

Student Activities Support Grant (SAS Grant)

(學生活動支援津貼)

Student Activities Support Grant – Objectives

The Student Activities Support Grant (SAS Grant) is available for application by the schools starting from the 2019/20 school year to support students with financial needs to participate in life-wide learning activities organised or recognised by schools. (e.g. programmes / activities / competitions organised by post-secondary institutions, sports associations and the Leisure and Cultural Services Department)

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Student Activities Support Grant – Ambit

1 Participate in life-wide learning activities covering different KLAS and curriculum areas

2 Participate in diversified learning activities with a view to enriching the five essential learning experiences

- Values Education
- Intellectual Development
- Physical and Aesthetic Development
- Community Services
- Career-related Experiences

3 Purchase basic and essential learning materials and equipment for participating in life-wide learning activities

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Student Activities Support Grant – Guidelines

EDB homepage (<http://www.edb.gov.hk>) > Curriculum Development > Curriculum Areas > Life-wide Learning > [Student Activities Support Grant](#)



Student Activities Support Grant

- [Application Form \(2022/23 School Year\)](#) DOC
- [Guidelines on the Use of the Grant](#) PDF UPD
- [Report on the Use of the Grant \(Template – Ju](#)
- [Frequently Asked Questions](#) PDF UPDATE
- [Examples of Life-wide Learning Activities \(Prim](#)
- [Examples of Life-wide Learning Activities \(Secondary\)](#) PDF CHI

- Principles on the use of the Grant
- Examples on the use of the Grant that are in line with the principles
- Examples on the use of the Grant that are not in line with the principles
- Points to note

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Student Activities Support Grant – Calculation

- The amount of the Grant to a school is calculated based on the number of eligible students (i.e. students in receipt of [the Comprehensive Social Security Assistance \(CSSA\)](#) or [the full-grant under the School Textbook Assistance Scheme \(STAS full-grant\)](#)) in that school year. (based on the number in Dec of the school year)
- The rates for calculation for each eligible [primary school student](#) and [secondary school student](#) are [\\$350](#) and [\\$650](#) respectively. (the amount disbursed in Sep is 50% of the provisional amount, which is estimated by the no. of eligible students in Apr of the previous s.y. The amount disbursed in Mar is the actual amount, taking away the amount disbursed already in Sep.)
- While the provision for the schools is calculated based on the rates stated above, the rate for each eligible student should not be regarded as a set rate for each student beneficiary. [Schools are advised to holistically consider the school contexts and make professional judgement when deciding the items and the amounts that the Grant is to subsidise.](#)

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Student Activities Support Grant – Beneficiaries



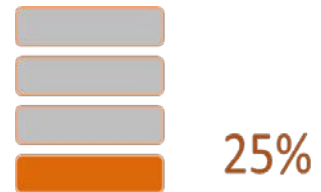
1. Students in receipt of Comprehensive Social Security Assistance (CSSA)



2. Students in receipt of the full-grant under the School Textbook Assistance Scheme (STAS full-grant)



3. Students fulfilling the school-based criteria formulated to identify other financially needy students [The subsidy for supporting such students should be capped at 25% of the total provision for the school year]



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Student Activities Support Grant – Disbursement and Accounting Arrangements

■ Disbursement Arrangements

- In two instalments in Sep and Mar of each school year
- 1st instalment: 50% of the Grant in that school year
(provisional amount)
- 2nd instalment: Remaining 50% or the difference between the actual amount of the Grant and the amount disbursed in the 1st instalment, if applicable

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Student Activities Support Grant – Disbursement and Accounting Arrangements

Example: Calculation of the Grant (for a secondary school in 2022/23):

According to the Social Welfare Department and the Student Finance Office under the Working Family and Student Financial Assistance Agency, in April 2022, the total number of students in receipt of CSSA and STAS full-grant in 'School A' were 30 and 20 respectively. In Dec 2022, the related figures were 28 and 17 respectively.

Sep 2022

Provisional amount: $(30+20) \times \$650 = \$32,500$

1st instalment: $\$32,500 \times 50\% = \$16,250$

Mar 2023

Actual amount: $(28+17) \times \$650 = \$29,250$

2nd instalment: $\$29,250 - \$16,250 = \$13,000$

What is the maximum amount of the Grant that 'School A' is allowed to allocate to support students who are identified as financially needy according to the school-based criteria?

