

**For Use by the Secretariat**

Reference

Number : \_\_\_\_\_

# Marine Ecology Enhancement Fund (MEEF)

## Application Form

(2023-2024)

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 3000  
Fax: 3015 8052  
Email: [3rs.funds@erm.com](mailto:3rs.funds@erm.com)

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

ERM-Hong Kong, Limited  
2509, 25/F, One Harbourfront  
18 Tak Fung Street  
Hung Hom, Kowloon  
Hong Kong  
(Attn: Ms Sherrie Fung)

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

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## 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"/> Conservation & Enhancement of Marine Life and Habitat <input type="checkbox"/> Scientific Research & Studies <input type="checkbox"/> Education on Marine Environment & Sustainability <input type="checkbox"/> Cultural Heritage & Eco-tourism
Brief Description of the Purpose of the Project (English)	
(Chinese)	
Amount of Funding Requested <b>between July 2023 and June 2024<sup>^</sup></b>	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: _____

<p>Have you applied for or will you apply for other funding for the project?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please detail below:          _____          _____ )</p>
<p>Did the project receive any other funding?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please detail below:          _____          _____ )</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>

*^ Generally, requests for funding amount exceeding HK\$1 million in a Financial Year will not be approved. If your requested funding for this Financial Year exceeds HK\$1 million, please provide detailed justification for the MEEF Management Committee's consideration. (Please attach additional pages if necessary).*

### **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

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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 July 2023 to 30 June 2024); 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 2023 and 30 June 2024)

From \_\_\_\_\_ (DD/MM/YY) to \_\_\_\_\_ (DD/MM/YY)

Duration: \_\_\_\_\_ months

Multiple-year Project commencing before 30 June 2024 <sup>(1)</sup>

From \_\_\_\_\_ (DD/MM/YY) to \_\_\_\_\_ (DD/MM/YY)

Duration: \_\_\_\_\_ months

3. Objectives of the Project

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

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(1) The Applicant shall fill out **Application Form for Project Extension** for the application of subsequent phase(s) of the Multiple-year Project in a particular time to be advised by the Secretariat every year. The MEEF Management Committee will consider the application with reference to the performance / outcome of the Project during the previous year(s). Applicant is reminded that funding applications for subsequent phase(s) of multiple-year projects may not be approved.

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. For Multiple-year Project, please describe the specific details for each phase.

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

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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<sup>^</sup> Bodies for the Proposed Project

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

<sup>^</sup> 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.

<sup>#</sup> Project Leader is required to confirm the status of the Co-organising and/or Supporting Bodies either at the time when submitting the application or **within one month** from the date of submission. When confirming the status, the Project Leader should inform the Secretariat in writing and submit relevant supporting documents at the same time. Only information and supporting documents of confirmed Co-organising and Supporting Bodies received by the aforesaid deadline will be included in the application package for the MEEF Management Committee's assessment.

\* Please delete as appropriate

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)

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(b) Timetable

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(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

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11. Expected benefits, outcomes and impacts of the Project and evaluation methods. Please elaborate on how the project outcomes would contribute to enhancement, conservation and/or management improvement on marine ecology. (For Multiple-year Project, please describe the specific details for each phase.)

*(Evaluation should be made to assess the effectiveness of the project upon completion)*

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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 2023 and June 2024**

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

**(b) for Multiple-year Project, indicative budget from July 2024 onwards**

Project Phase (e.g. 2 <sup>nd</sup> phase, 3 <sup>rd</sup> phase, etc.)	Schedule** (e.g. July 2024 – June 2025, July 2025 – June 2026, 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 2023 and June 2024 (in HK dollars)\*

HK\$

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

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

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HK\$

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

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HK\$

**Amount of funding requested between July 2023 and June 2024\*\*:**

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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*)

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

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

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17. Other information

- (a) Depending on the nature of the project, please describe how the Project Team would share the project outcomes and knowledge to the target audience.

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

Method	Publicity Materials, if any		
	Type	Quantity	Distribution Channel

- (c) Publication and production of education materials, if any

Nature	Purpose	Content	Quantity	Distribution Channel

- (d) Seminars / Workshops, if any

		Details of Speaker / Tutor

Name of Activity	Theme	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

(e) Production of video, if any

Purpose	Content	Quantity	Distribution Channel

(f) Production of website, if any

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

(g) Other details, if any

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## Supplementary Sheets about the Applicant (not an Individual)

### Details of Applicant

1. Name of Organisation

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2. Mailing Address

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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)

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

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

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## **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 :

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

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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. the Organisation and I understand and agree to abide by the terms and conditions as set out in the "MEEF Guidance Note". Should we be granted funding for the project, the Organisation and I will also comply with all the requirements laid down in the relevant agreement.

**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*

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

Name of authorised representative: ( )

Date: \_\_\_\_\_ Official Chop: \_\_\_\_\_