

婦女事務委員會
2025-26 年度婦女自強基金(第一輪)
一般計劃
申請表格

Women's Commission
2025-26 Women Empowerment Fund (First Round)
General Project
Application Form

Sample

(只供內部填寫 Official Use Only)

申請編號

Application No _____

1. 此表格只適用於一般計劃(一般計劃)。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)一般計劃申請指引** (《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 General Project. Please carefully read through **2025-26 Women Empowerment Fund (First Round) Guide to Application for General Project (the Guide)** which is available at the Women Empowerment Fund website at <<http://www.wef.gov.hk>> before completing this application form.
2. 一般計劃分為一年期和兩年期。一年期項目下所有活動預計於 **2026 年 9 月 30 日或之前完成**；兩年期項目下所有活動則預計於 **2027 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。
General project can be of one-year or two-year. All activities under the **one-year project** are expected to be **completed on or before 30 September 2026** while those under the **two-year project** are expected to be **completed on or before 30 September 2027**. 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 application form with details clearly. Incomplete application will not be considered.

項目名稱 (中文 Chi) Project Title (英文 Eng)			
申請機構 (中文 Chi) Applicant Organisation (英文 Eng)			
項目推行期 Project Duration	<input type="checkbox"/> 一年期 ¹ One-year ¹	<input type="checkbox"/> 兩年期 ² Two-year ²	
推行項目的地區 (可選擇多於一個地區) Districts of Implementation (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 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 checked="" type="checkbox"/> 觀塘 Kwun Tong <input checked="" 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 (只可選擇一個主題) Project Theme (only one theme can be selected) 請在適當的方格填上「✓」號。 Please put a "✓" in the appropriate box.	<input checked="" type="checkbox"/> 協助婦女在就業市場轉型 Assisting women in accomplishing transformations in the job market <input type="checkbox"/> 促進婦女對身心健康的關注 Enhancing women's awareness on physical and mental health <input type="checkbox"/> 協助婦女應對在家庭及社會中的不同角色 Helping women to cope with different roles in family and society <input type="checkbox"/> 協助婦女增強自我價值和發展個人潛能 Motivating women to enhance their personal attributes and achieve full potential <input type="checkbox"/> 協助婦女使用新資訊及通訊科技 Facilitating the use of new information and communication technology		
申請總額 Total Amount Sought	\$ Example: 165,900		

The funding caps of each one-year project and two-year project are HK\$400,000 and HK\$800,000 respectively.

¹ 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".

² 所有活動預計於 2027 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 2027. The confirmed date will be set out in the "Approval Letter of Funding Allocation".

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³ Officer-in-charge of the Project³

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			

³ 機構負責人或獲授權人與項目主管不得是同一人。

Person-in-charge or authorised person of the organisation should not be the same person as 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⁴？ 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 organisation⁴?

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

⁴ 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 ____)

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

是 yes ☐ 否 no ☐

Your organisation declared not to share during the
term of funded project its income/assets to its
members

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⁵

Relevant Experience on Organising Activities⁵

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.

⁵ 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、服務或協助宣傳者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 checked="" 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⁶ Authorised Person of the Organisation⁶

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			

⁶ 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⁷？
*（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?
* (If yes, please provide a photocopy of the relevant document showing the exemption from tax under Section 88 of the Inland Revenue Ordinance.) 是* yes * ☐ 否 no ☐

⁷ 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 ____)

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 是 yes ☐ 否 no ☐

Your organisation declared not to share during the
term of funded project its income/assets to its
members

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

丙部 – 項目詳情

Section C – Project Details

1. 項目簡介（包括整個項目的目的、推行項目的原因及項目下每個活動撮要。至於每項個別活動的詳情，請填寫第 2 至 8 項。）

Brief Description of Project (including the objectives and rationale of the project, and a summary of each of the activities under the project. Please provide details of each individual activity in items 2 to 8 below.)

Please explain the project's objectives, reasons for implementation, and provide a summary of each activity under the project to achieve the goal of promoting women's development in Hong Kong.

If the applicant organization proposes to organize multiple activities, **Section C items 2 to 8** must be completed separately for each activity.

請就擬議項目下的每項個別活動填寫第2至8項。(如舉辦超過一項活動，請自行影印以下第2至8項。)
Please provide details of each individual activity under the proposed project in items 2 to 8 below.
(Please make copies of items 2 to 8 below if more than one activity is to be organised.)

2. 活動名稱
Name of Activity

第 ____ 個活動，共 ____ 個活動

 1 Out of 3

(中文 Chi)

Example : Training Course on Career Equipment

(英文 Eng)

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

3. 具體目的
Specific Objective(s)

Please explain how the proposed activity can meet the selected theme to achieve the goal of promoting women's development in Hong Kong.

4. 活動內容
Details of Activity

請詳細列出每個活動細項的詳情。

Please specify the details of each sub-activity.

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

Example :

- 1. Seminar on Industry Analysis : Industry representatives introduce different sectors and their development (such as retail, beauty, food & beverage, information technology), to understand industry structures and work patterns.**
- 2. Workshop on Interview Strategies : Explaining interview Q&As and communication techniques, reading facial expressions, response strategies, and handling different scenario questions.**
- 3. Workshop on Makeup and Styling for Interview : Teaching fundamental knowledge of interview makeup and styling, helping participants build confidence through appropriate attire and appearance to perform their best in interviews.**
- 4. Seminar on Learning the Employment Traps: Learning about common job search pitfalls, such as personal information theft, online recruitment fraud, and illegal employment opportunities, to enhance fraud prevention awareness.**

5. 活動推行時間表
Implementation Schedule

Example :

活動細項 Sub- activity	班數# No. of Classes	每班 節數 No. of Sessions per Class	每節時數 No. of Hours Per Session	形式 Format (例如: 講座、分享 會) (e.g.: seminar, sharing session)	日期/時間 Date / Time	地點 Venue
Seminar on Industry Analysis	2	1	2	Seminar	December 2025	Activity room of Community Hall
Workshop on Interview Strategic	2	2	2	Workshop	January 2026	Activity room of Community Hall
Workshop on Makeup and Styling for Interview	2	2	2	Workshop	January 2026	Activity room of Community Hall
Seminar on Learning the Employment Traps	2	1	2	Seminar	January 2026	Activity room of Community Hall

6. 每個活動的預計參加者人數及對象
Expected Number and Target Participants of Each Activity

Example :

活動細項 Sub-activity	班數 No. of Classes	每班 節數 No. of Sessions Per Class	每節參加者人數 No. of Participants Per Session	參加者對象 Target Participants
Seminar on Industry Analysis	2	1	20	Women who are interested in accomplishing transformations in the job market
Workshop on Interview Strategic	2	2	20	
Workshop on Makeup and Styling for Interview	2	2	20	
Seminar on learning the Employment Traps	2	1	20	

7. 活動的預期成效
Expected Outcome of Activity

Example :

Women can understand the latest development of various industries before returning to the workplace and equip themselves both internally and externally, build confidence, and face new challenges.

8. 活動成效評估
Evaluation of Activity

Example :

Please complete the project evaluation for each sub-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
Seminar on Industry Analysis	90% of participants found that the seminars provided practical industry information, increased their understanding of different industries, and helped them choose the right careers.	Participants' Questionnaire
Workshop on Interview Strategic	90% of participants found that the workshop helped them learn how to prepare well for interviews, handle different interview scenarios with ease, and boost their job-seeking confidence.	Participants' Questionnaire
Workshop on Makeup and Styling for Interview	90% of participants found that the workshop helped them understand and master interview makeup and styling, while improving their self-confidence.	Participants' Questionnaire
Seminar on Learning the Employment Traps	90% of participants found that the workshop helped them recognize various job search scams and heighten their fraud awareness.	Participants' Questionnaire

If the applicant organisation proposes to organise multiple, Section C items 2 to 8 must be completed separately for each activity.

請就擬議項目下的每項個別活動填寫第2至8項。(如舉辦超過一項活動，請自行影印以下第2至8項。)
Please provide details of each individual activity under the proposed project in items 2 to 8 below.
(Please make copies of items 2 to 8 below if more than one activity is to be organised.)

2. 活動名稱
Name of Activity

第 ____ 個活動，共 ____ 個活動

2 Out of 3

(中文 Chi)

Example : Training Course on Career Skills

(英文 Eng)

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

3. 具體目的
Specific Objective(s)

Please explain how the proposed activity can meet the selected theme to achieve the goal of promoting women's development in Hong Kong. °

4. 活動內容
Details of Activity

請詳細列出上述活動每個活動細項的詳情。

Please specify the details of each sub-activity under the above activity.

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

Example:

1. **Course on Practical Business Skills: Learn office administrative practices, document processing skills, and computer operations, etc.**
2. **Course on Information Technology and Communication Skills: Understanding the fundamentals, applications, and development of artificial intelligence (AI).**
3. **Course on Customer Services Skills for Retailing: Learn retail theory, techniques for serving different customers, product and service promotion, and handling conflicts and complaints.**
4. **Course on the Usage of English for Retailing : Application of English listening, speaking, reading, and writing in the retail industry, including basic vocabulary, grammar, conversational responses, and communication techniques.**

5. 活動推行時間表
Implementation Schedule

Example :

活動細項 Sub- activity	班數# No. of Classes	每班 節數 No. of Sessions Per Class	每節時 數 No. of Hours Per Session	形式 Format (例如: 講座、分 享會) (e.g.: seminar, sharing session)	日期/時間 Date / Time	地點 Venue
Course on Practical business skills	2	3	2	Training course	February 2026	Activity room of Community Hall
Course on Information Technology and Communication skills	2	3	2	Training course	February 2026	Activity room of Community Hall
Course on Customer Services Skills for Retailing	2	3	2	Training course	March 2026	Activity room of Community Hall
Course on the Usage of English for Retailing	2	3	2	Training course	March 2026	Activity room of Community Hall

6. 預計每個活動的參加者人數及對象
Expected Number and Target Participants of Each Activity

Example :

活動細項 Sub-activity	班數 No. of Classes	每班 節數 No. of Sessions Per Class	每節參加者人數 No. of Participants Per Session	參加者對象 Target Participants
Course on Practical Business Skills	2	3	20	Women who are interested in promoting the career skills
Course on Information Technology and Communication Skills	2	3	20	
Course on Customer Services Skills for Retailing	2	3	20	
Course on the Usage of English for Retailing	2	3	20	

7. 活動的預期成效

Expected Outcome of Activity

Example:

Participants master multiple workplace skills, with particular focus on retail industry trends and skills, enhancing both their personal value and competitive advantage in the job market.

8. 活動成效評估

Evaluation of Activity

Example:

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
Course on Practical Business Skills	90% of participants found that the course enabled them to master and apply common business skills.	Participants' Questionnaire
Course on Information Technology and Communication Skills	90% of participants found that the course helped them understand the latest information technology in the business environment and apply it in the workplace.	Participants' Questionnaire
Course on Customer Services Skills for Retailing	90% of participants found that the course helped them understand customer psychology and response techniques, enabling them to build good customer relationship management.	Participants' Questionnaire
Course on the Usage of English for Retailing	90% of participants found that the course helped them master workplace English usage, strengthening their confidence in communication.	Participants' Questionnaire

If the applicant organisation proposes to organise multiple, Section C items 2 to 8 must be completed separately for each activity.

請就擬議項目下的每項個別活動填寫第2至8項。(如舉辦超過一項活動，請自行影印以下第2至8項。)
Please provide details of each individual activity under the proposed project in items 2 to 8 below.
(Please make copies of items 2 to 8 below if more than one activity is to be organised.)

2. 活動名稱
Name of Activity

第 ____ 個活動，共 ____ 個活動

3 Out of 3

(中文 Chi)

Example : " NEW" Experience on Retailing

(英文 Eng)

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

3. 具體目的
Specific Objective(s)

Please explain how the proposed activity can meet the selected theme to achieve the goal of promoting women's development in Hong Kong.

4. 活動內容
Details of Activity

請詳細列出上述活動每個活動細項的詳情。

Please specify the details of each sub-activity under the above activity.

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

Example :

Lead participants to visit retail enterprises to understand the work environment, with company representatives sharing the latest information.

1. Visit Company XXX, engage in dialogue with XXX company managers/store supervisors to understand industry background and development.

2. Visit Organization XYZ, experience 3 hours of actual work content, explained by senior staff with over 10 years of experience.

5. 活動推行時間表
Implementation Schedule

Example :

活動細項 Sub- activity	班數# No. of Classes	每班 節數 No. of Sessions Per Class	每節時數# No. of Hours Per Session	形式 Format (例如: 講座、分享 會) (e.g.: seminar, sharing session)	日期/時間 Date / Time	地點 Venue
Visit company of XXXX	1	1	4	Visit	April 2026	Office of the company
Visit organisati on of XYZ	1	1	4	Visit	April 2026	Office of the organisation

6. 預計每個活動的參加者人數及對象
Expected Number and Target Participants of Each Activity

Example :

活動細項 Sub-activity	班數 No. of Classes	每班 節數# No. of Sessions Per Class	每節參加者人數 No. of Participants Per Session	參加者對象 Target Participants
Visit company of XXXX	1	1	20	Women who are interested in accomplishing transformations in the job market
Visit organisation of XYZ	1	1	20	

7. 活動的預期成效

Expected Outcome of Activity

Example :

Through on-site visits to retail enterprises, participants engage with representatives, experience the retail work environment, and understand the industry's challenges and opportunities, which assists in career planning.

8. 活動成效評估

Evaluation of Activity

Example :

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
Visit company of XXXX	90% of participants found that the visits increased their understanding of retail work and inspired their career planning.	Participants' Questionnaire
Visit organisation of XYZ	90% of participants found that the visits increased their understanding of retail work and inspired their career planning.	Participants' Questionnaire

9. (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.)

10. 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

其他（請註明）：

- (c) ☐ 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.**

(a) 一年期項目 For One-year Project



財政預算
(一般計劃)(一年期)

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

(連接兩下打開檔案 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”.

(b) 兩年期項目 For Two-year Project



財政預算
(一般計劃)(兩年期)

(連接兩下打開檔案 Double click to open the file)

所有活動預計於 2027 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。就擬備財政預算而言，2026 年 9 月 30 日或之前的開支將納入為第一年的財政預算；而由 2026 年 10 月 1 日至 2027 年 9 月 30 日的開支則納入為第二年的財政預算。

All activities are expected to be completed on or before 30 September 2027. The confirmed date will be set out in the “Approval Letter of Funding Allocation”. For budget preparation purpose, expenditure items expected to be incurred on or before 30 September 2026 shall be counted as the expenditure budget for the first year. The budget for the second year shall count from 1 October 2026 to 30 September 2027.

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 Member(s) and Respective Duties
Seminar on Industry Analysis	a) 1 session for each class (two classes), 1 tutor per session, responsible to share the information of the industry; b) 2 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Workshop on Interview Strategic	a) 2 sessions for each class (two classes), 1 tutor per session, responsible to explain the interview skills; b) 4 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Workshop on Makeup and Styling for Interview	a) 2 sessions for each class (two classes), 1 tutor per session, responsible to explain the makeup and styling skills; b) 4 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Seminar on Learning the Employment Traps	a) 1 session for each class (two classes), 1 tutor per session, responsible to explain the notes of employment; b) 2 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Course on Practical Business Skills	a) 3 sessions for each class (two classes), 1 tutor per session, responsible to teach the practical business skills; a) 6 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Course on Skills on Information Technology and Communication	b) 3 sessions for each class (two classes), 1 tutor per session, responsible to teach latest skills on the information and technology; a) 6 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Course on Skills on Customer Services for Retailing	c) 3 sessions for each class (two classes), 1 tutor per session, responsible to teach the skills on customer services; a) 6 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
Course on Usage of English for Retailing	d) 3 sessions for each class (two classes), 1 tutor per session, responsible to teach the knowledge of English; e) 6 volunteers (not women participant) (1 pax per session), responsible for arranging venues and providing immediate support.
“NEW” Experience on Retailing Activity	a) 1 session for each class (two classes), 1 tutor per session, responsible to share and explain the operation of the enterprise; 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
November 2025	Publicity and recruitment of participants
December 2025	To organise the Seminar on Industry Analysis
January 2026	To organise Workshop on Interview Strategic, Workshop on Makeup and Styling for Interview and Seminar on Learn the Employment Traps
February 2026	To organise Course on Practical Business Skills and Course on Skills on Information Technology and Communication
March 2026	To organise Course on Skills on Customer Services for Retailing, Course on Usage of English for Retailing
April 2026	To organise "NEW" Experience on Retailing
May to July 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 contained in this application and subsequent submissions (its and revisions) may be released for inspection by the public and publicity.

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.

我等同意，如獲得撥款資助，當會遵守上述文件所載的規定條款和條件。

We have read and understood the contents of the Guide to Application of respective type of projects and 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 application and subsequent submissions may be released for inspection by the

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.

We have read and understood the contents of the Guide to Application of respective type of projects and 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.

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。
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。
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。
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）。
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）。
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。
Original 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）一般計劃**」。

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) – General Project**".

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