

Bosco Charity Association Limited

鮑思高慈善協會有限公司

Application for Sponsorship

贊助申請表格

1.	Particulars of Applicant Organization 申請機構資料	
	Name in English 英文名稱	
	Name in Chinese 中文名稱	
	Year of Establishment 成立年份	
	Registered Address 登記地址	
	Tel. No. 電話號碼	Fax No. 傳真號碼
	Email Address 電郵地址	
2.	Name of the Project Leader(s) 項目負責人	
	Name 姓名:	
	Post title 職銜:	
	Contact address 聯絡地址:	
	Tel. No. (Office/Mobile) 電話號碼 (公司/手機)	Fax No. 傳真號碼
	Email Address 電郵地址	
	ID/Passport No 身分證/護照號碼 <i>(Please attach related documentary proof for the first time of application 如首次申請, 需夾附有關的證明文件)</i>	

3.	Name of Project for which funding is requested 申請贊助項目名稱:
4.	Period of Project (from DD/MM/YYYY to DD/MM/YYYY) 項目時期 (由 日/月/年 至 日/月/年):
5.	Objective(s) of Project 項目目標:
6.	Description of Project 項目概覽:
7.	Funding Requested 所需贊助款項:

8.	Budget breakdown 財政預算分項:
9.	Payment of Funds 款項發放
	Payee of the crossed cheque 劃線支票抬頭:
10.	Registration of Organization 機構註冊
	<p>Whether the Organization is registered under the following ordinance: 機構是否已根據以下條例註冊:</p> <p><input type="checkbox"/> The Companies Ordinance «公司條例» (Company Registration No 公司註冊編號 : _____)</p> <p><input type="checkbox"/> The Societies Ordinance «社團條例»</p>

	<p><input type="checkbox"/> Other Ordinances 其他條例 (Please specify 請註明: _____)</p> <p><input type="checkbox"/> The Organization is an approved charitable institution and trust of a public character under section 88 of the Inland Revenue Ordinance. 機構已根據《稅務條例》第 88 條獲認可為慈善機構及信託團體: <input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否</p> <p><i>(Please attach related documentary proof for the first time of application 如首次申請, 需夾附有關的證明文件)</i></p>	
11.	Project Proposal Governance 項目監察	
	<p>Applicant Project Leader and signature 項目負責人及簽署</p> <p>a. I hereby declare that the information provided above is all true and correct. I understand that if there is any incomplete, false or covered up information, Bosco Charity Association Limited reserves the right to stop any funding, or ask for a pay-back of any allocated fund. I also understand that Bosco Charity Association Limited reserves to right to make all final decisions with regards to the application. 本人謹此聲明, 以上提供的所有資料皆真確無訛。本人明白資料若有任何不足、虛報或隱瞞的成份, 鮑思高慈善協會有限公司有權終止撥款、或追討任何已撥出的贊助。本人亦明白, 鮑思高慈善協會有限公司保留所有有關項目的最終決定權。</p> <p>b. I understand that I should not enter into any financial commitment in respect of our project(s) before our application(s) is/are approved in writing. Any financial commitment made without the formal and prior approval of Bosco Charity Association shall be sole responsibility of the Application Organisation. 本人明白在收到書面確認其申請撥款獲批前, 不應就有關之項目作出任何財務承諾。所有在撥款正式獲批前及未得到鮑思高慈善協會有限公司理事會應可之財務承諾, 將由申請者自行負責。</p>	
	Name 名稱:	Chop & Signature 蓋章及簽署:
	Contact Tel No. 聯絡電話:	Date 日期:
	Correspondence Address 聯絡地址:	

	a. General Committee Approval (by Chairman) 理事會審批(主席)	
	Name 姓名: Thomas Yeung 楊存洲	Chop & Signature 蓋章及簽署:
	Contact Tel No. 聯絡電話: 2856 0038	Date 日期:
12.	Post-Approval Governance 審批項目後期監察	
	a. Record of expenditure and receipts presented by Project Leader (PL) 由項目負責人提供單據及收條記錄	
	Total amount spent: 總支出:	PL Signature/Date: 項目負責人簽署/日期:
	b. General Committee Member's auditing of expenditure and records 理事會理事審核單據及記錄	
	Name of GC Member: 理事會理事名稱:	Signature/Date: 簽署/日期:
	c. Surplus Deposition 撥款盈餘	
	Total amount refund: 歸還款項:	Recipient Name: 收款人姓名:
	Signature: 簽署:	Date: 日期:

Please complete and send the original signed application together with necessary documents to:
請將已填妥及簽署的申請表格正本及所需文件寄回:

Bosco Charity Association Limited

鮑思高慈善協會有限公司

5th Floor, Chung Nam House, 59 Des Voeux Road Central, Hong Kong

香港中環德輔道中五十九號中南行五樓

Bosco Charity Association Limited

鮑思高慈善協會有限公司

Guidelines for Application for Sponsorship

申請資助指引

ESTABLISHMENT OF THE FUND

基金之成立

1. The Bosco Charity Association Fund is established and operated by Bosco Charity Association Ltd.

鮑思高慈善協會基金是由鮑思高慈善協會有限公司成立及管理。

OBJECTIVES OF THE FUND

成立基金之目的

2. Purpose of the charity fund is for supporting the operation and projects of the Don Bosco Youth Centres (Don Bosco Oratories) in Hong Kong, and other associations or institutions in Hong Kong with similar charity purposes.

鮑思高慈善基金成立之目的，旨在支持在香港成立之鮑思高青年中心(鮑思高慶禮院)，及其他在本港成立之相關慈善團體及組織之營運及項目。

CRITERIA FOR DISBURSEMENTS OF FUNDS

撥款準則

3. Following are the criteria for disbursement of Charity Fund:

以下是慈善基金撥款準則:

- a. Applicants must be a bona-fide non-profit making organisation dedicated to youth work in pursuance of the Salesian cause.
申請者必須是非牟利組織，並致力遵從慈幼之宗旨，竭力為青少年服務。
- b. Priority will be given to new projects and organisations that have limited access to other funding sources such as the Lotteries Fund, Community Chest and government subvention.
未曾接受或向其他資助來源，如獎券基金、公益金及政府補貼申請資助之新項目及組織，將獲優先考慮。
- c. Organisations that received funding in the past will not automatically receive support in every subsequent applications. All applications will be carefully examined and evaluated on prudent principles. Approval will be based on merit or if and when it is deemed fit.
曾獲資助之組織，並不代表其後之所有申請將會自動取得資助。所有申請，將受仔細審查及審慎評估。只有被認可有價值及合適之項目，才會獲得批准。

- d. Funding for both capital and non-capital projects will be considered. Where funding is provided for capital item(s), the applicant shall be responsible for all future maintenance and repair.

資本項目及非資本項目之撥款申請均可申請。如申請撥款用於資本項目，申請者需負責日後之保養及維修。

APPLICATION PROCEDURES

申請程序

4. To apply, application must be completed, signed and sent by mail with supporting documents to “Bosco Charity Association Limited (Attn: The Chairman)” at 5/F., Chung Nam House, 59 Des Voeux Road Central, Hong Kong.

申請者必須填妥、簽署及連同相關文件，寄回香港中環德輔道中五十九號中南行五樓「鮑思高慈善協會有限公司」主席收。

5. Applicant may need to submit supplementary information for evaluation. All submitted information will not be returned to the application, whether the application is successful or not. 審批期間，申請者或須提交其他相關補充資料，無論申請成功與否，所有資料概不發還。

6. Under normal circumstances, applicants will be notified of the result in 6-8 weeks after application submitted.

審批結果一般於收到申請後六至八星期內回覆申請者。

TERMS AND CONDITIONS

條款及細則

7. Applicants should not enter into any financial commitment in respect of their projects before their applications are approved in writing. Any financial commitment made without the formal and prior approval of the General Committee shall be the sole responsibility of the applicant.

