

**民政及青年事務局**  
**青年宿舍計劃 – 將酒店和旅館轉作青年宿舍用途的資助計劃**  
**Home and Youth Affairs Bureau**  
**Youth Hostel Scheme – Subsidy Scheme for**  
**Using Hotels and Guesthouses as Youth Hostels (“Subsidy Scheme”)**

**申請表格**  
**APPLICATION FORM**

1. 申請應由符合申請資格的非政府機構提出。

An application should be submitted by a non-governmental organisation (NGO) meeting the eligibility requirements.

[註：申請機構須符合以下資格 –

(a) 該非政府機構須為

- (i) 根據《稅務條例》(第 112 章)第 88 條獲豁免繳稅，屬公共性質的慈善機構或信託團體；
- (ii) 或根據《公司條例》(第 622 章)或前《公司條例》(第 32 章)註冊成立的擔保有限公司，其宗旨及權力不包括向成員分派利潤；或
- (iii) 根據香港任何法例註冊或成立的非牟利社團或組織；或

(b) 該非政府機構以社會企業形式運作。]

[Note: Each NGO must meet the following eligibility criteria:

(a) The NGO must be:

- (i) a charitable institution or trust of a public character exempt from tax under section 88 of the Inland Revenue Ordinance (Cap. 112); or
- (ii) a company incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32) as limited by guarantee whose objects and powers do not include distribution of profits to members; or
- (iii) a non-profit-making society registered or body established under any legislation in Hong Kong; or

(b) in the form of a social enterprise.]

2. 資助計劃全年接受申請，惟須視乎資助計劃的餘下可用撥款而定。

The Subsidy Scheme is open for application all year round, subject to the availability of funds under the Subsidy Scheme.

3. 申請(包括填妥的申請表格(正本)及所需文件)應以郵寄或親自遞交至以下通訊地址，或以電郵方式遞交至以下電郵地址：

通訊地址：

香港添馬添美道 2 號政府總部西翼 13 樓

「青年宿舍計劃」- 將酒店和旅館轉作青年宿舍用途的資助計劃

電郵地址： yhs@hyab.gov.hk

Applications (including a duly completed application form (in original) and all the required documents) should be submitted either by post or in person to the following correspondence address, or by email to the following email address:

Correspondence address:

Youth Hostel Scheme – Subsidy Scheme for Using

Hotels and Guesthouses as Youth Hostels

13/F, West Wing, Central Government Offices

2 Tim Mei Avenue, Tamar, Hong Kong

Email address: yhs@hyab.gov.hk

4. 申請將由民政及青年事務局審理。有需要時，非政府機構申請者須提交補充資料以協助評審工作。

Applications will be assessed by the Home and Youth Affairs Bureau. Where necessary, NGO applicants should provide additional information to assist in the assessment.

5. 政府有權按立法會批出的撥款，決定是否及何時批准項目的申請。

The Government has the discretion to decide whether and when to approve this application or otherwise, in accordance with the approval by the Legislative Council to fund the Subsidy Scheme.

6. 在符合《個人資料(私隱)條例》(第 486 章) (「私隱條例」) 的規定下，政府有權在其認為適當時，以及在無須進一步知會或諮詢非政府機構申請者的情況下，披露與申請有關的資料。非政府機構申請者提交本申請表格，即表示其不可撤銷及無條件地授權並同意政府作出上述披露。

Subject to the provisions of the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”), the Government shall have the right to disclose, without further consultation with or notification to NGO applicants, whenever appropriate, any information in relation to the applications. In submitting the Application Form, each NGO applicant irrevocably and unconditionally authorises the Government to make and consents to the Government making the aforesaid disclosure.

7. 政府或其授權處理資助計劃的人士有權按需要使用和/或披露申請表格上的資料(以及有關資料)，以便審核申請、研究、安排宣傳資助計劃或已批准的項目、監督及評估項目、與相關人士/團體分享等。

The Government or its authorised users who are engaged to handle the Subsidy Scheme shall have the right to make use of and /or disclose the information in relation to the applications (as well as related information) as necessary for the purposes of assessing applications, conducting research, arranging publicity for the Subsidy Scheme or the approved projects, monitoring and evaluation of the projects and sharing with other parties concerned.

8. 如表格空間不足夠填寫所需資料，請於外加頁上標示其項目名稱。圖則以 A3 大小及不少於 1:100 的比例為宜。

Please insert additional sheets and labels clearly the project concerned, if the space provided in the form is not sufficient. Plans shall be in a legible size preferably in 1:100 or above for scaled drawings and in A3 size.

9. 如有任何查詢，請與民政及青年事務局聯絡。

Please contact the Home and Youth Affairs Bureau if you have any enquiries.

電話號碼 Telephone No. : 3655 4176

電郵地址 Email Address : yhs@hyab.gov.hk

(只供內部填寫 Official Use Only)

收件日期：\_\_\_\_\_

Date of Receipt: \_\_\_\_\_

編號：\_\_\_\_\_

Serial No.: \_\_\_\_\_

申請作為青年宿舍項目的酒店/旅館之名稱 <b>Name of hotel /guesthouse for use as youth hostel under application</b>	
酒店/旅館地址 <b>Address of the hotel / guesthouse</b>	

**第一部分 非政府機構申請者資料**  
**Section I Particulars of the NGO Applicant**

**A. 非政府機構申請者 Details of the NGO Applicant**

中文名稱 Name in Chinese : \_\_\_\_\_

英文名稱 Name in English: \_\_\_\_\_

中文地址 Address in Chinese: \_\_\_\_\_

英文地址 Address in English: \_\_\_\_\_

\_\_\_\_\_

電話號碼 Telephone Number : \_\_\_\_\_

傳真號碼 Fax Number : \_\_\_\_\_

機構網址 Website of the NGO : \_\_\_\_\_

## B. 項目統籌人資料 Details of the Project Coordinator

[註：非政府機構申請者須委任轄下一名員工擔任項目統籌人，負責處理所有與申請相關的事宜，以及如申請獲批後，監督項目推行、監督獲批款項的妥善運用、與民政及青年事務局聯絡，以及匯報項目進度。項目統籌人應在提供個人資料前參閱第 19-20 頁的收集個人資料聲明。]

[Note: The NGO applicant shall appoint a staff member from its organisation as the Project Coordinator for handling all matters related to the application, and if approved, overseeing the implementation of the project, monitoring the proper use of the funds approved, liaising with the Home and Youth Affairs Bureau, and reporting on progress of the project. The project coordinator should take note of the Personal Information Collection Statement on pages 19-20 before giving his/her details below.]

姓名 : \_\_\_\_\_ \*

Name in English: \_\_\_\_\_ \*

職銜 Post Title: \_\_\_\_\_

中文地址(辦事處) Address in Chinese: \_\_\_\_\_

\_\_\_\_\_

英文地址(Office) Address in English: \_\_\_\_\_

\_\_\_\_\_

電話號碼 Telephone Number :

辦事處 Office: \_\_\_\_\_ 手提電話 Mobile: \_\_\_\_\_

傳真號碼 Fax Number : \_\_\_\_\_

電郵地址 Email Address : \_\_\_\_\_

## C. 註冊資料 Registration Information<sup>#</sup>

<sup>#</sup> 請夾附有關的證明文件。 Please attach the related documentary proof.

非政府機構申請者為《稅務條例》(第 112 章)第 88 條下獲認可之慈善機構/信託團體。

The NGO applicant is a charitable institution/trust of a public character under section 88 of the Inland Revenue Ordinance (Cap. 112).

☐ 是 Yes ☐ 否 No

非政府機構申請者根據以下條例註冊<sup>^</sup> –

The NGO applicant is registered under the following Ordinance<sup>^</sup> –

☐ 根據《公司條例》(第 622 章) 或前《公司條例》(第 32 章) 註冊成立的擔保有限公司

A company limited by guarantee incorporated under the Companies Ordinance (Cap. 622) or the former Companies Ordinance (Cap. 32)

公司註冊編號                      Company Registration Number: \_\_\_\_\_

☐ 《社團條例》(第 151 章)                      Societies Ordinance (Cap. 151)

☐ 其他條例                      Other Ordinance

請註明                      Please specify: \_\_\_\_\_

<sup>^</sup> 非政府機構申請者為載列於由民政事務總署編製的《社企消費熱點》(<https://www.sehk.gov.hk/tc/search.php>)或社會企業商務中心編製的《社企指南》(<https://www.socialenterprise.org.hk/zh-hant/sedb>)內的機構，或已獲得香港社會企業總會的社企認證(<https://www.seemark.hk/>)。

The NGO applicant is an institution listed under the “Hot spots for consumptions at Social Enterprises” compiled by the Home Affairs Department (<https://www.sehk.gov.hk/en/search.php>), or the “Social Enterprise Directory” compiled by the Social Enterprise Business Centre (<https://www.socialenterprise.org.hk/en/sedb>), or a social enterprise accredited by the Hong Kong General Chamber of Social Enterprises. (<https://www.seemark.hk/>).

☐ 是 Yes                      ☐ 否 No

## 第二部分            技術範疇 Section II           Technical Aspects

### (1) 酒店/旅館資料及租用安排

#### Hotel/Guesthouse Information & Rental Arrangement

(請在下方空白位置或在附頁提供擬用作青年宿舍的酒店/旅館資料，包括但不限於：酒店/旅館的名稱、地址、牌照號碼、平面圖及租用安排（例如租用酒店或旅館的年期及範圍）等。)

(Please provide information about the hotel/guesthouse proposed for use as a youth hostel, including but not limited to: name, address, license number and layout plan of hotel/guesthouse, rental arrangement (such as the rental period and scope), etc. in the space below or attached sheets.)

## (2)設施明細表 Schedule of Accommodation

請提供所有地方的建議用途。 Please provide the proposed uses of all areas.

位置 Location	設施 Facility	數量 Quantity	面積 Area (平方米 M <sup>2</sup> )
例子 e.g.  ABC 酒店/旅館 ABC Hotel/Guesthouse	每個約 15 平方米的客房及相關公眾地方 ~15m <sup>2</sup> guest rooms and the associated common	50	750
	每個約 18 平方米的客房及相關公眾地方 ~18m <sup>2</sup> guest rooms and associated common area	10	180
	共用煮食空間 communal cooking area	1	30



**(3)建議的小型改善工程/設備添置 (如有)**

**Proposal of the Minor Improvement Works / Furnishing (if any)**

(請在下方空白位置或在附頁提供圖則、平面圖等資料以闡述建議的小型改善工程/設備添置。請告知會否委託合資格專業人員/承包商負責小型改善工程/設備添置及一切相關事項，或會由機構內相關專業人員負責。)

(Please illustrate the proposed minor improvement works/furnishing by providing drawings, floor plans, etc. at the space below or attached sheets. Please also indicate whether qualified professional personnel/contractors would be engaged to undertake the minor improvement works/furnishing and all related matters, or such works/furnishing would be undertaken by internal qualified staff of the NGO applicant.)

第三部分      財務因素  
Section III      Financial Considerations

(1) 營運收入及開支      Operational income and expenditure

項目 Item	預期 營運收入及開支 Estimated operational income and expenditure (HK\$)	計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible)
(A) 預期項目租金收入、資助、或其他收入 Estimated rental income, subsidy or any other income from the project		
1. 租金收入 Rental income		
2. 預期由資助計劃獲得的 資助 Expected subsidy from the Subsidy Scheme		
3. 其他收入 (如有) Other income, if any		
小計 Sub-total (A)		
(B) 預期項目的營運開支 Estimated operational expenditure for the project		
1. 支付予酒店/旅館的租金 Rent payable to the hotel/guesthouse		
2. 行政開支 Administrative expenses		
(a) 租戶招募 Tenant recruitment		
(b) 租務管理 Rental management		
(c) 審計費用 Audit fee		
(d) 其他運作開支 (如有，請列明詳情) Other operating cost (Please list out if any)		

