



**Agriculture, Fisheries  
and Conservation  
Department**

## **Sustainable Agricultural Development Fund**

### **Application Form**

### **(General Application)**

#### **Important Notes**

1. Please read the “Sustainable Agricultural Development Fund – Application Guidelines” carefully before completing this form, and provide all details of the project when submitting the form. If in doubt, please approach the Sustainable Agricultural Development Fund (SADF) Secretariat (the Secretariat) for enquiry.
2. This application form is only applicable to general applications under SADF. Applicants under the Farm Improvement Scheme should complete a separate application form.
3. All sections of the application form should be completed with supporting documents wherever required. Where the information sought is not applicable or not available, please fill in “N/A”.
4. Please insert “✓” in the appropriate “□”.
5. The application form must be duly signed by the person-in-charge of the project (e.g. the person authorised by the applicant) before submission.
6. If the project is jointly applied by several organisations, the organisations should identify and nominate a principal organisation as the applicant to apply for the project.
7. Please give clear and concise information. Additional pages may be attached to the form if necessary. Please ensure that all additional or supplementary information in relation to the application is provided together with the form. Failure to provide sufficient and correct information may result in the application not being processed.
8. An applicant should not commence a project before the results of application is known. The SADF (including the Director of the Agriculture, Fisheries and Conservation, the Advisory Committee of the Sustainable Agricultural Development Fund and the Secretariat) have no responsibility for any money incurred before a project is approved.

9. Information marked with “\*” in the application form, once signed and submitted, will be disclosed upon successful application.
10. Softcopy of the application form can be downloaded from the following website: <http://www.afcd.gov.hk/>.
11. An applicant shall provide true, accurate and complete information that is required for the purpose of this application and shall inform the Secretariat in writing immediately if there is any change of information in an application after its submission. Failure to do so may cause delay in the processing of application, and/or rejection of the application.
12. An applicant who gives incomplete, misleading or false information for the purpose of an application or obtains any grant under SADF by deception is subject to prosecution. Any application which contains incomplete, misleading or false information shall be rejected and any grant obtained by deception shall be refunded to the Government upon demand with interest and recoverable as a civil debt.
13. An applicant who is not an individual shall authorize in writing a person to make a declaration at pages 11-12. Such applicant and the person authorized to make the declaration shall be subjected to the same consequences and sanctions if the declaration made is false.
14. The offer of an advantage to any government officer and Advisory Committee members in relation to any applications under the SADF is an offence under the Prevention of Bribery Ordinance (cap. 201). Any such offence committed by an applicant or any of its directors, employees or agents will render its application and any funding agreement signed null and void.
15. Completed application forms, together with the associated project proposal and other supporting documents, can be emailed to [sadf@afcd.gov.hk](mailto:sadf@afcd.gov.hk) or mailed to the following address: (Applications received by mail will be dated by the postmark.)

The Sustainable Agricultural Development Fund Secretariat  
5/F, Cheung Sha Wan Government Offices  
303 Cheung Sha Wan Road, Kowloon, Hong Kong  
(Application for “the Sustainable Agricultural Development Fund”)

## **Section A – Information about the Organisation**

Name of Organisation*	(Chinese)		
	(English)		
Registered Office Address			
Mailing Address (if different from above)			
Name of Person-in-charge <sup>†</sup>		Post	
Telephone No.		Fax No.	
Mobile Phone No.		Email Address	
The organisation is registered or incorporated under <sup>#</sup>	<input type="checkbox"/> the Companies Ordinance (Year_____/Registration No. _____) <input type="checkbox"/> the Co-operative Societies Ordinance (Registration No. _____) <input type="checkbox"/> Others (Please specify: _____)		
Is the organisation a charitable body exempted from tax under section 88 of the Inland Revenue Ordinance?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please submit a copy of the relevant supporting document)		
Has the organisation received Government or any other subventions?	<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please specify in detail): <hr/> <hr/>		

<p>Background of the organisation</p> <p><i>(E.g. year of establishment, aims, funding source, history, membership profile and core activities, etc.)</i></p> <p><i>(Please submit the latest audited accounts or certified management accounts.) ^</i></p> <p><i>(Additional pages may be attached if necessary.)</i></p>	
<p>Has/Is the organisation previously/currently applied/applying for a grant from the Fund?</p> <p><i>(If any other application(s) have been submitted, please give the title(s) of the other project(s) and the relative priority of this application.)</i></p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (Please specify the reference number(s) of any previous application(s)/title(s) of the other project(s) currently under application and their relative priorities:</p> <p>_____</p> <p>_____</p> <p>_____)</p>

