Application	No.:			
	(for	Official	Use	only)

## School-based After-School Learning and Support Programmes (Programme) 2024/25 s.y. Application Form for Community-based Projects (CBP)

#### Points to note:

- (a) Please read thoroughly the Guideline for Community-based Projects before completing this application form.
- (b) The CBP is open for application of Non-governmental Organisations (NGO) only.
- (c) The applicant NGO as well as its delegated subsidiary organisation must be an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112) with social welfare related services as one of the objectives for which it is established in its association, constitution or charter. To simplify the application process, unless the memorandum has been revised/amended, an NGO which had CBP(s) approved before only needs to submit the documents certifying that the applicant NGO (including its delegated Subsidiary Organisation) is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112). The Bureau may request the applicant NGO to provide further documents, if necessary. For new applicant NGO, one copy each of the documents should also be attached to the application form.
- (d) For project(s) involving collaboration with school(s), the applicant NGO and collaborating school(s) are required to complete the Declaration of Collaborating School(s) in Part F1 or Part F2. If the applicant NGO will continue collaboration in 2024/25 s.y. with its 2023/24 collaborating school(s), please complete Part F1. If the applicant NGO has not collaborated with school(s) in 2023/24 s.y. for CBP, please complete Part F2 to show that the applicant NGO and the new collaborating school(s) have entered in collaboration after due communication between them with clear and detailed terms/conditions to ensure both parties have reached a mutual agreement on the details of the project (e.g. the school's needs, activity arrangements and the instructors' requirements, including the adoption of the Sexual Conviction Record Check, etc.) in order to facilitate the smooth implementation of the project subsequently.
- (e) Notwithstanding anything to the contrary in the application form, the Education Bureau reserves the right to disqualify an applicant NGO on the grounds that the applicant NGO has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- (f) Please use the updated application form, otherwise the application will not be entertained. Do not change the format of this application form. However, the applicant NGO is welcome to add relevant information in the form of attachment. Use separate sheet(s) if space in this application form is not enough.
- (g) The proposed project could complement but should not replace or overlap with any similar project(s) funded by other organisations (such as Lifewide Learning Grant, the Home Affairs Department's funding and the Social Welfare Department's Support Scheme, etc).
- (h) The Programme should only support eligible students [i.e. P1 to S6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full-grant assistance under the Student Financial Assistance (SFA) Schemes]. For project(s) in collaboration with school(s), the disadvantaged students provided by the school(s) under their discretionary quota could also be benefitted.
- (i) If non-formal curriculum (e.g. tutorial service, learning skills training or language training) is offered in places other than the collaborating school premises, or the non-formal curriculum offered in a collaborating school premises includes other collaborating schools' students, the applicant NGO must comply with the requirements stipulated in the Education Ordinance. Please attach relevant documents (such as a Certificate of Registration of a School or application for Exemption from Registration as a School under Section 9(5) of the Education Ordinance (Cap. 279)) in submitting the application.
- (j) Application for the Programme commences on 26 February 2024. The application deadline is <u>28 March 2024</u>. Late applications are generally not accepted, but the Committee on School-based After-school Learning and Support Programme will consider the following circumstances on a case-by-case basis:
  - The project must be implemented in collaboration with school(s); and
  - The NGO must submit the application no later than 15 working days from the application deadline and provide a written justification for the late submission, along with relevant supporting document(s) from the collaborating school(s).
  - Regarding the handling of late applications mentioned above, the Committee will also consider the NGO's past submission records.
- (k) This form must be completed in duplicate (the original with one copy) and returned to the Student Special Support (SSS) Section of the Education Bureau before the deadline together with a copy of the document proving that the applicant NGO is an approved charitable institution or trust of a public character. New applicant NGOs or NGOs with document(s) mentioned in point (c) amended should submit, together with their application form, one copy each of the documents required under point (c). (Address: SSS Section, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) Submission by fax or email will NOT be accepted. All submitted documents are non-returnable. For applications submitted by post, please post by registered mail to ensure successful delivery.
- (1) The ceiling of the total amount of grant applied for each Community-based Project is capped at HK\$2,500,000. In tandem, the ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of community-based project(s), should also not exceed HK\$2,500,000.

(m) Details of the approved activity(ies) under the project will be provided to relevant collaborating school(s) for reference.

Part A: District where the pr (Application is district-based. Pr	1 1 3 1	ited ted in another district should be submitted u	ınder separate Application Form)
HK Region	Kowloon Region	New Territories East Region	New Territories West Region
Central & Western	Kowloon City	North	Kwai Chung & Tsing Yi
Hong Kong East	Kwun Tong	Sha Tin	Tsuen Wan
Islands	Sai Kung	Tai Po	Tuen Mun
Southern	Sham Shui Po		Yuen Long
Wan Chai	Wong Tai Sin		
	Yau Tsim & Mong	Kok	
Proposed project type with collaborating sc		ommunity with collaborating	s school(s) and serve the community

### Part B: Particulars of Applicant Non-governmental Organisation (NGO)

1.	Name of NGO:	(English)	
		(Chinese)	
2.	NGO Code:		(Only applicable to NGOs participated in 2023/24 Community-based Projects)
3.	Name of Head of NGO		(Mr./Ms./Mrs./Miss)*
		(Chinese)	(先生/女士/太太/小姐)*
	Post (e.g. Chairperson/CE		
4.	Address of NGO: (En		
5.	Telephone no. of NGO:		
6.	Email Address of NGO	:	
7.	Website of NGO:		
8.	Mission and objectives	of NGO:	
9.	Major areas of services	::	
10.	Sources of income:		
10.	Sources of income:		

## 11. Please state briefly the experience in providing services to students a. Past experience in organising CBP (if any):

b.

School Year	Project Code	Name(s) of Collaborating School(s)
2023/24		
2022/23		
2021/22		
2020/21		
2019/20		
2018/19		
2017/18		
2016/17		

Other experience (e.g. collaboration in School-based Grant activities or other projects):	

### Part C: Declaration of Applicant NGO

l. (	On beh	half of (Name of applicant NG	O)
			, I hereby declare that
ι.	Our		haritable organisation or trust of a public nature under Section 88 of the
	Inla	nd Revenue Ordinance (Cap.1	12) and our work is mainly in social welfare related services.
).	*i)	The proposed project in this	s application form will be <u>directly</u> implemented by our Organisation
		Information of the Departmen	nt / Section implementing the Project is provided in Part D1. Particulars
		of the Project Coordinator ar	e provided in Part E.
		Name of Department / Section	on implementing the Project:
	*ii)		sed our Subsidiary Organisation
			to implement the proposed project stated in this application form
		I understand that although	our Subsidiary Organisation is fully authorised to implement the said
		project, our Organisation is u	ltimately responsible for it under Clause 9.4 of the Programme's Grantee
		Agreement. Particulars of	our authorised Subsidiary Organisation are provided in Part D2 and
		particulars of its Project Coo	rdinator are provided in Part E.
		[Relevant certification of (b	o)(i) and/or (ii) is/are enclosed.]
<b>:</b> .	The	proposed project does not dup	licate our other project(s) implemented for the community/school(s) and
	func	ded by other organisations.	
1.	I cei	rtify that all the information gi	ven in this application form is true and accurate.  I understand that if
	wilf	fully give any false information	or withhold any material information, the application will immediately
	beco	ome void, any grant approved	d will then be withheld, any payment made must be refunded to the
	Edu	cation Bureau and the ultimate	responsibility arisen shall be borne by the Organisation I represent.
<b>.</b>	I co	nsent that the information pro-	vided in this application form may be used by the Education Bureau to
	proc	ess the application and conduc	et research, evaluative studies and training/sharing session.
	If th	e proposed project is funded o	r subsidised by the Education Bureau, I pledge to participate actively in
	all t	he promotion, dissemination as	nd publicity activities relevant to the Programme.
ζ.	I un	derstand that the Education B	ureau reserves the right to require our Organisation to provide proof o
	our	relationship with our authorise	d Subsidiary Organisation.
2.		Name of Head of NGO:	
3.		Post:	
			NGO's Chop
1.		Signature of Head of NGO:	
5.		Date:	/ 2024

