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| **項目名稱：** |  |  | **項目編號：** | **CI/** |  |
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|  |  |  |  |  | 社區參與計劃撥款的原來核准額 |  | 實際支出 |  |  |  |  |  |  |
|  | (A)項目 |  | (B)收據編號 |  | (C)數目／數量 |  | (D)單位成本（元） |  | (E)社區參與計劃撥款的原來核准額（元）=(C)×(D) |  | (F)數目／數量 |  | (G)單位成本（元） |  | (H)**支出總額（元）**=(F)×(G) |  | (I)以其他收入來源支付的款額（元） |  | (J)以社區參與計劃撥款支付的款額（元） |  | 只供民政處填寫 |
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|  | 小計／總額： |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **項目名稱：** |  |  | **項目編號：** | **CI/** |  |

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|  | 小計／總額： |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**由政府人員／獲資助者的獲授權人所作的證明\***

本人謹此證實：

(1) 上述資料正確無誤，並無任何遺漏；

(2) 所購置的各項物品在認收時完好無損，所開列的各項服務也屬合理並為有關項目所需，而所有開支均符合\*《運用社區參與計劃撥款守則》（下稱“守則”）／《社區參與計劃撥款指引》（下稱“指引”）註訂明的規定和民政事務總署署長（下稱“署長”）或獲其授權的人員施加的條款及條件；

(3) 項目的各項物品及服務的報價和獲接納的採購價，與市場價格比較，均屬合理；

(4) 上述的開支只用於推行相關的社區參與計劃項目；以及

(5) 申領的中央行政費用不曾獲得政府資助。\*

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| 正式印章 |  | 姓名： |  |
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|  |  | 職位： |  |
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|  |  | 政府部門／獲資助者\*名稱： |  |
|  |  |  |  |
|  |  | 日期： |  |

\* 請刪去不適用者

註： 如項目由政府部門、民政事務處、區議會或區議會／民政事務處轄下委員會／工作小組自行推行，請參閱守則。如項目由非政府機構推行或由民政事務處、區議會或區議會／民政事務處轄下委員會／工作小組與非政府機構合辦，請參閱指引。

個人資料收集目的

1. 在本表格內提供的個人資料，會由民政事務總署用於處理與運用社區參與計劃撥款有關的事宜，以及推廣社區參與活動和鼓勵巿民參與社區事務。收集所需個人資料屬強制要求，未能按上述要求提供完整個人資料的申請將不獲考慮。

資料轉移對象類別

2. 在本表格內提供的個人資料，可為上文第1段所述的目的而向政府其他部門、局及有關人士和團體披露。

查閱個人資料

3. 申請機構的負責人員有權根據《個人資料（私隱）條例》（第486章）查閱和更正已提供的個人資料。查閱權包括取得本表格內資料當事人個人資料的副本。

查詢

4. 如對使用本表格收集的個人資料有任何查詢（包括查閱和更正資料），請與下述人員聯絡：

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| 文書主任(區議會)1 |
| 東區民政事務處 |
| （電話號碼：2886 6536／2886 6598） |
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