<p>Details of Co-organiser/Supporting Organisations</p> <p><i>(Please provide written consent by these organisations as appropriate.)</i></p>	<p>1) Name of Organisation: _____</p> <p>Contact Person and Tel. No.: _____</p> <p>Role: Co-organiser / Supporting Organisation <sup>†</sup></p> <p>Duties: _____</p> <p>Fund granted (if any): _____</p> <p>Status: Confirmed / To Be Confirmed <sup>‡</sup></p>
	<p>2) Name of Organisation: _____</p> <p>Contact Person and Tel. No.: _____</p> <p>Role: Co-organiser / Supporting Organisation <sup>†</sup></p> <p>Duties: _____</p> <p>Fund granted (if any): _____</p> <p>Status: Confirmed / To Be Confirmed <sup>‡</sup></p>
<p>Technical advice from AFCD is sought (if needed)</p>	<p><input type="checkbox"/> Technical advice from AFCD is sought</p> <p>The reasons for seeking advice from AFCD are as follows (if appropriate):-</p> <p>_____</p> <p>_____</p>

<sup>†</sup> The person-in-charge should be a person authorised by the applicant to submit the application. Please provide relevant supporting document(s).

<sup>‡</sup> Please delete as appropriate.

<sup>#</sup> Please insert “✓” where appropriate. Please provide a copy of the organisation’s registration document. To prove the legal status and nature of the organisation, please also submit a copy of the “Memorandum and Articles of Association”/ “Articles of Association” or other supporting documents.

<sup>^</sup> Please enclose the latest audited accounts of the organisation in respect of a financial year ending no earlier than three months prior to the date of this application; or if the organisation is not incorporated or otherwise not subject to mandatory accounting requirements, management accounts or unaudited

accounts covering a period of at least 12 months ending no earlier than three months prior to the date of this application. The accounts must be certified by the chairperson or head of the organisation or by certified public accountants.

## **Section B – Project Details**

Project title *	(Chinese)	
	(English)	
Nature of the project *	<input type="checkbox"/> Promoting farm mechanisation and modernisation <input type="checkbox"/> Research and development of new products and new farming practices, and transfer of knowledge <input type="checkbox"/> Facilitating rehabilitation of fallow agricultural land <input type="checkbox"/> Promoting brand-building and marketing of local agricultural produce <input type="checkbox"/> Promoting farming villages and/or leisure farming <input type="checkbox"/> Others (please specify: _____ )	
Any commercial element(s) involved? *	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project objectives *		
Brief description of the project * <i>(Please briefly describe the contents of the project, how the proposed activities will meet the objectives of the project effectively, and how the applicant will measure the efficacy of the project. Please also explain how the project outcomes and experiences will be shared with the agricultural industry.)</i> <i>(Separate sheet(s) may be used if necessary.)</i>		

Direct beneficiaries and their number *	<p>Number of such beneficiaries in the agricultural industry:</p> <p>_____</p> <p>Other stakeholders (if any, please specify:</p> <p>sector: _____ number of persons: _____</p> <p>sector: _____ number of persons: _____</p> <p>sector: _____ number of persons: _____</p> <p>sector: _____ number of persons: _____ )</p>	
Project period *	<p>From _____ (commencement date)</p> <p>to _____ (completion date)</p> <p>lasting for _____ months</p>	
<p>Proposed report submission dates</p> <p><i>(including: progress report, annual report, final report, financial statement or audited accounts with original receipts)</i></p>	Report type	Date
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
<p>Amount of grant sought (HK\$) *</p> <p><i>(Please provide a budget summary and projected cash flow as tabulated in <b><u>Annex 1</u></b> to this form.)</i></p>	<p>HK\$ _____</p>	



Proposed schedule of payment	Instalment	Amount (HK\$)	Proposed payment date
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
Is the project currently receiving a grant from any other Government fund(s) or private sponsorship (in kind or in cash)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details including the name(s) of the fund(s), the amount of grant, and items supported by the fund(s):      )		
Is the project the subject of a separate application for a grant from any other funding agencies (including public, private and overseas funds)?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details including the name of the agency, the amount sought and the application progress:      )		
Summary of activities	Please complete <b><u>Annex 2</u></b> .		

<p>Expected project outcomes and impact, methods for sharing deliverables / experiences of the project, and relevant assessment methods *</p>	<p>Please complete <b><u>Annex 3.</u></b></p>
<p>Particulars of the officer-in-charge (if applicable)</p>	<p>Name of the officer-in-charge: (Chinese) _____          (English) _____</p> <p>Post: (Chinese) _____          (English) _____</p> <p>Contact phone number: _____</p> <p>Email address: _____</p> <p>Fax number: _____</p>
<p>Details of the project team recruited according to the project budget (if applicable)</p>	<p>Please complete <b><u>Annex 4.</u></b></p>

## **Declaration**

I \_\_\_\_\_(name in full) of \_\_\_\_\_  
\_\_\_\_\_  
(HKID No. and residential address) am duly authorized by  
\_\_\_\_\_(name of organization) to make this declaration and  
hereby truly and sincerely declare as follows:-

1. The organisation **receives/does not receive**† Government or other subvention at present;
2. All activities seeking grant of SADF will not be used for political, religious or commercial purposes for any individual or organisation;
3. The organisation has not applied for funds from other sources for the project or activities under this application;
4. I have made a written declaration in accordance with the *Best Practice Checklist – Strengthening Integrity and Accountability – Grantee’s Guidebook* compiled by ICAC in relation to any actual, potential or perceived conflict of interest situations that may arise in the implementation of the proposed project, including conflict of interest among members of the Advisory Committee;
5. The information provided above is correct to the best of my knowledge;
6. I understand that provision of incorrect or false information or withholding any material information to mislead the Sustainable Agricultural Development Fund is a criminal offence. Offenders shall be liable to prosecution. The application will become void and any grant approved will be withheld and any payment made with interest must be refunded by me/us to the Government;
7. I understand that in the event that our application is signed, submitted and approved, and without prejudice to other rights and powers of the Government, we consent to the disclosure from time to time by the Government of information marked with “\*” in the application form;
8. In the event that our application is not successful, and without prejudice to other rights and powers of the Government, I **consent/do not consent**† to the disclosure from time to time by the Government of my name (or name of the organisation), title of the project, and the amount of the grant applied for public information.; and
9. The organisation understands and agrees to abide by the terms set out in the “Sustainable Agricultural Development Fund – Application Guidelines” and will comply with all the requirements laid down in the Agreement should I/we be granted under SADF for the project, including channelling back the net

revenue to the Government.

✧ *Please delete as appropriate*

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

DECLARED by \_\_\_\_\_ )

\_\_\_\_\_ )

(name of authorized person) )

IN THE PRESENCE OF \_\_\_\_\_ )

\_\_\_\_\_ )

(name of witness) )

\_\_\_\_\_ )

(HKID No.) )

\_\_\_\_\_ )

(position in organization) )

\_\_\_\_\_

(signed by authorized person)

\_\_\_\_\_

(signed by witness)

\_\_\_\_\_

(organization chop)

## **Personal Data Collection Statement**

### **Purposes of Collection**

The personal data and other related data provided by an individual as part of the application process are to be used by the Secretariat to process your application and to conduct research and surveys. The provision of personal data in the application is voluntary. However, if you do not provide sufficient and correct data, we may not be able to process your application.

### **Classes of Transferees and Disclosure of Project Details**

The personal data you provided in the application may be disclosed to other Government bureaux, commissions or departments for the purpose of processing the application, as well as conducting research and surveys.

### **Access to Personal Data**

An individual will have a right of access and correction with respect to personal data and the related data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). The right of access includes the right to obtain a copy of your personal data provided in this application. Such requests should be made in writing to the Secretariat.

Note:

Please photocopy this Form if more than one is required.

The Form may be amended by the Fund as and when necessary.

**Budget Summary and Projected Cash Flow**  
(Please attach detailed budget where necessary)

	Year 1				Year 2				Grand-total (HK\$)
	Items Description	Quantity	Unit Cost (HK\$)	Total (HK\$)	Items Description	Quantity	Unit Cost (HK\$)	Total (HK\$)	
<b>Projected Project Expenditure</b>									
Operating/ Programme/ Research Costs									
Sub-total									
Staff Cost									
Sub-total									
Equipment Cost (e.g. controlled-environment greenhouse, machanised farming equipment)									
Sub-total									
Administrative Cost									
Sub-total									
<b>Total Projected Project Expenditure (a)</b>									
<b>Projected Project Income (please specific each source of income)</b>									
Fees & Charges									
Sub-total									
Internal Source									
Sub-total									
Other Sponsorship									
Sub-total									
<b>Total Projected Project Income (b)</b>									
<b>Amount requested from the Fund (c)=(a)-(b)</b>									
Notes: 1. Please match the projected project expenditure and income timeline with the work schedule and activity summary in <b>Annex 2</b> . 2. If staff cost amounts to 50% or more of the total budget for the project, please provide justifications. 3. If the project is to be supported by volunteers, please advise on the expected number of volunteers and the nature of support and assistance to be given.									

