|  |  |
| --- | --- |
| Official Use Only | |
| Date of Receipt |  |
| Application No | ISP- |

**The Recycling Fund  
Industry Support Programme  
  
Application Form**

## Section A – Particulars of the Applicant[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please put a “” in the appropriate boxes | | | | |
|  | Name of the Applicant : |  | | English |
|  | | Chinese |
|  | Project Title Recycling Fund: |  | | |
|  |  |  | | |
|  | Project Summary (within 200 words) : |  | | |
|  | | |
|  | | |
|  | | |
|  | Registered Address (in the Company Registry): |  | | |
|  | | |
|  | | |
|  | Mailing Address (If different from above) : |  | | |
|  |  | | |
|  |  | | |
|  | Telephone Number : | ( ) | | |
|  | Email Address : |  | | |
|  | Ordinance under which the Applicant is Established or Registered : |  | | |
|  | Registration No  (if applicable) : |  | | |
|  | Number of Employees : | Full-time : | Part-time : | |
|  | Date of Establishment |  | | |
|  | Aim/Objective of the Organisation : |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  | Website of the Applicant  (if applicable): |  | | |

*#Please delete as inappropriate*

14. Collaborating Organisation(s) (if any)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Collaborating Organisation : |  | | English |
|  | | Chinese |
| Mailing Address : |  | | |
|  | | |
| Telephone Number : | ( ) |  | |
| Email Address : |  | | |
| Ordinance under which the Applicant is Established or Registered (if applicable) : |  | | |
| Registration No (if applicable) : |  | | |
| Business Registration No. (if applicable) : |  | | |
| Year of Establishment : |  | | |
| Number of Members in Hong Kong: |  | | |
| Aim/ Objective of the Organisation: |  | | |
| Area of support in this project : |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

*Please provide supporting letter(s) from Collaborating Organisation(s).*

15. Key Members of the Project Team

(Please enclose the curriculum vitae of the project coordinator, deputy project coordinator and key management and technical staff of the applicant organisation according to the format at the Appendix)

|  |  |  |  |
| --- | --- | --- | --- |
| (A) Project Coordinator | | (B) Deputy Project Coordinator | |
| Name (English): | (Mr/Ms/Prof/Dr)# | Name (English) : | (Mr/Ms/Prof/Dr)# |
| Name (Chinese) : | (先生/女士/教授/博士)# | Name (Chinese) : | (先生/女士/教授/博士)# |
| Company/ Organisation : |  | Company/ Organisation : |  |
|  |  |
| Post Title : |  | Post Title : |  |
| Tel No. : |  | Tel No.: |  |
| Mobile Phone No. : |  | Mobile Phone No. : |  |
| Email Address : |  | Email Address : |  |

*# Please delete as inappropriate*

## Section B – Project Details

|  |  |  |
| --- | --- | --- |
| 1. Project Duration (months) : |  | |
| 1. Commencement Date (dd/mm/yyyy) |  | |
| 1. Completion Date (dd/mm/yyyy) |  | |
| 1. Total Estimated Project Cost [[2]](#footnote-2): |  | (HK$) |
| 1. Amount of Funding Sought [[3]](#footnote-3): |  | (HK$) |
| 1. Amount of Cash Contribution or Sponsorship from the Applicant or Other Sources : |  | (HK$) |

1. Experience and record of the applicant organisation in organising related activities other than projects under the Recycling Fund

| Project Title : | Project Descriptions \* : | Project Duration: | Project Amount:  (HK$) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| \* *If the applicant organsiation was not the major organiser, please indicate the role(s) of the applicant organisation in the project.*  *Please insert more rows to the table if the space provided is not sufficient.* | | | |

1. Project Plan

Please provide the following information of the project in detail with reference to the Guide to Application.

1. Objective(s) of the Project (able to choose more than one objective of the recycling fund to be achieved)

raise the quantity and quality of recyclables recovered from the waste stream as well as those of

recycled products from their treatment, thus reducing disposal at our landfills;

promote markets for recycled products, thus providing greater impetus to local landfill diversion;

enhance the overall capability, capacity, efficiency and skills as well as provide more market information of the recycling industry, thus facilitating its sustainable development.

