School-based After-school Learning and Support Programmes
Ground Rules and Requirements
2024/25 School Year

Background

To support needy students to participate in after-school learning activities with a view to facilitating their whole-person development, the Education Bureau (EDB) has implemented the School-based After-school Learning and Support Programme (Programme) since the 2005/06 school year. Public sector schools (including special schools) and schools under the Direct Subsidy Scheme as well as non-governmental organisations (NGOs) are provided with the School-based Grant and Community-based Project Grant respectively to organise school-based and district-based after-school learning activities for needy students. As announced in the 2014 Policy Address, EDB, starting from the 2014/15 s.y., increases the flexibility of the School-based Grant under the Programme and provides schools with incentive funding.

Objective

2. The focus of the Programme is to provide more assistance and opportunities to the needy students to improve their learning effectiveness, broaden their learning experiences outside the classroom and raise their understanding of the community and sense of belonging so as to facilitate students' whole–person and all round development.

Eligible Students

3. Eligible students are Primary 1 to Secondary 6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full grant under the Student Financial Assistance (SFA) Schemes.

4. Besides, schools are given the discretion to use some of the places of their after-school learning activities to be conducted for other needy students who are identified by schools but are not in receipt of CSSA or full grant under the SFA Schemes. Starting from the 2014/15 s.y., the discretionary quota of all participating schools in receipt of the School-based Grant has been increased from 10% to 25%.

Core Programme Components

5.	Having regard to the diversity of needs of the eligible students, a wide spectrum of after-school learning activities, including tutorial service, personal development (such as art and cultural activities, sports activities, leadership training, voluntary service, visits, etc.) and skills training may be offered. The Programme should be designed in such a way that activities focus not only on academic work related to the school curriculum but also on developing the self-directed learning capacity of the students, including goal setting, study skills, and self-reflection. The Programme is expected to nurture self-esteem and self-reliance in needy students.

6.	To this end, the grant should be utilised to organise/complement programmes with the following core components:

(a)	developing study skills with emphasis on strategies of organising, retaining and applying knowledge;

(b)	fostering self-worth and developing self-management skills;

(c)	developing personal, interpersonal and social skills; and

(d)	building self-esteem and ability to co-operate with others.

7.	Provided that the core components are included, the Programme may take various forms, including but not limited to the following:

(a)	academically-oriented tutorial service, including the development of study skills;

(b)	programmes that focus on personal development and life skills, including psychological well-being; and

(c)	after-school learning activities for students.

Mode of Implementation

8.	The Programme is composed of two major parts, the School-based Grant and Community-based Project Grant.

A. School-based Grant

9.	Public sector primary and secondary schools and schools under the Direct Subsidy Scheme which plan to organise school-based after-school learning activities for their eligible students (referring to those in receipt of CSSA or full grant under the SFA Schemes) may apply for the School-based Grant. The amount of grant is based on the most updated number of eligible students of the participating schools as on EDB's record in April 2024.

10.   With effect from the 2014/15 s.y., we provide schools with incentive funding based on the participating schools' annual accounts[1] of the most recent year. The annual subsidy rate of each eligible student has increased from $400 to $600 and the 25% of additional funding from discretionary quota is calculated at the rate of $600 per eligible student to the schools that have a utilisation rate[2] of 80% or above of the provision under the School-based Grant.

11.   Besides, schools may utilise the School-based Grant for procurement of materials/equipment as appropriate (such as sports equipment, educational toys, chess sets, books, snacks and beverages, etc.), and for subsidising travelling expenses of **individual students** to participate in the after-school learning activities. However, these types of expenses must be for meeting the needs of the activities, and are only applicable to the needy students who participate in the after-school learning activities. In order to avoid the aforesaid expenses being out of proportion with the School-based Grant provided, they should be capped at 5% of the total provision of the School-based Grant.

