**School-based After-school Learning and Support Programmes 2021/22s.y.**

**Community-based Projects – Progress Report (up to 31 December 2021)**

**(This form, duly completed and signed, should be returned to the**

**Extended Support Programmes Section by mail or by fax on or before 31 January 2022)**

|  |  |
| --- | --- |
| Name of Organisation | ： **Extended Support Programmes Section**Address: Room 1141, 11/F, Wu Chung House , 213 Queen’s Road East, Wanchai, H.K. Fax No.: 3107 1306 |
| Project Title | ：  |
| Project Ref. No. | ：  | Project Coordinator | ：  |
| Contact Person | ：  | Contact Tel. No. | ：  |

1. **Information on Activities in the Project**

Please provide **information on all approved activities.**

**( I ) (a) Activities held with collaborating school(s)：**

Name of activity (List out all the approved activities)

No. of participating eligible students#1 in approved activities

Actual no. of students participated

Is the activity on schedule?

#3

Financial report

Name of collaborating school(s)

Remark

(.e.g. activity dates: Every Mon Wed and Fri 4:00 – 5:30 pm)

Eligible students#1

Non-eligible students#2

Amount of grant #4

($)

(A1)

Other income#5 ($)

(B1)

Subsidy from NGO

($)

(C1)

Expenses#6

($)

(D1)

No. of students^

Average attendance rate (%)

No. of students^

Average attendance rate (%)

P

S

SP

P

S

SP

Total

**Total**

**Man-times**

**(total no. of students listed above):**

**Total**

**Man-times**

**(total no. of students listed above):**

Average rate:

%

**Total**

**Man-times**

**(total no. of students listed above):**

Average rate:

%

Total($)

Total no. of

activities:

(A1)=

(B1)=

(C1)=

(D1)=

^

P: Primary School S: Secondary School SP: Special School

(Use separate sheets if necessary)

**(b) Information of eligible students in collaborating schools (up to 31 December 2021)**

Project Ref. no.: \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Count by heads** |
|  | **Primary** | **Secondary** | **Special School** | **Total** (**Count by heads**) |
| No. of eligible#1 students |
|  | No. of students | Please provide the no. of students#7 per type where applicable | No. of students | Please provide the no. of students#7 per type where applicable | No. of students | Please provide the no. of students#7 per type where applicable |
| NCS | SEN | NAC | NCS | SEN | NAC | NCS | NAC |
| *(i) Comprehensive Social Security Assistance (CSSA)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *(ii) Full grant under the Student Finance Assistance Scheme (SFAS)*  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(iii) Total no. of disadvantaged students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))* |  |  |  |  |  |  |  |  |  |  |  |  |
| *(iv)* Total no. of eligible students benefitted :***(i) + (ii) + (iii)*** *=* |  |  |  |  |  |  |  |  |  |  |  |  |
| ***(v)* Total no. of non-eligible**#2 **students (must pay full fee)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total no. of students:** ***(iv) + (v)*** = |  |  |  |  |  |  |  |  |  |  |  |  |

**( II ) (a) Activities open to the community：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of activity (List out all the approved activities) | No. of participating eligible students in approved activities | Actual no. of students participated | Is the activity on schedule? #3 | Financial report | Remark(e.g. activity dates: Every Mon Wed and Fri 4:00 – 5:30 pm) |
| Eligible students #8 | Non-eligible students#2 | Amount of grant#4 ($)(A2) | Other income #5 ($)(B2) | Subsidy from NGO ($) (C2) | Expenses #6($)(D2) |
| Primary | Secondary | Special | Average attendance rate (%) | No. of students | Average attendance rate (%) |
| Od | Pv | Cs | Od | Pv | Cs | Od | Pv | Cs | P | S | SP |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |
| **Total no. of activities: \_\_\_\_\_** | **Total Man-times** **(Total no. of students listed above):** **＿＿＿＿＿** | **Total Man-times** **(Total no. of students listed above):** **＿＿＿＿＿＿** | **Average rate:****\_\_\_\_\_%** | **Total Man-times****(Total no. of students listed above)****= \_\_\_\_\_** | **Average rate:****\_\_\_\_%** |  | **Total ($)** |  |
| (A2)= | (B2)= | (C2)= | (D2)= |  |

1. **Information of eligible students joining the community activities(up to 31 December 2021)**

