

海運及空運人才培訓基金
航空業推廣計劃撥款
獲批推廣活動的活動報告
Aviation Promotion Project Funding
under the Maritime and Aviation Training Fund (MATF)
Event Report of the Approved Promotion Activities

報告範本
Report Template

填寫須知 Guidance Notes

1. 申請機構須於相關推廣計劃下獲批撥款的最後一個活動完成後的 3 個月內就所有完成的「推廣活動」提交一份「活動報告」。填妥的報告須電郵至 matf@tlb.gov.hk 或郵寄至香港添美道 2 號政府總部東翼 20 樓運輸及物流局海運及空運人才培訓基金。

Applicants for the Funding **should submit an Event Report encompassing all completed promotion activities under the approved promotion project** by e-mail (matf@tlb.gov.hk) or by post to the Maritime and Aviation Training Fund, Transport and Logistics Bureau at 20/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Hong Kong **within three months after completion of the last activity approved under the relevant promotion project.**

2. 活動報告共分為四部份。申請機構**必須**全部填寫及遞交相關證明文件。申請機構是否能滿足相關報告要求將會是運輸及物流局審批該機構未來申請的考慮因素之一。

The Event Report is divided into 4 sections. Applicants **must** complete all sections and submit relevant supporting documents. An applicant's ability to satisfy the relevant report requirements will be one of the factors that the Transport and Logistics Bureau will consider in relation to that applicant's future applications.

3. 如有需要，請用另頁填寫其他補充資料。

Please use separate sheet for supplementary information if required.

4. 所有已遞交的報告及證明文件副本概不退還。申請機構應**自備副本**，以作參考。

All submitted documents (including the Event Report and the supporting documents) will not be returned. Applicants should **retain copies** for their own reference.

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申請編號
Application No.

由申請機構填寫
To be filled by applicant

A 部 Section A

項目詳情 Project Particulars

獲批計劃名稱 Name of approved project	
機構名稱 Name of organisation	
項目目的 Purpose of project	
項目推行期 (日/月/年) Project period (dd/mm/yyyy)	

B 部 Section B**活動評核 Evaluation of the Promotion Activities****活動一 Activity 1**

活動名稱 Name of activity	
獲批撥款金額 Amount of funding approved	
日期和時間 Date and time	
地點 Venue	
目的 Purpose	
流程 Rundown [請提供詳細流程 Please provide the detailed rundown]	
廣告及宣傳 Advertisement and publicity [請附上相關的廣告或宣傳的證明如報章、網站及社交媒體等 Please attach proof of related promotion materials or advertisement, e.g newspaper, website and social media, etc.]	
參加人數及參與者的背景，如所屬團體或組織 Number of participants and their background, such as the groups or organisations they belong to	

活動當日的照片 （包括參與者的團體照以證明參與者人數、印有基金標誌的物品（例如：海報及橫額等）和獲批開支所涉及的場地人員（例如：司儀、臨時職員等）和物品（例如：場地設備及租用傢俱等）等 Photos of the activity (including group photos of participants as proof of number of participants, items with MATF logo (e.g. posters and banners, etc.), as well as personnel (e.g. MC, temporary staffs,etc.) and items (e.g. equipment, hired furniture etc.) for which funding was approved. [請為每張照片提供簡述 Please provide brief description on each photo]	
參與者的反饋（包括參與者認為活動有否提高其對航空業的認識和興趣，有否提高對進入航空業的意欲等） Feedback from participants (including whether participants consider the activity has improved their understanding and interest in the aviation industry, and whether the activity has enhanced their desire to join the aviation industry [請附上相關參與者的評價問卷 Please attach relevant questionnaires from the participants]	
評估整體效益或成果 Evaluation on the overall benefits or achievements	

媒體的報導（如有） Media report(s) (if any) [請附上相關媒體報導的證明 Please attach proof of related media report(s)]	
補充資料（如有） Supplementary Information (if any)	

活動二 Activity 2

活動名稱 Name of activity	
獲批撥款金額 Amount of funding approved	
日期和時間 Date and time	
地點 Venue	
目的 Purpose	
流程 Rundown [請提供詳細流程 Please provide the detailed rundown]	
廣告及宣傳 Advertisement and publicity [請附上相關的廣告或宣傳的證明如報章、網站及社交媒體等 Please attach proof of related promotion materials or advertisement, e.g newspaper, website and social media, etc.]	
參加人數及參與者的背景，如所屬團體或組織 Number of participants and their background, such as the groups or organisations they belong to	
活動當日的照片 (包括參與者的團體照以證明參與者人數、印有基金標誌的物品 (例如：海報及橫額)	