12.   Schools may refer to the relevant EDB Circular Memorandum (issued in May each year) for details of the School-based Grant. Schools which intend to apply for the School-based Grant in the Programme are requested to complete the reply form attached to the aforesaid Circular Memorandum or the electronic Application Form via the Common Log-On System (https://clo.edb.gov.hk/) (Common Log-on System → e-Form Submission System → e-Forms Application → School-based After-school Learning and Support Programmes - Application for the School-based Grant) and return it to the Student Special Support Section of EDB on or before the specified due date.

B. Community-based Project Grant

13.   To facilitate effective sharing of community resources and encourage worthwhile projects, we will provide funding for organising community-based projects. Interested NGOs will be invited to apply for funding to organise community-based projects or district-based after-school learning activities. Schools are encouraged to collaborate with NGOs in bidding for the funding. These projects should aim at providing service and support to eligible students in their own neighbourhood community and establishing a supporting network in the long run.

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1   For aided and caput schools and schools under the Direct Subsidy Scheme, the annual accounts are compiled on the basis of school year and the latest annual accounts submitted by schools are those for the 2022/23 school year. As for government schools, their accounts are compiled on the basis of financial year and the latest annual accounts available are those for the 2023-24 financial year.

2   Utilisation rate is calculated on the basis of total actual expenditure and total entitled provision of the year.

14.	Application form for the Community-based Projects and relevant references can be downloaded from EDB website (https://www.edb.gov.hk/en/salsp). Applicant NGOs can complete and submit the application form via e-form (login website: https://eformss.edb.gov.hk/eformss/Login) (Electronic Form Submission System of Education Bureau→E-form Application →Application Form for Community-based Projects). For project(s) involving collaboration with school(s), the applicant NGO is required to submit the completed and signed **Original Copy** of Part F and Part I of the application form to the Student Special Support Section of EDB separately. Alternatively, applicant NGOs can also submit the completed and signed application form by post or by hand to EDB.

15.	Late applications are generally not accepted, but the Committee on School-based After-school Learning and Support Programme (the Committee) will consider the following circumstances on a case-by-case basis:
- The project must be implemented 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.

16.	Notwithstanding anything to the contrary in the application forms, 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 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.

17.	To ensure quality and consistency of standard, all applications are assessed by the Committee comprising representatives from EDB, the Social Welfare Department, NGOs, parents and the school sector. The Committee will consider whether the projects are targeted at the needy students, and effect sustainable positive impact on them. The possibility of establishing a support service network in the locality in the long run will also be taken into consideration.

Basic Principles in Implementation

18.	Schools and NGOs should note the following basic principles in deploying the grant:

(a) the Programme is to build up the capacity and self-esteem of the needy students, providing them with after-school remedial learning support and other activities conducive to improvement of life skills (e.g. communication skills, self-confidence, etc.);

(b) the Programme should be sustainable and lead to fundamental changes to the attitudes of the students and the parents ;

(c) the grant is to complement subsidies/services currently provided by the Government and other agencies for helping students from needy families;

(d) the Programme to be supported by the grant should not overlap with or replace any similar existing services (e.g. the grant should not be used for subsidising students' participation in activities that are being covered by Capacity Enhancement Grant and etc.);

(e) the Programme to be supported by the grant should be governed by the principles of impartiality, fairness and openness in providing service to eligible students;

(f) the Programme should be school-based (not necessarily be confined to the school premises though) and custom-made to suit the needs of students concerned, and be conducted outside normal school hours; and

(g) the grant should not be used for providing material assistance to students (e.g. school uniform, musical instruments, etc.). Schools/NGOs have to deploy other funding/sponsorship as appropriate for these purposes.

Financial Arrangement

A. *School-based Grant*

[Reference for All Schools]

19.   The accounting and funding arrangements of the Programme are summarized below for guidance:

(a) Schools shall use the grant exclusively for conducting or complementing the Programme.