Project Ref. no.: \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Count by heads** |
| **Primary** | **Secondary** | **Special School** | **Total** **(count by heads)** | Provide the no. the following types of students#7 where applicable |
|  | Od | Pv | Cs | Od | Pv | Cs | Od | Pv | Cs | NCS | SEN | NAC |
| No. of eligible#1 students |
| *(vi) Comprehensive Social Security Assistance (CSSA)* |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *(vii) Full grant under the Student Finance Assistance Scheme (SFAS)*  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***(viii)* Total no. of eligible students benefitted: *(vi) + (vii)* =** |  |  |  |  |
| ***(ix)* Total no. of non-eligible**#2 **students (must pay full fee) ：** |  |  |  |  |
| **Total no. of students *(viii) + (ix)* =** |  |  |  |  |

* 1. **Financial Summary of the whole project (up to 31 December 2021)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | (E) Administration cost | ： | $ |  |
|  |  | (F) Project coordination cost | ： | $ |  |
|  |  | (G) Administration and project co-ordination cost subsidised by NGO | ： | $ |  |
|  |  | (H) Total project expenditure = (D1) + (D2) + (E) + (F) | = | $ |  |
|  |  | (I) Amount of approved grant | ： | $ |  |
|  |  | *(*Please fill in accordance with **item 5 of part J of the application form**, i.e. the total amount of grant approved to your organisation before the due date of this progress report*)* |
|  |  | (J) Interest earned (if any) | ： | $ |  |
|  |  | (K) Total project income = (B1) + (B2) + (C1) + (C2) + (G) + (I) + (J) | = | $ |  |
|  |  | Balance = (K) – (H) | = | $ |  |

Remarks：

#1. Eligible students: students in receipt of CSSA, full grant under the SFAS or disadvantaged students under the discretionary quota (only applicable to the students identified by the collaborating school(s)).

#2. Non-eligible students: students who have to pay fees to join an activity. These students must pay full fee; full fee means the **actual** cost of an activity for each participating student (including eligible and non-eligible students)（e.g. if the actual cost for the activity is $1,000 with a total of 6 eligible students and 4 non-eligible students participating in the activity, the cost for each participating student should be $100; each not-eligible student should therefore pay $100）.

#3. Is the activity on schedule? The activity should be stated as: **(a) completed**; **(b) in progress**; **(c) not yet commenced** or **(d) cancelled**.

#4. Amount of grant: The amount allocated for the activity under the approved project, which should be used to subsidise only the eligible students, while non-eligible students must pay full fee.

#5. Other income: other sources of revenue such as the fee paid by the non-eligible students, donation and sponsorship. If the figure is not known yet, please fill in “pending”.

#6. Expenses: the expenses for organising the activity (including subsidy by NGO in the expense). If the figure is not known yet, please fill in “pending”.

#7. For three types of students:

* NCS (non-Chinese speaking students)；
* SEN (students with Special Educational Needs)；$\frac{Approved administration cost (B)}{Approved total activity grant (A)}×ppro$$\frac{Approved administration cost (B)}{Approved total activity grant (A)}×ppro$
* NAC (newly-arrived children)

#8. For activities also serving the whole community, **priority** should be given to eligible students from “Od” and “Pv” schools

* Od (students from Government, Aided or Direct Subsidised Scheme schools not listed in (I))；
* Pv (students from private schools)；
* Cs (students from collaborating schools listed in (I))

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \*Name of NGO/Name of Department/Name of Subsidiary Organisation | : |  |  |  |
| \*Name and Post of Head of NGO/Department/ Subsidiary Organisation/Project Coordinator | : | Name / Post  |  |  |
|  |  |
| Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : |  |  | \*Chop of NGO/Department / Subsidiary Organisation |
|  (\*Head of NGO/Department/ Subsidiary Organisation/Project Coordinator)\*Delete whichever is not applicable  |

