

# **Ground Rules and Requirements for the School-based After-school Learning and Support Programmes 2018/19 School Year**

## **Background**

The Education Bureau (EDB) has implemented the School-based After-school Learning and Support Programmes (the Programme) since the 2005/06 school year to support the disadvantaged students to participate in after-school activities with a view to facilitating their whole-person development and personal growth. Currently, we provide School-based Grant and Community-based Project Grant for public sector (including special) schools as well as schools under the Direct Subsidy Scheme (DSS) and non-governmental organisations (NGOs) respectively to organise school-based and district-based activities for the disadvantaged students. As announced in the 2014 Policy Address, the EDB, starting from the 2014/15 school year, increases the flexibility of the School-based Grant under the Programme and provides schools with incentive funding.

## **Objective**

2. The focus of the Programme is to provide more assistance and opportunities to the disadvantaged students to improve their learning effectiveness, broaden their learning experiences outside the classroom and raise their understanding of the community and sense of belonging so as to facilitate students' whole-person and all round development.

## **Eligible Students**

3. The eligible students are P1 to S6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full grant under the Student Financial Assistance Schemes (SFAS).

4. Besides, schools are given the discretion to use some of the places of their after-school activities to be conducted for other disadvantaged students who are identified by schools but are not receiving CSSA or SFAS full grant. Starting from the 2014/15 school year, the discretionary quota of all participating schools in receipt of the School-based Grant is increased from 10% to 25%.

## **Core Programme Components**

5. Having regard to the diversity of needs of the eligible students, a wide spectrum of after-school programmes, including tutorial service, personal development (such as cultural and art activities, sports activities, leadership training, voluntary service, visits, etc.) and skills training may be offered. The Programme should be designed in such a way that activities focus not only on academic work related to the school curriculum but also on developing the self-directed learning capacity of the students, including goal setting, study skills, and self-reflection. The Programme is expected to nurture self-esteem and self-reliance in disadvantaged students.

6. To this end, the grant should be utilised to organise/complement programmes with the following core components:

- (a) developing study skills with emphasis on strategies for organising, retaining and applying knowledge;
- (b) fostering self-worth and developing self-management skills;
- (c) developing personal, interpersonal and social skills; and
- (d) developing self-esteem and co-operation with others.

7. Provided that the core components are included, the Programme may take various forms, including but not limited to the following:

- (a) academically-oriented tutorial service, including the development of study skills;
- (b) programmes that focus on personal development and life skills, including psychological well-being; and
- (c) after-school activities for children.

## **Mode of Implementation**

8. The Programme is composed of two major parts, the School-based Grant and Community-based Project Grant.

### A. *School-based Grant*

9. Public sector primary and secondary schools and DSS schools which plan to organise school-based after-school activities for their eligible students (referring to those in receipt of CSSA or SFAS full grant) may apply for the School-based

Grant. The amount of grant to be disbursed to schools is based on the most updated number of eligible students of the participating schools as on the Education Bureau (EDB)'s record in April 2018.

10. With effect from the 2014/15 school year, we provide schools with incentive funding based on the participating schools' annual accounts<sup>1</sup> of the most recent year. The annual subsidy rate of each eligible student has increased from \$400 to \$600 and the 25 % of additional SBG funding from discretionary quota is calculated at the rate of \$600 per eligible student to the schools that have a utilisation rate of 80% or above of the provision under the SBG.

11. Besides, schools may utilise the School-based Grant for procurement of necessary materials/equipment as appropriate (such as sports equipment, educational toys, chess sets and books, snacks and beverages, etc.), and for subsidising travelling expenses of **individual students** to participate in the after-school activities. However, these types of expenses must be for meeting the needs of the activities, and are only applicable to the disadvantaged students who participate in the after-school activities. In order to avoid the aforesaid expenses being out of proportion with the School-based Grant provided, they should be capped at 5% of the total provision of the School-based Grant.

12. Schools may refer to the relevant EDB Circular Memorandum (issued in May each year) for details of the School-based Grant. Schools which intend to apply for the School-based Grant in the Programme are requested to complete and return the reply form attached to the aforesaid circular memorandum and return it to the EDB on or before the specified due date.

#### **B. Community-based Project Grant**

13. To facilitate effective sharing of community resources and encourage worthwhile projects, we will provide funding for organising community-based projects. Interested NGOs will be invited to apply for funding to organise community-based projects or district-based after-school programmes. Schools are encouraged to collaborate with NGOs in bidding for the funding. These projects should aim at providing service and support to eligible students in their own neighbourhood community and establishing a supporting network in the long run.

