



Hong Kong Offshore LNG Terminal Project Marine Conservation Enhancement Fund / Fisheries Enhancement Fund

Application Form for Funding

(Date: September 2023)

Notes for Completing this Application Form for Funding

Please read the “Guidance Note for the Marine Conservation Enhancement Fund / Fisheries Enhancement Fund” (**Guidance Note**) before completing this Application Form.

Completing this Application Form

The Applicant must:

- complete all parts of this Application Form. If the information requested is not applicable, please insert ‘NA’;
- sign and chop the **Declaration** on page 8 of Section A; and
- submit all the required documents with the Application Form. Please refer to the Checklist at the end of the Application Form.

The Application Form must be:

- completed in **English** or **Chinese** for the applications for funding to the Marine Conservation Enhancement Fund;
- completed in **Chinese** for the applications for funding to the Fisheries Enhancement Fund;
- typed or printed on both sides of A4 paper.

Failure to submit a fully completed Application Form with all the required documents may result in application being rejected.

Deadline for receipt of Applications

The completed Application Form and supporting documents must be received by the relevant Management Committee by email or at the address set out in the next paragraph no later than the time and date specified on the website as the deadline for receipt of Applications (**Application Deadline**).

Where to send the Application Form

The completed Application Form together with all the required documents must be sent before the Application Deadline:

- by E-mail (funds@env.hkolng.com); or
- in an envelope addressed as follows:

MCEF / FEF*
c/o Castle Peak Power Company Limited, The Hongkong Electric Company, Limited
and Hong Kong LNG Terminal Limited (HKLTL).
GBG Management Building
Black Point Power Station
Tuen Mun
Hong Kong
(Application for Marine Conservation Enhancement Fund/Fisheries Enhancement Fund*)

*Delete whichever is not applicable.

Enquiries

For any enquiries about the application process or the relevant Fund, please contact the Secretariat to the Fund as below:

E-mail: funds@env.hkolng.com
Website: <http://env.hkolng.com/>

Notes for Applicant

Eligibility of Applicant

1. Local non-profit making organisations which either are:
 - incorporated in Hong Kong under the *Companies Ordinance (Chapter 622 of The Laws of Hong Kong)*; or
 - a body corporate which is registered in Hong Kong.
2. Individuals may not make an Application.
3. Projects in general should be non-profitable in nature. Examples of eligible parties include non-profit making environmental organisations, non-governmental organisations, social enterprises, academic and research institutions, etc.
4. In relation to the Fisheries Enhancement Fund, fishermen organisations and non-government organisations for environmental initiatives are encouraged to partner in making an application to optimise efforts for sustainable development of the fishing industry.

Changes after submission of Application Form

5. If any changes are required to an Application Form after it has been submitted prior to the application deadline, the Applicant shall follow the process set out in the Guidance Note.

Plagiarism and false and misleading information

6. If any information included in an Application Form and supporting documents is found to be plagiarised or misleading or false or any intellectual property rights of a third party are infringed arising out of such incorrect, false or misleading information or document then:
 - the Application may be rejected; or
 - if funding has been granted, the funding may be suspended and action may be taken to recover funds already paid;
 - the Applicant may be prosecuted.
7. Applicants are reminded that obtaining pecuniary advantage by deception is a criminal offense.

Work on Project at Applicant risk

8. Any work undertaken by the Applicant on the Project prior to approval of funding for the Project and not in accordance with the terms of any funding agreement shall be at the Applicant's risk. Castle Peak Power Company Limited, The Hongkong Electric Company, Limited and Hong Kong LNG Terminal Limited shall in no circumstances be responsible for any costs, expenses, losses or liabilities incurred by the Applicant in connection with any such work.

Changes to Application Form

9. This Application Form may be amended by Castle Peak Power Company Limited, The Hongkong Electric Company, Limited and Hong Kong LNG Terminal Limited from time to time.

Terms and Conditions

10. Applicants making an Applications shall be subject to the terms and conditions set out in this Application Form and in the Guidance Note for the Marine Conservation Enhancement Fund / Fisheries Enhancement Fund, both of which are prepared in both English and Chinese. If there is any conflict or inconsistency, this Application Form shall take precedence over the Guidance Note. If an Application is successful then the Applicant shall enter into a Funding Agreement which agreement shall set out all of the terms and conditions relating to the grant of funding.
11. If the Project is receiving funding from other agencies or to be funded by making applications to other agencies for funding support. Applicants shall provide full disclosure of the existing funding information and/or the other applications is made in the Application, and at any time the Application is under consideration by the Management Committees. The Applicant must inform the Management Committees by sending details to the Secretariat immediately on receipt of the outcome of any decisions made by other agencies in relation to other applications for funding.

