

School-based After-School Learning and Support Programmes 2025/26 School Year Application Form for Community-based Projects

Points to note:

- (a) Please read thoroughly the Guideline for Community-based Projects under the School-based After-School Learning and Support Programmes before completing this application form.
- (b) The Community-based Projects (projects) are open for application of non-profit-making non-governmental organisations (NGOs) only.
- (c) The applicant NGO (including its delegated subsidiary organisation implementing the project) 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 memorandum of association, constitution or charter. To simplify the application process, unless the memorandum of association, constitution or charter have been amended, an NGO which had project (s) approved before only needs to submit the documents certifying that the applicant NGO (including its delegated subsidiary organisation implementing the project) is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112). The Education Bureau may request the applicant NGO to provide further documents, if necessary. For the applicant NGO making application for the first time, one copy each of the aforementioned 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 Information of Collaborating School(s) in Part F1 or Part F2. If the applicant NGO collaborated with the collaborating school(s) to implement the project in the 2024/25 school year and will continue their collaboration in the 2025/26 school year, please complete Part F1. If the applicant NGO and the collaborating school(s) start to collaborate to implement the project in the 2025/26 school year, please complete Part F2 to prove that the applicant NGO and the collaborating school(s) have good and adequate communication to ensure the two parties have reached a mutual agreement on the details of the project (e.g. the collaborating 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 of the applicant NGO 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 application form for the 2025/26 school year, 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. Please use separate sheet(s) if space in this application form is not enough.
- (g) The applied project could complement but should not replace or overlap with project(s) funded by other organisations (such as Life-wide Learning Grant, the Home Affairs Department's funding and the Social Welfare Department's Support Scheme, etc).
- (h) The project 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 Schemes]. For project(s) implemented in collaboration with school(s), the student beneficiaries should also include those categorised as needy students by the school using the discretionary quota.
- (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 project commences on 25 February 2025. The application deadline is **28 March 2025**. Late applications are generally not accepted, but the Committee on School-based After-school Learning and Support Programmes (the Committee) will consider the late applications fulfilling the following criteria on a case-by-case basis:
 - The project must be implemented by an NGO 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 original (with a copy) and returned to the Student Special Support Section of the Education Bureau (Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) by post or by hand on or before the aforementioned deadline together with a copy of the document proving that the applicant NGO is an approved charitable institution or trust of a public character. The applicant NGOs making application for the first time 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). For the NGO submitted the application form by post, please post by registered mail to ensure successful delivery. For application submitted by post, the stamped date will be taken as the date of application. **Submission by fax or email will NOT be accepted.** All submitted documents are non-returnable.
- (l) The ceiling of the total amount of grant applied for each 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 project(s), should also not exceed HK\$2,500,000.
- (m) Details of the approved grant and activity(ies) under the project will be provided to relevant collaborating school(s) for reference.

Part A: District where the project is implemented

(Each application form can only be used to apply for implementing the project in one district. Applicants intending to implement the project in more than one district should submit a separate application.)

(Please put a "✓" in the appropriate box(es))

<u>HK Region</u>	<u>Kowloon Region</u>	<u>New Territories East Region</u>	<u>New Territories West Region</u>
<input type="checkbox"/> Central & Western	<input type="checkbox"/> Kowloon City	<input type="checkbox"/> North	<input type="checkbox"/> Kwai Chung & Tsing Yi
<input type="checkbox"/> Hong Kong East	<input type="checkbox"/> Kwun Tong	<input type="checkbox"/> Sha Tin	<input type="checkbox"/> Tsuen Wan
<input type="checkbox"/> Islands	<input type="checkbox"/> Sai Kung	<input type="checkbox"/> Tai Po	<input type="checkbox"/> Tuen Mun
<input type="checkbox"/> Southern	<input type="checkbox"/> Sham Shui Po		<input type="checkbox"/> Yuen Long
<input type="checkbox"/> Wan Chai	<input type="checkbox"/> Wong Tai Sin		
	<input type="checkbox"/> Yau Tsim & Mong Kok		

<input type="checkbox"/> Project type with collaborating schools(s)	<input type="checkbox"/> serve the community	<input type="checkbox"/> with collaborating school(s) and serve the community
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Part B: Particulars of Applicant NGO