#### Part D1: Particulars of <u>Department / Section</u> implementing the Project

(If the Project is implemented by the delegated Subsidiary Organisation, please fill in Part D2.)

1.	Name of Department / Section:	(English)		
		(Chinese)		
2.	Name and position of Head of	(English)		(Mr./Ms./Mrs./Miss)*
	Department / Section:	(Chinese)		(先生/女士/太太/小姐)*
		Position		
3.	Address of Department /	(English)		
	Section:	(Chinese)		
4.	Telephone no. of Department / Section:		5. Fax no. of Department / Section:	
6.	Email Address of Department / Section:			
7.	Website of Department / Section:			
8.	Signature of Head			
	Department / Section	on:		- Chop of
	Date:	<u>-</u>	/ / 2024	Department / Section

#### Part D2: Particulars of **Subsidiary** Organisation implementing the Project

(If the Project is directly implemented by the NGO, please fill in Part D1.)

1.	Name of Subsidiary Organisation:	(English)			
		(Chinese)			
2.	Name and position of Head of Subsidiary Organisation:	(English) (Chinese) Position			(先生/女士/太太/小姐)*
3.	Address of Subsidiary Organisation:	(English) (Chinese)			
4.	Telephone no. of Subsidiary Organisation:		5. Fax no Subside Organ		
6.	Email Address of Subsidiary Organisation:				
7.	Website of Subsidiary Organisation:				
8.	Signature of Head of Subsidiary Organisa				Chop of
	Date:		/ / 20	)24	Subsidiary Organisation

#### Part E: Particulars of the Project Coordinator/Contact Person

According to Clause 9.1 of the 'School-based After-school Learning and Support Programmes Grantee Agreement', \*our Organisation/ Subsidiary Organisation implementing the project has appointed the following person to be the Project Coordinator:

1. *(a) Name of <b>Department / Section</b> implementing the project:				
		Position of Project Coordin	nator:	
	*(b)	Name of <b>Subsidiary</b> Organ	nisation implementing the project:	
		Position of Project Coordin	nator:	
2.	Nam	e of Project Coordinator:		_(Mr./Ms./Mrs./Miss)*
3.	Sign	ature of Project Coordinato	or:	
4.	Cont	eact of Project Coordinator		
	(a)	Tel. no.: I	Mobile Phone no.:	Fax no.:
	(b)	Email Address:		
5.	Nam	e of Contact Person:		(Mr./Ms./Mrs./Miss)*
6.	Posit	tion of Contact Person:		
7.	Cont	eact of Contact Person:		
	(a)	Tel. no.:	Mobile Phone no.:	
		<b>5</b>		

Note: The ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of community-based project(s), should not exceed HK\$2,500,000.

The Project Coordinator is fully responsible for the overall management of the approved project on behalf of the applicant NGO or NGO's Subsidiary Organisation. The NGO should ensure that the Project Coordinator and the Contact Person are contactable at all times by staff of the Education Bureau.

#### Part F1: Declaration of Collaborating School

1.

2.

(for school in collaboration with the same NGO on CBP in 2023/24 s.y.)

This part applies to an application for which the school <u>continues to collaborate</u> with the same NGO in 2024/25 s.y. (If the school <u>did not collaborate</u> with the NGO in 2023/24 s.y., please complete Part **F2**.)

There is no restriction on the number of collaborating schools but they must be located in the same district. (Please photocopy this page if necessary)

To be completed by	the collaborating school:
Name of Calara	(English)
Name of School:	(Chinese)
Address of School:	(English)
Address of School.	(Chinese)
School Code:	Session: AM PM WD
School Type:	Govt Aided Caput DSS
School Level:	Sec Pri Special (Sec) Special (Pri) Separate forms should be used for secondary and primary sections of a special school
Estimated no#of el	ligible students <sup>(i)</sup> referred by school to <u>participate</u> in the project (count by heads):
(including	_ non-Chinese speaking (NCS) students, special educational need (SEN) students,
and new	ly arrived children (NAC))
#School is suggested	to make reference to the actual no. of students participating in the 2023/24 Community-
based Projects for	estimation.
Name of School	Name of School
teacher-in-	Supervisor/Principal*:
charge:	
	School
Position:	Signature of School Chop
School Tel. no.:	Supervisor/Principal*:
School Fax no.:	Date:/ 2024
School Fax no	Date
Email Address:	
To be completed by t	he applicant NGO/ NGO's Subsidiary Organisation:
Name of *NGO/ NG	GO's Subsidiary
Organisation:	Chop of NGO/
Name of Project Co	ordinator <sup>(ii)</sup> :  Subsidiary Organisation
Signature of Project	

**Remark:** (i) Eligible Students i.e. P1 to S6 students in receipt of the Comprehensive Social Security Assistance, full-grant assistance under the Student Financial Assistance Schemes and the disadvantaged students provided by the schools under their discretionary quota.

(ii) Personnel stated in this part must be the Project Coordinator stated in Part E.

#### Part F2: Declaration of Collaborating School

(for school not in collaboration with an applicant NGO on CBP in 2023/24 s.y.)

This part applies to an application for which the school <u>did not collaborate</u> with the NGO on CBP in 2023/24 s.y.. (If the school <u>continues to collaborate</u> with the same NGO as in 2023/24 s.y., please complete Part **F1**.)

