

海運及空運人才培訓基金
航空業推廣活動資助計劃

Aviation Promotion Project Funding Scheme
under the Maritime and Aviation Training Fund

申請須知
Notes for Application

A. 一般須知 General Information

1. 「海運及空運人才培訓基金」(基金)旨在加強支持海運和航空業界的人才培訓。基金的其中一項措施為「航空業推廣活動資助計劃」(計劃)，目標為鼓勵在香港與航空業相關的機構或學術機構舉辦不同的活動，推廣航空業的不同範疇，以吸引更多人才加入航空業。

The Transport and Logistics Bureau (“TLB”) launched the Maritime and Aviation Training Fund (“MATF”) on 1 April 2014 to support the manpower training of the maritime and aviation industries. One of the initiatives under MATF is the Aviation Promotion Project Funding Scheme (the Scheme). The objective of the Scheme is to promote various aspects of the aviation industry and attract more talents to join the industry through different promotion activities held by the aviation-related organisations or academic institutions in Hong Kong.

B. 申請資格 Eligibility

2. 申請單位必須為在香港的航空業相關機構¹或學術機構。基金並不接受個人名義的申請。就每項申請：
- (a) 申請機構必須為航空業相關的本地機構組織或學術機構；
 - (b) 申請機構必須從未就同一項申請的計劃獲得政府任何其他補助或資助；及
 - (c) 舉辦的活動的性質必須包括推廣航空業，提高大眾及/或相關界別人士對航空業的認識及興趣和吸引人才加入航空業界。以商業推廣或個別企業招聘為主要性質的活動，將不符合申請資格。

Application should be made by aviation-related organisations¹ and academic institutions in Hong Kong only. Application from individuals will not be accepted. For each application:

- (a) the applicant must be an aviation-related organisation/academic institution in Hong Kong;
- (b) the applicant must not be granted any other form of government subsidy or financial assistance for the proposed project; and
- (c) the nature of the promotion activity must include promoting the aviation industry, raising public awareness of and interest in the aviation industry of the public or relevant sectors of the society and attracting talents to join the aviation industry. Activities whose nature is mainly business promotion or individual corporate recruitment are not eligible.

C. 申請手續 Procedures for Application

3. 申請機構必須於擬舉辦的航空業推廣計劃**3個月前以電郵或郵寄形式提出申請**。填妥的申請書須電郵至 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。逾時的申請未必能配合相關推廣計劃作適時處理。

An applicant should submit application for its promotion project to be organised by e-mail to 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 three months before the commencement of the promotion project concerned. Late applications may not be handled in time for the relevant promotion projects to be implemented.

1 航空相關機構可包括業務與航空相關的公司、航空業行業協會、專注於航空相關主題的專業團體、航空培訓機構以及秘書處認為與航空相關的其他組織。
Aviation-related organisations may include companies whose business is aviation-related, trade associations of the aviation industry, professional bodies with a focus on aviation-related subjects, aviation-oriented training organisations, and other organisations which the Secretariat deems to be relevant to aviation.

4. 申請機構必須就每項推廣計劃的撥款申請另填申請書。

An applicant should complete one application form for each promotion project to be organised.

5. 運輸及物流局會於收到申請書後兩星期內發出認收電郵給申請機構於申請書中填寫的聯絡人。如該聯絡人在兩星期內仍未收到電郵，請發電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261 查詢。

An acknowledgement email will be sent to the contact person specified by the applicant on the application form within two weeks upon receipt of the application form by TLB. If the contact person concerned does not receive an acknowledgement email within two weeks, he/she should send an email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261 for enquiries.

6. 運輸及物流局在收到申請書後會盡快處理申請，審批工作一般會於收妥申請表及所需文件後的2個月內完成。如有需要，運輸及物流局會要求申請機構就所提交的資料作出解釋或提供補充資料，以便進一步處理有關申請。

TLB will process the application as soon as possible upon receipt of the application form. The vetting process will normally be completed within 2 months after receipt of the application form and all necessary documents. TLB may require the applicant to verify the information submitted and provide additional information necessary for processing the application further.

D. 填寫申請書須知 Points to Note for Filling in the Application Form

7. 申請機構必須填妥撥款申請書上各部(即 A 至 F 部)，並在申請書上簽署。如 D 部不適用，請在有關地方填上「不適用」。申請人如未能提供全部所需的資料，申請將會延遲處理。

An applicant should complete all parts of the funding application form (i.e. Sections A-F), and sign on the application form as required. If Section D is not applicable, please fill in "Not Applicable". Incomplete application forms will cause delay in processing.

一般許可的開支項目 Generally Permissible Expenditure Items

8. 以下開支項目一般可以獲得資助：
- (a) 租用場地的費用；
 - (b) 場地設計及佈置場地的費用；
 - (c) 傢俬、設備、器材及用具的租賃或購置的費用；
 - (d) 設計及製作宣傳及推廣物品的費用；
 - (e) 購買紀念品及獎品的費用；
 - (f) 聘請臨時職員（包括司儀）、嘉賓及講員的費用；
 - (g) 食品和飲料的費用（上限為撥款申請的總金額的2.5%）；及
 - (h) 舉辦相關活動所需交通（包括租用車輛及使用公共交通工具）的費用。

其他在(a) – (h)項沒有提及的類別，將按個別情況考慮。

The following expenditure items are generally permissible for funding:

- (a) Venue rental;
- (b) cost of venue design and decoration;
- (c) cost of rental / purchase of furniture, facilities, equipment and props;
- (d) cost of design and production of publicity and promotional materials;
- (e) cost of souvenirs and prizes;
- (f) cost of engagement of temporary staff (including MC), guests and speakers;
- (g) cost of food and beverages (subject to a ceiling of 2.5% of the total amount of funding application); and
- (h) cost of transportation necessary for the organisation of the relevant activities (including vehicle hire and use of public transportation).

Other types of items not mentioned in (a) - (h) will be considered on a case-by-case basis.

一般不許可的開支項目 Generally Non-Permissible Expenditure Items

9. 以下的類別的開支項目一般不獲資助：
- (a) 購買非於申請所涉活動上一次性使用的物品（例如傢具（桌子、椅子等）、辦公室儀器、流動裝置（電腦、投影機、流動電話和平板電腦）等）的費用；及
 - (b) 與企業招聘相關的費用或與推廣航空業無直接關係的費用。

The following expenditure items are generally not permissible for funding:

- (a) cost of procurement of items that are not for one-off use at the activities for which funding is applied such as furniture (e.g. desks and chairs), office equipment, mobile devices (e.g. computer, projector, mobile phone and tablet); and
- (b) expenses in relation to corporate recruitment or expenses not directly related to promotion of the aviation industry.

10. 所有已遞交的申請書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 documents submitted (including the application form and supporting documents) are not returnable. Applicants should **retain copies** for their own reference.

E. 資助額及發放安排 Funding Amount and Payment Arrangement

資助形式 Format of Funding

11. 運輸及物流局會根據上文 B 部及 D 部所列的申請資格及條件就申請進行審批，運輸及物流局保留對所有相關申請及准許開支項目的最終決定權及解釋權。

TLB will consider applications in accordance with the eligibility criteria and conditions listed in Parts B and D above. TLB reserves the right to make the final decision on all relevant applications and hold the final interpretation of all permissible expenditure items.

12. 就來自本地註冊的非牟利組織的申請，最多可獲批有關推廣計劃的全數獲准開支，每項計劃上限為 250,000 港元。

For applications from locally registered non-profit organisations, the maximum funding that can be approved is 100% of the permissible expenditure related to the relevant promotion projects, subject to a ceiling of HK\$250,000.

13. 就來自除本地註冊的非牟利組織外的機構（例如商業機構）的申請，最多可獲批有關推廣計劃的獲准開支的 50%，每項計劃上限為 125,000 港元。

For applications from organisations other than locally registered non-profit organisations (such as commercial organisations), the maximum funding that can be approved is 50% of the permissible expenditure related to the relevant promotion projects, subject to a ceiling of HK\$125,000.

款項發放安排 Payment Method

14. 獲批的撥款會以支票形式發放給申請機構。獲批的機構必須在首批款項發放的 6 個月內完成相關推廣計劃下獲批撥款的推廣活動。如推廣活動的實際開支少於獲批款項，獲批撥款的機構必須把有關剩餘款項以支票形式退還予基金。

Approved funding will be disbursed to an applicant by cheque. An applicant with funding approved must complete the promotion activities under the relevant promotion project for which funding has been approved within 6 months of the disbursement of the first installment of funding. If the actual expenditure on the promotion activities is less than the disbursed funding, the applicant must return all unused fund to the MATF by cheque.

資助條件 Funding Condition

15. 申請機構不可就同一項獲此基金資助的推廣活動申請政府任何其他補助或資助，否則申請機構必須全數歸還就該推廣計劃在此基金申請下所獲批的所有資助。

An applicant cannot apply for any other government subsidies or funding for the same promotion activity funded by the MATF. Otherwise, the applicant must fully return all funding approved under MATF in respect of that promotion project.

F. 舉辦活動須知 Notes on Activities to be Held

16. 獲批撥款的申請機構必須在相關推廣計劃下獲批撥款的活動的宣傳物品（包括海報、橫額等）及證書（如有）上印上由運輸及物流局指定的基金及「政府資助計劃」標誌。

An applicant with funding approved must print the logos of MATF and “Government-funded programme” to be specified by the TLB on the promotional items (such as posters, banners, etc.) and certificates (if any) for the activities

under the relevant promotion project for which funding has been approved.

17. 申請機構必須就擬採購需費超過 1,000 港元的貨品／服務邀請最少兩個供應商提交書面報價單，並向運輸及物流局提交相關書面報價記錄。

An applicant must seek written quotations from at least two suppliers for procurement of items/services above HK\$1,000 and submit relevant records of written quotations to TLB.

18. 運輸及物流局保留到現場觀察相關推廣計劃下獲批撥款的活動，並審視相關活動有否依照申請表所列明的詳情進行的權利。

TLB reserves the right to observe the activities under the relevant promotion project for which funding has been approved on-site and examine whether the activities are conducted in accordance with the details set out in the corresponding application form.

G. 活動報告 Event Report

19. 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個月內遞交一份活動報告，報告內容包括但不限於：

- (a) 推廣計劃下獲批撥款的活動的詳情；
- (b) 推廣計劃下獲批撥款的活動的評價；和
- (c) 推廣計劃下獲批撥款的活動的財政報告。

申請機構必須使用載列於附件的報告範本。

An applicant must submit an Event Report **within three months after completion of the last activity under the relevant promotion project for which funding has been approved** with contents including but not limited to:

- (a) details of the activities under the promotion project for which funding has been approved;
- (b) evaluation of the activities under the promotion project for which funding has been approved; and
- (c) financial report on the activities under the promotion project for which funding has been approved.

An applicant must use the report template at **Appendix**.

H. 個人資料收集 Personal Data Collection

20. 申請機構有責任向運輸及物流局提供申請書所要求的關於個別人士的資料。如申請人未能遵照上述要求，運輸及物流局可能無法處理其申請。對於申請書上填報的個人資料，運輸及物流局將作下列用途：(a) 關乎處理和覆查就海運及空運人才培訓基金而提出的各種活動申請；(b) 關乎追討付款（如有的話）的各種活動；及(c) 統計與研究用途。

Applicants are obliged to supply information pertaining to their personal data, as required in the application. If an applicant fails to comply with these requirements, TLB may not be able to process its application. TLB will use the personal data provided in the applications for the purposes of (a) activities relating to the processing and counter-checking of an application under the MATF; (b) activities relating to the recovery of payments, if any; and (c) statistics and research.

21. 申請書上填報的個人資料以及其他補充資料，可為上文第20段所述的目的，或在法律授權或規定作出披露的情況下，向特區政府的決策局／部門披露。

The personal data and other supplementary information that are provided in the application may be disclosed to Government policy bureaux/departments for the purposes mentioned in clause 20 above or where such disclosure is authorised and required by law.

22. 如有需要，運輸及物流局會為上文第20段所述的目的，聯絡其他政府部門及組織，以核實申請書上的資料。

If necessary, TLB will contact other government departments and organisations to verify the data provided in the application with those held by them for the purposes mentioned in clause 20 above.

23. 根據《個人資料（私隱）條例》（第486章）第18及22條以及附表1第6原則，申請機構有權要求查閱和改正申請書上的個人資料。

In accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), applicants have the right to request access to and correction of the personal data supplied in their applications.

