



香港文化博物館
「共融計劃」活動申請表
Hong Kong Heritage Museum
Application for “Social Harmony Project” Activity

申請編號 Application No. _____

(請先閱讀申請須知及附上所需的證明文件副本。(Please read the **Notes on application** before completing this form and enclose copies of supporting documents as specified in the **Notes on application**.)

團體名稱 (中文)	Name of organisation (English)
團體地址 Address	
活動負責人 Name of person in charge (English)	聯絡電話 Contact telephone no.
(中文)	

申請參加的活動名稱、日期及時間 Name, date & time of activity	第一選擇 1st choice	第二選擇 2nd choice
	活動名稱 Name of activity	活動名稱 Name of activity
	日期 Date	日期 Date
	時間 Time	時間 Time
參觀人數 Number of participants	參加者類別 Type of participants	參加者年齡 Age of participants
隨行工作人員數目 Number of accompanying staff		總人數 Total number of participants
為參與是項活動，有否向參加者收取任何費用？ Will you charge participants for joining this activity?		
<input type="checkbox"/> 沒有 No <input type="checkbox"/> 有 Yes 請列明收費性質 Please specify the nature of the charges _____		

如團體需同時申請旅遊車接送服務，請填妥下列資料：

For applications for coach service, please fill in the information requested below:

旅遊車報到地點 Coach pick-up location	:
旅遊車報到時間 Coach pick-up date and time	:
旅遊車離開博物館時間 Coach return time	:
乘客總人數 Total no. of passengers	:

茲證明所填報的資料均正確無訛，並無遺漏。(須由團體負責人，例如主席、總理、行政秘書等簽署) The undersigned hereby certifies that all the information furnished on this form is complete and accurate. (To be signed by an officer or authorised person of the organisation, such as the chairman, director, general secretary, etc., or the teacher in charge)

姓名 Name	職位 Position	團體 印鑑 Organisation's Chop
簽署 Signature	日期 Date	

此欄由本館填寫 For official use only **申請表日期 Date received:** _____

申請已被 Application is	<input type="checkbox"/> 接受 accepted	<input type="checkbox"/> 拒絕 rejected	經辦職員姓名 Handled by
申請確定如下 Application confirmed as follows : 活動名稱 Activity : _____ 日期 Date : _____ 時間 Time : _____			日期 Date : _____ 發出確認信日期 Confirmation letter sent on : _____

香港文化博物館
「共融計劃」活動申請須知
Hong Kong Heritage Museum
Notes on application “Social Harmony Project” Activity

