|  |  |  |
| --- | --- | --- |
| (Official Use Only) | | |
| Date of Receipt: |  |  |
| Application No.: | RSB- |  |
|  |

# The Recycling Fund (Industry Support Programme) Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling (RSB) Progress Report of Approved Project

## Part A : Project Details

1. **Background Information**

|  |  |
| --- | --- |
| Application No. |  |
|  |  |
| Name of Grantee |  |
|  |  |
| Name of Residential Building/Housing Estate |  |
|  |  |
| Project Duration | / / to / / (day/month/year) |
| Total no. of months: Months |
| Reporting Period\* (from Project Commencement to the End Date of this Progress Report) | （the 12/24/36^-month progress report）  / / to / / (day/month/year) |

***\**** *Reporting Period is defined as the period from date of project commencement to the end date of every 12th month****.***

***^*** *Please delete if not applicable*

## Part B : Project Progress

**Please report the progress of the key measures planned to be undertaken during the reporting period as set out in the “Implementation Plan” in the application form for the project.**

| **Please fill in according to the “Implementation Plan” in the application form for the project** | | **Please elaborate the implementation details about the specific measures.)**  Please☑the appropriate box. |
| --- | --- | --- |
| **Commencement Date / Completion Date**  **(in chronological order)** | **Major measures or activities** |
|  | Preparation work | Completed  In progress (Please describe the progress)  Cancelled (Please state the reason(s))  *Brief Description:* |
|  | Promotion activities (to educate and recruit participating households)  Number of Households Recruited: | Completed  In progress (Please describe the progress)  Cancelled (Please state the reason(s))  *Brief Description:* |
|  | Food waste recovery activities  Weight of Food Waste Collected: | Completed  In progress (Please describe the progress)  Cancelled (Please state the reason(s))  *Brief Description:* |
|  |  | Completed  In progress (Please describe the progress)  Cancelled (Please state the reason(s))  *Brief Description:* |

## Part C: Financial Position

1. **Approved Budget and Actual Expenditure of the Project**

|  |  |
| --- | --- |
| Maximum Approved Funding Amount (HK$):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Cumulative fund disbursement received from the Secretariat (from project commencement to the end date of the progress report) (HK$):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Project Expenditure**

| Approved Budget According to the Application Form for the Project | | Expected expenditure in the next report  (HK$) | Total Actual Expenditure Accumulated in the Reporting Period  (HK$) | Expected to Comply with the Approved Budget eventually?  If “No”, please provide full justification to explain for the deviation from the approved budget. # |
| --- | --- | --- | --- | --- |
| Items\* | Total Approved Budget for Each Item (HK$) |
| (A) Rental Cost of Smart bins (including backend system support and regular maintenance) |  |  |  | Yes  No |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| Sub-total (A) |  |  |  |
| (B) Additional workers (for handling food waste and smart bins) |  |  |  | Yes  No |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| Sub-total (B) |  |  |  |
| (C) Promotion and education activities  (Additional manpower and direct expenses incurred in the execution of such activities) |  |  |  | Yes  No |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| Sub-total (C) |  |  |  |
| (D) Administrative overheads (e.g. additional manpower expenses incurred by the PMC, utilities expenses incurred for operating the smart bins, etc.) |  |  |  | Yes  No |
| (1) |  |  |  |
| (2) |  |  |  |
| (3) |  |  |  |
| Sub-total (D) |  |  |  |
| (E) Audit fees |  |  |  | Yes  No |
| **Total (A+B+C+D+E)** |  |  |  |  |

\* Please fill in the above table according to the cost breakdown in the application form.

# In the event of occurrence of any one of the circumstances set out below, the relevant budget item should be regarded as NOT complying with the approved budget. Changes involved in those circumstances need prior written approval by the RFAC or the Secretariat. The grantee should separately submit change requests, together with full justification and any supporting document, to the Secretariat for consideration:

1. If the total actual expenditure of any individual budget item exceeds the approved budget, the grantee should seek consent from the RFAC / the Secretariat in writing before the procurement of such item. Please refer to the Guide to Application for details.
2. Creation of new budget item which is not included in the approved budget. Please refer to the Guide to Application for details.

(c) Deletion of any budget item included in the approved budget. Please refer to the Guide to Application for details.

Please also pay attention to the following:

(a) The applicant should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;

(b) If, under unavoidable circumstances, the applicant obtains quotation through an agent, such agent cannot be one of the suppliers. The applicant should also ensure that the agent has no interest in any supplier that provides the quotation;

(c) Regardless of how quotations are obtained, applicants are also responsible for ensuring the authenticity of all quotation documents.

## Part D : Declaration

1. We confirm that we complied with the procedures and guidelines of the “Guide to Application for the Recycling Fund (Industry Support Programme)” and the “Guidance Notes: A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling)” in the procurement of equipment, goods or services for the project, **if applicable**.
2. We confirm that we complied with the procedures and guidelines of the “Guide to Application for the Recycling Fund (Industry Support Programme)” and the “Guidance Notes: A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling)” in recruiting staff for the project, **if applicable**.
3. We confirm that for the project measures that received funding support from the Recycling Fund (Industry Support Programme) – A Theme-based Scheme on Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling, they had not received/would not receive other sources of funding support provided by the Government, or other sources of sponsorships/donations.
4. We confirm that all information provided in this progress report as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. We undertake to inform the Secretariat immediately if there are any subsequent changes to the above information.

**Signature**

**Prepared by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Project Coordinator

Name of Project Coordinator (in Block Letters):

**Endorsed by:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Company Chop of the Grantee |  | Authorised Signature of the Grantee  Name of Signatory (in Block Letters):  Position : |

Date:

* End -

## Appendix – Details and Breakdown of Project Expenditure

### Expenses for Rental Cost of Smart bins and Related Items (in chronological order)

| **Date of Receipt** | **Description of Expenses** | **No. of Quotations Invited** | **Name of the Sourcing Company** | **Unit Cost**  **($)**  **(A)** | **Quantity**  **(B)** | **Total Cost**  **(HK$)**  **A×B** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sub-total:** | | | | | |  |

### Cost of Additional workers (for handling food waste and smart bins) (in chronological order)

| **Hourly/**  **Monthly Rate (HK$)**  **(A)** | **Employment Period Accumulated in the Reporting Period**  **(dd/mm/yyyy -dd/mm/yyyy)** | **No. of Hours/Months Charged Accumulated in the Reporting Period**  **(B)** | **Total Cost**  **Accumulated in the Reporting Period**  **(HK$)**  **(A×B)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Sub-total:** | | |  |

### Expenses for Promotion and education activities (in chronological order)

| **Date of Receipt** | **Description of Expenses** | **No. of Quotations Invited** | **Name of the Sourcing Company** | **Cost Details and Breakdown** | **Total Cost**  **($)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total:** | | | | |  |

### Administrative overheads and Audit Fees (in chronological order)

| **Date of Receipt** | **Description of Expenses** | **No. of Quotations Invited** | **Name of the Sourcing Company** | **Cost Details and Breakdown** | **Total Cost**  **($)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Sub-total:** | | | | |  |