24. 申請機構如欲查詢或要求改正申請書上的個人資料，請以書面方式向運輸及物流局提出，地址如下：

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

Enquiries concerning the personal data provided in the applications and requests for the correction of such data should be made in writing to TLB. The address is –
Maritime and Aviation Training Fund
Transport and Logistics Bureau
20/F, East Wing, Central Government Offices
2 Tim Mei Avenue, Hong Kong

I. 查詢 Enquiries

25. 如有任何查詢，請發電郵至 matf@tlb.gov.hk 或致電基金熱線 3509 7261。

For enquiries, please send email to matf@tlb.gov.hk or call the MATF hotline at 3509 7261.

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海運及空運人才培訓基金
航空業推廣活動資助計劃
Aviation Promotion Project Funding Scheme
under the Maritime and Aviation Training Fund
申請書
Application Form

申請編號
Application No.

(只供辦事處填寫 Office use only)

A 部 Section A

申請機構的基本資料 Basic Information of Organisation Applying for the Funding

機構名稱

Name of Organisation

聯絡地址

Correspondence Address

聯絡電話 Contact Phone No.

(i) 機構獲授權人*

Authorised Person of Organisation Applying for the Funding*

中文姓名

English Name

職位 Position

聯絡電話 Contact Phone No.

電郵地址 Email Address

(ii) 撥款申請聯絡人

Contact Person of Funding Application

中文姓名

English Name

職位 Position

聯絡電話 Contact Phone No.

電郵地址 Email Address

* 獲授權人指代表機構申請航空業推廣計劃撥款並簽署申請書的人，若撥款申請獲得批准，日後與此申請有關的文件，均須由此人簽署。

Authorised person is the representative of the organisation applying for the Aviation Promotion Project Funding who will sign the application form. If the application for the Aviation Promotion Activities Funding is approved, all documents related to this application MUST be signed by the authorised person.

B 部 Section B**建議航空業推廣計劃的資料 Details of Proposed Aviation Promotion Project**

計劃名稱 Name of Project

目的 Purpose

	計劃下的活動名稱^ Name of Activity under the Project^	活動日期 / 活動期 Date / Period of Activity	舉辦地點 Venue / Location	對象 Target Participants	預計參與人數 Expected No. of Participants	申請撥款金額 Amount of Funding Applied for
1.						
2.						
3.						
4.						
5.						
申請撥款總金額：						
Total Amount of Funding Applied for:						

^ 申請機構必須填寫計劃下的每項活動資料

Organisation applying for the funding MUST fill in the details of all activities to be held under the project for which funding is applied.

C 部 Section C

建議航空業推廣計劃的開支預算 Budget for Proposed Aviation Promotion Project

計劃下的活動名稱 Name of activity under the project _____

此欄由申請機構填寫 This column is completed by the organisation applying of the funding			只供辦事處填寫 For office use only	
A	B	C	D	E
支出類別 Categories of Expenditure	項目及金額 Items and Amount of Funding Required (例如：宣傳單張 \$5,000 網上廣告 \$20,000) (e.g. Flyers \$ 5,000, E-advertising \$ 20,000)	支出類別撥款總額 (即相關支出類別在 B 欄 所有項目金額的總和) Amount of Funding Applied for under the Category of Expenditure Concerned (i.e. sum of the funding required for all items under Column B for the relevant category of expenditure)	獲批撥款金額 Amount of Funding Approved	備註 Remarks
1	租用場地 Venue rental			
3	設計及場地佈置 Design and set-up of venue			
4	傢俱設備、器材及用具 Furniture, facilities, equipment and props			
5	宣傳及推廣物品 Publicity and promotional materials			
6	紀念品及獎品 Souvenirs and prizes			
7	臨時員工、嘉賓及講員 Temporary staff, guests and speakers			
8	食品和飲料 Food and beverages			
9	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)			
10	其他(請註明) Others (Please specify)			
本活動總額 Total amount of this activity				
<input type="checkbox"/> 此活動獲得批准 This activity is approved <input type="checkbox"/> 此活動不獲批准 This activity is not approved (只供辦事處填寫 Office use only)				