1. Name of NGO: (English) _____
(Chinese) _____

2. NGO Code: _____ (Only applicable to NGOs participated in the project in 2024/25 school year)

3. Name of Head of NGO (English) _____ (Mr./Ms./Mrs./Miss)*
(Chinese) _____ (先生/女士/太太/小姐)*

Position(e.g. Chairperson/CEO/Supervisor): _____

4. Address of NGO: (English) _____
(Chinese) _____

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 of NGO:

10. Sources of income of NGO:

(*Delete whichever is not applicable)

11. Please state briefly the experience in providing services to students

(a) Past experience in organising Community-based Projects (if any) :

School Year	Project Code	Name(s) of Collaborating School(s)
2024/25		
2023/24		
2022/23		
2021/22		
2020/21		
2019/20		
2018/19		
2017/18		

(b) NGO's experience in organising after-school activities in the past 5 years:

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

Part C: Declaration of Applicant NGO

1. On behalf of (Name of applicant NGO) _____, I hereby declare that

(a) Our NGO is an approved charitable NGO or trust of a public nature under Section 88 of the Inland Revenue Ordinance (Cap.112) and our work is mainly in social welfare related services.

(b) *(i) If the applied project is approved with funding support, it will be **directly** implemented by our NGO. Information of the Department/Section Implementing the Project is provided in Part D1. Particulars of the Project Coordinator are provided in Part E.

Name of Department/Section Implementing the Project: _____

*(ii) If the applied project is approved with funding support, our NGO will delegate our **subsidiary organisation** (name of subsidiary organisation) _____ to implement the proposed project stated in this application form. I understand that although our subsidiary organisation is fully delegated to implement the said project, our NGO is ultimately responsible for it under Clause 9.4 of the School-based After-school Learning and Support Programmes Grantee Agreement. Particulars of our delegated subsidiary organisation are provided in Part D2 and particulars of its Project Coordinator are provided in Part E.

[Relevant certification of (b)(i) and/or (ii) is/are enclosed.]

(c) The applied project does not duplicate our other project(s) implemented for the community/school(s) and funded by other organisations.

(d) I certify that all the information given in this application form is true and accurate. I understand that if I wilfully give any false information or withhold any material information, the application will immediately become void, any grant approved will then be withheld, any payment made must be refunded to the Education Bureau and the ultimate responsibility arisen shall be borne by the NGO I represent.

(e) I consent that the information provided in this application form may be used by the Education Bureau to process the application and conduct research, evaluative studies and training/sharing session.

(f) If the applied project is approved with funding support, I pledge to participate actively in all the promotion, dissemination and publicity activities relevant to the project.

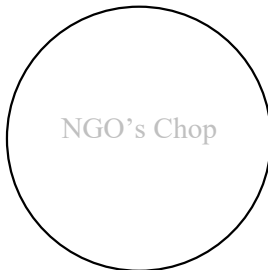
(g) I understand that the Education Bureau reserves the right to require our NGO to provide proof of our relationship with our delegated subsidiary organisation.

2. Name of Head of NGO: _____

3. Position of Head of NGO: _____

4. Signature of Head of NGO: _____

5. Date: _____ / _____ / 2025



(*Delete whichever is not applicable)

Part D1: Particulars of Department/Section Implementing the Project

(For a project directly implemented by the applicant NGO, please fill in Part D1.)

1. Name of Department / Section: (English) _____

(Chinese) _____

2. Name and position of Head of Department / Section: (English) _____ (Mr./Ms./Mrs./Miss)*

(Chinese) _____ (先生/女士/太太/小姐)*

Position: _____

3. Address of Department / Section: (English) _____

(Chinese) _____

4. Telephone no. of Department / Section: _____

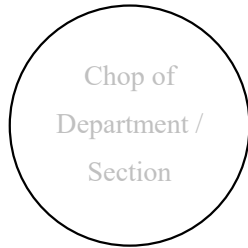
5. Fax no. of Department / Section: _____

6. Email Address of Department / Section: _____

7. Website of Department / Section: _____

8. Signature of Head of Department / Section: _____

9. Date: _____ / _____ / 2025



(*Delete whichever is not applicable)

Part D2: Particulars of Delegated Subsidiary Organisation Implementing the Project
(For a project implemented by the delegated subsidiary organisation. Please fill in Part D2.)