3. 小型改善工程/設備添置 (如有，請列明詳情) Minor improvement works /furnishing (Please list out if any)		
4. 為租戶及社區提供增值 和社區服務的開支 Expenses for providing value-added and community services to tenants and the community		
5. 其他項目 (如有，請列明詳情) Other items (Please list out, if any)		
小計 Sub-total (B)		
(C) 預期租戶的申請資格、租期及租金水平 Proposed eligibility criteria for applying as a tenant of the youth hostel project, lease term and rental levels.		

以上預算以提交申請當日的價格為準。以上項目僅供參考。申請人應盡可能提供所有相關項目預算明細。

The above estimation is at price level of the date of the application submission. The items listed above are for reference only. The applicant should provide all relevant cost estimation breakdowns as far as practicable.

**(2) 其他資金來源(如適用)****Other Funding Sources (if applicable)**

項目 Item	承擔形式 Form of Contribution (現金/實物) (Cash/In-kind)	總計 Total (HK\$)	計算方法 Calculation (請盡量列明各分項 的計算方法) (Please show calculation of each item as far as possible)
<b>(A) 來自非政府機構申請者／所屬母機構的資金</b> Funding from the NGO applicant / its parent organisation			
1.			
2.			
	小計 Sub-total (A)		
<b>(B) 第三方贊助</b> Third Party Sponsorship			
(i) 贊助機構名稱 Name of the sponsor: _____ 贊助機構業務性質 Business nature of the sponsor: _____ 撥款用途 Purpose(s) of funding: _____			
1.			
2.			
(ii) 贊助機構名稱 Name of the sponsor: _____ 贊助機構業務性質 Business nature of the sponsor: _____ 撥款用途 Purpose(s) of funding: _____			
1.			
2.			
	小計 Sub-total (B)		
<b>(C) 其它</b> Others			
1.			
	小計 Sub-total (A)		

**第四部分            管理能力及其他考慮因素**  
**Section IV           Management Capability and Other Considerations**

**(1) 非政府機構申請者的管理能力**  
**Management Capabilities of NGO Applicant**

- (i) 背景、專業知識及經驗  
The background, expertise and experience

(ii) 過去執行相似或相關項目的經驗(如有)

Experiences in implementing projects of similar or relevant nature (if any)

**(2) 非政府機構的收入來源 (如過去兩年經審核的財務報表)**

**Source(s) of income of the NGO (e.g. audited financial statements of the NGO in the past two years)**

如非政府機構需要就參與資助計劃取得起動資金或預支資助額，請在此提供理據。

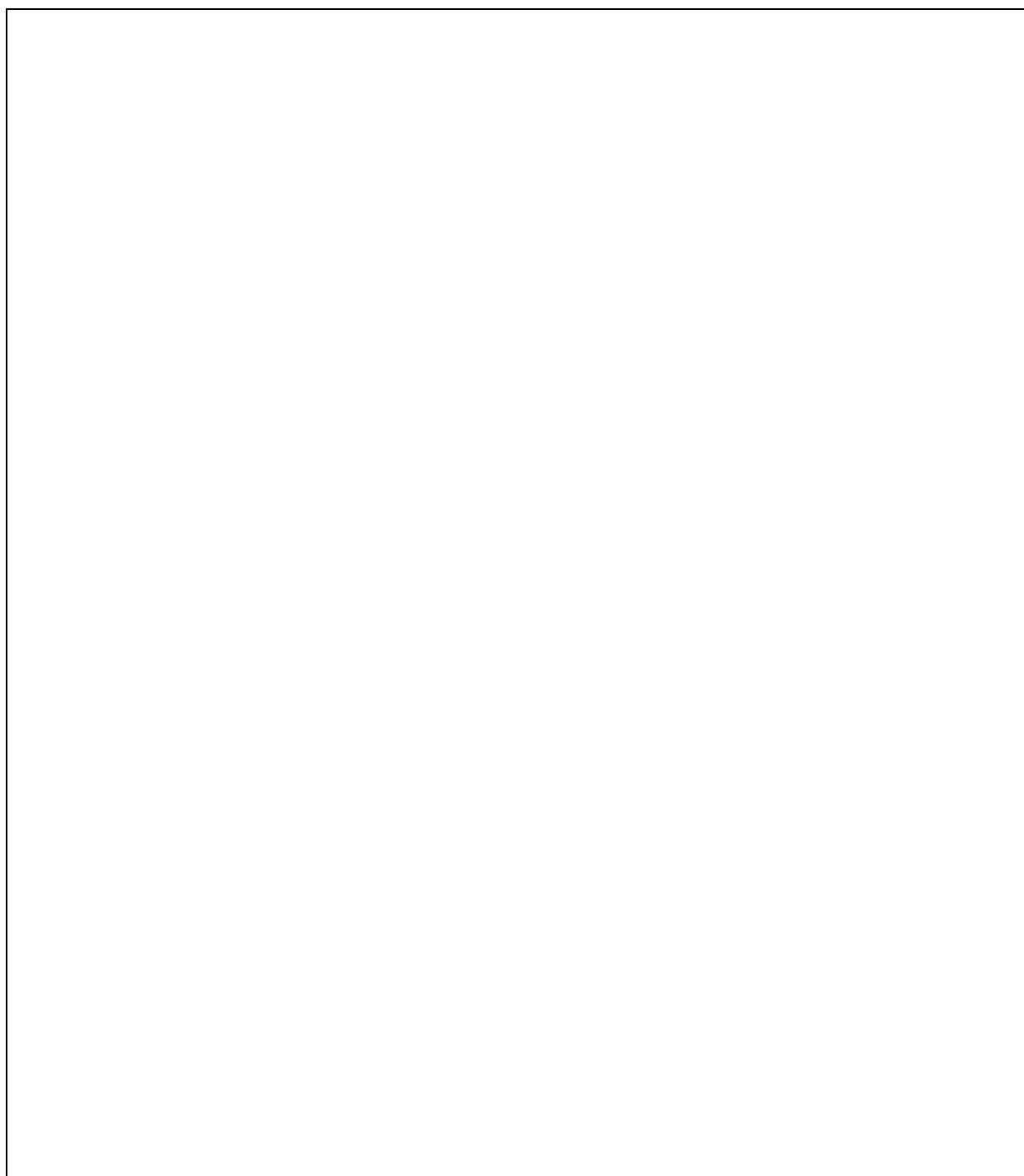
If the NGOs needs to obtain initial capital or advanced subsidy for the Subsidy Scheme, please provide the justifications in the below.

### (3) 向青年租戶提供的增值服務及活動

（增值服務及活動的例子包括讓青年加深對國家的認識、了解粵港澳大灣區發展所帶來的機遇、令青年租戶建立理財觀念、自我增值及發展才能，以及培養青年的正向思維等的活動）

#### **The provision of value-added services and activities to youth tenants**

(Examples of value-added services and activities include those that enrich young people's understanding of our Country and the opportunities brought by the Guangdong-Hong Kong-Macao Greater Bay Area development, help youth tenants establish a sense of financial management, self-enrichment and talent development, as well as nurture young people's positive thinking, etc.)





#### (4) 青年服務社區的元素

（申請人應闡述計劃安排的社會及志願服務，以及如何培養青年宿生對社會的歸屬感和責任感，從而讓青年建立主人翁意識。）

##### **Elements of youth community services**

(The applicant should illustrate the planning of community and volunteer services, how the services could nurture youth tenants' sense of belonging to the society and responsibility thereby cultivating their sense of ownership.)

(5) 退出方案 (例如：於項目營運期後或酒店/旅館中途退出項目時，如何安排居民遷出等)

**Exit plan (e.g. the arrangement to vacate the premises upon completion of the operation or in the case that the hotel/guesthouse terminates the operation, etc.)**

第五部分  
Section V

項目推行時間表  
Project Implementation Timetable

工作 Task	時間表 Timetable

## **第六部分            利益申報**

### **Section VI           Declaration of Interest**

本機構明白，如本機構、董事會成員或職員持有與申請作為青年宿舍項目的酒店/旅館有業務來往之任何公司的直接或間接利益，須向民政及青年事務局申報。

We understand that if we, member of Board of directors or staff have any direct or indirect interest in any company which has business dealings with the hotel/guesthouse for use as youth hostel under application, we shall make a declaration to Home and Youth Affairs Bureau.

現申報本機構、董事會成員或職員在計劃中存在/可能引起利益衝突的情況：  
We would like to declare the following existing/potential conflict of interest situation arising from the discharge of our duties concerning the Subsidy Scheme.

- a) 本機構與該酒店/旅館的業務往來，或有業務往來及 / 或擁有個人利益的董事會成員或職員：

The official dealings between the hotel/guesthouse and us, or the Board of Directors or staff who has official dealings and/or personal interest

---

---

- b) 與上文(a)項所述有關的職務概要：  
Brief description of the dealings/duties in (a)

---

---

---

<p style="text-align: center;"><b>非政府機構申請者聲明及同意書</b> <b>Declaration and Consent of the NGO-Applicant</b></p>
--

1. 本登記表格填報的資料和所提交的文件均屬真確無訛。本人/我們明白如資料不實及/或未有提供要求的資料，包括任何個人資料(定義見《個人資料(私隱)條例》(第 486 章) (「私隱條例」))，申請將被當無效，同時計劃將停止發放資助，已支付的款項亦須全數退還政府。

I/We certify that all the information given herein and submissions made in relation to this registration form are true and accurate. I/We understand that any inaccurate information and/or a failure to provide the requested information, including any personal data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”)), will render the application invalid, any grant approved withheld, and any payment made refunded to the Government.

2. 本人/我們同意政府可使用本申請表格內的資料和所提交的文件，以審批該申請及作有關用途包括研究、安排宣傳資助計劃或已批准的項目、監督及評估項目、與相關人士/團體分享，以及與上述用途直接有關、引起及其附帶的其他用途。本人/我們並同意政府如有需要，可在符合私隱條例的規定下，將申請表格內及日後所提交的資料公開。

I/We agree that information given herein and documents submitted in relation to this registration may be used by the Government to process the registration and for related purposes including conducting research, arranging publicity for the Subsidy Scheme or the approved projects, monitoring and evaluation of the projects and sharing with other parties concerned, and any other purposes directly related to, arising from or incidental to the above purposes. I/We also agree that information contained in this registration form and subsequent submissions may be published by the Government if necessary, subject to the provisions of the PDPO.

3. 本機構同意及/或獲妥為授權按此申請表格的要求提供個人資料（定義見私隱條例）。我們已閱讀收集個人資料聲明（「聲明」）並明白其內容，並同意政府可將提供的個人資料用於聲明第 1 段指明的用途。
4. We agree to and/or are duly authorised to provide personal data (as defined under the PDPO) as required in this application form. We have read the Personal Information Collection Statement (“Statement”) and understand its content, and agree that the personal data provided may be used by the Government for the purposes specified in paragraph 1 of the Statement.
5. 本機構同意此申請中的個人資料可傳送和/或披露至其他政府政策局、部門、其他相關機構和第三方，以作聲明第 1 段的指明用途。

We agree that the personal data provided in this application may be transferred and/or disclosed to other Government bureaux, departments, other relevant organisations and third parties for the purposes specified in paragraph 1 of the Statement.

