

**Official Use Only 中電專用**

Application No.:

申請編號：

CLP Education Fund

中電教育基金

Application Form for CLP Education Fund

中電教育基金–申請表格

*(Latest Version on 14 July 2020)*

*(2020年7月14日更新)*

Please read the “Terms and Conditions” and the Personal Information Collection Statement (Part C) before completing this application form. You may complete this application form in Chinese or English.

填表前請參閱《條款及細則》及丙部的《個人資料收集聲明》。請以中文或英文填寫本申請表格。

This application form comprises five parts. You must complete Parts A, B and D of this application form and sign the Declaration prior to submission. Failure to do so may result in delay of processing or rejection of application.

本申請表格共分為五部分，你必須填妥甲、乙及丁部，並於聲明部分上簽署，否則可導致有關申請延遲處理或被拒絕。

The original hard copy of the completed application form together with all the required documents should be submitted by post to the following address by stating “Application for CLP Education Fund” on the envelope:

請將填妥的申請表格正本連同有關資料以郵遞方式寄到以下地址，信封面請註明「申請中電教育基金」：

|  |  |
| --- | --- |
| Business Strategy & Innovation  Customer & Business Development  CLP Power Hong Kong Limited  7/F Shamshuipo Centre  215 Fuk Wa Street  Sham Shui Po  Kowloon | |
| 九龍深水埗福華街215號7樓  中華電力有限公司  客戶及業務拓展部  業務策略及創新部 | |
|  |  |
| Hotline 電話 | : 2678 6430 |
| E-mail 電郵 | : [educationfund@clp.com.hk](mailto:educationfund@clp.com.hk) |
| Website 網站 | : [www.clp.com.hk/educationfund](http://www.clp.com.hk/educationfund) |

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| **Section A　–　Applicant Organisation Details**  **甲 部　–　申請機構的詳細資料** |

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| --- | --- | --- |
| **Name of Organisation**  **機構名稱*#*** | (English) |  |
| (中文) |  |

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| **Mailing Address**  **通訊地址** | (English) |  |
|  |  |
| (中文) |  |
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| **Type of Organisation**  **機構類別**  *Please check (✓) the appropriate box. 請在適當的方格內加上「✓」號。* |  | School or educational institution 學校或教育機構 | |
|  | Non-profit-making organisation^ 非牟利機構^ (Please select 請選擇) | |
|  | * Non-government organisation 非政府機構 | |
|  | * Green group 綠色團體 | |
|  |  | * Community organisation 社區組織 | |
|  |  | * Others 其他 (Please specify 請註明): | |
|  |  |  |  |

*^ Please provide copy of the documentary evidence to prove the non-profit-making nature. Please refer to Section D for details about required documents.*

*請提供證明文件副本以證明其非牟利性質。請參閲丁部有關所需文件的詳細資料。*

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| **Organisation Registration Details\***  **機構註冊資料\***  *Please check (✓) the appropriate box and provide relevant information.*  *請在適當的方格內加上「✓」號並墳寫相關資料。* | The Organisation is registered or established under -  機構根據下列條例註冊或成立– | |
|  | the Education Ordinance《敎育條例》 |
|  | (Year \_\_\_\_\_\_\_ 年 / Registration No. 註冊號碼\_\_\_\_\_\_\_\_\_\_\_) |
|  | the Companies Ordinance《公司條例》 |
|  | (Year \_\_\_\_\_\_\_ 年 / Registration No. 註冊號碼\_\_\_\_\_\_\_\_\_\_\_) |
|  | the Societies Ordinance《社團條例》 |
|  | (Year \_\_\_\_\_\_\_ 年 / Registration No. 註冊號碼\_\_\_\_\_\_\_\_\_\_\_) |
|  | Others其他 (Please specify請註明): |
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*\* Please provide copy of the documentary evidence about the registration or establishment of the organisation. Please refer to Section D for details about required documents.*