1. Name of Subsidiary Organisation: (English) _____

(Chinese) _____

2. Name and position of Head of Subsidiary Organisation: (English) _____ (Mr./Ms./Mrs./Miss)*
(Chinese) _____ (先生/女士/太太/小姐)*
Position: _____

3. Address of Subsidiary Organisation: (English) _____
(Chinese) _____

4. Telephone no. of Subsidiary Organisation: _____

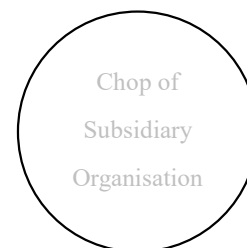
5. Fax no. of Subsidiary Organisation: _____

6. Email Address of Subsidiary Organisation: _____

7. Website of Subsidiary Organisation: _____

8. Signature of Head of Subsidiary Organisation: _____

9. Date: _____ / _____ / 2025



(*Delete whichever is not applicable)

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 NGO/delegated subsidiary organisation implementing the project has appointed the following person to be the Project Coordinator:

1. *(a) Name of **Department/Section** Implementing the Project:

Position of Project Coordinator: _____

- *(b) Name of Delegated **Subsidiary Organisation** Implementing the Project:

Position of Project Coordinator: _____

2. Name of Project Coordinator: _____ (Mr./Ms./Mrs./Miss)*

3. **Signature** of Project Coordinator: _____

4. Contact of Project Coordinator

(a) NGO Telephone no.: _____ Emergency Phone no.: _____ Fax no.: _____

(b) Email Address: _____

5. Name of Contact Person (other than the Project Coordinator): _____ (Mr./Ms./Mrs./Miss)*

6. Position of Contact Person: _____

7. Contact of Contact Person:

(a) NGO Telephone no.: _____ Emergency Phone no.: _____

(b) Email Address: _____

Note: The ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of 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 delegated subsidiary organisation implementing the project. The NGO should ensure that the information of Project Coordinator and the Contact Person is accurate so that the Education Bureau could contact the relevant personnel in a timely manner.

(* Delete whichever is not applicable)

Part F1: Information of Collaborating School**(For school in collaboration with the same NGO in the 2024/25 school year)**

This part applies to an application for which the school continues to collaborate with the applicant NGO to implement the project in the 2025/26 school year.

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

1. To be completed by the collaborating school: (Please put a “√” in the appropriate box(es))

Name of School: (English) _____
(Chinese) _____

Address of School: (English) _____
(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 eligible students⁽ⁱ⁾ referred by school to participate in the project (count by heads): _____

(including _____ non-Chinese speaking (NCS) students, _____ students with special educational needs (SEN), and _____ newly-arrived children (NAC)).

[#] School is suggested to make reference to the actual no. of students participating in the project in the 2024/25 school year for estimation.

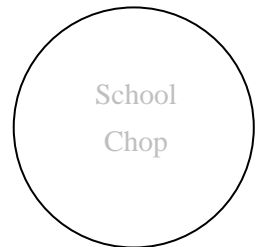
Name of School _____ Name of School _____
Teacher-in-Charge: _____ Supervisor/Principal*: _____

Position: _____ Signature of School _____

School Tel. no.: _____ Supervisor/Principal*: _____

School Fax no.: _____ Date: _____ / _____ / 2025

Email Address: _____

**2. To be completed by the applicant NGO/delegated subsidiary organisation implementing the project:**

Name of *NGO/Subsidiary _____

Organisation: _____

Name of Project Coordinator⁽ⁱⁱ⁾: _____

Signature of Project Coordinator: _____



Remarks: (i) Eligible Students i.e. P1 to S6 students in receipt of the CSSA, full-grant assistance under the Student Financial Assistance Schemes and the needy students categorised by the schools under their discretionary quota.

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

(*Delete whichever is not applicable)

Part F2: Information of Collaborating School**(For school starts to collaborate with the NGO in the 2025/26 school year)**

This part applies to an application for which the school **did not collaborate with the applicant NGO** to implement the project in the 2024/25 school year.

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

1. To be completed by the collaborating school: (Please put a “✓” in the appropriate box(es))

Name of School: (English) _____
(Chinese) _____

Address of School: (English) _____
(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 **eligible students⁽ⁱ⁾** referred by school to **participate** in the project (count by heads): _____
(including _____ non-Chinese speaking (NCS) students, _____ students with special educational needs (SEN), and _____ newly-arrived children (NAC)).

