Application and Vetting (Enterprise Support Programme)

Application and Vetting

- Applications for the Enterprise Support Programme are accepted all the year around.
- Applicants are required to complete an application form (No application fee will be charged)。
- Copies of the latest Application Form can be obtained at the Secretariat or downloaded from the Recycling Fund website (www.recyclingfund.hk).
- The following documents are required to be submitted for the application:
  - Duly completed and signed application form in two hard copies and one soft copy (preferably in MS Word format)
  - Registration and supporting documents of the applicant
- The completed application form together with the supporting documents set out in the above should be sent to the Secretariat in person or by post. The applicant may submit the softcopy of the application form and copies of the supporting documents mentioned above to the Secretariat via email at enquiry@recyclingfund.hk.
- Incomplete applications or applications not submitted in accordance with the format as prescribed above, including an application submitted by facsimile or e-mail or without submission of the original hard copy, or the application form is not duly signed by the person-in-charge of the proposed project or affixed with seal of the applicant, will not be processed.

Note to Applicant

- Briefly describe the background of the enterprise including its business nature, vision & mission, company size, major products/ services, customers/ markets, business performance in the past, etc.

- Copies of the supporting document to show the business operation such as business contract, transaction records, etc. should be enclosed during submission of the Application.

- Recyclable Source and Baseline (please specify the waste source, types and quantity of recyclables currently (in the past 12 months) collected and/ or processed and/ or recycled for your recycling : operations).

- Key Members of the Project Team (Please enclose the curriculum vitae of the project coordinator, deputy project coordinator and key management of the applicant enterprise according to the format at the appendix)

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Note to Applicant

♻ Summary of the KPI(s) for Monitoring and Evaluation (Part B Question 12)

請列出項目中用作監測和評估的關鍵績效指標及其評估方法 Please list out the KPI(s) of the project for monitoring and evaluation and the method for assessing these KPI(s) :	
	關鍵績效指標評估方法 Method for assessing the KPI(s)
關鍵指標一 Key Indicator 1 : For example: To raise the quantity of waste paper from 1000 tonnes/year to 1500 tonnes/year	Appoint a qualified third party to conduct an audit for the quantity and provide supporting statements.
關鍵指標二 Key Indicator 2 :_____	
關鍵指標三 Key Indicator 3 :_____	

Note to Applicant

♻ Summary of the KPI(s) for **Monitoring and Evaluation** (For KPI involving the increase of quantity of recyclables treated) (Part B Question 12)

主要回收物料(如紙、鐵類金屬、有色金屬、塑膠、紡織品、玻璃、木、輪胎、電器、廚餘等) Key Recyclable Materials (e.g. paper, ferrous metals, non-ferrous metals, plastics, textiles, glass, wood, rubber tyres, electrical appliances, food waste, etc.)	回收作業 (收集、加工、回收) Recycling operation (collection, processing, recycling)	基準數量(每年以噸) Baseline quantity (tonne/ year)	中期階段 Interim period			項目完結 Project completion
			回收物料累計收集/ 加工/ 回收量 Cumulative collection/ processing/ recycling quantity of recyclable (以噸計 tonne) (請注明時期) (please specify the period)			
			第一階段 Phase 1	第二階段 Phase 2	第三階段 Phase 3	最後階段 Last Phase
e.g. Paper	Collection	1000	600 Apr – Sep 2016	1300 Apr 2016 – Mar 2017	2100 Apr 2016 – Sep 2017	3000 Apr 2016 – Mar 2018

Note to Applicant

Implementation Plan(Part B Question 13)

請清楚具體量化地說明項目的建議里程碑 (例如收集及/或處理額外回收物的數量、安裝新的設備、報告及/或資料分析等)，以及實施項目所需的措施或活動及其時間表。里程碑應與項目達致的目標及預期的果效掛鉤。中期撥款一般需與里程碑掛鉤。

Please specify the proposed milestone(s) in clear, specific and measurable terms (examples include quantity of additional recyclables to be collected and/or processed, installation of new equipment, reports and / or data analysis, etc.) and the measures / activities required to implement the plan as well as the timetable involved. The milestones should be related to the achievement / expected benefits of the project. The disbursement of mid-term payments are generally linked to the milestones.

里程碑(包括項目成果) Milestone(s) (including project deliverables)	措施或活動達致里程碑或成果 Measures / activities to achieve the milestones / deliverables	開始日期 （日/月/年） Commencement Date (day/month/year)	完結日期 （日/月/年） Completion Date (day/month/year)
1) For example: Purchase a new binding machine	Procurement procedure	Feb 2016	Mar 2016
2) For example: Accumulated recyclables up to 600 tonnes	Installation and usage of the new binding machine	Apr 2016	Sep 2016