計劃下的活動名稱 Name of activity under the project

此欄由申請機構填寫 This column is completed by the organisation applying of the funding			只供辦事處填寫 For office use only		
	A	B	C	D	E
	支出類別 Categories of Expenditure	項目及金額 Items and Amount of Funding Required (例如：宣傳單張 \$5,000 網上廣告 \$20,000) (e.g. Flyers \$ 5,000, E-advertising \$ 20,000)	支出類別撥款總額 (即相關支出類別在 B 欄 所有項目金額的總和) Amount of Funding Applied for under the Category of Expenditure Concerned (i.e. sum of the funding required for all items under Column B for the relevant category of expenditure)	獲批撥款金額 Amount of Funding Approved	備註 Remarks
1	租用場地 Venue rental				
3	設計及場地佈置 Design and set-up of venue				
4	傢俱設備、器材及用具 Furniture, facilities, equipment and props				
5	宣傳及推廣物品 Publicity and promotional materials				
6	紀念品及獎品 Souvenirs and prizes				
7	臨時員工、嘉賓及講員 Temporary staff, guests and speakers				
8	食品和飲料 Food and beverages				
9	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)				
10	其他(請註明) Others (Please specify)				
本活動總額 Total amount of this activity					
<input type="checkbox"/> 此活動獲得批准 This activity is approved <input type="checkbox"/> 此活動不獲批准 This activity is not approved (只供辦事處填寫 Office use only)					

^ 如頁面不敷應用，申請機構請複製上表填寫。

If the tables provided in Section C above are not enough, organisation applying for the funding may copy this table for completion.

D 部 Section D

其他資料 Other Information

如有其他與建議推廣計劃有關的資料，並應在審批申請時加以考慮，請在下方列出：

Please specify below all other information which is relevant for consideration in the assessment of the Aviation Promotion Project Funding application for the proposed promotion project.

E 部 Section E

利益申報 Declaration of Interest

- 本機構的職員／負責人／僱用承辦商的管理層*與人力培訓三方專責小組（航空）的成員並沒有任何聯繫。
- 本機構的職員／負責人／僱用承辦商的管理層*為人力培訓三方專責小組（航空）的成員 _____ (委員會成員的姓名)。
- 本機構的職員／負責人／僱用承辦商的管理層* _____ (職員／負責人／僱用承辦商管理層的姓名) 與人力培訓三方專責小組（航空）的成員 _____ (委員會成員的姓名) 為 _____ (與該委員會成員的關係) 的關係。

(請在適當方格內加上“✓”號)

(* 請刪去不適用的資料)

- The representative of / employee of / management of the supplier employed by* our organisation does not have any connections with the members of the Tripartite Taskforce Manpower Training (Aviation).
- The representative of / employee of / management of the supplier employed by* our organisation is the member of the Tripartite Taskforce Manpower Training (Aviation) _____ (name of member of the Committee).
- The representative of / employee of / management of the supplier employed by* our organisation _____ (name of representative / employee / management of the supplier) is the _____ (relationship with the member) of the member of the Tripartite Taskforce Manpower Training (Aviation) _____ (name of member of the Committee).

(Please insert a “✓” in the appropriate box.)

(*Please delete as appropriate.)

F 部 Section F

聲明書 Declaration

本人 _____ 已細閱《申請須知》，並完全明白所有內容。現特此聲明：本人在這份申請書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 _____ have read and fully understood the “Notes for Application”. I declare that the information provided by me in this application form is complete and true to the best of my knowledge.

本機構現申請上列 B 部及 C 部所示的活動撥款。本人聲明，本機構從未就 B 部及 C 部所示的活動撥款獲得任何政府的其他補助或資助。

Our organisation would like to apply for the funding of activities listed in Sections B and C above. I declare that our organisation has not been granted any other forms of government subsidy or financial assistance for the activities listed out in Sections B and C.

本人明白，運輸及物流局將依據本機構所提供的資料，決定本機構是否符合獲得航空業推廣計劃撥款的資格，以及評估本機構可獲得的撥款金額。本人亦明白，以欺騙手段取得金錢利益而漏報資料或作出失實陳述，即屬違法，運輸及物流局對違法者可循法律程序追究法律責任。

I am aware that the Transport and Logistics Bureau will rely on the information provided by our organisation to determine its eligibility for Aviation Promotion Project Funding and to assess the amount of funding to be offered. I also understand that any omission / misrepresentation of information with a view to obtaining pecuniary advantage by deception is an offence and is liable to legal proceedings.

聯絡人簽署
Signature of
Contact Person _____

獲授權人簽署
Signature of
Authorised Person _____

聯絡人姓名
Name of
Contact Person _____

獲授權人姓名
Name of
Authorised Person _____

職位
Position _____

職位
Position _____

日期
Date _____

日期
Date _____

申請機構印章
Seal of Organisation Applying for the Funding