Section A – Data Sheet

Fund
(Please put a "✓" in the appropriate box)

- Marine Conservation Enhancement Fund
- New application

- Fisheries Enhancement Fund
- Revised application

Project Title

(English)

(Chinese)

Name of Applicant

Mailing Address

Registration / Incorporation of the Applicant

Please put a "✓" in the appropriate box if applicable

- the *Companies Ordinance (Chapter 622, The Laws of Hong Kong)*
(Year of registration: _____ / Registration No.: _____)
- Organisation registered in Hong Kong : Registration No.: _____

Background of Applicant

(English)

(Chinese)

Accounts
(Please put a "✓" in
the appropriate box and
attach copies to this
Application)

- Audited Accounts of Applicant for the last financial year

- Management Accounts of Applicant for the last financial year

Project Leader

Name

** Mr. / Ms. / Mrs. / Dr.* _____

Position Held

Tel. No. _____

Fax No. _____

Mobile Phone No. _____

E-mail
Address _____

** Delete where not applicable*

Is the Project Leader acting as the Project Leader under any other Projects funded by either of the MCEF or the FEF?

Please put a "✓" in the appropriate box if applicable

Yes. Please provide details of the other Projects

No. _____

Amount of Funding Requested

HK\$ _____

Will you accept partial funding?

Please put a "✓" in the appropriate box if applicable

Yes. Please indicate the acceptable % of the requested amount: _____ %

No.

Does the Project receive funding from other sources?

Please put a "✓" in the appropriate box if applicable

No.

Yes. Please provide further details in Section B, Question 9

Preferred way for receiving the funds:

Please put a "✓" in the appropriate box

Cheque payable to the Applicant

Transfer to the Applicant's bank account as follows:

Bank account name: _____

Bank account no.: _____

Name of Bank: _____

[Please provide proof for the bank account number.]

The Applicant will be required to keep any funding granted in a separate interest bearing Hong Kong dollar bank account opened with a bank which is licensed in Hong Kong under the *Banking Ordinance (Cap. 155 of The Laws of Hong Kong)* and has a branch in Hong Kong. The bank is to be approved by CAPCO and HK Electric.

Please provide details of the bank account and proof for the bank account number, if different to the details provided above.

Bank account name: _____

Bank account no.: _____

Name of Bank: _____

If the Applicant will not have such bank account the Applicant will need to provide details of the Applicant's book keeping arrangements for the funds.

Declaration

I certify that

1. all activities in relation to the Project the subject of this Application are non-profit-making and none of the funding granted will be used for political, religious or commercial purposes by any individual or organisation;
2. the information provided in this Application Form is complete, true and correct to the best of my knowledge; and
3. the Applicant understands and agrees to comply with the terms and conditions as set out in the “Guidance Note” and will comply with all the terms of the Funding Agreement if this application is successful.

Signature

**For and on behalf of the ()
Applicant**

Date _____ Applicant Chop _____

Section B – Content of Project Proposal

1. Brief Description of the Project

(English)

(Chinese)

2. Nature of the Project (may choose more than one box)

Marine Conservation Enhancement Fund

- Marine conservation
- Habitat restoration and rehabilitation
- Education and ecotourism

Any other theme(s) relevant to enhancement of marine environment.
If yes, please specify below.

Fisheries Enhancement Fund

- Fisheries resources enhancement
- Sustainable development of the fishing industry
- Education and fisheries-related tourism

Any other theme(s) relevant to enhancement of fisheries.
If yes, please specify below.

3. Duration of the Project

Please specify commencement and completion date for the Project (Note: The commencement date of the Project shall be no earlier than 5 months after the Application Deadline, but no later than 12 months after the application deadline. For example, if the Application Deadline is 30 November 2020, the commencement date shall be between 1 May 2021 and 30 November 2021.)

