**Annex 2**

**Application for Professional Capacity Enhancement Grant**

***(To be returned on or before 14 January 2022 by post or by fax)***

|  |
| --- |
| **To: Permanent Secretary for Education****(Attn: Kindergarten Administration 2 Section****Address: Room 2329, 23/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong****(Fax: 3691 8021))** |

|  |
| --- |
| **School information** |
|

|  |  |  |
| --- | --- | --- |
| Name of School:  | (Chinese) |  |
|  | (English) |  |
|  |  |  |

 |
| School Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Declaration** |
| I/We: 1. confirm all the information provided in the application form is factually correct; and
2. will ensure proper use of the Professional Capacity Enhancement Grant (the Grant), and undertake as appropriate to follow the EDB’s requirements as stipulated in paragraphs 15 to 19 in EDBCM No. 17/2022 to return the Grant to the EDB.
 |
| Signature of Supervisor: | (School chop) |
| Name of Supervisor:  |
| Date: / /  |
| Contact person (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**A. Details of the Proposed Plan**

*(Please put a “**” in the appropriate boxes* □*. KG may choose more than one option.)*

|  |  |
| --- | --- |
| **Proposed measure(s)** | **Percentage of the Grant to be disbursed** |
| □ | 1. Hire outside service(s) to enhance teachers’ capacity (e.g. to arrange professional development programmes for teachers)
 |  |
| □ | 1. Hire consultancy services in establishing learning circle in the school, enhancing curriculum, and/or arranging school-based programmes relating to the professional development of teachers to raise the quality of teaching or support to students
 |  |
| □ | 1. Cover expenses related to professional exchange with “Sister KGs”, such as package tour service of teachers for visiting their “Sister KG(s)” in the GBA and materials used in exchange visits. (Only for Scheme-KGs which have formed “Sister KGs” with counterparts in the GBA by signing formal agreements.)
 | (Not exceeding 20% of the Grant) |
| □ | 1. Subsidise teacher(s) to take courses or attend international conferences on KG education (capped at 50% of the fee of taking courses or attending international conferences) which are in line with the school development plan and the Kindergarten Education Curriculum Guide (2017), with details as follows:
* Name of the course(s) / international conference(s) to be subsidised:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* The above course/international conference is in line with the school development plan and the Kindergarten Education Curriculum Guide (2017) in the following ways (e.g. enhance support to NCS students / students with special needs, strengthen school curriculum development):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Not exceeding 20% of the Grant) |
| □ | 1. Others (please specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | **Total:** | **100%** |

**B. Please briefly describe the plan on how the skills and knowledge learned by the teacher(s) can be disseminated to other teachers in the school:**

|  |
| --- |
|  |
|  |