(b) Expenses for procurement of necessary materials/equipment and subsidising travelling expenses of individual needy students to participate in the after-school learning activities should be capped at 5% of the total provision of the School-based Grant (please refer to para. 11 for details).

(c) Schools are required to keep a separate ledger account to record all the income and expenditure chargeable to the Programme. The grant should be expended on eligible students to participate in the after-school learning

activities only.

(d) Schools should ensure that all receipts and payments in respect of the Programme are properly and timely recorded.

(e) Schools are to note that deficit, if any, should be borne by school's own funds.

(f) Schools may retain the unexpended amount under the School-based Grant subject to its not exceeding the total provision of the Grant for the current year. The excessive amount will be subject to clawback by EDB. For government schools, the said arrangement is based on financial year.

(g) The School-based Grant will be disbursed in the end of July 2024 and participating schools will be informed of the calculation details.

20. If schools intend to hire outside service, they have to abide to relevant rules and statutory requirements. Payments relating to employment of staff like salary, contribution to MPF, long service payment, severance pay and any statutory benefits conferred by the Employment Ordinance shall all be included in the grant. The guideline on hiring outside services and staff appointment is as follows:

[Reference for Aided Schools, Caput Schools and Schools under the Direct Subsidy Scheme]

(a) Aided schools should observe EDB Circular No. 4/2013 dated 30 April 2013 on Procurement Procedures in Aided Schools and EDB Circular No. 5/2005 dated 16 June 2005 on Appointment of Staff in Schools, which lists out points to note in handling appointment matters.

(b) To avoid conflict of interests relating to the procurement of services and the appointment of staff, Caput schools and schools under the Direct Subsidy Scheme should observe, where appropriate, the procedures and the points to note as contained in the said circulars.

(c) Aided schools, Caput schools and schools under the Direct Subsidy Scheme are also reminded that they should comply with, where appropriate, relevant statutory requirements such as the Education Ordinance (Cap. 279), the Employment Ordinance (Cap. 57) and the Mandatory Provident Fund Schemes Ordinance (Cap. 485).

[Reference for Government Schools]

(a) Government schools should comply with the relevant rules and regulations relating to hire of services and appointment of temporary staff so as to ensure that the principles of openness and fairness be upheld.

(b) They should also note the statutory duties of EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap. 485), and should

follow EDB's procedures for enrolment of relevant employees into a Mandatory Provident Fund Scheme.

[Reference for All Schools]

In response to the implementation of the Sexual Conviction Record Check Scheme (the Scheme) by the Government, schools must adopt the Scheme in the appointment procedures to strengthen the protection of students' well-being. For details, please refer to EDB Circular No. 14/2023 dated 21 August 2023. Frequently asked questions have been uploaded to EDB website for schools' reference (EDB Homepage → School Administration and Management →Administration → About School Staff → Appointment Matters). In addition, if schools have to engage external individuals or organisations in conducting school activities, schools should make prudent choices to ensure that the invited parties can fulfill the schools' requirements, and the messages they convey are consistent with the learning aims and curriculum goals in school education. Besides, they should also ensure that the activities to be held will not involve acts or activities that endanger national security.

B. Community-based Project Grant

21.   Subject to the signing of grantee agreement with EDB, the successful NGOs will be disbursed a grant in the amount as recommended by the Committee.

22.   The approved Community-based Project Grant will be disbursed to NGOs in three installments (30%, 40% and 30% respectively). The first payment will be made after EDB has received a completed Acceptance Proforma and the Authority for Payment to a Bank (GF 179A) from the NGO. In order to monitor the progress of the project, the second payment will be made when the NGO's submitted progress report (with statements of income and expenditure related to each approved activity) is checked and found in order; the third payment will be made when the submitted final report (with statements of income and expenditure related to each approved activity) is checked and found in order and the payment amount is in accordance with the actual expenses stated therein. An audited account **covering the project school year prepared in accordance with the prescribed format of EDB** should be submitted to EDB within **six months** after the completion of the project.