Expected Commencement Date of the Project
(DD/MM/YY)

Expected Completion Date of the Project
(DD/MM/YY)

4. Please briefly describe the objectives of the Project (including details of how the proposed Project is intended to achieve the objectives and how the effectiveness of the Project in achieving the objectives is to be evaluated.

5. Details of the Project and Work Plan (* *Additional pages and documents may be attached, if necessary*)

Work Plan (in Table Format) *(Table can be extended if necessary)*

No.	Activity / Task for the Project (including Planning, Recruitment)	Date (Start & End)	Details of the Activity/ Task (including work methodology, labour and equipment resourcing details, Project staff attendance monitoring system and if applicable, Project staff recruitment plan, target group, target district and anticipated no. of participants) <i>* Applicant shall provide sufficient details for assessment by the Management Committee. Additional pages and documents may be attached, if necessary</i>

6. Project team

- a. Please provide the printed C.V. of the Project Leader and each of the key members of the Project team. 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

- b. Details of any sub-contractors/sub-consultants that will be engaged by the Applicant to assist the Applicant with the Project (*Note: Applicant must provide a copy of letter provided by sub-contractors/sub-consultants agreeing to engagement for the Project*)

Name of Organisation	Contact Details (Name and Tel. No.)	Duties

7. Budget of the Project (e.g. operation/activities/research costing, salary, equipment) (Please submit justifications for major budget items and quotation(s), if any)

No.	Particulars / Items	Unit Cost (HK\$)	Quantity	Expected Expenditure (HK\$)	Amount Requested (HK\$)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
Total :					

Please extend the table if necessary

8. Recommended funding and reimbursement schedule for the Project (in HK dollars)

Payment to be made at the commencement of the Project: (usually not more than 30% of the requested funding)	HK\$
Payment to be made after the acceptance of 1 st half-yearly progress report for the Project: (where Project duration >6 months) *	HK\$
Payment to be made after the acceptance of 2 nd half-yearly progress report for the Project: (where Project duration >12 months) *	HK\$
Payment to be made after the acceptance of 3 rd half-yearly progress report for the Project: (where Project duration >18 months) *	HK\$
Payment to be made after the acceptance of 4 th half-yearly progress report for the Project: (where Project duration >24 months) *	HK\$
Payment to be made after the acceptance of 5 th half-yearly progress report for the Project: (where Project duration >30 months) *	HK\$
Payment to be made after the completion of the Project: (usually no less than 30% of the requested funding)	HK\$

* Please delete as appropriate

Justification for any deviations to the above reimbursement schedule (e.g. more than 30% for initial payment, less than 30% for final payment) (if applicable):

9. In Section A you were asked if the Project receives funding from other sources. If you answered 'Yes' then please provide details of the other sources of funds for the Project (both confirmed and being applied, if applicable. You will also need to provide evidence of the grant of other sources of funds for the Project that have been confirmed.)

Name of the Funding	
Fund Organisation	
Applied / Granted Date	
Applied / Granted Amount (HK\$)	

Please extend the table if necessary.

10. Experience and record of Applicant in organising related projects

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

Section C – Personal Data Collection Statement

Castle Peak Power Company Limited (CAPCO), The Hongkong Electric Company, Limited (HK Electric) and Hong Kong LNG Terminal Limited (HKLTL) are committed to your privacy and committed to implementing the requirements of the Personal Data (Privacy) Ordinance (**Ordinance**) by taking all reasonable steps to safeguard your personal data from unauthorized access, processing, erasure or other use during collection, holding, processing, using and transfer. This Statement informs you about our responsibilities and your rights under the Ordinance in respect of our collection of your personal data.

Purpose of Collection of Personal Data

Personal data provided in your Application Form and other related documentation will be used by CAPCO, HK Electric and HKLTL for considering and processing your Application for funding from the either the Marine Conservation Enhancement Fund or the Fisheries Enhancement Fund and for other directly related purposes. You may choose whether or not to provide us with personal data. However, in the absence of the personal data that was, at the time of collection, either specified as mandatory or not optional, your Application for funding from the Marine Conservation Enhancement Fund or the Fisheries Enhancement Fund may be delayed, deferred or rejected due to inability to assess your Application.

