**School-based After-school Learning and Support Programmes 2023/24 s.y.**

**Community-based Project–Final Report (up to 31 July 2024)**

**(The report should be completed and submitted to the Student Special Support Section of EDB on or before 30 September 2024 via e-form (**[**https://eformss.edb.gov.hk/eformss/Login)**](https://eformss.edb.gov.hk/eformss/Login)**. For project(s) involving collaboration with school(s), NGO is required to submit the Original Copy of the Statement of Activity Income & Expenditure to EDB separately. Alternatively, NGO can also submit the completed and signed Original Copy of the report to EDB by post or by hand.)**

Basic Information of Project

**Student Special Support Section**

Address:Room 1141, 11/F,   
Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong

Fax No.: 3107 1306

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Organisation | : |  | | | |
|  |  |  |  |  |  |
| Project Title | : |  | | | |
|  |  |  |  |  |  |
| Project Reference No. | : |  | Project Coordinator | : |  |
|  |  |  |  |  |  |
| Contact Person | : |  | Contact Tel. no. | : |  |

1. **Information on Activities under the Programme**

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 in approved activities #1 | Actual no. of students participated | | | | | | | | Is the activity on schedule? #3  (If cancelled, see E1 & F1) | Financial report | | | | Name of collaborating school(s) | Remark | *Administration / project coordination cost to be deducted*  *($)*  *(for cancelled activities only)* | |
| Eligible students | | | | Non-eligible students#2 | | | | Amount of grant #4 ($)  (A1) | Other income  #5 ($)  (B1) | Subsidy from NGO  ($)  (C1) | Expenses#6 ($)  (D1) |
| No. of students^ | | | Average attendance rate (%) | No. of students^ | | | Average attendance rate (%) | *Administration cost#7*  *( \_\_\_\_\_\_%)*  *(E1)* | *Project coordination cost#8*  *( \_\_\_\_\_%)*  *(F1)* |
| P | S | SP | P | S | SP |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total no. of  activities:  \_\_\_\_\_\_\_\_\_ | Total man-times  (Total no. of students listed above):  \_\_\_\_\_\_\_\_\_ | Total man-times  (Total no. of students listed above):  \_\_\_\_\_\_\_\_\_ | | | Average rate:  \_\_\_\_\_% | Total man-times  (Total no. of students listed above):  \_\_\_\_\_\_\_\_\_ | | | Average  rate:  \_\_\_\_\_% | Total no. of completed activities:  \_\_\_\_\_\_\_ | Total ($) | | | |  | | Total ($) | |
| (A1)  = | (B1)  = | (C1)  = | (D1)  = | (E1)  = | (F1)  = |
| ^P – Primary School; S – Secondary School; SP – Special School (Use separate sheets if necessary) | | | | | | | | | | | | | | | | |  |  |

(I)(b) Information of participating students in collaborating schools (up to 31 July 2024)

Project ref no.: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Count by heads** | | | | | | | | | | | |
|  | Primary School | | | | Secondary School | | | | Special School | | | Total (Count by heads) |
|  |
| **No. of eligible#1 student beneficiaries:** | No. of students | Please provide the no. of students#9 per type where applicable | | | No. of students | Please provide the no. of students#9 per type where applicable | | | No. of students | Please provide the no. of students#9 per type where applicable | |
| NCSCS | SEN | NAC | NCS | SEN | NAC | NCS | NAC |
| 1. *Comprehensive Social Security Assistance (CSSA)* |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. *Full grant under the Student Finance Assistance (SFA) Schemes* |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. *Total no. of needy students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))* |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Total no. of eligible student beneficiaries: *(i) + (ii) + (iii)*** *=* |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. **Total no. of non-eligible#2 students (must pay full fee):** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total no. of students:** ***(iv) + (v)*** = |  |  |  |  |  |  |  |  |  |  |  |  |

