

## Part E: Particulars of the Project Coordinator/Contact Person

According to Clause 9.1 of the 'School-based After-school Learning and Support Programmes Grantee Agreement', \*our Organisation/ Subsidiary Organisation implementing the project has appointed the following person to be the Project Coordinator:

1. \*(a) Name of Department / Section implementing the project:

\_\_\_\_\_

Position of Project Coordinator: \_\_\_\_\_

- \*(b) Name of Subsidiary Organisation implementing the project:

\_\_\_\_\_

Position of Project Coordinator: \_\_\_\_\_

2. Name of Project Coordinator: \_\_\_\_\_ (Mr./Ms./Mrs./Miss)\*

3. Signature of Project Coordinator: \_\_\_\_\_

4. Contact of Project Coordinator

(a) Tel. no.: \_\_\_\_\_ Mobile Phone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

(b) Email Address: \_\_\_\_\_

5. Name of Contact Person: \_\_\_\_\_ (Mr./Ms./Mrs./Miss)\*

6. Position of Contact Person: \_\_\_\_\_

7. Contact of Contact Person:

(a) Tel. no.: \_\_\_\_\_ Mobile Phone no.: \_\_\_\_\_

(b) Email Address: \_\_\_\_\_

(\* Delete whichever is not applicable)

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**Note:** The ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of community-based project(s), should not exceed HK\$2,500,000.

The Project Coordinator is fully responsible for the overall management of the approved project on behalf of the applicant NGO or NGO's Subsidiary Organisation. The NGO should ensure that the Project Coordinator and the Contact Person are contactable at all times by staff of the Education Bureau.

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