

Education Bureau
Relief Grant under the Anti-epidemic Fund (December 2020)
School Instructors of Learning / Interest Classes
Notes for Application

Introduction

Due to the COVID-19 epidemic, all instructors, coaches and trainers or operators¹ of interest classes offering instructions / training to students or developing students' interests and potentials in arts, sports and other areas (hereafter collectively referred to as school instructors of learning / interest classes) had to entirely suspend their provision of services for schools in tandem with the suspension of face-to-face classes / half-day schooling and cessation of on-campus activities, and therefore had a loss or sudden drop in income. To alleviate these instructors' financial hardship, the Finance Committee of the Legislative Council approved an injection into the Anti-epidemic Fund ("AEF" hereafter) on 21 December 2020 to provide a one-off relief grant of \$7,500 for each eligible school instructor of learning / interest classes. The Education Bureau (EDB) is the implementation organisation of this one-off relief grant, with assistance of schools.

Notes for Application**1. Application Eligibility**

- (i) Applicants should be Hong Kong residents, serving as instructors of learning / interest classes engaged by schools² offering instructions / training to students or developing students' interests and potentials in arts, sports and other areas.

- (ii) Applicants must have not applied for any other schemes under the current round of the AEF (e.g. the EDB's School-based After-school Learning and Support Programmes (Community-based Projects), and relief grant for interest class instructors / coaches under relevant schemes of the Social Welfare Department or Home Affairs Bureau / Leisure and Cultural Services Department).

- (iii) Applicants should be active service providers in the sector at the time of application.

¹ Application for this relief grant is to be made in the name of an individual; and an interest class operator should also be a school instructor, coach or trainer certified by school to be eligible for the relief grant.

² The applicant must be an instructor engaged by a publicly-funded, Direct Subsidy Scheme or private primary / secondary school offering formal curriculum for the learning / interest class(es) of an ongoing nature that is / are originally scheduled during suspension of face-to-face classes / half-day schooling and cessation of on-campus activities, including tutors of learning classes under the School-based After-school Learning and Support Programmes (Programme). (Under the Programme, instructors whose service is hired through the School-based Grant of the Programme should submit their applications direct to the schools concerned. Instructors employed by non-profit-making non-governmental organisations under the Community-based Project should submit their applications through the organisations and are subject to the relevant eligibility criteria.)

2. Application Procedures and Dates

- (i) Electronic version of the notes of application and application form can be downloaded from the EDB Homepage: <https://www.edb.gov.hk> > Home > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Application for Subsidy under the Anti-epidemic Fund (AEF) (December 2020) > Relief Grant for School Instructors of Learning / Interest Classes.
- (ii) For school instructors of learning / interest classes who have received the relief grant of \$5,000 under the third round of the AEF, if they wish to apply for the aforesaid relief grant of \$7,500, they need to provide basic information in the application forms (Part A (1) and Part B are applicable) and submit the completed application forms to the schools that processed their applications for the relief grant for school instructors of learning / interest classes under the third round of the AEF (regardless of whether the instructors are still rendering service to the same school at the time of application) by post or in person **by 22 January 2021**. The completed application forms should be further submitted to the EDB via the concerned schools.
- (iii) For school instructors of learning / interest classes who have not applied for / received the relief grant of \$5,000 under the third round of the AEF, if they wish to apply for the aforesaid relief grant, they need to submit the completed application forms (Part A (2) and Part B are applicable) by post to the schools by which they had originally been engaged to provide service during suspension of face-to-face classes / half-day schooling and cessation of on-campus activities (together with a photocopy of the Hong Kong Identity Card) or in person (whereupon the Hong Kong Identity Card must be presented) also **by 22 January 2021**. The completed application forms should be further submitted to the EDB via the concerned schools.
- (iv) Each applicant must submit only one application form. Application should be made to only one school even if an applicant serves more than one school, otherwise it may lead to disqualification of application.
- (v) Please mark “Relief Grant under the Anti-epidemic Fund (December 2020) - School Instructors of Learning / Interest Classes” on the envelope if the application is submitted by mail.
- (vi) Application forms are to be submitted to the EDB through schools. “Application Acknowledgements” will not be issued separately to applicants.

