愛 滋 病 信 託 基 金 委 員 會
Council for the AIDS Trust Fund

申請表 甲
APPLICATION FORM A

填寫指引 Submission guideline

- 可用中文或英文填寫 This form can be completed in Chinese or English
- 如中英文內容意思有出入，以英文版本為準 In case of any inconsistencies or contradictions between the English and Chinese versions of application form, the English version shall prevail.
- 請夾附下列文件提交： Please submit with the following documents:
    - 2份申請表副本(以A4紙雙面打印) 2 photocopies of application form, in 2-sided A4 papers
    - 一隻以MS WORD格式儲存申請計劃書的光碟 A CD of the completed application in MS WORD (PC) format
    - 公司註冊證書、商業登記證 及/或 社團登記證 Business Registration, Certificate of Incorporation and /or Society Registration
    - 最近兩年經審計的帳目 Audited accounts of latest two years
    - 年報 Annual Report
    - 有關申請計劃書的其他附加資料 (如適用) supplementary information of application (if any)

A. 計劃/項目資料 Programme/Project information

I. 計劃/項目名稱 Programme/project title
☐ 計劃延續 Continuation of programme/project (現時之檔號 Existing ref. no:)
☐ 新申請計劃 New programme*
☐ 新申請項目 New project*

申請書類別 Category of proposal
☐ 預防活動 Prevention
☐ 對愛滋病病毒感染人士的治療、護理及支援 Treatment, care and support to people living with HIV/AIDS

建議推行日期： Proposed date of implementation:	由 / (月 month) (年 year)	至 / (月 month) (年 year)
申請日期： Date of submission:		

B. 申請機構資料 Organisation's information

I.	申請人/機構名稱 Name of Applicant/Organisation			
機構名稱 **Name of Organisation(s)**		性質* **Nature***		
地址 **Address**		電話號碼 **Tel No.**		
		傳真號碼 **Fax No.**		
電郵地址 **Email Address**				
主管姓名 (如行政總監、總幹事、主席等) **Name of officer in-charge (i.e. Chief Executive, Director, Chairman, etc.)**				
姓名 **Name**	（須與身份證明文件相同） (as shown in the identity document)	職銜 **Post**		

* 機構性質：(a)學術機構；(b)政府部門；(c)公營服務機構(不屬公務員架構)；(d)主流非政府機構；(e) 從事愛滋病工作的非政府機構；(f)私人機構

* Organisation nature: (a) academic institute, (b) Government department, (c) public service (outside civil service), (d) mainstream NGO, (e) AIDS NGO, (f) private agency

II.	聯絡人資料 Information of coordinator			
計劃聯絡人姓名 (如與主管不同) Name of Programme coordinator (if different from the officer in-charge)				
姓名 **Name**	（須與身份證明文件相同） (as shown in the identity document)	職銜 **Post**		
地址 **Address**		電話號碼 **Tel No.**		
		傳真號碼 **Fax No.**		
電郵地址 **Email Address**				

III.	申請愛滋病信託基金的紀錄 Record for ATF application		
請列出所有以往申請之檔號(不論成功與否) Please list the ref. no. of all your previous application for ATF (irrespectively of successful or not)			
年份Year	檔案編號 Ref No.	年份Year	檔案編號 Ref No.

IV.　機構背景 Background of the organisation
例如宗旨、歷史、成員、經費來源、主要從事的業務或服務、其他與計劃有關特別或專業背景等
Such as mission, history, members, source of income, core activities, any unique features or relevant expertise

V. 申請機構從事愛滋病工作的經驗 Applicant's experience on HIV/AIDS
請列出以往的相關項目(最多十項) Please list relevant activities (max 10 items)

項目名稱 Name of activity	對象 Target population	推行時期 Date of activity

VI. 財政管理 Financial Management

請說明現有的 (a) 財政責任制；(b) 撰寫財政報表的過程；以及 (c) 審計制度。

Describe (a) the accountability mechanism, (b) the process of the generation of financial statements, and (c) the auditing mechanism in place.

VII. 人力資源管理 Human Resource Management

請說明支援該項目的人力資源管理制度，並介紹機構中項目經理與其他僱員的問責關係。

Explain the human resource management system in support of the project. Indicate the line of accountability of the project manager and hired staff within the organisation.

VIII. 參考文件，如適用 Supplementary document, if applicable

☐ 推薦信 (以證明申請人的能力及／或信譽) Letter of Reference (on the capacity and/or credibility of the applicants)

☐ 相關機構批准進行此計劃／項目的信件 Approval letter from respective authority for the implementation of the proposed intervention programme/project

☐ 其他 (請註明) Others, please specify

	第一年(元) Year 1 ($)	第二年(元) Year 2 ($)	第三年(元) Year 3 ($)	三年合計(元) 3-year total ($)
IX. 總申請金額 Total amount applied				
項目一 Project 1				
項目二 Project 2				
項目三 Project 3				
項目四 Project 4				
項目五 Project 5				
小計 **Sub-Total**				
預算總開支 Total expense				
減 其他撥款資助來源的收入，請註明： **LESS** Income from other funding sources, please specify:				
合計 **TOTAL**				

負責人簽署 Signature of officer-in-charge	
負責人姓名 Name of officer-in-charge	
負責人職位 Post of officer-in-charge	申請機構蓋章 Chop of applicant organization
日期 Date	

C. 個別項目的詳細內容 Detail of individual project

(如一個計劃包含多個項目，須為每一個項目獨立地填寫C和D部份)

(For programme with multi-projects, applicant has to complete a separate set of Section C&D for each project)

I. 項目名稱 **Name of project**
* for multi-project under a programme only

II. 目標社群 **Target population of this project** 請選取最合適的一項 Please choose the most appropriate

- ☐ 男男性接觸者 Men who have sex with men

- ☐ 愛滋病病毒感染者 People living with HIV

- ☐ 注射毒品人士 People who inject drugs

- ☐ 少數族裔人士 Ethnic minorities

- ☐ 男跨女跨性別人士 Male-to-female transgender

- ☐ 女性性工作者及其男性顧客 Female sex worker and their male clients

- ☐ 其他, 請註明: Others, please specify_____

III. 申請機構服務目標社群的經驗 **Applicant's experience of serving the target population** 請列出以往的相關項目(最多十項) Please list relevant activities (max 10 items)		
項目名稱 **Name of activity**	對象 **Target population**	推行時期 **Date of activity**

IV. 目的 **Aim** 請說明建議項目的目的，在推行項目的整段期間不得予以修改。 Explain the aim of the proposed project. This must not be altered throughout implementation.