1. 凡接受香港社會福利署資助的非牟利團體或特殊學校可申請此項活動。非牟利團體或特殊學校於遞交申請時，請附上有關之證明文件副本以證明其非牟利性質，及符合接受香港社會福利署資助的非牟利團體資格。如團體註冊之有關文件、稅務局或其他政府部門發出之信件等。證書副本必須由團體負責人正式簽署，連同團體蓋印，以示真確。
 2. 每節參加活動人數最少二十人，最多為三十人。
 3. 參加人數每二十人需有一位申請團體所屬職員陪同。人數如超過二十人，請依據參觀人數按比例安排職員陪同。
 4. 申請手續
團體可在參觀日期前三個月至二星期前提交有關申請表格。團體須填寫「豁免入場費」和「共融計劃」活動申請表格各一，並電郵至hkkm@lcsd.gov.hk、寄交沙田文林路1號香港文化博物館(信封面請註明申請「共融計劃」)，或圖文傳真至2180 8111，以便跟進申請事宜。申請將根據先到先得的原則作出安排，唯申請接受與否，本館保留最後批核權。有關團體如未能提供申請表所需資料，有關申請將不予受理。
 5. 本館提供是項「共融計劃」為免費節目，申請參與是項節目的團體均不能因參與是項活動及旅遊車接送服務而收取參加活動人士任何費用。如申請團體因組織是項活動而向參加者收取任何費用，請於申請表格上列明收費性質。如申請人不遵守以上規定或提供虛假的資料，本館有權取消有關團體的申請，並登記有關資料，作為日後審批有關團體申請本館活動時參考。
 6. 團體如需旅遊車接送服務，必須於「共融計劃」活動申請表格內填妥有關所需資料，如有關團體未能提供申請表所需資料，有關申請將不予考慮。有關申請旅遊車接送服務接受與否，與及如對是次提供旅遊車接送服務事宜有任何爭議，本館保留最終決定權。
 7. 本館所提供的旅遊車接送服務不包括復康巴士。團體必須成功申請參加「共融計劃」活動，才可進一步獲安排旅遊車接送服務；安排旅遊車接送服務成功與否，亦需視乎旅遊巴士公司供應車輛情況而定。
1. All non-profit-making organisations and special schools registered in and subsidised by the Hong Kong Social Welfare Department are eligible to apply. For registered non-profit-making organisations, applicants need to submit copies of supporting documents confirming the charitable or non-profit-making nature of the organisation, such as documents of registration or letters issued by the Inland Revenue Department or other government departments. These copies are to be certified true by an authorised officer and stamped with the organisation’s chop.
 2. The number of participants in each group is limited to 20 to 30 persons.
 3. One teacher/leader is required to accompany each group of 20 people. Please increase the number of teachers/leaders accompanying the group proportionately if the group numbers more than 20.
 4. How to enrol
Applications for the activities can be made up to three (3) months in advance and must be made at least two (2) weeks before the date of the activity applied for. Organisations and special schools that apply for the activity are required to complete two separate application forms, one for “Waiver of Admission Charges” and one for the “Social Harmony Project”. Please return the forms either by email at hkkm@lcsd.gov.hk, by post to Hong Kong Heritage Museum, 1 Man Lam Road, Shatin, N.T. (please mark the envelope “Social Harmony Project”) or by fax to 2180 8111 for the museum to process your application. Applications will be processed on a first-come-first-served basis and are subject to the museum’s final approval. Applications will not be considered if the applicant fails to provide all the information requested on the application form.
 5. The “Social Harmony Project” is a free programme provided by the museum. Applicant organisations will not be permitted to impose charges of any kind on participants for taking part in the activities of the programme or for coach services. If an applicant organisation proposes imposing charges on participants for organising the activities, the nature of the charges shall be stated in the application form. If the applicant organisation fails to observe this condition or any information provided by the applicant organisation is found to be incorrect, the museum reserves the right to cancel the application. In addition, relevant information will be registered for reference when considering future applications by the organisation for other activities provided by the museum.
 6. If a coach service is required, applicant organisations must provide all relevant information on the “Social Harmony Project” application form. If an applicant organisation fails to provide the necessary information on the application form, its application will not be considered. The museum reserves the right to approve an application for a coach service and to arbitrate in any dispute concerning the service provided.
 7. A Rehabus service will not be provided by the museum. Arrangements for a coach service will be processed following successful application for the “Social Harmony Project” programme. The service is subject to availability of coaches at the coach company.

8. 確定申請
本館將於活動日期前十四工作天內回覆有關活動申請結果，及本館可望於團體參加活動日期前七個工作天內，回覆申請旅遊車接送服務結果(如適用)。如申請被接納，本館會致函有關團體以確定活動日期及安排。如於參觀日前一星期仍未接獲本館回覆活動申請結果，請與本館聯絡。如申請團體於不足兩星期前遞交申請表，本館或未能按上述時間內回覆有關活動申請結果。
8. How to confirm your enrolment
The museum will notify applicants of the result of their application fourteen (14) clear working days before the proposed date of activity and of the arrangement of coach services seven (7) clear working days beforehand (if applicable). If the application is accepted, the museum will confirm the activity and the arrangements with the group concerned by fax. If you have not received a reply from the museum one (1) week before the proposed date of activity, please contact the museum. If applicants submit their application less than two weeks before the proposed date of activity, the museum may not be able to notify the applicant of the result of the application within the above schedule.
9. 本館發出回覆信後，若申請人欲更改活動日期、時間、人數或活動安排，必須重新申請。申請表格內的資料如有變更或取消活動，亦必須立刻與本館聯絡。
9. A new application is required if there is any change in the date and time of the visit, the number of participants or the arrangement of the activity. Please notify the museum immediately if you need to make any changes to your application or to cancel it altogether.
10. 申請表格內所提供的個人資料只作申請本館活動之用。閣下如要求查閱及更正有關的個人資料，請致電2180 8180與本館教育活動組聯絡。
10. The personal data provided in the application form will be used only for the purpose of arranging museum activities. For corrections of or access to personal data following submission of the form, please contact our staff on 2180 8180.
11. 如有任何查詢，請致電2180 8180與有本館教育活動組聯絡。
11. For enquiries, please contact our staff on 2180 8180.