

Part I: Details of the proposed activity(ies) under the project**Order of priority** _____*(This Form should be sequenced as indicated in Part H.)*

1. [Nature of Activity A1: Tutorial Service] Name of Activity:	
2. Name of Collaborating School (if applicable): (One form for <u>one collaborating school / centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school / centre.)	
3. <input type="checkbox"/> Activity for one collaborating school only <input type="checkbox"/> Activity for the community without collaborating school	
4. Briefly describe the objectives and contents of the activity :	
5. Estimated no. of eligible students served (count by heads) [#] : _____, including _____ non-Chinese speaking (NCS) students, _____ special educational need (SEN) students and _____ newly-arrived children (NAC). # For activity serving the community without collaborating school (refer to pt. 3) or special school, please indicate the estimation separately: _____ primary students (including _____ NCS students, _____ SEN students and _____ NAC) & / or _____ secondary students (including _____ NCS students, _____ SEN students and _____ NAC).	
6. Estimated no. of fee-charging non-eligible students ^(vii) (count by heads): _____ students (if applicable)	
7. Date(s): from _____ / _____ / _____ to _____ / _____ / _____	8. Time ^(ix) : (Tick "✓" the appropriate time slot) <input type="checkbox"/> Mon - Fri after school - 6pm <input type="checkbox"/> Sat *am/pm <input type="checkbox"/> Mon - Fri after 6pm <input type="checkbox"/> Holiday *am/pm
9. No. of group(s) ^(x) : _____, Instructor-student ratio per group _____ : _____	
10. Total no. of sessions per year: _____ sessions × _____ hours per session ^(ix)	11. Venue ^(iv) : _____

Breakdown of the budget for the proposed activity:**12. Breakdown of proposed expenditure items** ^{(v) & (vi)}(a) Instructors' remuneration^{(viii)&(x)}: \$ _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____

Proposed academic qualifications of instructors: _____ (Graduate/Holder)

Teaching Assistants^(xi) remuneration: \$ _____ (/hr) × _____ hrs(/session) × _____ sessions × _____ groups = (\$) _____

(b) Material expenses: (\$) _____

(c) Others (Please specify: _____) (\$) _____

13. Total expenditure (A) (=) (\$) _____**14. Breakdown of income**(a) Charge on Non-eligible students ^(vii) \$ _____ × _____ persons (\$) _____

(b) Others (Please specify: _____) (\$) _____

15. Total income (B) (=) (\$) _____**16. Grant applied (A – B)** (=) (\$) _____

- Remarks:**
- (iv) If non-formal curriculum (e.g. tutorial service, learning skills training and 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 Certificate of Registration of a School or application for Exemption from Registration as a School) in submitting the application.
- (v) For administration cost, please fill in Part J(2).
- (vi) If the enrolled students are less than the approved number, NGO should reduce the number of groups and all expenses on a pro-rata basis.
- (vii) Non-eligible students – students who have to pay fee to join an activity. These students must pay full fee.
- (viii) Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.
- (ix) Tutorial service under the project should be no longer than 4.5 hours per week to allow students to participate in other after-school activities.
- (x) The number of groups equals the number of instructors to be employed.
- (xi) Teaching Assistant is responsible for assisting the implementation of the activity throughout the year.

(* Delete whichever is not applicable)

Confirmed by Collaborating School:

Name: _____

Signature: _____

Date: _____

Position: *School Principal /
Teacher-in-charge

School Chop: