

# 申請表格 Application Form

1. 團體名稱 (中/英文) Name of the organisation

2. 團體概述 Description of the organisation

團體宗旨、目標及主要活動 Aims, objectives and major activities

團體組織架構 Structure

(如會員、執委及職員人數、成立年份 number of members, composition of the governing body, number of staff, year of founding, etc.)

主要經費來源 Major sources of income

團體未來方向 Future direction of the organisation

3. 項目名稱 Project title

4. 提出項目的背景及原因 Project-related background information

5. **項目主題、具體目標、世界公民教育元素及期望成果**  
Themes, objectives, global citizenship education components and expected outcome
6. **對象及人數** Description and estimated number of the beneficiaries
7. **詳細活動內容 (主要活動、時間表、對象)**  
Details of the project (Please list activities, time schedule, targets)
8. **項目管理及人力資源 (具體管理和監察措施、財務管理方式及人手分配)**  
Project management and human resources (Please include a detailed description of project management & monitoring measures, financial management methods & division of labour)
9. **評估計劃及評估指標 (針對計劃書的目標和內容，詳細交代具體的評估計劃)**  
Evaluation plan (Please include evaluation indicators)

\* Organization may draft its own proposal according to the above items.

10. **項目詳細財政預算收支表** (包括經費來源及整個項目各類活動的分項支出，並列明申請樂施會資助之項目 \*另附財政預算表)

**Budget** (Please include the detailed budget, including itemised income and expenditure of all activities in the entire project, with items sought to be supported by Oxfam Hong Kong identified. Please fill in budget sheet below)

11. **聯絡人 Contact person**

姓名 Name :

地址 Address :

電話 Tel :

傳真 Fax :

電郵 E-mail :

網址 Web-site :

12. **申請人 Applicant**

姓名 Name :

地址 Address :

電話 Tel :

傳真 Fax :

電郵 E-mail :

網址 Web-site :

申請人須是團體負責人，並獲團體授權。印鑑(如有)

The applicant must be the officer-in-charge and the organisation's seal (if any) must be provided.

**請隨申請書附上** Please attach the following information with the proposal:

\* 團體年度工作及財務報告 A copy of the NGO/Society's last annual review/financial accounts

