

Committee on Home-School Co-operation
2023/24 School Year Home-School Co-operation Grants Application Form

(Please put a ✓ in the appropriate box)

School information	
Name of School: _____	
Address: _____	
Telephone No.: _____	
Fax No.: _____	
Cheque Payee Name*: (Only applicable to schools without EDB Grant Payment Account)	
Name of Contact Person: _____	Post: _____
E-mail Address: _____	Tel. No.: _____
PTA information	
Our School : <input type="checkbox"/> has set up PTA on or before 31 August 2023. <input type="checkbox"/> is planning to set up PTA in the 2023/24 school year. <input type="checkbox"/> has no plan to set up PTA.	
Our PTA : <input type="checkbox"/> is registered under Companies Ordinance. <input type="checkbox"/> is registered under Societies Ordinance. <input type="checkbox"/> does not have any independent registration.	
Name of PTA: _____	
Name of PTA Chairperson: _____	
Contact E-mail Address of PTA: _____	

* Note: The payee name should be the same as the school name registered with EDB.

Committee on Home-School Co-operation
2023/24 School Year Home-School Co-operation Grants Application Form

(Please put a ✓ in the appropriate box ☐)

Declaration

Our school:

1. would like to apply for the following grants:

Type 1: Subsidy for PTA

- Set Up Grant (Applications are accepted throughout the school year.)
(Only applicable to schools planning to set up PTA within the 2023/24 school year)
- Annual Grant for the 2023/24 school year
(Only applicable to schools with PTA established on or before 31 August 2023)

Type 2: Subsidy for Home-School Co-operation Activities (For schools with PTA newly set up in the 2023/24 school year, they may submit their applications throughout the school year.)

- Subsidy for Home-School Co-operation Activities (Activity 1)
 [with duly completed Form 2 (P.1) enclosed]
- Subsidy for Home-School Co-operation Activities (Activity 2)
 [with duly completed Form 2 (P.2) enclosed]

Type 3: Subsidy for Joint Home-School Co-operation Project (For schools with PTA newly set up in the 2023/24 school year, they may submit their applications throughout the school year.)

- Subsidy for Joint Home-School Co-operation Project
 (with duly completed Form 3 enclosed)

2. confirms that submission of Home-School Co-operation Activities Evaluation Form (with Activity Evaluation Data and Analysis Document enclosed) for the 2022/23 school year has been made;

(Applicable to schools receiving Type 2 and/ or Type 3 grants in the 2022/23 school year.)

3. confirms all the information provided in the completed application forms is factually correct;

4. will ensure proper and economic use of the grants. We will follow the guiding principles of accounting arrangements in utilising the grants and return the unspent amount; and

5. will endeavour to implement the proposed activities or project to take forward home-school co-operation. We will complete the **home-school co-operation activities evaluation forms (enclosed with the activity evaluation data and analysis documents)** after the approved activities have been carried out, and return them to the Home-School Co-operation and Parent Education Section of EDB **on or before 30 August 2024**. (Applicable to schools applying for Type 2 and/ or Type 3 grants.)

Signature of Supervisor / School Head:

Signature of PTA Chairperson:
 (for schools with PTA only)

School Chop

Date: _____ / _____ / _____

**2023/24 School Year Home-School Co-operation Grants Application
Type 2: Subsidy for Home-School Co-operation Activities Application Form (Activity 1)**

Name of School: _____

(Please put a ✓ in the appropriate box)

Name of the Activity: _____

Objectives (Please select one option only):

- Promoting the setting up and development of PTAs (e.g. understanding of the planning and evaluation of effective activities, sharing on good practices and experience in planning and organising activities, etc.)
- Promoting the co-operation and communication between parents and schools (e.g. understanding of the roles of PTA in school affairs, acquiring the skills for effective communication with school personnel, etc.)
- Training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education, etc.)
- Enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes, organising activities to promote the “Happy Kids Charter”, etc.)
- Others (please specify): _____

Mode:

- Educational activities (e.g. seminar, workshop, course, sharing session)
- Social activities (e.g. outing, day camp)
- Others (please specify): (e.g. mutual support group for parents) _____

Mode of Home-School Co-operation (Please select at least one option):

- Co-organise activity
- Conduct joint activity
- Evaluate the effectiveness of the activity or share the result after the activity has been carried out
- Others (please specify): _____

Details of the Proposed Activity:

Format: One-off activity A series of activities (No. of Events: _____)

Date: _____

Time: from _____ a.m./p.m.* to _____ a.m./p.m.* (*Please delete as appropriate)

Venue: inside school outside school (please specify): _____

Estimated total no. of participants for each event:

Teachers ____ Parents ____ Students ____ Others ____ (Total: _____)

Method of Evaluation: Questionnaire Interview Group Discussion

Others (please specify) : _____

Amount of Subsidy Applied:

Subsidy applied from the CHSC: \$ _____ (max. \$10,000)

- The applied amount **does not include** any estimated expenditure on refreshment and / or entertainment.
- The applied amount **includes** estimated expenditure on refreshment and / or entertainment. Our school / PTA commits **not more than 10% of the approved grant** will be spent on refreshment and / or entertainment.

