

School-based After-school Learning and Support Programmes
Ground Rules and Requirements
2025/26 School Year

Background

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

Objective

2. The Programme aims at providing additional assistance to needy students to improve their learning effectiveness, broaden their learning experiences outside the classroom and raise their understanding of and sense of belonging to the community, thereby facilitating their whole-person development and personal growth.

Target Students

3. The target students of the Programme are those Primary 1 to Secondary 6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full grant under the Student Financial Assistance Schemes (SFAS).

4. Besides, schools could use the discretionary quota to accommodate other students not in receipt of CSSA or full grant under the SFAS but identified by schools as needy, such as students are in receipt of half grant under the SFAS. Starting from the 2014/15 school year, the discretionary quota of all participating schools has been 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 learning activities, including tutorial service, whole-person development activities (such as art and cultural 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 subject-based learning related to the school curriculum but also on developing the self-learning ability of the students, including goal setting, study skills, and self-reflection, etc.

6. To this end, the grant of the Programme should be utilised to organise/complement the after-school learning activities with the following core components:

- (a) developing students' study skills with emphasis on strategies of organising, retaining and applying knowledge;
- (b) fostering students' self-worth and developing their self-management skills;
- (c) developing students' personal, interpersonal and social skills; and
- (d) building students' self-esteem and ability to co-operate with others.

7. With the above core components included, the Programme may take various forms, including but not limited to the following:

- (a) homework tutorial classes implemented in a classroom setting;
- (b) experiential learning activities fostering personal growth and life skills; and
- (c) other after-school learning activities for students.

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 schools (including special schools) and schools under the Direct Subsidy Scheme may apply for the School-based Grant to organise school-based after-school learning activities for their eligible students (referring to those in receipt of CSSA or full grant under the SFA Schemes). EDB will calculate the amount of grant based on the number of eligible students at individual applicant school in April 2025.

10. With effect from the 2014/15 school year, based on the participating schools' annual accounts¹ of the most recent year, EDB provides incentive funding to schools with the utilisation rate² of the provision under the School-based Grant reaching 80% or above. This means that the annual subsidy rate of each eligible student has increased from the original \$400 to \$600 and the discretionary quota in the School-based Grant is calculated at the rate of \$600 per quota.

11. Schools may utilise the School-based Grant for procurement of materials/equipment as appropriate (such as sports equipment, educational toys, chess sets, books, etc.), and for subsidising travelling expenses for individual students participating in the after-school learning activities. However, these types of expenses must be relevant to the needs of the activities and are only applicable to needy students who participate in the after-school learning activities. To facilitate the effective use of the School-based Grant in organising the school-based after-school learning activities, the aforesaid expenses 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/June each year) for details of the School-based Grant. Schools which intend to apply for the School-based Grant are requested to complete and submit the electronic Application Form via the Common Log-On System (<https://clo.edb.gov.hk/>) (Common Log-On System → e-Form Submission System → e-Forms Application → School-based After-school Learning and Support Programmes - Application for the School-based Grant) on or before the specified due date. Alternatively, schools may return the completed reply form to the Student Special Support Section of EDB by post (Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) or by fax (fax no.: 3107 1306) on or before the specified due date.

B. Community-based Projects

13. Community-based Projects aim at providing service and support to eligible students in the community where they live/where their school are located to establish a support service network in the community in the long run. Interested NGOs can apply for the grant to organise community-based or district-based after-school learning activities. NGOs are also encouraged to apply for the grant in collaboration

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 latest annual accounts submitted by schools are those for the 2023/24 school year. As for government schools, their accounts are compiled on the basis of financial year and the latest annual accounts available are those for the 2024-25 financial year.

2 Utilisation rate is calculated on the basis of total actual expenditure and total entitled provision of School-based Grant of the year.

with schools.

14. Application form for the Community-based Projects and relevant references can be downloaded from EDB website (<https://www.edb.gov.hk/en/salsp>). NGOs intended in applying should complete and submit the application form via electronic platform (login website: <https://eformss.edb.gov.hk/eformss/Login>) (Electronic Form Submission System of Education Bureau→E-form Application →Application Form for Community-based Projects) on or before the specified due date. Should NGOs collaborate with schools to make application, they are required to submit the completed and signed the **original copy** of Part F and Part I of the application form to the Student Special Support Section of EDB (Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) separately. Alternatively, NGOs can also submit the completed and signed application form by post or by hand to the Student Special Support Section of EDB on or before the specified due date. For application submitted by post, the stamped date on the envelope will be taken as the date of application.