There is no restriction on the number of collaborating schools but they must be located in the same district. (Please photocopy this page if necessary)

1.	To be completed by	the collaborating school:
	N CC I I	(English)
	Name of School:	(Chinese)
	Address of	(English)
	School:	(Chinese)
	School Code:	Session: AM PM WD
	School Type:	Govt Aided Caput DSS
	School Level:	Sec Pri Special (Sec) Special (Pri)  ^Separate forms should be used for secondary and primary sections of a special school
	Estimated no# of el	ligible students <sup>(j)</sup> referred by school to participate in the project (count by heads):
	(including	non-Chinese speaking (NCS) students, special educational need (SEN) students,
	and newl	y arrived children (NAC)).
	based Projects for	ed to make reference to the actual no. of students participating in the 2022/23 Community- estimation (if applicable).
	Mutual agreement NGO. School tea	on administrative procedures has been reached between our school and the applicant cher in-charge and the project coordinator have signed for verification.
	Name of School	Name of School
	teacher-in-charge:	Supervisor/Principal*:
	Position:	Signature of School Chop
	School Tel. no.:	Supervisor/Principal*:
	School Fax no.:	Date:/ 2024_
	Email Address:	
2.	To be completed b	y the applicant NGO/ NGO's Subsidiary Organisation:
	Mutual agreement	on administrative procedures has been reached between our organisation and the ol as detailed in part F2(3). School teacher in-charge and the project coordinator have
	signed for verificat	ion.
	Name of *NGO/ N	GO's Subsidiary
	Organisation:	Chop of NGO/
	Name of Project C	oordinator <sup>(ii)</sup> :  Subsidiary Organisation
	Signature of Proje	ct Coordinator:

**Remark:** (i) Eligible Students i.e. P1 to S6 students in receipt of the Comprehensive Social Security Assistance, full-grant assistance under the Student Financial Assistance Schemes and the disadvantaged students provided by the schools under their discretionary quota.

(ii) Personnel stated in this part must be the Project Coordinator stated in Part E.

3. Meeting minutes between school and the applicant NGO:

(To be completed together by the school and the applicant NGO after mutual agreement on the details of the project has been reached between school and the NGO.)

(Ple	ease fill in the contents and put a "✓" in the appropriate box(es))
(a)	Both parties have discussed the detailed terms/conditions of the project by way of the following and mutual
	agreement has been reached.
	(For details, please refer to Part I of this application form.)
	☐ Interview ☐ Phone conversation ☐ Email ☐ Fax
	☐ Others: ()
(b)	The NGO should submit the document(s) below to the school at least working day(s) before the
	commencement of activities for reference.
	• List of instructors
	• Academic qualification(s) of instructor(s)
	• Reference number(s) for the Sexual Conviction Record Check of instructor(s)
	<ul> <li>Contract(s) between the NGO and instructor(s)</li> </ul>
	• Others:
(d)	The school should notify the NGO at least working days before the commencement of activities if there is any adjustment to the details/content of the approved activities; the NGO should submit an application for project adjustment to the Education Bureau within working days after receiving a request from the school.
(e)	The NGO should reply to the school's queries concerning the content or progress of Community-based Projects within working days. Written reply with relevant document(s) should be submitted when required.
(f)	The NGO should notify the school of the change of Project Coordinator by phone or through written notification within working days.
(g)	Both parties should follow the arrangement(s) below for change of instructor(s):
	$\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$
	and submit relevant documents as listed in (b) to the school for checking and retention.
	Other arrangement(s):

tl	he commencement of activity.	Relevant documen	its as listed in (b) should be submitted	d to the school with
_	working days for checkin	g and retention.		
	Other arrangement(s):			
L				
C	Others:			
ıtuı	re :		Signature :	
e o	f School		Name of Project Coordinator:	Chop of NGO
	in-charge:	School		Subsidiary

a	rt G: Proposed P	roject				
	Proposed project title	e: (English)				
		(Chinese)				
2.	Date of commencement	ent: / / 2024	3. Date of con	npletion(iii):	/ / 20	025
١.	a. *Estimated total	no. of eligible students of colla	aborating school(		t by heads): _ students )	
	b. *Estimated total	no. of eligible students in the o	community serve	d (count by hea	ds): [	Total =
		( primary students +				·
		#Including the following stude	ents:		_	
			Primary	Secondary	Total (man-head	d)
		(i) Non-Chinese Speaking Students:				
		(ii) Students with Special Educational Needs:				
		(iii) Newly-arrived Children:				
	Objective(s) to achie					
6.	Methods of evaluation	on:				

Remark: (iii) The project should be completed on or before 31 July 2025

## Part H: Estimated no. of participating eligible students for activities to be organised in collaborating schools and/or centre(s)

- Please fill in the box the estimated no. of eligible students served. Photocopy this page if necessary. The Forms of Part I should be sequenced as indicated below.
- To facilitate the all-round development of students, the activities planned for each school/district must cover at least two out of the three activity categories of A, B and C.

Nature of Activities (Part I: A1, A2C5)	Name of Activities	Name of Organisation/ Collaborating School 1	Name of Organisation / Collaborating School 2	Name of Organisation / Collaborating School 3	Name of Organisation / Collaborating School 4	Estimated no. of participating eligible students in each activity
	Name of Activity 1	Students	Students	Students	Students	Students
	Name of Activity 2	Students	Students	Students	Students	Students
	Name of Activity 3	Students	Students	Students	Students	Students
	Name of Activity 4	Students	Students	Students	Students	Students
	Name of Activity 5	Students	Students	Students	Students	Students
	Name of Activity 6	Students	Students	Students	Students	Students
	Name of Activity 7	Students	Students	Students	Students	Students
	Name of Activity 8	Students	Students	Students	Students	Students
	Name of Activity 9	Students	Students	Students	Students	Students
	Name of Activity 10	Students	Students	Students	Students	Students
	Total (i.e. aggregate number of participating students in the above activities)	Students	Students	Students	Students	Students

## Part I: Details of the proposed activity(ies) under the project (This Form should be sequenced as indicated in Part H.)

Order of priority\_\_\_

	(This Form should be sequenced as indicated in	ı ı urı	11.)				
1.	[Nature of Activity A1: Tutorial Service]						
	Name of Activity:						
2.	Name of Collaborating School (if applicable):						
	(One form for one collaborating school / centre only. Please p	hotocop	y this page if you wish to apply for	or more than one colla	borating school / centre.)		
3.	☐Activity for one collaborating school only		☐Activity for the commun	ity without colla	borating school		
4.	Briefly describe the objectives and contents of the activity:						
			#				
5.	Estimated no. of eligible students served (cour (NCS) students, special educational need	nt by I I (SEN	heads)":, inclu () students and nev	iding nor why-arrived child	ren (NAC).		
	# For activity serving the community without collaboration separately: primary students (include						
	secondary students (includingNCS stu	idents,	SEN students and _	NAC).			
6.	Estimated no. of fee-charging non-eligible stu	dents	(vii) (count by heads):	stud	ents (if applicable)		
7.	Date(s): from / / to / /	8.	$Time^{(ix)}$ : (Tick " $\checkmark$ " the	appropriate time	slot)		
			☐ Mon - Fri after school -	- 6pm □	Sat *am/pm		
			☐ Mon - Fri after 6pm		Holiday *am/pm		
9.	No. of group(s) <sup>(x)</sup> : , Instructor-stu	ıdent	ratio per group	•			
10.	Total no. of sessions per year:	11.	Venue <sup>(iv)</sup> :				
	sessions × hours per session <sup>(ix)</sup>						
Rre	akdown of the budget for the proposed activit	v·					
	Breakdown of proposed expenditure items (v) &						
14.	(a) Instructors' remuneration $(viii) \& (x)$ : \$ (/hr)	×	hrs(/session) × session	ıs× grouns	= (\$)		
	Proposed academic qualifications of instructors				(4)		
	Teaching Assistants' (xi) remuneration: \$(/	<u>'hr)</u> ×	hrs(/session) × session	ons × groups	= (\$)		
	(b) Material expenses:				(\$)		
	(c) Others (Please specify:			)	(\$)		
13.7	Total expenditure (A)			(=)	(\$)		
	Breakdown of income			( )	(1)		
	(a) Charge on Non-eligible students (vii) \$	×	_persons		(\$)		
	(b) Others (Please specify:			)	(\$)		
	Total income (B)			(=)	(\$)		
16.0	Grant applied (A – B)			(=)	(\$)		
Remai	rks: (iv) If non-formal curriculum (e.g. tutorial service, learni.	ng skills	training and language training) is				
	offered in places other than the collaborating school pr in a collaborating school premises includes other co				Collaborating School:		
	NGO must comply with the requirements stipulated in relevant documents (such as Certificate of Registratio	n the Edi	ucation Ordinance. Please attach				
	from Registration as a School) in submitting the applic		лоог от аррисанон јог Ехетрион				
	<ul> <li>(v) For administration cost, please fill in Part J(2).</li> <li>(vi) If the enrolled students are less than the approved numb</li> </ul>	er. NGO	should reduce the number of groups	Date:			
	and all expenses on a pro-rata basis.		, ,	Position: *School			
	(vii) Non-eligible students – students who have to pay fee to full fee.	o join an	activity. These students must pay		er-in-charge		
	(viii) Qualifications of instructors are specified in Guideline Community-based Projects web-page.	for Com	munity-based Projects found in our	School Chop:			
	(ix) Tutorial service under the project should be no longer to participate in other after-school activities.	than 4.5	hours per week to allow students to				
	(x) The number of groups equals the number of instructors						
(*	<ul> <li>(xi) Teaching Assistant is responsible for assisting the imple.</li> <li>Delete whichever is not applicable)</li> </ul>	тенино	a oj ine uciiviiy inrougnoui ine year.				

## Part I: Details of the proposed activity(ies) under the project (This Form should be sequenced as indicated in Part H.)

Order of priority\_\_\_\_

(IR)	us Form Shou	ia de sequencea as inaicate	a in Fari 11.)				
1.	[Nature of Activity A2: Learning Skills Training]						
	Name of Activity:						
2.		laborating School (if applied					
_				for more than one collaborating school / centre.)			
			lly □Activity for the commu	unity without collaborating school			
4.	Briefly descr	ibe the objectives and cont	ents of the activity:				
5.	Estimated no	o. of eligible students serve	d (count by heads)#:, inc	luding non-Chinese speaking			
	# For activity s	erving the community without	collaborating school (refer to pt. 3) or sp (includingNCS students,	ecial school, please indicate the			
	seconda	ry students (including]	NCS students, SEN students and	NAC).			
6.	Estimated no	o. of fee-charging non-eligi	ble students <sup>(vii)</sup> (count by heads): _	students (if applicable)			
7.	Date(s): from	<u> </u>					
8.	No. of group	(s) <sup>(x)</sup> : , Instru	ctor-student ratio per group:				
9.	Activities			c) Whole day (at least 7 hrs):times			
	per group:	hrs per session	Venue:	Venue:			
		Venue <sup>(iv)</sup> :	District:	District:			
	0.Breakdown of expenditure items (v) & (vi)   (a) Instructors' remuneration (viiii)&(x): \$						
	(g) Others (P	lease specify:	:; total no. of attendance:)	(\$)			
	Fotal expendi Breakdown of			(=) (\$)			
	(a) Charge on	Non-eligible students (vii) \$	×persons	(\$)			
14.	Total income ( Grant applied	$\mathbf{I}(\mathbf{A} - \mathbf{B})$		(=) (\$) (=) (\$)			
Rema	offe offe app Plec for (v) For aa (vi) If the e and al (vii) Non-ei full fee (viii) Qualif Comm	red in places other than the collaboratived in a collaborating school premises licant NGO must comply with the required as a statach relevant documents (such as Cexemption from Registration as a School, diministration cost, please fill in Part J(2). Perrolled students are less than the approved lexpenses on a pro-rata basis. ligible students — students who have to page.	d number, NGO should reduce the number of groups ay fee to join an activity. These students must pay uideline for Community-based Projects found in our	Confirmed by Collaborating School:  Name: Signature: Date: Position: *School Principal / Teacherin-charge School Chop:			
	(*Delete whichever is not applicable)						

## Part I: Details of the proposed activity(ies) under the project (This Form should be sequenced as indicated in Part H.)

Order of priority\_\_\_\_

TIN	This Form should be sequenced as indicated in Fart 11.7						
1.	[Nature of Activity A3: Language Training]						
	Name of Activity:						
2.		laborating School (if applicate collaborating school / centre only.		for more than one collaborating school / centre.)			
3.	□Activity for	one collaborating school on	ly	nity without collaborating school			
		ibe the objectives and conte					
5.	Estimated no. of eligible students served (count by heads)#:, including non-Chinese speaking (NCS) students, special educational need (SEN) students and newly-arrived children (NAC).  # For activity serving the community without collaborating school (refer to pt. 3) or special school, please indicate the estimation separately: primary students (including NCS students, SEN students and NAC) & / or secondary students (including NCS students, SEN students and NAC).						
6.	Estimated no	o. of fee-charging non-eligib	le students $^{(vii)}$ (count by heads):	students (if applicable)			
7.	Date(s): from						
			tor-student ratio per group::				
9.	Activities	a) session(s)	b) Half-day (at least 4 hrs):times	c) Whole day (at least 7 hrs):times			
	per group:	hrs per session	Venue:	Venue:			
		Venue <sup>(iv)</sup> :	District:	District:			
11.7	Breakdown of the budget for the proposed activity:  10.Breakdown of expenditure items (**) & (**)!  (a) Instructors' remuneration (**iii) & (**): \$						
13.	Total income (	( <b>B</b> )		(=) (\$)			
Remar	offer in a NGC relev from (v) For (vi) If th grou (vii) Non- full f (viii) Quan (x) The	informal curriculum (e.g. tutorial service of in places other than the collaborating scoollaborating school premises includes of must comply with the requirements stipt and documents (such as Certificate of Registration as a School) in submitting the administration cost, please fill in Part J(2) e enrolled students are less than the appeps and all expenses on a pro-rata basis. eligible students — students who have to pree.	or over number, NGO should reduce the number of any fee to join an activity. These students must pay uideline for Community-based Projects found in our	Confirmed by Collaborating School:  Name: Signature: Date: Position: *School Principal / Teacher- in-charge School Chop:			

#### Part I: Details of the proposed activity(ies) under the project

Order of priority

(This Form should be sequenced as indicated in Part H.) [Nature of Activity B1: Art & Cultural Activities] Name of Activity: Name of Collaborating School (if applicable): (One form for one collaborating school / centre only. Please photocopy this page if you wish to apply for more than one collaborating school / centre.) □Activity for one collaborating school only □Activity for the community without collaborating school 4. Briefly describe the objectives and contents of the activity: Activity type (one only, e.g. music, handicraft. Please specify no. of session for each group if they are not the same) Estimated no. of eligible students served (count by heads)#: \_\_\_\_\_, including \_\_\_\_ non-Chinese speaking (NCS) students, \_\_\_\_\_ special educational need (SEN) students and \_\_\_\_\_ newly-arrived children (NAC). # For activity serving the community without collaborating school (refer to pt. 3) or special school, please indicate the estimation separately: \_\_\_\_ primary students (including \_\_\_\_NCS students, \_\_\_\_ SEN students and \_\_\_\_NAC) & / or secondary students (including \_\_\_\_\_NCS students, \_\_\_\_\_ SEN students and \_\_\_\_\_NAC). 6. Estimated no. of fee-charging non-eligible students (vii) (count by heads): \_\_\_\_\_\_students (if applicable) 7. Date(s): from / / to 8. No. of group(s) (x): \_\_\_\_\_\_, Instructor-student ratio per group: \_ b) Half-day (at least 4 hrs): \_\_\_\_times c) Whole day (at least 7 hrs): times Activities Venue: per group: District: Breakdown of the budget for the proposed activity: 10.Breakdown of expenditure items (v) & (vi) (a) Instructors' remuneration (viii) &(x):  $\frac{(/hr) \times (/session) \times sessions}{(/hr) \times (/hr) \times (/hr)} \times sessions \times groups =$ Other staff:  $\frac{(/hr) \times (/session) \times sessions}{} \times groups =$ (\$) \_\_\_\_ (State their status and reasons for the employment: (\$) (b) Material expenses: (c) Camp /Admission fee: \$ × persons (\$) \_\_\_\_\_ (d) **Student** meal: (Only for whole-day outdoor activities): \$\_\_\_\_\_ × \_\_\_\_persons (\$) (e) Activity transportation fee (Only for outdoor activities or camping) (\$) \_\_\_\_\_ (no. of minibus: /no. of coach : /Other: (f) Volunteers allowance: (No. of volunteers: \_\_\_\_; total no. of attendance: \_\_\_\_) (\$) (g) Others (Please specify: (\$) 11.Total expenditure (A) (\$) 12.Breakdown of income (a) Charge on Non-eligible students (vii)  $\$   $\times$  \_\_\_\_ persons (\$) (b) Others (Please specify: 13. Total income (B) (\$) \_\_\_\_\_ 14. Grant applied (A - B)(=)(\$) Remarks: (v) For administration cost, please fill in Part J(2). Confirmed by Collaborating School: (vi) If the enrolled students are less than the approved number, NGO should reduce the number of groups and all expenses on a pro-rata basis. Name: (vii) Non-eligible students – students who have to pay fee to join an activity. These students must pay Signature: full fee. (viii) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Date: Community-based Projects web-page. (x) The number of groups equals the number of instructors to be employed. Position: \*School Principal / Teacherin-charge (\*Delete whichever is not applicable) School Chop:

## Part I: Details of the proposed activity(ies) under the project (This Form should be sequenced as indicated in Part H.)

Order of priority\_

	Distance of Astrice D2. Vista/Ostales as Astrice 1					
1.	[Nature of Activity B2: Visits/Outdoor Activities]					
	Name of Acti	ivity:				
2.		laborating School (if applic	<i>,</i>			
				for more than one collaborating school / centre.)		
			ly □Activity for the commu	nity without collaborating school		
4.	Briefly descr	ribe the objectives and cont	ents of the activity:			
5.			l (count by heads)#:, incl			
••			al need (SEN) students and ne			
			collaborating school (refer to pt. 3) or specificultingNCS students,S			
	_		VCS students, SEN students and	-		
_						
			ole students <sup>(vii)</sup> (count by heads):	students (11 applicable)		
		<u>to / / to / / </u>				
8.	No. of group	(s) (x): , Instructo	or-student ratio per group::_			
9.	Activities	a) session(s)	b) Half-day (at least 4 hrs):times	c) Whole day (at least 7 hrs):times		
	per group:	hrs per session	Venue:	Venue:		
		Venue:	District:	District:		
Bre	akdown of th	e budget for the proposed a	activity:			
10.	Breakdown of	f expenditure items (v) & (vi)				
		•	$(/hr) \times hrs(/session) \times sessio$	$ns \times arouns = (\$)$		
	` '	· · · · · · · · · · · · · · · · · · ·	$\frac{1}{2}$ $\frac{1}$	_		
	Oulei stail	, ,	r the employment:	• •		
	(b) Material ex		the employment.	(\$)		
	* *	nission fee: \$ ×	persons	(\$)		
			or activities): \$ ×person			
	· · ·	nsportation fee (Only for outdoo	-			
	(no. of minib	ous:/no. of coach :/	Other:	) (\$)		
	(f) Volunteers a	allowance: (No. of volunteers:	; total no. of attendance:)	(\$)		
		ž •		) (\$)		
	Total expendi			(=) (\$)		
12.	Breakdown of					
		Non-eligible students (vii) \$	<del>-</del>	(\$)		
12 '				(\$)		
	Total income ( Grant applied			(=) (\$) (=) (\$)		
Rema		A(A-B)		( ) (ψ)		
	(v) For	administration cost, please fill in Part J(2		Confirmed by Collaborating School:		
		ie enrolled students are less than the app ups and all expenses on a pro-rata basis.	proved number, NGO should reduce the number of	Name:		
	(vii) Non full j		pay fee to join an activity. These students must pay	Signature:		
	(viii) Qua	ulifications of instructors are specified in G	Guideline for Community-based Projects found in our	Date:		
		nmunity-based Projects web-page. number of groups equals the number of in	structors to be employed.	Position:*School Principal / Teacher-		
	(*Delete which	ever is not applicable)		in-charge		
	Delete willen	ever is not applicable)		School Chop:		

