



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau  
Government Secretariat, The Government of the Hong Kong Special Administrative Region  
The People's Republic of China

本局檔號 Our Ref.: L/M(1) to EDB(KGA)ADM/90/1 VI  
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30 December 2020

To: Supervisors / Principals of all Kindergartens, Kindergarten-cum-Child Care Centres  
and Schools with Kindergarten Classes Joining the Kindergarten Education Scheme

Dear Supervisor / Principal,

### **One-off Grant to Kindergartens**

The purpose of this letter is to inform kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes under the kindergarten education scheme (collectively referred to as "Scheme-KGs" hereafter) of the details of the One-off Grant to Kindergartens (KGs) under the Anti-epidemic Fund (One-off Grant).

#### **Details**

##### *Background*

To alleviate the financial hardship of KGs arising from the suspension of face-to-face teaching due to the COVID-19, the Education Bureau (EDB) not only provided the one-off Support Grant ranging from \$60,000 to \$160,000 for each Scheme-KG in March 2020 by utilizing EDB's existing resource, but also provided a one-off grant ranging from \$30,000 to \$80,000 to all Scheme-KGs under the third round of Anti-epidemic Fund (AEF) in November 2020. To further alleviate KGs' financial hardship arising from the further suspension of face-to-face teaching due to the latest development of COVID-19, the government will provide a One-off Grant (the Grant) for all Scheme-KGs under the new round of AEF.

##### *Grant Rate*

This Grant is a one-off grant. The grant rates are as follows:

- (i) KGs with long whole day session (including KGs with both long

whole day and half day sessions): if the total number of students<sup>1</sup> is 33 or less (if the school has half day students, two half day students are counted as one student), the grant is \$120,000 and the grant for those with more than 33 students is \$160,000.

(ii) KGs with whole day session (including KGs with both whole day and half day sessions): if the total number of students<sup>1</sup> is 33 or less (if the school has half day students, two half day students are counted as one student), the grant is \$100,000 and the grant for those with more than 33 students is \$140,000.

(iii) KGs with half day session only: the grant is \$60,000 per KG.

#### *Funding, financial and accounting arrangements*

No application is required for Scheme-KGs. The Grant will be credited directly to school's bank account. The EDB will disburse the Grant to schools in about one month after obtaining the funding.

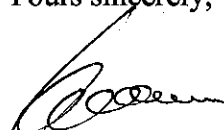
Schools must ensure that the Grant is used for operating the KG and for education purposes of students. The ambit of this Grant covers expenditure items chargeable to government funds in general. For details, please refer to the Annex to Appendix 3 of EDB Circular No. 7/2016 "Expenditure Items Chargeable to Government Funds". The Grant shall not be used to subsidise any other activities not relating to the operation of KG. If a Scheme-KG violates the aforementioned principle of usage when using the Grant, the Grant concerned should be returned to the EDB.

Scheme-KGs should keep separate ledger account under the KG Scheme Funds to properly record all income and expenditure of the Grant, and report these income and expenditures in the annual audited accounts to be submitted to the EDB. All books of accounts, receipts, payment vouchers and invoices must be kept by KGs for accounting and auditing purposes. As a usual practice, the relevant records should be kept for a minimum period of seven years. KGs are reminded to follow the procurement procedures of the latest "Guidelines on Procurement Procedures in Kindergartens" when procuring the related goods and services.

#### **Enquiry**

For enquiries, please contact the respective Senior School Development Officers / Senior Services Officers.

Yours sincerely,



(Mrs S C KWONG)

for Permanent Secretary for Education

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<sup>1</sup> The EDB will use the number of eligible students (excluding students in child care centres) for calculating the Provisional Unit Subsidy for January 2021 as the basis for disbursement of the Grant. The amount of the grant disbursed will remain unchanged even if there are subsequent changes in the number of eligible students.