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1 For aided and caput schools and schools under the Direct Subsidy Scheme, the annual accounts are compiled on the basis of school year and the accounts of the most recent year submitted by schools are those of the 2016/17 school year. As for government schools, their accounts are compiled on the basis of financial year which are the accounts of the 2017-18 financial year.

2 Utilisation rate is calculated on the basis of total expenses and entitled total provision of the year.

14. A sample of the application form for the Community-based Projects and relevant references can be downloaded through the following path: the EDB Homepage (<http://www.edb.gov.hk>) → Students and Parents Related → Support and Subsidies → School-based After-School Learning and Support Programmes → Community-based Projects.

15. To ensure quality and consistency of standard, a committee comprising representatives from EDB, the Social Welfare Department, NGOs, parents and the school sector will assess the applications for Community-based Project Grant. The Committee will consider whether the projects are targeted at the disadvantaged students, and effect sustainable positive impact on them. The possibility of establishing a service network in the locality in the long run will also be taken into consideration.

### **Basic Principles in Implementation**

16. Schools and NGOs should note the following basic principles in deploying the grant:

- (a) the Programme is to build up the capacity and self-esteem of the disadvantaged students, providing them with after-school remedial learning support and other activities conducive to improvement of life skills (e.g. communication skills, self-confidence, etc.);
- (b) the Programme should be sustainable and lead to fundamental changes to the attitudes of the students and the parents ;
- (c) the grant is to complement subsidies/services currently provided by the Government and other agencies for helping students from disadvantaged families;
- (d) the Programme to be supported by the grant should not overlap with or replace any similar existing services (e.g. the grant should not be used for subsidising students' participation in activities that are being covered by Capacity Enhancement Grant and etc.);
- (e) the Programme to be supported by the grant should be governed by the principles of impartiality, fairness and openness in providing service to eligible students.
- (f) the Programme should be school-based (not necessarily be confined to the school premises though) and custom-made to suit the needs of students concerned, and be conducted outside normal school hours; and
- (g) the grant should not be used for providing material assistance to students (e.g. school uniform, musical instruments, etc.). Schools/NGOs have to deploy other funding/sponsorship as appropriate for these purposes.

## **Financial Arrangement**

### A. School-based Grant

*[For All Schools]*

17. The accounting and funding arrangements of the Programme are summarized below for guidance:
- (a) Schools shall use the grant exclusively for conducting or complementing the Programme.
  - (b) Expenses for procurement of necessary materials/equipment and subsidising travelling expenses of individual disadvantaged students to participate in the after-school activities should be capped at 5% of the total provision of the School-based Grant (for details, please refer to para. 11).
  - (c) Schools are required to keep a separate ledger account to record all the income and expenditure chargeable to the Programme. The grant should be expended on eligible students only.
  - (d) Schools should ensure that all receipts and payments in respect of the Programme are properly and timely recorded.
  - (e) Schools are to note that deficit, if any, should be borne by school's own funds.
  - (f) Schools may retain the unexpended amount under the School-based Grant subject to its not exceeding the total provision of the Grant for the current year. The excessive amount will be subject to clawback by EDB. For government schools, the said arrangement is based on financial year.
  - (g) The School-based Grant will be disbursed in end-July 2018 and participating schools will be informed of the calculation details.

18. If schools intend to hire outside service, they have to abide to relevant rules and statutory requirements. Payments relating to employment of staff like salary, contribution to MPF, long service payment, severance pay and any statutory benefits conferred by the Employment Ordinance are all included in the grant. The guideline on hiring outside services and staff appointment is as follows:

*[ For Aided, Caput and DSS Schools ]*

- (a) Aided schools should observe EDB Circular No. 4/2013 dated 30 April 2013 on Procurement Procedures in Aided Schools and EDB Circular No. 5/2005 dated 16 June 2005 on Appointment of Staff in Schools, which

lists out points to note in handling appointment matters.

- (b) To avoid conflict of interests relating to the procurement of services and the appointment of staff, Caput schools and schools under the DSS should observe, where appropriate, the procedures and the points to note as contained in the said circulars.
- (c) Aided, Caput and DSS schools are also reminded that they should comply with, where appropriate, relevant statutory requirements such as the Education Ordinance, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance.

*[ For Government Schools ]*

- (a) Government schools should comply with the relevant rules and regulations relating to hire of services and appointment of temporary staff so as to ensure that the principles of openness and fairness be upheld.
- (b) They should also note the statutory duties of the EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap 485), and should follow the Bureau's procedures for enrolment of relevant employees into a Mandatory Provident Fund Scheme.

*[ For All Schools ]*

In response to The Hong Kong Police Force's setting up the Implementation of the Sexual Conviction Record Check Scheme, schools should consider adopting the Scheme in the appointment procedures in order to further safeguard the well-being of students. For details, please refer to EDB Circular Memorandum No. 179/2011 dated 29 November 2011. Frequently asked questions have been uploaded to the EDB website for school reference (EDB Homepage → Teacher Related → Appointment & Related Matters → Appointment Matters).

**B. Community-based Project Grant**

19. Subject to the signing of funding agreement with EDB, the successful NGOs will be disbursed a grant in the amount as recommended by the Committee on School-based After-school Learning and Support Programmes.

20. The approved Community-based Project Grant will be disbursed to NGOs in three installments (30%, 40% and 30% respectively). The first payment will be made after the Bureau has received from the NGO a completed Acceptance Proforma and the Authority for Payment to a Bank (GF 179A). In order to monitor the progress of the project, the second payment will be made when the NGO's submitted progress report (with statements of income and expenditure

related to each approved activity) is checked and found in order; the third payment will be made when the submitted final report (with statements of income and expenditure related to each approved activity) is checked and found in order and the payment amount is in accordance with the actual expenses stated therein. An audited account should be submitted to the Bureau within six months after the completion of the project.

21. If any information of the report(s) submitted by the NGO requires clarification/rectification, the EDB will withhold the second and/or the third payment of the grant until the report(s) is(are) checked and found in order. However, any withheld payment shall be forfeited by the EDB a year after completion of the project unless approved otherwise on a case-by-case basis.

22. Any unspent amount of the approved grant will be clawed back by EDB after completion of the project.

23. NGOs are required to abide by the principles of openness and fairness in procuring goods / services and recruiting staff for the projects. NGOs should, in implementing the Programme, observe paragraphs 8(a), (b), (c), (d) & (e) of the Guideline for Community-based Projects.

*[ For All NGOs ]*

Given the importance of protecting our students and in response to the Hong Kong Police Force's implementation of the Sexual Conviction Records Check Scheme, NGOs should observe the EDB Circular No. 7/2007 on Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order (Cap. 279F), the EDB Circular No. 16/2017 on Measures for Strengthening the Protection of Students: Appointment Matters of Schools and the EDB Circular Memorandum No. 180/2011 on Adoption of Sexual Conviction Record Check Scheme in Private Schools Offering Non-formal Curriculum when implementing projects in collaboration with schools to provide our students with a safe learning environment and further safeguard the well-being of students. For projects serving the community without any collaborating schools, NGOs should adopt the Scheme in the appointment procedures in order to provide our students with a safe learning environment and further safeguard the well-being of students.

## **Monitoring and Evaluation**

### **A. School-based Grant**

24. In line with the School Development and Accountability Framework, schools in receipt of the School-based Grant for 2018/19 are required to include in

their Annual School Plan their school-based programme and other supporting measures (if any) for disadvantaged students and upload the plan onto their Homepage by end-October 2018. For monitoring, schools should conduct annual review on the plan and reflect the outcomes, including the items in the after-school activities, the actual number of disadvantaged students benefitted and the evaluation on the effectiveness of the Programme, including students' learning and affective outcomes in their School Report, of which have to be uploaded onto their Homepage not later than end-November 2018. The school-based programme and its evaluation report should be endorsed by the School Management Committee / Incorporated Management Committee. The School-based Grant disbursed in end-July 2018 is subject to clawback if schools fail to fulfill the aforesaid requirements. A sample each of the plan and the evaluation report are at Annexes 1 and 2 respectively for schools' reference.

25. Schools are required to keep a clear record on the beneficiaries of the grant as well as the type of programmes conducted for audit purpose.

B. *Community-based Project Grant*

26. NGOs are required to submit to EDB interim progress reports and a final report on the outcome upon completion of the projects. The report should contain a financial statement to account for the usage of the fund, and should also include measurement on achievement of the goal, participation rate and completion rate, feedback from schools, students and parents on the projects and any outcome measures included in the project plan as well as any academic or affective outcome. A sample each of the operation status report, progress report and final report are at Annexes 3, 4 and 5 respectively for reference.