	Part I: De	tails of the proposed a	2024/25 Application Form for ctivity(ies) under the project	r Community-based Projects (CBP)  Order of priority
		should be sequenced as indic		order of priority
1		ctivity B3: Sports Activities		
1.	Name of Act	-	'1	
_				
2.		llaborating School (if applicate collaborating school / centre only.	cable): Please photocopy this page if you wish to apply for	or more than one collaborating school / centre.
3.	☐Activity for	r one collaborating school on	ly	nity without collaborating school
		ribe the objectives and cont		·
	·	J	v	
	A ativity type	(one only og hell gemes		
		(one only, e.g. ball games, ase specify no. of session for each		
	group if they a	re not the same)		
5	Estimated n	o. of eligible students served	d (count by heads)#:, incl	uding non-Chinese speaking
٠.	(NCS) studer	nts, special educationa	al need (SEN) students and nev	wly-arrived children (NAC).
			collaborating school (refer to pt. 3) or spe (includingNCS students,S	
			NCS students, SEN students and	
6		<u> </u>	ole students <sup>(vii)</sup> (count by heads):	•
		n/to/		stadents (if applicable)
			or-student ratio per group::_	
			b) Half-day (at least 4 hrs):times	
	per group:	hrs per session	Venue:	Venue:
		=	District:	District:
				District.
3re	eakdown of tl	he budget for the proposed	activity:	
0.		of expenditure items (v) & (vi)		
			$(/hr) \times hrs(/session) \times session$	
	Other staf		$\frac{\text{ession}}{\text{essions}} \times \underline{\text{groups}} =$	` '
			or the employment:	
	(b) Material ex			(\$)
		mission fee: \$ ×	-	(\$)
			or activities): \$ ×person	(\$)
	•	ansportation fee (Only for outdo	Other:	(\$)
			; total no. of attendance:)	(\$)
1.	Total expendi			(=) (\$)
	Breakdown o	` '		
	(a) Charge on	Non-eligible students (vii) \$	×persons	(\$)
	(b) Others (	Please specify:		) (\$)
13.	Total income	<b>(B)</b>		(=) (\$)
	Grant applie	d (A – B)		(=) (\$)
ema		r administration cost, please fill in Part J(2		Confirmed by Collaborating School
		he enrolled students are less than the appro l all expenses on a pro-rata basis.	wed number, NGO should reduce the number of groups	Name:
	(vii) Noi	n-eligible students – students who have to	pay fee to join an activity. These students must pay	Signature:
	(viii) Qu		Guideline for Community-based Projects found in our	Date:
		mmunity-based Projects web-page. e number of groups equals the number of ir	astructors to be employed.	Position:*School Principal / Teacher
		never is not applicable)	•	in-charge
	Delete Milici	ievei is not applicable)		School Chop:

			2024/25 Application Form for	· Community-b	pased Projects (CBP)	
		1 1	ctivity(ies) under the project	Or	rder of priority_	
	1	should be sequenced as indi	· · · · · · · · · · · · · · · · · · ·			
1.	[Nature of Activity C1: Voluntary Service]					
	Name of Acti	ivity:				
2.		laborating School (if applied to collaborating school / centre only.	eable): Please photocopy this page if you wish to apply for	or more than one c	collaborating school / cent	
3.	□Activity for	one collaborating school on	lly □Activity for the commu	nity without co	ollaborating school	
		ibe the objectives and cont				
5.	(NCS) studen # For activity s estimation sepa	serving the community without parately: primary students	d (count by heads)#:, included need (SEN) students and new collaborating school (refer to pt. 3) or specific includingNCS students, SEN students and	wly-arrived ch cial school, plea SEN students ar	nildren (NAC). ase indicate the	
6.	Estimated no	o. of fee-charging non-eligi	ble students <sup>(vii)</sup> (count by heads):	st	udents (if applicabl	
		m/to				
			or-student ratio per group::_			
			b) Half-day (at least 4 hrs):times			
<b></b>					(at reast / ms)tm	
		=				
<u> </u>	•			District:		
		e budget for the proposed	activity:			
10.		of expenditure items (v) & (vi)				
			$(/hr) \times hrs(/session) \times session$			
			$\frac{\text{hrs}(\text{/session}) \times \text{sessions}}{\text{sessions}} \times \text{gr}$			
	Other staf		$\frac{\text{brs}(/\text{session})}{\text{sessions}} \times \underline{\text{gr}}$		(\$)	
	(1) M ( ; 1		ns for the employment:	)	( <b>f</b> )	
	(b) Material ex	•			(\$)	
		nission fee: \$ ×	-	_	(\$)	
	` /	ear: (Only for whole-day outdoons of the court of the cou	or activities): \$ ×person	S	(\$)	
	•	• •	/Other:	)	(\$)	
	`		:; total no. of attendance:)		(\$)	
			, , , , , , , , , , , , , , , , , , , ,	)	(\$)	
11.	Total expendi			(=		
12.	.Breakdown o	of income		·	, , ,	
	(a) Charge on	Non-eligible students (vii) \$	×persons		(\$)	
	(b) Others (I	Please specify:		)	(\$)	
13.	Total income	<b>(B)</b>		(=	=) (\$)	
14.	.Grant applie	d (A – B)		(=	=) (\$)	
Rema	(v) For (vi) If the and (vii) Non- full J (viii) Qua Com (x) The nu	all expenses on a pro-rata basis. -eligible students – students who have to fee.	ved number, NGO should reduce the number of groups pay fee to join an activity. These students must pay Guideline for Community-based Projects found in our	Name:	ehool Principal / Teach	

## Part I: Details of the proposed activity(ies) under the project (This Form should be sequenced as indicated in Part H.)

Order of priority\_\_\_\_

	This Form should be sequenced as inactive in 1 art 11.)					
1.	[Nature of Activity C2: Development of Self-confidence]					
	Name of Acti	vity:				
2.		laborating School (if applic				
			Please photocopy this page if you wish to apply t			
3.	□Activity for	one collaborating school on	ly □Activity for the commu	nity without collab	orating school	
4.	Briefly descr	ibe the objectives and cont	ents of the activity:			
5.	Estimated no	o. of eligible students served	l (count by heads)#:, incl	uding non-C	Chinese speaking	
			al need (SEN) students and ne collaborating school (refer to pt. 3) or spe			
			(includingNCS students,			
			NCS students, SEN students and			
6.	Estimated no	o, of fee-charging non-eligib	ole students <sup>(vii)</sup> (count by heads):	studen	ts (if applicable)	
		m/to			is (ir approacts)	
			or-student ratio per group::_			
9.			b) Half-day (at least 4 hrs):times			
	per group:	_	Venue:	-		
		Venue <sup>(iii)</sup> :	District:	District:		
Bre	akdown of th	e budget for the proposed a	activity:			
10.	Breakdown o	f expenditure items (v) & (vi)				
	(a) Instructors	s' remuneration $(viii)&(x)$ : \$(	$\frac{hr}{hr} \times \frac{hrs(session)}{hrs} \times \frac{sessions}{hrs}$	$s \times groups =$	(\$)	
			$\frac{\operatorname{nrs}(\operatorname{session})}{\operatorname{sessions}} \times \underline{g}$		(\$)	
	Other staf	f: \$(/hr) × }	nrs(/session) × sessions × g	roups =	(\$)	
		(State their status and reason	ns for the employment:	)		
	(b) Material ex	penses:			(\$)	
	(c) Camp /Adm	nission fee: \$ ×	_persons		(\$)	
	(d) Student me	eal: (Only for whole-day outdoo	or activities): \$ ×persor	ıs	(\$)	
	` '	nsportation fee (Only for outdoo	1 0,		<b>(</b> \$)	
	(no. of min	ibus:/no. of coach:	/Other:	)	(\$)	
	(f) Volunteers a	llowance: (No. of volunteers:	; total no. of attendance:)		(\$)	
				)	(\$)	
	Total expendi			(=)	(\$)	
12.	Breakdown o					
		Non-eligible students (vii) \$	=		(\$)	
1.0				)	(\$)	
	Total income			(=)	(\$)	
14.	Grant applied	a (A – B)		(=)	(\$)	
Rem	. ,	administration cost, please fill in Part J(2		Confirmed by Coll	aborating School:	
		e enrolled students are less than the approv all expenses on a pro-rata basis.	red number, NGO should reduce the number of groups	Name:		
	(vii) Non-eligible students – students who have to pay fee to join an activity. These students must pay  Signature:					
	—	lifications of instructors are specified in G	duideline for Community-based Projects found in our	Date:		
		nmunity-based Projects web-page. number of groups equals the number of in	structors to be employed	Position: *School I		
	, ,		2	in-charge	_	
	(*Delete which	ever is not applicable)		School Chop:		
				1		

# 2024/25 Application Form for Community-based Projects (CBP) Part I: Details of the proposed activity(ies) under the project (This Form should be sequenced as indicated in Part H.)