Others (Please specify):

1. Implementation and publicity plan

(Please describe in details: current challenges / opportunities faced by the recycling industry (to show the need and viability of this project), implementation solution plan, workflow of activities, publicity strategy including methods in promoting activities and recruiting participants, monitoring mechanism, project result sharing method and how the plan could achieve the objectives in a cost-effective way.

Please also list out all the assumptions in formulating the plan.)

1. Information on the financial status and ability to undertake the project (Please provide information including the estimated cash flow for the project, the amount reserved to deliver the project, other source of funding, in-kind contribution, etc. The supporting document such as audited account/financial statement, bank statement, etc. should be available upon request.)

Annual revenue of the applicant: (HK$)

Total cash in-bank of the applicant: (HK$)

1. Continuity of the benefits derived from the project after the project period? (Please describe the long lasting effect of the project such as established collaborations with various parties)

1. Information on the A) technical and operational capability and B) management capability and commitment to undertake the project of the applicant and its management staff (Please provide details on technical and operational capability such as track record, relevant past experience, relevant qualification of staff, etc. and that on management capability and commitment to undertake the project such as project governance, resources and manpower to deliver the project. The curriculum vitae of relevant project staff should be enclosed during submission of the application.)

1. Project Deliverables and Implementation Plan

Please specify the milestone(s)/ deliverables (examples include reports, number of participants attending the training course, number of seminars to be held, etc.) and the measures / activities required to implement the plan and its evaluation methods as well as the timetable involved in **every 6 months**.

| Milestone(s) / Project Deliverables | Descriptions of Milestone(s) / Project Deliverables in every 6 months | Target Group and Cumulative Target Number of Beneficiaries or other Key Performance Indicator (KPI) in every 6 months | Commencement Date (mm/yyyy) | Completion  Date  (mm/yyyy) |
| --- | --- | --- | --- | --- |
| ***Example:***  *Training* | ***Descriptions:*** *Organise a total of 3 training sessions (with class size each around 20 persons) on occupational health and safety of recycling operation*  ***Evaluation method:*** *Attendance records* | *Months 1-6:*  *20 recycling operator attendants*  *Months 1-12:*  *60 recycling operator attendants*  *Months 1-18:*  *60 recycling operator attendants*  *Months 1-24:*  *60 recycling operator attendants* | *1/2022* | *12/2022* |
| 1) |  |  |  |  |
| 2) |  |  |  |  |
| 3) |  |  |  |  |
| 4) |  |  |  |  |
| 5) |  |  |  |  |

*Please insert more rows to the table if the space provided is not sufficient.*

1. (a) Budget Plan

| **Expenditure Category** | **Expenditure Item****[[4]](#footnote-4)** | **Unit Cost (HK$)** | **Quantity** | **First Year**  **(months 1-6)** | **First Year**  **(months 7-12)** | **Second Year**  **(months 1-6)** | **Second Year**  **(months 7-12)** | **Estimated Cost for the Item (HK$)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (A) Cost for recruiting additional manpower and its extra expenses [[5]](#footnote-5) | ***Example:***  *(1) Part Time Staff* | *$50 / hour x*  *5 hours / day x 27 days x 2 persons* | *24 months* | *81,000* | *81,000* | *81,000* | *81,000* | *324,000* |
| (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| (4) MPF |  |  |  |  |  |  |  |
| **Sub-total (A) (HK$)** | **-** | **-** |  |  |  |  |  |
| (B) Cost for procuring / leasing additional machinery / equipment and its incidental expenses[[6]](#footnote-6),[[7]](#footnote-7) | ***Example:***  *(1)Metal cages* | *2,700* | *15* | *40,500* | *0* | *0* | *0* | *40,500* |
| (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| (4) |  |  |  |  |  |  |  |
| **Sub-total (B) (HK$)** | **-** | **-** |  |  |  |  |  |
| (C) Other direct cost**[[8]](#footnote-8)** | ***Example:***   1. *Design and print promotional leaflets* | *7* | *200 x 2* | *1,400* | *0* | *1,400* | *0* | *2,800* |
| (1) |  |  |  |  |  |  |  |
| (2) |  |  |  |  |  |  |  |
| (3) |  |  |  |  |  |  |  |
| (4) |  |  |  |  |  |  |  |
| **Sub-total (C) (HK$)** | **-** | **-** |  |  |  |  |  |
| **Total Estimated Project Cost (A) + (B) + (C) (HK$)** | **-** | **-** |  |  |  |  |  |
| **If any goods or services will be procured from a person or company / organisation with whom the applicant is related****[[9]](#footnote-9), please state the item and specify the relationship with the applicant and provide justification for doing so for RFAC’s consideration and approval (please note that procurement from a person or company with whom the applicant is associated should be avoided where possible):** | | | | | | | | |