23.   If any information of the report(s) submitted by the NGO requires clarification/rectification, EDB will withhold the second and/or the third payment of the grant until the report(s) is(are) checked and found in order. **However, any withheld payment shall be forfeited by EDB a year after completion of the project unless approved otherwise on a case-by-case basis.**

24.   Any unspent amount of the approved grant will be clawed back by EDB after completion of the project.

25.   NGOs are required to abide by the principles of openness and fairness in procuring goods / services and recruiting staff for the projects. NGOs should, in implementing the Programme, observe paragraphs 8(a), (b), (c), (d) & (e) of the "Guidelines for Community-based Projects".

[Reference for All NGOs]

> Given the importance of protecting our students and in response to the implementation of the Scheme by the Government, NGOs should observe EDB Circular No. 7/2007 on Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order (Cap. 279F) and EDB Circular No. 14/2023 on Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in schools when hiring instructors or other personnel that provide educational or relevant services to students for the implementation of the projects in collaboration with schools to provide our students with a safe learning environment and further safeguard the well-being of students. For projects serving the community without any collaborating schools, NGOs should adopt the Scheme in the appointment procedures in order to provide our students with a safe learning environment and further safeguard the well-being of students. Frequently asked questions have been uploaded to EDB website for NGOs' reference (EDB Homepage → School Administration and Management → Administration → About School Staff → Appointment Matters). In addition, NGO should ensure that the hired instructors or other personnel in conducting school activities can fulfill the schools' requirements, and the messages they convey are consistent with the learning aims and curriculum goals in school education. Besides, they should also ensure that the activities to be held will not involve acts or activities that endanger national security

Monitoring and Evaluation

A. School-based Grant

26.   In line with the School Development and Accountability Framework, schools in receipt of the School-based Grant for the 2024/25 s.y. are required to include in their Annual School Plan for the arrangements of their school-based programme and other supporting measures (if any) for needy students and upload their Annual School Plan onto their website by the end of October 2024.   For monitoring, schools should conduct annual review on their school-based programme and reflect the outcomes, including the items in the after-school learning activities, the actual number of needy students benefitted and the evaluation on the effectiveness of the Programme with students' learning and

affective outcomes in their School Report, which has to be uploaded onto their website not later than the end of November 2024. The school-based programme and its evaluation report should be endorsed by the School Management Committee/Incorporated Management Committee. If schools fail to fulfill the aforesaid requirements, the School-based Grant disbursed for the 2024/25 s.y. will be clawed back. A sample each of the plan and the evaluation report are at Annexes 1 and 2 respectively for schools' reference.

27.   Schools are required to keep a clear record on the beneficiaries of the grant as well as the type of programmes conducted for audit purpose.

B. Community-based Project Grant

28.   NGOs are required to submit to EDB a progress report and a final report on the outcome upon completion of the projects. The reports should contain a financial statement to account for the usage of the grant, and should also include measurement on achievement of the goal, participation rate and completion rate, feedback from schools, students and parents on the projects and any outcome measures included in the project plan as well as any academic or affective outcome. A sample each of the operation status report, progress report and final report are at Annexes 3, 4 and 5 respectively for reference.

29.   EDB will monitor the use of the grant and EDB officers will pay visits to NGOs and schools to monitor the progress of the Programme.

Education Bureau
February 2024

School-based After-school Learning and Support Programmes 2024/25 s. y.
School-based Grant–Programme Plan

Name of School: _____

Staff-in-charge: _____ Contact Telephone No.: _____

A. The estimated number of students (count by heads) benefitted under this Programme is_____(including A._____CSSA recipients, B._____full grant recipients under the SFA schemes and C. _____under school's discretionary quota).