27. EDB will monitor the use of the grant and the EDB officers will pay visits to NGOs and schools to monitor the progress of the Programme.

**School-based After-school Learning and Support Programmes 2018/19 s.y.  
School-based Grant - Programme Plan**

Name of School: \_\_\_\_\_

Staff-in-charge: \_\_\_\_\_ Contact Telephone No.: \_\_\_\_\_

A. The estimated number of students (count by heads) benefitted under this Programme is \_\_\_\_\_ (including A. \_\_\_\_\_ CSSA recipients, B. \_\_\_\_\_ SFAS full-grant recipients and C. \_\_\_\_\_ under school’s discretionary quota).

B. Information on Activities to be subsidised/complemented by the Grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Period/Date activity to be held	Estimated no. of participating eligible students <sup>#</sup>			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
<b>Total no. of activities: _____</b>				<sup>@</sup> No. of man-times					
				<sup>**</sup> Total no. of man-times					

Note:

\* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

\*\*Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

# Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C) .

**School-based After-school Learning and Support Programmes 2018/19 s.y.**  
**School-based Grant - Programme Report**

Name of School: \_\_\_\_\_

Staff-in-charge: \_\_\_\_\_ Contact Telephone No.: \_\_\_\_\_

A. The number of students (count by heads) benefitted under the Grant is \_\_\_\_\_ (including A. \_\_\_\_\_ CSSA recipients, B. \_\_\_\_\_ SFAS full-grant recipients and C. \_\_\_\_\_ under school's discretionary quota).

**B. Information on Activities to be subsidised/complemented by the Grant.**

*Name / Type of activity	Actual no. of participating eligible students #			Average attendance rate	Period/Date activity held	Actual expenses (\$)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Name of partner/ service provider (if applicable)	Remarks if any (e.g. students' learning and affective outcome)
	A	B	C						
<b>Total no. of activities:</b>									
<b>@No. of man-times</b>									
<b>**Total no. of man-times</b>					<b>Total Expenses</b>				

Note:

\* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

\*\* Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

# Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C).

## C. Project Effectiveness

*In general, how would you rate the achievements of the activities conducted to the benefitted eligible students?*

Please put a “✓” against the most appropriate box.	Improved			No Change	Declining	Not Applicable
	Significant	Moderate	Slight			
<b>Learning Effectiveness</b>						
a) Students’ motivation for learning						
b) Students’ study skills						
c) Students’ academic achievement						
d) Students’ learning experience outside classroom						
e) Your overall view on students’ learning effectiveness						
<b>Personal and Social Development</b>						
f) Students’ self-esteem						
g) Students’ self-management skills						
h) Students’ social skills						
i) Students’ interpersonal skills						
j) Students’ cooperativeness with others						
k) Students’ attitudes toward schooling						
l) Students’ outlook on life						
m) Your overall view on students’ personal and social development						
<b>Community Involvement</b>						
n) Students’ participation in extracurricular and voluntary activities						
o) Students’ sense of belonging						
p) Students’ understanding on the community						
q) Your overall view on students’ community involvement						

**D. Comments on the project conducted**

*Problems/difficulties encountered when implementing the project*

*(You may tick more than one box)*

- unable to identify the eligible students (i.e., students receiving CSSA, SFAS full grant);
- difficult to select suitable non-eligible students to fill the discretionary quota;
- eligible students unwilling to join the programmes (Please specify: \_\_\_\_\_);
- the quality of service provided by partner/service provider not satisfactory;
- tutors inexperienced and student management skills unsatisfactory;
- the amount of administrative work leads to apparent increase on teachers' workload;
- complicated to fulfill the requirements for handling funds disbursed by EDB;
- the reporting requirements too complicated and time-consuming;
- Others (Please specify): \_\_\_\_\_

**E. Do you have any feedback from students and their parents? Are they satisfied with the service provided? (optional)**

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**School-based After-school Learning and Support Programmes 2018/19 s. y.  
Community-based Project – Operation Status Report (up to 15 October 2018)**

**(This form, duly completed and signed, should be returned to  
the Extended Support Programmes Section by mail or by fax on or before 31 October 2018)**

Name of Organisation : \_\_\_\_\_  
 Project Title : \_\_\_\_\_  
 Project Code : \_\_\_\_\_ Project Coordinator : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_

**Extended Support Programmes  
Section**  
 Room 1141, 11/F, Wu Chung House,  
 213 Queen’s Road East, Wanchai, H.K.  
 Fax No.: 3107 1306

Please provide **information on all approved activities.**

**(I) Activities wholly held with collaborating school(s) :**

Information on approved project		Actual situation (Choose ONE for each approved activity and indicate with a “√”)					
Name of activity (List out all the approved activities)	Name of collaborating school(s)	Completed	In progress	Not yet commenced	To be cancelled	Adjustment required	Remark(s)
Total no. of activities : _____(a1)	Total no. of schools: _____	Total					
		(      )	(      )	(      )	(      )	(      )	

(Use separate sheets if necessary)

Project Code: \_\_\_\_\_

**( II ) Activities wholly open to the community :**

Information on approved project	Actual situation (Choose ONE for each approved activity and indicate with a “√”)					
Name of activity (List out all the approved activities)	Completed	In progress	Not yet commenced	To be cancelled	Adjustment required	Remark(s)
	Total					
Total no. of activities : _____(a2)	(       )	(       )	(       )	(       )	(       )	

Aggregate of : ( I ) + ( II ) Total no. of approved activities = (a1)+(a2) : \_\_\_\_\_

\*Name of NGO/Name of Department/Name of Subsidiary Organisation : \_\_\_\_\_

\*Name and Post of Head of NGO/Department/ Subsidiary Organisation/Project Coordinator : Name \_\_\_\_\_/ Post \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

Chop of \*NGO/ Department / Subsidiary Organisation

(\*Head of NGO/ Department/ Subsidiary Organisation/ Project Coordinator)

\*Delete whichever is not applicable

**School-based After-school Learning and Support Programmes 2018/19 s.y.  
Community-based Project – Progress Report (up to 31 December 2018)  
(This form, duly completed and signed, should be returned to the  
Extended Support Programmes Section by mail or by fax on or before 30 January 2019)**

Name of Organisation : \_\_\_\_\_

Project Title : \_\_\_\_\_

Reference No. : \_\_\_\_\_ Project Coordinator : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_

**Extended Support Programmes Section**  
Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, H.K.  
Fax No.: 3107 1306

**A. Information on Activities under the Programme**  
Please provide information on all approved activities.

**( I ) (a) Activities held with collaborating school(s) :**

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities #1	Actual no. of students served						Is the activity on schedule? #3	Financial report				Name of collaborating school(s)	Remark
		Eligible students			Non-eligible students #2				Amount of grant #4 (\$) (A1)	Other income #5 (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses #6 (\$) (D1)		
		No. of students*			No. of students*									
		P	S	SP	P	S	SP							
Average attendance rate (%)			Average attendance rate (%)											
Total														
Total no. of activities:	Total Man-times (total no. of students listed above):	Total Man-times (total no. of students listed above):		Average rate: _____ %	Total Man-times (total no. of students listed above):		Average rate: _____ %	Total(\$)				* P: Primary School S: Secondary School SP: Special School		
_____	_____	_____		_____ %	_____		_____ %	(A1)=	(B1)=	(C1)=	(D1)=			

**(b) Information of eligible students in collaborating schools (up to 31 December 2018)**

No. of <u>eligible</u> <sup>#1</sup> students	Count by <u>heads</u>										Subtotal (Count by <u>heads</u> )	
	Primary			Secondary			Special School		No. of students	Provide the no. the following types of students <sup>#7</sup> where applicable		
	No. of students	Provide the no. the following types of students <sup>#7</sup> where applicable			No. of students	Provide the no. the following types of students <sup>#7</sup> where applicable				NCS		NAC
	NCS	SEN	NAC	NCS	SEN	NAC	NCS	NAC		NCS	NAC	
(i) Comprehensive Social Security Assistance (CSSA)												
(ii) Student Finance Assistance Scheme (SFAS) full grant												
(iii) Total no. of disadvantaged students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))												
(iv) Total no. of eligible students benefitted : (i) + (ii) + (iii) =												
(v) Total no. of <u>non-eligible</u> students (must pay full fee)												
<b>Total no. of students: (iv) + (v) =</b>												

