

Please send the completed form with supporting documents to  
[enquiry@cleanerproduction.hk](mailto:enquiry@cleanerproduction.hk)

The Secretariat of the Cleaner Production Partnership Programme  
Tel: (852) 2788 5588

Web Site : <http://www.cleanerproduction.hk>

**OFFICIAL USE ONLY**

Application No.: \_\_\_\_\_

Received Date: \_\_\_\_\_

## FORM 5

### CLEANER PRODUCTION PARTNERSHIP PROGRAMME ORGANISATION SUPPORT INITIATIVE APPLICATION FOR FUNDING SUPPORT

#### PART I : PARTICULARS OF THE APPLICANT<sup>1</sup>

##### 1. Applicant's Information

Name of the Applicant	(English)  (Chinese)
Address	_____(Building) _____(Street) _____(District) _____(City)
Registration Number of the Organisation (if any)	
Year of Establishment	
Contact Person	<input type="checkbox"/> Mr _____ <input type="checkbox"/> Ms _____
Position	
Telephone	(      )

<sup>1</sup> The Applicant shall be a non-profit distributing organisations operating as a trade and industrial organisation which shall either be a statutory organisation or an organisation registered under the laws of Hong Kong Special Administrative Region.

Fax	
Email	
Website (if any)	
Number of Employees in Hong Kong	
Number of Members	
Industry Category (please check the box)	<input type="checkbox"/> Chemical products <input type="checkbox"/> Food and beverage <input type="checkbox"/> Furniture <input type="checkbox"/> Metal and metal products <input type="checkbox"/> Non-metallic mineral products <input type="checkbox"/> Paper/paper product <input type="checkbox"/> Printing and publishing <input type="checkbox"/> Textiles <input type="checkbox"/> Others (please specify): _____
Objectives of the Organisation	
Collaborating Organisation(s), if any	

## 2. Particulars of the Project Coordinator

Name	(English)
	(Chinese)
Position	
Company / Organisation (if different from the applicant)	
Address	
Telephone	
Fax	
Email	

### 3. Particulars of the Project Team

(Please list the key members of the Project Team, Project Co-ordinator, and consultant(s), if any, and specify each of their roles)

Name of the Project Team Member	Position in the Project (e.g. Project Coordinator, Consultant)	Main Duties/Responsibilities

## PART II: PROJECT DETAILS

### 1. Project Title


### 2. Project Objective(s)

(Please state in clear and concise terms, preferably in point form, the objectives that the project to achieve)


### 3. Project Deliverables

(Please list all the deliverable(s) of the project. Specify the quantity of each deliverable, if applicable, and describe in what way the deliverable can facilitate the wider adoption of proven cleaner production (CP) technologies, e.g. to produce a reference guidebook (200 copies) to provide guidance to factories/enterprises on how to reduce energy consumption in production processes of a particular trade.)


### 4. Beneficiaries

(Please list out the target group(s) that will benefit from the project and the estimated number of factories/enterprises involved)

Target group of users/participants	Estimated number of beneficiaries (factories/enterprises*) <i>*(please delete as appropriate)</i>

### 5. Implementation Plan and Methodology

(Please describe in detail the implementation plan, marketing strategy and, the work in various stages including preparation, promotion in order to achieve the project objective(s))

**(a) Implementation Plan and Marketing Strategy**


**(b) Timetable**

Commencement Date (day/month/year)	Completion Date (day/month/year)	Project Duration <sup>2</sup> (No. of months)

**(c) Key Implementation Stages**

Period (day/month/year - day/month/year)	Milestones

**6. Capacity of the Project Team**

(Please describe in details on the competence of the Applicant / Project Team e.g. experience, track records in organizing similar activities etc. Please also enclose brief Curriculum Vitae of key members of the Project Team.)


<sup>2</sup> The project should be completed in 12 months unless otherwise approved.

