

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:

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	165,900.0
(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)	
總額 Total (A) + (B) + (C) + (D) + (E)	165,900.0

**General Project
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						此欄由辦委會填寫 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 (請詳細說明數量的細分, 例如: 節 x 班 x 小時) (Please provide a detailed breakdown of the units, e.g. session x class x hours)	批准的資助款額 (港元) Approved funding amount (HKD)	備註 Remarks
1 Activity (1) : Training Course on Career Equipment							
1.1 Hire of venue	500.0	24	12,000.0	12,000.0	(1) Seminar on Industry Analysis : 2 classes x 1 session x 2 hours x 1 tutor	If more than one activity is proposed, the expenditure item and amount of sponsorship applied for should be listed out by individual activity.	
1.2 Rental of equipment (e.g. computer and audio system)	500.0	12	6,000.0	6,000.0	(2) Workshop on Interview Strategies : 2 classes x 2 session x 2 hours x 1 tutor		
1.3 Honorarium payable to instructor	345.0	24	8,280.0	8,280.0	(3) Workshop on Makeup and Styling for Interview : 2 classes x 2 session x 2 hours x 1 tutor		
1.4 Materials for activities, include the printing of handouts, production of teaching materials (20 participants for each session)	500.0	12	6,000.0	6,000.0	(4) Seminar on Learning the Employment Traps : 2 classes x 2 session x 2 hours x 1 tutor		
1.5 Travelling subsidies for volunteers	50.0	12	600.0	600.0	1 volunteer for each session (12 sessions for 2 classes)		
2 Activity (2) : Training Course on Career Skills							
2.1 Hire of venue	500.0	48	24,000.0	24,000.0	1. Course on practical business skills : 2 classes x 3 sessions x 2 hours x 1 tutor	Please provide detailed description. For example, include the printing of handouts, production of teaching materials.	
2.2 Rental of equipment (e.g. computer and audio system)	500.0	24	12,000.0	12,000.0	2. Course on information technology and communication skills : 2 classes x 3 sessions x 2 hours x 1 tutor		
2.3 Honorarium payable to instructor	345.0	48	16,560.0	16,560.0	3. Course on customer services skills for retailing : 2 classes x 3 sessions x 2 hours x 1 tutor		
2.4 Materials for activities, include the printing of handouts, production of teaching materials (20 participants for each session)	500.0	24	12,000.0	12,000.0	4. Course on the usage of English for retailing : 2 classes x 3 sessions x 2 hours x 1 tutor		
2.5 Travelling subsidies for volunteers	50.0	24	1,200.0	1,200.0	1 volunteer for each session (2 classes for 24 sessions)		
3 Activity (3) : "NEW" experience on retailing							
3.1 Honorarium payable to instructor	345.0	8	2,760.0	2,760.0	1 tutor x 1 session x 4 hours	The applicant organisations shall ensure completion of this column.	
3.2 Travelling subsidies for volunteers	50.0	2	100.0	100.0	1 volunteer x 2 sessions		
4 Overall Project							
4.1 Overtime work allowance for part-time staff	2,500.0	9	22,500.0	22,500.0	9 (months) x 1 part-time staff		
4.2 Publicity expenses	3,000.0	3	9,000.0	9,000.0	3 activities		
4.3 Photo-taking and video-shooting	300.0	3	900.0	900.0	3 activities	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".	
4.4 Public liability and accident insurance	2,000.0	3	6,000.0	6,000.0	3 activities		
4.5 Administrative expenses	10,000.0	1	10,000.0	10,000.0			
4.6 Miscellaneous & contingency expenses	8,000.0	1	8,000.0	8,000.0			
4.7 Hiring service from a Certified Public Accountant ("CPA")	8,000.0	1	8,000.0	8,000.0			
總計 Total			165,900.0	165,900.0			

The total amount is required to be consistent with the part A of Estimated Income.