	(1 mis Form S	nouta de sequencea as inaic	alea in Fari 11.)			
1.	-	ctivity C3: Social/Commun	ication Skills Training]			
	Name of Activity:					
2.	Name of Collaborating School (if applicable):  (One form for one collaborating school / centre only. Please photocopy this page if you wish to apply for more than one collaborating school / centre.)					
		-				
3.	□Activity for	one collaborating school on	ly □Activity for the commu	nity without collab	orating school	
4.	Briefly descr	ibe the objectives and cont	ents of the activity:			
5.	Estimated no. of eligible students served (count by heads)#:, including non-Chinese speaking (NCS) students, special educational need (SEN) students and newly-arrived children (NAC).  # For activity serving the community without collaborating school (refer to pt. 3) or special school, please indicate the estimation separately: primary students (including NCS students, SEN students and NAC) & / or secondary students (including NCS students, SEN students and NAC).					
6.	Estimated no	o. of fee-charging non-eligib	ole students $^{(vii)}$ (count by heads):	studer	nts (if applicable)	
			/ /			
8.	No. of group	(s) (x):, Instructo	or-student ratio per group::_			
			b) Half-day (at least 4 hrs):times			
	per group:	hrs per session	Venue:	Venue:		
		Venue(iii):	District:	District:		
Bre	•	e budget for the proposed :				
10.	Breakdown o	of expenditure items (v) & (vi)				
		•	$\frac{hr_{hr}}{hr} \times \frac{hr_{s}(session)}{hr_{s}} \times \frac{sessions}{hr_{s}}$	s × groups =	(\$)	
			nrs(/session) × sessions × g		(\$)	
	Other staf		nrs(/session) × sessions × g	_	(\$)	
			ns for the employment:	_	· / -	
	(b) Material ex				(\$)	
	` '	nission fee: \$ ×	persons		(\$)	
	. ,	<u></u>	or activities): \$ × person	ns	(\$)	
	· · —	nsportation fee (Only for outdoo				
	•	nibus:/no. of coach:	1 0,	)	(\$)	
	*		; total no. of attendance:)		(\$)	
				)	(\$)	
11.	<b>Total expend</b>	iture (A)		(=)	(\$)	
12.	Breakdown o	of income				
	(a) Charge on	Non-eligible students (vii) \$	×persons		(\$)	
	(b) Others (1	Please specify:		)	(\$)	
13.	Total income	(B)		(=)	(\$)	
14.	Grant applie	d(A-B)		(=)	(\$)	
D	where (a) E	Latin Cilia Day 10		Confirmed by Col	laborating School:	
Remai	1 /	administration cost, please fill in Part J(2 he enrolled students are less than the app	). proved number, NGO should reduce the number of	Name:	•	
		ups and all expenses on a pro-rata basis. n-eligible students – students who have to r	pay fee to join an activity. These students must pay	Signature:		
	full	fee.	uideline for Community-based Projects found in our	Date:		
	Con	nmunity-based Projects web-page.			Principal / Teacher-	
	(x) The	number of groups equals the number of in	istructors to be employea.	in-charge	•	
	(*Delete which	ever is not applicable)		School Chop:		

# 

Order of priority\_\_\_

(1	nis Form s	snouta de sequencea as that	catea in Part H.)	
1. [N	Nature of A	activity C4: Adventure Acti	vities]	
N	ame of Act	tivity:		
2 N	ame of Co	llaborating School (if appli	cable).	
		• • • • • • • • • • • • • • • • • • • •	Please photocopy this page if you wish to apply f	for more than one collaborating school / centre.)
			nly □Activity for the commu	
		ribe the objectives and con		mty without conaborating school
4. D	rieny desc	ribe the objectives and con	tents of the activity.	
E.	atimatad n	a of aligible students source	d (count by boads)#. incl	vdina nan Chinasa anaskina
5. E	Sumateu n VCS) studei	o. of eligible students serve	d (count by heads)#:, incl al need (SEN) students and ne	wly-arrived children (NAC)
			collaborating school (refer to pt. 3) or spe	
	stimation sep	arately: primary student	s (includingNCS students,	SEN students andNAC) & / or
	second	ary students (including	NCS students, SEN students and	NAC).
6 F	stimated n	a of fee charging non eligi	ble students <sup>(vii)</sup> (count by heads):	students (if applicable)
			•	
			/ /	
8. N	o. of group	o(s) (x): , Instruct	or-student ratio per group::_	
9. A	ctivities	a) session(s)	b) Half-day (at least 4 hrs):times	c) Whole day (at least 7 hrs):times
pe	er group:	hrs per session	Venue:	Venue:
		Venue <sup>(iii)</sup> •	District:	District:
		•	•	District.
		he budget for the proposed	activity:	
		of expenditure items (v) & (vi)		
(a	n) Instructor	rs' remuneration $^{(viii)\&(x)}$ : $\$$	$(/hr) \times hrs(/session) \times session$	$\underline{\text{ns}} \times \underline{\text{groups}} = (\$)$
	Social W		$\frac{\text{hrs(/session)}}{\text{sessions}} \times \underline{g}$	
	Other sta	ff: \$(/hr) ×	$\frac{\text{hrs(/session)}}{\text{sessions}} \times \underline{g}$	<u>roups</u> = (\$)
		(State their status and reason	ons for the employment:	)
(b	) Material e	xpenses:		(\$)
` `	, I	mission fee: \$ ×	<del></del>	(\$)
		, ,	or activities): \$ ×persor	ıs (\$)
(e	•	ensportation fee (Only for outdo	1 0/	(\$)
	*	nibus:/no. of coach:		)
			s:; total no. of attendance:)	(\$)
	otal expend reakdown			(=) (\$)
		n Non-eligible students <sup>(vii)</sup> \$_	V nerconc	(\$)
			^persons	(\$)
	otal income			(=) (\$)
	rant appli	` '		(=) (\$)
1	типс иррп	cu (ri B)		() (4)
emarks:		r administration cost, please fill in Part J		Confirmed by Collaborating School
		he enrolled students are less than the appr l all expenses on a pro-rata basis.	oved number, NGO should reduce the number of groups	Name:
	(vii) No.	n-eligible students – students who have to	p pay fee to join an activity. These students must pay	Signature:
	(viii) Qu		Guideline for Community-based Projects found in our	
		mmunity-based Projects web-page. e number of groups equals the number of i	instructors to be employed	Position: *School Principal / Teacher
	(1110	ου οι βισαρό εφαία πε παποέτ οι Γ		in-charge
<i>(</i> *I	Delete which	never is not applicable)		School Chop:
( 1	Defett Willer	iever is not applicable)		School Chop.