Transfer of Personal Data

The data collected in your Application Form and other related documentation will be kept in confidence. The data may however be disclosed to the following third parties:

- (a) members of the Marine Conservation Enhancement Fund Management Committee or the Fisheries Enhancement Fund Management Committee as relevant;
- (b) members of the Steering Committee for the Marine Conservation Enhancement Fund and Fisheries Enhancement Fund;
- (c) members of the Secretariat of the Funds;
- (d) external assessors and service providers assisting in the administration of the Funds; and
- (e) included in the summary of Applications/Funded Projects on the <http://env.hkolng.com/tc/index.html>.

CAPCO, HK Electric and HKLTL will disclose your personal data when required to do so by law and may also disclose such data in response to requests from law enforcement agencies or other government bodies / regulatory bodies / related organisations, or if explicit consent to such disclosure is given by the Applicant.

Privacy Policy Statement

You can find out more about policies on privacy and personal data protection by accessing the privacy policy statements available on the CLP website at www.clp.com.hk and HK Electric website at www.hkelectric.com.

Checklist of Required Documents to attach to Application Form for Funding

Item	Description	Checklist
General	The Project is non-profit making in nature.	<input type="checkbox"/>
	The Project Leader is not applying for funding from the MCEF for more than one (1) project at the same time.	<input type="checkbox"/>
	The Project Leader is not the Project Leader of more than two (2) existing projects funded by the Funds (MCEF and FEF).	<input type="checkbox"/>
Application Form	Application Form completed with all required information	<input type="checkbox"/>
Proof of Applicant	Copies of the incorporation / establishment document of the Applicant <ul style="list-style-type: none"> • if the Applicant is a society, please provide a copy of the following documents submitted to the Hong Kong Police Force: <ul style="list-style-type: none"> (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. • if the Applicant is a company, please provide a copy of the following documents submitted to the Companies Registry: <ul style="list-style-type: none"> (a) Certificate of incorporation; (b) Certificate of change of names (if applicable); and (c) The memorandum and articles of association. • if the Applicant is neither a society nor a company, please provide evidence that the Applicant has been validly established and has complied with all registration requirements, including but not limited to the relevant constitutional document governing the operation of the Applicant 	<input type="checkbox"/>
	Supporting documents proving the nature of the Applicant (if applicable) <ul style="list-style-type: none"> • if the Applicant is a charitable organisation, please submit a copy of relevant supporting document. • if the Applicant is non-profit making in nature, please submit the relevant document(s). 	<input type="checkbox"/>
	Background of the Applicant (write on additional page if applicable)	<input type="checkbox"/>
	Recently audited accounts or certified management accounts	<input type="checkbox"/>
Accounts	The Applicant has attached the required audited accounts or management accounts for the last financial year	<input type="checkbox"/>
Bank account details	The Applicant is to provide details of the: <ul style="list-style-type: none"> • bank account into which funds are to be transferred; and • if different to the bank account above, the interest-bearing HK dollar bank account where the funds will be held during the term of the Funding Agreement. If the Applicant will not have such an account the Applicant will need to provide details of the Applicant's book keeping arrangements for the funds.	<input type="checkbox"/>

Item	Description	Checklist
Proof of the Person-in-charge of the Project	Any of the following documentary proof of the appointment of the Project Leader of the Project including the giving of the Declaration on page 8 of Section A: <ul style="list-style-type: none"> • if the Applicant is a society, a written resolution in accordance with the society’s constitutional document; or • if the Applicant is a company, the relevant minutes or resolution of the board in accordance with the company’s articles of association; or • if the Applicant is neither a society nor a company, the relevant minutes or resolution of the governing body of the Applicant in accordance with the constitutional document. If the Applicant does not have a constitution, the relevant minutes or resolution of all members. 	<input type="checkbox"/>
CVs of Project Team	CVs of the Project Leader and key members of the Project Team <i>(Each C.V. shall be of no more than 2 pages in Font 12 to demonstrate previous experience in undertaking similar projects)</i>	<input type="checkbox"/>
Letter provided by sub-contractor/ sub-consultant	Applicant to provide letter from sub-contractor/sub-consultant agreeing to engagement for Project.	<input type="checkbox"/>
Justification for major budget items and quotations	Applicant to provide quotations for major budget items.	<input type="checkbox"/>
Evidence of other sources of funding for the Project that have been confirmed	Applicant to provide evidence of grant of other sources of funding for the Project.	<input type="checkbox"/>