



**Project Adjustment Form**

**Project Reference No.:** \_\_\_\_\_

1.	Name of activity to be revised/cancelled/added* :		
	Name of Collaborating School (if applicable):		
2.	Types of activity : ( “✓” one box only)		
	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
	<input type="checkbox"/> Tutorial service	<input type="checkbox"/> Art & cultural activities	<input type="checkbox"/> Voluntary service
	<input type="checkbox"/> Learning skills training	<input type="checkbox"/> Visits/outdoor activities	<input type="checkbox"/> Self-confidence development
	<input type="checkbox"/> Language training	<input type="checkbox"/> Sports activities	<input type="checkbox"/> Adventure activities
			<input type="checkbox"/> Social & communication skills training
			<input type="checkbox"/> Leadership training
3.	Briefly describe the activity’s objective, content and method(s) of evaluating effectiveness:		
4.	Estimated no. of eligible students served (headcount):		
	Primary school: _____ students (including _____ NCS students, _____ SEN students and _____ NAC) #		
	Secondary school: _____ students (including _____ NCS students, _____ SEN students and _____ NAC) #		
	#NCS - Non-Chinese speaking; SEN - Special educational need; NAC - Newly arrived children		
5.	Date: from _____ / _____ / _____ to _____ / _____ / _____		
6.	No. of group(s): _____	7.	Tutor: Student ratio (per group): _____ : _____
8.	Activities per group:	(a) Lesson: _____ session(s) Session: _____ hr(s) per session Venue: _____	(b) Half-day activity : _____ time(s) (not less than 4 hours) Venue: _____
			(c) Whole-day activity : _____ time(s) (not less than 7 hours) Venue: _____

**9. Breakdown of the budget for the proposed activity:**

Expenditure items		Budget of Approved Activity (Leave this column blank for newly added activity)	Budget of Activity to be Revised/Added* (Leave this column blank for cancelling an activity)	Remarks	For EDB’s Use Only	
					(R)	(A)
(a)	Tutor fee ( _____ person(s))	(\$)	(\$)	(e.g. If the activity to be added/revised is Type A – Learning Skills, please specify tutor’s academic qualification)		
	Social worker fee ( _____ person(s))	(\$)	(\$)			
	Others ( _____ person(s)) ; Please specify: _____)	(\$)	(\$)			
(b)	Material expenses	(\$)	(\$)			
(c)	Camp /admission fee <small>(Please submit relevant quotation(s)/ reference(s))</small>	(\$)	(\$)			
(d)	Student meal (only for whole-day outdoor activities) <small>(Please submit relevant quotation(s)/ reference(s))</small>	(\$)	(\$)			
(e)	Activity transportation fee <small>(Please submit relevant quotation(s)/ reference(s))</small>	(\$)	(\$)			
(f)	Volunteers allowance ( _____ person(s))	(\$)	(\$)			
(g)	Others (please specify: _____)	(\$)	(\$)			
Total expenditure		(\$)	(\$)			
				Recommended by / Date		
				Approved by / Date		

\*Please delete as appropriate

**School-based After-school Learning and Support Programmes 2023/24 s.y.**  
**Community-based Project –**  
**Application for Project Adjustment**  
**Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the application for individual grant and subsidy as well as education service provided by EDB;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
- (d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) personnel, agent, service provider or organizations, including committee members on School-based After-school Learning and Support Programmes, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Executive Officer (Student Special Support)11 at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to exosss11@edb.gov.hk.