\$7312.5

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Student Activities Support Grant – Disbursement and Accounting Arrangements

■ Accounting Arrangements

- Aided schools, caput schools and DSS schools each are each required to keep a separate ledger account to record all incomes and expenditures chargeable to the Grant
- For government schools, all relevant expenditures should be charged to the user code / deposit account assigned under the prevailing financial guidelines and the spending in a school year should not exceed the allocated amount of the Grant

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Student Activities Support Grant – Disbursement and Accounting Arrangements

■ In case of deficit

- Any deficit incurred should be met by the schools' own funds.

■ Clawback Arrangements

- Schools are encouraged to fully utilise the Grant provided every school year to benefit students with financial needs within the same school year
- Any unspent balance of the Grant should be returned to the EDB / Student Activities Support Fund.

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Student Activities Support Grant – Evaluation and Accountability

- For administrative convenience, schools are required to submit application form only. It is not necessary to submit the plan on the use of the Grant.
- For all schools receiving the Grant, they should regularly monitor the use of the Grant, and include [the report on the use of the Grant](#) in the School Report of the school year concerned for submission to their School Management Committees (SMCs) / Incorporated Management Committees (IMCs) for endorsement, and uploading such reports onto the school website.
- As most schools hold their first SMC / IMC meetings of the school year in or before November, schools should upload the completed stated documents onto the homepage of the schools [no later than 30th November](#).

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Report on the Use of the Student Activities Support Grant 2021/22 School Year

Example (Primary school):

Schools should upload the report onto the school homepage by **30th November 2022**

I. Financial Overview

| | | |
|---|---|-------------|
| A | Allocation in the Current School Year: | \$12,600.00 |
| B | Expenditure in the Current School Year: | \$8,200.00 |
| C | Unspent Amount to be Returned to the EDB (A – B): | \$4,400.00 |

$$\$12,600/350 = 36$$

II. Number of Student Beneficiaries and Subsidised Amount

| Category | Number of Student Beneficiaries | Subsidised Amount |
|--|---------------------------------|---|
| Comprehensive Social Security Assistance | | |
| Full-grant under the School Textbook Assistance Scheme | | |
| Meeting the school-based financially needy criteria | | (capped at 25% of the total allocation for the school year) |
| Total | | \$8,200.00 |

Total no. of beneficiaries should not exceed 36

The amount should not exceed $\$12,600 \times 25\% = \$3,150$

(Remark: This item should be equal to the “Expenditure in the Current School Year” in Part I B)

Local activities

Non-local activities

Purchase of basic and essential learning materials and equipment

III. Details of Expenses

| No. | Brief Description and Objective of the Activity | Domain (Please select or fill in the domain of the activity as appropriate) | Person-times ¹ of student beneficiaries | Actual Expenses (\$) | Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected) | | | | |
|--|---|--|---|----------------------|--|------------------|------------------------------------|-------------------|----------------------------|
| | | | | | Intellectual Development (closely linked with curriculum) | Values Education | Physical and Aesthetic Development | Community Service | Career-related Experiences |
| 1. Local activities: To subsidise students with financial needs to participate in life-wide learning activities covering different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to subsidise students with financial needs to participate in diversified life-wide learning activities with a view to enriching the five essential learning experiences for them | | | | | | | | | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| (Please insert rows above if the space provided is insufficient.) | | | | | | | | | |
| Expenses for Category 1 | | | 0 | \$0.00 | | | | | |
| 2. Non-Local activities: To subsidise students with financial needs to participate in non-local exchange activities or non-local competitions | | | | | | | | | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| (Please insert rows above if the space provided is insufficient.) | | | | | | | | | |
| Expenses for Category 2 | | | 0 | \$0.00 | | | | | |
| 3. To subsidise students with financial needs to purchase basic and essential learning materials and equipment for participating in life-wide learning activities | | | | | | | | | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| (Please insert rows above if the space provided is insufficient.) | | | | | | | | | |
| Expenses for Category 3 | | | 0 | \$0.00 | | | | | |
| Total | | | 0 | \$0.00 | | | | | |

1: Person times of student beneficiaries in this column refers to the sum of student beneficiaries participating in each activity, i.e. a student beneficiary participating in more than one activity can be counted more than once.

Student Activities Support Grant – Report on the Use of the Grant (Template)

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Student Activities Support Grant – Frequently Asked Questions

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For enquiries, please contact
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3540 7436