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|  | **2018年度歷史文化系列活動校園資助計劃**  **申請表** | | |
| **澳 門 基 金 會 專 用** | | | |
| **收件章**  **(澳門基金會)** | | **收件編號** | **收件日期** |
| **經辦人** | **參考編號** |
| **收到附同本申請書的其他文件︰**  **🞏**　申請表甲、乙、丙部份 正本　電子檔 **🞏**學校執照及負責人身份證明文件 副本　電子檔  **🞏**預算明細表 正本　電子檔 **🞏**　銀行帳戶資料 副本　電子檔  **🞏**其他︰ | | | |

**填寫注意事項：**

1. 申請表由三部份組成：(甲部份)申請學校基本資料；(乙部份)資助申請項目說明；(丙部份)附件及聲明。申請學校須填寫並提交此三部份的資料。
2. 倘申請項目多於一項時，每個申請項目均須獨立填報項目說明及預算(乙部份的第三項)，並請自行複製該部份的表格填寫。
3. 請以電腦輸入或以正楷填寫本申請表，申請時須提交申請文件正本及可供編輯的電子檔，文件正本須請負責人簽署並蓋校印。
4. 請確保填寫資料準確、齊備，本會於處理申請時可能會要求學校提供更詳盡的資料，敬請於接到通知日起計15天內補交所需文件。
5. 如表格空間不足，可使用本會補充頁填寫。

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| **甲部份：申請學校基本資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **一. 申請者資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | | | 申請學校名稱（中文）： | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.2 | | | 申請學校名稱（外文）： | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.3 | | | 註冊地址： | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.4 | | | 通訊地址： | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.5 | | | 電話： | | | | | | | | | | | 1.6 | | | 傳真： | | | | | | | | | | |
| 1.7 | | | 電郵： | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.8 | | | 代表人姓名： | | | |  | | | | | | | 1.9 | | | 聯絡人姓名： | | | | | |  | | | | |
| 1.10 | | | 代表人職位： | | | |  | | | | | | | 1.11 | | | 聯絡人職位： | | | | | |  | | | | |
| 1.12 | | | 代表人電話： | | | |  | | | | | | | 1.13 | | | 聯絡人電話： | | | | | |  | | | | |
| **二. 銀行帳戶資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | | | 銀行名稱： | | |  | | | | | | | | | | | | | | | | | | | | | |
| 2.2 | | | 帳戶名稱： | | |  | | | | | | | | | | | | | | | | | | | | | |
| 2.3 | | | 帳戶號碼： | | |  | | | | | | | | | | | | | | | | | | | | | |
| **乙部份：資助申請項目說明** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **總體申請項目：( 請按申請項目優先次序排列，申請總項數不可多於4項 。)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **申請項目總數 \_\_\_\_\_\_ 項** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **編號** | | **項目名稱** | | | | | | | **預算支出**  **(澳門幣)** | | | **其他資助金額(澳門幣)** | | | | | | | | | **預算收入**  **(澳門幣)** | | | | | **向本會**  **申請資助金額**  **(澳門幣)** | |
| 待覆總計 | | | | 批准總計 | | | | |
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| 4 | |  | | | | | | |  | | |  | | | |  | | | | |  | | | | |  | |
| 總計 | | | | | | | | |  | | |  | | | |  | | | | |  | | | | |  | |
| **二. 總體項目說明 (如空間不足，可使用本會補充頁填寫。)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 理念（倘有，請用點列形式）： | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.2 目標： | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.3特色或創意（倘有，請用點列形式）： | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.4預期對學生的效益(成效)： | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **三. 單項項目說明** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **請注意：如申請項目多於一項，必須複印本部份，逐一項目填報申請，總申請項數不可多於4項。** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **項目編號：\_\_\_\_\_ /\_\_\_\_\_\_\_ (編號/ 總數) (請對應“乙部份：一. 總體項目說明之編號填寫”)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **項目資料** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1 | | | 項目名稱： | | | | |  | | | | | | | | | | | | | | | | | | | |
| 1.2 | | | 項目主題： | | | | |  | | | | | | | | | | | | | | | | | | | |
| 1.3 | | | 項目形式： | | | | |  | | | | | | | | | | | | | | | | | | | |
| 1.4 | | | 預計項目開始日期： | | | | | ( 日/ 月/ 年/ 時間 ) | | | | | | | | | | | | | | | | | | | |
| 1.5 | | | 預計項目完成日期： | | | | | ( 日/ 月/ 年 /時間 ) 共 天 | | | | | | | | | | | | | | | | | | | |
| 1.6 | | | 活動地點： | | | | |  | | | | | | | | | | | | | | | | | | | |
| 1.7 | | | 參加對象： | | | | | 人 | | | | | | | | 1.8 | | 參加人數： | | | | | | 人 | | | |
| 1.9 | | | 項目簡述 (可列表說明詳細項目內容) | | | | | | | | | | | | | | | | | | | | | | | | |
| **項目編號：\_\_\_\_\_ /\_\_\_\_\_\_\_ (編號/ 總數) (請對應“乙部份：一. 總體項目說明之編號填寫”)** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **申請項目預算** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.1 | | | | **其他收入預算明細** | | | | | | | 有 (如有，請提供下列資料) | | | | | | | | | | | 沒有 (請跳至2.2) | | | | | |
| **序** | | | | **來源** | | | | | | | **詳細說明** | | | | | | | | | | | | | | **金額 (澳門幣)** | | |
| 2.1.1 | | | |  | | | | | | |  | | | | | | | | | | | | | |  | | |
| 2.1.2 | | | |  | | | | | | |  | | | | | | | | | | | | | |  | | |
| 2.1.3 | | | |  | | | | | | |  | | | | | | | | | | | | | |  | | |
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| **總額：** | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| 2.2 | | | | **支出預算明細** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | **預算基礎：**  按過往開展同類項目的經驗推算；  以報價單為依據； 一般估算；  其他(請說明) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | |
| **序** | | | | **支出項目** | | | | | | **詳細說明/計算基礎 (運算公式)** | | | | | | | | | | **金額(澳門幣)** | | | | | | **報價單/憑據序號** | |
| 2.2.1 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.2 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.3 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.4 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.5 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.6 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.7 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.8 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.9 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.10 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.11 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.12 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.21.3 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.14 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| 2.2.15 | | | |  | | | | | |  | | | | | | | | | |  | | | | | |  | |
| **總額：** | | | | | | | | | | | | | | | | | | | |  | | | | | |  | |
| **丙部份：附件及聲明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **一. 附件** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本人（等）謹附交以下文件以供審核： | | | | | | | | | | | | | | | | | 曾提交及没變更 | | | 未能遞交之原因 | | | | | | | | **基金會專用** |
| 1.1 | | | | 學校執照副本 | | | | | | | | | |  | | |  | | |  | | | | | | | |  |
| 1.2 | | | | 機構代表人之身份證明文件副本 | | | | | | | | | |  | | |  | | |  | | | | | | | |  |
| 1.3 | | | | 詳細的活動計劃 | | | | | | | | | |  | |  | | | | | | | | | | | |  |
| 1.4 | | | | 銀行帳戶資料副本 | | | | | | | | | |  | |  | | | | | | | | | | | |  |
| 1.5 | | | | 報價單（如非A4尺寸，請將之貼於A4紙上） | | | | | | | | | |  | |  | | | | | | | | | | | |  |
| 1.6 | | | | 申請文件的電子檔案 | | | | | | | | | |  | |  | | | | | | | | | | | |  |
| 1.7 | | | | 其他具參考價值的資料（請註明）： | | | | | | | | | |  | |  | | | | | | | | | | | |  |
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| **二. 個人資料收集聲明** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 本表格內所提供的個人資料會用作舉辦“2018年度歷史文化系列活動校園資助計劃”批給的目的；根據法律規定或當事人同意而予以通告資料的實體為資料的接受者。當事人有權根據《個人資料保護法》第11條的規定，以書面方式向本會要求查閱、更正或更新其個人資料。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **三. 受資助者的義務** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1.** | | **一般義務** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | (1) | | | | 按所提交之計劃開展活動，倘原計劃有更改／變動，需在活動舉行前，得到澳門基金會(以下簡稱“基金會”)的許可。 | | | | | | | | | | | | | | | | | | | | | | |
|  | | (2) | | | | 確保活動以及活動過程的合法性，承擔由此產生的一切法律責任。基金會只提供財政資助。 | | | | | | | | | | | | | | | | | | | | | | |
|  | | (3) | | | | 不將任何資助款挪作他用。 | | | | | | | | | | | | | | | | | | | | | | |
|  | | (4) | | | | 倘獲得之資助款未在相關活動中用罄，應向基金會退還餘款。 | | | | | | | | | | | | | | | | | | | | | | |
|  | | (5) | | | | 獲資助項目涉及購買服務／物品，且該服務／物品提供者的行政管理機關成員及股東是本機構據位人或人員，或是本機構據位人或人員的配偶、直系血親或姻親、二親等內之旁系血親或姻親，又或是與本機構據位人或人員在共同經濟下生活之人的情況時，本機構據位人或人員已作出相應的利益迴避。 | | | | | | | | | | | | | | | | | | | | | | |
|  | | (6) | | | | 無論是否獲得資助，所有已遞交之申請文件及資料，將不退還。 | | | | | | | | | | | | | | | | | | | | | | |
| **2.** | | **提交活動報告之特別義務** | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | (1) | | | | 受資助學校須在活動舉行完畢三十日內提交活動總結報告表。如獲得該年度多項活動的資助則在最後一項受資助活動舉行完畢三十日內提交該年度多項活動的總結報告表。 | | | | | | | | | | | | | | | | | | | | | | |
|  | | (2) | | | | 延遲提交活動總結報告需說明理由並經基金會同意。 | | | | | | | | | | | | | | | | | | | | | | |

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| **3.** | **配合並服從調查和審計之特別義務** | |
|  | (1) | 配合並服從基金會對資助使用情况進行調查和審計之特別義務。 |
|  | (2) | 為履行上款之規定，有義務： |
|  |  | 1. 於活動完成後，保留與受資助活動相關之帳目以及單據正本至少五年，供基金會調閱、審計或核實其真實性。 2. 在收到基金會或受其委託之本地註冊賬目核查代表人的調查函後，就被調查之事項作出真實的、基金會認爲滿意的解釋或說明，並應基金會要求提供相關文件。 3. 尊重並積極配合受基金會委託之本地註冊賬目核查代表人的調查，及時提供、出示相關財務報表以及單據。 |
| **4.** | **項目執行之義務** | |
|  | 需為各參加者依法購買保險，並承擔倘有的法律責任及損害賠償。 | |
| **四. 資助之終止及其他** | | |
| 1. **資助之終止**    1. 申請文件或補充申請文件中的資料不屬實，屬虛報或隱瞞不報。    2. 活動出現任何重大變動或最終未能執行該項目。    3. 未能履行本表格三之“受資助者的義務”。 2. **退還資助款項、凍結**  |  | | --- | | * 1. 凡出現表格四第1項所列情況，基金會有權要求退還已收取的所有資助款項。涉及刑事責任者，基金會將依法追究其法律責任。   2. 凡由於表格四第1項所列原因而出現資助被終止的情况，有關機構或個人將被列入凍結名單，自資助被終止日起兩年內，基金會不受理該等機構或個人的其他資助申請。 |  1. **提請覆核、上訴**    1. 申請者可自有關通知之時起十五日內，以書面向作出行為者提出聲明異議。    2. 申請者尚可根據《行政程序法典》的規定，自有關通知之時起三十日內提起上訴。 | | |
| **五. 聲明** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **本人（等）聲明：** | | | | |  | 1. 遵守“2018年度歷史文化系列活動校園資助計劃”的章程及有關規定。 2. 所提交資料真確無訛，並承諾在接受澳門基金會之資助後，遵守本表格三之“受資助者的義務”的內容。 3. 閱悉本表格四之“資助之終止及其他”的內容。 4. 閱悉澳門基金會個人資料收集聲明。 | | | |  |  |  | /　　　　　/ |  | |  | **代表人簽名及機構蓋章** |  | **日期** |   請將填妥後的表格，連同其他文件送交澳門基金會特別計劃處。如有任何查詢，歡迎與吳小姐（8795 0996）或羅小姐 (8795 0927) 聯絡，傳真：8795 0908。  地址：澳門新馬路61-75號永光廣場七樓 網頁：http://www.fmac.org.mo 電子郵箱：dpe\_info@fm.org.mo  澳門基金會保留對上述內容的更正及解釋權利。 *（2018年1月起生效）* | | |

**註：**

1. 所有文件一經遞交，恕不退還。
2. 此表可複印使用。