*Please insert more rows / columns to the table if the space provided is not sufficient.*

*Applicants are reminded on the followings:*

1. *Applicants should obtain quotations directly from suppliers as far as possible to ensure the authenticity of the quotations;*
2. *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;*
3. *Regardless of how quotations are obtained, applicants are also responsible for ensuring the authenticity of all quotation documents.*

(b) Justifications and cost breakdown of the expenditure

(Please provide below full justifications and cost breakdown for each item in the above table of expenditure.)

1. Additional Manpower

(Please list out the main duties of each additional manpower.)

1. Additional Equipment

(Please specify the purpose and direct relationship of each additional equipment with the milestone(s) of the project.)

1. Other Direct Costs

(Please specify the purpose and direct relationship of each other direct cost with the milestone(s) of the project.)

1. Is there any cash contribution/in-kind contribution[[10]](#footnote-10) from the Applicant or sponsorship from other sources or any estimated income generated from the project?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes (please provide details of the relevant cash  contribution / in-kind contribution or sponsorship from other sources or income generated from the project. |  | No |

| Expenditure / In-kind contribution/ Income Item*(Please itemize and provide details)* | Contribution from Applicant / sponsorship from other sources | Total*(HK$)* | Remarks(*for income, please include the proposed handling)* |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| Total Contribution (HK$) | |  |  |

*Please insert more rows to the table if the space provided is not sufficient.*

1. Amount of Funding sought [i.e. Total Estimated Project Cost as in Section 10 minus Total Cash Contribution as in Section 11]

| Amount of Funding Sought(HK$) | Remarks |
| --- | --- |
|  |  |

1. Proposed plan for disbursement of payments

*(Please refer to Clauses 3.2 and 4.2 of the Guide to Application)*

|  | Amount (HK$) | Percentage  (%) |
| --- | --- | --- |
| Upfront payment[[11]](#footnote-11) |  |  |
| 1st Interim payment |  |  |
| 2nd Interim payment |  |  |
| 3rd Interim payment |  |  |
| Final payment[[12]](#footnote-12) |  |  |
| **Total** |  |  |

*Please extend the table if more number of interim payments are required.*

1. Other information in support of this Application (if any)

|  |
| --- |
|  |
|  |

1. Please fill in the following table and provide additional information if needed: .

|  |  |  |
| --- | --- | --- |
| 1. Please indicate whether this Application is an extension of another approved project under the Recycling Fund | Yes  No | If yes, please provide details (such as previous application number, highlight the synergetic effect of the new project with the original project and experience gained from the original project.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Please confirm whether this Application is a re-submission of a previously rejected application under the Recycling Fund | Yes  No | If yes, please provide details (such as previous application number, highlight the major differences between this application and the previous one, and explain how the differences have addressed the comments made by the Advisory Committee on Recycling Fund and/or the Government in previous vetting.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Please indicate whether you have applied / are applying for the other sources of funding support provided by the HKSAR Government for carrying out the same proposed project / same specific measures in the proposed plan | Yes  No | If yes, please provide details (such as project title, name of the government funding scheme/source, amount of funding sought, application number, submission date, vetting result , approved funding amount.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. Please state whether you are aware of any other project(s), with content similar to this application, which have been or are being carried out by other parties | Yes  No | If yes, please provide details of the relevant application.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Please disclose any personal interests, direct or indirect, pecuniary or otherwise, with any officers of the government involved in the Recycling Fund, members of the Advisory Committee on Recycling Fund and / or members of the Secretariat that may give rise to any actual or perceived conflict of interests in connection with this application.

