

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.

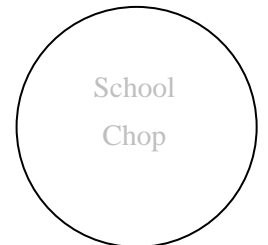
Name of School _____ Name of School _____
Teacher-in-Charge: _____ Supervisor/Principal*: _____

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):

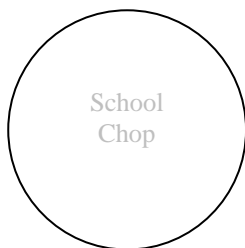
(i) Others:

Name of School Teacher-in-Charge:

Position: _____

Signature of School Teacher-in-Charge:

Date: _____



Name of Project Coordinator:

Signature of Project Coordinator:

Date: _____