**( II ) (a) Activities open to the community :**

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities <sup>#8</sup>			Actual no. of students served										Is the activity on schedule? <sup>#3</sup>	Financial report				Remark	
				Eligible students <sup>#8</sup>					Non-eligible students <sup>#2</sup>						Amount of grant <sup>#4</sup> (\$) (A2)	Other income <sup>#5</sup> (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses <sup>#6</sup> (\$) (D2)		
	Primary		Secondary			Special		Average attendance rate (%)	No. of students			Average attendance rate (%)								
	Od	Pv	Cs	Od	Pv	Cs	Od		Pv	Cs	P		S		SP					
Total																				
<b>Total no. of activities: _____</b>	<b>Total Man-times (total no. of students listed above): _____</b>			<b>Total Man-times (total no. of students listed above): _____</b>					<b>Average rate: _____%</b>	<b>Total Man-times (total no. of students listed above) = _____</b>			<b>Average rate: _____%</b>	<b>Total (\$)</b>						
																(A2)	(B2)	(C2)	(D2)	
																=	=	=	=	

**(b) Information of eligible students in open to the community activities (up to 31 December 2018)**

No. of <u>eligible</u> students	Count by heads													
	Primary			Secondary			Special School			Total (count by heads)	Provide the no. the following types of students <sup>#7</sup> where applicable			
	Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs		NCS	SEN	NAC	
(vi) Comprehensive Social Security Assistance (CSSA)														
(vii) Student Finance Assistance Scheme (SFAS) full grant														
<b>(viii) Total no. of <u>eligible</u> students benefitted: (vi) + (vii) =</b>														
<b>(ix) Total no. of <u>non-eligible</u> students (must pay full fee) :</b>														
<b>Total no. of students (viii) + (ix) =</b>														

**(III) Financial Summary of the whole project (up to 31 December 2018)**

(E) administration cost : \$ \_\_\_\_\_

(F) project coordination expenditure : \$ \_\_\_\_\_

(G) Administration cost and project co-ordination expenditure subsidised by NGO : \$ \_\_\_\_\_

(H) total project expenditure = (D1) + (D2) + (E) + (F) = \$ \_\_\_\_\_

(I) amount of approved grant : \$ \_\_\_\_\_

(Please fill in accordance with the **item 5 of part J of the application form**, i.e. the total amount of grant approved to your organisation before the due date of this progress report)

(J) interest earned (if any) : \$ \_\_\_\_\_

(K) total project income = (B1) + (B2) + (C1) + (C2) + (G) + (I) + (J) = \$ \_\_\_\_\_

balance = (K) - (H) = \$ \_\_\_\_\_

Remarks :

- #1. Eligible students: students in receipt of CSSA, SFAS full grant or disadvantaged students under the discretionary quota (only applicable to the students provided by the collaborating school(s))
- #2. Non-eligible students: students who have to pay to participate. These students must pay full fee; full fee means the actual cost of an activity for each participating student (including eligible and non-eligible students) ( e.g. if the actual cost for the activity is \$1,000 with a total of 6 eligible students and 4 non-eligible students participating in the activity, the cost for each participating student should be \$100; each not-eligible student should therefore pay \$100 ) .
- #3. Is the activity on schedule? The progress should be stated as: **(a) completed; (b) in progress; (c) not yet commenced** or **(d) cancelled**.
- #4. Amount of grant: The amount allocated for the activity under the approved project, which should be used to subsidise only the eligible students, while non-eligible students must pay full fee.
- #5. Other income: other sources of revenue such as the fee paid by the non-eligible students, donation and sponsorship. If the figure is not known yet, please fill in “pending”.
- #6. Expenses: the expenses for organising the activity (including subsidy by NGO in the expense). If the figure is not known yet, please fill in “pending”.
- #7. For the three types of students:
  - NCS (non-Chinese speaking students);
  - SEN (students with Special Educational Needs);
  - NAC (newly-arrived-children)
- #8. For activities also serving the whole community, **priority** should be given to eligible students from “Od” and “Pv” schools
  - Od (students from Government, Aided or Direct Subsidised Scheme schools not listed in (I)) ;
  - Pv (students from private schools) ;
  - Cs (students from collaborating schools listed in (I))

\*Name of NGO/Name of Department/Name of  
Subsidiary Organisation : \_\_\_\_\_

\*Name and Post of Head of NGO/Department/  
Subsidiary Organisation/Project Coordinator : Name \_\_\_\_\_/ Post \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

(\*Head of NGO/ Department/ Subsidiary Organisation/ Project Coordinator)

\*Delete whichever is not applicable

*NGO's/ Department's / Subsidiary Organisation's chop
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Name of  
Organisation \_\_\_\_\_

Application  
Ref. No. \_\_\_\_\_

**B. Project Effectiveness**

*In general, how would you rate the achievements of the activities conducted / in progress to the benefitted eligible students:*

