## School-based After-school Learning and Support Programmes 2023/24 s.y. Community-based Project – Application for Project Adjustment

(NGO may complete and submit the application through e-form (https://eformss.edb.gov.hk/eformss/Login))

Project Reference No.:				EDB - Student Special Support Section Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wanchai, HK				
	of Organisation:			Fax No.:	3107 1306			
_	Title:							
	of Activity to be Revised /0							
Name o	of Collaborating School (if	applicable):						
		Details of Adj	ustment Notes			For EDB's Use Only		
1	Adjustment item(s) (Please"✓" the appropriate box)							
	☐ No. of eligible stude	ents served	☐ Change activit	ty name				
	☐ Increase/decrease no	o. of groups	☐ Add new activ	ity				
	☐ Increase/decrease no. of sessions		☐ Change content of activity  (Including venue)					
	☐ Increase/decrease no	o. of class hours	☐ Cancel activity	y				
	☐ Adjust the approved	budget	☐ Others (Please	e specify)_				
2	Reason(s) for adjustmen		evant document(s) for	adjustment(s	) proposed			
	under consensus with collabor	rating school(s), such a	as email from school(s	) to NGO.)				
3	Details of adjustment (e.g. students served increased from		reased from 10 to 9 and	d no. of eligii	ble			
Notes:	<ul> <li>(i) For any reduction in the no. of eligible students, sessions and groups, etc., the approved grant will For any increase in the no. of the proposed items, the budgeted expenditure cannot exceed the approvance spending shall be borne by the organisation itself.</li> <li>(ii) Please submit this application form with the project adjustment form (Appendix) and attach a copy form for the respective activity. Approval from EDB should be obtained before any adjustment principle, the processing time is 10 working days upon receipt of all the documents required In addition, applications for project adjustments should be submitted on or before 31 May 2024. Let be processed.</li> </ul>					e approved grant. Any over- a copy of the original approved djustment is implemented. In equired for project adjustment.		
Name o	of project coordinator:	(Mr./Ms./Miss*)						
Signatu	re# of project coordinator:				/			
Name of contact person:		(Mr./Ms./Miss*)				Chop of NGO / NGO's Subsidiary		
Contact	t tel. no. :					Organisation		
Fax no.	:				_ \			
Date:								

<sup>#</sup> The signature must be identical with the one on the application form

<sup>\*</sup>Please delete as appropriate

Project Adjustment Fo	orm
<b>Project Reference No.:</b>	

1.	Name of activity to be revised/cancelled/added*:										
	Name of Collaborating School (if applicable):										
-	Types of activity: ("" one box only)										
2.	Category A										
	Tutoria	l service	Art & cultura	al activities	activities Voluntary service			Social & communication skills training			
	Learning skills Visits/outdoor training			or activities	activities Self-confidence development			Leadership training			
	Language training Sports activities										
3.	Briefly describe the activity's objective, content and method(s) of evaluating effectiveness:										
4.	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										
			-			<u>·</u>					
	Date: from / to /										
	No. of group(s): 7. Tutor: Student ratio (per group):					_:					
8.	Activities	b) Half-day activity : time(s) (c) Whole-day activity : _				tim	e(s)				
	per group: Session: hr(s) per session			(not less than	(not less than 4 hours)			(not less than 7 hours)			
		Venue: V		Vei	enue:						
9. B	reakdown o	f the budget f	or the proposed act								
	Expenditure items			Budget of Budget of Approved Activity to					or		
			Activity to be Revised/Added*				EDB's Use Only				
				(Leave this column	blank					(A)	
	1			for newly added act		for cancelling an a	ctivity)				
(a)	Tutor fee	(	person(s))	(\$)		(\$)					
	Social wo	orker fee (	person(s))	(\$)		(\$)					
	Others ( person(s)); Please specify:)		(\$)		(\$)		(e.g. If the activity to be added/revised is Type A – Learning Skills, please specify tutor's academic qualification)				
(b)	Material 6	Material expenses		(\$)	(	(\$)					
(c)	_	Camp /admission fee  (Please submit relevant quotation(s)/ reference(s))		(\$)	(	(\$)					
(d)	Student meal (only for whole-day		(\$)	(\$)							
	outdoor activities)										
		elevant quotation(s)/ re	eference(s))			(h)					
( )	Activity transportation fee  (Please submit relevant quotation(s)/ reference(s))			(\$)							
(e)		-	fee	(\$)	'						
	(Please submit re	elevant quotation(s)/ re	fee  oference(s))			(\$)					
(f)	(Please submit ro	elevant quotation(s)/ res allowance (	fee  oference(s))  person(s))	(\$)		(\$)					
	(Please submit ro	elevant quotation(s)/ re	fee  oference(s))  person(s))	(\$)	(	(\$) (\$) (\$)					
(f)	(Please submit ro	elevant quotation(s)/ res allowance (	fee	(\$)	(	(\$) (\$)	commo	ended by / Date			
(f)	(Please submit ro	elevant quotation(s)/ res allowance (	fee	(\$)	(	(\$) (\$)		ended by / Date			

# 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 counterchecking 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.