

婦女事務委員會  
2026-27 年度婦女自強基金(第一輪)  
一般計劃及專題計劃 – 婦女事業發展計劃  
申請表格

Women's Commission  
2026-27 Women Empowerment Fund (First Round)  
General Project and Thematic Project – Programme on Women's  
Career Development  
Application Form

參考樣本

(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及專題計劃 - 婦女事業發展計劃(事業發展計劃)。填寫本申請表格前，請先細閱 2026-27 年度婦女自強基金(第一輪)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 and Thematic Project – Programme on Women's Career Development (Career Development Programme). Please carefully read through **2026-27 Women Empowerment Fund (First Round) Guide to Application (the Guide)** which is available at the Women Empowerment Fund website at <<http://www.wef.gov.hk>> before completing this application form.
2. 一般計劃及事業發展計劃計劃分為一年期和兩年期。一年期項目下所有課程/活動預計於 **2027 年 9 月 30 日或之前完成**；兩年期項目下所有課程/活動則預計於 **2028 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 and Career Development project can be of one-year or two-year. All courses/activities under the **one-year project** are expected to be **completed on or before 30 September 2027** while those under the **two-year project** are expected to be **completed on or before 30 September 2028**. 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.

請清晰填寫申請表格及提供詳細資料。如資料不全，申請將不獲考慮。

項目名稱 <b>Project Title</b>	(中文 Chi)	
	(英文 Eng)	
申請機構 <b>Applicant Organisation</b>	(中文 Chi)	
	(英文 Eng)	
計劃類別 <sup>1</sup> <b>Project Type<sup>1</sup></b>	<input checked="" type="checkbox"/> 一般計劃 General Project	<input type="checkbox"/> 專題計劃 – 婦女事業發展計劃 Thematic Project – Programme on Career Development of Women
項目推行期 <b>Project Duration</b>	<input type="checkbox"/> 一年期 One-year	<input type="checkbox"/> 兩年期 Two-year
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)	<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 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

請選擇項目的推行期。

可選擇一個或多於一個地區推行項目。

<sup>1</sup> 請在其中一項，並在適當的方格填上「✓」號。

Choose one only and put a “✓” in the appropriate box.

<p>項目主題 Project Theme</p>	<p><b>一般計劃</b> <b>General Project</b></p> <p>請選擇以下其中一個主題。 Please select <b>one</b> of the following themes.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 促進婦女對身心健康的關注 Enhancing women's awareness on physical and mental health</li> <li><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</li> <li><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</li> <li><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</li> </ul>
<p>每份申請表格只可選擇： (1) 一般計劃內其中一個主題 或 (2) 專題計劃 - 婦女事業發展計劃</p>	<p><b>專題計劃 - 婦女事業發展計劃</b> <b>Thematic Project – Programme on Women's Career Development</b></p> <p>請提供主題。 Please provide a theme.</p> <p>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，婦委會有權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.</p>
<p>申請總額 Total Amount Sought</p>	<p>\$ <b>176,200</b></p>

**一般計劃**：一年期項目的資助上限為港幣 40 萬元；兩年期項目的資助上限為港幣 80 萬元。

**專題計劃 - 婦女事業發展計劃**：一年期項目的資助上限為港幣 50 萬元；兩年期項目的資助上限為港幣 100 萬元。

請提供以下資料並確保正確無誤。

甲部 – 申請機構資料 Section A – Particulars of the Applicant Organisation			
<b>1. 申請機構資料 Information of the Applicant Organisation</b>			
名稱 (中文 Chi) Name (英文 Eng)			
地址 Address			
網址 Website			
社交媒體 Social Media	<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		
<b>2. 負責人 Responsible Person</b>			
<b>(a) 申請機構負責人 Person-in-charge of the Applicant Organisation</b>			
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>(b) 項目主管<sup>2</sup> Officer-in-charge of the Project<sup>2</sup></b>			
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>(c) 獲授權人 Authorised Person of the Organisation</b>			
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.	

請選擇機構的社交媒體，並提供有關媒體帳號(如有)。

<sup>2</sup> 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 the officer-in-charge of the project.

