

For Use by the Secretariat

Reference

Number : _____

Marine Ecology Enhancement Fund (MEEF)

Application Form

(2019-2020)

Project Title:

Name of Project
Leader:

Name of Applicant
Organisation:

Please read the "Guidance Note" before completing this form. Any inquiries should be made through the Secretariat.

Phone: 2271 3114
Fax: 2723 5660
Email: 3rs.funds@erm.com

Completed application form and other supporting documents should be submitted by email (3rs.funds@erm.com) or by post (subject to the postmark date) before the application deadline:

ERM-Hong Kong, Limited
2507, 25/F, One Harbourfront
18 Tak Fung Street
Hung Hom, Kowloon
Hong Kong
(Attn: Mr Raymond Chow)

Please state "Marine Ecology Enhancement Fund Application" on the envelope

Section A: Data Sheet

Applicant Organisation

Name of Organisation	
Mail Address	
Name of Project Leader*	
Position Held	
Tel. No.	
Fax No.	
Mobile Phone No.	
Email Address	

* The Project Leader should be authorised by the Applicant Organisation to make the application and should provide supporting documents.

Proposed Project

Project Title (English)	
(Chinese)	
Nature of the Project (may choose more than one box)	<input type="checkbox"/> Marine Habitat & Resource Conservation & Enhancement <input type="checkbox"/> Scientific Research & Studies <input type="checkbox"/> Environmental Education & Eco-tourism
Brief Description of the Purpose of the Project (English)	
(Chinese)	
Amount of Funding Requested between July 2019 and June 2020	HK\$
Has the project applied to the MEEF before?	<input type="checkbox"/> First application <input type="checkbox"/> Applied before and the application was successful (Year of application: _____) <input type="checkbox"/> Applied before and the application was unsuccessful (Year of application: _____) Reference Number: _____
Have you applied for or will you apply for other funding for the project?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please detail below: _____ _____)

<p>Did the project receive any other funding?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please detail below: <hr/> <hr/>)</p>
<p>Will you accept partial funding arrangement?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please indicate the acceptable % of the requested amount: ____ %)</p>

Important Notes

If plagiarism was discovered or misleading or false information was provided intentionally in the application, the application can be rejected or payment could be suspended. The Applicant may also be prosecuted by providing false information. Applicants are reminded that, obtaining pecuniary advantage by deception is a criminal offense. The Applicant is responsible to contact the Secretariat to make any changes and amendments to applications after submission.

The Applicant shall not commence the project prior to approval of the application. Otherwise, the Applicant shall bear all loss incurred if the application is not successful, the MEEF (including the AAHK, MEEF-Management Committee and the Secretariat) is not responsible for any loss.

Section B – Content of Project Proposal

Important Notes

1. *All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “NA”.*
2. *The application form must be typed or printed on both sides of a paper, and duly signed by the Project Leader or the representative authorised by the Applicant Organisation. If sufficient information is not provided, we may not be able to process your application for funding.*
3. *Please give clear and concise information. Additional pages may be attached to the form if necessary. Please ensure that all required information has been provided.*
4. *A soft copy of this form may be downloaded from <http://env.threerunwaysystem.com/funds>*
5. *Please read the “Guidance Note” carefully, and provide all details of the proposed project.*
6. *This Form may be amended by the Secretariat as and when necessary.*

Details of the Proposed Project

1. Title of the Project

2. Period of the Project (Note: Each project will be funded within each financial year for a maximum period of 12 months (i.e. from 1 Jul 2019 to 30 Jun 2020); the Applicant of multiple-year project shall apply for extension of approved project in the following year using the **Application Form for Project Extension**. The application for project extension will be considered on a case-by-case basis.)

Single-year Project (between 1 July 2019 and 30 June 2020)

From _____ (DD/MM/YY) to _____ (DD/MM/YY)

Duration: _____ months

Multiple-year Project commencing before 30 June 2020

From _____ (DD/MM/YY) to _____ (DD/MM/YY)

Duration: _____ months

3. Objectives of the Project

4. Details of the Project, including project location (*Additional pages may be attached if necessary*)

5. Please briefly describe how the proposed Project is intended to achieve the objectives, and how the Applicant Organisation would evaluate the effectiveness of the Project in achieving the objectives as well as the impact of the Project. If applicable, please describe the expected environmental benefits from the project.

6. Are you aware of any similar projects undertaken in the past or present?
If yes, please give details.

7. Project team
(Please provide the printed C.V. of the Project Leader and each of the key members. Each C.V. shall be of no more than 2 pages in Font 12 to demonstrate previous experience in undertaking similar projects)

Name	Qualification e.g. BSc in Environmental Science	Expertise and Year of Experience e.g. Marine Ecologist, 10 years

8. Details of Co-organising / Supporting ^ Bodies for the Proposed Project

Name of Organisation	Contact Details (Name and Tel. No.)	Role	Duties	Fund Granted, if any	Status
		*Co-organising / Supporting			*Confirmed / To be Confirmed
		*Co-organising / Supporting			*Confirmed / To be Confirmed
		*Co-organising / Supporting			*Confirmed / To be Confirmed

** Please delete as appropriate*

^ Supporting Bodies refer to organisations and/or individuals who offer pecuniary or material resources for the Project; Co-organising Bodies refer to those who offer manpower resources for the Project.

9. Work Schedule and Activity Summary of the Project
(Additional pages may be attached if necessary)

- (a) Methodology & Work Plan (including labour and equipment resourcing details, project staff attendance monitoring system and if applicable, project staff recruitment plan)

(b) Timetable

(c) Activity Summary of the Project

Activity (including Planning, Recruitment)	Date	Time	Venue	Content	Anticipated no. of participants

10. Target group, target district and anticipated number of participants of the whole Project

11. Expected benefits, outcomes and impacts of the Project and evaluation methods
(Evaluation should be made to assess the effectiveness of the project upon completion)

12. Budget of the Project (e.g. operation/activities/research costing, salary, equipment) (Please submit justifications for major particulars and quotation(s) together with the application form, if any)
(a) for the period between July 2019 and June 2020

Particulars	Unit Cost (HK\$)	Quantity	Expected Expenditure (HK\$)	Amount Requested (HK\$)
Total:				

(b) for Multiple-year Project, indicative budget from July 2020 onwards

Project Phase (e.g. 2 nd phase, 3 rd phase, etc.)	Schedule** (e.g. July 2020 – June 2021, July 2021 – June 2022, etc.)	Amount Requested (HK\$)
Total:		

** To assist the MEEF Management Committee in determining funding allocation, Applicant Organisation should allocate each project phase within a particular Schedule, which shall start from 1 July and end on 30 June of the next year.

13. Recommended funding and reimbursement schedule for the period between July 2019 and June 2020 (in HK dollars)*

Payment to be made at the commencement of the Project:
(usually not more than 30% of the requested funding) _____ HK\$

Payment to be made during interim period of the Project (**For project duration longer than 6 months but not exceeding 12 months only**): _____ HK\$

Payment to be made after the completion of the Project:
(usually no **less than 30%** of the requested funding) _____ HK\$

Amount of funding requested between July 2019 and June 2020:** _____ HK\$

Notes:

* Payments specified here will be, subject to the approval of MEEF Management Committee, made on a business day towards the end of the relevant quarterly period (which may be on 31 July, 31 October, 31 January or 30 April depending on each case).

**Please make sure the amount of funding request is the same as written in Section A.

14. Other sources of funds for this Project (both confirmed and being applied for, including project in parts) *(Additional pages may be attached if necessary)*

15. Record of previous applications which are either supported or rejected by the MEEF

16. Experience and record of Applicant Organisation in organising related projects

17. Other information (if applicable)

- (a) Methods in promoting the activities of the Project
(Please specify the types & quantities of public materials required, if any)

Method	Publicity Materials, if any		
	Type	Quantity	Distribution Channel

(b) Publication and production of education materials, if any

Nature	Purpose	Content	Quantity	Distribution Channel

(c) Seminars / Workshops, if any

Name of Activity	Theme	Details of Speaker / Tutor			
		Duties of Speaker / Tutor	Qualification of Speaker / Tutor	Status	No. of Session Involved
				*Invited / To be Invited	
				*Invited / To be Invited	
				*Invited / To be Invited	
				*Invited / To be Invited	

* Please delete as appropriate

(d) Production of video, if any

Purpose	Content	Quantity	Distribution Channel

(e) Production of website, if any

Purpose	Content	Anticipated No. of Visitors	Production Period	Hosting Period	Hosting Location

(f) Other details, if any

Supplementary Sheets about the Applicant (not an Individual)

Details of Applicant

1. Name of Organisation

2. Mailing Address

3. Please tick one of the following boxes to indicate how the Organisation is registered / incorporated:

the Societies Ordinance

(Year of registration: _____ / Registration No.:
_____)

Please provide a copy of the following documents submitted on behalf of the Organisation to the Hong Kong Police Force:

- (a) Application for society registration / exemption from society registration;
- (b) If applicable, all application(s) for changes of particulars of registered and exempted societies; and
- (c) If applicable, memorandum and articles of association, or constitution of the society.

the Companies Ordinance

(Year of incorporation: _____ / Company No.:
_____)

Please provide a copy of the following documents submitted to the Companies Registry:

- (a) Certificate of incorporation;
- (b) Certificate of change of names (if applicable); and

(c) The memorandum and articles of association.

Others (Please specify)

Please provide evidence that the Organisation has been validly established and complied with all registration requirements, including but not limited to the relevant constitutional document governing the operation of the Organisation.

4. Relevant document(s), if any, proving the Organisation is non-profit making in nature.

5. Is the Organisation a charitable organisation qualified for tax exemption under section 88 of the Inland Revenue Ordinance?

No

Yes (Please submit a copy of relevant supporting document)

6. Does the Organisation receive Government Subvention?

No

Yes (Please indicate the name of department)

7. Background information about the Organisation, including years of establishment, objectives of the Organisation, source of funding etc:

8. Information about the major members of the Organisation and the Project Leader (including name, post and contact number):

Application Memo

To ensure that the Secretariat of the MEEF can process the application as soon as possible, please pay attention to the following when submitting the application form on behalf of the Organisation:

1. Complete all sections of the application form.
2. Ensure the Project Leader [or person signing the Declaration on behalf of the Organisation] is authorised to represent the Organisation.
3. The following documents are attached:
 - Document proving that the Project Leader [or person signing the Declaration] has authority to act for the Organisation. Such document shall be:
 - (a) if the Organisation is a society, a written resolution in accordance with this society's constitutional document; or
 - (b) if the Organisation is a company, the relevant minutes or resolution of the board in accordance with the company's articles of association; or
 - (c) if the Organisation is neither a society nor a company, the relevant minutes or resolution of the governing body of this Organisation in accordance with the constitutional document. If the Organisation does not have a constitution, the relevant minutes or resolution of all members stating that the Project Leader has authority to sign the Declaration on behalf of the Organisation.
 - Copies of the incorporation / establishment document of the Organisation
 - Supporting documents proving the nature of the institution (if applicable)
 - Background of the Organisation (write on additional page if applicable)
 - Recently audited accounts or certified management accounts
 - Co-organising / Supporting Bodies to provide proof about the nature of the Organisation (which is the Applicant) (if applicable)

CVs of the Project Leader and key members of the Project Team

Please set out, if applicable, other approval that is required for the Project, eg licence or permit required from Government departments :

Any additional information on the project (as applicable), including:

4. Please note that failure to provide the required documentation or information may result in the rejection of the application.

Personal Information Collection Statement

Collection of Personal Data

1. In applying for funding support under the Marine Ecology Enhancement Fund (“MEEF”), you will be asked to provide personal data of individuals including the members of the Project team, contact details of Co-organising / Supporting Bodies and/or office bearers of your organisation.
2. It is the Applicant Organisation’s responsibility to ensure that it complies with the Personal Data (Privacy) Ordinance (Cap 486, Laws of Hong Kong), including but not limited to obtaining the requisite consent from data subjects, and/or any other applicable data protection laws in respect of any personal data that is provided in this application.

Purpose of Collection

3. Personal data provided in this form will be used by the Marine Ecology Enhancement Fund Management Committee (“MEEF MC”) for the following purposes (“Purposes”):
 - (a) in evaluating and processing your application for funding;
 - (b) if the application is approved by the MEEF MC and the Trustee, for funding award and funding management; and
 - (c) for communication purposes of (a) and/or (b) above;
 - (d) for any other purposes directly related to sub-paragraphs (a), (b) and/or (c) above.
4. Provision of personal data is voluntary. However, if you do not provide sufficient information, we may not be able to evaluate and/or process your application for funding.

Transfer of Personal Data

5. Personal data provided in this form may be transferred / disclosed to the Marine Ecology & Fisheries Enhancement Fund Trustee Limited (“Trustee”) as the trustee of the MEEF, the Airport Authority as the Secretariat of MEEF, the agents who are authorised to collect the relevant information, the Trustee’s employees, bank, auditor, financial adviser, legal adviser, administrative consultants for the Purposes.

Retention of Personal Data

6. All personal data that has been collected from you will only be stored for limited durations relevant to the Purposes and for as long as required by applicable law.

Access and Correction of Personal Data

7. Data subjects have a right of access and correction with the personal data held by the MEEF MC in accordance with the Personal Data (Privacy) Ordinance. Any request for access or correction of personal data should be addressed to the Airport Authority (as Secretariat of MEEF) as follows using the access request form which can be downloaded from the website of the Office of the Privacy Commissioner for Personal Data, Hong Kong:

General Personal Data Officer
Airport Authority (as Secretariat of MEEF)
HKIA Tower
1 Sky Plaza Road
Hong Kong International Airport
Lantau, Hong Kong

8. The Airport Authority (as Secretariat of MEEF) has a right to charge a reasonable fee for the processing of any data access request.
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Declaration

I certify that

1. the Organisation **has / has not** * received any other funding for the application;
2. the Organisation is non-profit-making in nature;
3. all activities seeking funding support are non-profit-making and the funds shall not be used for political, religious or commercial purposes for any individual or Organisation;
4. the information provided above is correct to the best of my knowledge; and
5. I understand and agree to abide by the terms and conditions as set out in the "Guidance Note" and will comply with all the requirements laid down in the relevant agreement should we be granted funding for the project.

I, on behalf of myself and the Organisation, hereby irrevocably declare, warrant and undertake to the MEEF Management Committee and the Steering Committee of the relevant Funds including the Top-up Fund, that **I, as well as** the Organisation:-

1. do not deal with, and are not in any way associated with, any country or organisation or activity which is or may potentially be relevant to, or targeted by, sanctions administered by the United Nations Security Council, the European Union, Her Majesty's Treasury-United Kingdom, the United States Department of the Treasury's Office of Foreign Assets Control, or the Hong Kong Monetary Authority, or any sanctions law applicable;
2. shall not use any money obtained from the Marine Ecology Enhancement Fund or the related Top-up Fund, in any unlawful manner, whether involving bribery, money-laundering, terrorism or infringement of any international or local law;
3. shall prohibit against solicitation, acceptance or offering of any advantages as defined in the Prevention of Bribery Ordinance (Cap. 201) in conducting the affairs of the application and/ or the project;
4. shall not give any gift or entertainment to, or accept any gift or entertainment from, or make payment to, the Secretariat, the MEEF Management Committee and the Steering Committee of the relevant Funds including the Top-up Fund;
5. shall not give any service to, or accept any service from, the Secretariat, the MEEF Management Committee and the Steering Committee of the relevant Funds including the Top-up Fund unless with the prior written approval from the MEEF Management Committee; and

6. shall use the funds received (and any derived surplus) solely for the studies or projects which further the MEEF Objectives and shall not distribute any portion of such funds (including any arising surplus) to members of the Organisation and/or members of the public.

* Please delete as appropriate

Signed by authorised representative as the
duly authorised representative
For and on behalf of the Applicant
Organisation

Name of authorised representative: (_____)

Date: _____ Official Chop: _____