*請提供機構的註冊或成立的證明文件副本。請參閲丁部有關所需文件的詳細資料。*

**Authorised Signatory**

**授權簽署人**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name^  姓名^ | \* Mr. / Ms. / Mrs. | | | |  | \* 先生 / 小姐 / 女士 | |
| (English) | | | | (中文) | |
|  |  |  | | | |  | |
| Position Held  職銜 |  | | | |  |  | |
| (English) | | | | (中文) | |
|  | | |  | | | | |
| Tel. No. (Office)  辨公室電話號碼 | |  | | Fax No.  傳真號碼 | | |  |
| Tel. No. (Mobile)  流動電話號碼 | |  | | Email Address  電郵地址 | | |  |

**Person-in-Charge** *(if different from the Authorised Signatory)*

**負責人***（如與授權簽署人不同）*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name^^  姓名^^ | \* Mr. / Ms. / Mrs. | | | |  | \* 先生 / 小姐 / 女士 | |
| (English) | | | | (中文) | |
|  |  |  | | | |  | |
| Position Held  職銜 |  | | | |  |  | |
| (English) | | | | (中文) | |
|  | | |  | | | | |
| Tel. No. (Office)  辨公室電話號碼 | |  | | Fax No.  傳真號碼 | | |  |
| Tel. No. (Mobile)  流動電話號碼 | |  | | Email Address  電郵地址 | | |  |

*^ Must have the authority to bind the organisation to the Terms and Conditions of CLP Education Fund.*

*該名簽署人必需獲授權代表申請機構接受及同意遵守中電教育基金的條款及細則並受其約束。*

*^^ This person will serve as the point of contact for the application and throughout the Project and is expected to have a significant day-to-day involvement in the project.*

*項目負責人將作為申請項目的主要聯繫人，並且有份參與項目之日常運作。*

*\* Please delete as appropriate.*

*請刪去不適用者。*

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| **Section B　–　Proposed Project Details**  **乙 部　–　建議項目的詳情** |

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| --- | --- | --- |
| **Project Title**  **項目名稱** | (English) |  |
| (中文) |  |

**Project Summary**

**項目概要**

1. **Project Objective(s) 項目目的**

Objective(s) must be related to Energy Efficiency and Conservation (EE&C) education and promotion.

項目目的必須與能源效益及節約能源的推廣及教育有關。

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1. **Project Description 項目詳情**

* Please outline the content of the Project. 請概述項目內容大綱。
* Please briefly describe the implementation mechanism of the Project. 請簡述項目實行模式。
* Please explain how the Project would be conducive to EE&C education and promotion?

請闡明項目如何有助達至推廣能源效益及節能教育？

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1. **Project Duration 項目推展期**

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| --- | --- |
| Expected Commencement Date of the Project  預計開始日期 |  |
| Expected Completion Date of the Project  預計完成日期 |  |

1. **Experience in Implementing Similar Projects** **舉辦類似項目的經驗**

Record of applicant organisation in organising events related to EE&C promotion and education in the past five years, if any.

申請機構在過去五年舉辦與能源效益及節省能源推廣及教育相關的項目記錄（如有）。

|  |  |  |  |
| --- | --- | --- | --- |
| Year  年份 | Project Title  項目名稱 | Brief Description of the Project  項目簡介 | Extent of Involvement in the Project  在項目中的參與程度 |
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*Note: Please extend the table if necessary. 註：如有需要，請擴充表格。*

**Expected Benefit**

**預計帶來的益處**

1. **Target Beneficiary(ies) of the Project 項目的受惠對象**

Please specify the type and name of organisations, if any, from which the beneficiaries come.

請具體説明受惠者來自的機構類型和機構名稱（如有）。

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1. **Expected Numbers of Direct and Indirect (if applicable) Beneficiary(ies)**

**預期的直接和間接（如適用）受惠者數目**

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1. **Rationale for Choosing the Target Beneficiary(ies) 選擇目標受惠對象的原因**

Please specify the selection criteria. 請具體說明篩選準則。

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1. **Sustainability 項目的持續性**

Please describe how the results of the Project could be sustained in the participating units.

請簡介項目成果如何能於參與單位內持續。

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*Note 注意:*

*The Applicant is required to perform an evaluation to assess the effectiveness of the Project upon completion.*

*在項目完成後，申請機構須評估項目的成效。*

**Project Effectiveness**

**項目成效**

1. **Expected Outcome, Impact and Effectiveness of the Project 項目預期結果、影響及成效**

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1. **Key Milestones 項目階段成果**

If the Project is organised in phases, please specify the milestones to be achieved at different stages of implementation. 如果項目會分階段進行，請具體說明項目各階段成果。

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1. **Key Performance Indicators 項目成效指標**

Please state the quantitative and qualitative indicators for achieving the objectives of the Project. Indicators must be specific, measurable and achievable.

請列出量性指標及質性指標以達到項目目標。指標必須是具體、可量化及可實現的。

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**Project Publicity**

**宣傳項目**

1. **Promotion Plan of the Project 項目的宣傳計劃**

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1. **Online or Offline Marketing Collateral (if any) 線上線下宣傳品（如有）**

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**Indicative Budget**

**財政預算**

1. **Itemised Breakdown of Budget 預算支出項目細節**

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| --- | --- |
| Expenditure item  開支項目 | Notional (HK$)  預算開支（元） |
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| Total總計： |  |

*Note: Please extend the table if necessary 註：如有需要，請擴充表格*

|  |  |
| --- | --- |
| Amount of Funding Requested^:  申請資助總額^ | 港幣 HK$ |
|  | |
| Cheque Payable to:  支票抬頭人 |  |

*^ The amount of funding that may be granted to each Project is capped at HK$100,000 and will not exceed the total Project expenditure.*

*每宗申請項目的資助金額上限為100,000港元，而且不會超出項目的總開支。*

1. **Funding from Other Sources**

**項目的其他資助來源**

|  |  |  |
| --- | --- | --- |
| Name of Organisation(s)  機構名稱 | Funding Amount (HK$)  資助金額 (HK$) | Status  情況 |
|  |  | \*Applied /  Will Apply / Received  已申請／將會申請／已獲取 |
|  |  | \* Applied /  Will Apply / Received  已申請／將會申請／已獲取 |

*Note: Please extend the table if necessary. 註：如有需要，請擴充表格。*

*\* Please delete as appropriate.*

*請刪去不適用者。*

|  |  |
| --- | --- |
|  | There will be no other sources of funding for the Project  項目將不會有其他資助來源 |

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| **Section C　–　Personal Information Collection Statement**  **丙 部　–　個人資料收集聲明** |

CLP Power Hong Kong Limited (**CLP**) is committed to your privacy and committed to implementing the requirements of the Personal Data (Privacy) Ordinance (**Ordinance**) by taking all reasonable steps to safeguard your personal data from unauthorised access, processing, erasure or other use during collection, holding, processing, using and transfer.

中華電力有限公司（中電）致力保障申請機構的私隱及遵從《個人資料（私隱）條例》（《私隱條例》）之規定，採取一切合理措施，確保閣下的個人資料於收集、持有、處理、使用及轉移過程中，不會在未經授權下被查閱、處理、删除或作其他用途。

1. **Purpose of Collection**

**收集個人資料的用途**

* 1. Personal data is collected for the purposes of:

收集的個人資料主要用於：

* + 1. Communication;

聯絡；

* + 1. Assessing and processing your application of the CLP Education Fund (“**Fund**”);

審核和處理中電教育基金的項目申請；

* + 1. Conducting direct marketing activities; and

進行直接促銷活動；及

* + 1. Other directly related purposes.

其他與此直接有關的用途。

* 1. You are not required to provide the personal data requested. The provision of personal data in this application form is voluntary. However, in the absence of the required personal data, the application to the Fund may be delayed, deferred or rejected due to inability to assess the application.

中電並無規定你必須提供個人資料，你在此申請表格提供的個人資料屬於自願性質。然而，若缺少所需的個人資料，有關申請可能因此而無法進行審核而導致延誤、延遲或拒絕受理。

1. **Transfer of Personal Data**

**個人資料的轉移**

* 1. For any of the purposes stated above, CLP may transfer any of the collected personal data in the application form and other related documentation for the Fund to the following third parties:

就上述任何用途之需要，中電可能會將申請表格及其他有關文件內所載之個人資料轉移給下述的第三方：

1. The CLP Education Fund Advisory Committee;

中電教育基金諮詢委員會；

1. Related CLP companies, including subsidiaries and affiliated companies within the CLP Group in Hong Kong;

中電的關連公司，包括中電集團在香港的附屬和關聯公司；

1. Service providers (including cloud service providers) engaged by CLP for any of the purposes stated above;

中電就上述任何用途需要而聘用的服務供應商（包括雲端服務供應商）；

1. Entities (including entities outside Hong Kong) for conducting research and preparing statistics relating to any of the purposes stated above; and

就上述任何用途作研究及製作統計資料的統計機構（包括香港以外的機構）；及

1. Government bodies for conducting Fund analysis, assessments, reporting and planning.

負責為項目作分析、評估、報告、策劃的政府機構。

CLP will disclose your personal data when required to do so by law or in response to requests from law enforcement agencies or other government and regulatory authorities.

如有法例規定，中電將會披露你的個人資料，亦可能會應執法機關或其他政府及監管機構的要求披露上述資料。

1. **Access and Correction of Personal Data**

**查閲或更正你的個人資料**

* 1. You have a right to request access to, and the correction and erasure of, your personal data in accordance with, where applicable, the provisions of the Personal Data (Privacy) Ordinance (Cap. 486), and any other data protection law as applicable. Requests for access, correction and/ or erasure of personal data, as well as withdrawal of consent, where applicable, should be made by email addressed to our Data Protection Officer at [csd@clp.com.hk](mailto:csd@clp.com.hk) or by letter, addressed to:

Data Protection Officer

CLP Power Hong Kong Limited

13/F, 6 On Lai Street

Shatin, NT

Hong Kong

根據《個人資料(私隱)條例》(第486章)，及其他適用的個人資料保護法例，你有權知道中電是否擁有你的個人資料，亦可索取有關資料副本，並更正和刪除中電保存的有關資料。有關索閱、更正及／或刪除中電記錄內任何有關你的個人資料的要求，以及撤回同意的要求（如適用），請發送電郵至[csd@clp.com.hk](mailto:csd@clp.com.hk) 或致函以下地址與我們的資料保障主任聯絡：

香港沙田安麗街6號13樓

中華電力有限公司

資料保障主任

1. **Direct Marketing**

**直接促銷**

* 1. CLP Group companies within Hong Kong, including CLP Holdings Limited and CLP Power Hong Kong Limited, may use Applicant’s personal data for marketing our energy services, electrical products, CLP Group organised events, and making appeals for non-profit organisations that may or may not be related to CLP.

中電集團的香港公司，包括中電控股有限公司及中華電力有限公司，可以使用申請人的個人資料以促銷我們的能源服務、電器產品、中電集團舉辦的活動，及與中電有關或無關的非牟利機構作呼籲和請求。

* 1. If you wish us to exclude your personal data for direct marketing purposes, please inform us by sending an email, along with your name and contact information to our Data Protection Officer at [csd@clp.com.hk](mailto:csd@clp.com.hk) or by calling us on 2678 2678.

如你不願意我們將你的個人資料作直接促銷，請連同你的姓名及聯絡資料發送電郵至 [csd@clp.com.hk](mailto:csd@clp.com.hk) 與資料保障主任聯絡或致電2678 2678通知我們。

1. **Privacy Policy Statement**

**私隱政策聲明**

* 1. You can find out more about CLP’s policies on privacy and personal data protection by accessing CLP’s privacy policy statement available on the CLP website at <http://www.clp.com.hk/en/privacy-policy>.

你可以瀏覽中電網頁 (<https://www.clp.com.hk/zh/privacy-policy>) 查閱中電的私隱政策聲明，以了解更多有關中電在私隱及個人資料保障方面的政策。

Unless specified otherwise, references to "CLP" shall mean CLP Power Hong Kong Limited and the "CLP Group" shall mean CLP Holdings Limited, its subsidiaries and affiliates.

除非文義明確另有所指，本聲明所提及的「中電」是指中華電力有限公司，而「中電集團」是指中電控股有限公司、其附屬公司及關聯公司。

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| **Section D　–　Checklist of Required Documents for Funding Approval**  **丁 部　–　審批資助申請所需文件清單** |

Please check (✓) the appropriate box to indicate documents submitted together with the completed application form for funding approval. Authorised signatory of the Applicant must sign personally and affix the original chop of the organisation on the relevant documents to confirm that they are certified true copy of the originals.

