

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

<b>1.</b>	[Nature of Activity C1: Voluntary Service] <b>Name of Activity:</b> _____				
<b>2.</b>	<b>Name of Collaborating School (if applicable):</b> <small>(One form for one collaborating school / centre only. Please photocopy this page if you wish to apply for more than one collaborating school / centre.)</small>				
<b>3.</b>	<input type="checkbox"/> <b>Activity for one collaborating school only</b> <input type="checkbox"/> <b>Activity for the community without collaborating school</b>				
<b>4.</b>	<b>Briefly describe the objectives and contents of the activity:</b>				
<b>5.</b>	<b>Estimated no. of eligible students served (count by heads)<sup>#</sup>:</b> _____, including _____ non-Chinese speaking (NCS) students, _____ special educational need (SEN) students and _____ newly-arrived children (NAC). <sup>#</sup> 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).				
<b>6.</b>	<b>Estimated no. of fee-charging non-eligible students<sup>(vii)</sup> (count by heads):</b> _____ students (if applicable)				
<b>7.</b>	<b>Date(s):</b> from _____ / _____ / _____ to _____ / _____ / _____				
<b>8.</b>	<b>No. of group(s)<sup>(x)</sup>:</b> _____, <b>Instructor-student ratio per group:</b> _____:				
<b>9.</b>	<b>Activities per group:</b>	<b>a) _____ session(s)</b> _____ hrs per session Venue <sup>(iii)</sup> : _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>b) Half-day</b> (at least 4 hrs): _____ times Venue: _____ District: _____</td> <td style="width: 50%; border: none;"><b>c) Whole day</b> (at least 7 hrs): _____ times Venue: _____ District: _____</td> </tr> </table>	<b>b) Half-day</b> (at least 4 hrs): _____ times Venue: _____ District: _____	<b>c) Whole day</b> (at least 7 hrs): _____ times Venue: _____ District: _____
<b>b) Half-day</b> (at least 4 hrs): _____ times Venue: _____ District: _____	<b>c) Whole day</b> (at least 7 hrs): _____ times Venue: _____ District: _____				

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

**10. Breakdown of expenditure items<sup>(v) & (vi)</sup>**

(a) Instructors' remuneration<sup>(viii)&(x)</sup>: \$ \_\_\_\_\_ (/hr) × \_\_\_\_\_ hrs(/session) × \_\_\_\_\_ sessions × \_\_\_\_\_ groups = (\$) \_\_\_\_\_  
 Social Worker: \$ \_\_\_\_\_ (/hr) × \_\_\_\_\_ hrs(/session) × \_\_\_\_\_ sessions × \_\_\_\_\_ groups = (\$) \_\_\_\_\_  
 Other staff: \$ \_\_\_\_\_ (/hr) × \_\_\_\_\_ hrs(/session) × \_\_\_\_\_ sessions × \_\_\_\_\_ groups = (\$) \_\_\_\_\_  
 (State their status and reasons for the employment: \_\_\_\_\_)

(b) Material expenses: (\$) \_\_\_\_\_

(c) Camp / Admission fee: \$ \_\_\_\_\_ × \_\_\_\_\_ persons (\$) \_\_\_\_\_

(d) **Student** meal: (Only for whole-day outdoor activities) : \$ \_\_\_\_\_ × \_\_\_\_\_ persons (\$) \_\_\_\_\_

(e) Activity transportation fee (Only for outdoor activities or camping)  
 (no. of minibus: \_\_\_\_\_ / no. of coach : \_\_\_\_\_ / Other: \_\_\_\_\_) (\$) \_\_\_\_\_

(f) Volunteers allowance: (No. of volunteers: \_\_\_\_\_; total no. of attendance: \_\_\_\_\_) (\$) \_\_\_\_\_

(g) Others (Please specify: \_\_\_\_\_) (\$) \_\_\_\_\_

**11. Total expenditure (A)** (=**) (\$) \_\_\_\_\_**

**12. Breakdown of income**

(a) Charge on Non-eligible students<sup>(vii)</sup> \$ \_\_\_\_\_ × \_\_\_\_\_ persons (\$) \_\_\_\_\_

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

**13. Total income (B)** (=**) (\$) \_\_\_\_\_**

**14. Grant applied (A – B)** (=**) (\$) \_\_\_\_\_**

**Remarks:**

- (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.
- (x) The number of groups equals the number of instructors to be employed.

(\*Delete whichever is not applicable)

Confirmed by Collaborating School:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \*School Principal / Teacher-in-charge

School Chop: