

# Application and Vetting (Industry Support Programme)



# Application and Vetting

- Applications for the Enterprise Support Programme are accepted all the year around.
- Applicants are required to **complete an application form (No application fee will be charged)**.
- Copies of the latest Application Form can be obtained at the Secretariat or downloaded from the Recycling Fund website ([www.recyclingfund.hk](http://www.recyclingfund.hk)).
- The following documents are required to be submitted for the application:**
  - Duly completed and signed application form in two hard copies and one soft copy (preferably in MS Word format)
  - Registration and supporting documents of the applicant
- The completed application form together with the supporting documents set out in the above should be sent to the Secretariat **in person or by post**. The applicant may submit the softcopy of the application form and copies of the supporting documents mentioned above to the Secretariat via email at [enquiry@recyclingfund.hk](mailto:enquiry@recyclingfund.hk).
- Incomplete applications or applications not submitted in accordance with the format as prescribed above, including an application submitted by facsimile or e-mail or without submission of the original hard copy, or the application form is not duly signed by the person-in-charge of the proposed project or affixed with seal of the applicant, will not be processed.



# Application and Vetting – Industry Support Programme

## Note to Applicant

- Please describe how the deliverables of the project would be shared with the members of the recycling industry to benefit the industry as a whole and fill in the table below. (Part B Question 7viii) :

成果Deliverable	受惠對象 Target group of beneficiaries	受惠者數目 Estimated number of beneficiaries	接觸受惠者方式 Method to reach the beneficiaries
upgrade the skills of employees and / or enhance the safety and health standards and productivity of enterprises	Recycling industry as a whole	200 enterprises	Organize training courses to enhance the safety and health standards of the front line employees

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- 🌱 KPI(s) (including tangible and / or intangible) of the project for monitoring and evaluation and the method for assessing these KPI(s). (Part B Question 7)

<p>請列出項目的關鍵績效指標用於監測和評估及關鍵績效指標評估方法</p> <p>Please list out the KPI(s) (including tangible and / or intangible) of the project for monitoring and evaluation and the method for assessing these KPI(s).</p>	
	<p>關鍵績效指標評估方法</p> <p>Method for assessing the KPI(s)</p>
<p>關鍵指標一</p> <p>Key Indicator 1: <u>For example: to upgrade the safety and health standards of the front line employees</u></p>	<p>Evaluation by conducting survey with the employees who attended the safety and health standards training course</p>
<p>關鍵指標二 _____</p> <p>Key Indicator 2:</p>	
<p>關鍵指標三 _____</p> <p>Key Indicator 3:</p>	

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## Note to Applicant

### Implementation and Publicity Plan (Part B Question 8):

請以具體和可量度的條款（包括報告和數據分析、培訓班的參加人數及研討會數目等）說明指定里程碑，及執行該計劃所需的措施/活動以及時間表。

Please specify the milestone(s) in clear, specific and measurable terms (examples include reports and data analysis, number of participants attending the training course, number of seminars to be held, etc.) and the measures / activities required to implement the plan as well as the timetable involved.

里程碑(包括項目成果) Milestone(s) (including project deliverables)	實現里程碑所需的措施/活動 Measures / activities to achieve the milestones / deliverables	開始日期 (日/月/年) Commencement Date (dd/mm/yy)	完結日期 (日/月/年) Completion Date (dd/mm/yy)
1) For example: Conducted 18 seminars	Conduct seminar in each district	February 2016	August 2016
2)			
3)			