[#] School is suggested to make reference to the actual no. of students participating in the project in the 2024/25 school year for estimation (if applicable).

Mutual agreement on administrative procedures has been reached between our school and the applicant NGO. School teacher in-charge and the Project Coordinator have signed for verification.

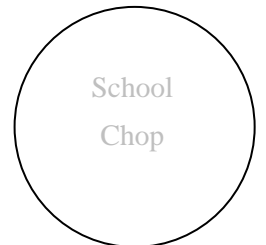
Name of School _____ Name of School _____
Teacher-in-Charge: _____ Supervisor/Principal*: _____

Position: _____ Signature of School _____

School Tel. no.: _____ Supervisor/Principal*: _____

School Fax no.: _____ Date: _____ / _____ / 2025

Email Address: _____

**2. To be completed by the applicant NGO/delegated subsidiary organisation implementing the project:**

Mutual agreement on administrative procedures has been reached between our NGO and the collaborating school as detailed in part F2(3). School teacher in-charge and the Project Coordinator have signed for verification.

Name of *NGO/Subsidiary _____
Organisation: _____

Name of Project Coordinator⁽ⁱⁱ⁾: _____

Signature of Project Coordinator: _____



Remarks: (i) Eligible Students i.e. P1 to S6 students in receipt of the CSSA, full-grant assistance under the Student Financial Assistance Schemes and the needy students categorised by the schools under their discretionary quota.

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

(*Delete whichever is not applicable)

3. Meeting minutes between school and the applicant NGO:

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

(Please fill in the contents and put a “✓” in the appropriate box(es). You may tick more than one box.)

(a) Both parties have discussed the detailed terms and 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.

(i) List of instructors

(ii) Academic qualification(s) of instructor(s)

(iii) Reference number(s) for the Sexual Conviction Record Check of instructor(s)

(iv) Contract(s) between the NGO and instructor(s)

(v) Others: _____

(c) The NGO should ensure that all instructors (including substitute instructors) appointed to the school have undergone the Sexual Conviction Record Check.

(d) The school should notify the NGO at least _____ working days before the commencement of activities if there is any adjustment to the details or content of the approved activities; the NGO should submit an application for project adjustment to the Education Bureau within _____ working days after receiving a written request from the school.

(e) The NGO should reply to the school’s queries concerning the content or progress of the project 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) :

Notify the other party immediately. The NGO should arrange new instructor(s) within _____ working days and submit relevant documents as listed in (b) to the school for checking and retention.

Other arrangement(s):

(h) The NGO should follow the procedure(s) below for the arrangement of substitute instructor(s):

The NGO should notify the school of the arrangement of substitute instructor(s) at least ____ hours before the commencement of activity. Relevant documents as listed in (b) should be submitted to the school within _____ working days for checking and retention.

Other arrangement(s):

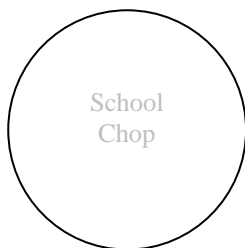
(i) Others:

Name of School Teacher-in-Charge:

Position: _____

Signature of School Teacher-in-Charge:

Date: _____



Name of Project Coordinator:

Signature of Project Coordinator:

Date: _____



Part G: Information of Applied Project

1. Project Title: (English) _____
 (Chinese) _____

2. Date of Commencement: ____ / ____ / 2025 3. Date of Completion⁽ⁱ⁾: ____ / ____ / 2026

4. (a) *Estimated total no. of eligible students of collaborating school(s) (count by heads):

(_____ students)

(b) *Estimated total no. of eligible students in the community served project(s) (count by heads):

(____ primary students + ____ secondary students = _____ students[#])

Total =
 _____ students

[#]Including the following students :

	Primary	Secondary	Total (man-head)
(i) Non-Chinese Speaking (NCS) Students :			
(ii) Students with Special Educational Needs (SEN) :			
(iii) Newly-arrived children (NAC) :			

5. Project Objective(s):

6. Methods of Evaluation:

Remark: (i) The project should be completed on or before 31 July 2026.

