

**(Template)**

*[This template is for reference only. Schools can adapt its format to cater for their specific needs.]*

**Report on the Use of the Promotion of Reading Grant**

\_\_\_\_\_ **School Year**

Part 1: Evaluation of the Effectiveness

1. Evaluation of the objective: (e.g. evaluating if the objective of “creating a reading culture” is achieved and any change is required based on student attitude, loan of books, engagement in reading activities)

---

---

2. Evaluation of strategies: (e.g. evaluating the effectiveness of strategies employed to create a reading culture based on the change of number of books borrowed by students, the scope of the reading activities)

---

---

---

Part 2: Financial Report

	Item *	Actual expenses (\$)
1.	Purchase of Books	
	Printed books	
	e-Books	
2.	Web-based Reading Schemes	
	e-Read Scheme	
	Other scheme : _____	
3.	Reading Activities	
	Hiring writers, professional storytellers, etc. to conduct talks	
	Hire of service from external service providers to organise student activities related to the promotion of reading	
	Paying the application fees for activities and competitions related to the promotion of reading	
	Subsidising students for their participation in and application for reading related activities or courses	
4.	Other : _____	
	<b>Total:</b>	
	<b>Unspent Balance:</b>	

\* Please tick the appropriate boxes or provide details.