請在方格內加上剔號 (✓) 以顯示隨此申請提交資助審批申請的文件。申請機構授權簽署人須於有關文件簽署及蓋上申請機構印章，確認其為核證副本。

|  |  |
| --- | --- |
|  | Original of the completed application form with authorised signatory of the Applicant and affixed with the original chop of the organisation  已附有申請機構授權人簽署及蓋上申請機構印章的完整申請表格正本 |

Documentary evidence of the registration or establishment of the Applicant (please select):

申請人的註冊或成立的證明文件副本（請選擇）：

|  |  |
| --- | --- |
|  | Copy of the Certificate of Registration of a School issued by Education Bureau  由教育局發出的學校註冊證明書的副本 |
|  | Copy of the documentary evidence of the registration or establishment of the educational institution under applicable Ordinance  教育機構按適用法例註冊或成立的證明文件副本  Or  或  A letter signed by the Head of the Faculty/Department/Unit of the educational institution with the relevant official chop to prove the application is made on behalf of the Faculty/Department/Unit of the educational institution  由所屬學院／學系／部門主任簽署及蓋上其單位印章的信件，以證明此申請以該教育機構之學院／學系／部門名義提交 |
|  | Copy of registration document of a non-profit-making organisation, such as Certificate of Registration of a Society and Certificate of Incorporation.  非牟利機構的註冊證明文件副本，例如社團註冊證明書及公司註冊證書 |

Documentary evidence of the non-profit-making nature of the Applicant (please select):

申請人的非牟利性質的證明文件副本（請選擇）：

|  |  |
| --- | --- |
|  | Copy of the tax exemption certificate issued by the Inland Revenue Department confirming that the Applicant is registered as a charitable institution or trust of a public character, which is exempt from tax under Section 88 of the Inland Revenue Ordinance  由稅務局發出的免稅證明書副本，證明申請人因屬公共性質的慈善機構或信託團體，故可根據《稅務條例》第88條獲豁免繳稅 |
|  | Copy of Memorandum and Articles of Association showing the non-profit-making nature of the Applicant  「組織章程大綱及章程細則」副本以證明申請人屬非牟利性質 |
|  | Copy of other documentary evidence showing the non-profit-making nature of the Applicant  其他證明申請人屬非牟利性質的證明文件副本 |

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| **Section E　–　Declaration**  **戊 部　–　聲明** |

*I, on behalf of the Applicant, hereby certify that -*

*本人謹代表申請人作出此聲明–*

1. by submitting an application to CLP Education Fund, the Applicant agrees to be bound by the Terms and Conditions of CLP Education Fund;

透過遞交此申請表格，申請人同意接受中電教育基金的條款及細則約束；

1. all activities seeking grant of fund are non-profit-making and will not be used for political, religious or commercial purposes for any individual or organisation; and

所有申請資助的活動均屬非牟利性質，且非為個人或團體作政治、宗教或商業之用；及

1. the information provided in this application form is complete, true and correct to the best of my knowledge.

據本人所知，在此申請表格填報的資料均正確無訛。

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|  | Please check (✓) this box if you consent that CLP Group companies within Hong Kong may use your personal data for marketing our energy services, electrical products, CLP events and non-profit organisations’ appeals. (Your previous consent as to direct marketing to CLP will not be overridden by leaving this box blank).  如你同意接收中電集團的香港公司可以使用你的個人資料以促銷我們的能源服務、電器產品、中電集團舉辦的活動，以及為非牟利機構作呼籲和請求，請於方格填上「✓」號。（如你早前已同意中電使用你的個人資料作直接促銷，留空此方格將不會取代你早前的同意。） |

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| Authorised Signature of the Applicant with Organisation Chop※  申請機構的授權人簽署及機構印章※ |  | Date  日期 |

※ *Application form which is not personally signed by the authorised signatory of the applicant organisation and affixed with an original chop of the applicant organisation will not be processed.*

*沒有申請機構授權人親自簽署及蓋上申請機構正本印章的申請概不受理。*