(*Delete whichever is not applicable)

Part H: Estimated no. of Participating Eligible Students for Activities to be Organised in Collaboration with Schools and/or by NGO Serving the Community

- 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 collaborating school/NGO serving the Community must cover **at least two out of the three activity categories of A, B and C.**

Nature of Activities <i>(Part I: A1, A2... C5)</i>	Name of Activities	Name of NGO/ Collaborating School 1	Name of NGO/ Collaborating School 2	Name of NGO / Collaborating School 3	Name of NGO / Collaborating School 4	Estimated no. of participating <u>eligible students</u> 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 **Order of priority** _____

(This Form should be sequenced as indicated in Part H.)

1.	[Nature of Activity A1: Tutorial Service] Name of Activity:	
2.	Name of Collaborating School (if applicable): <small>(One form for one collaborating school/centre only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>	
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school	
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)	
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____	8. Time⁽ⁱⁱ⁾ : (Tick "✓" the appropriate time slot) <input type="checkbox"/> Mon - Fri after school - 6pm <input type="checkbox"/> Sat *am/pm <input type="checkbox"/> Mon - Fri after 6pm <input type="checkbox"/> Holiday *am/pm
9.	No. of group(s)⁽ⁱⁱⁱ⁾: _____ , Instructor-student ratio per group _____ : _____	
10.	Total no. of sessions per year: _____ sessions × _____ hours per session ⁽ⁱⁱ⁾	11. Venue^(iv): _____

Breakdown of the budget for the proposed activity:

12. Breakdown of proposed expenditure items^{(v) & (vi)}

(a) Instructors^(vii) remuneration: (\$) _____ (/hr) × _____ hrs/(session) × _____ sessions × _____ groups = (\$) _____
 Proposed academic qualifications of instructors: _____ (Graduate/Holder)
 Teaching Assistants^(viii) remuneration: (\$) _____ (/hr) × _____ hrs/(session) × _____ sessions × _____ groups = (\$) _____

(b) Material expenses: (\$) _____

(c) Others (Please specify: _____) (\$) _____

13. Total expenditure (A) (=) (\$) _____

14. Breakdown of income

(a) Charge on Non-eligible students (\$) _____ × _____ persons (\$) _____

(b) Others (Please specify: _____) (\$) _____

15. Total income (B) (=) (\$) _____

16. Grant applied (A – B) (=) (\$) _____

- Remarks:**
- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
 - (ii) Tutorial service under the project should be no longer than 4.5 hours per week to allow students to participate in other after-school activities.
 - (iii) The number of groups equals the number of instructors to be employed.
 - (iv) If non-formal curriculum (e.g. tutorial service, learning skills training and 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 Certificate of Registration of a School or application for Exemption from Registration as a School) in submitting the application.
 - (v) For administration cost, please fill in Part J(2).
 - (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.
 - (vii) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.
 - (viii) Teaching Assistant is responsible for assisting the implementation of the activity throughout the year.

(* Delete whichever is not applicable)

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.)

1.	[Nature of Activity A2: Learning Skills Training] Name of Activity: _____			
2.	Name of Collaborating School (if applicable): (One form for <u>one collaborating school/centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)			
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school			
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)			
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____			
8.	No. of group(s)⁽ⁱⁱ⁾: _____ , Instructor-student ratio per group: _____ : _____			
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue ⁽ⁱⁱⁱ⁾ : _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____	c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity:

10. Breakdown of expenditure items^{(iv) & (v)}

- (a) Instructors' ^(vi) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Proposed academic qualifications of instructors: _____ (Graduate/Holder)
 Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
- (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

- Remarks:**
- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
 - (ii) The number of groups equals the number of instructors to be employed.
 - (iii) If non-formal curriculum (e.g. tutorial service, learning skills training and 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 Certificate of Registration of a School or application for Exemption from Registration as a School) in submitting the application.
 - (iv) 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 groups and all expenses on a pro-rata basis.
 - (vi) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

(*Delete whichever is not applicable)

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.)

