

School-based After-School Learning and Support Programmes 2025/26 School Year

Application Form for Community-based Projects

Points to note:

- (a) Please read thoroughly the Guideline for Community-based Projects under the School-based After-School Learning and Support Programmes before completing this application form.
- (b) The Community-based Projects (projects) are open for application of non-profit-making non-governmental organisations (NGOs) only.
- (c) The applicant NGO (including its delegated subsidiary organisation implementing the project) must be an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112) with social welfare related services as one of the objectives for which it is established in its memorandum of association, constitution or charter. To simplify the application process, unless the memorandum of association, constitution or charter have been amended, an NGO which had project(s) approved before only needs to submit the documents certifying that the applicant NGO (including its delegated subsidiary organisation implementing the project) is an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap.112). The Education Bureau may request the applicant NGO to provide further documents, if necessary. For the applicant NGO making application for the first time, one copy each of the aforementioned documents should also be attached to the application form.
- (d) For project(s) involving collaboration with school(s), the applicant NGO and collaborating school(s) are required to complete the Information of Collaborating School(s) in Part F1 or Part F2. If the applicant NGO collaborated with the collaborating school(s) to implement the project in the 2024/25 school year and will continue their collaboration in the 2025/26 school year, please complete Part F1. If the applicant NGO and the collaborating school(s) start to collaborate to implement the project in the 2025/26 school year, please complete Part F2 to prove that the applicant NGO and the collaborating school(s) have good and adequate communication to ensure the two parties have reached a mutual agreement on the details of the project (e.g. the collaborating school's needs, activity arrangements and the instructors' requirements, including the adoption of the Sexual Conviction Record Check, etc.) in order to facilitate the smooth implementation of the project subsequently.
- (e) Notwithstanding anything to the contrary in the application form, the Education Bureau 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 of the applicant NGO 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.
- (f) Please use the application form for the 2025/26 school year, otherwise the application will not be entertained. Do not change the format of this application form. However, the applicant NGO is welcome to add relevant information in the form of attachment. Please use separate sheet(s) if space in this application form is not enough.
- (g) The applied project could complement but should not replace or overlap with project(s) funded by other organisations (such as Life-wide Learning Grant, the Home Affairs Department's funding and the Social Welfare Department's Support Scheme, etc).
- (h) The project should only support eligible students [i.e. P1 to S6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full-grant assistance under the Student Financial Assistance Schemes]. For project(s) implemented in collaboration with school(s), the student beneficiaries should also include those categorised as needy students by the school using the discretionary quota.
- (i) If non-formal curriculum (e.g. tutorial service, learning skills training or 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 a Certificate of Registration of a School or application for Exemption from Registration as a School under Section 9(5) of the Education Ordinance (Cap. 279)) in submitting the application.
- (j) Application for the project commences on 25 February 2025. The application deadline is **28 March 2025**. Late applications are generally not accepted, but the Committee on School-based After-school Learning and Support Programmes (the Committee) will consider the late applications fulfilling the following criteria on a case-by-case basis:
 - The project must be implemented by an NGO 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.
- (k) This form must be completed in original (with a copy) and returned to the Student Special Support Section of the Education Bureau (Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) by post or by hand on or before the aforementioned deadline together with a copy of the document proving that the applicant NGO is an approved charitable institution or trust of a public character. The applicant NGOs making application for the first time or NGOs with document(s) mentioned in point (c) amended should submit, together with their application form, one copy each of the documents required under point (c). For the NGO submitted the application form by post, please post by registered mail to ensure successful delivery. For application submitted by post, the stamped date will be taken as the date of application. **Submission by fax or email will NOT be accepted.** All submitted documents are non-returnable.
- (l) The ceiling of the total amount of grant applied for each 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 project(s), should also not exceed HK\$2,500,000.
- (m) Details of the approved grant and activity(ies) under the project will be provided to relevant collaborating school(s) for reference.

Part A: District where the project is implemented

(Each application form can only be used to apply for implementing the project in one district. Applicants intending to implement the project in more than one district should submit a separate application.)

(Please put a "✓" in the appropriate box(es))

<u>HK Region</u>	<u>Kowloon Region</u>	<u>New Territories East Region</u>	<u>New Territories West Region</u>
<input type="checkbox"/> Central & Western	<input type="checkbox"/> Kowloon City	<input type="checkbox"/> North	<input type="checkbox"/> Kwai Chung & Tsing Yi
<input type="checkbox"/> Hong Kong East	<input type="checkbox"/> Kwun Tong	<input type="checkbox"/> Sha Tin	<input type="checkbox"/> Tsuen Wan
<input type="checkbox"/> Islands	<input type="checkbox"/> Sai Kung	<input type="checkbox"/> Tai Po	<input type="checkbox"/> Tuen Mun
<input type="checkbox"/> Southern	<input type="checkbox"/> Sham Shui Po		<input type="checkbox"/> Yuen Long
<input type="checkbox"/> Wan Chai	<input type="checkbox"/> Wong Tai Sin		
	<input type="checkbox"/> Yau Tsim & Mong Kok		

Project type <input type="checkbox"/> with collaborating schools(s)	<input type="checkbox"/> serve the community	<input type="checkbox"/> with collaborating school(s) and serve the community
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