2023/24 School Year Home-School Co-operation Grants Application
Type 2: Subsidy for Home-School Co-operation Activities Application Form (Activity 2)

Name of School: _____

(Please put a ✓ in the appropriate box)

Name of the Activity: _____

Objectives (Please select one option only):

- Promoting the setting up and development of PTAs (e.g. understanding of the planning and evaluation of effective activities, sharing on good practices and experience in planning and organising activities, etc.)
- Promoting the co-operation and communication between parents and schools (e.g. understanding of the roles of PTA in school affairs, acquiring the skills for effective communication with school personnel, etc.)
- Training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education, etc.)
- Enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes, organising activities to promote the “Happy Kids Charter”, etc.)
- Others (please specify): _____

Mode:

- Educational activities (e.g. seminar, workshop, course, sharing session)
- Social activities (e.g. outing, day camp)
- Others (please specify):(e.g. mutual support group for parents) _____

Mode of Home-School Co-operation (Please select at least one option):

- Co-organise activity
- Conduct joint activity
- Evaluate the effectiveness of the activity or share the result after the activity has been carried out
- Others (please specify): _____

Details of the Proposed Activity:

Format: One-off activity A series of activities (No. of Events: _____)

Date: _____

Time: from _____ a.m./p.m.* to _____ a.m./p.m.* (*Please delete as appropriate)

Venue: inside school outside school (please specify): _____

Estimated total no. of participants for each event:

Teachers ____ Parents ____ Students ____ Others ____ (Total: _____)

Method of Evaluation: Questionnaire Interview Group Discussion

Others (please specify) : _____

Amount of Subsidy Applied:

Subsidy applied from the CHSC: \$ _____ (max. \$10,000)

- The applied amount **does not include** any estimated expenditure on refreshment and / or entertainment.
- The applied amount **includes** estimated expenditure on refreshment and /or entertainment. Our school / PTA commits **not more than 10% of the approved grant** will be spent on refreshment and / or entertainment.

2023/24 School Year Home-School Co-operation Grants Application
Type 3: Subsidy for Joint Home-School Co-operation Project Application Form

(Note: to be completed and submitted by *one* of the co-organisers)

Name of School: _____

(Please put a ✓ in the appropriate box)

Joint School / PTA Information					
	Name of Joint School / PTA [#]	District	Contact Person	Post	Contact Telephone
1.					
2.					

All co-organised schools / PTAs **have been informed** and **have agreed** that the application will be submitted by our school / PTA.

Name of the Activity: _____

Objectives (Please select one option only):

- Promoting the setting up and development of PTAs (e.g. understanding of the planning and evaluation of effective activities, sharing on good practices and experience in planning and organising activities, etc.)
- Promoting the co-operation and communication between parents and schools (e.g. understanding of the roles of PTA in school affairs, acquiring the skills for effective communication with school personnel, etc.)
- Training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education, etc.)
- Enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes, organising activities to promote the “Happy Kids Charter”, etc.)
- Others (please specify): _____

Mode:

- Educational activities (e.g. seminar, workshop, course, sharing session)
- Social activities (e.g. outing, day camp)
- Others (please specify) : (e.g. mutual support group for parents) _____

Mode of Home-School Co-operation (Please select at least one option):

- Co-organise activity
- Conduct joint activity
- Evaluate the effectiveness of the activity or share the result after the activity has been carried out
- Others (please specify): _____

Details of the Proposed Activity:

Format: One-off activity A series of activities (No. of events: _____)

Date: _____

Time: from _____ a.m./p.m.* to _____ a.m./p.m.* (*Please delete as appropriate)

Venue: inside school outside school (please specify): _____

Estimated total no. of participants for each event:

Teachers _____ Parents _____ Students _____ Others _____ (Total: _____)

Method of Evaluation: Questionnaire Interview Group Discussion

Others (please specify) : _____

Amount of Subsidy Applied:

Subsidy applied from the CHSC: \$ _____ (max. \$20,000)

- The applied amount **does not include** any estimated expenditure on refreshment and / or entertainment.
- The applied amount **includes** estimated expenditure on refreshment and / or entertainment. Our school / PTA commits **not more than 10% of the approved grant** will be spent on refreshment and / or entertainment.

2023/24 School Year Home-School Co-operation Grants Application Form
Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by EDB;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
 - (d) Activities relating to compilation of statistics, research and Government publications.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised, required or permitted under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Education Officer (Home-School Co-operation and Parent Education)³ at Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to cohscped3@edb.gov.hk.