6. 本機構明白政府或會與我們聯絡，以核實與此申請相關的已提供資料及所呈交的文件。

We understand that the Government may contact us to verify the information provided and documents submitted in relation to this application.

**由非政府機構申請者填寫**  
***To be completed by the NGO Applicant***

簽署 Signature \_\_\_\_\_

姓名 Name \_\_\_\_\_

職銜 Post Title<sup>^</sup> \_\_\_\_\_

非政府機構名稱  
Name of the  
NGO Applicant \_\_\_\_\_

日期 Date \_\_\_\_\_



機構蓋章  
Organisation Chop

<sup>^</sup> 簽署人須為代表非政府機構申請者的獲授權人士，如機構主席或總幹事等  
The signature must be an authorised signatory for and on behalf of the NGO applicant such as Chairperson or Chief Executive, etc.

**收集個人資料聲明**  
**Personal Information Collection Statement**

**收集的目的**  
**Purpose of Collection**

1. 民政及青年事務局會使用透過本表格所獲得的個人資料作下列用途：

- (a) 處理你/你們在本表格填報的資料和所提交文件的相關事務；
- (b) 研究、安排宣傳資助計劃或已批准的項目、監督及評估項目、與相關人士/團體分享；及
- (c) 與上述用途直接有關、引起及其附帶的其他用途。

The personal data provided by means of this form will be used by the Home and Youth Affairs Bureau for the following purposes:

- (a) Matters relating to the processing of information given herein and documents submitted by you;
- (b) conducting research, arranging publicity for the Subsidy Scheme or the approved projects, monitoring and evaluation of the projects and sharing with other parties concerned; and
- (c) any other purposes directly related to, arising from or incidental to the above purposes.

2. 你/你們必須提供本表格所要求的個人資料。假如你/你們未能提供所需資料，可能導致處理此登記時出現延誤，或甚至令此登記被拒絕。

It is obligatory for you to provide the personal data as required in the form. If you fail to provide the required data, this may result in the delay in processing or even rejection of this registration.

3. 本局須根據政府既定資訊保安要求，安全地持有個人資料。本局將採取切實可行的措施，以保障個人資料不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

The Home and Youth Affairs Bureau shall hold the personal data securely in accordance with prevailing Government information security requirements. All practicable steps will be taken to protect the personal data against unauthorised or accidental access, processing, erasure, loss or use.

**傳送和/或資料披露**

**Transfer and/or Disclosure of the Personal Data**

4. 本局不會把你/你們在本表格提供的資料，用於未於上述第 1 段指明的任何其他用途，亦會根據收集資料的目的及相關法定條文，按需要將你/你們的個人資料保存一段合理時間。在那之後，你/你們的個人資料將被刪除。

The information provided by you in this form will not be used by the Home and Youth Affairs Bureau for any other purposes not specified in paragraph 1 above. Your personal data will be kept by the Home and Youth Affairs Bureau for a reasonable period of time as may be required for the purposes for which the data are collected and in accordance with relevant statutory provisions. After that time, your personal data will be erased.

5. 出於上述第 1 段所列的用途，你/你們在此登記表格中提供的個人資料可被傳送和/或披露至其他政府政策局、部門、其他相關機構和第三方。

The personal data you provided in this form may be transferred and/or disclosed to other Government bureaux, departments, other relevant organisations and third parties for the purposes mentioned in paragraph 1 above.

### **索閱個人資料**

#### **Access to Personal Data**

6. 根據《個人資料(私隱)條例》(第 486 章)(「本條例」)，個人資料的當事人及獲該個人資料的當事人書面授權的任何人士有權查閱及改正所提交的個人資料。本局有權就有關資料索閱的要求收取合理費用。如要求查閱及改正個人資料，請與本局聯絡。

An individual who is the subject of the personal data and any person authorised by such personal data subject in writing have the right of access and correction with respect to the personal data as provided under the PDPO. The Home and Youth Affairs Bureau has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Home and Youth Affairs Bureau.

– 完 –

– End –