Please put a “✓” against the most appropriate box.	Improved			No Change	Declining	Not Applicable
	Significant	Moderate	Slight			
<b>Learning Effectiveness</b>						
a) Students’ motivation for learning						
b) Students’ study skills						
c) Students’ academic achievement						
d) Students’ learning experience outside classroom						
e) Your overall view on students’ learning effectiveness						
<b>Personal and Social Development</b>						
f) Students’ self-esteem						
g) Students’ self-management skills						
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i) Students’ interpersonal skills						
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m) Your overall view on students’ personal and social development						
<b>Community Involvement</b>						
n) Situation on students’ participation in extracurricular and voluntary activities						
o) Students’ sense of belonging						
p) Students’ understanding on the community						
q) Your overall view on students’ community involvement						

**C. Comments on the project conducted / in progress**

*Have you encountered any of the following problems / difficulties when implementing the project?*

*(You may tick more than one box)*

- insufficient manpower to conduct the activities;
- collaborating schools unable to provide sufficient no. of eligible students (i.e., students receiving CSSA, SFAS full grant);
- eligible students unwilling to join the programmes (Reason(s): \_\_\_\_\_);
- cooperation with collaborating schools needs improvement (Please specify: \_\_\_\_\_)
- unable to employ suitable tutors to conduct activities;
- complicated to fulfill the requirements for handling funds disbursed by EDB;
- the reporting requirements too complicated and time-consuming;
- Other suggestions (Please specify): \_\_\_\_\_

**School-based After-school Learning and Support Programmes 2018/19 s.y.  
Community-based Project – Final Report (up to 31/7/2019)  
(This form, duly completed and signed, should be returned to the  
Extended Support Programmes Section in person/ by mail on or before 30 September 2019)**

Name of Organisation : \_\_\_\_\_

Project Title : \_\_\_\_\_

Project Reference no. : \_\_\_\_\_ Project Coordinator : \_\_\_\_\_

Contact Person : \_\_\_\_\_ Contact Tel. no. : \_\_\_\_\_

**Extended Support Programmes Section**  
Room 1141, 11/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong  
Fax No.: 3107 1306

**A. Information on Activities under the Programme**  
**Please provide information on all approved activities.**

**( I ) (a) Activities wholly held with collaborating school(s) :**

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities #1	Actual no. of students served						Is the activity on schedule? #3	Financial report				Name of collaborating school(s)	Remark	Administration cost / project coordination expenditure to be deducted (\$) (for cancelled activities only)	
		Eligible students			Non-eligible students #2				Amount of grant #4 (\$) (A1)	Other income #5 (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses #6 (\$) (D1)			Administration cost #7 (_____%) (E1)	Project coordination expenditure #8 (_____%) (F1)
		No. of students ^	Average attendance rate (%)	No. of students ^	Average attendance rate (%)											
						P	S									
<b>Total</b>																
Total no. of activities: _____	Total man-times (total no. of students listed above): _____	Total man-times (total no. of students listed above): _____	Average rate: _____%	Total man-times (total no. of students listed above): _____	Average rate: _____%	Total (\$)				Total (\$)						
						(A1)	(B1)	(C1)	(D1)	(E1)	(F1)					
						=	=	=	=	=	=					

^P – Primary School; S – Secondary School; SP – Special School

(Use separate sheets if necessary)



**(b) Information of eligible students in open to the community activities (up to 31 July 2019)**

No. of <u>eligible</u> students	Count by heads													
	Primary			Secondary			Special School			Total (count by heads)	Provide the no. the following types of students <sup>#7</sup> where applicable			
	Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs		NCS	SEN	NAC	
(vi) <i>Comprehensive Social Security Assistance (CSSA)</i>														
(vii) <i>Student Finance Assistance Scheme (SFAS) full grant</i>														
<b>(viii) Total no. of <u>eligible</u> students benefitted: (vi) + (vii) =</b>														
<b>(ix) Total no. of <u>non-eligible</u> students (must pay full fee)</b>										:				
<b>Total no. of students (viii) + (ix) =</b>														

**(III) Financial Summary of the whole project (up to 31 July 2019)**

(E) administration cost	:	\$ _____
(F) project coordination expenditure	:	\$ _____
(G) administration cost and project co-ordination expenditure subsidised by NGO	:	\$ _____
(H) total project expenditure = (D1) + (D2) + (E) + (F)	=	\$ _____
(I) amount of approved grant (i.e. item 5 of part J of the application form)	:	\$ _____
(J) amount received	:	\$ _____
(K) interest earned (if any)	:	\$ _____
(L) total project income = (B1) + (B2) + (C1) + (C2) + (G) + (J) + (K)	=	\$ _____
balance = (L) – (H)	=	\$ _____

Remarks :

- #1. Eligible students: students in receipt of CSSA, SFAS full grant or disadvantaged students under the discretion quota (only applicable to the students provided by the collaborating school(s)).
- #2. Non-eligible students: students who have to pay to participate. These students must pay full fee; full fee means the **actual** cost of an activity for each participating student (including eligible and non-eligible students) ( e.g. if the actual cost for the activity is \$1,000 with a total of 6 eligible students and 4 non-eligible students participating in the activity, the cost for each participating student should be \$100; each non-eligible student should therefore pay \$100 ) .
- #3. Is the activity on schedule? The progress should be stated as: **(a) completed or (b) cancelled.**
- #4. Amount of grant: The amount allocated for the activity under the approved project, which should be used to subsidise only the eligible students, while non-eligible students must pay full fee.
- #5. Other income: other sources of revenue such as the fee paid by the non-eligible students, donation and sponsorship.
- #6. Expenses: the expenses for organising the activity (including subsidy by NGO in the expense).
- #7. For a cancelled activity, the administration cost to be deducted is calculated based on the percentage approved to the administration cost  
(Refer to **Part J** of the application form):  

$$\text{percentage to be deducted} = \frac{\text{approved administration cost (B)}}{\text{approved total activity grant (A)}} \times 100\% \text{ (round to two decimal places)}$$

Thus, the administration cost to be deducted: amount of grant of the cancelled activity (A1) × percentage to be deducted (round to the nearest dollar)
- #8. For a cancelled activity, the administration cost to be deducted is calculated based on the percentage approved to the project coordination expenditure  
(Refer to **Part J** of the application form):  

$$\text{percentage to be deducted} = \frac{\text{approved project coordination cost (C)}}{\text{approved total activity grant (A)}} \times 100\% \text{ (round to two decimal places)}$$

Thus, the project coordination expenditure to be deducted: amount of grant of the cancelled activity (A1) × percentage to be deducted (round to the nearest dollar)
- #9. The three types of students:
  - NCS (non-Chinese speaking students) ;
  - SEN (students with Special Educational Needs) ;
  - NAC (newly-arrived-children)
- #10. For activities also serving the whole community, priority should be given to eligible students from “Od” and “Pv” schools
  - Od (students from Government, Aided or Direct Subsidised Scheme schools not listed in (I)) ;
  - Pv (students from private schools) ;
  - Cs (students from collaborating schools listed in (I))

**Refer to the example to calculate deduction of the administration cost and project coordination expenditure**

\*Name of NGO/Name of Department/Name of Subsidiary Organisation : \_\_\_\_\_

\*Name and Post of Head of NGO/Department/ Subsidiary Organisation : Name \_\_\_\_\_/ Post \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

(\*Head of NGO/ Department/ Subsidiary Organisation)

\*NGO's/ Department's / Subsidiary Organisation's chop

\*Delete whichever is not applicable

Name of  
Organisation \_\_\_\_\_

Application  
Ref. No. \_\_\_\_\_

**B. Project Effectiveness**

*In general, how would you rate the achievements of the activities conducted to the benefitted eligible students:*

Please put a “√” against the most appropriate box.	Improved			No Change	Declining	Not Applicable
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**C. Comments on the project conducted**

*Have you encountered any of the following problems / difficulties when implementing the project?  
(You may tick more than one box)*

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- eligible students unwilling to join the programmes (Reason(s): \_\_\_\_\_);
- cooperation with collaborating schools needs improvement (Please specify): \_\_\_\_\_);
- unable to employ suitable tutors to conduct activities;
- complicated to fulfill the requirements for handling funds disbursed by EDB;
- the reporting requirements too complicated and time-consuming;
- Other suggestions (Please specify): \_\_\_\_\_

**D. Evaluation on the Project (use separate sheet if necessary)**

1. Have you conducted any survey to collect feedback on the activities under the Programme from the collaborating schools, participating students, parents, teachers and staff involved on the project? If yes, please attach the survey results.
2. If any other evaluation on the effectiveness on the project was also conducted, such as whether the aims of the project can be achieved and the response of schools and parents to the project, please state below.