

計劃編號 Project No.: (只供婦女事務委員會填寫 Official Use Only)

機構名稱 Name of Organisation:

計劃名稱 Name of Project:

Example : Wonderful Trip with Elderly

Please provide the name of organisation and project

預計收入 Estimated Income	
項目 Item	總額 (港元) Total Income (HKD)
(A) 擬向本基金申請的資助款額 (Amount of sponsorship applied for under this Fund (須與申請表格首頁填報的申請款額一致) (Should be consistent with the amount filled in on the front page of the application form)	122,830.0
(B) 獲資助機構承擔的費用(如適用) Contribution from your organisation (if applicable)	
(C) 參加者繳付的費用(如適用) Participants' fees (if applicable)	
(D) 贊助和捐贈(如適用) Sponsorship and donation (if applicable) 請列明贊助人或機構的名稱及聯絡方法 Please provide the name and contact information of the sponsor(s)	
(E) 其他(如適用) Others (if applicable)	
<b>總額 Total (A) + (B) + (C) + (D) + (E)</b>	<b>122,830.0</b>

**Budget**  
**(Sample)**

Please provide the breakdown of "No. of units" in "Remarks" (for example, session x class x hour)

預計支出 Estimated Expenditure						此欄由轉委會填寫 For official use only	
項目 Item (申請表內的活動及其數量應與此支出表相同) (The activities and their units in the application form should match those in this expenditure form.)	(i) 單價 (港元) Unit price (HKD)	(ii) 數量 No. of units	(iii) 款額 (港元) Amount (HKD) (iii) = (i) x (ii)	擬向本基金申請的資助款額 (港元) Amount of sponsorship applied for under this Fund (HKD)	備註 Remarks (請詳細說明款項的用途，例如：節、堂、小時) Please provide a detailed breakdown of the units, e.g. session x class x hour	批准的資助款額 (港元) Approved funding amount (HKD)	備註 Remarks
<b>1 第一部分：培訓課程 Part One : Training Courses</b>							
第一層面：通用技能 First Perspective: Generic Skills							
1.1 Hire of venue	500.0	8.0	4,000.0	4,000.0	2 hours x 4 sessions		
1.2 Rental of equipment (e.g. computer and audio system)	500.0	4.0	2,000.0	2,000.0	4 sessions		
1.3 Honorarium payable to instructor	345.0	8.0	2,760.0	2,760.0	1 tutor x 2 hours x 4 sessions		
1.4 Travelling subsidies for volunteers (not women participants)	50.0	4.0	200.0	200.0	1 volunteer x 4 sessions		
1.5 Materials for activities, include the printing of handouts, production of teaching materials	100.0	4.0	400.0	400.0	4 sessions x 15 participants		Please provide detailed description. For example, include the printing of handouts, production of teaching materials.
第二層面：針對進行社區服務活動所需的技能 Second Perspective: Focus on the skills required for conducting community services activities							
1.6 Hire of venue	500.0	8.0	4,000.0	4,000.0	2 hours x 4 sessions		
1.7 Rental of equipment (e.g. computer and audio system)	500.0	4.0	2,000.0	2,000.0	4 sessions		
1.8 Honorarium payable to instructor	345.0	8.0	2,760.0	2,760.0	1 tutor x 2 hours x 4 sessions		
1.9 Travelling subsidies for volunteers (not women participants)	50.0	4.0	200.0	200.0	1 volunteer x 4 sessions		
1.10 Materials for activities, include the printing of handouts, production of teaching materials	100.0	4.0	400.0	400.0	4 sessions x 15 participants		
<b>2 第二部分：社區服務活動 Part Two : Community Services Activities</b>							
籌備社區服務活動(如有): Preparation on Community Services Activities (if any)							
2.1 Hire of venue	500.0	9.0	3,600.0	3,600.0	3 hours x 3 sessions		
2.2 Honorarium payable to instructor	345.0	9.0	3,105.0	3,105.0	3 hours x 3 sessions		
