

(Template)

[Schools can adapt the format of this template to cater for their school-based needs.]

Report on the Use of the Promotion of Reading Grant

_____ **School Year**

Part 1: Evaluation of the Effectiveness

1. Evaluation of achievement of the objectives: (e.g. reading culture of the whole school, students' reading attitude, book borrowing situation and students' engagement in reading activities)

2. Evaluation of strategies: (e.g. implementing diversified and motivating activities to promote reading, reading across the curriculum and home school co-operation)

Part 2: Financial Report

	Item *	Actual expenses (\$)
1.	Purchase of Books	
	<input type="checkbox"/> Printed books	
	<input type="checkbox"/> e-Books	
2.	Web-based Reading Schemes	
	<input type="checkbox"/> eRead Scheme	
	<input type="checkbox"/> Other scheme: _____	
3.	Reading Activities	
	<input type="checkbox"/> Hiring writers, professional storytellers, etc. to conduct talks	
	<input type="checkbox"/> Hire of service from external service providers to organise learning activities related to the promotion of reading	
	<input type="checkbox"/> Paying the application fees for students to participate in reading activities and competitions	
	<input type="checkbox"/> Subsidising students to participate in or apply for fee-charging reading related activities or courses	
4.	Others: _____	
	Total	
	Unspent Balance	

* Please tick the appropriate boxes or provide details.