電郵地址 Email Address	
<p><b>3. 註冊資料 (必須在適當的方格填上「✓」號。)</b>  <b>Registration Information (must put a “✓” in the appropriate box.)</b>          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 <b>photocopy of the relevant registration certificate(s)</b>. Otherwise, the application will not be considered.)</p> <p>(a) <u>註冊類型</u>  <u>Type of Registration</u></p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> 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.</p>	
<p>(b) <u>機構性質</u>  <u>Nature of Organisation</u></p> <p>(i) 貴機構是否註冊非牟利機構？          Is your organisation a registered non-profit making organisation?      是 yes <input type="checkbox"/>      否 no <input type="checkbox"/></p> <p>(ii) 貴機構是否具慈善性質的非政府機構<sup>3</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>4</sup>?      是* yes* <input type="checkbox"/>      否 no <input type="checkbox"/>          * (If yes, please provide a photocopy of the relevant document showing the exemption from tax under Section 88 of the Inland Revenue Ordinance.)</p>	

<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 1 頁第 3 段)  
(Paragraph \_\_\_\_  
of page \_\_\_\_ )

- 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

需遞交文件證明申請機構為非牟利，並註明相關條文的位置。

例如：機構呈上的公司組織大綱第 1 頁的第 3 段中有提及機構屬非牟利機構，需指出相應位置。

#### 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.)

請簡單介紹機構的背景、成立日期、宗旨、規模及主要成員等基本資料。

#### 5. 舉辦活動／課程的相關經驗<sup>4</sup>

##### Relevant Experience on Organising Activities/Courses<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課程／活動(包括申請機構在該課程／活動所負責的範疇、課程／活動舉辦日期、對象、受惠人數、成果等)，並提交文件以茲證明。如沒有舉辦課程／活動，請填上「沒有」。

Please briefly describe the courses/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 courses/activities, the date of courses/activities, target groups, number of beneficiaries, result, etc), and provide supporting proof. If the organisation has not organised any courses/activities, please fill in "Nil".

請介紹機構過去兩年舉辦活動的經驗，並提交文件以茲證明。

<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

承辦商不視作合辦機構。

**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 (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

請選擇合辦機構的社交媒體，  
並提供有關媒體帳號(如有)。

**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書的影印本, 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

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

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>7</sup>?

\* (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

<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 1 頁第 3 段)  
(Paragraph \_\_\_\_  
of page \_\_\_\_ )

- 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

需遞交文件證明合辦機構為非牟利，並註明相關條文的位置。

例如：公司組織大綱第 1 頁的第 3 段中有提及機構屬非牟利機構，需指出相應位置。

**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課程／活動撮要。至於每項個別課程／活動的詳情，請填寫第 2 至 9 項。)

**Brief Description of Project (including the objectives and rationale of the project, and a summary of each of the courses/activities under the project. Please provide details of each individual course/activity in items 2 to 9 below.)**

請說明項目的目的、推行原因及項目下每項活動撮要，以達致促進本港婦女發展的目的。



如申請機構擬舉辦多項活動，需就每項活動逐一填寫丙部第2至9項。

請就擬議項目下的每個課程／活動填寫第2至9項。(如舉辦超過一個課程／活動，請自行影印以下第2至9項。)

Please provide details of each individual course/activity under the proposed project in items 2 to 9 below. (Please make copies of items 2 to 9 below if more than one course/activity is to be organised.)

2. 課程／活動名稱

Name of Course/Activity

第 1 個課程／活動，共 2 個課程／活動

\_\_\_\_\_ Out of \_\_\_\_\_

(中文 Chi)

例子：婦女健康資訊知多啲

(英文 Eng)

請填寫擬議項目的活動序號及總數。

3. 課程是否已取得資歷架構認可?

Has the course been recognized under the Qualifications Framework?

不適用 Not applicable

否 No

是，請提供資歷名冊登記號碼 Yes, please provide the QR Registration No.:

\_\_\_\_\_

4. 具體目的

Specific Objective(s)

請說明擬舉辦的活動如何配合機構所選的主題，以達致促進本港婦女發展的目的。

5. 課程／活動內容

Details of Course/Activity

請詳細列出每個課程／活動細項的詳情。如課程／活動期間舉辦兒童活動，須在此說明並提供詳情。

Please specify the details of each sub-course/activity. If children activities will be held during the course/event period, please specify and provide details.

請細列每個活動細項的內容大綱，如每節課堂的主題／重點及概要等。

例子：

活動一：講解不同年齡女性的常見疾病和預防方法，包括：月經失調、子宮肌瘤、更年期綜合症、卵巢癌、子宮頸癌等，提高婦女對不同健康範疇的認識，更好地了解自身的健康情況。

活動二：講解如何建立健康生活小貼士，包括：適量運動、優質睡眠與休息、均衡營養飲食、身體保健等，提升婦女的生活品質，促進婦女健康。

6. 推行時間表  
Implementation Schedule

例子：

課程／活動 細項 Sub-course/ 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
常見婦科 疾病	3	2	2	講座	2027年 1月	社區會堂 活動室
健康生活 小貼士	3	2	2	講座	2027年 2月	社區會堂 活動室

**備註：**

班：指同一活動／課程在不同時間或日子安排的多個班次。每班內容是相同的，且參加者一般不會重覆。

節：指同一活動／課程內有不同內容或階段的分段授課。每節通常是不同的課題或內容。

**Note:**

Class: Same activity/course at different times or days. The content is the same, and participants usually only join once.