申請者在收到書面確認其申請撥款獲批前，不應就有關之項目作出任何財務承諾。所有在撥款正式獲批前及未得到理事會應可之財務承諾，將由申請者自行負責。

8. Applicants should provide true and accurate information in their application. Our Association will terminate the respective sponsor if any successful applicant is found providing invalid information for evaluation, and, in which case, we reserve all rights to recover all the monies previously paid for the funding or sponsorship.

申請機構提供之一切資料須正確無誤，本協會如發現申請者因提供失實資料而獲得撥款或資助，會即時終止有關資助，並有權向其追討已提供之資助金額。

9. Successful applicants shall not initiate to change the use of funds / sponsorship without our prior written consent. Otherwise, our Association may proceed to recover the sum from respective people or organisation.

申請者如獲本協會批出撥款或資助，不得擅自更改有關款項或資助之用途，否則本協會有權向有關人士或機構追討賠償。

10. Upon the recommendation of our General Committee, we may terminate the funding / sponsorship for those under the recurring funding or sponsorship programme by providing one

month's written notice at our discretion.

所有獲本協會批出長期撥款或資助之機構或人士，本協會可按理事會建議給予一個月書面通知後，終止對其撥款或資助而毋須作出任何解釋。

11. Applicants' organisational details or personal data are collected for application evaluation. If necessary, such information may be disclosed to the Government, statutory or professional bodies.

因應審批用途而收集之申請者之個人或公司資料，如有需要，本協會可能會向政府、法定或專業機構透露有關資料。

12. Our Association reserves the right to quote individual application or sponsorship / funding exercise, including the Applicant's project, in our website, annual reports or other publicity materials.

本協會有權透過其網頁、年報或其他公開資料向外界公佈個別申請及資助個案。

APPROVING AUTHORITY

評審

13. Approval of applications rests with the General Committee of Bosco Charity Association Limited and the General Committee reserves all rights to reject any application at its discretion.

鮑思高慈善協會有限公司理事會保留評審結果的最終決定權及保留拒絕任何申請之權利而毋須作出任何解釋。

OBLIGATION OF SUCCESSFUL APPLICANTS

成功申請者之義務

14. Appropriate acknowledgement of the funding by the Bosco Charity Association is required at the implementation and the conclusion of the project, and in all publicity items in relation to the project. All capital items have to be clearly marked as donation from the "Bosco Charity Association".

獲資助組織必須確保在獲資助項目進行期間，有關的一切推廣及宣傳資料和刊物，展示鳴謝鮑思高慈善協會的聲明。如屬設施資助項目，需要清晰標明由「鮑思高慈善協會」所捐贈。

15. The Bosco Charity Association may request for site inspection and may request for submission of formal register of members/ formal register of volunteers/helpers/tutors; register of attendance records; copy of contract/agreement made in relation to the sponsored project; progress report; financial reports and final evaluation report.

鮑思高慈善協會可能要求實地探訪了解情況，也可要求呈交會員登記冊、義工/助理/導師登記冊、活動出席記錄、因應所資助項目有關而簽訂之合約/協議、進度報告、財務報告及最終評估報告。

16. An applicant is obliged to comply with any other conditions deemed necessary by the Bosco Charity Association as stated in the approval agreement.

申請者必須遵守所有由鮑思高慈善協會詳列在其批准協議中所訂定之條款。

PAYMENT OF FUNDS

款項發放

17. Payment of funds is effected in the form of a crossed cheque made payable to the applicant organisation.

撥款將以劃線支票發放予申請組織。

ENQUIRIES

查詢

18. Further details can be obtained by contacting the Chairman of Bosco Charity Association Limited

如有其他查詢，請與鮑思高慈善協會有限公司主席聯絡。

August 2019

2019年8月

Bosco Charity Association Limited

鮑思高慈善協會有限公司

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