

School-based After-school Learning and Support Programmes

Guidelines for Community-based Projects

2024/25 School Year

1. Objectives

The focus of the School-based After-school Learning and Support Programmes (Programme) is to provide more assistance and opportunities for the needy students to improve their learning effectiveness, broaden their learning experiences outside classroom and raise their understanding of the community and sense of belonging so as to facilitate students' whole-person and all-round development. Details of the Programme are available at the Education Bureau (EDB) website: <http://www.edb.gov.hk/en/salsp>

There are two components under the Programme - the School-based Grant for schools and the Community-based Project Grant for Non-governmental Organisations (NGOs) to organise activities for the needy students.

2. Aims

The Community-based Projects aim at providing support for eligible students in their own neighbourhood community and establishing a support service network in the long run.

3. Eligible Students

Eligible students are P1 to S6 students from families in receipt of the Comprehensive Social Security Assistance (CSSA) or full-grant assistance under the Student Financial Assistance (SFA) Schemes. For projects organised in collaboration with schools, the eligible students also include the needy students provided by the collaborating schools under their discretionary quota.

4. Eligibility

The applicant should be an NGO which is:

- (a) A statutory body or a registered organisation under the laws of the Hong Kong Special Administrative Region (such as the Companies Ordinance (Cap. 32) and the Societies Ordinance (Cap. 151)) and one of the objects for which it is established, as stated in its memorandum of association, constitution or charter, is to provide social or welfare related services;
- (b) An approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap. 112); and
- (c) With ample experience in organising relevant after-school activities.

5. Application Procedures

- (a) Application for the Community-based Projects has to be submitted by the authorised person of the NGO (such as chairperson, chief executive etc. whoever is applicable), of whom should appoint a Project Coordinator who is, on behalf of the NGO, to be fully responsible for the overall management of the approved project. (If the NGO has authorised its subsidiary organisation or department/unit to implement the project, the “NGO” referred to in this guidelines includes the subsidiary organisation or department/unit, wherever applicable.) To this effect, signature of the appointed Project Coordinator together with the name of the Contact Person (if required) and the contact telephone number have to be provided to facilitate effective correspondence, including modification of the approved project. The Project Coordinator (or the Contact Person) should be contactable at all times by the staff of EDB. Application for subsequent replacement of the Project Coordinator should be made by the authorised person promptly.
- (b) In accordance with the resolutions of the Committee on School-based After-school Learning and Support Programmes (the Committee) on ensuring effective implementation of Community-based Projects, starting from the 2013/14 school year (s.y.), the ceiling of the total amount of grant applied for each Community-based Project is capped at HK\$2,500,000. In tandem, the ceiling of the total grants under the care of a Project Coordinator, irrespective of the number of Community-based Projects, should also not exceed HK\$2,500,000.
- (c) Applicant NGOs can complete and submit the application form through e-form (login website: <https://eformss.edb.gov.hk/eformss/Login>) (Electronic Form Submission System of Education Bureau→E-form Application →Application Form for Community-based Projects). For project(s) involving collaboration with school(s), the applicant NGO is required to submit the **Original Copy** of the completed and signed Part F and Part I of the application form to the Student Special Support Section of EDB (Address: Room 1141, 11/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, HK) separately. Alternatively, the application form is downloadable from EDB website (<http://www.edb.gov.hk/en/salsp>). Application forms must be completed and signed in duplicate (the original and one copy) and submitted, together with a copy of supporting documents for being an approved charitable institution or trust of a public character (including that for its subsidiary organisation), to the Student Special Support Section of EDB by post or by hand before the deadline. For new applicant NGOs or NGOs of which the memorandum has been revised/amended, the memorandum is also required to be submitted.
- (d) Please do not change the format or the content of the application form. However, applicant NGOs are welcome to add relevant information in the form of attachment. Please append separate sheets if space in the application form is not enough. All parts of the application form must be completed, and any omission will result in delay in processing.
- (e) **Late applications are generally not accepted, but the Committee will consider the following circumstances on a case-by-case basis:**
- The project must be implemented in collaboration with school(s); and
 - The NGO must submit the application no later than 15 working days from the application deadline and provide a written justification for the late submission, along with relevant supporting document(s) from the collaborating school(s).