15. Late applications are generally not accepted, but the Committee on School-based After-school Learning and Support Programmes (the Committee) will consider the late applications fulfilling the following criteria on a case-by-case basis:

- (a) the project must be implemented by an NGO in collaboration with school(s); and
- (b) the NGO must submit the application no later than 15 working days from the application deadline and provide a written justification for the late submission, along with relevant supporting document(s) from the collaborating school(s).

Regarding the handling of late applications mentioned above, the Committee will also consider the NGOs' past submission records.

16. Notwithstanding anything to the contrary in the application forms, EDB reserves the right to disqualify an applicant NGO on the grounds that the applicant NGO has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

17. All applications of Community-based Project will be assessed by the Committee comprising representatives from EDB, the Social Welfare Department, NGOs, parents and the school sector. The Committee will consider whether the projects benefit the eligible students, and have sustainable positive impact on them. The possibility of establishing a support service network in the community in the

long run and the past experiences of the applicant NGOs in organising relevant activities will also be taken into consideration.

Basic Principles in Implementation

18. Schools and NGOs are required to observe the following basic principles when deploying the grant to implement after-school learning activities:

- (a) the Programme is to build up the self-learning ability and self-esteem of needy students, as well as providing them with after-school tutorial services and activities conducive to developing other skills (e.g. communication skills, social skills, etc.);
- (b) the Programme should be sustainable and have positive impact on students;
- (c) the Programme is to complement subsidies/services currently provided by the Government and other organisations for helping students from needy families;
- (d) the activities subsidised by the Programme 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);
- (e) the activities subsidised by the Programme should benefit all eligible students under the principles of fairness, openness and impartiality;
- (f) the Programme should be school-based (not necessarily be confined to the school premises though) and suitable activities should be arranged in accordance with students' needs. The related activities should 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.).

Financial Arrangement

A. School-based Grant

19. The accounting and funding arrangements of the School-based Grant are summarised below for compliance:

- (a) Schools should use the School-based Grant exclusively for organising after-school learning activities.
- (b) Expenses for procurement of materials/equipment and subsidising travelling expenses for individual needy students participating in the after-

school learning activities should be capped at 5% of the total provision of the School-based Grant (please refer to para. 11 for details).

- (c) Schools are required to keep a separate ledger account to record all the income and expenditure chargeable to the Programme. The School-based Grant should only be used for subsidising eligible students to participate in the after-school learning activities.
- (d) Schools should record all the expenses of the School-based Grant and keep the related receipts and payments for EDB's inspection as necessary.
- (e) The provision of the School-based Grant is complementary in nature. Schools can flexibly deploy other related resources to organise after-school learning activities for needy students. However, any deficit incurred in the annual audited accounts should be borne by the schools' own funds.
- (f) Aided schools, caput schools and schools under the Direct Subsidy Scheme may retain the unspent amount of 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 claw back by EDB. For government schools, schools can apply in advance to retain the School-based Grant for each year according to their school context. The unspent School-based Grant should be returned to EDB by the end of the financial year.
- (g) EDB will disburse the School-based Grant in July or August 2025 and participating schools will be informed of the calculation details of the grant.

20. If schools intend to hire outside services, they have to abide to relevant rules and statutory requirements. Expenses relating to the employment of staff such as salary, contribution to the Mandatory Provident Fund, long service payment, severance payment and any statutory benefits conferred by the Employment Ordinance shall all be included in the grant. The guideline on hiring outside services and staff appointment are as follows:

[Reference for Aided Schools, Caput Schools and Schools under the Direct Subsidy Scheme]

- (a) Aided schools are required to observe [EDB Circular No. 4/2013](#) on Procurement Procedures in Aided Schools issued on 30 April 2013 and [EDB Circular No. 5/2005](#) on Appointment of Staff in Schools issued on 16 June 2025.
- (b) To avoid conflict of interests in matters relating to the procurement of services and the appointment of staff, caput schools and schools under the Direct Subsidy Scheme should refer to, where appropriate, the procedures and the points to note as contained in the above circulars and take appropriate actions.
- (c) Aided schools, caput schools and schools under the Direct Subsidy Scheme are also reminded that they should comply with relevant statutory

requirements such as the Education Ordinance (Cap. 279), the Employment Ordinance (Cap. 57) and the Mandatory Provident Fund Schemes Ordinance (Cap. 485).

[Reference 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) Schools should also note the statutory duties of EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap. 485), and should follow EDB's procedures for enrolment of relevant employees into a Mandatory Provident Fund Scheme.

21. In response to the implementation of the Sexual Conviction Record Check Scheme (the Scheme) by the Government, schools must adopt the Scheme in the appointment procedures to strengthen the protection of students' well-being. For details, please refer to [EDB Circular No. 14/2023](#) issued on 21 August 2023. Frequently asked questions have been uploaded to EDB website for schools' reference (EDB Homepage → School Administration and Management → Administration → About School Staff → Appointment Matters). In addition, if schools have to engage external individuals or organisations to conduct school activities, schools should ensure the messages that the relevant personnel or organisations convey to students are consistent with the learning aims and curriculum goals in school education. Besides, they should also ensure that the activities to be held will not involve acts or content that endanger national security.

B. Community-based Projects

22. Upon the approved NGOs signed and returned the Acceptance Proforma, confirming that they will implement the projects in accordance with the grantee agreement, EDB will disburse the approved grant as recommended by the Committee according to the following arrangements.

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

statements of income and expenditure related to each approved activity) is checked in order, of which 10% will be disbursed after the NGO submitted the audited accounts prepared **according to the project period and the prescribed format.**

24. If any information of the report(s) submitted by the NGO requires clarification/rectification, 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 EDB a year after completion of the Community-based Projects unless approved otherwise on a case-by-case basis.**

25. NGOs should return all unspent amount of the approved grant to EDB after completion of the project.

26. NGOs are required to observe the principles of openness and fairness in procuring goods/services and employing staff for the Community-based Projects. NGOs should refer to paragraphs 8(a) to (e) of the “Guidelines for Community-based Projects” in implementing the Programme.

27. In response to the implementation of the Sexual Conviction Record Check Scheme (the Scheme) by the Government, NGOs, when collaborating with schools to implement the Community-based Projects that require hiring instructors or other personnel to provide educational and related services to students, should observe [EDB Circular No. 7/2007](#) on Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order (Cap. 279F) and [EDB Circular No. 14/2023](#) on Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in Schools in order to provide 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 final stage of the appointment procedures in order to provide our students with a safe learning environment and further safeguard the well-being of students. The related frequently asked questions have been uploaded to EDB website for NGOs’ reference (EDB Homepage → School Administration and Management → Administration → About School Staff → Appointment Matters). In addition, NGOs should ensure that the hired instructors or other personnel can fulfill the schools’ requirements when conducting school activities. The messages that the hired instructors or other personnel convey are consistent with the learning aims and curriculum goals in school education, and the activities held do not involve acts or content that endanger national security.

Monitoring and Evaluation

A. School-based Grant

28. In line with the School Development and Accountability Framework, schools in receipt of the School-based Grant for the respective school year are required to specify their school-based plans for supporting needy students and other supporting measures (if any) in the programme plan which is to be uploaded with their Annual School Plan onto the school website by the end of October of the respective school year. Schools should also conduct annual review on the use of the grant and reflect the review results, including the breakdown of the after-school learning activities, the actual number of needy students benefitted and the evaluation on the effectiveness of the Programme with students' learning outcomes in academic and affective domains in the programme report which is to be uploaded with the School Report onto the school website not later than the end of November of the next school year. The school-based plan and its evaluation report should be endorsed by the School Management Committee/Incorporated Management Committee. If schools fail to fulfill the aforesaid requirements, the School-based Grant disbursed for the respective school year may be clawed back. Schools can make reference to and download the templates of the programme plan and programme report provided by EDB (<https://www.edb.gov.hk/en/salsp>).

29. Schools are required to keep a proper record on the student beneficiaries and the type of after-school learning activities conducted under the grant for inspection by EDB if necessary.

B. Community-based Project

30. NGOs are required to submit to EDB the operation status report, progress report and final report for Community-based Projects on or before the specified due date. The progress report and final report should contain a financial statement to account specifying the usage of the grant, and should also include measurement on achievement of the goal, participation rate and completion rate of the after-school learning activities, feedback from schools, students and parents on the Community-based Projects and any evaluation measures included in the project plan as well as outcomes of students' learning and affective education (if any). The templates of the operation status report, progress report and final report for Community-based Projects can be downloaded from EDB website (<https://www.edb.gov.hk/en/salsp>).

31. Under the monitoring mechanism, EDB officers will pay visits to NGOs and schools to monitor the implementation progress and the usage of the grant of the Programme.

Education Bureau
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