I am not aware of any personal interests, direct or indirect, pecuniary or otherwise, in connection with this application.

I would like to declare the following interests:

|  |
| --- |
|  |
|  |

1. Is the Applicant owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application?

The Applicant is **NOT** owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application.

The Applicant is owned and/or controlled by a current HKPC Council Member or his/her associate or associated person at the time of filing application. Please write the full name of such HKPC Council Member below:

|  |
| --- |
|  |

## Section C – Declaration by the Applicant

I, on behalf of, , declare that

1. all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the Secretariat immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other public funding sources after this application is submitted); and
2. the ideas of the proposed Project do not constitute any act or potential act of infringement of the intellectual property rights of other individuals and/or organisations; and
3. the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project.

I understand that any false declaration would lead to termination of the funding agreement, refund of any funds given, and the possibility of criminal charges.

I authorise the Government and the Secretariat to handle the personal data/information provided in this form in accordance with the *“Guide to Application for the Recycling Fund”* if applicable. I understand that the Secretariat may keep my application in the Recycling Fund Registry and may include the personal data and other related information provided in the application form in a register / catalogue.

I shall, upon request, allow and facilitate the Government and / or Secretariat to conduct on-site inspections and / or meetings to verify the information provided in this application form and shall cooperate with the Secretariat for the proper arrangement of such inspections and / or meetings and make available all documents / records and provide explanation on any matters thereof.

I authorise the Secretariat / the Government, where necessary, to approach and communicate with other departments / organisations / persons / parties and / or provide the particulars submitted by me to these parties for the purpose of verifying the information contained in the particulars or for other purposes related to my application.

I understand that if my application is approved, I will be required to sign an agreement with the Government containingthe terms and conditions of the grant.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Authorised signature with organisation chop |  | Name of signatory |
|  |  |  |
|  |  |  |
| Name of Applicant |  | Post Title |
|  |  |  |
|  |  |  |
| Date |  |  |

**Appendix**

## Curriculum Vitae of Key Members of the Project Team (Project Coordinator, Deputy Project Coordinator, Key Management Personnel, Relevant Staff of the Project)

The information provided will be used for processing your application under the Industry Support Programme of the Recycling Fund (the Programme). It may be disclosed to assessors, members of the RFAC or relevant Government bureaux/departments for the purpose of vetting your application. You have the rights of access to or correction of your personal data provided in this form. If you wish to exercise such rights, please contact the Recycling Fund Secretariat.

**Project Coordinator / Deputy Project Coordinator / Key Management Personnel / Relevant Staff of the Project**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Particulars | | | | | | | | |
| Name (English) : | | (Mr/Ms/Prof/Dr)# | | | | | | |
|  | | # Please delete as inappropriate (First Name/Last Name) | | | | | | |
| Name (Chinese) : | | (先生/女士/教授/博士) # | | | | | | |
|  | | # Please delete as inappropriate | | | | | | |
| Post Title held in Company/Organisation : | | | |  | | | |
| Company/Organisation : | | | |  | | | | |
| Office Address : | | | |  | | | | |
| Nature of Business : | | | |  | | | | |
| Tel No. : |  | |  | |  | Email Address : |  | |

Academic/Professional Qualification (in chronological order) :

Relevant Working Qualification (in chronological order) :

(Project management experience, if any, should be included

## (Industry Support Programme) Notes for Applicant

1. Please study the “Guide to Application for the Recycling Fund (Industry Support Programme) (the Guide to Application) carefully before completing the application form.
2. Some information provided in this application will be made available for public information at the website of the Recycling Fund after the funding approval is given.
3. Organisations interested in applying for funding support under the Recycling Fund (Industry Support Programme) should prepare the following documents:
   1. Completed Application Form in one hard copy and one soft copy (preferably in MS Word format); and
   2. Photocopies of the documents listed out in **“Checklist of Supporting Documents Required for Application”**.