## PART III: BUDGET OF PROJECT

### 1. Expenditure

Item No.	Type of Activity (e.g. Seminar, Factory Visit, Exhibition, Guidebook, Video Clips, etc.)	Title of Activity	No. of Activity	Expenditure of Activity <sup>3 4</sup> (HK\$)
1.				
2.				
3.				
...				
<b>Total Expenditure of the Project to be funded in this Application (A):</b>				

### 2. Contribution from Applicant and sponsorship from other sources<sup>5</sup>

Item (Please itemise, as appropriate)	Total, HK\$	Remarks
(1) Contribution from Applicant		
(2) Sponsorship from other sources		
<b>Total Contribution (B)</b>		

### 3. Amount applied (i.e. Total Expenditure minus Total Contribution) for the Activity

	<b>Total, HK\$</b>
<b>Funds Applied in this Application (A) – (B)</b>	

## PART IV : SUPPORTING DOCUMENTS

<sup>3</sup> The expenditure for different types of promotion activities in the project application should not normally exceed the reference budgets as shown in the annex B of the Guide to Application.

<sup>4</sup> The details of the expenditure of each individual activity under the project should be provided by completing the form as shown in the Appendix 1.

<sup>5</sup> (a) Applicants are required to contribute at least 10% of the total project expenditure. The contribution may be in cash or sponsorship from third parties other than the Government.

(b) Please provide documentary proof of the sponsorship, e.g. confirmation letter from the sponsor.

**1. Please check the boxes below relating to the supporting documents for the application (please attach the supporting document to this application form)**

- ☐ Copy of Registration documents of the Applicant - Business Registration Certificate, Certificate of Incorporation and Articles of Association; and
- ☐ Documentary proof of sponsorship from other sources

## PART V: DECLARATION

I/We, the undersigned,

- (a) confirm that the information given in this application as well as the accompanying information is true and correct that reflects the status of affairs as at the date of submission. I/We understand that any inaccurate/incomplete information supplied in this application will delay my/our application for funding support to conduct the Organisation Support Initiative Project (the Project) under the Cleaner Production Partnership Programme (the Programme). I/We shall inform the Secretariat of the Programme immediately if there are any subsequent changes to the submitted information.
- (b) confirm that I/we have not applied, or in the process of applying, or will apply for any alternative sources of funding support from the Government of the HKSAR in respect of this Project. I/We understand that I/we will not be eligible for any subsidy/guarantee from another Government funding schemes in respect of the equipment to be procured under the Project in this application.
- (c) agree to follow the procurement guidelines as stipulated in the “Cleaner Production Partnership Programme: Organisation Support Initiative - Guide to Application for Funding Support” (Guide to Application for Funding Support) when purchasing in the Project. The Guide to Application for Funding Support is available on the official website of the Programme at <http://www.cleanerproduction.hk>.
- (d) understand that for the engagement of service provider/contractor to implement the project, I/we shall follow the guidelines set out in the Guide to Application for Funding Support, and in particular, I/we shall not engage a service provider/contractor who is my/our associate and/or associated person.
- (e) agree to submit to the Secretariat a Final Report of the Project funded by this Application, within two months after completion of the Project to the satisfaction of the Secretariat. The content of the Final Report shall follow the requirements of the said Guide to Application for Funding Support. If I/we fail to submit the said report within the time limit, I/we will not be entitled to receipt of any funds from the Programme and any cost incurred by me/us for the Project will be solely borne by me/us.
- (f) understand that the Secretariat may conduct checking on the quality of the service and activity as implemented by my/our organisation for carrying out the Project. I/We will provide necessary support to facilitate the Secretariat’s work in this area.

Authorized Signature of Applicant  
with Organisation Chop : \_\_\_\_\_

Name (IN BLOCK LETTER) : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_



**Notes for the Applicant:**

- 1) Please complete all relevant parts of the form and ensure that information is accurate. If there is insufficient space, please give details on separate sheets and attach those sheets to this form. The completed form, along with the necessary supporting documents, should be sent to the Secretariat of the Cleaner Production Partnership Programme (the Programme) at the email address listed on Page 1 of this form.
- 2) For details of the requirements on the application for funding support to implement the Organisation Support Initiative Project (the Project), please refer to the document entitled “Cleaner Production Partnership Programme: Organisation Support Initiative - Guide to Application for Funding Support” (the Guide to Application for Funding Support) which is available on the official website of the Programme at <http://www.cleanerproduction.hk>.
- 3) Please refer to the Guide to Application for Funding Support for procurement guidelines and follow the procurement procedures as stipulated in the Guide to Application for Funding Support .
- 4) The personal data and information provided in this form will be used for processing of the OSI application under the Programme. The personal data and information may be disclosed or transferred to relevant government departments and authorities for verification. Other than these, such data and information will also be disclosed to other parties where the Applicant has given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance. The Applicant may contact the Secretariat in written for correction of or access to personal data after submission of this form.
- 5) HKPC may use the personal data and information collected from this form and send the promotional and marketing materials in relation to the products and/or services offered by HKPC and its business partners to the Applicant via email, SMS, fax or telephone call.
- 6) For the purpose of this application

a “person” shall mean any person or body of persons whether incorporated or unincorporated;

