在適當的方格填上「✓」號。 Please put a "✓" in the appropriate box.	<input type="checkbox"/> 中西區 Central & Western  <input type="checkbox"/> 灣仔 Wan Chai  <input type="checkbox"/> 深水埗 Sham Shui Po  <input type="checkbox"/> 離島 Islands  <input type="checkbox"/> 西貢 Sai Kung  <input type="checkbox"/> 荃灣 Tsuen Wan  <input type="checkbox"/> 全港各區 All districts in HK	<input type="checkbox"/> 東區 Eastern  <input type="checkbox"/> 九龍城 Kowloon City  <input type="checkbox"/> 油尖旺 Yau Tsim Mong  <input checked="" type="checkbox"/> 葵青 Kwai Tsing  <input type="checkbox"/> 沙田 Sha Tin  <input type="checkbox"/> 屯門 Tuen Mun	<input type="checkbox"/> 南區 Southern  <input type="checkbox"/> 觀塘 Kwun Tong  <input type="checkbox"/> 黃大仙 Wong Tai Sin  <input type="checkbox"/> 北區 North  <input type="checkbox"/> 大埔 Tai Po  <input type="checkbox"/> 元朗 Yuen Long
項目主題 <b>Project Theme</b>	請提供擬議項目的主題。 Please provide the theme for the proposed project.		
婦女參加者目標人數 <sup>1</sup> <b>Target No. of Women Participants<sup>1</sup></b>	<b>15</b> 人 persons		
申請總額 <b>Total Amount Sought</b>	\$ <b>Example :\$122,830</b>		

Select one or more district(s) to implement the project.

Please provide a customized theme for the project

The funding cap of each community services project is HK\$400,000.

<sup>1</sup> 婦女參加者目標人數不得少於 15 人。在擬訂項目時，申請機構須仔細考慮能否招募足夠的婦女參加者。申請獲接納後，如機構最終未能招募最少 15 位婦女參加者，婦委會有關終止對該項目的撥款，機構須悉數退還已獲發的款項。

The target number of women participants shall not be less than 15. Applicant organisation should consider carefully whether sufficient women participants can be recruited when drawing up the project. Upon acceptance of the application, if the organisation fails to recruit at least 15 women participants for the project, the WoC reserves the right to terminate funding for the approved project and the organisation is required to return to the WoC all the funds received.

Please provide the following information and ensure that it is complete and accurate.

## 甲部 – 申請機構資料

### Section A – Particulars of the Applicant Organisation

#### 1. 申請機構資料 Information of the Applicant Organisation

名稱 (中文 Chi) Name (英文 Eng)	
地址 Address	
網址 Website	
社交媒體 Social Media (例如 e.g. Facebook/Instagram)	<input type="checkbox"/> Facebook _____ <input type="checkbox"/> Instagram _____ <input type="checkbox"/> 其他(請註明) Others (Please specify): _____ <input type="checkbox"/> 沒有 NIL

Please select organisation's social media and provide details (if any).

#### 2. 負責人 Responsible Person

##### (a) 申請機構負責人 Person-in-charge of the Applicant Organisation

姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			

##### (b) 項目主管<sup>2</sup> Officer-in-charge of the Project<sup>2</sup>

姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			

##### (c) 獲授權人 Authorised Person of the Organisation

姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			

<sup>2</sup> 機構負責人或獲授權人與項目主管不得為同一人。

Person-in-charge or authorised person of the organisation should not be the same person as the officer-in-charge of the project.

3. 註冊資料（必須在適當的方格填上「✓」號。）

**Registration Information (must put a "✓" in the appropriate box.)**

申請機構的註冊狀況（必須提供相關註冊證明文件的影印本，否則該申請將不獲受理。）

The status under which the applicant organisation is registered (please provide **photocopy of the relevant registration certificate(s)**). Otherwise, the application will not be considered.)

(a) 註冊類型

Type of Registration

- ☐ 根據《公司條例》（第 622 章）或前身《公司條例》（第 32 章）註冊成立的公司；或  
A company incorporated under the Companies Ordinance (Cap. 622) or under the former Companies Ordinance (Cap. 32); or
- ☐ 根據《社團條例》（第 151 章）在香港註冊的組織；或  
A society established in Hong Kong under the Societies Ordinance (Cap. 151); or
- ☐ 法定團體或按法規在香港成立的團體。  
A statutory body or a body incorporated in Hong Kong by statute.

(b) 機構性質

Nature of Organisation

- (i) 貴機構是否註冊非牟利機構？ 是 yes ☐ 否 no ☐  
Is your organisation a registered non-profit making organisation?

- (ii) 貴機構是否具慈善性質的非政府機構<sup>3</sup>？ 是\* yes\* ☐ 否 no ☐  
\*（如是，請提供根據《稅務條例》第 88 條獲豁免繳稅的證明文件副本。）

Is your organisation a charitable non-governmental organisation<sup>3</sup>?  
\* (If yes, please provide a photocopy of the relevant document showing the exemption from tax under Section 88 of the Inland Revenue Ordinance.)

<sup>3</sup> 具慈善性質的非政府機構是指按《稅務條例》（第 112 章）第 88 條獲豁免繳稅的慈善機構或慈善信託機構。

A charitable non-governmental organisation refers to a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112).

(c) 收入或資產攤分

Share of Income or Assets

- (i) 機構的公司組織大綱及註冊章程細則 / 團體章程或組織大綱及註冊章程細則有否列明：  
(必須提供有關章程的影印本並註明相關內容的頁數及段數。)

Has the Constitution or the Memorandum and Articles of Association of the organisation specified:

(Please provide the photocopy of relevant Constitution or Memorandum and Articles of Association and specify the relevant page and paragraph numbers.)

- 機構為非牟利性質；  
the organisation is non-profit making;\_

有 yes ☒ 沒有 no ☐

(第\_\_頁第\_\_段)

(Paragraph 3  
of page 1 )

- 成員不得攤分其收入或資產；  
its members shall not take any shares of  
its income or assets;\_

有 yes ☐ 沒有 no ☐

(第\_\_頁第\_\_段)

(Paragraph \_\_\_\_  
of page \_\_\_\_ )

- 一旦機構解散，其成員亦不得攤分其收入  
或資產。  
its members shall not take any shares of  
its income or assets upon dissolution of  
the organisation.

有 yes ☐ 沒有 no ☐

(第\_\_頁第\_\_段)

(Paragraph \_\_\_\_  
of page \_\_\_\_ )

- (ii) 貴機構以往未曾攤分收入或資產予成員  
Your organisation has never shared its  
income/assets to its members in the past

是 yes ☐ 否 no ☐

- (iii) 貴機構承諾在獲基金資助的項目推行期內不會攤分  
收入或資產予成員  
Your organisation declared not to share during the  
term of funded project its income/assets to its  
members

是 yes ☐ 否 no ☐

Documents must be submitted to prove the organization's non-profit making status, and the location of relevant clauses must be specified.

For example: if the organization's Memorandum of Association mentions its non-profit making status in paragraph 3 on page 1, this location needs to be indicated.

**4. 申請機構簡介**  
**Brief Description of the Applicant Organisation**

請簡介申請機構(包括機構成立日期、宗旨、規模及主要成員等)。

Please briefly introduce the applicant organisation (including the date of establishment, aims, scale and key personnel of the organisation, etc.)

**5. 舉辦活動的相關經驗<sup>4</sup>**  
**Relevant Experience on Organising Activities<sup>4</sup>**

請概述申請機構在截止申請日期前過去兩年舉辦的活動(包括申請機構在該活動所負責的範疇、活動舉辦日期、對象、受惠人數、成果等)，並提交文件以茲證明。如沒有舉辦活動，請填上「沒有」。

Please briefly describe the activities organised by the applicant organisation in the past two years prior to the deadline of application (including the scope of responsibilities of the applicant organisation in the activities, the date of activities, target groups, number of beneficiaries, result, etc), and provide supporting proof. If the organisation has not organised any activities, please fill in "Nil".

Please introduce the organisation's experience in organising similar activities over the past two years and provide supporting documents.

<sup>4</sup> 如申請機構把此部份留空或沒有提交文件證明，機構將被視為沒有相關經驗。

If the applicant organisation leaves this part blank or fails to provide supporting proof, the organisation will be regarded as having no relevant experience.

乙部 – 合辦機構資料

Contractors are not considered as co-organisers.

Section B – Particulars of Co-organiser(s)

如項目涉及合辦機構，請填寫乙部（如有需要，請另頁填寫）。否則，請繼續填寫丙部。  
只提供場地、導師、服務或協助宣傳單位不視作合辦機構。

**Where the project involves co-organiser(s), please fill in Section B (please attach separate sheet(s) if necessary). Otherwise, please continue to complete Section C.**

**Organisations solely provide support through the provision of venue, instructor, service or assistance in promotion will not be regarded as co-organiser(s).**

1. 合辦機構資料

Information of Co-organiser(s)

名稱 Name	(中文 Chi) (英文 Eng)	
地址 Address		
網址 Website		
社交媒體 Social Media (例如 e.g. Facebook/Instagram)	<input type="checkbox"/> Facebook _____ <input type="checkbox"/> Instagram _____ <input type="checkbox"/> 其他(請註明) Others (Please specify): _____ <input type="checkbox"/> 沒有 NIL	

Please select organisation's social media and provide details (if any).

2. 負責人

Responsible Persons

(a) 機構負責人 Person-in-charge of the Organisation

姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			

(b) 機構獲授權人<sup>5</sup> Authorised Person of the Organisation<sup>5</sup>

姓名 Name (如香港身份證所示) (As shown on HKID card)	<input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms		
職銜 Post Title			
電話號碼 Tel No.		傳真 Fax No.	
電郵地址 Email Address			

<sup>5</sup> 機構獲授權人指代表合辦機構負責與申請機構共同營運項目的人士。

Authorised person of the organisation refers to the person who is responsible for operating the project with the applicant organisation on behalf of the co-organiser.



**3. 註冊資料（必須在適當的方格填上「✓」號）**

**Registration Information (must put a "✓" in the appropriate box)**

合辦機構的註冊狀況。（必須提供相關註冊證明文件的影印本，否則該申請將不獲受理。）

The status under which the co-organiser is registered (please provide **photocopy of the relevant registration certificate(s)**. Otherwise, the application will not be considered.)

(a) 註冊類型

Type of Registration

- ☐ 根據《公司條例》（第 622 章）或前身《公司條例》（第 32 章）註冊成立的公司；或  
A company incorporated under the Companies Ordinance (Cap. 622) or under the former Companies Ordinance (Cap. 32); or
- ☐ 根據《社團條例》（第 151 章）在香港註冊的組織；或  
A society established in Hong Kong under the Societies Ordinance (Cap. 151); or
- ☐ 法定團體或按法規在香港成立的團體。  
A statutory body or a body incorporated in Hong Kong by statute.

(b) 機構性質

Nature of Organisation

- (i) 貴機構是否註冊非牟利機構？  
Is your organisation a registered non-profit making organisation? 是 yes ☐ 否 no ☐

- (ii) 貴機構是否具慈善性質的非政府機構<sup>6</sup>？  
\*（如是，請提供根據《稅務條例》第 88 條獲豁免繳稅的證明文件副本。）  
Is your organisation a charitable non-governmental organisation<sup>6</sup>? 是\* yes \* ☐ 否 no ☐

Is your organisation a charitable non-governmental organisation<sup>6</sup>?

\* (If yes, please provide a photocopy of the relevant document showing the exemption from tax under Section 88 of the Inland Revenue Ordinance.)

<sup>6</sup> 具慈善性質的非政府機構是指按《稅務條例》（第 112 章）第 88 條獲豁免繳稅的慈善機構或慈善信託機構。

A charitable non-governmental organisation refers to a charitable institution or trust of a public character which is exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap. 112).



(c) 收入或資產攤分

Share of Income or Assets

- (i) 機構的公司組織大綱及註冊章程細則 / 團體章程或組織大綱及註冊章程細則有否列明：  
(必須提供有關章程的影印本並註明相關內容的頁數及段數。)

Has the Constitution or the Memorandum and Articles of Association of the organisation specified:

(Please provide the photocopy of relevant Constitution or Memorandum and Articles of Association and specify the relevant page and paragraph numbers.)

- 機構為非牟利性質；  
the organisation is non-profit making;

有 yes ☒ 沒有 no ☐

(第 頁第 段)

(Paragraph 1  
of page 3 )

- 成員不得攤分其收入或資產；  
its members shall not take any shares of  
its income or assets;\_

有 yes ☐ 沒有 no ☐

(第 頁第 段)

(Paragraph       
of page      )

- 一旦機構解散，其成員亦不得攤分其收入或  
資產。  
its members shall not take any shares of  
its income or assets upon dissolution of  
the organisation.

有 yes ☐ 沒有 no ☐

(第 頁第 段)

(Paragraph       
of page      )

- (ii) 貴機構以往未曾攤分收入或資產予成員  
Your organisation has never shared its  
income/assets to its members in the past

是 yes ☐ 否 no ☐

- (iii) 貴機構承諾在獲基金資助的項目推行期內不會攤分  
收入或資產予成員  
Your organisation declared not to share during the  
term of funded project its income/assets to its  
members

是 yes ☐ 否 no ☐

Documents must be submitted to prove the organization's non-profit making status, and the location of relevant clauses must be specified.

For example: if the organization's Memorandum of Association mentions its non-profit making status in paragraph 3 on page 1, this location needs to be indicated.

**4. (a) 機構的宗旨和主要提供的服務**  
**Aims and Major Services of the Organisation**

**(b) 與申請機構合作的性質和詳情**  
**Nature and Details of Collaboration with the Applicant Organisation**

**(c) 在申請項目內的責任**  
**Responsibility in the Project under Application**

1. 項目簡介（包括整個項目的目的、推行原因及項目下每個活動撮要。）

**Brief Description of Project (including the objectives and rationale of the project, and a summary of each of the activities under the project.)**

[社區服務計劃必須包括(1)培訓課程(兩個層面)；(2)社區服務活動(最少三個)及(3)總結會。請於下方提供詳情。]

[Each project under the Community Services Programme must include (1) training courses (two perspectives); (2) community service activities (at least three activities); and (3) a sharing session. Please provide details below.]

Please illustrate the objectives and rationale of the project, and a summary of the activities, and provide a customised **theme for the community services project and the target beneficiaries**, thereby promoting care and inclusion.

Each Community Services Project must consist of three parts, including: training courses, community service activities and sharing session, please fill in **Section C items 2 to 7** for each activity separately.

**2. 培訓課程<sup>7</sup>**

**Training Courses<sup>7</sup>**

第 1 個活動，共 3 個活動  
Out of \_\_\_\_\_

Please fill in the **serial number** and **total number of activities** under the proposed project.

**2.1 第一層面培訓課程名稱**

**Name of the First Perspective Training Course**

(中文 Chi)

**Example : Training course for Skills of Voluntary Work**

(英文 Eng)

**2.2 第一層面培訓課程的具體目的**

**Specific Objective(s) of the First Perspective Training Course**

Please illustrate how the proposed activity meets the customised theme.

**2.3 第一層面培訓課程的內容**

**Details of First Perspective Training Course**

請列出每個環節的課程內容。

Please specify the course content of each session.

Please specify the content of each session under the activity in detail such as the theme / focus and outline of each session.

**Example :**

**Training course on volunteer services skills divided into four sessions below :**

**(1) Understanding  
voluntary work :**

**Understanding voluntary work, the supports  
needs for different services beneficiaries.**

**(2) Skills on  
communication and  
presentation :**

**Learn how to enhance presentation and  
communication skills and listening  
techniques, effectively express one's own  
thoughts, and develop a positive mindset.**

**(3) Skill on organising  
activity :**

**Learn activity planning skills, setting goals  
and implementation plan.**

**(4) Leadership skills :**

**Learn leadership skills for activities, how to  
coordinate with other participants and solve  
problems.**

<sup>7</sup> 每個培訓課程內容須包括兩個層面，第一層面為通用技能；第二層面為針對進行社區服務活動所需的技能，每個層面的培訓課程總時數得少於 8 小時。

Each training course must cover two perspectives. The first perspective refers to generic skills and the second perspective focuses on the skills required for conducting community services activities. The total duration of each perspective training course shall not less than eight hours.

## 2.4 第二層面培訓課程名稱

### Name of the Second Perspective Training Course

(中文 Chi)

**Example : Volunteer Training Course for Elderly Service**

(英文 Eng)

## 2.5 第二層面培訓課程的具體目的

### Specific Objective(s) of the Second Perspective Training Course

Please illustrate how the proposed activity meets the customised theme.

## 2.6 第二層面培訓課程的內容

### Details of Second Perspective Training Course

請列出每個環節的課程內容。

Please specify the course content of each session.

#### Example :

**Volunteer Training Course for Elderly Service divided four sessions below :**

**(1) Understanding elderly's technology awareness :**

**Understanding how technology products can be applied to elderly life, elderly's ability to master technology products, and their learning difficulties.**

**(2) Understanding elderly's mental health:**

**Understanding different social behavior patterns of the elderly, learning and communication skills with elderly, and strengthening their awareness on mental health.**

**(3) Learn the support services for the elderly :**

**Understanding different community services that support the elderly and their level of participation.**

**(4) Learn the role of voluntary work for the elderly :**

**Understanding elderly volunteer service content and roles, considerations for conducting community service activities, handling situational challenges, and building connections with the elderly.**

## 2.7 培訓課程推行時間表

### Training Courses Implementation Schedule

**Example :**

環節 Session	節數 No. of Sessions	每節時數 No. of Hours Per Session	形式 Format	日期／時間 Date / Time	地點 Venue
<b>第一層面</b> <b>First Perspective</b>					
(1) Understanding voluntary work	1	2	Workshop	January 2026	Activity Room of Community Hall
(2) Skills on communication and presentation	1	2	Workshop		
(3) Skill on organising activity	1	2	Workshop		
(4) Leadership skills	1	2	Workshop		
<b>第二層面</b> <b>Second Perspective</b>					
(1) Understanding elderly's technology awareness	1	2	Workshop	February 2026	Activity Room of Community Hall
(2) Understanding elderly's mental health	1	2	Workshop		
(3) Learn the support services for the elderly	1	2	Workshop		
(4) Learn the role of voluntary work for the elderly	1	2	Workshop		

## 2.8 培訓課程的預計婦女參加者人數

### Projected Number of Women Participants of Training Course

**Example : 15**

**2.9 培訓課程的預期成效**  
**Expected Outcome of Training Course**

**Example :**

培訓課程 Training Course	預期成效 Expected Outcome
第一層面 First Perspective	Enable women participants to gain initial understanding of general volunteering skills and learn basic activity organising techniques.
第二層面 Second Perspective	Increase women participants' understanding of elderly services and prepare for planning community service activities for the elderly.

**2.10 培訓課程成效評估**  
**Evaluation of Training Courses**

**Example :**

成效指標 Outcome Indicators (指標必須是具體、可量化及可實現的) (Indicators must be specific, measurable and achievable)	評估工具 Evaluation Tools
第一層面: First Perspective:	
90% of women participants found that the course provided the initial understanding on general skills on voluntary work	Participants' Questionnaire
90% of women participants found that the course enabled them to grasp the basic skills on organising the activity	Participants' Questionnaire
第二層面: Second Perspective:	
90% of women participants found that the course promoted their understandings on serving the elderly	Participants' Questionnaire
90% of women participants found that the course equipped them well-prepared to organising the community services to the elderly.	Participants' Questionnaire



<b>3. 社區服務活動</b> <b>Community Services Activities</b>	第 <u>2</u> 個活動，共 <u>3</u> 個活動 _____ Out of _____														
<div style="border: 2px solid magenta; padding: 5px; display: inline-block;">         Please fill in the <b>serial number</b> and <b>total number of activities</b> under the proposed       </div>															
<b>3.1 社區服務活動名稱</b> <b>Name of the Community Services Activities</b>															
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">           (中文 Chi)  (英文 Eng)         </div> <div style="width: 80%;"> <b>Example : Promotion of social harmony with the elderly partner</b> </div> </div>															
<b>3.2 具體目的</b> <b>Specific Objective(s)</b>															
<div style="border: 2px solid magenta; padding: 5px; margin-bottom: 20px;">         Please illustrate how the proposed activity meets the <u>customised</u> theme.       </div> <div style="border: 2px solid magenta; padding: 5px; margin-bottom: 20px; text-align: right;">         Please list the <b>proposed</b> format, services beneficiaries and content of each community services activity.       </div>															
<b>3.3 社區服務活動內容<sup>8</sup></b> <b>Details of Community Services Activities</b>															
請詳細列出每個社區服務活動的詳情。 Please specify the details of each community services activity.															
<b>Example :</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">           社區服務活動籌備工作坊(如有):  <b>Preparation Workshop of Community Services Activity (if any):</b> </td> </tr> <tr> <td style="width: 30%; padding: 5px;">日期 Date</td> <td style="padding: 5px;"><b>March 2026 ( three sessions)</b></td> </tr> <tr> <td style="padding: 5px;">時間 Time</td> <td style="padding: 5px;"><b>10am – 1pm / 2-5pm</b></td> </tr> <tr> <td style="padding: 5px;">地點 Location</td> <td style="padding: 5px;"><b>Kwai Chung District</b></td> </tr> <tr> <td style="padding: 5px;">婦女參加者人數 Number of Women Participants</td> <td style="padding: 5px;"><b>15</b></td> </tr> <tr> <td style="padding: 5px;">形式 Format</td> <td style="padding: 5px;"><b>Meeting, Workshop</b></td> </tr> <tr> <td style="padding: 5px;">內容 Content</td> <td style="padding: 5px;"><b>Women participants will be divided into groups to discuss and implement the execution details of each community service activity, including implementation timeline, arrangement and liaison work, manpower allocation, venue booking, materials preparation, and contingency planning. etc.</b></td> </tr> </table>		社區服務活動籌備工作坊(如有): <b>Preparation Workshop of Community Services Activity (if any):</b>		日期 Date	<b>March 2026 ( three sessions)</b>	時間 Time	<b>10am – 1pm / 2-5pm</b>	地點 Location	<b>Kwai Chung District</b>	婦女參加者人數 Number of Women Participants	<b>15</b>	形式 Format	<b>Meeting, Workshop</b>	內容 Content	<b>Women participants will be divided into groups to discuss and implement the execution details of each community service activity, including implementation timeline, arrangement and liaison work, manpower allocation, venue booking, materials preparation, and contingency planning. etc.</b>
社區服務活動籌備工作坊(如有): <b>Preparation Workshop of Community Services Activity (if any):</b>															
日期 Date	<b>March 2026 ( three sessions)</b>														
時間 Time	<b>10am – 1pm / 2-5pm</b>														
地點 Location	<b>Kwai Chung District</b>														
婦女參加者人數 Number of Women Participants	<b>15</b>														
形式 Format	<b>Meeting, Workshop</b>														
內容 Content	<b>Women participants will be divided into groups to discuss and implement the execution details of each community service activity, including implementation timeline, arrangement and liaison work, manpower allocation, venue booking, materials preparation, and contingency planning. etc.</b>														

<sup>8</sup> 每名婦女參加者須籌備及推行最少 3 個社區服務活動，每名參加者於每個活動服務時數不得少於 3 小時。  
 Each women participant is required to devise plans and implement at least 3 community services activities. The number of service hours by each women participant under each activity shall not be less than 3 hours.

**Example :**

<b>(1) 第一項社區服務活動:</b> <b>The First Community Services Activity:</b>	
活動名稱 Name of Activity	<b>First time to meet YOU</b>
服務受惠對象 Target Group of Beneficiaries	<b>Elderly aged 65 or above</b>
受惠人數 Number of Beneficiaries	<b>20</b>
服務地點 Service Location	<b>Public housing estates in Kwan Chung district</b>
活動日期 Date of Activity	<b>April 2026 ( three sessions)</b>
活動時間 Time of Activity	<b>10am – 1pm / 2-5pm</b>
形式 Format	<b>Visit</b>
內容 Content	<b>Women participants will visit elderly who live alone, engage in conversations, create simple handicrafts together, understand their emotional well-being, and build mutual trust.</b>
婦女參加者人數 Number of Women Participants	<b>15</b>
每名婦女參加者的服務時數 Service Hours for Each Women Participant	<b>3</b>

<b>(2) 第二項社區服務活動:</b> <b>The Second Community Services Activity:</b>	
活動名稱 Name of Activity	<b>Board Games with Buddies</b>
服務受惠對象 Target Group of Beneficiaries	<b>Elderly aged 65 or above</b>
受惠人數 Number of Beneficiaries	<b>20</b>
服務地點 Service Location	<b>Elderly center / single elderly in Kwai Chung District</b>
活動日期 Date of Activity	<b>May 2026 ( Two sessions)</b>
活動時間 Time of Activity	<b>2-5 pm</b>
形式 Format	<b>Game</b>
內容 Content	<b>Women participants will visit elderly centers and engage in group board games with the elderly, training their visual abilities and observational skills to enhance cognitive function; through mutual interaction, they will also help expand the elderly's social circles.</b>
婦女參加者人數 Number of Women Participants	<b>15</b>
每名婦女參加者的服務時數 Service Hours for Each Women Participant	<b>3</b>

<b>(3) 第三項社區服務活動:</b> <b>The Third Community Services Activity:</b>	
活動名稱 Name of Activity	Smart Elderly
服務受惠對象 Target Group of Beneficiaries	100 (Two session, each session for 50 elderly)
受惠人數 Number of Beneficiaries	Elderly aged 65 or above
服務地點 Service Location	Community Hall in Kwai Chung District
活動日期 Date of Activity	June 2026 (Two sessions)
活動時間 Time of Activity	2-5 pm
形式 Format	Workshop
內容 Content	Women participants will share technology about daily life, covering smartphone operations and government service applications, i.e. iAM Smart, e-health and other commonly used government mobile applications, teach cyber security knowledge and common phone scammer tactics, to enhance elderly's fraud prevention awareness.
婦女參加者人數 Number of Women Participants	15
每名婦女參加者的服務時數 Service Hours for Each Women Participant	3

<b>(4) 第四項社區服務活動(如有):</b> <b>The Fourth Community Services Activity (if any):</b>	
活動名稱 Name of Activity	
服務受惠對象 Target Group of Beneficiaries	
受惠人數 Number of Beneficiaries	
服務地點 Service Location	
活動日期 Date of Activity	
活動時間 Time of Activity	
形式 Format	
內容 Content	
婦女參加者人數 Number of Women Participants	
每名婦女參加者的服務時數 Service Hours for Each Women Participant	

如舉辦多於四項社區服務活動，請自行影印上述表格，並填寫有關資料。

If more than four community services activities are conducted, please make copies of the above table and fill in the required information.

### 3.4 社區服務活動的預期成效

#### Expected Outcome of Community Services Activities

##### Example :

社區服務活動 Community Services Activities	預期成效 Expected Outcome
社區服務活動籌備工作坊(如有) Preparation Workshop of Community Services Activity (if any)	Women participants can implement the details of each community service activity, including scheduling, venue and manpower arrangements, and details of elderly beneficiaries.
第一項社區服務活動 The First Community Services Activity	Women participants successfully communicate with elderly who live alone, build good relationships, understand their emotional needs and provide appropriate support, such as counseling service referrals.
第二項社區服務活動 The Second Community Services Activity	Women participants smoothly conduct board games with the elderly, helping to train their cognitive abilities and increase interaction with the elderly.
第三項社區服務活動 The Third Community Services Activity	Women participants help the elderly make good use of information technology to facilitate daily life, enhance fraud prevention awareness, and protect the elderly.
第四項社區服務活動(如有) The Fourth Community Services Activity (if any)	

### 3.5 社區服務活動成效評估

#### Evaluation of Community Services Activity

##### Example :

成效指標 Outcome Indicators (指標必須是具體、可量化及可實現的) (Indicators must be specific, measurable and achievable)	評估工具 Evaluation Tools
社區服務活動籌備工作坊(如有): Preparation Workshop of Community Services Activity (if any):	
90% of women participants found that they can learn the implementation details of community services activities	Participants' Questionnaire
100% of women participants attended	Participants' attendance
第一項社區服務活動: The First Community Services Activity:	
90% of women participants found they can understand the life support needs and mental health of elderly who live alone.	Participants' Questionnaire
100% of women participants attended	Participants' attendance
第二項社區服務活動: The Second Community Services Activity:	
90% of women participants found that they can conduct board games with the elderly smoothly.	Participants' Questionnaire
100% of women participants attended	Participants' attendance
第三項社區服務活動: The Third Community Services Activity:	
90% of women participants found that the activity can enhance the awareness on fraud prevention for the elderly	Participants' Questionnaire
100% of women participants attended	Participants' attendance
第四項社區服務活動(如有): The Fourth Community Services Activity (if any):	

第 3 個活動，共 3 個活動  
Out of

Please fill in the **serial number** and **total number of activities** under the proposed

(英文 Eng):

Please illustrate how the proposed activity meets the customised theme.

Please list the details and content of sharing session

Please specify the details of Sharing Session.

### Example :

日期 Date	June 2026
時間 Time	2:00-5:00 pm
地點 Location	Community Hall
形式 Format	Workshop
內容 Content	<ul style="list-style-type: none"> <li>● Women participants will share their experiences in preparing community service projects and interacting with service beneficiaries in small groups, with instructors providing feedback and suggestions for improvement.</li> <li>● Certificates will be awarded to women participants who complete all the aforementioned activities, encouraging them to continue using their personal strengths to serve society.</li> </ul>

#### 4.4 總結會的婦女參加者人數

##### Number of Women Participants of Sharing Session

**Example : 15**

#### 4.5 總結會的預期成效

##### Expected Outcome of Sharing Session

#### 4.6 總結會成效評估

##### Evaluation of Sharing Session

成效指標 Outcome Indicators (指標必須是具體、可量化及可實現的) (Indicators must be specific, measurable and achievable)	評估工具 Evaluation Tools
<b>90% of women participants found that the sharing session helped them summarize the knowledge and skills learned throughout the project, and increased their motivation to participate in community service.</b>	<b>Participants' Questionnaire</b>



<b>5. 其他活動 (如有)</b> <b>Other Activities (if any)</b>	第 ____ 個活動，共 ____ 個活動 ____ Out of ____
(如舉辦超過一個其他活動，請自行影印第 5.1 至 5.7 項。) (Please make copies of items 5.1 to 5.7 if more than one other activity are to be organised.)	
<b>5.1 活動名稱</b> <b>Name of Activity</b>	
(中文 Chi) :	
(英文 Eng) :	
<b>5.2 具體目的</b> <b>Specific Objective(s)</b>	
<b>5.3 活動內容</b> <b>Details of Activity</b>  請列出每個環節的內容。 Please specify the content of each activity.	

**5.4 活動推行時間表****Implementation Schedule of Activity**

環節 Session	節數 No. of Sessions	每節時數 No. of Hours Per Session	形式 Format	日期／時間 Date / Time	地點 Venue

**5.5 活動的參加者人數****Number of Participants of Activity****5.6 活動預期成效****Expected Outcome of Activity****5.7 活動成效評估****Evaluation of Activity**

活動細項 Sub- activity	成效指標 Outcome Indicators (指標必須是具體、可量化及可實現的) (Indicators must be specific, measurable and achievable)	評估工具 Evaluation Tools

**6 (a) 項目是否申請或現正接受政府的部分或全部撥款：**

**Please state whether application for funding from the Government is made or the project is currently funded by the Government in part or in full:**

☐ 是 Yes      ☐ 否 No

如是，請提供詳情（例如：向那個部門或資助計劃提出申請、申請金額、結果、撥款金額等）。

If yes, please provide details (e.g. department/funding scheme to which the application was submitted, amount sought, results, amount granted, etc.)

**The applying organization must not receive any other government funding for the same project.**

**(b) 項目是否申請或現正接受其他機構的部分或全部撥款：**

**Please state whether application for funding from other organisations is made or the project is currently funded by other sources in part or in full:**

☐ 是 Yes      ☐ 否 No

如是，請提供詳情（例如：向那個機構或資助計劃提出申請、申請金額、結果、撥款金額等）。

If yes, please provide details (e.g. organisation/funding scheme to which the application was submitted, amount sought, results, amount granted, etc.)

**7 其他資助途徑（請在適當的方格填上「✓」號。）**

**Alternative Funding Support (Please put a “✓” in the appropriate box(es).)**

如核准的資助款額少於申請的資助款額，申請機構將如何處理？

If the approved funding amount is less than the amount applied for, what will the applicant organisation do?

(a) ☐ 尋求其他收入來源以繼續推行項目 Seek other sources of income to continue

☐ 機構自行承擔開支 Contribution from applicant organisation

☐ 贊助和捐贈 Sponsorship and donation

☐ 增加參加者費用 Increase participants' fee

(b) ☐ 取消項目 Cancel the project

(c) ☐ 其他（請註明）：

Others (Please specify): \_\_\_\_\_

## 丁部 – 財政預算 Section D – Budget

請使用下列的 Excel 表格擬訂項目的財政預算。備妥後，請列印表格，並連同本申請表格一併遞交。財政預算須清楚列出所有開支項目（包括預算的理據和計算方法）及收入（包括但不限於機構內部資源、贊助及／或捐助、參加者收費和其他收入來源）。**所有收入與支出必須以港幣為計算單位。**

Please use the below Excel form to prepare the budget of the project. Upon completion, please print the form and submit it together with this application form. The budget shall clearly set out all expenditure items (with justifications and calculations) and income (including but not limited to contributions from organisation, sponsorships and/or donations, participants' fee and other sources of income). **All income and expenditure must be denominated in Hong Kong dollars.**



財政預算

(婦女參與社區服務)

Please refer to the “Budget” (Sample) to prepare the budget of the proposed project.

(連按兩下打開檔案 Double click to open the file)

所有活動預計於 2026 年 9 月 30 日或之前完成。確實日期以「撥款通知書」載列的日期為準。

All activities are expected to be completed on or before 30 September 2026. The confirmed date will be set out in the “Approval Letter of Funding Allocation”.

戊部 – 其他資料  
Section E – Other Details

1. 宣傳安排  
Publicity Arrangements

Please describe the promotional strategy (including online and/or offline) and arrangements for participant recruitment, etc.

**Example:**

- To post promotional posters and hang up promotional banners within the district.
- To upload the promotional leaflet to the organisation's website and social media platform (Facebook, Instagram).
- To publish the promotional leaflets in contact groups (WhatsApp, WeChat) to recruit participants.

2. 執行項目的工作人員數目及工作分配（包括義工、申請機構員工等）  
Number of Staff Members Implementing the Project and their Respective Duties  
(including volunteers, staff of applicant organisation, etc.)

**Example :**

活動名稱 Name of Activities	工作人員數目及工作分配 No. of Staff Members and Respective Duties
Training course for Skills of Voluntary Work	(a) 1 tutor, responsible for sharing skills and experience. (b) 4 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Volunteer Training Course for Elderly Service	(a) 1 tutor, responsible for explaining the content of the elderly services. (b) 4 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Preparation Workshop on Promotion of Social Harmony with the Elderly Partner	(a) 1 tutor, responsible for instructing the organisation skills. (b) 3 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Promotion of Social Harmony with the Elderly Partner	21 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Sharing Session	(a) 1 tutor, responsible for assessment and provide comments to women participants. (b) 2 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Overall project	1 part-time staff for the project, responsible for publicity and implementation arrangements of the activities

3. 項目的工作時間表  
Work Schedule of the Project

Example:

月／年 Month / Year	工作 Tasks
December 2025	Publicity and recruitment of participants
January 2026	Organise Training course for Skills of Voluntary Work
February 2026	Organise Volunteer Training Course for Elderly Service
March 2026	Preparation Workshop of community services activity and recruitment of services beneficiaries
April 2026	Organise the 1st Community services activity - First time to meet YOU
May 2026	Organise the 2nd Community services activity - Board Games with Buddies
June 2026	Organise the 3rd Community services activity - Smart Elderly
June 2026	Organise the sharing session
July and August 2026	To prepare all reports and other required documents of the project and apply for reimbursement

4. 風險評估及應變方案  
Risk Assessment and Contingency Plan

請列舉項目最有可能面對的風險（如參加者人數不足、惡劣天氣、遇上緊急情況等）及註明擬訂的應變計劃。

Please list the most probable risks to which the project may be subject to (e.g. insufficient enrolment of participants, inclement weather, under emergency situations, etc) and state the proposed contingency plan.

**己部 – 聲明**  
**Section F – Declaration**

**1. 申請機構聲明**  
**Declaration by Applicant Organisation**

- (a) 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，又或未能提交相關計劃類別的《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前有任何更改，我等會盡快通知婦女事務委員會（婦委會）及／或其秘書處。

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 to Application of respective type of projects and this application form may render the application null and void. We undertake to inform the Women's Commission (WoC) and/or its Secretariat as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received.

- (b) 我等同意婦委會及／或其秘書處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。我等授權婦委會及／或其秘書處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 WoC and/or its Secretariat to process this application and related purposes. We authorise the WoC and/or its Secretariat to handle the personal data/information provided in this application form for these purposes.

- (c) 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）可公開讓公眾查閱及可供使用或披露，以作公佈及宣傳用途。

We understand and agree with the purpose on the collection of personal information as stated in the annex to this application form. We agree that information contained in this application and subsequent submissions (missions) may be released for inspection by the city.

- (d) The applicant organisation **must** complete the Declaration by signing and affixing the organisation chop. Otherwise, the application will not be accepted. Electronic signature and chop of organisation will not be accepted.

I/We hereby agree to observe the provisions contained in the aforesaid document and any other additional terms and conditions as may be prescribed by the Government and/or WoC in writing from time to time should the application for funding be successful.

申請機構名稱 Name of the Applicant Organisation	申請機構印章 Chop of the Applicant Organisation
獲授權人簽署（代表申請機構） Signature of the Authorised Person (For and on behalf of the Applicant Organisation)	項目主管簽署 Signature of the Officer-in-charge
獲授權人姓名（如香港身份證所示） Name of the Authorised Person (As shown on HKID card)	項目主管姓名（如香港身份證所示） Name of the Officer-in-charge (As shown on HKID card)
職銜 Post Title	職銜 Post Title
日期 Date	日期 Date



## 2. 合辦機構聲明

### Declaration by Co-organisier(s)

如項目涉及合辦機構，請填寫以下各欄，其他合辦機構亦須逐一另頁填寫。

**Where the project involves co-organisier(s), please fill in the following sections and use a separate sheet for each of the co-organisier(s).**

- (a) 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，又或未能提交相關計劃類別的《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前有任何更改，我等會盡快通知婦女事務委員會（婦委會）及／或其秘書處。

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 to Application of respective type of projects and this application form may render the application null and void. We undertake to inform the Women's Commission (WoC) and/or its Secretariat as soon as practicable if there are any subsequent changes to the above information before the notification of application result is received.

- (b) 我等同意婦委會及／或其秘書處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。我等授權婦委會及／或其秘書處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 WoC and/or its Secretariat to process this application and related purposes. We authorise the WoC and/or its Secretariat to handle the personal data/information provided in this application form for these purposes.

- (c) 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）可公開讓公眾查閱及可供使用或披露，以作公佈及宣傳用途。

We understand and agree with the purpose on the collection of personal information as stated in the annex to this application form. We agree that information contained in this application and subsequent submissions

If the project involves co-organisier(s), the Declaration by co-organisier(s) **must** be completed by signing and affixing the organisation chop.

- (Otherwise, the application will not be accepted. Electronic signature and chop of the organisation will not be accepted.)

respectively agree to observe the provisions contained in the aforesaid document and any other additional terms and conditions as may be prescribed by the Government and/or WoC in writing from time to time should the application for funding be successful.

合辦機構名稱  
Name of the Co-organisier

機構印章  
Chop of the Co-organisier

獲授權人姓名 (如香港身份證所示)  
(Name of the Authorised Person  
(As shown on HKID card)

獲授權人簽署 (代表合辦機構)  
Signature of the Authorised Person  
(For and on behalf of the Co-organisier)

職銜  
Post Title

日期  
Date

## 提交申請核對表 Checklist for Submission of Application

適用於以郵遞方式或親自遞交的申請

**Applicable to application submitted by post or in person**

請在適當的方格填上「✓」號。

Please put a "✓" in the appropriate box(es).

- |                          |                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 已填妥的申請表格，並由申請機構的獲授權人、項目主管及合辦機構的獲授權人（如有）簽妥及蓋上機構印章。<br>The application form has been completed and duly signed by the authorised person and officer-in-charge of the applicant organisation, as well as the authorised person of the co-organiser(s) (if any), and with the chop of organisation(s).                                                                                   |
| <input type="checkbox"/> | 已夾附申請機構及合辦機構（如有）的註冊資料的證明文件。<br>Documentary proof of the registration information of the applicant organisation and co-organiser(s) (if any) is attached.                                                                                                                                                                                                                             |
| <input type="checkbox"/> | 已夾附申請機構及合辦機構（如有）的公司組織大綱及註冊章程細則。<br>The Constitution or the Memorandum and Articles of Association of the applicant organisation and co-organiser(s) (if any) is attached.                                                                                                                                                                                                            |
| <input type="checkbox"/> | 已夾附申請機構及合辦機構（如有）根據《稅務條例》第 88 條獲豁免繳稅的慈善團體的證明文件（如適用）。<br>Supporting document of the applicant organisation and co-organiser(s) (if any) as a charitable organisation qualified for tax exemption under section 88 of the Inland Revenue Ordinance (if applicable) is attached.                                                                                                         |
| <input type="checkbox"/> | 已夾附證明申請機構具有舉辦活動經驗的文件（如有）。<br>Supporting proof of the applicant organisation in organising activities (if any) is attached.                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | 已夾附申請機構及合辦機構（如有）填妥並簽署的申請表格及財政預算表正本，以及填妥的申請表格（MS Word 格式）及財政預算表（MS Excel 格式）的軟複本，並儲存於 USB。<br><b>Original</b> of the duly completed and signed application form and budget form of the applicant organisation and co-organiser(s) (if any), plus softcopies of the completed application form (in MS Word format) and the budget form (in MS Excel format) saved in USB are attached. |

## 提交申請方法 Methods for Submission of Application

請於**2025年7月8日下午5時正前**，把已填妥並簽署的申請表格連同上述文件，以郵遞方式或親自送交香港黃竹坑業勤街23號嘉雲中心3樓民政及青年事務局婦女事務委員會秘書處婦女自強基金執行小組。信封面請註明：「申請**2025-26年度**婦女自強基金（第一輪）專題計劃-婦女參與社區服務計劃」。

申請投寄前請確保已付足夠郵資，秘書處並不接受郵資不足的郵件。郵戳日期必須為截止申請日期或之前，否則作逾期申請處理。逾期遞交或不完整的申請，以電郵或傳真方式遞交的申請，以及使用非指定表格遞交的申請概不受理。

The completed and duly signed application form together with the above documents should be delivered to the Implementation Team of Women Empowerment Fund, Women's Commission Secretariat, Home and Youth Affairs Bureau, 3/F, The Hub, 23 Yip Kan Street, Wong Chuk Hang, Hong Kong by post or in person **by 5pm on 8 July 2025**. Please state on the envelope "**Application for 2025-26 Women Empowerment Fund (First Round) Thematic Project –Programme on Women's Participation in Community Services**".

Please ensure payment of sufficient postage. Underpaid mails will not be accepted. The postmark should be dated on or before the application closing date. Otherwise, it will be regarded as late applications. Late or incomplete applications, applications by email or fax and applications not using prescribed form will not be considered.

- 完 END -

**收集個人資料聲明**

**Personal Information Collection Statement**

收集資料的目的 Purpose of Collection

1. 申請文件內所提供的個人資料，香港特別行政區政府（政府）、婦女事務委員會（婦委會）及其秘書處會用作下列用途：

The personal data provided in an application will be used by the Government of the Hong Kong Special Administrative Region (the Government), Women's Commission (WoC) and its Secretariat for the following purposes:

- (a) 處理和評審婦女自強基金（基金）申請；  
processing and assessing applications for Women Empowerment Fund (WEF);
- (b) 基金的日常運作；  
the daily operation of the WEF;
- (c) 安排公佈及宣傳；  
arranging public announcement and publicity;
- (d) 監察和評核獲基金資助的項目；  
monitoring and evaluating the funded projects;
- (e) 對獲基金資助的項目採取任何補救或跟進工作；  
taking any remedial or follow-up action on the funded projects;
- (f) 因應任何法例要求作出披露；  
meeting the requirements to make disclosure under the requirements of any law;
- (g) 進行研究；  
conducting research;
- (h) 記錄和編制統計數據；以及  
recording and preparing statistics; and
- (i) 任何與上述用途相關的目的。  
any purposes relating to any of the above.

2. 申請者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。  
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.

獲轉移資料的機構的類別 Classes of Transferees

3. 為了上述第1段的目的，政府、婦委會或其秘書處或會轉交或披露申請表格所提供的個人資料予：
- The personal data provided in the application forms may be transferred or disclosed by the Government, WoC, or its Secretariat to any of the following persons for the purposes set out in paragraph 1:
- (a) 任何與基金相關的人士（包括政府的代理人、承辦商或第三方服務供應商）；  
any person (including the agent, the contractor or the third party service provider of the Government) who is involved in the WEF;
  - (b) 任何向政府、婦委會或其秘書處負有保密責任的人士；以及  
any other person under a duty of confidentiality to the Government, WoC or its Secretariat; and
  - (c) 因應任何法例要求，政府、婦委會或其秘書處有責任向其披露資料的人士。  
any person to whom the Government, WoC and its Secretariat is under an obligation to make disclosure under the requirements of any law.

#### 查閱個人資料 Access to Personal Data

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486章）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，請與婦委會秘書處行政主任(婦女及家庭事務)2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。

The individuals whose personal data is provided in an application have the right of access and correction with respect to the 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 Executive Officer (Women and Family Affairs)2 of the WoC Secretariat. A fee may be charged in accordance with the PDPO for providing access to or correcting any data and for providing the information.

4. 遞交申請後，若須更正或查閱個人資料，請與下述人員聯絡：

Should there be any correction of and access to the personal data after submission of application, please address to:

婦委會秘書處  
行政主任(婦女及家庭事務)2  
電話：3845 4594

WoC Secretariat  
Executive Officer (Women and Family Affairs)2  
Tel: 3845 4594