Annex 4

**(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**: Objective(s), strategies and effectiveness: (e.g. Review if the objective(s) is/are achieved, whether the adopted strategies are appropriate, and whether any adjustment will be required based on KG’s observation over the reading attitude of children, lending figures of books, degree / extent of children’s engagement in reading activities, etc.)

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**Part 2**: Financial Report

Amount of the Grant received ($): \_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Item\* | Actual Expenses ($) |
| 1. | Procuring reading resources |  |
|  |  Chinese books |
|  |  English books |
| 2. | Organising school-based activities related to the promotion of reading |  |
|  |  Reading award schemes |
|  |  Storytelling by parent volunteers |
|  |  Other scheme：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3. | Hiring of services to organise reading promotion activities |  |
|  |  Hiring writers, professional storytellers, etc. to conduct seminars, storytelling and parent-child reading sessions |
|  |  Hire of service from external service providers to organise student activities related to the promotion of reading |
|  | Other：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4. | Other：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Total:** |  |
|  | **Unspent Balance:** |  |

\* Please tick the appropriate boxes or provide details.