“associate” of a person means:

- (i) a relative or partner of that person; or
- (ii) a company one or more of whose directors is in common with one or more of the directors of that person;

“associated person” of a person means:

- (i) any person who has control, directly or indirectly, over that person;
- (ii) any person who is controlled, directly or indirectly, by that person; or
- (iii) any person who is controlled by, or has control over, the first-mentioned person in (i) or (ii);

“control” over another person (“person under control”) means the power of a person to secure:

- (i) by means of the holding of shares or interests or the possession of voting power in or in relation to that person under control or any other person;
  - (ii) by virtue of powers conferred by any constitution, memorandum or articles of association, partnership, agreement or arrangement (whether legally enforceable or not) affecting that person under control or any other person; or
  - (iii) by virtue of holding office as a director in that person under control or any other person;
- that the affairs of the person under control are conducted in accordance with the wishes of that person exercising control;

“director” means any person occupying the position of a director by whatever name called and includes a de facto or shadow director; In the context of HKPC, it means a member of HKPC appointed under section 9 of the Hong Kong Productivity Council Ordinance (Cap. 1116);

“relative” means the spouse, parent, child, brother or sister of the relevant person, and, in deducing such a relationship, an adopted child shall be deemed to be a child both of the natural parents and the adopting parent and a step child to be a child of both the natural parents and the step parent

☐ If you do not give consent to receiving promotional materials, please mark a “X” in the box on the left.

## Appendix 1

### EXPENDITURE OF EACH INDIVIDUAL ACTIVITY UNDER THE PROJECT

(Please reproduce this part for filling the expenditure of each individual activity under the Project)

#### 1. Title of the Activity

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#### 2. Expenditure of the Activity

Item (please itemize, as appropriate)	Period (day / month / year)	Total (HKD)	Remarks
<b>(A) Additional Staff<sup>6</sup></b>			
<b>Subtotal (A)</b>			
<b>(B) Leasing Additional Equipment and venue rental<sup>7</sup></b>			
<b>Subtotal (B)</b>			
<b>(C) Other Direct Costs<sup>8</sup></b>			
<b>Subtotal (C)</b>		<b>HK\$</b>	
<b>Total Expenditure (A) + (B) + (C)</b>		<b>HK\$</b>	

<sup>6</sup> Only the salary (including the employer's contributions to the Mandatory Provident Fund) of the additional staff directly incurred for the Activity should be included. Please state the number of staff to be recruited, their respective ranks, the number of man-hours/man-months to be contributed by each of them, their hourly rates/monthly salary, and the total cost for each staff.

<sup>7</sup> Only the cost of leasing of additional equipment and/or rental of venues for implementing the Activity should be included in the budget. Please list out all the additional equipment required. If more than one unit of the same equipment is required, please set out its unit cost, quantity required and the total cost. If the additional equipment is to be shared among different Activities, the cost shall be charged on a pro-rata basis.

<sup>8</sup> This includes all other costs, directly incurred for the Activity, except overhead expenses and other unallowable cost items set out in the "Guide to Application for Funding Support". Funding items may include external consultancy fees, production and promotion cost of project deliverables (such as printing of leaflets, production of CD-ROMs, etc), travelling expenses incurred by project team members and external audit fees.

### Justifications and Cost Breakdown of Expenditure of the Activity

(Please provide below full justifications and cost breakdown for each item in the table of expenditure under 2 above, e.g. venue rental for seminars @ \$2,000 x 5 seminars. Please provide justifications if the procurement procedures as set out in the Guide to Application for Funding Support cannot be followed.

### Additional Staff


**Leasing Additional Equipment** (Please specify whether the Applicant possesses similar equipment. If affirmative, please explain why the existing equipment cannot be deployed for this Activity)


**Rental of Venue** (Please specify the location, the floor area and the duration of rental of the venue)


**Other Direct Costs** (In case external consultants are required for the Activity, please set out the justifications and the expected cost)
