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.