



# 愛滋病信託基金委員會

## Council for the AIDS Trust Fund

進度/終期報告 (計劃/項目)

PROGRESS /FINAL REPORT (PROGRAMME/PROJECT)

二零一\_年四月一日至二零一\_年三月三十一日  
for 1 April 201\_ to 31 March 201\_

如此計劃/項目不在上述期限之內，請註明 Please specify if this is <u>NOT</u> the programme/project period:	
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請連同下列文件一併遞交

This form should be submitted with

1. 經審計後的收支結算表 Audited income and expenditure statement
2. 活動報告(「活動報告」應闡明項目的內容大綱、活動的進展、所得的成果、所受的限制，以及隨後各個階段的計劃。如該等資料已於最後/進度報告內載明，則無需在該報告贅述。3張A4紙超出此限的資料恕不受理。如秘書處欲要求你提供額外資料，會稍後與你聯絡) Activity Report (The "activities report" should describe the course of events, progress of activities, accomplishments and constraints, and plans on the ensuing phases, if such information is not included in the final/progress report. 3 A4 pages. The Secretariat will contact you if additional information is required. Excess pages would not be considered.)
3. 1份進度/終期報告、經審計後的收支結算表及活動報告副本(以A4紙雙面打印) 1 photocopy of progress/final report, audited income and expenditure statement and activities report, in 2-sided A4 papers
4. 一隻以MS WORD格式儲存進度/終期報告及活動報告的光碟 A CD of the completed progress/final report and activities report in MS WORD (PC) format

\* Delete as appropriate. 將不適用者刪去

(可用中文或英文填寫 This form can be completed in Chinese or English)

I. 計劃/項目名稱 Title of Programme/Project		
II. 申請人/機構名稱 Name of Applicant/Organization		
III 聯絡人資料 Information of co-ordinator		
聯絡人姓名 Programme/ Project co-ordinator	姓名 Name 機構 Organisation	
電話號碼 Tel no.	Title 職銜	

地址 Correspondence address	
電郵地址 E-mail address	

開始推行日期 Beginning date of implementation (mm/yyyy)	
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申請性質 Nature of Application: *計劃/項目 Programme/ Project	
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*計劃/項目類別代號—註釋1 Programme / Project category code – explanatory note 1	
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*計劃/項目服務對象 Programme / Project target population	
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撥款來源 : Funding source(s):	名稱 Name	百分比 Percentage
(a)		
(b)		
(c)		
(d)		

**IV. 計劃/單一項目宗旨 Programme / Single Project objectives**

如與原本宗旨不同，請註明 (If vary from original objectives, please specify)

(a)	
(b)	
(c)	
(d)	
(e)	

**V. 請概述計劃/單一項目的內容 Brief description of Programme / Single Project**

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VI. 計劃／單一項目指標 Programme/ Single Project Indicators	種類 – 過程 / 結果 Type – process / outcome	基線數值(如適用) Baseline value (if applicable)	201_年度結果 / 終期結果 Result for the Year 201_ / Final Result
(a)			
(b)			
(c)			
(d)			
(e)			

**VII. 多項目計劃的詳情描述 Description of multi-project Programme**

A: 計劃總數 No. of projects	B. 計劃列表：按下表(1)、(2).....的次序填寫 Project list: numbered from (1), (2) .....below		
Project title 計劃名稱	Project category 項目類別	Target population 服務對象	% efforts 所佔百分比
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
<b>Total</b>			<b>100</b>

**VIII. 項目描述 (只適用於多項目計劃) Descriptions for Projects (for multi-project Programme only)**

<b>項目 ( ) 宗旨 Project ( ) objectives</b>				
<b>(a)</b>				
<b>(b)</b>				
<b>(c)</b>				
<b>(d)</b>				
<b>(e)</b>				
<b>項目 ( ) 指標 Project ( ) Indicators</b>		<b>種類 – 過程 / 結果 Type – process/outcome</b>	<b>基線數值 (如適用) Baseline value (if applicable)</b>	<b>201_年度結果 /終期結果 Result for the Year 201_/ Final Result</b>
<b>(a)</b>				
<b>(b)</b>				
<b>(c)</b>				
<b>(d)</b>				
<b>(e)</b>				

如為多項目計劃，可自行影印此頁填寫。 Photocopy this page for multi-project programme

**IX. 收入及支出賬目 Statement of Income and Expenditure****收入 INCOME**

		港元HK\$
<b>愛滋病信託基金第一期撥款</b> <b>First instalment of grant received from the AIDS Trust Fund</b>		
	預算數額(港元) Budgeted Amount (HK\$)	<b>實際數額(港元)</b> Actual Amount (HK\$)
<b>加 其他收入來源</b> ，如其他資助，計劃的人場收費等等：-請註明列於申請表內的項目 <b>Plus other sources of income</b> , e.g. other source of sponsorship, admission fee of the project etc: - please specify the items as set out in the application form		
<b>A) 總收入 Total Income:</b>		

**5. 減支出 (請附夾經審計後的收支結算表) Less EXPENDITURE (Please attach Audited income and expenditure statement).**

	獲批數額(港元) Approved Amount (HK\$)	<b>實際數額(港元) Actual Amount (HK\$)</b>
<b>a) 員工支出 (請註明列於申請表內的項目)</b> <b>Staff expenses (Please specify the items as set out in the application form)</b>		
<b>小計 Sub-Total of a):</b>		
<b>b) 設備 (請註明列於申請表內的項目)</b> <b>Equipment (Please specify the items as set out in the application form)</b>		
<b>小計 Sub-Total of b):</b>		

<p>c) <b>服務</b> (請註明列於申請表內的項目)  <b>Service</b> (Please specify the items as set out in the application form)</p>		
<b>小計 Sub-Total of c):</b>		

**IX. 收入及支出賬目(續) Statement of Income and Expenditure (Con't)**

<p>d) <b>其他支出</b> (請註明列於申請表內的項目)  <b>Other expenses</b> (Please specify the items as set out in the application form)</p>		
<b>小計 Sub-Total of d):</b>		

<p><b>B) 總支出 Total Expenditure: (a + b + c + d)</b></p>		<b>HK\$</b>
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<p><b>餘額: (A-B)</b> (請用劃線支票退回餘款給愛滋病信託基金委員會秘書，抬頭為 “AIDS Trust Fund” )  <b>Balance: (A-B)</b> (Please refund any unspent balance, if any, to the Secretary, Council for the AIDS Trust Fund by crossed cheque payable to “AIDS Trust Fund”.)</p>	<b>HK\$</b>
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**X. 其他 (自行決定是否填寫):** 此報告會交予愛滋病信託基金委員會。請註明你是否想委員會委員特別注意此報告內任何部份或有關於此報告的其他資料。 **Others (Optional):** This report will be presented to the Council for the AIDS Trust Fund. Please specify if there is any particular part of this report, or any other information regarding this report, to which you wish to draw Members' special attention.

申請人簽署 Signature of applicant:

申請人姓名 Name of applicant:

申請人職位 Post/Rank of applicant:

日期 Date:

申請機構蓋章 Chop of applicant organization (if any):



多謝  
Thank you



### 註釋 Explanatory Note

1. 計劃類別應按其目的及形式加以界定(見下表)。每項計劃只應使用一個代號。如為多項目計劃，則不用填寫計劃類別代號，改而填寫項目類別代號。

Programme category is defined by objective and format (as follows). Use only one code for a programme. Leave blank in the case of a multi-project programme, the programme category should be left blank while the project category should be completed instead.

形式 FORMAT 宗旨 Objective	以人口為本 POPULATION-BASED	以小組或 特定環境為本 GROUP OR SETTING-BASED	以個人為本 INDIVIDUAL -BASED
加強認識及促進接納 Awareness & promotion of acceptance	A1	B1	不適用 Not applicable
警惕預防 Targeted prevention	不適用 Not applicable	B2	C2
關顧、治療及支援 Care, treatment and support	不適用 Not applicable	B3	C3
建立能力 Capacity building	不適用 Not applicable	B4	C4