Regarding the handling of late applications mentioned above, the Committee will also consider the NGO's past submission records.

- (f) **Faxed or e-mailed applications will not be accepted.** Documents submitted will not be returned. For applications submitted by post, please post by registered mail to ensure the delivery is successful.
- (g) Notwithstanding anything to the contrary in the application forms, EDB reserves the right to disqualify an applicant NGO on the grounds that the applicant NGO has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.

6. Core Programme Components

To cater for the diverse needs of eligible students, NGOs should offer a wide spectrum of after-school programmes, including tutorial services and activities for whole-person development (such as art and cultural, sports, leadership training, voluntary service, visits etc) and skills training after discussing and consulting school(s). The Programme should be designed in such a way that activities focus not only on academic work related to the school curriculum but also on developing the self-directed learning capacity of the students, including goal setting, study skills, and self-reflection. etc. The Programme is expected to nurture self-esteem and self-reliance for needy students. The core components of the Programme are:

- to develop study skills with emphasis on the strategies to organise, retain and apply the knowledge acquired;
- to foster self-worth and develop self-management skills;
- to develop personal, interpersonal and social skills; and
- to build self-esteem and ability to co-operate with others.

7. Assessment of Applications

- (a) To ensure quality and consistency of standard, a Committee comprising representatives from EDB, the Social Welfare Department, NGOs, parents and the school sector will assess the applications for Community-based Project Grant.
- (b) The Committee will consider whether the projects are targeted at the needy students, and effect sustainable positive impact on them. The possibility of establishing a support service network in the locality in the long run, as well as the past performance of the applicant NGOs in organising related activities, will also be taken into consideration.
- (c) EDB may request the applicant NGOs to provide supplementary information to the Committee for consideration.
- (d) EDB will notify the applicant NGOs of the result in writing.

8. Funding Principles

(a) Ceiling of the project

The ceiling of the total amount of grant applied for each Community-based Project is capped at HK\$2,500,000.

(b) Target Students

- i. The grant only supports eligible students (please refer to section 3 above) to participate in after-school learning activities. Non-eligible students, parents and other members of the community are not supported by the grant and have to pay a full fee if they wish to participate. A full fee means the actual cost of an activity for each participating student (including eligible and non-eligible students) (e.g. if the actual cost for the activity is \$1,000 with a total of 6 eligible students and 4 non-eligible students participating in the activity, the cost for each participating student should be \$100, and each non-eligible student should therefore pay \$100).
- ii. NGOs should keep a record of income and expenditure and a list of participating students for each activity. For activities held in collaboration with schools, a list of eligible students and non-eligible students should be obtained from the schools and kept. Schools are also requested to provide the number of participating students receiving CSSA, full-grant under SFA Schemes and discretionary quota for each activity for statistical purpose (only the figure on each type is required).
- iii. For activities not in collaboration with schools, NGOs have to keep a record of the students, including the student names, classes, school names and residential addresses of the students and their statuses (i.e. CSSA, full-grant under SFA Schemes or non-eligible students) for inspection. For the latter, NGOs should make sure that the eligible students are students in receipt of the CSSA or full-grant under SFA Schemes and studying/ residing in the district in which the Programme is conducted.

(c) Project Implementation

- i. The Programme should be governed by the principles of impartiality, fairness and openness to benefit all the eligible students as far as practicable.
- ii. The Programme is district-based. NGOs should conduct the activities in proper venues. Where appropriate, the Education Ordinance (Cap. 279) and Education Regulations (Cap. 279A) should be complied with.
- iii. NGOs should engage appropriate instructors (please refer to the table below) or registered social workers as programme instructors. Where appropriate, relevant statutory requirements, including the Education Ordinance (Cap. 279), the Employment Ordinance (Cap. 57), the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and relevant EDB circulars should be complied with.

