



**ENVIRONMENT AND CONSERVATION FUND**  
**環境及自然保育基金**

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**Application Form for Environmental Education and Community Action Projects**  
**(Minor Works Projects)**

**環保教育和社區參與項目 (小型工程項目) - 申請表格**

Please read the “Guide To Application – Environmental Education and Community Action Projects” before completing this form. You may complete this Application Form in Chinese or English.  
填表前請參閱《環保教育和社區參與項目 - 申請指引》。請以中或英文填寫本表格。

Completed application form (in both hard and soft copies) should be returned to (Please state “Minor Works Projects” on the envelope):  
填妥的表格(正本及軟複本)請送交 (信封面請註明「小型工程項目」):

Secretariat, Environmental Campaign Committee  
Environmental Education and Community Action Projects Vetting Sub-committee  
5/F Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong  
香港灣仔軒尼詩道 130 號修頓中心 5 樓  
環境保護運動委員會  
環保教育和社區參與項目審批小組秘書處

Tel 電話 : 2835 1180  
Fax 傳真 : 2827 8138  
Email 電郵 : eeca@epd.gov.hk

**Section A – Data Sheet**

**甲 部 – 資料頁**

**Applicant Organisation**

申請機構

*For non-governmental organizations applicant, please complete the “Supplementary Sheet for NGO Applicants”*  
非政府組織申請機構請額外填寫《供非政府組織申請機構填寫的補充資料頁》

Name of Organisation (English 英文)	<u>SAI KUNG CENTRAL LEE SIU YAM MEMORIAL SCHOOL</u>		
機構名稱	(Chinese 中文) <u>西貢中心李少欽紀念學校</u>		
Mailing Address	<u>西貢市中心惠民路十八號</u>		
通訊地址			
Person-in-charge *		Position Held	
負責人*	<u>吳楚強</u>	職位	<u>校長</u>
Tel. No.		Fax No.	
電話號碼	<u>27916681</u>	傳真號碼	<u>27917656</u>
Mobile Phone no.		Email Address	
流動電話	<u>92102029</u>	電郵地址	<u>nckeung08@yahoo.com.hk</u>

\* *The person-in-charge should be the Head or Deputy Head of the applicant organisation.*  
負責人必須是申請機構的主管或副主管。

**Proposed Project**  
**申請項目**

Project Title 項目名稱	(English 英文) (Chinese 中文)	<u>Energy Efficiency Air-conditioner Project</u> <u>能源效益冷氣機計劃</u>
Brief Description of the Purpose of the Project 項目簡介		<u>在校內安裝一級能源標籤冷氣機，最少可節省 30-35%的用電量。藉此使學生明白在家居及日常生活中，應選擇最具能源效益的電器，使每個家庭為緩減全球暖化出一分力。</u>
Amount of Grant Requested 申請資助總額		<u>HK\$128,400</u>
Cheque Payable to 支票抬頭人		<u>西貢中心李少欽紀念學校法團校董會</u>

**Declaration 聲明**

*I certify that 本人謹此聲明 -*

1. the organisation is non-profit-making in nature and it \* Receives / Does NOT Receive Government subvention at present;  
本機構屬非牟利性質，現 \* 有 / 沒有 接受政府補助；
2. 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;  
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、宗教或商業宣傳之用；
3. the information provided above is correct to the best of my knowledge; and  
據本人所知，上述填報的資料均正確無訛；及
4. we understand and agree to abide by the terms and conditions as set out in the “Guide To Application” and will comply with all the requirements laid down in the Agreement should we be granted fund for the project. 本機構明白並同意遵守《申請指引》所列之條款；如獲基金資助，本機構會遵守協議書所列的各項規定。

\* Please delete as appropriate  
請刪除不適用者

\_\_\_\_\_  
Signature 簽署  
Name of Person-in-charge ( 吳 楚 強 )  
機構負責人姓名  
\_\_\_\_\_  
Official Chop  
Date 日期 11/7/2012 機構印章 \_\_\_\_\_

## Section B – Content of Project Proposal 乙 部 – 項目建議書的內容

### *Important Notes 重要須知*

1. All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.  
表格的所有部分均須填寫；如有需要，須提交證明文件。如所須填報的資料不適用或不詳，請填上“不適用”。
2. The application form must be typed or printed on both sides of a paper, and duly signed by the person-in-charge (i.e. the head or deputy head of the applicant organisation).  
申請表格須雙面打印或列印，並須由建議項目的負責人（即申請機構的主管或副主管）簽名蓋章，方可提交。
3. Please give clear and concise information. Additional pages may be attached to the form if such is necessary. Please ensure that all required information has been provided.  
填報的資料須清晰簡潔。如有需要，可另頁書寫。請確保所有需要的資料均已連同表格一同提交。
4. Softcopy can be downloaded from the Internet homepage of  
本表格的軟複本可從以下網頁下載：
  - Environment and Conservation Fund Committee <http://www.ecf.gov.hk/en/application/index.html>  
環境及自然保育基金委員會 <http://www.ecf.gov.hk/tc/application/index.html>
  - Environmental Campaign Committee - Environmental Education and Community Action Projects  
<http://eeca.ecc.org.hk/english/guide/guide.html>  
環境保護運動委員會 - 環保教育和社區參與項目 [http://eeca.ecc.org.hk/tc\\_chi/guide/guide.html](http://eeca.ecc.org.hk/tc_chi/guide/guide.html)
5. The application form should be submitted in both hard and soft copies (in words format).  
遞交申請時，除表格正本外，須另附表格的軟複本(文件檔案格式)。
6. Please read the “Guide to Application” carefully, and provide all details of the proposed project.  
請詳閱《申請指引》，並提供建議項目的詳情。

### *Details of the proposed project 建議項目的詳情*

1. Project Title 項目名稱

(English 英文) Energy Efficiency Air-conditioner Project

(Chinese 中文) 能源效益冷氣機計劃

2. Duration of the project 項目為期多久

*(Please specify commencement and completion date for installation part and whole project. All minor works projects should include a monitoring period in the whole project period after the construction phase. Please refer to the Guide to Application for details of the monitoring period. 請註明工程部份及整個計劃的開始及完成日期。所有小型工程項目需把工程完工後一段評估期納入為整個項目期內。有關評估期的詳情請參閱申請指引。)*

Works Part 工程部份：3 / 9 / 2012 – 6 / 9 / 2012

Whole Project 整個計劃：3 / 9 / 2012 – 30 / 6 / 2013

3. Details of other co-organising/assisting/supporting/sponsoring bodies for the proposed project  
建議項目的其他合辦／協辦／協助／贊助團體的詳細資料

Name of Organisation 機構名稱	Role 角色	Fund granted, if any (\$) 資助額 (如有)
不適用		

4. Expected benefits of the project 項目預計會帶來的益處

(Give quantitative and qualitative results of the project. Please refer to Section 3.2.2.10 of the “Guide to Application”. 請說明項目帶來的量化及質化成果；請參閱「申請指引」第 3.2.2.10 節)

- 1) 透過更換一級能源標籤冷氣機，最少可節省30-35%的用電量。
- 2) 讓學生認識「能源標籤」，藉此使學生明白在家居及日常生活中，應選擇最具能源效益的電器，使每個家庭為緩減全球暖化出一分力。

Note 注意：Evaluation should be made to assess the effectiveness of the project upon completion 在項目結束後，機構須評估項目的成效

5. Budget of project 項目的預算開支 [Please fill in “Details on Minor Works Parts” as appropriate. 如果適用，請填寫“小型工程部份的詳細資料”。]

(Please refer to Section 3.2.2.11 of the “Guide to Application” 請參閱「申請指引」第 3.2.2.11 節)

Particulars 項目	Unit cost (\$) 單價(元)	Quantity 數量	Estimated Expenditure (\$) 預算開支(元)
更換一級能源標籤冷氣機	5350	24	128400
*Please extend the table if necessary 如有需要，請擴充表格			Total 總計： 128400

6. Other Sources of Funds 項目的其他資助來源

(both confirmed and being applied for 包括已獲批准及正在申請的資助)

不適用

7. Estimated Revenue Generated from the Project 項目的預算收入

不適用

8. Recurrent Income of Project 項目的經常性收入  
不適用

9. Details of Applicant Organisation 申請機構的詳細資料

(a) Number of workers involved in the project and their position in the organisation  
項目的工作人員數目及在獲資助機構內的職位

(including full time staff, part time staff and voluntary workers 包括全職及兼職人員和義工)

吳楚強先生 職位：校長

黃興祥先生 職位：電工

(b) Details of Project Leader

項目組長的詳細資料

Name of Project Leader 項目組長姓名	吳楚強	Position Held 職位	校長
Tel. No. 電話號碼	27916681	Fax No. 傳真號碼	27917656
Mobile Phone no. 流動電話	92102029	Email Address 電郵地址	nckeung08@yahoo.com.hk

Experience in organising similar projects

舉辦類似項目的經驗

不適用

10. Record of previous applications which are either supported or rejected by Environmental Campaign Committee 以往曾獲環境保護運動委員會批准或遭否決的申請的記錄

Title and Application No. of Project <b>Approved</b> 獲批准的項目名稱及申請編號	Approval Date 批准日期	Granted Amount 資助金額 (\$)	Completion Date 完成日期	Date to submit completion report 提交完成報告的日期
節約裝置計劃--T5 光管 MW0262	2009年6月30日	140,050	2010年5月30日	2010年6月24日
太陽能發電計劃 MW0262A	2011年8月18日	488,400	2012年12月30日	2013年5月31日

Title and Application No. of Project <b>Rejected</b> 遭否決的項目名稱及申請編號	Applied Amount 申請資助金額 (\$)	Submission Date 申請日期
沒有		

11. Other relevant information in support of your application 其他支持申請的相關資料

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1) 本校一直全力支持環境保護及支持環境保護及自然保育基金的各項工作

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2) 本校所申請的項目都有效地實行及具效益。

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3) 部分現在所用的舊機，屬被殺學校的物資，已用超過十多年，並沒有能源標籤，耗電量大，又容易損壞。

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## Supplementary Sheet for NGO Applicants 供非政府組織申請機構填寫的補充資料頁

### Details of Applicant 申請機構的資料

1. Name of Organisation 機構名稱
- (English 英文) SAI KUNG CENTRAL LEE SIU  
YAM MEMORIAL SCHOOL
- (Chinese 中文) 西貢中心李少欽紀念學校
2. Mailing Address 通訊地址
- (English 英文) 18 WAI MAN ROAD , SAI KUNG  
TOWN , NT.
- (Chinese 中文) 西貢市中心惠民路十八號

3. The Organisation is registered under 機構根據下列條例註冊 -

- the Societies Ordinance 社團條例  
(Year \_\_\_\_\_ 年 / Registration No. 註冊號碼 \_\_\_\_\_)
- the Companies Ordinance 公司條例  
(Year \_\_\_\_\_ 年 / Registration No. 註冊號碼 \_\_\_\_\_)
- others 其他 (Please specify 請註明:)  
<<教育條例>>(第 279 章) 成立法團校董會

**Note 注意:**

- (1) Please provide a copy of the organisation's registration document. For charitable organisations, please also submit a copy of supporting document certifying that the applicant qualifies for tax exemption under section 88 of the Inland Revenue Ordinance 請附上機構的註冊文件副本。如屬慈善團體，請同時提交根據《稅務條例》第 88 條豁免繳稅的證明文件副本。
- (2) Please submit the latest financial statement/report for reference. 請提交最近的財務報表/報告，以供參考。

4. Does the Organisation receive Government subvention 機構有沒有接受政府補助？

- No 沒有
- Yes 有 (Please indicate the name of department 如有接受，請填寫部門名稱)

5. Background information about the organisation, including years of establishment, objective of the organisation, source of funding etc:

機構的背景資料，例如機構的成立年份、宗旨、經費來源等：

西貢中心李少欽紀念學校於1995年成立，宗旨為發展學生的潛能，提供優質的教育服務，使學生適應將來的生活及接受新挑戰。

6. Information about key members of the organisation and the Person-in-Charge of the project (including names, posts and contact telephone numbers):

機構的主要成員及項目負責人的資料(包括姓名，職位及聯絡電話)：

機構的主要成員為學生、家長及教職員。申請者為(吳楚強)本校校長，本人於本校工作已十七年，近數年主要工作為處理學校行政事宜及推動學校持續發展。

7. Experience in organising environmental activities 舉辦環保活動的經驗：

本校設有公民教育及環境保護專責小組，除制定環保政策外，亦定期舉辦相關活動，如環保講座、參觀、考察活動等以宣揚環保的信息。另外，設立學生環境保護大使，學生需參加評審以考取基礎環保章或專題環保章。此外，近年亦致力推動廚餘回收、T5光管節約能源計劃及太陽能發電計劃等。



## Personal Data Collection Statement 收集個人資料的聲明

### Purpose of Collection 收集的目的

The personal data and other related information provided by you in the Application Form will be used by the Environment and Conservation Fund (ECF) Committee / Environmental Campaign Committee (ECC) and their sub-committees and the ECF/ECC Secretariat for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the ECF/ECC Secretariat to withhold some data from release to the public. However, if you do not provide adequate and accurate data, we may not be able to process your application.

你在申請表格內所提供的個人資料和其他有關的資料，是供環境及自然保育基金(環保基金)委員會／環境保護運動委員會(環保運動委員會)及其轄下的小組委員會，以及環保基金委員會／環境保護運動委員會秘書處在處理你的申請時所用。你可自行決定是否在申請表格內提供個人資料及其他有關的資料。你亦可向環保基金委員會／環境保護運動委員會秘書處申請把部分資料保密，不予公開。不過，如你沒有提供足夠及正確的資料，你的申請可能不獲處理。

### Disclosure of Information 公開資料

The ECF/ECC Secretariat may keep your application and the progress and completion reports in the ECF/ECC Registry and may include the personal data and other related information you provide in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

環保基金委員會／環境保護運動委員會秘書處可能會把你的申請書、進度報告書和完成報告書，存放於環保基金委員會／環境保護運動委員會檔案室，亦可能會把你在申請書內所提供的個人資料及其他有關資料，編入紀錄冊/目錄，供公眾查閱。如有需要，你所提交的資料亦可能交予其他部門機構/人士，以便予以核實或作其他與申請有關的用途。

### ***Access to Personal Data 查閱個人資料***

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the ECF/ECC Secretariat.

根據《個人資料(私隱)條例》(第 486 章)的規定，你有權要求查閱及更改你所提供的個人及其他有關資料。有關要求應以書面向環保基金委員會／環境保護運動委員會秘書處提出。

I have read and understood the Conditions for the Use and Allocation of Funds and agree to the conditions.  
本人已閱讀及明白“使用和批撥資助款項的條件”的內容，並同意接受該等條件約束。

	_____ Signature 簽署
Name of Person-in-charge ( 吳 楚 強 ) 機構負責人姓名	
Date 日期	_____ 11 / 7 / 2012

### Note 注意:

- Please photocopy this Form if more than one is required. 如需要超過一份表格，請自行影印。
- This Form may be amended by the Environment and Conservation Fund Committee as and when necessary. 環境及自然保育基金委員會可隨時按需要修訂本表格的內容。

## Details on Minor Works Parts 小型工程部份的詳細資料

Name of Installation Premises 安裝處所名稱	西貢中心李少欽紀念學校大樓
Address of Installation Premises 安裝處所地址	西貢市中心惠民路十八號
Type of Installation Premises 安裝處所類別	<p>School 學校 *</p> <p><input type="checkbox"/> Government or Aided School 官立或資助學校</p> <p><input type="checkbox"/> Caput 按位津貼</p> <p><input type="checkbox"/> Special School 特殊學校</p> <p><input type="checkbox"/> Direct Subsidy Scheme School 直接資助</p> <p><input type="checkbox"/> ESF Schools 英基學校</p> <p><input type="checkbox"/> Private School 私立學校</p> <p><input type="checkbox"/> Others 其他：_____</p> <p>Other Premises 其他處所</p> <p><input type="checkbox"/> Office 辦公室</p> <p><input type="checkbox"/> Elderly Homes 老人院</p> <p><input type="checkbox"/> Camp Site 營地</p> <p><input type="checkbox"/> Others 其他：_____</p> <p>* School applicant should attach its latest class structure with the application form. If there are fewer than 6 classes in the school, the approved budget for its application (except energy saving project) will be capped at \$200,000. Any of its non-energy saving minor works applications received within 3 years from the approval date of the aforementioned project will normally not be considered.</p> <p>申請的學校需於申請表中夾附最新學年的班級結構。若學校的班數不多於 6 班，其申請的項目(節能項目除外)最高資助額為\$200,000。此外，上述項目獲批核後 3 年內，學校遞交的所有非節能小型工程項目申請一般將不獲考慮。</p> <p>Besides, any application from a school that fails to meet the criteria of opening class by the Education Bureau will not be considered. 此外，未能符合教育局開班要求的學校的所有申請將不獲考慮。</p>
Any plan for the applicant to move away from the Installation Premises in the coming 3 years? 未來 3 年申請機構是否有計劃搬離安裝處所?	<p><input type="checkbox"/> Yes, will move away in _____ years 有計劃於 _____ 年內搬離</p> <p><input type="checkbox"/> No 未有計劃搬離</p>

**Kindergarten applicants please fill in part A and other applicants please fill in part B.**

**幼稚園申請人請填寫「甲部」，其他申請人請填寫「乙部」。**

**Part A 甲部〔Only applicable to kindergarten applicants 只適用於幼稚園申請人〕：**

Applicants need to submit at least 3 quotations/ tenders (please refer to Guide to Application para.4.11 for some regulations on procurement) for the engineering part. ECF will generally support the lowest bid unless with relevant clarifications.

申請者必須遞交 3 份有關工程部份的報價單〔採購準則請參照申請指引第 4.11 段〕。除非有足夠的理據，審批小組一般會根據最低報價提供資助。

**I. Minor Work Particulars 小型工程項目詳細資料**

Please put a "✓" in the appropriate box(es) for the minor works items going to applied for. You may choose more than one option. 請在適當的格內加上"✓"以顯示申請的項目，可選擇多於一個項目。

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預算開支 (\$)	Approved Budget 建議 撥款 (\$) (Official Use Only 秘書處專用)	Remarks 附註									
<p><b>1. Energy Saving Items 節能裝置</b></p> <ul style="list-style-type: none"> <li>- Please attach layout plan and site photo of the installation locations for the applied energy saving items 請提供各項節能裝置的安裝位置平面圖及照片</li> <li>- New installation of room cooler or lighting system will not be considered 新冷氣機及燈光裝置不作考慮</li> <li>- Cost below includes all procurement, set up, labour and insurance costs. 下列資助已包括所有購置、人工及保險費用。</li> </ul>														
<p><input type="checkbox"/> Grade 1 Energy Label Room Cooler 一級能源標籤冷氣機                      Year of service of the old room coolers to be replaced (Please submit supporting document)                      舊冷氣機的使用年期(請遞交證明文件): _____ year 年                      Estimated income through selling the old room cooler(s) 售賣舊冷氣機的預算收入：                      Total of 共 \$ _____</p>														
<table border="1"> <thead> <tr> <th data-bbox="116 1485 496 1581">Type 款式</th> <th data-bbox="496 1485 707 1581">Power 匹數 (HP)</th> <th data-bbox="707 1485 858 1581">Quantity 數量</th> </tr> </thead> <tbody> <tr> <td data-bbox="116 1581 496 1637">Window 窗口 / Split 分體</td> <td data-bbox="496 1581 707 1637"></td> <td data-bbox="707 1581 858 1637"></td> </tr> <tr> <td data-bbox="116 1637 496 1693">Window 窗口 / Split 分體</td> <td data-bbox="496 1637 707 1693"></td> <td data-bbox="707 1637 858 1693"></td> </tr> </tbody> </table>			Type 款式	Power 匹數 (HP)	Quantity 數量	Window 窗口 / Split 分體			Window 窗口 / Split 分體			\$ _____	(\$ _____ ) ≤ \$100,000	
Type 款式	Power 匹數 (HP)	Quantity 數量												
Window 窗口 / Split 分體														
Window 窗口 / Split 分體														
<p><input type="checkbox"/> T5 Fluorescent Tubes T5 光管</p> <ul style="list-style-type: none"> <li>- Applicant is suggested to request the contractor to provide the simulation analysis of new T5 tubes in the tendering process, so as to ensure an adequate and even distribution of overall brightness after installation. 申請機構應考慮在更換 T5 光管工程招標過程中，要求承辦商提供模擬分析圖表，以確定更換光管後的光度足夠及分佈平均。</li> <li>- If actual quantity of items installed is fewer than the approved quantity, the approved budget will be deducted by pro-rata. 如獲批細項的安裝數量少於獲批准的數量，撥款會按量扣減。</li> </ul>														

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預算開支 (\$)	Approved Budget 建議 撥款 (\$) (Official Use Only 秘書處專用)	Remarks 附註
Types and quantity of replacement 更換光管的種類及數量：			\$ _____	(\$ _____) ≤ \$200,000	
Type 款式	Power 功率 (W)	Quantity 數量			
Single 單支架					
Double 雙支架					
Triple 三支架					
Emergency batteries 緊急 備用電					
Others 其他					
<input type="checkbox"/> LED Exit Sign 二極管出路燈	\$ _____	_____ Set 套	\$ _____	(\$ _____) ≤ \$1,200@	
<input type="checkbox"/> LED Tubes in Common Area 用於公用地方的二極管光 管	\$ _____	_____ Set 套	\$ _____	(\$ _____) ≤ \$100,000	
<input type="checkbox"/> LED Spotlight 二極管射燈 Location 安裝位置： _____ _____	\$ _____	_____ Set 套 (Max 2 sets 最多 2 套)	\$ _____		
<input type="checkbox"/> Heat Shield Coating 隔熱塗層 Location 安裝位置： _____ _____	\$ _____	_____ m <sup>2</sup>	\$ _____		
<input type="checkbox"/> Solar Film 隔熱膜 (Only support windows facing <b>East or West</b> , without shading effect by nearby buildings or corridors 只資助面向 <b>東或西</b> 方向 並且不受任何建築物/走廊遮擋 的窗戶)	\$ _____	Facing East 向東 _____ ft <sup>2</sup> Facing West 向西 _____ ft <sup>2</sup>	\$ _____	(\$ _____) ≤ \$50/ft <sup>2</sup>	
<b>Sub-total 小計 (1) :</b>			\$ _____		

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預算開支 (\$)	Approved Budget 建議 撥款 (\$) (Official Use Only 秘書處專用)	Remarks 附註
<b>2. Other Greening Subsidy 其他綠化資助</b>					
<input type="checkbox"/> Seed and soil 種子及泥土	-	-	\$ _____	(\$ _____) ≤\$500	
<input type="checkbox"/> Fertilizer 肥料	-	-	\$ _____	(\$ _____) ≤\$500	
<input type="checkbox"/> Planting rack 種植架	-	-	\$ _____	(\$ _____) ≤\$2,000	
<input type="checkbox"/> Farming tools 耕種用具 (Excluding personal tools, like gloves, boots, protective clothing, etc 不包括個人用品，如手 套、水鞋、保護衣物等)	-	-	\$ _____	(\$ _____) ≤\$2,000	
<input type="checkbox"/> Shelter 陰棚 For cultivating seeds/ seedlings 供培植種子及幼苗用	-	-	\$ _____	(\$ _____) ≤\$5,000	
<b>Sub-total 小計 (2):</b>			\$ _____		
<b>3. Other Expenses 其他開支</b>					
<input type="checkbox"/> Audit fee 核數費 Applicable to project with funding >\$150,000 適用於資助額 多於\$15 萬的計劃	-	-	\$3,000		
<b>Sub-total 小計 (3):</b>			\$ _____		
<b>Total 總計 (1) + (2) + (3):</b>			\$ _____		

## II. Education Activities & Performance Assessment 教育活動及成效評估

After the installation of the approved minor works items, funding recipient is required to organize a series of related education activities and assess the performance of the built item(s) during the monitoring period. Details of the activities and monitoring factor(s) are at Appendix 1 & 2 respectively. 小型工程項目安裝完成後，獲資助學校/機構需在評估期間舉辦一系列相關教育活動及進行項目成效評估，活動的詳情及評估要素請參閱附件一及二。

Please fill in the table below by putting a tick “✓” in the appropriate box(es) to choose your proposed educational activities for the project during the monitoring period. 請於下表適當方格內加上「✓」，以選出預計就此計劃舉辦的教育活動。

General Education Activities 一般教育活動	
(Please choose a <b>minimum of 4</b> general education activities for all kindergarten applicants. 請所有幼稚園申請者選擇 <b>最少 4 項</b> 一般教育活動。)	
Integrating the related topics in classes 將有關課題融入日常課堂中	✓
Training environmental protection ambassadors 培訓環保大使	
Organizing inter-class/ inter-form competition 進行班際／級際比賽	
Students practicing energy saving policies in daily life 讓學生在日常生活中實踐節能生活方案	✓
Designing thematic board panels 設計專題壁報板	✓
Organizing talks/ workshops 舉辦講座/工作坊	✓
Organizing related visits outside schools 舉辦相關的校外參觀活動	✓
Information sharing through school homepage/ school news 於學校網頁／學校通訊等分享有關工程的資訊	✓
Experience sharing with other schools 與其他學校交流分享心得	
Organizing open day for the public to learn about the facilities 舉辦學校開放日予大眾接觸相關項目	
Others, please specify 其他，請註明：_____	
Education Activities related to Greening 與綠化有關的教育活動	
(Please choose <b>at least ONE</b> activity from the list below if you have applied for any greening subsidy. 如有關申請包含任何綠化資助，請於下列活動中選擇 <b>最少 1 項</b> 。)	
Plant cultivation, identification and caring activities on regular basis 學生定期參與植物耕作、識別及護理等工作	
Organizing competition/ activities on cultivation 舉辦與耕種有關的比賽／活動	
Others, please specify 其他，請註明：_____	

The above listed are some basic elements to be included in the education activities / performance assessment. Applicants are encouraged to suggest some other areas worth including in the monitoring period. 上表列出一些於小型工程項目評估期內應進行的基本教育活動，申請機構可加入其他值得推行的活動。

**Part B 乙部 [ Applicable to all other applicants, except kindergartens 適用於其他申請人 [ 幼稚園除外 ] ] :**

**I. Minor Work Particulars 小型工程項目詳細資料**

Please put a "✓" in the appropriate box(es) for the minor works items going to applied for. You may choose more than one option but type A and B cannot be chosen together. 請在適當的格內加上"✓"以顯示申請的項目，可選擇多於一個項目，唯類別 A 及 B 中，只可二擇其一。

- Type A 類別 A (Plan submission is likely required 可能需要入則的工程)**
- ◆ Accessible green roof/ podium associated with renewable energy facilities 可進入的綠化天台/平台連同可再生能源設施
  - ◆ Type B will not be supported if Type A is approved 如類別 A 中的項目獲資助，類別 B 的項目便不予支持
- Type B 類別 B (Plan submission is NOT required 不需要入則的工程)**
- ◆ Green roof/ podium, mainly inaccessible 主要是不可進入的綠化天台/平台
  - ◆ Stand alone renewable energy facilities 單項可再生能源設施
  - ◆ Solar-cum-wind streetlight, only applicable to application without any support on any renewable energy facility 風光互補街燈 [ 只適用於沒有獲任何資助於可再生能源設施的項目 ]
- Type C 類別 C**
- ◆ Common energy saving items 一般節能設備
  - ◆ Other standard items including solar water heater, bicycle electricity generator, small scale foodwaste composter ( $\leq 10\text{kg}$  waste / day) 其他常見項目包括太陽能熱水器、單車發電系統、小型廚餘處理器(每日處理量 $\leq 10$  千克)
  - ◆ Applicant should submit enough quotations/ tenders with their application form (please refer to Guide to Application para.4.11 for some regulations on procurement). The proposed budget should be based on the lowest bid in general 申請機構需與申請表一併遞交足夠的報價單/標書 [ 採購準則請參照申請指引第 4.11 段 ]。預算一般應以最低報價為依據
- Others, please describe your project in details and propose the budget estimates and the related education activities 其他，請列出項目詳情，並提交財政預算及相關的教育活動：**

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項目詳情：獲發一級能源標籤的電器用品最具能源效益，特別是冷氣機，約可慳30-35%的用電量。是項環保工作，學生學會選擇使用能源標籤效益大的電器，使學生在日常生活中養成環保的習慣，藉以創造美好環境，讓學生體會環保的好處，為緩減全球暖化出一分力。而安裝地點為12個課室，共24部一級能源標籤 2 匹窗口式冷氣機。

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財政預算：一級能源標籤 2 匹窗口式冷氣機 24 部  $\times$  \$5350= \$128,400

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教育活動： 1)設立節約能源的主題板，教育學生及家長。  
2)透過週會講解，並出示學校電費單作比較。  
3)透過學科週會講解，並出示學校電費單作比較。

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## Type A 類別 A

- All items in Type A should be installed at the same location. Please submit the layout plan and photos of the roof / podium / wall to be implemented with the system(s) below and its design. Please also mark any pipelines at the concerned roof / podium / wall on the layout plan. 所有於類別 A 中的設施必須安裝於同一地點。請遞交將進行綠化及相關工程的天台/平台/牆身平面圖及照片及裝置的設計圖。同時，請把所有位於有關天台/平台/牆身的喉管位置於平面圖中標示出來。
- For application with a school as the installation location, please be aware of the requirements of the Education Bureau about opening the roof / podium for student activity. One of the requirements is the provision of fence around the area with height not fewer than 2.5m. The construction cost of the fence will be considered by the ECF case by case. The installation premises with single staircase will NOT be approved with an accessible green roof and therefore not eligible for type A project. 如申請計劃的安裝地點是學校，請注意教育局對開放天台/平台作學生活動的要求，其中一項是該處必須有不少於 2.5 米高的圍欄。環保基金會按情況考慮是否資助加建有關圍欄。若安裝處所只有單幢樓梯，該位置將不獲資助為可進入的綠化天台，亦不適合作類別 A 的申請。
- Prior to the commencement of the installation, an Authorized Person (AP) should be appointed to certify in writing the installation of the system is structurally safe and feasible, and provide recommendation(s) on the maximum number of people that could be accommodated. For schools, please submit the feasibility report together with all relevant documents to the Education Bureau for approval before commencing the work. Please refer to the flow chart at Appendix 3. 請注意，申請機構在下列工程展開前，必須安排認可人士以書面確認下列系統在結構上是安全及可行的，並提供最多可容納的人數。所有學校需在工程開始前，把可行性研究報告連同相關文件交教育局審批，詳情請參照附件三的流程圖。
- The applicant should seek advice from the Authority for the necessity of plan submission. The relative fee will only be released if plan submission is confirmed required by the Authority. 申請機構需向有關部門查詢是否需要入則，入則費用會在確定需要入則後始發放。
- Cost below includes all procurement, set up, labour and insurance costs. 下列資助已包括所有購置、人工及保險費用。
- If items in Type A are approved, items in Type B will NOT be supported. 如申請機構已獲資助類別 A 中的項目，類別 B 的項目將不獲得資助。

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預 算開支 (\$)	Approved Budget 建議 撥款 (\$) (Official Use Only 秘書處專用)	Remarks 附註
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### 1. Green Roof / Podium 綠化天台 / 平台項目

- A pre-requisite item in Type A 類別 A 中必須進行的項目
- Maximum greening area is 75% of total roof/ podium gross area and at least with 50m<sup>2</sup> 綠化面積最高為天台 / 平台建築總面積 75% 及不少於 50 平方米



<p><b>Green roof/podium 綠化天台 /平台</b>  Cost includes purchasing &amp; installation of full set of greening system, soil, plant and path in greening area, etc 資助包括整個綠化系統的購置、泥土、植物及綠化區上的小路等</p> <p>Location of installation 安裝位置：_____ floor 樓 / roof 天台</p> <p>Roof/ Podium total gross area 天台/平台建築總面積 _____m<sup>2</sup></p> <p>Structural waterproof layer of proposed location was built/renewed in 進行綠化地點的結構性防水層於_____年建成/翻新</p> <p>For green roof, please also state the number of staircase accessible to the green roof location 如屬綠化天台，請列出可通往綠化位置的樓梯數目：  <input type="checkbox"/> Single staircase 單梯  <input type="checkbox"/> 2 or above 兩道或以上樓梯</p> <p>Any lift accessible to the green roof location 是否有電梯可直達綠化天台？  <input type="checkbox"/> Yes 有  <input type="checkbox"/> No, the lift cannot reach the green roof floor 有電梯但未能到達綠化天台的樓層  <input type="checkbox"/> No, without lift 沒有電梯</p>	\$1,000 /m <sup>2</sup>	_____m <sup>2</sup> (Max 75% of total roof/podium area 面積不得多於總天台/平台面積的 75%)	\$ _____	(\$ _____ )	
<input type="checkbox"/> Automatic irrigation system 自動灑水系統	-	-	\$10,000	(\$ _____ )	
<input type="checkbox"/> Maintenance cost 保養費用	\$8,000 /year 年	_____yr 年 (Max 2 yrs 最多 2 年)	\$ _____	(\$ _____ )	
<input type="checkbox"/> Rainwater collection system 雨水收集系統(≤ 500L)	-	-	\$30,000	(\$ _____ )	

<input type="checkbox"/> Minor monitoring system 小型裝置監察儀器 <input type="checkbox"/> thermometer 溫度計 <input type="checkbox"/> hygrometer 濕度計 <input type="checkbox"/> rain gauge 雨量計 <input type="checkbox"/> others, please specify 其他，請列明 _____ _____	-	-	\$15,000	(\$ _____)	
<b>Sub-total 小計 (1):</b> ≤ \$300,000 for non-secondary; ≤ \$500,000 for secondary			\$ _____	(\$ _____) ≤ \$300K / 500K	
<b>2. Renewable Energy Items 可再生能源設施</b> - Please note that solar panel and/or wind turbine system(s) is approved conditionally. Applicant must submit half year environmental data of the installation location to prove the feasibility of the system(s). If necessary, the applicant may first apply for the mini-weather station to collect the relevant data. (Note: This criteria is exempted for applications of solar panels to be installed in primary/ special schools or NGOs for the relatively small scale.) 請注意太陽能光伏系統及/或風力發電系統暫作條款性批准，申請者需提交安裝位置半年的環境數據，以證明該位置適合安裝有關可再生能源設施。如有需要，學校可先申請發放小型氣候監察站的撥款以採集有關數據。〔註：小學/特殊學校/非政府機構的太陽能光伏系統申請，由於規模較小的關係，可獲豁免有關安排。〕 - Cost includes full set of system, convertor, batteries/grid connecting cost, data storage system and 1-year maintenance cost, etc 下列可再生能源系統的資助已包括整套系統、轉換器、貯電池/市電接駁費用、數據紀錄系統及 1 年保養等費用。					
<input type="checkbox"/> Mini-weather station 小型氣候監察站  To apply for the system to collect data for the RE system(s) below, please attach at least 3 quotations. The budget for the lowest bid will be considered, with \$20,000 as ceiling.  若打算申請小型氣候監察站以收集環境數據支持再生能源設施的加建，請於申請表中夾附最少 3 份報價，審批小組會依最低標者考慮給予資助，上限 \$20,000。	-	-	\$ _____	(\$ _____) ≤ \$20,000	
<input type="checkbox"/> Solar panel 太陽能光伏板： _____ W <input type="checkbox"/> *Small wind turbine/ Microturbine 小型風力/微風系統 _____ W Total capacity 總發電功率： _____ W	-	-	\$ _____	(\$ _____) ≤ \$100,000 for non-secondary; ≤ \$350,000 for secondary	

Output power to be connected 供電用途： <input type="checkbox"/> Primary/ special school or NGOs connected to 小學、特 殊學校及非政府機構，連 接到： _____ <input type="checkbox"/> Secondary school is recommended to connect to grid, otherwise please specify the reasons 中學建議連接市 電，否則請列明原因： _____					
<b>Sub-total 小計 (2):</b>			\$ _____		
<b>3. Feasibility Study, Plan Submission and Railing Cost 可行性研究、入則及圍欄費用</b>					
Feasibility study report signed by an <b>Authorised Person</b> 由認 可人士簽發的可行性研究 報告	-	-	\$ _____	(\$ _____ ) ≤ \$20,000	
Submission of building plans & related supervision cost 入則 及相關費用 (including submitting BPs according to the Buildings Ordinance, appointing professionals to supervise construction works and other related costs 包括依據《建築物條 例》入則及委聘專業人士監督工 程進行及其他相關費用)	-	-	\$ _____	(\$ _____ ) ≤ \$160,000	
<input type="checkbox"/> Addition of railing 加裝圍 欄 - Applicable only to schools with fence around the roof with height fewer than 2.5m 只適用於天台圍 欄高度少於 2.5 米的學校	\$800/m	_____m	\$ _____	(\$ _____ )	
<b>Sub-total 小計 (3):</b>			\$ _____		
<b>Total of Type A 類別 A 總計 (1) + (2) + (3):</b>			\$ _____		

\*Delete where appropriate 請刪去不適用者

**Type B 類別 B**

- Please attach the layout plan and photos of the roof / podium / wall to be implemented with the system(s) below and its design. Please also mark any pipelines at the concerned roof / podium / wall on the layout plan. 請夾附將進行下列工程的天台/平台/牆身平面圖及照片及裝置的設計圖。同時，請把所有位於有關天台/平台/牆身的喉管位置於平面圖中標示出來。
- Prior to the commencement of the installation, an Authorized Person (AP) should be appointed to certify in writing the installation of the below system is structurally safe and feasible, and provide recommendation(s) on the maximum number of people could be accommodated. For schools, please submit the feasibility report together with all relevant documents to the Education Bureau for approval before commencing the work. Please refer to the flow chart at Appendix 3. 請注意，申請機構在下列工程展開前，必須安排認可人士以書面確認下列系統在結構上是安全及可行的，並提供最多可容納的人數。所有學校請在工程開始前，需把可行性研究報告連同所有相關文件交教育局審批，詳情請參照附件三的流程圖。
- Plan submission is not supported for the work in this Type. In case of plan submission is required, the project may need to terminate or switch to another location. 此類別下的項目不包括入則費用的資助。如項目證明需要入則，有關計劃可能需要擱置或轉換地方進行。
- Cost below includes all procurement, set up, labour and insurance cost. 下列資助已包括所有購置、人工及保險費用。
- If items in Type A are approved, items in this Type will NOT be supported. 如申請機構已獲資助類別 A 中的項目，此類別的項目將不獲得資助。

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預算開支 (\$)	Approved Budget 建議 撥款 (\$) (Official Use Only 秘書處專用)	Remarks 附註
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**1. Green Roof / Podium 綠化天台 / 平台項目**

- Maximum greening area is 75% of total roof/ podium gross area and at least with 50m<sup>2</sup> 綠化面積最高為天台 / 平台建築總面積 75% 及不少於 50 平方米

<input type="checkbox"/> Green roof/podium 綠化天台/平台 Cost includes purchasing & installation of full set of greening system, soil, plant and path in greening area, etc 資助包括整個綠化系統的購置、泥土、植物及綠化區上的小路等 Location of installation 安裝位置：_____ floor 樓 / roof 天台 Roof/ Podium total gross area 天台/平台建築總面積 _____ m <sup>2</sup>	\$800 / m <sup>2</sup>	_____ m <sup>2</sup> (Max 75% of total area of roof/ podium 面積不得多於總天台/平台面積的 75%)	\$ _____	(\$ _____)	
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Structural waterproof layer of proposed location was built/renewed in 進行綠化地點的結構性防水層於_____年建成/翻新					
<input type="checkbox"/> Automatic irrigation system 自動灑水系統	-	-	\$10,000	(\$ )	
<input type="checkbox"/> Maintenance cost 保養費用	\$8,000 / 年	_____ yr 年 (Max 2 yrs 最多 2 年)	\$ _____	(\$ )	
<input type="checkbox"/> Rainwater collection system 雨水收集系統 (≤ 500L)	-	-	\$30,000	(\$ )	
<input type="checkbox"/> Minor monitoring system 小型裝置監察儀器 <input type="checkbox"/> thermometer 溫度計 <input type="checkbox"/> hygrometer 濕度計 <input type="checkbox"/> rain gauge 雨量計 <input type="checkbox"/> others, please specify 其他，請列明 _____	-	-	\$15,000	(\$ )	
<b>Sub-total 小計 (1):</b>			\$ _____	(\$ )	
			≤ \$200,000 for non-secondary; ≤ \$400,000 for secondary		≤ \$200K / 400K
<b>2. Other Greening Subsidy 其他綠化資助</b>					
<input type="checkbox"/> Seed and soil 種子及泥土	-	-	\$ _____	(\$ )	
			≤ \$1,000		
<input type="checkbox"/> Fertilizer 肥料	-	-	\$ _____	(\$ )	
			≤ \$1,000		
<input type="checkbox"/> Planting rack 種植架	-	-	\$ _____	(\$ )	
			≤ \$10,000		
<input type="checkbox"/> Farming Tools 耕種用具 (Excluding personal tools, like gloves, boots, protective clothing, etc 不包括個人用品，如手套、水鞋、保護衣物等)	-	-	\$ _____	(\$ )	
			≤ \$2,000		
<input type="checkbox"/> Shelter 陰棚 For cultivating seeds/ seedlings 供培植種子及幼苗用	-	-	\$ _____	(\$ )	
			≤ \$5,000		
<b>Sub-total 小計 (2):</b>			\$ _____		

### 3. Renewable Energy Items 可再生能源設施

- Please note that solar panel and/or wind turbine system(s) is approved conditionally. Applicant must submit half year environmental data of the installation location to prove the feasibility of the system(s). If necessary, the applicant may first apply for the mini-weather station to collect the relevant data. (Note: This criteria is exempted for applications of solar panels to be installed in primary/ special schools or NGOs for the relatively small scale.) 請注意太陽能光伏系統及/或風力發電系統暫作條款性批准，申請者需提交安裝位置半年的環境數據，以證明該位置適合安裝有關可再生能源設施。如有需要，學校可先申請發放小型氣候監察站的撥款以採集有關數據。〔註：小學/特殊學校/非政府機構的太陽能光伏系統申請，由於規模較小的關係，可獲豁免有關安排。〕
- Cost includes full set of system, convertor, batteries/grid connecting cost, data storage system and 1-year maintenance cost, etc 下列可再生能源系統的資助已包括整套系統、轉換器、貯電池/市電接駁費用、數據紀錄系統及 1 年保養等費用。