2024/25 Application Form for Community-based Projects (CBP) Part I: Details of the proposed activity(ies) under the project Order of priority (This Form should be sequenced as indicated in Part H.) 1. [Nature of Activity C5: Leadership Training] Name of Activity: 2. Name of Collaborating School (if applicable): (One form for one collaborating school / centre only. Please photocopy this page if you wish to apply for more than one collaborating school / □ Activity for one collaborating school only □ Activity for the community without collaborating school Briefly describe the objectives and contents of the activity: Estimated no. of eligible students served (count by heads)#: \_\_\_\_\_, including \_\_\_\_\_ non-Chinese speaking (NCS) students, \_\_\_\_\_ special educational need (SEN) students and \_\_\_\_\_ newly-arrived children # For activity serving the community without collaborating school (refer to pt. 3) or special school, please indicate the estimation separately: \_\_\_\_\_ primary students (including \_\_\_\_\_NCS students, \_\_\_\_\_ SEN students and \_\_\_\_\_NAC) & / or secondary students (including NCS students, SEN students and NAC). Estimated no. of fee-charging non-eligible students (vii) (count by heads): \_\_\_\_\_students (if applicable) 7. | Date(s): from / / to / / 8. No. of group(s) (x): \_\_\_\_\_\_, Instructor-student ratio per group: \_\_\_\_:\_ 9. Activities b) Half-day (at least 4 hrs): times c) Whole day (at least 7 hrs): times a)\_\_\_\_\_ session(s) Venue: per group: hrs per session Venue (iii): District: District: Breakdown of the budget for the proposed activity: 10. Breakdown of expenditure items (v) & (vi) (a) Instructors' remuneration (viii) &(x):  $\frac{(hr) \times hrs((session) \times sessions) \times groups}{(hr) \times hrs((session) \times sessions) \times groups} = (\$)$ Social Worker: \$ (/hr)  $\times$  hrs(/session)  $\times$  sessions  $\times$  groups =  $\frac{(/hr) \times (/session) \times sessions}{} \times groups =$ Other staff: (\$) (State their status and reasons for the employment: (\$) (b) Material expenses: (c) Camp /Admission fee: \$\_\_\_\_\_ × \_\_\_\_persons (\$) (d) <u>Student</u> meal: (Only for whole-day outdoor activities): \$\_\_\_\_\_ × \_\_\_\_persons (\$) \_\_\_\_\_ (e) Activity transportation fee (Only for outdoor activities or camping) (\$) \_\_\_\_\_ (no. of minibus:\_\_\_\_\_/no. of coach:\_\_\_\_\_/Other:\_\_\_ (f) Volunteers allowance: (No. of volunteers: \_\_\_\_\_; total no. of attendance: \_\_\_\_\_) (\$) \_\_\_\_\_ (g) Others (Please specify:\_ (\$) (=) (\$) \_\_\_\_\_ 11. Total expenditure (A) 12. Breakdown of income (a) Charge on Non-eligible students (vii) \$\_\_\_\_\_ × \_\_\_\_persons (\$) \_\_\_\_\_ (b) Others (Please specify: (\$) \_\_\_\_\_ 13. Total income (B) (=)(\$) \_\_\_\_\_ 14. Grant applied (A - B)(=)(\$) \_\_\_\_\_ Remarks: For administration cost, please fill in Part J(2). (v) If the enrolled students are less than the approved number, NGO should reduce the number of (vi) groups and all expenses on a pro-rata basis.

Non-eligible students – students who have to pay fee to join an activity. These students must (vii)

(viii) Qualification of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

The number of groups equals the number of instructors to be employed.

Confirmed by Collaborating School	:
Name:	
Signature:	
Date:	
Position: *School Principal / Teacher	<u>r-</u>
in-charge	
School Chop:	

Part J: Estimated income and expenditure of	the project
1. Estimated expenditure of the whole (xii) project (A):	(\$)
2. Administration cost <sup>(xiii)</sup> (B):	(\$)
3. Project Coordination cost <sup>(xiv)</sup> (C):	(\$)
4. Total estimated income <sup>(xv)</sup> (D):	(\$)
5. Total amount of grant applied (xvi) (A+B+C-D):	(\$)
Remarks: (xii) Total expenses of all Part I activities	
(xiii) The applied amount of administration cost must	t be an integer
(xiv) The applied amount of project coordination cos	t must be an integer
(xv) Total incomes of all Part I activities	
(xvi) The ceiling of the total amount of grant applied	for each Community-based Project is capped at HK\$2,500,000.

#### **Personal Information Collection Statement**

#### **Purposes 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 counterchecking of the application 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 application 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 application.

#### **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 bureaux 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) personnel, agent, service provider or organizations, including committee members on School-based After-school Learning and Support Programmes, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
  - (d) where you have given your prescribed consent to such disclosure; and
  - (e) where such disclosure is authorised or required 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 Executive Officer (Student Special Support)11 at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to exosss11@edb.gov.hk.

#### **Enquiries**

5. Enquiries concerning the personal data collected by means of this application form, including making of access and corrections, should be addressed to:

Address: Student Special Support Section

**Education Bureau** 

Room 1141, 11/F, Wu Chung House 213 Queen's Road East, Wan Chai, HK

Tel. No.: 2892 6653 Fax No.: 3107 1306

## **Checklist for submitting application**

Ш	Every item of this application form is completed;
	The Head of the applicant Non-governmental Organisation (NGO) has signed and stamped in Part C;
	The Head of the Department / Section or Subsidiary Organisation implementing the Project for the applicant NGO has signed and stamped in Part D1 or D2 (if applicable);
	Signature of the Project Coordinator has been provided in Part E;
	The Supervisor(s)/Principal(s) of all Collaborating School(s) has / have signed and stamped the declarations in Part $F1(1)$ or Part $F2(1)&(3)$ ;
	The Principal(s)/Teacher(s)-in-charge of all Collaborating School(s) have signed and stamped in Part I;
	The NGO or NGO's Subsidiary Organisation has stamped in Part F1(2) or Part F2(2)&(3);
	The Project Coordinator has signed in Part F1(2) or Part F2(2)&(3);
	The ceiling of the total amount (Part $J(5)$ ) of grant applied for each Community-based Project is capped at HK\$2,500,000.
	The ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of Community-based Project(s), should not exceed HK\$2,500,000.
Τ	The following documents are attached:
	The original and one copy of the completed application form;
	NGO participated in the CBP in previous year(s): documents certifying that the applicant NGO and its delegated Subsidiary Organisation are an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112)
	New applicant NGO or NGO with memorandum of association, constitution or charter amended: documents certifying that the applicant NGO is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112) and the applicant's memorandum of association in case it is a limited company under the Companies Ordinance (Cap.32) or constitution or charter in case it is registered under the Societies Ordinance (Cap. 151) (one copy each)
	A copy of Certificate of Registration of a School or the completed application form for getting Exemption from Registration as a School under Section 9(5) of the Education Ordinance (Cap. 279) for offering non-formal curriculum in places other than the collaborating school premises.