3. Payment Arrangement

The Government will disburse the one-off Relief Grant of \$7,500 in the form of a crossed cheque (payable to the applicant) to each successful applicant. Each eligible school instructor of learning / interest class(es) can only apply for this one-off Relief Grant once. Upon receipt of the duly completed and certified application forms from schools and verification of relevant information, the EDB will generally effect payment in about a month. Crossed cheque will be distributed to each eligible applicant through the concerned school. Based on the local mobile phone numbers provided by the school instructors of learning / interest classes in the application forms, the EDB will send SMS to timely inform successful applicants to collect and acknowledge receipt of the cheques from the schools through which the application forms were submitted. Instructors should deposit as soon as possible the cheques into their bank accounts after collection.

4. Frequently Asked Questions and Answers

For further details regarding the relief grant, please refer to the “Frequently Asked Questions and Answers on Relief Grant under the Anti-epidemic Fund (December 2020) - School Instructors of Learning / Interest Classes”. The path is as follows: EDB Homepage <https://www.edb.gov.hk> > Home > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Application for Subsidy under the Anti-epidemic Fund (AEF) (December 2020) > Relief Grant for School Instructors of Learning / Interest Classes.

5. Enquiry

For any enquiries, please call the service hotline on 3698 3671.

Part B - Declaration (Applicable to all applicants)

(1) Declaration by Applicant

- I hereby declare that I am an active service provider in the sector at the time of application and the information provided in this form is true, correct and complete. I understand that this application will not be approved or such approval, if given, will be revoked if I am found to have given false information or made a false declaration. At the same time, the government reserves the right to recover the disbursed subsidy and all expenses. Besides, I may be held liable for any legal consequence arising from the false information given or false declaration made. I hereby declare that I have read and understand fully the contents of the “Notes for Application” and the “Personal Information Collection Statement” in Part B (2) of this application form. If there are any changes to the above information, I will immediately notify the school in writing. The school will notify the EDB in writing after confirmation.
- I hereby agree to any investigations into the circumstances relating to the “Relief Grant under the Anti-epidemic Fund (December 2020) for School Instructors of Learning / Interest Classes” conducted by the EDB, including but not limited to obtaining / providing my personal data from / to the Labour and Welfare Bureau / Social Welfare Department, Home Affairs Bureau / Leisure and Cultural Services Department and schools, to match personal data collected by the EDB under the Relief Grant for investigating the eligibility of this application and avoiding double benefit. I also agree that the above government bureaux / departments / organisations providing the requested data and records to the EDB.
- I declare that I have not submitted my application for the Relief Grant to more than one school and have not applied for any other relief grants under the Anti-epidemic Fund (December 2020).
- I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake to me under the Relief Grant and refund the same to the Government.

Signature of Applicant:

Date:

(2) Personal Information Collection Statement

Personal Information Collection Statement

Purposes of Collection:

1. The personal data³ supplied by you will be used by the EDB and / or the school you provided in Part A for handling of application for the Relief Grant, including but not limited to assessing and / or investigating your eligibility under the Relief Grant, monitoring and reviewing of the Relief Grant, handling complaints related to the Relief Grant, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to the EDB is voluntary. However, if you fail to provide the personal data requested of you, the EDB may not be able to process your application.

Classes of Transferees:

2. The personal data you provide will be made available to persons working in the EDB on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above:
 - (a) Other parties such as government bureaux/departments (e.g. Labour and Welfare Bureau / Social Welfare Department, Home Affairs Bureau / Leisure and Cultural Services Department) and schools if they are involved in:
 - (i) processing and/or assessing any application from you to the EDB mentioned in paragraph 1 above;
 - (ii) the provision of assistance to you by the EDB mentioned in paragraph 1 above; or
 - (iii) monitoring and reviewing of your application to the EDB in paragraph 1 above or preparing statistics⁴;
 - (b) Complaint handling authorities (such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Legislative Council, etc.) if they are handling complaints about the Relief Grant;
 - (c) Where such disclosure is authorised or required by law; or
 - (d) Where you have given your prescribed consent to such disclosure.

Access to Personal Data:

3. You have the right to request access to and correction of your personal data held by the EDB in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). A fee is charged for supplying copies of personal data. Requests for making access to or correction of personal data in the application form should be addressed to:
Post: Executive Officer (School Administration) Fax no.: 2893 1461
Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.

For EDB's Official Use Only

³ Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data:

(a) relating directly or indirectly to a living individual;
(b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
(c) in a form in which access to or processing of the data is practicable.

⁴ The statistics or research results obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.