B. Information on activities to be **subsidised/complemented** by the Grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Period/Date activity to be held	Estimated no. of participating eligible students#			Estimated expenditure ($)	Name of partner/service provider (if applicable)
					A	B	C		
Total no. of activities: _____				@No. of man-times					
				**Total no. of man-times					

Note:

* Types of activities are categorized as follows: tutorial services, learning skill training, languages training, visits, art and cultural activities, sports, self-confidence development, volunteer services, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), full grant under the SFA Schemes (B) and needy students identified by the school under the discretionary quota (not more than 25%) (C) .

School-based After-school Learning and Support Programmes 2024/25 s.y.
School-based Grant–Programme Report

Name of School: _____

Staff-in-charge: _____ Contact Telephone No.: _____

A．The number of students (count by heads) benefitted under the Grant is_____(including A._____CSSA recipients, B._____full

grant recipients under the SFA schemes and C. _____under school's discretionary quota).

B．Information on subsidised activities

*Name / Type of activity	Actual no. of participating eligible students #			Average attendance rate	Period/Date activity held	Actual expenses ($)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Name of partner/ service provider (if applicable)	Remarks if any (e.g. students' learning and affective outcome)
	A	B	C						
Total no. of activities: _____									
@No. of man-times									
**Total no. of man-times					Total Expenses				

Note:

* Types of activities are categorized as follows: tutorial services, learning skill training, languages training, visits, art and cultural activities, sports, self-confidence development, volunteer services,

  adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.
** Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), full grant under the SFA Schemes (B) and needy students identified by the school under the discretionary quota (not more than 25%) (C).

C. 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 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) Students' participation in extracurricular and voluntary activities						
o) Students' sense of belonging						
p) Students' understanding on the community						
q) Your overall view on students' community involvement						

D. Comments on the project conducted

Problems/difficulties encountered when implementing the project

(You may tick more than one box)

☐ unable to identify the eligible students (i.e. students receiving CSSA and full grant under the SFA Schemes);

☐ difficult to select suitable non-eligible students to fill the discretionary quota;

☐ eligible students unwilling to join the programmes (Please specify the reason(s):_____);

☐ the quality of service provided by partner/service provider not satisfactory;

☐ tutors inexperienced and student management skills unsatisfactory;

☐ the amount of administrative work leads to <u>apparent</u> increase on teachers' workload;

☐ complicated to fulfill the requirements for handling funds disbursed by EDB;

☐ the reporting requirements too complicated and time-consuming;

☐ Others (Please specify): _____

E. Do you have any feedback from students and their parents? Are they satisfied with the service provided? (optional)

_____

_____

_____

_____

_____

School-based After-school Learning and Support Programmes 2024/25 s. y.
Community-based Project–Operation Status Report (up to 15 October 2024)
(The report should be completed and submitted to the Student Special Support Section of EDB on or before
31 October 2024 via e-form (https://eformss.edb.gov.hk/eformss/Login). Alternatively, NGO can also submit
the completed and signed report to EDB by mail or by fax.)

Basic Information of Project

Name of Organisation ： _____

Project Title ： _____

Project Reference No. ： _____ Project Coordinator ： _____

Contact Person ： _____ Contact Tel. No. ： _____

Student Special Support Section
Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, H.K.
Fax No.: 3107 1306

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

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

Information on **approved** project		Actual situation (Choose ONE for each approved activity and indicate with a "✓")					
Name of activity (List out all the approved activities)	Name of collaborating school(s)	Completed	In progress	Not yet commenced	To be cancelled	Adjustment required	Remark(s) (E.g. indicating activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)
Total no. of activities：_____(a1)	Total no. of schools: _____	Total					
		( )	( )	( )	( )	( )	

(Use separate sheets if necessary)

(II) Activities open to the community：

Information on **approved** project	Actual situation (Choose ONE for each approved activity and indicate with a "✓")					
Name of activity (List out all the approved activities)	Completed	In progress	Not yet commenced	To be cancelled	Adjustment required	Remark(s) (E.g. indicating activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)
Total no. of activities：_____(a2)	Total					
	( )	( )	( )	( )	( )	

Aggregate of：(I) + (II) Total no. of approved activities = (a1)+(a2)：_____

*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

School-based After-school Learning and Support Programmes 2024/25 s. y.
Community-based Project–Progress Report (up to 31 December 2024)
(The report should be completed and submitted to the Student Special Support Section of EDB on or before 31 January 2025
via e-form (https://eformss.edb.gov.hk/eformss/Login). Alternatively, NGO can also submit the completed and signed report to
EDB by mail or by fax.)

Basic Information of Project

Name of Organisation ：_____

Project Title ：_____

Project Reference No. ：_____ Project Coordinator ：_____

Contact Person ：_____ Contact Tel. No. ：_____

Student Special Support Section
Address: Room 1141, 11/F, Wu Chung House , 213 Queen's Road East, Wanchai, H.K.
Fax No.: 3107 1306

A．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 served								Is the activity on schedule? [#3]	Financial report				Name of collaborating school(s)	Remark(s) (e.g. activity dates: Every Mon Wed and Fri 4:00 – 5:30 pm)
		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 (%)							
		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($)				* P: Primary School S: Secondary School SP: Special School
							(A1)=	(B1)=	(C1)=	(D1)=	

(Use separate sheets if necessary)

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

No. of eligible[#1] student beneficiaries:	Count by __heads__											Subtotal (Count by __heads__)
	Primary				Secondary				Special School			
	No. of students	Provide the no. the following types of students[#7] where applicable			No. of students	Provide the no. the following types of students[#7] where applicable			No. of students	Provide the no. the following types of students[#7] where applicable		
		NCS	SEN	NAC		NCS	SEN	NAC		NCS	NAC	
(i) Comprehensive Social Security Assistance (CSSA)												
(ii) Full grant under the Student Finance Assistance (SFA) Schemes												
(iii) Total no. of needy students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))												
(iv) **Total no. of eligible student beneficiaries**: *(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 served														Is the activity on schedule? [#3]	Financial report				Remark(s) (e.g. activity dates: Every Mon Wed and Fri 4:00 – 5:30 pm)
		Eligible students[#8]										Non-eligible students[#2]					Amount of grant ($) (A2)[#4]	Other income [#5] ($) (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) =

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

	Count by heads										Provide the no. the following types of students[#7] where applicable		
	Primary			Secondary			Special School			Total (count by heads)			
No. of eligible[#1] student beneficiaries:	Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs		NCS	SEN	NAC
(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 December 2024)

(E) administration cost   : $ _____

(F) project coordination expenditure   : $ _____

(G) Administration cost and project co-ordination

    expenditure subsidised by NGO   : $ _____

(H) total project expenditure = (D1) + (D2) + (E) + (F)   = $ _____

(I) amount of approved grant   : $ _____

 *(Please fill in accordance with the **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 SFA Schemes or needy students under the discretionary quota (only applicable to the students provided by the collaborating school(s))

#2. Non-eligible students: students who have to pay to participate.　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 progress 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 the three types of students:
- NCS (non-Chinese speaking students)；
- SEN (students with Special Educational Needs)；
- 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 _____

　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　*NGO's/ Department's / Subsidiary
　　Organisation's chop

Date : _____　　　Signature ：　_____

　　　　　　　　　　(*Head of NGO/ Department/ Subsidiary Organisation/ Project Coordinator)

*Delete whichever is not applicable

Name of Organisation _____ Project Ref. No. _____

B.   Project Effectiveness

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 extracurricular 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 / in progress

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):_____);

☐ cooperation with collaborating schools needs improvement (Please specify:_____);

☐ unable to employ suitable tutors to conduct activities;

☐ complicated to fulfill the 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 2024/25 s.y.
Community-based Project–Final Report (up to 31 July 2025)
(The report should be completed and submitted to the Student Special Support Section of EDB on or before 30 September 2025 via e-form
(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

Name of Organisation　　　:　_____

Project Title　　　　　　　:　_____

Project Reference no.　　　:　_____　Project Coordinator　　:　_____

Contact Person　　　　　　:　_____　Contact Tel. no.　　　:　_____

> **Student Special Support Section**
> Address: Room 1141, 11/F,
> Wu Chung House, 213 Queen's
> Road East, Wanchai, Hong Kong
> Fax No.: 3107 1306

A. 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 served						Is the activity on schedule? [#3]	Financial report				Name of collaborating school(s)	Remark	Administration cost / project coordination expenditure 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] ($) (D1)			Administration cost[#7] (_____%) (E1)	Project coordination expenditure[#8] (_____%) (F1)
		No. of students^			Average attendance rate (%)	No. of students^			Average attendance rate (%)								round to 2 decimal places
		P	S	SP		P	S	SP									
Total																	
Total no. of activities: _____	Total man-times (total no. of students listed above): _____	Total man-times (total no. of students listed above): _____			Average rate: _____%	Total man-times (total no. of students listed above): _____			Average rate: _____%	Total no. of completed activities: _____	Total ($)						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 2025)

No. of **eligible**[#1] student beneficiaries:	**Count by heads**												Total (Count by heads)
	Primary School				Secondary School				Special School				
	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			
		N	SEN	NAC		NCS	SEN	NAC		NCS	NAC		
(i) Comprehensive Social Security Assistance (CSSA)													
(ii) Full grant under the Student Finance Assistance (SFA) Schemes													
(iii) Total no. of needy students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))													
(iv) **Total no. of eligible student beneficiaries:** *(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：**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 cost / project coordination expenditure to be deducted ($) (for cancelled activities only)*	
		Eligible students[#10]									Average attendance rate (%)	Non-eligible students[#2]			Average attendance rate (%)		Amount of grant[#4] ($) (A2)	Other income[#5] ($) (B2)	Subsidy from NGO ($) (C2)	Expenses[#6] ($) (D2)		*Administration cost[#7] (____%) (E2)*	*Project coordination expenditure[#8] (____%) (F2)*
		Primary School			Secondary School			Special School				No. of students										round to 2 decimal places	
		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 no. of completed activities: _____	Total ($)					Total ($)	
							(A2) =	(B2) =	(C2) =	(D2) =		(E2) =	(F2) =

(II)(b) Information of students joining the community activities (up to 31 July 2025)

No. of eligible[#1] student beneficiaries:	Count by heads									Total (count by heads)	Provide the no. the following types of students[#7] where applicable		
	Primary School			Secondary School			Special School						
	Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs		NCS	SEN	NAC
(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 2025)

(E) administration cost : $ _____

(F) project coordination expenditure : $ _____

(G) administration cost and project co-ordination expenditure 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：

#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 provided by the collaborating school(s)).

#2. Non-eligible students: students who have to pay to participate. 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):

$$\text{percentage to be deducted} = \frac{\text{approved administration cost (B)}}{\text{approved total activity grant (A)}} \times 100\% \text{ (round to two decimal places)}$$

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 administration cost to be deducted is calculated based on the percentage approved to the project coordination expenditure

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

$$\text{percentage to be deducted} = \frac{\text{approved project coordination cost (C)}}{\text{approved total activity grant (A)}} \times 100\% \text{ (round to two decimal places)}$$

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

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

#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" 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/Department/Subsidiary
Organisation _____

***Head** of NGO/ Department/
Subsidiary Organisation

Name: _____ Post: _____

Signature：_____ Date：_____

***Project Coordinator** of NGO/
Department/ Subsidiary
Organisation

Name: _____ Post: _____

*Delete as appropriate

Signature：_____ Date：_____

*Chop of NGO/ Department/
Subsidiary Organisation

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 extracurricular 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)

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 on the project? 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.

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

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: _____

School chop

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 2024/25 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 2025)

	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 2025)

	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:_____

*Delete whichever is not applicable   Chop of *NGO / Department / Subsidiary Organisation