( II ) (a) Activities open to the community：**NGO should submit the name list of the eligible students participating in the activities including names of the students, names of their schools and class levels within one month after commencing the activities.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of activity (List out all the approved activities) | No. of participating eligible students in approved activities | Actual no. of students served | | | | | | | | | | | Is the activity on schedule? #3 (If cancelled, see E2 & F2) | Financial report | | | | | | | Remark | *Administration / project coordination cost to be deducted*  *($)*  *(for cancelled activities only)* | |
| Eligible students #10 | | | | | | | Non-eligible students#2 | | | | Amount of grant #4  ($) (A2) | | Other income #5  ($)  (B2) | Subsidy from NGO ($)  (C2) | | Expenses #6  ($)  (D2) | |
| Primary School | | Secondary  School | | Special School | | Average attendance rate (%) | No. of students | | | Average attendance rate (%) | *Administration cost#7*  *( \_\_\_\_\_%)*  *(E2)* | *Project coordination cost#8*  *( \_\_\_\_\_%) (F2)* |
| Od | Cs | Od | Cs | Od | Cs | P | S | SP |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  | |  |  |  |
| Total no. of activities: \_\_\_\_\_ | Total man-times  (Total no. of students listed above):  ＿＿＿＿＿＿ | Total man-times  (Total no. of students listed above):  ＿＿＿＿＿＿ | | | | | | Average rate:  \_\_\_\_\_% | Total man-times  (Total no. of students listed above):  \_\_\_\_\_ | | | Average rate:  \_\_\_\_% | Total no. of completed activities:  \_\_\_\_\_\_\_ | Total ($) | | | | | | |  | Total ($) | |
| (A2)  = | (B2)  = | | | (C2)  = | | (D2)  = | (E2)  = | (F2)  = |

Project ref no.: \_\_\_\_\_\_\_\_

(II)(b) Information of students joining the community activities (up to 31 July 2024)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Count by heads** | | | | | | | | | |
| Primary School | | Secondary School | | Special School | | Total  (count by heads) | Please provide the no. of students#9 per type where applicable | | |
|  | Od | Cs | Od | Cs | Od | Cs | NCS | SEN | NAC |
| **No. of eligible#1 student beneficiaries:** |
| *(vi) Comprehensive Social Security Assistance (CSSA)* |  |  |  |  |  |  |  |  |  |  |
| *(vii) Full grant under the Student Finance Assistance (SFA) Schemes* |  |  |  |  |  |  |  |  |  |  |
| ***(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)* =** | | | | | | |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (III) Financial Summary of the whole project (up to 31 July 2024) | | | | |
|  |  |  | (E) Administration cost | ： | | $ |  | |
|  |  | (F) Project coordination cost | ： | | $ |  | |
|  |  | (G) Administration cost and project co-ordination cost subsidised by NGO | ： | | $ |  | |
|  |  | (H) Total project expenditure = (D1) + (D2) + (E) + (F) | = | | $ |  | |
|  |  | (I) Amount of approved grant (i.e. item 5 of part J of the application form) | ： | | $ |  | |
|  |  | (J) Amount received | ： | | $ |  | |
|  |  | (K) Interest earned (if any) | ： | | $ |  |
|  | (L) Total project income = (B1) + (B2) + (C1) + (C2) + (G) + (J) + (K) | | = | | $ |  |
|  |  | Balance = (L) – (H) | = | | $ |  |

Remarks：

Project ref no.: \_\_\_\_\_\_\_\_

#1. Eligible students: students in receipt of CSSA, full grant under the SFA Schemes or needy students under the discretion 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 non-eligible student should therefore pay $100）.

#3. Is the activity on schedule? The progress should be stated as: **(a) completed or (b) 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.

#6. Expenses: the expenses for organising the activity (including subsidy by NGO in the expense).

#7. For a cancelled activity, the administration cost to be deducted is calculated based on the percentage approved to the administration cost

(Refer to **Part J** of the application form):

percentage to be deducted = (round to two decimal places)

**Refer to the example to calculate deduction of the administration and project coordination cost**

Thus, the administration cost to be deducted: amount of grant of the cancelled activity (A1) percentage to be deducted (round to the nearest dollar)

#8. For a cancelled activity, the project coordination cost to be deducted is calculated based on the percentage approved to the project coordination cost

(Refer to **Part J** of the application form):

percentage to be deducted = (round to two decimal places)

Thus, the project coordination cost to be deducted: amount of grant of the cancelled activity (A1) percentage to be deducted (round to the nearest dollar)

#9. The three types of students:

* NCS (non-Chinese speaking students)；
* SEN (students with Special Educational Needs)；
* NAC (newly-arrived-children)

|  |
| --- |
| #10.　For activities also serving the whole community, **priority** should be given to eligible students from “Od” schools  - Od (students from Government, Aided or Direct Subsidised Scheme schools not listed in (I))；  - Cs (students from collaborating schools listed in (I)) |

|  |  |  |  |
| --- | --- | --- | --- |
| \*Name of NGO/Department/Subsidiary Organisation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| \***Head** of NGO/ Department/ Subsidiary Organisation | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |
| \***Project Coordinator** of NGO/ Department/ Subsidiary Organisation  \*Delete as appropriate | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \*Chop of NGO/ Department/ Subsidiary Organisation |

Name of

Organisation

Project

ref. No.

# B. Project Effectiveness

*In general, how would you rate the achievements of the activities conducted 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 and

full grant under the SFA Schemes);

□ eligible students unwilling to join the programmes (Please specify the 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.*

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

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

**D. Evaluation on the Project (use separate sheet if necessary)**

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

1. Have you conducted any survey to collect feedback on the activities under the Programme from the collaborating schools, participating students, parents, teachers and staff involved? If yes, please attach the survey results.
2. If any other evaluation on the effectiveness on the project was also conducted, such as whether the aims of the project can be achieved and the response of schools and parents to the project, please state below.

|  |
| --- |
|  |

**School-based After-school Learning and Support Programmes 2023/24s.y.**

**E(I). Statement of Activity Income & Expenditure (up to 31 July 2024)**

**Name of NGO :**

**Project Ref no. :**

**Name of the Activity :**

**(Separate statement for each approved activity. Please use separate sheet if space is not enough.)**

**Details of completed activity:**

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

Total groups, each group with sessions x hr(s) \*and/or \_\_\_\_half day/full day, Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teaching assistant (if any): \_\_\_\_\_\_\_\_\_\_\_

**To be completed by collaborating school**

School chop

**I confirm that the above details of completed activity is consistent with the school’s activity**

**records; and we will retain the implementation records of the activity, including attendance**

**records of students/tutors, for EDB’s checking if required.**

Name of school:

Name: Post:\*Principal/Teacher in charge

Signature: Date:

**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**

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: )

Others (Please specify: )

**Total Expenditure (C)**

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

(*Please provide relevant tutors’ contract, attendance records of students/tutors, and/or other relevant documents (original/certified true copy) upon request by EDB on a random basis.*)

**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 completed.**

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

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

Signature:

Remarks:

Date:

\*Delete whichever is not applicable

Chop of \*NGO / Department / Subsidiary Organisation

**School-based After-school Learning and Support Programmes 2023/24 s.y.**

**E(II). Statement of Administration and Project Coordination Costs**

**Name of NGO :**

**Project Ref no. :**

**Statement of Administration Cost (up to 31 July 2024)**

|  |  |
| --- | --- |
|  | **HK$** |
| **Approved Grant for Administration Cost (A)** |  |
| **Deducted Grant for Administration Cost due to**  **cancellation of activities (E1 + E2)** |  |
| **Approved Grant for Administration Cost**  **after deduction (B) (B = A – E1 - E2)** |  |
| **Administration Expenses** |  |
| Staff transportation fees |  |
| Photo-copying |  |
| Stationery |  |
| Postage |  |
| Others (Please specify: \_\_\_\_\_\_\_\_\_\_\_\_) |  |
| **Total Expenditure for Administration (E)** |  |
| **Administration Cost Subsidised by NGO (if any) (G)** |  |
| **Balance (C) = (B + G - E)** |  |

**Statement of Project Coordination Cost (up to 31 July 2024)**

|  |  |
| --- | --- |
|  | **HK$** |
| **Approved Grant for Project Coordination Cost (A)** |  |
| **Deducted Grant for Project Coordination Cost due to**  **cancellation of activities (F1 + F2)** |  |
| **Approved Grant for Project Coordination Cost**  **after deduction (B) (B = A – F1 – F2)** |  |
| **Project Coordination Cost (F)** |  |
| **Project Coordination Cost Subsidised by NGO (if any) (G)** |  |
| **Balance (C) = (B + 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

**School-based After-school Learning and Support Programmes 2023/24 s.y.**

**Community-based Project – Final Report**

**Personal Information Collection Statement**

Purpose 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:

1. Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by EDB;
2. 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 form mentioned in (a) above;
3. Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
4. 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 form.

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:-

1. other Government bureau and departments for the purposes mentioned in paragraph 1 above;
2. the school in which the form relates for the purposes mentioned in paragraph 1 above;
3. 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;
4. where you have given your prescribed consent to such disclosure; and
5. 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 Section)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.