

# Application to the Sustainable Development Fund (by an Individual)

## Part 1 Information about the Applicant

Name of Applicant: Hong Kong Identity Card Number: Occupation: Telephone Number: Fax Number: Address: Email Address:	
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## Experience of Implementing Projects

Please describe briefly any relevant projects implemented in the past 2 years.	
Please indicate whether you have previously applied for a grant from the Sustainable Development Fund (SDF).  If yes, please quote the SDF reference number(s) of any application(s) previously submitted.  If you have submitted any other applications in the current round of SDF applications, please give the title of the other projects and the relative priority of this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are pursuing a course of study, please provide details.	

## Part 2 Project Proposal

### Project Details

Name of the Project (in both English and Chinese):

Project Commencement and Completion Dates:

Proposed Number of Participants in the Project:

Proposed Number of Project Staff (Paid and Voluntary):

Project Nature and Target Groups:

Details of Specific Activities or Programmes:

Deliverables of the Project:

### Objectives of the Project

Objective(s) of the Project:

Please clarify how the project can achieve these objectives and how you would measure the effectiveness of the project (for example, you may wish to outline targets that your proposed project is intended to achieve).

Please explain how these objectives relate to the purpose of the SDF and clarify which of the three aspects of sustainable development the project would integrate and how.

Please clarify whether, and if so, how the project will be sustained after support from SDF ends.

## Part 3 Budget

The Amount of Grant Sought from the SDF:

Please provide a budget summary and projected cash flow for the project in accordance with the format on page 6 of this form.

Please indicate whether the project is currently receiving a grant from any Government fund or private sponsorship (in kind or in cash).

Yes  No

If yes, please provide details (e.g., amount of grant, name of fund, items supported by the fund).

Please indicate whether the project is the subject of a separate application for Government or any other form of private funding.

Yes  No

If yes, please provide details (e.g., name of the fund, amount sought, progress of application).

## Part 4 Other Information

Please provide any other information relevant to the project proposal that you consider should be taken into account in processing the application.

## Declaration by the Applicant

I certify that the information given in this application is true, complete and accurate. I understand that if I willfully give any false information or withhold any material information, the application will become void and any grant approved will be withheld and any payment made with interest must be refunded to the Government. In the event that my application is successful, and without prejudice to other rights and powers of the Government, I consent to the disclosure from time to time by the Government of details of the project.

Signature of Applicant:

Name of Applicant:

Hong Kong Identity Card  
Number:

Date:

## Declaration by the Warrantor

I hereby certify that the information given in this application is true, complete and accurate.

Signature of the Warrantor:

Name:

Occupation:

Hong Kong Identity Card  
Number:

Contract Telephone Number:

Date:

## Disclosure of Information

In the event that your application is not successful, and without prejudice to other rights and powers of the Government, please indicate whether you consent to the disclosure from time to time by the Government of your name, title of the project, and the amount of the grant applied for.

Yes     No

## Checklist for Applicant

To help us process your application as quickly as possible, please kindly check that you have done the following:

1. Completed all sections of the application form.
2. Signed the declaration, and arranged a warrantor to sign the declaration in the respective forms set out above.
3. Attached the following documentation:
  - i) a disk copy of the completed application form, if available; and
  - ii) attachments or supplementary information on the Project (if any).

You are reminded that failure to supply the required documents or information may result in the application being rejected.

## Submission of Application

**By email:** Submission of application forms by e-mail is preferred. Completed application forms can be e-mailed to [sdf@enb.gov.hk](mailto:sdf@enb.gov.hk) . Please download application forms from <http://www.susdev.gov.hk> .

**By post :** Please forward the completed application form, plus a disk copy (if available), with supporting documents, directly to:

**On or before 31 December 2011**

The SDF Secretariat  
Sustainable Development Division  
M/F, Murray Building  
Garden Road  
Central  
Hong Kong

**On or after 1 January 2012**

The SDF Secretariat  
Sustainable Development Division  
46/F, Revenue Tower  
5 Gloucester Road  
Wanchai  
Hong Kong

Applications received by mail will be dated by the postmark. Late applications will not be accepted.

## Budget Summary and Projected Cash Flow *(Please attach detailed budget where necessary)*

Expenses Category	Projected Project Expenditure				Projected Income (please specify each source of income)				Amount requested from SDF (c)=(a)-(b)
	Item Description	Quantity	Unit Cost	Total (a)	Fees & Charges	Internal Source	Other Sponsorship	Total Income (b)	
Programme Cost									
Sub-total									
Staff Cost									
Sub-total									
Furniture and Equipment Costs									
Sub-total									
Administration Cost									
Sub-total									
Total									
Note: 1. If staff cost amounts to 50% or more of the total budget for the project, please provide justifications.  2. If the project is to be supported by volunteers, please advise on the expected numbers of volunteers and the nature of support and assistance to be given.		Amount Requested from the Fund :  Quarter 1  Quarter 2  Quarter 3  Quarter 4  Total				2012	2013	2014	2015