等)和獲批開支所涉及的場地人員(例如:司儀、臨時職員等)和物品(例如:場地設備及租用傢俱等)等 Photos of the activity (including group photos of participants as proof of number of participants, items with MATF logo (e.g. posters and banners, etc.), as well as personnel (e.g. MC, temporary staffs,etc.) and items (e.g. equipment, hired furniture etc.) for which funding was approved. [請為每張照片提供簡述 Please provide brief description on each photo]	
參與者的反饋(包括參與者認為活動有否提高其對航空業的認識和興趣,有否提高對進入航空業的意欲等) Feedback from participants (including whether participants consider the activity has improved their understanding and interest in the aviation industry, and whether the activity has enhanced their desire to join the aviation industry) [請附上相關參與者的評價問卷 Please attach relevant questionnaires from the participants]	
評估整體效益或成果 Evaluation on the overall benefits or achievements	

媒體的報導（如有） Media report(s) (if any) [請附上相關媒體報導的證明 Please attach proof of related media report(s)]	
補充資料（如有） Supplementary Information (if any)	

如推廣計劃下有更多活動需要報告，請自行複製上表。 If there are more activities under the promotion project to report, please copy the table above for completion.

C 部 Section C

項目財政報告 Financial Report on the Project

- (i) 請詳述採購貨品／服務金額超過1,000港元的書面邀請報價流程及遞交相關書面報價文件
Please provide details of the written invitations for quotations for procurement of items/services exceeding HK\$1,000 and submit relevant documents

(ii) 請詳述推廣計劃下每項活動的開支明細

Please provide the expenditure breakdown for each of the activities of the promotion project.

活動一 Activity 1

*相關發票及收據參考編號 Reference number of related invoices and receipts	支出類別 Categories of Expenditure	項目明細 Details (e.g. Flyers \$5,000, E-dvertising \$20,000)	申請撥款金額 Amount of Funding Applied for (e.g. \$25,000)	獲准撥款金額 Approved Funding [A] (e.g. \$25,000)	實際支出 Actual Expenditure [B] (e.g. \$28,000)	餘額 Remaining Amount [A] - [B] (e.g. -\$ 3,000)
	租用場地 Venue Rental					
	設計及場地佈置 Design and set-up of venue					
	傢俱、設備、器材及用具 Furniture, facilities, equipment and props					
	宣傳及推廣物品 Publicity and promotional materials					
	紀念品及獎品 Souvenirs and prizes					
	臨時員工、嘉賓及講員 Temporary staff, guests and speakers					
	食品和飲料 Food and beverages					
	交通(包括租用車輛及使用公共交通工具) Transportation (including vehicle hire and use of public transportation)					
	其他(請註明) Others (Please specify)					
本活動總額 Total amount of this activity						

* 由申請機構自行就所提交的發票及收據編上參考編號(例如 1-10)

Applicants need to assign reference numbers for related invoices and receipts

活動二 Activity 2

*相關發票及 收據參考編號 Reference number of related invoices and receipts	支出類別 Categories of Expenditure	項目明細 Details (e.g. Flyers \$5,000, E-dvertising \$20,000)	申請撥款金額 Amount of Funding Applied for (e.g. \$25,000)	獲准撥款金額 Approved Funding [A] (e.g. \$25,000)	實際支出 Actual Expenditure [B] (e.g. \$28,000)	餘額 Remaining Amount [A] - [B] (e.g. -\$ 3,000)
	租用場地 Venue Rental					
	設計及場地佈置 Design and set-up of venue					
	傢俱、設備、器材及用具 Furniture, facilities, equipment and props					
	宣傳及推廣物品 Publicity and promotional materials					
	紀念品及獎品 Souvenirs and prizes					
	臨時員工、嘉賓及講員 Temporary staff, guests and speakers					
	食品和飲料 Food and beverages					
	交通(包括租用車輛及使用 公共交通工具) Transportation (including vehicle hire and use of public transportation)					
	其他(請註明) Others (Please specify)					
本活動總額 Total amount of this activity						

* 由申請機構自行就所提交的發票及收據編上參考編號(例如 1-10)

Applicants need to assign reference numbers for related invoices and receipts

如推廣計劃下有更多活動需要報告，請自行複製上表。 If there are more activities under the promotion project to report, please copy the table above for completion.

(iii) 請附上相關發票及收據副本
Please attach copies of the relevant invoices and receipts

*發票及收據參考編號 Reference number:

*請參閱 C 部(ii)以填寫相關參考編號
Please refer to Section C(ii) for reference number

D 部 Section D

聲明書 Declaration

現特此聲明：本人在這份報告內所填報的各項資料，盡本人所知，均屬詳盡而真實的資料。

I declare that the information provided by me in this report is complete and true to the best of my knowledge.

聯絡人簽署
Signature of
Contact Person _____

聯絡人姓名
Name of
Contact Person _____

職位
Position _____

日期
Date _____

獲授權人簽署
Signature of
Authorised Person _____

獲授權人姓名
Name of
Authorised Person _____

職位
Position _____

日期
Date _____

申請機構印章

Seal of Organisation Applying for the Funding