1.	[Nature of Activity A3: Language Training] Name of Activity: _____		
2.	Name of Collaborating School (if applicable): <small>(One form for one collaborating school/centre only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>		
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school		
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s)⁽ⁱⁱ⁾: _____ , Instructor-student ratio per group: _____ :		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue⁽ⁱⁱⁱ⁾: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity:

10. Breakdown of expenditure items^{(iv) & (v)}

- (a) Instructors'^(vi) remuneration: (\$) _____ (/hr) × _____ hrs/(session) × _____ sessions × _____ groups = (\$) _____
Proposed academic qualifications of instructors: _____ (Graduate/Holder)
- Other staff: (\$) _____ (/hr) × _____ hrs/(session) × _____ sessions × _____ 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 (\$) _____ × _____ persons
- (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

- Remarks:**
- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
 - (ii) The number of groups equals the number of instructors to be employed.
 - (iii) If non-formal curriculum (e.g. tutorial service, learning skills training and 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 Certificate of Registration of a School or application for Exemption from Registration as a School) in submitting the application.
 - (iv) 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 groups and all expenses on a pro-rata basis.
 - (vi) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

Confirmed by Collaborating School:

Name: _____

Signature: _____

Date: _____

Position: *School Principal/Teacher-in-charge

School Chop: _____

(*Delete whichever is not applicable)

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 B1: Art & Cultural Activities] Name of Activity: _____		
2.	Name of Collaborating School (if applicable): <small>(One form for <u>one collaborating school/centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>		
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> 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) _____		
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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s)⁽ⁱⁱ⁾: _____, Instructor-student ratio per group: _____:		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity :

10. Breakdown of expenditure items ^{(iii) & (iv)}

- (a) Instructors^(v) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
- (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

Remarks:

- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
- (ii) The number of groups equals the number of instructors to be employed.
- (iii) For administration cost, please fill in Part J(2).
- (iv) 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.
- (v) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

(*Delete whichever is not applicable)

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.)

1.	[Nature of Activity B2: Visits/Outdoor Activities] 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.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school		
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students ⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s) ⁽ⁱⁱ⁾ : _____, Instructor-student ratio per group: _____:_____		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____ District: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity :**10. Breakdown of expenditure items** ^{(iii) & (iv)}

- (a) Instructors' ^(v) remuneration: (\$) _____ (hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
Other staff: (\$) _____ (hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
- (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____**14. Grant applied (A – B)** (=) (\$) _____**Remarks:**

- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
- (ii) The number of groups equals the number of instructors to be employed.
- (iii) For administration cost, please fill in Part J(2).
- (iv) 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.
- (v) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

(*Delete whichever is not applicable)

Confirmed by Collaborating School:

Name: _____

Signature: _____

Date: _____

Position: *School Principal/Teacher-
in-charge

School Chop:

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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 B3: Sports Activities] Name of Activity:		
2.	Name of Collaborating School (if applicable): (One form for <u>one collaborating school/centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)		
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school		
4.	Briefly describe the objectives and contents of the activity:		
	Activity type (one only, e.g. ball games, swimming. Please specify no. of session for each group if they are not the same)		
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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s)⁽ⁱⁱ⁾: _____, Instructor-student ratio per group: _____:		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____ District: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity :**10. Breakdown of expenditure items^{(iii) & (iv)}**(a) Instructors'^(v) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____

Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____

(b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____**14. Grant applied (A – B)** (=) (\$) _____**Remarks:**

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

(ii) The number of groups equals the number of instructors to be employed.

(iii) For administration cost, please fill in Part J(2).

(iv) 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.

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

(*Delete whichever is not applicable)

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.)

1.	[Nature of Activity C1: Voluntary Service] Name of Activity: _____				
2.	Name of Collaborating School (if applicable): <small>(One form for <u>one collaborating school/centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>				
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school				
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)				
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____				
8.	No. of group(s)⁽ⁱⁱ⁾: _____, Instructor-student ratio per group: _____:				
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____</td> <td style="width: 50%;">c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____</td> </tr> </table>	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____	c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____
b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____	c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____				

Breakdown of the budget for the proposed activity:

10. Breakdown of expenditure items ⁽ⁱⁱⁱ⁾ & ^(iv)

(a) Instructors^(v) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Social Worker: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
 (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

Remarks:

- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
- (ii) The number of groups equals the number of instructors to be employed.
- (iii) For administration cost, please fill in Part J(2).
- (iv) 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.
- (v) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

(*Delete whichever is not applicable)

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.)