V. 理念 Rationale
請以科學依據、獨特性和有效性來證明為何需要推行該項目 (不超過六百字)
Justify why this project is needed, its scientific evidence, its uniqueness and usefulness. (not more than 600 words)

VI. 目標 Objectives
請列出二至四個目標，申請人須能把這些目標轉換成具體和可以量化的指標，以便監察和評估。
List two to four objectives. The Applicant should be able to convert the stated objectives into specific indicators (both quantitative and qualitative) for monitoring and evaluation.

請以科學依據、獨特性和有效性來證明為何需要推行該項目 (不超過六百字)

VII. 新提案 New Initiatives
請列出所有新提案。
List all new initiatives.

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List all new initiatives.

VIII. 項目設計 Project Design

請詳述由策劃、推行、完結以至評估各個階段所採取的方法和步驟。申請者須證明項目的可行性和實用性來。(這部份最多可填寫四頁紙，應以Times New Roman/新細明體填寫，字型大小十二。本頁的邊界和行距不可更改。)

Explain in detail the methodology involved and the steps from planning, through implementation to conclusion and evaluation. Applicant has to demonstrate the feasibility and practicability of the project. (This part should be kept in 4 pages and written in Times New Roman of font size 12. The margin of this page and line spacing must not be alerted.)

IX. 愛滋病信託基金的基本要求 ATF general requirements 請詳述本項目如何實踐了愛滋病信託基金的基本要求。 Describe how this project adopts ATF general requirements.	
針對受感染最多的高風險社群 Targeting high risk groups where most of the infections occur	
促進社群協作 Community mobilisation and partnership	
機構互相合作 Collaboration between different organisations	
在受影響社群取得高覆蓋率 High coverage over the affected community	
把監察和評估機制融入計劃中 Integrated monitoring and evaluation mechanism into the implementation plan	

X.   時間表和發展的重要階段 Timetable and milestones 請列出個別活動的建議舉行日期和執行時間表。 List the proposed dates for individual activity and implementation plan.

XI. 監察和評估的指標 Indicators for monitoring and evaluation
請列出用以監察項目的指標 (申請者可自行增加指標數目)
List the indicators for monitoring the project. (Applicant can propose more indicators)

	指標 Indicators	目標Target
進程指標一 Process Indicator 1		
進程指標二 Process Indicator 2		
進程指標三 Process Indicator 3		
進程指標四 Process Indicator 4		
進程指標五 Process Indicator 5		
進程指標六 Process Indicator 6		
結果指標一 Outcome Indicator 1*		
結果指標二 Outcome Indicator 2*		

XII. 監察和評估機制 Monitoring and evaluation mechanism
請形容如何收集以上指標的資料
Describe how to collect information on the above mentioned indicators

指標 Indicators	收集資料方法 Method of data collection
進程指標一 Process Indicator 1	
進程指標二 Process Indicator 2	
進程指標三 Process Indicator 3	
進程指標四 Process Indicator 4	
進程指標五 Process Indicator 5	
進程指標六 Process Indicator 6	
結果指標一 Outcome Indicator 1	
結果指標二 Outcome Indicator 2	

指標以外的監察和評估機制 Monitoring and evaluation mechanism other than indicators

XIII. 參考資料 Reference
請以「溫哥華格式」* 列出一些文獻以支持本項目的推行。
List some references in <u>Vancouver style</u>* to support the proposed programme/project.

* http://www.library.uq.edu.au/training/citation/vancouv.pdf

D. 個別項目的財政預算 Budget of individual project

I. 項目的財政預算 Project Budget

	第一年(元) Year 1 ($)	第二年(元) Year 2 ($)	第三年(元) Year 3 ($)	三年合計(元) 3-year total ($)
人力資源 Human resources				
設備 Equipment				
服務 Services				
職員培訓 Staff training				
其他 Others				
小計 Sub-Total				

預算總開支 Total expense	
減 其他撥款資助來源的收入，請註明： **LESS** Income from other funding sources, please specify:	
合計 **TOTAL**	

II. 財政預算分項說明及其理據 Budget breakdown and its justification
請分項列出所需經費的詳情 Attach detailed itemized breakdown of Funding Requirements (如有需要，請另頁書寫) (use separate sheets, if necessary)

人力資源：每項職位的工作職責、職員人數、資歷要求、月薪/時薪和職員需時多久推行項目(以月數計)及其理據。

Human resources: job description, number of staff, qualification requirement, monthly/hourly rate, duration of employment on project and justifications for each post.

設備及服務 ： 所需設備、物品、用具和服務的報價**及其理據**。
Equipment and Services: quotations for equipment, products, commodities and services to be acquired and their justifications.

職員培訓：詳細計劃、課程內容、受益人數與項目相關之處**及其理據**
Staff training: training plan, content, number of staff benefit, relevance to the project, and justifications

其他**及其理據**
Others and justifications

多謝你的申請
Thank you for applying for the AIDS Trust Fund