**Annex 2**

**Work Schedule and Activity Summary**  
*(Please list out all the work schedule and activities under the proposed project  
in chronological order and provide the details of the activities.)*

<b><u>Proposed Activity (including Planning, Recruitment, etc.)</u></b>	<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Venue</u></b>	<b><u>Objectives and Contents</u></b>	<b><u>Anticipated No. of Participants</u></b>

<u>Proposed Activity</u> <u>(including Planning,</u> <u>Recruitment, etc.)</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Objectives and Contents</u>	<u>Anticipated No. of</u> <u>Participants</u>



**Expected Outcomes and Impacts of the Project and Evaluation**

**Expected Outcomes and Impact of the Project**

**(Examples: Sustainability of the project and its outcomes/impact, promotional value and potentials of the project outcomes, contributions to the local agricultural community and the entire agricultural industry)**

<b>Methods in Sharing Project Outcomes/Experience</b>

<b>Outcome Indicators (indicators must be specific, measurable and achievable)</b> <b>(Examples: the number of beneficiaries (count by heads) who will participate in the key activities, expected contributions to the agricultural industry, changes in output quantity/quality)</b>		<b>Method of Data Collection</b>
Key Indicator 1		<input type="checkbox"/> Registered Data of the Participants <input type="checkbox"/> Evaluation Question Set <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Other Methods Please specify: .....
Key Indicator 2		<input type="checkbox"/> Registered Data of the Participants <input type="checkbox"/> Evaluation Question Set <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Other Methods Please specify: .....
Key Indicator 3		<input type="checkbox"/> Registered Data of the Participants <input type="checkbox"/> Evaluation Question Set <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Other Methods Please specify: .....

Outcome Indicators (indicators must be specific, measurable and achievable) (Examples: the number of beneficiaries (count by heads) who will participate in the key activities, expected contributions to the agricultural industry, changes in output quantity/quality)		Method of Data Collection
Key Indicator 4		<input type="checkbox"/> Registered Data of the Participants <input type="checkbox"/> Evaluation Question Set <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Other Methods Please specify: .....
Key Indicator 5		<input type="checkbox"/> Registered Data of the Participants <input type="checkbox"/> Evaluation Question Set <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Other Methods Please specify: .....
Key Indicator 6		<input type="checkbox"/> Registered Data of the Participants <input type="checkbox"/> Evaluation Question Set <input type="checkbox"/> Follow-up Survey or Interview <input type="checkbox"/> Other Methods Please specify: .....

**Annex 4**

**Details of the Project Team Recruited According to the Project Budget (if any)**  
*(Please provide the following details for approval if existing staff are planned to be hired to participate in the project.)*

<b><u>Post (Number)</u></b>	<b><u>Role</u></b>	<b><u>Qualifications Required</u></b>	<b><u>Responsibilities in the Project</u></b>	<b><u>Part-time/ Full-time Staff</u></b>	<b><u>Amount of Time to be Contributed</u></b>	<b><u>Annual Salaries (HK\$) (Including MPF Contributions)</u></b>	<b><u>Recruitment Method</u></b>
	Person-in-charge				_____ working days per month		
	Member				_____ working days per month		
	Member				_____ working days per month		

<u>Post (Number)</u>	<u>Role</u>	<u>Qualifications Required</u>	<u>Responsibilities in the Project</u>	<u>Part-time/ Full-time Staff</u>	<u>Amount of Time to be Contributed</u>	<u>Annual Salaries (HK\$) (Including MPF Contributions)</u>	<u>Recruitment Method</u>
	Member				_____ working days per month		
	Member				_____ working days per month		
	Member				_____ working days per month		

## **Checklist for Applicant**

To help us process your application as quickly as possible, please kindly check that you have done the following when submitting the application form:

1. Completed all sections of the application form.
2. Had the declaration signed by the person authorised by the applicant to make the application, and affixed with the organisation's chop?
3. Attached the following documents:
  - ☐ documentary proof that the person-in-charge has been authorised by the applicant to make the application
  - ☐ a copy of the organisation's certificate of incorporation or other registration document(s)
  - ☐ a copy of the organisation's business registration certificate (if applicable)
  - ☐ documentary proofs of the organisation's nature (copies of its Memorandum and Articles of Association or Articles of Association, or other documentary proof(s): \_\_\_\_\_ )
  - ☐ background information of the organisation  
(please use separate sheet(s) as appropriate)
  - ☐ a set of the latest audited accounts or certified management accounts
  - ☐ a copy of document showing bank account number(s) specially used for the project (if applicable)
  - ☐ proofs of collaboration with co-organisers/supporting organisations  
(if applicable)
  - ☐ curricula vitae of the person-in-charge and members of the project  
(if applicable)
  - ☐ the budget (if applicable)
  - ☐ approval(s) required for the project (if applicable), including:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - ☐ completed declaration(s) of conflict of interest (if applicable)
  - ☐ the project proposal (optional)
  - ☐ documentary proof of financial capability (e.g. a written confirmation of funding support from the private funding source, or bank statements)  
(if applicable)
  - ☐ a compact disk copy of the completed application form and project proposal  
(in Word format) (optional)

- ☐ any relevant supplementary information on the project (if applicable), including:

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4. You are reminded that failure to supply the required documents or information may result in the application being rejected.

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