

**(Template)**

*[Schools can adapt the format of this template to cater for their school-based needs.]*

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

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

Part 1: Evaluation of the Effectiveness

1. Evaluation of achievement of the objectives: (e.g. reading culture of the whole school, students' reading attitude, book borrowing situation and students' engagement in reading activities)

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2. Evaluation of strategies: (e.g. implementing diversified and motivating activities to promote reading, reading across the curriculum and home school co-operation)

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Part 2: Financial Report

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

\* Please tick the appropriate boxes or provide details.