Session: Different parts or stages within the same activity/course. Each section covers a different topic or content.

7. 每個課程／活動的預計參加者人數及對象  
Expected Number and Target Participants of Each Course/Activity

課程／活動細項 Sub-course/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
常見婦科疾病	3	2	50	有意了解婦女健康資訊的婦女
健康生活小貼士	3	2	50	

8. 課程／活動的預期成效  
Expected Outcome of Course/Activity

例子：

- 1) 有效提升婦女對自身健康的認知與管理能力，建立及早預防疾病的理念，守護自我健康。
- 2) 婦女掌握建立健康生活清單，持續在生活中實踐各項有益健康的活動和習慣，包括：規律運動、均衡飲食、充足睡眠等，活出健康新方向。
- 3) 婦女將健康生活概念，分享予更多社區人士，建立健康活力的社區。

9. 課程／活動成效評估  
Evaluation of Course/Activity

例子：

課程／活動細項 Sub-course/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
常見婦科疾病	90%參加者認為能加強預防婦女疾病的意識，了解到自己的身體狀況。	參加者出席簽到表、問卷調查
健康生活小貼士	90%參加者認為學習到如何建立有規律的健康生活模式。	參加者出席簽到表、問卷調查

如申請機構擬舉辦多項活動，需就每項活動逐一填寫丙部第2至9項。

請就擬議項目下的每個課程／活動填寫第2至9項。(如舉辦超過一個課程／活動，請自行影印以下第2至9項。)

Please provide details of each individual course/activity under the proposed project in items 2 to 9 below. (Please make copies of items 2 to 9 below if more than one course/activity is to be organised.)

2. 課程／活動名稱  
Name of Course/Activity 第 2 個課程／活動，共 2 個課程／活動  
\_\_\_\_\_ Out of \_\_\_\_\_

(中文 Chi) 例子：妳的精神健康

(英文 Eng)

請填寫擬議項目的活動序號及總數。

3. 課程是否已取得資歷架構認可?  
Has the course been recognized under the Qualifications Framework?

不適用 Not applicable

否 No

是，請提供資歷名冊登記號碼 Yes, please provide the QR Registration No.:

4. 具體目的  
Specific Objective(s)

請說明擬舉辦的活動如何配合機構所選的主題，以達致促進本港婦女發展的目的。

5. 課程／活動內容  
Details of Course/Activity

請詳細列出每個課程／活動細項的詳情。如課程／活動期間舉辦兒童活動，須在此說明並提供詳情。  
Please specify the details of each sub-course/activity. If children activities will be held during the course/event period, please specify and provide details.

請細列每個活動細項的內容大綱，如每節課堂的主題／重點及概要等。

例子：

活動一：透過互動遊戲，簡述精神健康的定義、常見的婦女精神疾病徵狀（如抑鬱症、焦慮症及產後抑鬱）和行為，如何對生活造成影響及提升精神健康的方法。

活動二：

第1節至第2節：認識及分辨情緒，學習抒發情緒技巧和調識壓力的能力。  
第3節至第4節：認識表達藝術的概念、不同藝術媒介的治療方法，對心理健康的正面影響。

第5節至第6節：創意寫作體驗，釋放壓力，將情緒轉化。

第7節至第8節：視覺藝術治療的理論，以視覺媒介（繪畫、拚貼）的創作過程，表達內心情緒。

第9節至第10節：透過音樂體驗，以創意表達方式及運用不同樂器，放鬆身心及肌肉。

**6. 推行時間表**  
**Implementation Schedule**

例子：

課程／活動 細項 Sub-course/ activity	班數 No. of Clas ses	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
認識精神 健康	2	2	2	講座	2027年 3月	社區會堂 活動室
情緒與表 達藝術治 療體驗	2	10	2	工作坊	2026年 4月	社區會堂 活動室

**備註：**

班：指同一活動／課程在不同時間或日子安排的多個班次。每班內容是相同的，且參加者一般不會重覆。  
節：指同一活動／課程內有不同內容或階段的分段授課。每節通常是不同的課題或內容。

**Note:**

Class: Same activity/course at different times or days. The content is the same, and participants usually only join once.  
Session: Different parts or stages within the same activity/course. Each section covers a different topic or content.

**7. 每個課程／活動的預計參加者人數及對象**  
**Expected Number and Target Participants of Each Course/Activity**

課程／活動細項 Sub-course/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
認識精神健康	2	2	30	關注精神健康的婦女
情緒與表達藝術治療體驗	2	10	15	

8. 課程／活動的預期成效  
Expected Outcome of Course/Activity

例子：

- 1) 加強婦女對精神健康的認知，關注自身的精神狀況，減低對精神健康的負面標籤。
- 2) 協助婦女察覺個人的情緒和心理需要，提早防治，保持精神健康。
- 3) 有效紓解婦女因情緒困擾而對生活造成的影響，正面釋放情緒，減輕壓力。

9. 課程／活動成效評估  
Evaluation of Course/Activity

例子：

課程／活動細項 Sub-course/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
認識精神健康	90%參加者認為能認識的不同的婦女精神疾病，了解精神健康的重要性。	活動前測與後測問卷調查
情緒與表達藝術治療體驗	90%參加者認為能紓緩壓力、焦慮及提升情緒健康。	參加者的創作過程、問卷調查

**10. 項目會否提供實習機會：**

**Please state whether the project would offer work placement:**

不適用 Not applicable       是 Yes       否 No

如是，請提供詳情（例如：時長、職位名稱、公司／機構名稱等）。

If yes, please provide details (e.g. duration, post title, name of the company/organization, etc.)

**11. (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.)

申請機構不得就同一項目接受其他政府資助。

**(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.)

**12. 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)(一年期計)

請參閱「財政預算」(參考樣本)，以填寫擬議項目的財政預算。

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

所有課程／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 courses/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".

### (b) 兩年期項目 For Two-year Project



財政預算

(一般計劃)(兩年期計)

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

所有課程／活動預計於 2028 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，2027 年 9 月 30 日或之前的開支將納入為第一年的凸財政預算；而由 2027 年 10 月 1 日至 2028 年 9 月 30 日的開支則納入為第二年的財政預算。

All courses/activities are expected to be completed on or before 30 September 2028. 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 2027 shall be counted as the expenditure budget for the first year. The budget for the second year shall count from 1 October 2027 to 30 September 2028.

戊部 – 其他資料  
Section E – Other Details

1. 宣傳安排  
Publicity Arrangements

請說明宣傳策略（包括線上及／或線下）及招募參加者等安排。

例子：

- 於區內張貼宣傳海報及懸掛宣傳橫額。
- 上載宣傳單張於機構網站及社交媒體平台（Facebook、Instagram）。
- 於通訊群組（WhatsApp、WeChat）發佈宣傳單張招募參加者。

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.)

課程／活動名稱 Name of Courses/Activities	工作人員數目及工作分配 No. of Staff Member(s) and Respective Duties
婦女健康資訊知多啲	每班每節 1 位講者，負責講解健康資訊、2 位義工（非婦女參加者），負責安排場地及提供即時支援。
妳的精神健康	每班每節 1 位講者／導師，負責講解和教導、2 位義工（非婦女參加者），負責安排場地及提供即時支援。
整體項目	1 位項目兼職員工，負責宣傳、聯絡及推行活動。

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

月／年 Month / Year	工作 Tasks
2026 年 11 至 12 月	宣傳及招募參加者
2027 年 1 月至 2 月	推行活動一：婦女健康資訊知多啲
2027 年 3 月至 4 月	推行活動二：妳的精神健康
2027 年 5 至 7 月	整理所有相關報告及其他所需文件，申請發還撥款。

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《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 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 (s) may be released for inspection by the

申請機構必須填妥聲明，簽署並蓋上機構印章，否則申請將不獲受理。不接受電子簽署及機構印章。

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

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

## 2. 合辦機構聲明

### Declaration by Co-organiser(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-organiser(s), please fill in the following sections and use a separate sheet for each of the co-organiser(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《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 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 (including all its appendices, attachments, supplements and revisions) may be released for inspection by the

如項目涉及合辦機構，**必須**填妥合辦機構聲明，簽署並蓋上機構印章，否則申請將不獲受理。**不接受電子簽署及機構印章。**

文件所載的規定及政府及／或婦委

We have read and understood the contents of the Guide to Application 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-organiser		機構印章 Chop of the Co-organiser	
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-organiser)	
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).

- 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).
- 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.
- 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.
- 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.
- 已夾附證明申請機構具有舉辦活動／課程經驗的文件（如有）。  
Supporting proof of the applicant organisation in organising activities/courses (if any) is attached.
- 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**2026年6月11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**2026-27年度婦女自強基金（第一輪）一般計劃及專題計劃 – 婦女事業發展計劃**」。

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 11 June 2026**. Please state on the envelope “**Application for 2026-27 Women Empowerment Fund (First Round) – General Project and Thematic Project – Programme on Women’s Career Development**”.

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 above :

- (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 4595

WoC Secretariat  
Executive Officer (Women and Family Affairs)2  
Tel: 3845 45945