

## GUIDE TO APPLICATION

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### **Appendix 1 - Checklist for Application Submission**

(This checklist is NOT required to be submitted)

- ONE original hard copy of Application Form (signed and stamp-chopped) to be delivered to the Secretariat of the Lantau Conservation Fund Advisory Committee at 12/F, 1063 King's Road, Quarry Bay, Hong Kong by hand or post.
- ONE set of electronic-input Application Form and other relevant documents to be sent by email to [lcfac@cedd.gov.hk](mailto:lcfac@cedd.gov.hk) or submitted in a CD-ROM together with the hard copy.

#### Important Notes:

- a) This checklist is not exhaustive and is for guidance and reference only. The Applicant Organisation should read the Application Form and Guide to Application carefully to complete the application. The Secretariat may request for additional documentary proofs when necessary.
- b) All copies of documentary proof should be clear and readable. If considered necessary, the Secretariat may request to examine the originals of the documentary proofs.
- c) For enquiries, please contact the Secretariat at [enquiry@lcf.gov.hk](mailto:enquiry@lcf.gov.hk) or visit the LCF website at [www.lcf.gov.hk](http://www.lcf.gov.hk).

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		Reference in Guide to Application	Hard copy required?	Soft copy format requirement
<b>A - Essential Documents</b>				
1. Original copy of Application Form	<input type="checkbox"/>	Section 8.4	Yes	Electronic-input
• Signed by an acceptable Person-in-charge of Organisation	<input type="checkbox"/>			Application Form (Downloadable from LCF website)
• Stamped with official chop of the Applicant Organisation	<input type="checkbox"/>			
2. Copies of documentary proof of the Applicant Organisation's eligibility	<input type="checkbox"/>	Section 4.1	Not required	MS Word / PDF
3. Project Leader's curriculum vitae (at most 2 pages)	<input type="checkbox"/>	Section 8.13	Not required	MS Word / PDF
4. Budget	<input type="checkbox"/>	Section 9	Not required	MS Excel template (Downloadable from LCF website)
<b>B - Supplementary Documents</b>				
5. Supplementary information to the Application Form (at most ten A4 pages)	<input type="checkbox"/>	Section 8.2	Not required	MS Word / Excel
6. Appendix A Re-submission form (for previously rejected applications only)	<input type="checkbox"/>	Section 8.3	Not required	MS Word
7. Covering letter from research office (for Research project submitted by post-secondary education institution)	<input type="checkbox"/>	Section 8.5	Not required	Scanned copies in PDF
8. Map of the project location and area	<input type="checkbox"/>	Section 8.9	Not required	MS Word / PDF
9. Written consent of owner(s) / tenant(s) / government department(s) of the land(s) or premise(s) involved for conducting the project and associated activities	<input type="checkbox"/>	Section 8.11	Not required	Scanned copies in PDF
10. Curriculum vitae(s) of Key Project Staff with relevant conservation project experience (at most 2 pages per staff)	<input type="checkbox"/>	Section 8.13	Not required	MS Word / PDF
11. Appendix B External Assessor	<input type="checkbox"/>	Section 8.14	Not required	MS Word