

School-based After-school Learning and Support Programmes

Event Calendar for Community-based Projects

2023/24 School Year

Time	Event
July 2023	The Education Bureau (EDB) will notify NGOs results of applications in writing.
August 2023	Disburse grant by EDB (1st payment).
August 2023	Launch the approved Project.
End of October 2023	Submit Project Operation Status Report to EDB.
End of January 2024	Submit Progress Report (situation as at the end of December 2023) to EDB.
End of March 2024	Disburse grant by EDB (2nd payment). <i>(2nd payment will be made after receiving Project Operation Status Report and Progress Report from NGOs and which have been checked and found in order by EDB.)</i>
End of May 2024	<ul style="list-style-type: none"> a) Issue questionnaires to parents, students, and teachers for collection of their views on the change(s) induced in students taking part in the Programmes; b) Encourage students to write a piece of article to reflect on their experiences in taking part in the Programmes.
End of September 2024 <i>(or two months after completion of the project, whichever is the earlier)</i>	<p>Submit the following to EDB:</p> <ul style="list-style-type: none"> a) Final Report (with statements of income and expenditure related to each approved activity) <i>(3rd payment will be disbursed after receiving Final Report from NGOs and which has been checked and found in order by EDB and the payment amount is in accordance with the actual expenses stated therein.);</i> b) NGO's reflection on project effectiveness and comments on the project conducted; c) Pieces of representative articles of students' reflection (optional); d) Sample of good practices: CDs and photos, etc. (optional)
End of January 2025	Submit an Audited Account of the Project supported by an auditor's report to EDB.