Requirements for Instructors:

A. Tutorial Services

Primary 1-6	Grade 2 or above in 5 subjects in the Hong Kong Diploma of Secondary Education Examination (HKDSE), including Chinese, English and Mathematics; <u>or</u> Passes in 5 subjects in the Hong Kong Certificate of Education Examination, including Chinese, English (Syllabus B) and Mathematics; <u>or</u> Equivalent or above
Junior Secondary	Grade 3 or above in 5 subjects in the HKDSE, including Chinese, English and Mathematics; <u>or</u> Passes in Chinese, English and 2 Advanced Level (AL) subjects in the Hong Kong Advanced Level Examination (HKALE); <u>or</u> Passes in Chinese, English and 1 AL subject plus 2 Advanced Supplementary subjects in the HKALE; <u>or</u> Equivalent or above
Senior Secondary	<u>Senior 4-5:</u> Post-secondary college graduates (higher diploma); <u>or</u> Associate degree; <u>or</u> Equivalent or above <u>Senior 6:</u> University graduates; <u>or</u> Equivalent or above

B. Specified Subjects (including Chinese, English and Mathematics)

- Qualified teachers in accordance with the Education Ordinance (normally university (including former Hong Kong Institute of Education) graduates or higher qualifications).

C. Personal Development Courses (including social and communication skills, volunteer service and leadership training)

- Registered social workers or instructors possessing relevant qualifications.

D. Interest Groups (including music, art, culture and sports etc.).

- Instructors possessing relevant qualifications.

* If the instructor possesses non-local qualifications, copy of qualification assessment report issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications or other relevant qualifications assessment document(s) is/are required to confirm his/her qualification level.

- iv. Given the importance of protecting our students and in response to the implementation of the Sexual Conviction Records Check Scheme (the Scheme) by the Government, NGOs should observe [EDB Circular No. 7/2007](#) on Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order (Cap. 279F) and [EDB Circular No. 14/2023](#) on Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in schools when hiring instructors or other personnel that provide educational or relevant services to students for the implementation of the projects in collaboration with schools to provide our students with a safe learning environment and further safeguard the well-being of students. For projects serving the community (without any collaborating schools), NGOs should likewise adopt the Scheme in the appointment procedures for the same purpose. In addition, NGOs should ensure that the hired instructors or other personnel in conducting school activities can fulfill the schools' requirements, and the messages they convey are consistent with the learning aims and curriculum goals in school education. Besides, they should also ensure that the activities to be held will not involve acts or activities that endanger national security.
- v. The approved project must be implemented in accordance with the funding agreement between EDB and the NGO concerned and within the approved budget. Prior approval from EDB must be obtained in writing for any revision to the details and budget of the project.
- vi. NGOs should comply with the principles of openness, fairness and impartiality when hiring outside services and staff to implement the projects. The Independent Commission Against Corruption (ICAC) has developed a wide range of corruption prevention guides, tools and training resources for NGOs, which include:
 - Strengthening Integrity and Accountability – Government Funding Schemes Grantee's Guidebook
 - Corruption Prevention Guide on Governance and Internal Control for Non-governmental Organisations
 - Staff appointment and procurement procedures-related pamphlets, such as the “ Best Practice Checklist – Staff Administration” and the “ Best Practice Checklist – Procurement”

NGOs should download the the above resources from the website of ICAC. NGOs may also contact the Corruption Prevention Advisory Service Hotline of ICAC (Tel: 2526 6363) if needed.

(d) Funded Items

Activity Grant

- i. This Programme only supports eligible students (please refer to section 3 above for details).
- ii. The grant may be used to cover expenses on photograph-taking and production of CD/DVD. However, the photos and CD/DVD should be used exclusively by the relevant NGOs and collaborating schools for record and

activity purposes. Students, parents, other schools or the general public have to obtain the photos and CD/DVD at their own cost.

- iii. Allowances are given to each volunteer on an accountable basis. A record of the volunteers' names and ID card numbers, hours of service and acknowledgements of receipt should be maintained for inspection.
- iv. Travel subsidy is used only for renting of vehicles or vessels for the purpose of outdoor or camping activities. Individual students' expenses on public transport are not included.
- v. Subject to funds being available, tutorial services under the project should be no longer than 4.5 hours per week to allow students to participate in other after-school learning activities.
- vi. Group tickets for welfare organisations or students should be bought to save expenses on admission fee in order to ensure effective use of resources.
- vii. The remuneration of instructors, coaches or part-time staff should be set at a reasonable level with reference to the market situation.
- viii. Remuneration on instructors refers to payment of part-time instructors, teaching assistants, substitute instructors or registered social workers directly involved in the activities. NGOs have to specify in what capacity they are employed.
- ix. If the actual number of participants is less than the approved quota, NGOs should reduce the number of groups and all items of expenses on a pro-rata basis.

Project Coordination and Administration Grants

- i. NGOs can use the grant to cover all expenses related to project coordination and administration, e.g. enrollment, publicity, liaison, photocopying, postage, preparation of different reports (Operation Status Report, Progress Report, Final Report and Audited Account etc.) as well as staff transportation fees.
- ii. Since the Community-based Project Grant primarily subsidises eligible students to participate in after-school learning activities, the financial support provided to NGOs, which incur expenses in implementing the project, such as administration, publicity, hire of materials, rentals of venues, printing etc, is therefore limited.
- iii. The approved project coordination and administration grants are calculated in proportion to the approved activity grant. In case NGOs cancel any approved activity (activities), they should reduce the relevant project coordination and administration expenses on a pro-rata basis and return the surplus to EDB.

Non-funded Items

- i. Any persons other than the eligible students (please refer to section 3 above for details).
- ii. Material support such as gifts, prizes, textbooks or reference books, stationery, musical instruments, uniforms, props, computer software and hardware, etc.
- iii. Appointment of full-time staff or instructors not satisfying the minimum qualification requirements.

- iv. Professional services fees, such as hire of educational psychologists and speech therapists, etc.
- v. Competition entry fees, examination fees and charges for internet access services, etc.
- vi. Meal expenses of staff.
- vii. Meal expenses of students (excluding those in residential and day camp).
- viii. Travelling expenses of individual students to and from the activity venues.
- ix. Operating expenses of the NGOs, such as rentals, air-conditioning charges, water and electricity charges, management fees and cleaning services fees, etc.
- x. High-cost activities, such as helicopter travellings, study tours outside Hong Kong, etc.

[*Details of Funded Items at Annex.*]

(e) *Administrative and Financial Arrangements*

- i. NGOs to be awarded the grant have to sign a grantee agreement with EDB; the grantee agreement can be downloaded from EDB's website (<http://www.edb.gov.hk/en/salsp>).
- ii. The approved grant will be released in three payments (30%, 40% and 30% respectively). The first payment will be made after the Bureau has received from the NGO a completed Acceptance Proforma and the Authority for Payment to a Bank (GF 179A). In order to monitor the progress of the project, the second payment will be made when the NGO's submitted progress report (with statements of income and expenditure related to each approved activity) is checked and found in order; the third payment will be made when the submitted final report (with statements of income and expenditure related to each approved activity) is checked and found in order and the payment amount is in accordance with the actual expenses stated therein. An audited account **covering the project school year prepared in accordance with the prescribed format of EDB** should be submitted to EDB within **six months** after the completion of the project.
- iii. If any information of the report(s) submitted by the NGO requires clarification/rectification, EDB will withhold the second and/or the third payment of the grant until the report(s) is(are) checked and found in order. **However, any withheld payment shall be forfeited by EDB a year after completion of the project unless approved otherwise on a case-by-case basis.**
- iv. Separate ledgers should be set up to record the detailed income and expenditure of all approved activities (in regard to both eligible and non-eligible students), which should be kept for at least seven years for inspection purpose.
- v. All revenue generated from the activities, including interests and profits, should be used exclusively for implementing the project. Any unspent balance should be returned to EDB in the form of a crossed cheque (payable

to “The Government of the Hong Kong Special Administrative Region”) upon the completion of the project.

- vi. Any expenditure exceeding the approved grant or incurred from the non-funded items or unapproved items should be covered by the NGO.
- vii. Should the NGO fail to implement the approved project, all payments received in respect of the grant should be returned in full to EDB and should not be used for other purposes.
- viii. As endorsed by EDB, for any projects terminated during implementation, the NGO should return the unspent grant received before the specified deadline.
- ix. **If the NGO fails to return the unspent grant on time, EDB may offset the outstanding return(s) with the grant of the NGO’s other project(s), if any.**

9. Monitoring Mechanism

(a) Reporting

The NGO is required to submit the following reports:

- Project Operation Status Report (by the end of October 2024);
- Progress Report (by the end of January 2025);
- Final Report (by the end of September 2025);
- Audited Account (by the end of January 2026).

* **If the NGO fails to submit the above reports or any of the information provided therein is insufficient, incomplete or untrue, EDB may suspend or withhold payment of the grant or take appropriate follow-up action against the NGO.**

(b) Monitoring

EDB will monitor the use of the Community-based Project Grant. EDB officers may pay visit to the NGO and its collaborating schools to monitor the progress of the approved project.

10. Enquiry

For enquiries, please contact the Student Special Support Section of EDB:

Address: Room 1141, 11/F, Wu Chung House,
213 Queen’s Road East, Wan Chai, Hong Kong

Telephone: 2892 6657

Fax : 3107 1306

Website : <http://www.edb.gov.hk/en/salsp>

Education Bureau
February 2024

Details of Funded Items

All subsidised expenses are on accountable basis.

1. Instructors' Remuneration

- Actual payment to part-time instructors, teaching assistants, substitute instructors or registered social workers directly involved in the activities (not exceeding the approved remuneration ceiling per head); and
- The Mandatory Provident Fund contributions for the instructors concerned in accordance with the Employment Ordinance (where applicable).

NOTE: Related administration fee for recruitment of instructors should be **EXCLUDED**.

2. Material Expenses

- Procurement or renting of necessary materials for the activities (e.g. handicraft supplies, sports equipment, etc.); and
- Photocopying cost (e.g. notes, student attendance list and instructor list, etc.)

NOTE: The material support should be **EXCLUDED** (e.g. gifts, prizes, textbooks or reference books, stationery, musical instruments, uniforms, props, computer software or hardware, etc.)

3. Camp / Admission Fee

- Group tickets for visits, day camp fee or accommodation fee of residential camping.

4. Student Meal Allowance

- Meal charges of students participating in whole-day activities (e.g. visits, day campings, residential campings, etc.).

NOTE: Meal charges of instructors and staff should be **EXCLUDED**.

5. Activity Transportation Fee

- Rent of vehicles or vessels for the purpose of outdoor or camping activities.

NOTE: Similar to other purchases of goods and services of any value in relation to this Project, NGOs should ensure the procurement of shuttle bus services is made on an open and competitive basis, with relevant quotation documents retained for submission to EDB when necessary.

6. Volunteers Allowance

- Allowance for approved volunteer(s) is based on number of attendance per person or number of day per activity to pay for actual expenses.

7. Other Expenses

- Fees for hiring of camping facilities or activity equipment; and
- Fees for camp coaches or air-conditioning, etc.

8. Coordination Cost

- Actual remuneration paid to Project Coordinator(s);
- The Mandatory Provident Fund contributions for the Project Coordinator(s) concerned in accordance with the Employment Ordinance (where applicable); and
- All expenses related to the project coordination.

NOTE: In case NGOs cancel any approved activities, coordination fee should be reduced on a pro-rata basis.

9. Administration Cost

- Staff transportation fees;
- Photocopying cost (such as reports, relevant documents of instructors' qualifications);
- Stationery;
- Postage;
- Administration fee for recruitment of instructors (e.g. advertisement or service charges paid to the service provider(s), etc);
- Audit fee (upper limit: \$5,000) ; and
- Insurance

NOTE: The operating expenses of the NGOs should be **EXCLUDED** (e.g. rentals, air-conditioning charges, water and electricity charges, management fees and cleaning services fees, etc.); and in case NGOs cancel any approved activities, administration fee should be reduced on a pro-rata basis.