Please submit the above documents to the Secretariat (the Secretariat) of the Recycling Fund (i.e. the Hong Kong Productivity Council) in person or by post.

For details about application, please refer to the Guide to Application. The Guide to Application and Application Form can be downloaded from the website of the Recycling Fund. Enquiries can be directed to the Secretariat by phone, by email or in person.

Address ： HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.

Telephone ： (852) 2788-5658  
E-mail ： enquiry@recyclingfund.hk  
Website ： www.recyclingfund.hk

1. Requirements of all applications, agreements and projects:
2. notwithstanding anything to the contrary in the agreement signed between the applicant organisation and the Government in respect of the project, the Government reserves the right to disqualify an application on the grounds that the applicant organisation has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
3. the Government may immediately terminate the agreement upon the occurrence of any of the following events:

* the recipient organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
* the continued engagement of the applicant organisation or the continued implementation of the project is contrary to the interest of national security; or
* the Government reasonably believes that any of the events mentioned above is about to occur.

1. Recycling Fund, Environmental Protection Department and Hong Kong Productivity Council intend to use the personal data that you have provided to promote the latest development, events and training courses, etc. of Recycling Fund. If you do not agree on such use of your personal data, please indicate your objection by ticking the box below.

I **do not agree** Recycling Fund, Environmental Protection Department and Hong Kong Productivity

Council to use my personal data in any promotion and marketing activities of Recycling Fund.

1. The Applicant must be a non-profit-distributing organisation operating as support organisation, trade and industrial organisation, professional body or research institute, which shall either be statutory organisation or organisation registered under the laws of the Hong Kong Special Administrative Region. [↑](#footnote-ref-1)
2. Total estimated project cost needs to coincide with the total project cost in item 10 of Section B. The in-kind contribution from the applicant should be listed out separately in item 11 of Section B but excluded from the total estimated project cost. [↑](#footnote-ref-2)
3. Amount of funding sought needs to coincide with the total funding sought in item 12 of Section B. [↑](#footnote-ref-3)
4. All expenditure items, with detailed breakdown, must be incurred between the commencement and completion dates of the Project. The Applicant may suggest the period covered under each phase according to the implementation schedule of the project. [↑](#footnote-ref-4)
5. This includes salary of employees, Extra expenses for employing additional staff (e.g. MPF to be paid by employer, advertisement for recruitment, etc. Only the salary (including employer’s contributions to the Mandatory Provident Fund) of the additional manpower directly incurred for the project will be funded. Monthly time sharing record should be maintained for manpower charged on a pro-rata/hourly basis. [↑](#footnote-ref-5)
6. Only the cost of procuring or leasing of additional equipment for implementing the project can be charged to the funding support. Equipment proposed to be purchased or leased must be essential to or specifically required by the project. The applicant is encouraged to use their existing equipment as far as possible.

   [↑](#footnote-ref-6)
7. This includes cost for procuring / leasing additional machinery / equipment, incidental expenses for procuring / leasing machinery / equipment (e.g., debug, updates, installation, and cost of additional maintenance during project implementation, etc.). [↑](#footnote-ref-7)
8. This includes all other costs, directly incurred for the project, except overhead expenses and other unallowable cost items set out in the Guide to Application. Fundable items may include external consultant fees, expense for consumables, production and promotion cost of project results (such as advertising and the organisation of seminars), and external audit fees. [↑](#footnote-ref-8)
9. Please refer to Clause 3.5.3 of the Guide to Application for the meaning of “related” [↑](#footnote-ref-9)
10. Applicants should endeavor to demonstrate that the quoted value or its similar market price of the in-kind contribution [↑](#footnote-ref-10)
11. Maximum 30% upfront payment of the total approved funding is allowed [↑](#footnote-ref-11)
12. Minimum 5% final payment of the total approved funding is required [↑](#footnote-ref-12)