1.	[Nature of Activity C2: Development of Self-confidence] Name of Activity: _____		
2.	Name of Collaborating School (if applicable): <small>(One form for one collaborating school/centre only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>		
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school		
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s)⁽ⁱⁱ⁾: _____, Instructor-student ratio per group: _____:		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____ District: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity:

10. Breakdown of expenditure items ⁽ⁱⁱⁱ⁾ & ^(iv)

(a) Instructors^(v) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Social Worker: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
 (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

Remarks:

- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
- (ii) The number of groups equals the number of instructors to be employed.
- (iii) For administration cost, please fill in Part J(2).
- (iv) 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.
- (v) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

(*Delete whichever is not applicable)

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.)

1.	[Nature of Activity C3: Social/Communication Skills Training] Name of Activity: _____		
2.	Name of Collaborating School (if applicable): <small>(One form for one collaborating school/centre only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>		
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school		
4.	Briefly describe the objectives and contents 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. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s)⁽ⁱⁱ⁾: _____, Instructor-student ratio per group: _____:		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity:

10. Breakdown of expenditure items^{(iii) & (iv)}

(a) Instructors^(v) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Social Worker: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
 (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

Remarks:

- (i) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
- (ii) The number of groups equals the number of instructors to be employed.
- (iii) For administration cost, please fill in Part J(2).
- (iv) 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.
- (v) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.

(*Delete whichever is not applicable)

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.)

1.	[Nature of Activity C4: Adventure Activities] Name of Activity: _____		
2.	Name of Collaborating School (if applicable): <small>(One form for <u>one collaborating school/centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school/centre.)</small>		
3.	<input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school		
4.	Briefly describe the objectives and contents 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). <small># 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).</small>		
6.	Estimated no. of fee-charging non-eligible students⁽ⁱ⁾ (count by heads): _____ students (if applicable)		
7.	Date(s): from _____ / _____ / _____ to _____ / _____ / _____		
8.	No. of group(s)⁽ⁱⁱ⁾: _____, Instructor-student ratio per group: _____:_____		
9.	Activities per group:	a) _____ session(s) _____ hrs per session Venue: _____	b) Half-day (at least 4 hrs): _____ times Venue: _____ District: _____
			c) Whole day (at least 7 hrs): _____ times Venue: _____ District: _____

Breakdown of the budget for the proposed activity:

10. Breakdown of expenditure items ^{(iii) & (iv)}

- (a) Instructors^(v) remuneration: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Social Worker: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____
 Other staff: (\$) _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ 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 (\$) _____ × _____ persons (\$) _____
- (b) Others (Please specify: _____) (\$) _____

13. Total income (B) (=) (\$) _____

14. Grant applied (A – B) (=) (\$) _____

Remarks:

- (i) *Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.*
- (ii) *The number of groups equals the number of instructors to be employed.*
- (iii) *For administration cost, please fill in Part J(2).*
- (iv) *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.*
- (v) *Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.*

(*Delete whichever is not applicable)

Confirmed by Collaborating School:

Name: _____

Signature: _____

Date: _____

Position: ***School Principal/Teacher-in-charge**

School Chop: _____

Part J: Estimated income and expenditure of the whole project

- 1. Estimated expenditure of the proposed activities⁽ⁱ⁾ (A): (\$) _____
- 2. Estimated administration cost⁽ⁱⁱ⁾ (B): (\$) _____
- 3. Estimated project coordination cost⁽ⁱⁱⁱ⁾ (C): (\$) _____
- 4. Total estimated income^(iv) (D): (\$) _____
- 5. Total amount of grant applied^(v) (A+B+C-D): (\$) _____

Remarks: (i) Total expenses of all Part I activities.
(ii) The applied amount of estimated administration cost must be an integer.
(iii) The applied amount of estimated project coordination cost must be an integer.
(iv) Total income of all Part I activities.
(v) The ceiling of the total amount of grant applied for each project is capped at HK\$2,500,000.

Part K: Other relevant supplementary information (if any)

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 counter-checking 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

- Every item of this application form is completed;
- The Head of the applicant NGO has signed and stamped in Part C;
- The Head of the department/section or delegated 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 the 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 the Collaborating School(s) has/have signed and stamped in Part I;
- The NGO/delegated subsidiary organisation implementing the project 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 project is capped at HK\$2,500,000 ; and
- The ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of project(s), should not exceed HK\$2,500,000.

The following documents are attached:

- The **original and one copy** of the completed application form;
- The NGO participated in the project in previous year(s): documents certifying that the applicant NGO and its delegated subsidiary organisation implementing the project are approved charitable institutions or trusts of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112).
- The applicant NGO making application for the first time 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.