<input type="checkbox"/> Mini-weather station 小型氣候監察站 To apply for the system to collect data for the RE system(s) below, please attach at least 3 quotations. The budget for the lowest bid will be considered, with \$20,000 as ceiling. 若打算申請小型氣候監察站以收集環境數據支持可再生能源設施的加建，請於申請表中夾附最少 3 份報價，審批小組會依最低標者考慮給予資助，上限 \$20,000。			\$ _____	(\$ _____ ) $\leq \$20,000$	
<input type="checkbox"/> Solar panel 太陽能光伏板： _____ W <input type="checkbox"/> *Small wind turbine/ Microturbine 小型風力/微風系統 _____ W Total capacity 總發電功率： _____ W Output power to be connected 供電用途： <input type="checkbox"/> Primary/ special school or NGOs connected to 小學、特殊學校及非政府機構，連接到： _____ <input type="checkbox"/> Secondary school is recommended to connect to grid, otherwise please specify the			\$ _____	(\$ _____ ) $\leq \$100,000$ for non-secondary; $\leq \$300,000$ for secondary	

reasons 中學建議連接市電，否則請列明原因：____ _____					
<input type="checkbox"/> Solar-cum-wind streetlight 風光互補街燈  If the applicant is supported with solar panel/ wind turbine, the solar-cum-wind streetlight will normally not be supported. 如申請機構已獲資助安裝太陽能光伏板或風力發電系統，一般將不獲資助加裝風光互補街燈。  Location of installation 安裝位置: _____ _____	\$30,000/ Set	____ Set 套 (Max 2 sets 最多 2 套)	\$ _____	(\$ _____)	
<b>Sub-total 小計 (3):</b>			\$ _____		
<b>4. Structural Safety Study 結構安全評估</b>					
<input type="checkbox"/> Feasibility study report signed by an <b>Authorised Person</b> 由認可人士簽發的可行性研究報告	-	-	\$20,000	(\$ _____)	
<b>Sub-total 小計 (4):</b>			\$ _____		
<b>Total of Type B 類別 B 總計</b> (1) + (2) + (3) + (4):			\$ _____		

\*Delete where appropriate 請刪去不適用者

**Type C 類別 C**

- Applicants need to submit at least 3 quotations/ tenders (please refer to Guide to Application para.4.11 for some regulations on procurement) for the engineering part. The estimated expenditure should be based on the lowest bid unless with relevant clarifications. 申請者必需夾附 3 份工程部份的報價單〔採購準則請參照申請指引第 4.11 段〕。除非有足夠的理據，預算開支須根據最低報價提供資助。
- Please attach layout plan and site photo 請提供安裝位置平面圖及照片
- Please include all procurement, set up, labour, insurance and 1-year maintenance cost in the below cost estimates. 請於下列資助預算中包括所有購置、人工、保險及首年保養費用。
- NGO applicants need to submit their energy saving projects to the Energy Efficiency Projects Vetting Sub-committee for vetting. 非政府機構的節能裝置項目申請需交能源效益項目審批小組處理。

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預算開支 (\$)	Approved Budget 建議 撥款(\$) (Official Use Only 秘書處專用)	Remarks 附註
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**1. Energy Saving Items 節能裝置**

- Please attach layout plan and site photo of the installation locations for the applied energy saving items 請提供各項節能裝置的安裝位置平面圖及照片
- New installation of room cooler or lighting system will not be considered 新冷氣機及燈光裝置不作考慮

 Grade 1 Energy Label Room Cooler 一級能源標籤冷氣機

Year of service of the old room coolers to be replaced (Please submit supporting document)

舊冷氣機的使用年期(請遞交證明文件): 6-10 year 年

Estimated income through selling the old room cooler(s) 售賣舊冷氣機的預算收入：

Total of 共 \$ 2500

Type 款式	Power 匹數 (HP)	Quantity 數量	\$ <u>112,200</u>	(\$ ) ≤ \$100,000
Window 窗口 / Split 分體	1.5 匹	33		
Window 窗口 / Split 分體				

 T5 Fluorescent Tubes T5 光管

- Applicant is suggested to request the contractor to provide the simulation analysis of new T5 tubes in the tendering process, so as to ensure an adequate and even distribution of overall brightness after installation. 申請機構應考慮在更換 T5 光管工程招標過程中，要求承辦商提供模擬分析圖表，以確定更換光管後的光度足夠及分佈平均。
- If actual quantity of items installed is fewer than the approved quantity, the approved budget will be deducted by pro-rata. 如獲批細項的安裝數量少於獲批准的數量，撥款會按量扣減。



Types and quantity of replacement 更換光管的種類及數量：					
Type 款式	Power 功率 (W)	Quantity 數量	\$ _____	(\$ _____ ) ≤ \$400,000	
Single 單支架					
Double 雙支架					
Triple 三支架					
Emergency batteries 緊急 備用電					
Others 其他					
<input type="checkbox"/> LED Exit Sign 二極管出路 燈	\$ _____	_____ Set 套	\$ _____	(\$ _____ ) ≤ \$1,200@	
<input type="checkbox"/> LED Tubes in Common Area 用於公用地方的二極管光 管	\$ _____	_____ Set 套	\$ _____	(\$ _____ ) ≤ \$100,000	
<input type="checkbox"/> LED Spotlight 二極管射燈 Location 安裝位置： _____ _____	\$ _____	_____ Set 套 (Max 2 sets 最多 2 套)	\$ _____		
<input type="checkbox"/> Heat Shield Coating 隔熱塗 層 Location 安裝位置： _____ _____	\$ _____	_____ m <sup>2</sup>	\$ _____		
<input type="checkbox"/> Solar Film 隔熱膜 (Only support windows facing <b>East or West</b> , without shading effect by nearby buildings or corridors 只資助面向 <b>東</b> 或 <b>西</b> 方向並且不受任何建 築物/走廊遮擋的窗戶)	\$ _____	Facing East 向東 _____ ft <sup>2</sup> Facing West 向西 _____ ft <sup>2</sup>	\$ _____	(\$ _____ ) ≤ \$50/ft <sup>2</sup>	
<b>Sub-total 小計 (1):</b>			\$ _____		
<b>2. Other Standard Items 其他標準裝置</b>					
<input type="checkbox"/> (a) Solar Water Heating Unit in Larger Scale for Showering or Water Pre-heating 較大型的太陽能熱水系統作淋浴或冷水預熱用途 - Generally, it is encouraged to apply for heater of 1,000L or above so that the system is more effective. 一般鼓勵選擇申請 1,000 L 或以上熱水器，使系統的運用能更有效率。					

Capacity of the heater per set 每套熱水器總容量: _____ L Location of installation 安裝位置: _____ Purpose 用途: _____	\$ _____	_____ Set 部	\$ _____	(\$ _____) ≤ \$500,000	
Feasibility study report signed by an <b>Authorised Person</b> 由認可人士簽發的可行性研究報告	-	-	\$ _____	(\$ _____) ≤ \$20,000	
Submission of building plans & related supervision cost 入則及相關費用 (including submitting BPs according to the Buildings Ordinance, appointing professionals to supervise construction works and other related costs 包括依據《建築物條例》入則及委聘專業人士監督工程進行及其他相關費用)	-	-	\$ _____	(\$ _____) ≤ \$160,000	
<b>Sub-total 小計 (2a):</b>			\$ _____		

Small-scale Food Waste Composter 小型廚餘堆肥設備

- Mainly composter with capacity ≤10 kg waste / day will be supported for demonstration of food waste recovery. 一般獲資助作教育示範用途的小型廚餘處理設備其廚餘處理量為每天 10 公斤或以下。

- For application of a 5 – 10 kg waste/day composter, please submit the **foodwaste reduction plan** with your application. 如申請廚餘處理量為每天 5 – 10 公斤的廚餘機，請連同**廚餘消滅計劃書**一併遞交申請。

- When gathering the quotations, please request the supplier of composter to present the test report issued by an independent laboratory to prove the quality and the grade of the compost is suitable for planting. The testing and grading criteria from the Hong Kong Organic Resource Centre detailed at **Appendix 4** are adopted. 申請機構在採集報價時，請要求有關供應商出示由獨立實驗室發出的檢驗報告，證明有關廚餘機所出產的堆肥，其品質及所屬級別皆符合合作的種植用途。各項的測試及評級準則會依據香港有機資源中心所建議的作標準，詳情請參照**附件四**。

Capacity of composter 廚餘處理量: _____ kg/day Usage of composting product 堆肥產品用途: _____	\$ _____	_____ Set 部 (Max 2 for composter <u>3.2kg/day</u> and 1 for other capacity. 廚餘處理量 <u>3.2kg/day</u> 可申請最多 2 部，其他處理量則 1 部。)	\$ _____	(\$ _____) ≤ \$20,000/set (<u>3.2kg/day</u>); ≤ \$100,000 (>3.2 – 10kg/day)	
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<input type="checkbox"/> Bicycle Electricity Generator 單車發電系統 Purpose 供電用途: _____ \$ _____ Location of installation 安裝位置: _____	_____ Set 部 (Max 10 sets 最多 10 部)	\$ _____ (\$ _____ ) ≤ \$50,000	
<b>Sub-total 小計 (2):</b>		\$ _____	
<b>Total of Type C 類別 C 總計 (1) + (2):</b>		\$ _____	

