

## 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)