**原型方案資助確認回條**

為減輕學校製作原型的成本負擔及促進原型質素，每支決賽隊伍將獲發港幣4000元津貼協助製作原型方案。安排及使用條款如下：

1. 請於收到支票後3個工作天內，填妥並電郵回覆此確認回條 (sic4.0@hkcss.org)。
2. 資助只適用於製作原型方案衍生的費用，如材料及零件購置、機器租賃等。
3. 資助只屬補貼性質，參加隊伍需承擔資助以外的開支。
4. 請留保所有單據正本，以便核對支出金額。
5. 大會接受淘寶開支，請提供確認訂單截圖及港元收據(如信用卡消費記錄、集運記錄等)
6. 請於2020年9月30日前預備及寄回以下文件：
a. **原型方案資助使用記錄**b. **相關單據正本**c. **資助餘額支票** (抬頭：香港社會服務聯會)
7. 大會有權要求逾期隊伍退還全數津貼。
8. 郵寄地址：灣仔軒尼詩道15號溫莎公爵社會服務大廈10樓1002室
9. 信封面請註明「退還社創社區4.0比賽原型資助餘款」

**Prototype Allowance Confirmation Slip**

Each final team will receive HKD 4000 allowance in order to ease the school’s financial pressure and enhance the quality of the prototype. Arrangements and conditions as follows:

1. Please complete and reply this Confirmation Slip within 3 working days after receiving the cheque (sic4.0@hkcss.org)
2. The allowance should only be used for expenses related to prototype production, including purchases of materials, components, rentals of equipment, etc.
3. The allowance is subsidiary only, teams have to bear extra production expenses
4. Please keep all the original receipts for verification of expenses
5. Purchase on Taobao is acceptable. Please offer order confirmation screen-cap and HKD receipts (e.g. credit card purchase record, delivery record etc.)
6. Please submit below documents by 30 Sept 2020:
7. **Prototype Allowance Expense Form**
8. **Corresponding receipts**
9. **Cheque of unused allowance** (payable to The Hong Kong Council of Social Service)
10. The organizer reserves the right to recall full allowance amount in case of late submission.
11. Address: Rm 1002, 10/F.,Duke of Windsor Social Service Bldg.,15 Hennessy Road, Wanchai
12. On envelop cover, please indicate “Return of Unused Prototype Allowance of Social Innovation Community 4.0 Competition”

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| --- | --- |
| 學校名稱: Name of School: | (中文)： |
| (Eng): |
| 組別名稱:Team Name: | (中文)： |
| (Eng): |
| 原型方案名稱:Prototype Name: | (中文)： |
| (Eng): |

本人(負責老師)及參賽隊伍已細閱並同意原型方案資助之安排及使用條款，
同時確認收到港幣4000元津貼。
I (teacher-in-charge) and the participating team hereby confirm that we have read and agree the above prototype allowance arrangements and conditions, and received allowance of HKD 4000.

負責老師簽署：

Signature of Teacher in charge:

負責老師姓名：

Name of Teacher in charge:

日期Date:：