

**Frequently Asked Questions and Answers on
Relief Grant under the Anti-epidemic Fund (December 2020)
School Instructors of Learning / Interest Classes**

Eligibility

Q1 : Are the eligibility criteria for the relief grant for school instructors of learning / interest classes under the Anti-epidemic Fund (AEF) (December 2020) the same as those for the third round of the AEF?

A1 : Under the Anti-epidemic Fund (AEF) (December 2020), the eligibility criteria for the relief grant for school instructors of learning / interest classes **are mostly the same** as those for the third round of the AEF.

Applicants must be Hong Kong residents who are serving as instructors, coaches or trainers that offer instructions / training to students or develop students' interests and potential in arts, sports and other areas in primary / secondary schools (including public sector, Direct Subsidy Scheme or private sector schools offering formal curriculum), and that they have not applied for any other schemes under the current round of the AEF. Nonetheless, the applicants should be **active service providers in the sector at the time of application.**

Q2 : Can interest class operators apply for the relief grant?

A2 : Since applications for the relief grant should be made in individual capacities, interest class operators are only eligible to receive the grant if they are also serving as instructors, coaches or trainers certified by schools.

Q3 : Can instructors offering learning / interest classes in schools or organisations subvented by the Social Welfare Department (SWD), or registered coaches of sports organisations, concurrently apply for the relief grant for school instructors of learning / interest classes provided by the Education Bureau (EDB)?

A3 : To avoid double subsidy, an instructor who concurrently offers learning / interest classes in a school and an organization subvented by SWD must choose between the grants provided by the EDB and SWD. Similarly, coaches registered with the National Sports Associations who also serve as sports coaches in schools must choose between the grants provided by the Leisure and Cultural Services Department (LCSD) and EDB. The amount they receive, irrespective of their choice, is the same.

Q4 : Are tutors of learning classes under the School-based After-school Learning and Support Programmes eligible for the relief grant?

A4 : Yes. Under the School-based After-school Learning and Support Programmes (the Programmes), persons who are employed or whose service is hired by schools with the School-based Grant of the Programmes should submit their applications direct to the schools concerned. For tutors employed by non-profit-making non-governmental organisations under the Community-based Projects, they should submit their applications through the engaging organisations if they meet the relevant eligibility criteria.

Q5 : If a learning / interest class instructor provides service for a school via an interest class operator or is arranged to provide service directly to a school through referral by an interest class operator (the instructor has no employment relationship with the interest class operator), is he / she eligible for the relief grant?

A5 : Generally speaking, a school instructor of learning / interest classes providing service for a school direct (no matter if he / she is a full-time or part-time employee) is also eligible for the relief grant.

Q6 : Due to the COVID-19 epidemic, on-campus school activities in the 2020/21 school year have not yet been resumed. If school instructors of learning / interest classes receiving the relief grant under the third round of the AEF have still not yet been engaged by schools by now, are they eligible for this relief grant?

A6 : Yes. They may apply for this relief grant of \$7,500 under the AEF (December 2020) even though they have not yet been engaged by schools as instructors of learning / interest classes since the beginning of this school year. Yet, they should be active service providers in the sector at the time of application. They are required to submit a completed application form 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 before the deadline. The application forms will be forwarded to the EDB after certification by the concerned school.

Rate of grant

Q7 : If a learning / interest class instructor concurrently provides service for more than one school, or if he / she is also eligible to apply for a grant under the current round of the AEF (December 2020), how will his / her rate of grant be determined?

A7 : If a learning / interest class instructor concurrently provides service for more than one school, he / she should only submit application to one of the schools. If the instructor is also eligible for other grants under the AEF (December 2020) (e.g. the relief grants provided by the SWD and LCSD for interest class instructors and registered coaches respectively), he / she can only apply for one of these grants. The amount they receive, irrespective of their choice, is the same (i.e. a one-off grant of \$7,500).

Q8 : If a school instructor of learning / interest classes who is eligible to apply for the relief grant of \$5,000 under the third round of the AEF has not made an application for some reasons, can he / she submit an application for this relief grant of \$7,500 under the AEF (December 2020)?

A8 : Application for the relief grant for school instructors of learning / interest classes under the third round of the AEF was closed on 6 November 2020, so no new application will be accepted. The relief grant has been disbursed by batches to all eligible applicant instructors. If the school instructor of learning / interest classes is still an active service provider in the sector at the time of application, he / she may apply for this round of relief grant of \$7,500 under the AEF (December 2020).

Application procedures

Q9 : If eligible school instructors of learning / interest classes wish to apply for the relief grant under the AEF (December 2020), how should they make an application?

A9 : School instructors of learning / interest classes who wish to apply for the relief grant under the AEF (December 2020) may refer to the EDB Circular Memorandum No. 191/2020 and download the application form from the EDB Homepage via this path: <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.

For school instructors of learning / interest classes who have received the relief grant of \$5,000 under the third round of the AEF, they are only required 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 by post or in person by 22 January 2021 (regardless of whether the

instructors are still rendering service to the same school at the time of application); so as to streamline procedures for re-vetting relevant information and shortening the time for effecting payment of the relief grant.

As for school instructors of learning / interest classes who did not apply for / receive the relief grant of \$5,000 under the third round of the AEF, they need to submit the completed application forms (Part A (2) and Part B are applicable) by post to the schools to 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.

Q10 : Is the method of application to school instructors of learning / interest classes under the AEF (December 2020) the same as that for the third round of the AEF?

A10 : School instructors of learning / interest classes who received the relief grant under the third round of the AEF are only required to provide basic information in the application forms this time. Regardless of whether the applicants have applied for the relief grant under the third round of the AEF, they only need to submit the completed application forms to the schools they are serving before the deadline, and the forms submitted will then be forwarded to the EDB after being verified by schools. Upon receipt of the duly completed and certified application forms from schools and verification of relevant information, we will effect payment in about a month.

Q11 : Are the applicants who have successfully applied for the one-off relief grant provided to school instructors of learning / interest classes under the third round of the AEF required to submit the application again?

A11 : Yes. School instructors of learning / interest classes who wish to apply for the relief grant of \$7,500 for school instructors of learning / interest classes under the AEF (December 2020) should submit a fresh application. They are only required 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. The forms submitted will then be forwarded to the EDB by schools; so as to streamline procedures for re-vetting relevant information and shortening the time for effecting payment of the relief grant.

Q12 : If a learning / interest class instructor concurrently provides service for more than one school, does he / she need to submit an application form to each school?

A12 : If a learning / interest class instructor concurrently provides service for more than one school, he/she should only submit an application form to one of the schools.

Disbursement of grant

Q13 : Are schools required to submit all application forms received to the EDB in one go?

A13 : To enable the EDB to process the applications as soon as possible, schools can submit all the certified original application forms to the EDB on or before 1 February 2021. Schools' submission should include all the original application forms and completed Acknowledgement Slip in Respect of Instructor Applications (together with the Instructors List) / printed copy of the Information Sheet on New Applicants where appropriate; as well as the soft copies of relevant slip / information sheet via the Communication and Delivery System (CDS) (For details, please refer to the EDBCM No. 191/2020). The EDB will as soon as possible process the applications received before the application deadline and effect payment.

Q14 : When will applicants receive the relief grant?

A14 : 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 cheques will be sent by post to the addresses provided by the schools concerned so that the schools can pass the cheques to the instructors of their learning / interest classes. The instructors concerned are required to acknowledge receipt of the cheque by signature. School instructors should deposit as soon as possible the cheques into the payee account after collection.