2.3 Rental of equipment (e.g. computer and audio system)	500.0	3.0	1,500.0	1,500.0	3 hours x 3 sessions		
2.4 Travelling subsidies for volunteers (not women participants)	50.0	3.0	150.0	150.0	1 volunteer x 3 sessions		
社區服務活動 (一) : 1st Community Services Activity							
2.5 Materials for handicrafts	2,000.0	3.0	6,000.0	6,000.0	20 elderly and 15 women participants x 3 sessions		If more than one activity is proposed, the expenditure item and amount of sponsorship applied for should be listed out by individual activity.
2.6 Materials for visits	500.0	3.0	1,500.0	1,500.0	20 elderly x 3 sessions		
2.7 Travelling subsidies for volunteers (not women participants)	50.0	9.0	450.0	450.0	3 volunteers x 3 sessions		
社區服務活動 (二) : 2nd Community Services Activity							
2.8 Board Games	300.0	5.0	1,500.0	1,500.0	applicable to participants to share and reuse for two sessions		
2.9 Game gifts to service beneficiaries	20.0	40.0	800.0	800.0	20 elderly x 2 sessions		
2.10 Travelling subsidies for volunteers	50.0	6.0	300.0	300.0	3 volunteers x 2 activities		
社區服務活動 (三) : 3rd Community Services Activity							
2.11 Hire of venue	500.0	6.0	3,000.0	3,000.0	3 hours x 2 sessions		
2.12 Rental of equipment (e.g. computer and audio system)	500.0	2.0	1,000.0	1,000.0	3 hours x 2 sessions		
2.13 Honorarium payable to instructor	345.0	6.0	2,070.0	2,070.0	3 hours x 2 sessions		
2.14 Material for activity	1,000.0	2.0	2,000.0	2,000.0	3 hours x 2 sessions		
2.15 Souvenirs to women participants	50.0	6.0	300.0	300.0	3 volunteers x 2 sessions		
<b>3 第三部分：總結會 Part Three : Sharing Session</b>							
3.1 Hire of venue	500.0	3.0	1,500.0	1,500.0	3 hour x 1 session		The applicant organisations shall ensure completion of this column.
3.2 Rental of equipment (e.g. computer and audio system)	500.0	1.0	500.0	500.0	1 session		
3.3 Honorarium payable to instructor	345.0	3.0	1,035.0	1,035.0	1 tutor x 3 hours		
3.4 Travelling subsidies for volunteers	50.0	2.0	100.0	100.0	2 volunteers x 1 session		
3.5 Souvenirs to women participants	20.0	15.0	300.0	300.0	15 women participants		Expenditure items such as hiring staff for the project (including overtime work allowance), publicity expenses, administrative expenses, miscellaneous & contingency expenses, expenses for hiring service from a Certified Public Accountant (if applicable) and other relevant items should be counted under "Overall Project".
3.6 Production of exhibition panel	400.0	6.0	2,400.0	2,400.0	6 pcs		
<b>4 整體計劃 Overall Project</b>							
4.1 Overtime work allowance for part-time staff	3,000.0	9.0	27,000.0	27,000.0	9 (months) x 1 part-time staff		The total amount is required to be consistent with the part A of Estimated Income.
4.2 Publicity expenses	10,000.0	1.0	10,000.0	10,000.0			
4.3 Photo-taking and video-shooting	3,000.0	1.0	3,000.0	3,000.0			
4.4 Public liability and accident insurance	3,000.0	1.0	3,000.0	3,000.0	All activities		
4.5 Administrative expenses	10,000.0	1.0	10,000.0	10,000.0			
4.6 Miscellaneous & contingency expenses	10,000.0	1.0	10,000.0	10,000.0			
4.7 Hiring service from a Certified Public Accountant ("CPA")	8,000.0	1.0	8,000.0	8,000.0			
<b>總計 Total</b>			<b>122,830.0</b>	<b>122,830.0</b>		<b>0.0</b>	