\*Delete where appropriate 請刪去不適用者

Particular 項目	Unit cost 單價 (\$)	Quantity 數量	Estimated Expenditure 預算開支 (\$)	Approved Budget 建議撥款 (\$) (Official Use Only 秘書處專用)	Remarks 附註
<b>Other Expenses 其他開支</b>					
<input type="checkbox"/> Audit Fee 核數費 Applicable to project with funding >\$150,000 適用於資助額多於\$15萬的計劃	-	-	\$3,000		
<input type="checkbox"/> Display Panel 展板	\$2,000	2	\$4,000		
<b>Total of Other Expenses 其他開支總計:</b>			\$ _____		

\*Delete where appropriate 請刪去不適用者

### Total Estimated Budget of Project 總預算開支

	Estimated Expenditure 預算開支(\$)	Approved Budget 批准撥款(\$) (Official Use Only 秘書處專用)	Remarks 附註
Type 類別 A			
Type 類別 B			
Type 類別 C			
Other Expenses 其他開支			
<b>Total 總計</b>			

## II. Education Activities & Performance Assessment 教育活動及成效評估

After the installation of the approved minor works items, funding recipient is required to organize a series of related education activities and assess the performance of the installed item(s) during the monitoring period. Details of the activities and monitoring factor(s) are at Appendix 1 & 2 respectively. 小型工程項目安裝完成後，獲資助學校/機構需在評估期間舉辦一系列相關教育活動及進行項目成效評估，活動的詳情及評估要素請參閱附件一及二。

Please fill in the two tables below by putting a tick “✓” in the appropriate box(es) to choose your proposed educational activities for the project during the monitoring period.

請填寫以下兩份表格，在適當方格內加上「✓」，以選出預計就此計劃舉辦的教育活動。

**Table 1 表格一： General Education Activities 一般教育活動**

Please choose a **minimum of 3** general education activities for all non-kindergarten applicants. 請所有非幼稚園申請者選擇**最少 3 項**一般教育活動。

<b>Educational Activities 教育活動</b>	
Integrating the related topics in classes 將有關課題融入日常課堂中	✓
Training environmental protection ambassadors 培訓環保大使	
Designing thematic board panels 設計專題壁報板	
Organizing talks/ workshops 舉辦講座/工作坊	✓
Organizing related visits outside schools 舉辦相關的校外參觀活動	
Information sharing through school homepage/ school news 於學校網頁／學校通訊等分享有關工程的資訊	✓
Experience sharing with other schools 與其他學校交流分享心得	
Organizing open day for the public to learn about the facilities 舉辦學校開放日予大眾接觸相關項目	
Others, please specify 其他，請註明： <u>1)週會分享</u> <u>2)專題研習</u> _____ _____	✓

**Table 2 表格二： Thematic Education Activities 主題教育活動**

Please choose a **minimum of 2** thematic education activities according to each type of minor works item being applied for. 請根據你所申請的小型工程項目，為每一種類的工程選擇**最少 2 項**主題教育活動。

	Primary school 小學	Secondary school 中學	Special school 特殊學校	NGO 其他機構
<b>Education Activities related to Greening 與綠化有關的教育活動</b> (Please choose <b>a minimum of TWO</b> activities from the list below if you have applied for any greening item, such as <u>green roof/ podium, farming facilities, etc.</u> 如有關申請包含任何綠化資助如綠化天台/平台、耕作設備等，請選擇下列 <b>最少 2 項</b> 教育活動。)				
In depth study on green roof performance 天台綠化系統表現的專題研習		Required 必須進行		
Roof cultivation, plant identification and care 天台農耕、植物識別及護理等工作				
Introducing installation process of roof greening, and develop a cross-section model for the green roof 介紹天台綠化的過程，及製作綠化天台橫切面模型				
Organizing competitions about green roof/ podium 舉辦與綠化天台/平台有關的比賽				
Organizing activities about green roof/ podium 進行與綠化天台/平台有關的活動				
Others, please specify 其他，請註明：_____				
<b>Education Activities related to Renewable Energy Item 與可再生能源裝置有關的教育活動</b> (Please choose <b>a minimum of TWO</b> activities from the list below if you have applied for any renewable energy item such as <u>solar panel, wind turbine, solar water heater, bicycle generator, solar-cum-wind streetlight, etc.</u> 如有關申請包含任何可再生能源裝置的資助如太陽能光伏板、風車、太陽能熱水器、單車發電系統、風光互補街燈等，請選擇下列 <b>最少 2 項</b> 教育活動。)				
Collecting and analyzing the weather data to locate the most suitable installation point for the applied renewable energy facility prior to the installation 在工程開展前採集氣候數據並作分析，以選出可再生能源系統的最合適安裝地點		Required 必須進行		
In depth study on the performance of the installed renewable energy facility 對已安裝的再生能源系統表現的專題研習		Required 必須進行		
Organizing “Renewable energy design competition” 舉辦創意「再生能源設計比賽」				

	Primary school 小學	Secondary school 中學	Special school 特殊學校	NGO 其他機構
Others, please specify 其他，請註明：_____	✓			
<b>Education Activities related to Energy Saving Item 與節能裝置有關的教育活動</b> (Please choose <b>a minimum of TWO</b> activities from the list below if you have applied for any energy saving item such as energy saving room cooler, T5/LED lighting system, solar film, heat shield coating, etc. 如有關申請包含任何節能裝置的資助如節能冷氣機、T5/LED 發光系統、隔熱膜、隔熱塗層等，請選擇下列 <b>最少 2 項</b> 教育活動。)				
Introducing energy label 介紹能源效益標籤	✓			
Developing energy saving policies for students/ classes/ school 為學生/班別/學校設計節能方案				
Calculating self energy consumption 為自己計算能源使用量	✓			
Organizing energy saving competition 進行節能比賽				
Others, please specify 其他，請註明：_____				
<b>Education Activities related to Food Waste Composter 與廚餘堆肥設備有關的教育活動</b> (Please choose <b>at least ONE</b> activity from the list below if you have applied for any food waste composter. 如有關申請包含廚餘堆肥設備的資助，請選擇下列 <b>最少 1 項</b> 教育活動。)				
Recording the amount of food waste being recovered and compost being produced 記錄廚餘收集量及堆肥出產量				
Organizing compost planting competition, students regularly record plant growth 舉辦堆肥種植比賽，學生定時記錄作物生長情況				
Comparison of composts produced by different composition of food waste 比較不同廚餘成份所出產的堆肥				
Others, please specify 其他，請註明：_____				

**Educational activities related to minor works**  
**(Applicable to kindergartens)**  
**小型工程項目的相關教育活動（幼稚園適用）**

<b><u>Minor Works</u></b> <b><u>Items</u></b> 小型工程項目	<b><u>Educational activities</u></b> 教育活動
Integrated activities 綜合活動  (Suitable for all types of minor works projects 適合各類小型工程項目)	<ul style="list-style-type: none"> <li>• Integrating concepts and operation of energy saving/ organic cultivation facilities in classes 在課堂中融入節約能源／有機耕種設施的概念與運作</li> <li>• Training environmental protection ambassadors to help management and promotion of minor works 訓練環保大使，協助學校管理及推廣工程項目</li> <li>• Designing board panel on different minor works 設計以不同小型工程項目為主題的壁佈</li> <li>• Organizing talks and workshops 舉辦講座／工作坊</li> <li>• Organizing related visits outside schools 舉辦相關的校外參觀活動</li> <li>• Organizing open day for the public to learn about the facilities 舉辦學校開放日予大眾接觸相關環保裝置</li> </ul>
Cultivation practicing 耕種體驗	<ul style="list-style-type: none"> <li>• Students' participation of weekly/ monthly cultivation activities 學生參與每周／每月的耕種活動</li> <li>• Monthly group maintenance activities (e.g. watering, trimming, fertilizing, weed removing etc.) 分組定期參與植物護理工作，包括灑水、修剪、施肥、除雜草等</li> <li>• Weekly/ monthly observation of plant growth for students to understand breeds and characteristics of plants 每周／每月觀察植物生長情況，讓學生識別植物品種及認識其特性</li> </ul>
Energy saving items 節能裝置	<ul style="list-style-type: none"> <li>• Designing board panel about energy saving items 設計有關於節能裝置為主題的壁佈</li> <li>• Introduction of energy label 介紹能源效益標籤</li> </ul>

# Education activities listed above are for reference only, schools can organize other activities to improve the efficiency. 上表所列的教育活動主要作參考之用，學校可舉辦其他各類教育活動以加強成效。

**Educational activities related to minor works ( Suitable for primary schools, secondary schools and other organizations )**

**小型工程項目的相關教育活動 (適用於中小學及其他機構)**

<p align="center"><b><u>Minor Works</u></b> <b><u>Items</u></b> <b>小型工程項目</b></p>	<p align="center"><b><u>Educational activities</u></b> <b>教育活動</b></p>
<p>Integrated activities 綜合活動</p> <p>(Suitable for all kinds of minor works 適合各類型小型工程)</p>	<ul style="list-style-type: none"> <li>• Integrating concepts and operation of environmental protection in classes, learning the advantages, disadvantages and efficiency, encouraging students to practice green life 在課堂中融入各類環保設施的概念與運作，學習它們的利弊及成效，鼓勵學生實踐綠色生活</li> <li>• Describing operation and efficiency of minor works on school TV channel/ school homepage/ school news by students 學生於校園電視台／學校網頁／學校通訊等介紹工程項目的運作和成效</li> <li>• Training of environmental protection ambassadors to help management and promotion of minor works 訓練環保大使，協助學校管理及推廣工程項目</li> <li>• Designing board panel about different minor works 設計以不同小型工程項目為主題的壁佈</li> <li>• Communication with other schools and sharing of experience 與其他學校交流，分享心得</li> <li>• Organizing talks and workshops 舉辦講座／工作坊</li> <li>• Organizing related visits outside schools 舉辦相關的校外參觀活動</li> <li>• Organizing open day for the public to learn about the facilities 舉辦學校開放日予大眾接觸相關環保裝置</li> </ul>



<p>Greening items 綠化項目</p>	<p>Opened/ non-opened green roof can design most appropriate educational activities according to the situation 開放／不開放的綠化天台可按實際情況選擇最合適的教育活動</p> <p>Suitable for schools 各校適用：</p> <ul style="list-style-type: none"> <li>• Students' participation of weekly/ monthly activities like roof cultivation, plant identification and care 學生參與每周／每月天台農耕、植物識別及護理等工作</li> <li>• Regularly group maintenance activities (e.g. watering, trimming, fertilizing, weed removing etc.) being held 分組定期參與植物護理工作，包括灑水、修剪、施肥、除雜草等</li> <li>• Weekly/ monthly observation of plant growth for students to understand breeds and characteristics of plants 每周／每月觀察植物生長情況，讓學生識別植物品種及認識其特性</li> <li>• Green roof design competition/ photography competition/ drawing activities 綠化天台設計比賽／攝影比賽／繪畫活動</li> <li>• Understanding installation process of roof greening, and develop a cross-section model for the green roof 了解綠化天台的安裝過程，及進行綠化天台橫切面模型製作</li> </ul> <p>Suitable for secondary schools 中學適用：</p> <ul style="list-style-type: none"> <li>• Temperature reduction test of the green roof, so students can analyze concepts of greening and temperature reduction efficiency through equipment 天台綠化降溫測試，讓學生分析綠化天台的概念和降溫成效，以儀器量度並分析數據</li> <li>• Plant breed test for the green roof to understand the growing process and appropriateness of different plants 天台綠化植物品種測試，以找出不同品種在綠化天台的生長情況及最合適的品種</li> </ul>
<p>Organic cultivation 有機耕種</p>	<ul style="list-style-type: none"> <li>• Students' participation of weekly/ monthly organic cultivation 學生參與每周／每月有機耕種</li> <li>• Monthly group maintenance activities (e.g. watering, trimming, fertilizing, weed removing etc.) being held 分組定期參與植物護理工作，包括灑水、修剪、施肥、除雜草等</li> <li>• Weekly/ monthly observation of plant growth for students to understand breeds and characteristics of plants 每周／每月觀察植物生長情況，讓學生識別植物品種及認識其特性</li> <li>• Photography competition and drawing activities for organic cultivation 有機耕作攝影比賽／繪畫活動</li> </ul>

<p>Renewable energy items 再生能源項目</p>	<p>Renewable energy items connecting to grid/ certain devices can design most appropriate educational activities according to the situation. 接駁市電／特定系統的再生能源項目可按實際情況選擇最合適的教育活動</p> <p>Suitable for schools 各校適用：</p> <ul style="list-style-type: none"> <li>• Studying the renewable energy items that are most suitable and feasible to schools at the beginning stage of application by students 在項目申請前期，與學生一起研究最適合學校的可再生能源設備及其可行性</li> <li>• Organizing “Renewable energy design competition” to trigger students’ innovation 舉辦「再生能源設計比賽」，引發學生的創意</li> </ul> <p>Suitable for secondary schools 中學適用：</p> <ul style="list-style-type: none"> <li>• Using data of monitoring system to analyze the operation and efficiency of different renewable energy system, and estimate the pay back period for the device 利用配備的數據系統，分析各類可再生能源系統在不同條件下的運作及成效，並進行回本期計算</li> </ul>
<p>Energy saving items 節能裝置</p>	<ul style="list-style-type: none"> <li>• Designing board panel about energy saving items, and introduce different types of energy saving electric appliances to students and parents 設計有關節能裝置為主題的壁佈，並向學生及家長介紹節能電器的類別</li> <li>• Introduction of energy label 介紹能源效益標籤</li> <li>• Organizing “Energy saving policies” competition, students can develop a set of energy saving policies from daily life 舉辦「節能措施」比賽，學生從日常生活中設計一套節能方案</li> <li>• Organizing inter-class/ inter-form family energy saving competition 進行班際／級際節能比賽</li> </ul>
<p>Composting facilities 堆肥設備</p>	<ul style="list-style-type: none"> <li>• Student’s participation of composting process to record collection of food waste and production of compost 讓學生參與堆肥的整個過程，記錄廚餘收集及堆肥出產量</li> <li>• Organizing compost planting competition, students regularly record plant growth 舉辦堆肥種植比賽，學生定時記錄作物生長情況</li> <li>• Comparison of composts produced by different ratio of food waste 比較使用不同廚餘比例所出產的堆肥</li> </ul>

Educational activities listed above are for reference only, schools/ organizations are encouraged to organize any education activity which considered appropriate. 上表所列的教育活動主要作參考之用，歡迎各學校/機構按情況舉辦各類教育活動。

**Basic Monitoring Requirements for Minor Works Projects**  
**小型工程項目效益評估的基本要素**

<b>Minor Works Items</b> <b>小型工程項目</b>	<b>Monitoring Factor</b> <b>評估元素</b>
Greening Projects 綠化項目	<p><b>Required criteria 必要元素</b></p> <ul style="list-style-type: none"> <li>Monthly temperature comparison of area(s) with / without green roof 每月溫度比較〔有 / 沒有綠化天台的分別〕</li> <li>Monthly comparison of electricity bill with that a year before 每月電費〔與前一年〕比較</li> </ul> <p><b>Optional criteria 選擇性元素</b></p> <ul style="list-style-type: none"> <li>Monthly condition of plants (with photos) 每月植物生長概況〔附加照片〕</li> <li>Monthly record of maintenance activities (e.g. watering, trimming, weed removing etc.) being held 每月植物護理記錄，如灑水、修剪、除雜草等</li> </ul>
Energy saving items 節能裝置	<p><b>Required criteria 必要元素</b></p> <ul style="list-style-type: none"> <li>Monthly comparison of electricity bill with that a year before 每月電費〔與前一年〕比較</li> </ul> <p><b>Optional criteria 選擇性元素</b></p> <ul style="list-style-type: none"> <li>Qualitative assessment on the installed devices by the users 對已安裝的裝置作素質評估</li> <li>Estimate the pay back period for the device 估計裝置回本期</li> </ul>
Renewable energy items 再生能源項目	<p><b>Required criteria 必要元素</b></p> <ul style="list-style-type: none"> <li>Monthly production of electricity by the system 每月發電量</li> <li>Monthly comparison of electricity bill with that a year before 每月電費〔與前一年〕比較</li> </ul> <p><b>Optional criteria 選擇性元素</b></p> <ul style="list-style-type: none"> <li>Comparison of electricity production in a year with seasonal change 比較整年隨氣候轉變的發電量</li> <li>Estimate the pay back period for the device 估計裝置回本期</li> <li>Qualitative assessment on the performance of the device(s) run by renewable energy 對由再生能源推動的裝置作素質評估</li> </ul>
Composting facilities 堆肥設備	<p><b>Required criteria 必要元素</b></p> <ul style="list-style-type: none"> <li>Monthly reduction of food waste and production mass of compost 每月廚餘回收量及堆肥生產量</li> </ul> <p><b>Optional criteria 選擇性元素</b></p> <ul style="list-style-type: none"> <li>Trend of total food waste mass to be disposed over the year 比</li> </ul>

	<p>較整年需棄置廚餘量的變化</p> <ul style="list-style-type: none"> <li>• <b>Monthly condition of plants (with photos) and qualitative assessment on the difference after applying the compost as fertilizer</b> 使用堆肥為肥料後每月的植物生長概況〔附加照片〕及素質評估</li> </ul>
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Requirements listed above are some basic elements to be reported on the performance of the installed minor works. Applicants are encouraged to suggest some other factors for performance assessment. 上表主要列出對小型工程項目的基本評估因素，申請者可加入其他評估方法

