

School-based After-School Learning and Support Programmes (Programme) 2023/24 s.y. Application Form for Community-based Projects (CBP)

Points to note:

- (a) Please read thoroughly the Guideline for Community-based Projects when completing this application form.
- (b) The CBP is open for application of Non-governmental Organisations (NGO) only.
- (c) The applicant NGO as well as its delegated subsidiary organisation must be an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112) with social welfare related services as one of the objectives for which it is established in its association, constitution or charter. To simplify the application process, unless the memorandum has been revised/amended, an NGO which had CBP(s) approved before only needs to submit the documents certifying that the applicant NGO (including its delegated Subsidiary Organisation) is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112). The Bureau may request the applicant NGO to provide further documents, if necessary. For new applicant NGO, one copy each of the documents should also be attached to the application form.
- (d) For project(s) involving collaboration with school(s), the applicant NGO and collaborating school(s) are required to complete the Declaration of Collaborating School(s) in Part F1 or Part F2. If the applicant NGO will continue collaboration in 2023/24 s.y. with its 2022/23 collaborating school(s), please complete Part F1. If the applicant NGO has not collaborated with school(s) in 2022/23 s.y. for CBP, please complete Part F2 to show that the applicant NGO and the new collaborating school(s) have entered in collaboration after due communication between them with clear and detailed terms/conditions to ensure both parties have reached a mutual agreement on the details of the project (e.g. the school's needs, activity arrangements and the instructors' requirements, including the adoption of the Sexual Conviction Record Check, etc.) in order to facilitate the smooth implementation of the project subsequently.
- (e) Please use the updated application form, otherwise the application will not be entertained. Do not change the format of this application form. However, the applicant NGO is welcome to add relevant information in the form of attachment. Use separate sheet if space in this application form is not enough.
- (f) The proposed project could complement but should not replace or overlap with any similar project funded by other organisations (such as Life-wide Learning Grant, the Home Affairs Department's funding and the Social Welfare Department's Support Scheme, etc).
- (g) The Programme should only support eligible students [i.e. P1 to S6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full-grant assistance under the Student Financial Assistance (SFA) Schemes]. For project(s) in collaboration with schools, the disadvantaged students provided by the school under their discretionary quota could also be benefited.
- (h) If non-formal curriculum (e.g. tutorial service, learning skills training or language training) is offered in places other than the collaborating school premises, or the non-formal curriculum offered in a collaborating school premises includes other collaborating schools' students, the applicant NGO must comply with the requirements stipulated in the Education Ordinance. Please attach relevant documents (such as a Certificate of Registration of a School or application for Exemption from Registration as a School under Section 9(5) of the Education Ordinance (Cap. 279)) in submitting the application.
- (i) Application for the Programme commences on 1 March 2023. The application deadline is **4 April 2023**. Late application will not be considered by the Committee on School-based After-school Learning and Support Programme except:
 - The NGO collaborated with school(s) has never submitted its application late; and
 - The NGO can provide written justification and supporting document(s) from collaborating school(s) not exceeding 15 working days after the deadline of application.
- (j) This form must be completed in duplicate (the original with one copy) and returned to the Student Special Support (SSS) Section of the Education Bureau before the deadline together with a copy of the document proving that the applicant NGO is an approved charitable institution or trust of a public character. New applicant NGOs or NGOs with document(s) mentioned in point (c) amended should submit, together with their application form, one copy each of the documents required under point (c). (Address: SSS Section, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) **Submission by fax or email will NOT be accepted.** All submitted documents are non-returnable. For applications submitted by post, please post by registered mail to ensure successful delivery.
- (k) The ceiling of the total amount of grant applied for each Community-based Project is capped at HK\$2,500,000. In tandem, the ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of community-based project(s), should also not exceed HK\$2,500,000.
- (l) Details of the approved activity(ies) under the project will be provided to relevant collaborating school(s) for reference.

Part A: District where the proposed project is implemented

(Application is district-based. Projects proposed to be implemented in another district should be submitted under separate Application Form)

HK Region	Kowloon Region	New Territories East Region	New Territories West Region
<input type="checkbox"/> Central & Western	<input type="checkbox"/> Kowloon City	<input type="checkbox"/> North	<input type="checkbox"/> Kwai Chung & Tsing Yi
<input type="checkbox"/> Hong Kong East	<input type="checkbox"/> Kwun Tong	<input type="checkbox"/> Sha Tin	<input type="checkbox"/> Tsuen Wan
<input type="checkbox"/> Islands	<input type="checkbox"/> Sai Kung	<input type="checkbox"/> Tai Po	<input type="checkbox"/> Tuen Mun
<input type="checkbox"/> Southern	<input type="checkbox"/> Sham Shui Po		<input type="checkbox"/> Yuen Long
<input type="checkbox"/> Wan Chai	<input type="checkbox"/> Wong Tai Sin		
	<input type="checkbox"/> Yau Tsim & Mong		

Proposed project type

with collaborating schools(s)
 serve the community
 with collaborating school(s) and serve the community