**Name of**

**Organisation**

1. **Project Effectiveness**

**Project**

**Ref. No.**

***In general, how would you rate the achievements of the activities conducted / in progress to the benefitted eligible students?***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please put a “🗸” against the most appropriate box.** | Improved | **No Change** | Declining | Not Applicable |
| **Significant** | **Moderate** | **Slight** |
| **Learning Effectiveness** |
| a) Students’ motivation for learning |  |  |  |  |  |  |
| b) Students’ study skills |  |  |  |  |  |  |
| c) Students’ academic achievement |  |  |  |  |  |  |
| d) Students’ learning experience outside classroom |  |  |  |  |  |  |
| e) Your overall view on students’ learning effectiveness |  |  |  |  |  |  |
| **Personal and Social Development** |
| f) Students’ self-esteem |  |  |  |  |  |  |
| g) Students’ self-management skills |  |  |  |  |  |  |
| h) Students’ social skills |  |  |  |  |  |  |
| i) Students’ interpersonal skills |  |  |  |  |  |  |
| j) Students’ cooperativeness skill with others |  |  |  |  |  |  |
| k) Students’ attitudes toward schooling |  |  |  |  |  |  |
| l) Students’ outlook on life |  |  |  |  |  |  |
| m) Your overall view on students’ personal and social development |  |  |  |  |  |  |
| **Community Involvement** |
| n) Situation on students’ participation in extra-curricular and voluntary activities |  |  |  |  |  |  |
| o) Students’ sense of belonging |  |  |  |  |  |  |
| p) Students’ understanding on the community |  |  |  |  |  |  |
| q) Your overall view on students’ community involvement |  |  |  |  |  |  |

**C. Comments on the project conducted**

***Have you encountered any of the following problems / difficulties when implementing the project?***

***(You may tick more than one box)***

□ insufficient manpower to conduct the activities;

□ collaborating schools unable to provide sufficient no. of eligible students (i.e., students receiving CSSA, SFAS full grant);

□ eligible students unwilling to join the programmes (Reason(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);

□ collaborating schools unable to provide appropriate support (Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);

□ unable to employ suitable tutors to conduct activities;

□ complicated requirements for handling funds disbursed by EDB;

□ the reporting requirements too complicated and time-consuming;

□ Other suggestions (Please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If you have other suggestions (e.g. mode of collaboration, nature of activities, etc.) on the project, please specify below.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School-based After-school Learning and Support Programmes 2021/22 s.y.**

**Statement of Activity Income & Expenditure (up to 31/12/2021)**

**Name of NGO :**

**Project Ref. No. :**

**Name of the Activity :**

**(Independent Statement for each approved activity)**

**(Please use separate sheet if space is not enough)**

Actual no. of eligible students participated: Actual no. of non-eligible students participated:

**Income Items HK$**

 Amount of grant approved for this activity

 Fees collected from non-eligible students

 Others (Please specify: ）

**Total Income (A)**

**Subsidy by NGO (B)**

**Expenditure Items**

**Total\_\_\_\_groups, each group with\_\_\_\_sessions x \_\_\_\_hr(s) and/or\_\_\_\_half day/full day**

 Tutor fee (No. of tutors: ; Hourly salary: )

 (No. of social workers: ; Hourly salary: )

 (No. of other staff: \_\_\_\_\_\_; Hourly salary: )

Material expenses

Camp / Admission fee

Students’ meal

Activity transportation fee

Volunteers allowance (No. of volunteers: )

Other (Please specify: )

**Total Expenditure (C)**

**Balance (A + B - C)**

**I have already checked all the information provided above and verified that all expenditure receipts are certified true and correct. I also confirm that the above approved activity is \*in progress / completed.**

\* Name and Post of Head of NGO/ Department/ Subsidiary Organisation/ Project Coordinator

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Contact Tel. No.:

Remarks:

Date:

 \* Chop of NGO/ Department/ Subsidiary Organisation

\*(Delete whichever is not applicable)

**School-based After-school Learning and Support Programmes 2021/22 s.y.**

**Statement of Administration & Project Coordination Cost (up to 31/12/2021)**

**Name of NGO :**

**Project Ref. No. :**

 **HK$**

**Approved Grant for Administration Cost (A)**

**Administration Expenses**

 Staff transportation fees

 Photo-copying

 Stationery

 Postage

 Others (Please specify: )

**Total Expenditure for Administration (B)**

**Administration Cost Subsidised by NGO (if any) (C)**

**Balance (D) = (A + C - B)**

**Approved Grant for Project Coordination Cost (E)**

**Project Coordination Cost (F)**

**Project Coordination Cost Subsidised by NGO (if any) (G)**

**Balance (H) = (E + G - F)**

**I have already checked all the information provided above and verified that all expenditure receipts are certified true and correct.**

\* Name and Post of Head of NGO/ Department/ Subsidiary Organisation/ Project Coordinator

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Tel. No.:

Remarks:

Date: \* \* Chop of NGO/ Department/ Subsidiary Organisation

\*(Delete whichever is not applicable)