

School-based After-school Learning and Support Programmes

Event Calendar for Community-based Projects

2024/25 School Year

Time	Event
July 2024	The Education Bureau (EDB) will notify NGOs results of applications in writing.
August 2024	Disburse grant by EDB (1st payment).
August 2024	Launch the approved Community-based Project.
End of October 2024	Submit Operation Status Report of the Project to EDB.
End of January 2025	Submit Progress Report of the Project (situation as at the end of December 2024) to EDB.
End of March 2025	Disburse grant by EDB (2nd payment). <i>(2nd payment will be made after receiving Operation Status Report and Progress Report of the Project from NGOs and which have been checked and found in order by EDB.)</i>
End of May 2025	a) Issue questionnaires to parents, students, and teachers for collection of their views on students taking part in the Programmes; and b) Encourage students to write a piece of article to reflect on their experiences in taking part in the Programmes.
End of September 2025 <i>(or two months after completion of the project, whichever is the earlier)</i>	Submit the following to EDB: a) Final Report of the Project (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 articles of students' reflection (optional); and d) Sample of good practices: CDs and photos, etc. (optional).
End of January 2026	Submit an Audited Account of the Project supported by an auditor's report to EDB.