

贖世主堂財務委員會
Holy Redeemer Church Finance Committee

(由財務委員會填寫)
(Finance Committee Use Only)
申請書編號 Ref. No. : _____
批核金額 Approved Amount : _____

《個人資助申請表》

Application for Individual Sponsorship Form

表格編號 Form No. : HRC-07FC002

申請前請先詳細閱讀背頁的【申請須知】

Please read the "Application Note for Individual Sponsorship" before completing the application form.

A) 個人資料 Personal Information :

申請人姓名 _____ 所屬團體／單位 _____
Name of Applicant : _____ Community / Group : _____
聯絡電話 _____ 電郵 _____
Contact No. : _____ E-mail : _____

B) 申請資助的課程／活動資料 Sponsorship for Course/Event Information :

課程／活動名稱 _____
Course / Event Name : _____
主辦機構 _____
Organization : _____
簡介 _____
Description : _____
完成後獲取資格 Qualification on completion
of the Course / Event : _____
舉辦日期 _____ 地點 _____
Course / Event Date : _____ Place : _____

C) 收支預算 Budget :

序號 No.	摘要 Description	金額 Amount(\$)
總計 Total		

擬申請資助 Applying for Sponsorship :

是否有同時申請其他團體資助參與上述的課程／活動： 是 Yes 否 No
Have you apply to another organization sponsorship for the above Course/ Event?

申請人在經濟上若有特別需要，請予以列明
If the applicant has special financial needs, please specify

申請人聲明：本人經已詳細閱讀背頁的「申請須知」，並願意遵從有關條款的規定；在此申請表所填報的資料均屬正確，並無遺漏。

Declaration by Applicant: I have read the "Application Notes" in detail and are willing to comply with the relevant provisions; the information provided in this application form is correct and is not missing.

申請人簽署 _____ 申請日期 _____
Applicant's Signature : _____ Application Date : _____

個人資助申請須知：Application Note for Individual Sponsorship

- 1.本申請表所批核的資助是從本堂傳教經費中撥出。
Sponsorship for all approved events are granted from the Parish Evangelization Fund.
- 2.申請人必須是本堂區教友或已領受收錄禮的慕道者。
The applicant must be a registered parishioner or a catechumen who has gone through the Christian Initiation Rite.
- 3.由於個人資助是涉及堂區公款運用和個人利益，申請人必須如實填寫有關資料。
Approved sponsorship fund involve taking money from the Parish public funds and the applicant's personal interest, therefore the applicant must truthfully supply all the relevant details.
- 4.個人資助適用的課程或活動，以宗教知識及信仰生活為重點，如神學、教理、聖經、禮儀、牧民和信仰生活交流。(堂區財務委員會保留對有關課程或活動性質的最終裁決權)
The following courses or events can be considered suitable for applying for Individual Sponsorship: Religious studies, theological studies, catechumen tutor training, bible studies, liturgical studies, pastoral and faith formation exchanges. (The Parish Finance Committee has the final authority over the definition of the above.)
- 5.每宗申請都是獨立個案，堂區財務委員會將因應個別情況而決定撥款金額。
Each application will be considered as an independent case. Finance Committee will approve each application on an individual basis.
- 6.申請人必須先填寫『個人資助申請表』，交予主任司鐸或堂區辦事處，待堂區財務委員會開會審批後，由堂區辦事處通知結果。
The applicant must complete the “Application for Individual Sponsorship Form” and submit it to the Parish Priest or to the Parish Office. The Parish Office will inform the applicant the result of the application after it has been approved by the Finance Committee.
- 7.個人資助一經批核，堂區財務委員會將向申請人發出『個人資助支取通知書』，以便向堂區辦事處秘書辦理領款工作。若申請人不能親身前往領取，可授權合適人士代為領取。
Once the application is approved, the Finance Committee will issue the “Approval Notice for Application for Individual Sponsorship Form” to the applicant. The applicant can then liaise with the Parish Secretary to either personally or assigned a suitable person to receive the approved fund.
- 8.所有獲得本堂個人資助的申請人，都必須在課程／活動完結後，向堂區辦事處提交『個人資助收支報告表』、有關收支單據、餘款及完成課程／活動的證明(如適用)。
A completed “Balance Report” must be submitted to the Parish Office when the course or event has been completed together with the balance and all receipts of the course/event (if applicable).
- 9.所有批核的個人資助費用都是堂區公款，申請人有責任善用這些款項，並盡力完成有關的進修學習及訓練培育，並回饋堂區。申請人若中途退出或未有完成課程/活動，須向堂區財務委員會作書面交代。
All sponsorship money is taken from the Parish public fund. Applicants have the responsibility to make good and full use of it, complete the course/training and repay the parish by participating in parish activities/work in good faith. Applicants who withdraw from the course/training before completion must explain in writing to the Finance Committee.

此欄由財務委員會填寫 Finance Committee Use Only	
批核資助金額 Approved Amount : HK\$ _____	主任司鐸簽署 Parish Priest
批核日期 Date : _____	
備註 Remark : _____	財務委員會簽署 Finance Committee

贖世主堂財務委員會
Holy Redeemer Church Finance Committee

(由財務委員會填寫)
(Finance Committee Use Only)
申請書編號 Ref. No. : _____
批核金額 Approved Amount : _____
批核日期 Date : _____

《個人資助支取通知書》
Approval Notice for Application for Individual Sponsorship Form

A) 領款通知 Fund Withdrawal Notice : (由財務委員會填寫 Finance Committee Use Only)

致 To : _____ (申請人姓名 Name of Applicant) _____ (團體名稱 Community)

閣下所申請 Your application for the Course/Event of _____

個人資助，經堂區財務委員會審核後，has been approved by Parish Finance Committee.

已獲得批出資助金額 We hereby inform you that the sum of HK\$ _____，

特此專函通知，請與堂區秘書聯絡，商議領款的安排。has been granted. Please contact the Parish Secretary to arrange for the transfer of the said fund.

主任司鐸簽署 Parish Priest

財務委員會簽署 Finance Committee

日期 Date

B) 領取款項／授權領取款項書 (由申請人得知批核結果後填寫 To be completed by the Applicant)
Acknowledgment of Receipt of Sponsorship / Authorization Letter

致：屯門贖世主堂財務委員會 To: Holy Redeemer Church Finance Committee

本人 I _____ (申請人 Applicant) 已得知申請獲批核，本人 *親自領取上述款項 /
have been notified of the success of the application. *I acknowledge that I have received the said
fund personally/ 現授權 I now authorize _____ (代領者 Assigned)
代表本人領取上述款項 to receive the said fund on my behalf. °

× _____

× _____

申請人簽署 Applicant's Signature

代領者簽署 Signature of Assigned Person

日期 Date

*請刪除不適用者*Delete as appropriate

在「×」處簽名及填妥有關資料後，請交回堂區辦事處，以便安排支款
Please signed at "×" and return to the Parish Office after the completion of all details for the Event.

C) 支款記錄 Sponsorship Record (由堂區辦事處填寫 Parish Office Use Only)

領款人姓名 Name of person receiving the Sponsorship : _____

領款金額 Amount Received HK\$ _____

支款方式 Payment method :

現金 Cash 支票 Cheque 銀行名稱 Bank : _____ 支票號碼 No. : _____

領款人簽署 Person Receiving

領款日期 Receiving Date

堂區辦事處簽署 Parish Office

個人資助申請須知：Application Note for Individual Sponsorship

- 1.本申請表所批核的資助是從本堂傳教經費中撥出。
Sponsorship for all approved events are granted from the Parish Evangelization Fund.
- 2.申請人必須是本堂區教友或已領受收錄禮的慕道者。
The applicant must be a registered parishioner or a catechumen who has gone through the Christian Initiation Rite.
- 3.由於個人資助是涉及堂區公款運用和個人利益，申請人必須如實填寫有關資料。
Approved sponsorship fund involve taking money from the Parish public funds and the applicant's personal interest, therefore the applicant must truthfully supply all the relevant details.
- 4.個人資助適用的課程或活動，以宗教知識及信仰生活為重點，如神學、教理、聖經、禮儀、牧民和信仰生活交流。（堂區財務委員會保留對有關課程或活動性質的最終裁決權）
The following courses or events can be considered suitable for applying for Individual Sponsorship: Religious studies, theological studies, catechumen tutor training, bible studies, liturgical studies, pastoral and faith formation exchanges. (The Parish Finance Committee has the final authority over the definition of the above.)
- 5.每宗申請都是獨立個案，堂區財務委員會將因應個別情況而決定撥款金額。
Each application will be considered as an independent case. Finance Committee will approve each application on an individual basis.
- 6.申請人必須先填寫『個人資助申請表』，交予主任司鐸或堂區辦事處，待堂區財務委員會開會審批後，由堂區辦事處通知結果。
The applicant must complete the “Application for Individual Sponsorship Form” and submit it to the Parish Priest or to the Parish Office. The Parish Office will inform the applicant the result of the application after it has been approved by the Finance Committee.
- 7.個人資助一經批核，堂區財務委員會將向申請人發出『個人資助支取通知書』，以便向堂區辦事處秘書辦理領款工作。若申請人不能親身前往領取，可授權合適人士代為領取。
Once the application is approved, the Finance Committee will issue the “Approval Notice for Application for Individual Sponsorship Form” to the applicant. The applicant can then liaise with the Parish Secretary to either personally or assigned a suitable person to receive the approved fund.
- 8.所有獲得本堂個人資助的申請人，都必須在課程／活動完結後，向堂區辦事處提交『個人資助收支報告表』、有關收支單據、餘款及完成課程／活動的證明（如適用）。
A completed “Individual Sponsorship Balance Report” must be submitted to the Parish Office when the course or event has been completed together with the balance and all receipts of the course/event (if applicable).
- 9.所有批核的個人資助費用都是堂區公款，申請人有責任善用這些款項，並盡力完成有關的進修學習及訓練培育，並回饋堂區。申請人若中途退出或未有完成課程/活動，須向堂區財務委員會作書面交代。
All sponsorship money is taken from the Parish public fund. Applicants have the responsibility to make good and full use of it, complete the course/training and repay the parish by participating in parish activities/work in good faith. Applicants who withdraw from the course/training before completion must explain in writing to the Finance Committee.

個人資助申請須知：Application Note for Individual Sponsorship

- 1.本申請表所批核的資助是從本堂傳教經費中撥出。
Sponsorship for all approved events are granted from the Parish Evangelization Fund.
- 2.申請人必須是本堂區教友或已領受收錄禮的慕道者。
The applicant must be a registered parishioner or a catechumen who has gone through the Christian Initiation Rite.
- 3.由於個人資助是涉及堂區公款運用和個人利益，申請人必須如實填寫有關資料。
Approved sponsorship fund involve taking money from the Parish public funds and the applicant's personal interest, therefore the applicant must truthfully supply all the relevant details.
- 4.個人資助適用的課程或活動，以宗教知識及信仰生活為重點，如神學、教理、聖經、禮儀、牧民和信仰生活交流。（堂區財務委員會保留對有關課程或活動性質的最終裁決權）
The following courses or events can be considered suitable for applying for Individual Sponsorship: Religious studies, theological studies, catechumen tutor training, bible studies, liturgical studies, pastoral and faith formation exchanges. (The Parish Finance Committee has the final authority over the definition of the above.)
- 5.每宗申請都是獨立個案，堂區財務委員會將因應個別情況而決定撥款金額。
Each application will be considered as an independent case. Finance Committee will approve each application on an individual basis.
- 6.申請人必須先填寫『個人資助申請表』，交予主任司鐸或堂區辦事處，待堂區財務委員會開會審批後，由堂區辦事處通知結果。
The applicant must complete the “Application for Individual Sponsorship Form” and submit it to the Parish Priest or to the Parish Office. The Parish Office will inform the applicant the result of the application after it has been approved by the Finance Committee.
- 7.個人資助一經批核，堂區財務委員會將向申請人發出『個人資助支取通知書』，以便向堂區辦事處秘書辦理領款工作。若申請人不能親身前往領取，可授權合適人士代為領取。
Once the application is approved, the Finance Committee will issue the “Approval Notice for Application for Individual Sponsorship Form” to the applicant. The applicant can then liaise with the Parish Secretary to either personally or assigned a suitable person to receive the approved fund.
- 8.所有獲得本堂個人資助的申請人，都必須在課程／活動完結後，向堂區辦事處提交『個人資助收支報告表』、有關收支單據、餘款及完成課程／活動的證明（如適用）。
A completed “Balance Report” must be submitted to the Parish Office when the course or event has been completed together with the balance and all receipts of the course/event (if applicable).
- 9.所有批核的個人資助費用都是堂區公款，申請人有責任善用這些款項，並盡力完成有關的進修學習及訓練培育，並回饋堂區。申請人若中途退出或未有完成課程/活動，須向堂區財務委員會作書面交代。
All sponsorship money is taken from the Parish public fund. Applicants have the responsibility to make good and full use of it, complete the course/training and repay the parish by participating in parish activities/work in good faith. Applicants who withdraw from the course/training before completion must explain in writing to the Finance Committee.