

School-based After-school Learning and Support Programmes
Guidelines for Community-based Projects
2025/26 School Year

1. Objectives

The focus of the School-based After-school Learning and Support Programmes (Programme) is to provide additional support for the needy students to improve their learning effectiveness, broaden their learning experiences outside classroom and raise their understanding of and sense of belonging to the community, thereby facilitating their whole-person development and personal growth. 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 (CBP) Grant for non-profit-making non-governmental organisations (NGOs) to organise activities.

2. Aims

CBP aims at providing support for eligible students in the districts where they live in/their schools are located to establish a support service network for them in the long run.

3. Eligible Students

Eligible students are Primary 1 to Secondary 6 students from families in receipt of the Comprehensive Social Security Assistance (CSSA) or full-grant assistance under the Student Financial Assistance Schemes (SFAS). For projects organised by NGOs in collaboration with schools, the eligible students also include the needy students defined by the collaborating schools under their discretionary quota.

4. Core Programme Components

To cater for the diverse needs of eligible students, NGOs may, in consultation with collaborating school(s), implement a wide spectrum of after-school learning activities, including tutorial services, whole-person development activities (such as art and cultural activities, sports, leadership training, voluntary services, visits, etc.) and skills training. In designing CBP activities, NGOs should not only take into account subject-based learning related to the school curriculum, but also developing the self-learning ability

of the students, including goal setting, study skills, self-reflection, etc. To this end, CBP Grant should be utilised to organise after-school learning activities with the following core components:

- (a) developing students' study skills with emphasis on strategies of organising, retaining and applying knowledge;
- (b) fostering students' self-worth and developing their self-management skills;
- (c) developing students' personal, interpersonal and social skills; and
- (d) building students' self-esteem and ability to co-operate with others.

5. Eligibility

CBP are open for application by NGOs only. The applicant NGO (including its delegated subsidiary organisation implementing the project) must be:

- (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)) with social welfare related services as one of the objectives for which it is established in its memorandum of association, constitution or charter;
- (b) an approved charitable institution or trust of a public character under Section 88 of the Inland Revenue Ordinance (Cap. 112); and
- (c) with considerable experience in organising relevant after-school activities.

6. Application Procedures

- (a) Application for CBP has to be submitted by the head of the NGO (such as chairperson, chief executive officer and executive director, etc. whoever is applicable), who should appoint a Project Coordinator to be fully responsible for the overall management of the approved project on behalf of the NGO. (If the NGO has delegated its subsidiary organisation or department/unit to implement the project, the "NGO" referred to in these guidelines include the subsidiary organisation or department/unit.) To this effect, the NGO is required to provide a specimen signature and contact telephone number of the appointed Project Coordinator together with the name of the Contact Person and and his/her contact telephone number. The NGO should ensure that the information of the Project Coordinator and Contact Person is accurate so that EDB could contact the related personnel in a timely manner. Application for replacement of the Project Coordinator subsequent to the commencement of the project should be made in writing by the head of

the NGO as soon as possible.

- (b) Interested NGOs should complete and submit the application form through the online platform (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) by the deadline. Should NGOs collaborate with school(s) to make applications, they are required to submit the completed and signed **original copy** of 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, NGOs can also download the application form from EDB website (<http://www.edb.gov.hk/en/salsp>) and submit the completed and signed application forms in duplicate (the original and one copy), 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 specified deadline. For applications submitted by post, the stamped date on the envelope will be taken as the date of application. For NGOs making applications for the first time or NGOs which have been previously approved with CBP but with changes to memorandum of association, constitution or charter, a copy of the respective aforementioned document is required to be submitted.
- (c) Please do not alter the format or the content of the application form. However, applicant NGOs may attach relevant supplementary information in the form of attachment. Please append separate sheets if there is insufficient space in the application form. All parts of the application form must be completed, and any omissions will delay the processing of the application.
- (d) **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 NGOs' past submission records.

- (e) **Faxed or e-mailed applications will not be accepted.** Documents submitted will not be returned. For applications submitted by post, please send by registered mail to ensure successful delivery.
- (f) Notwithstanding anything to the contrary in the application form, 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.

7. Assessment of Applications

- (a) All applications of CBP will be assessed by the Committee comprising representatives from EDB, the Social Welfare Department, NGOs, parents and the school sector.
- (b) The Committee will consider whether the projects benefit the eligible students, and have sustainable positive impact on them. The possibility of establishing a support service network in the community in the long run and 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 application results in writing.

8. Funding Principles

(a) Project Funding Ceiling

In accordance with the resolutions of the Committee on ensuring effective implementation of CBP, starting from the 2013/14 school year, the ceiling of the amount of grant applied for each project is capped at HK\$2,500,000. In tandem, the ceiling of the total grants of the projects under the care of a Project Coordinator, irrespective of the number of projects managed, should also not exceed HK\$2,500,000.

(b) Target Students

- i. The CBP Grant only subsidises 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 within the scope of subsidy and have to pay a

full fee if they wish to participate in activities of CBP. 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 of the activity is \$1,000 with a total of 6 eligible and 4 non-eligible participating students, the cost for each participating student should be \$100, and each non-eligible student should therefore pay \$100).

- ii. NGOs are required to keep a record of income and expenditure and a list of participating students for each activity. For activities held in collaboration with schools, NGOs have to obtain from the schools and keep a list of participating eligible and non-eligible students. Schools are also requested to provide the number of participating students receiving CSSA or full-grant under SFAS and under discretionary quota for each activity (only the figure on each type is required) for statistical purpose of EDB.
- iii. For activities not conducted in collaboration with schools, NGOs have to keep a record of the students, including their names, school names, class levels and residential addresses and student type (i.e. CSSA, full-grant under SFAS or non-eligible students) for inspection by EDB. When implementing activities not in collaboration with schools, NGOs are required to ensure that all students participating in the activities are eligible (i.e. in receipt of CSSA or full-grant under SFAS) and study/reside in the district in which the project is conducted.

(c) Project Implementation

- i. In implementing CBP projects, NGOs should adhere to the principles of impartiality, openness and fairness so as to benefit eligible students as far as practicable.
- ii. CBP is district-based. NGOs are required to conduct the activities in proper venues. Where appropriate, the Education Ordinance (Cap. 279) and Education Regulations (Cap. 279A) have to be complied with.
- iii. NGOs have to engage appropriate instructors (qualifications are listed in the table below) or registered social workers as programme or activity instructors. NGOs are required to comply with 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.

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 Level subjects in the HKALE; <u>or</u> Equivalent or above
Senior Secondary	<u>Secondary 4-5:</u> Post-secondary college graduates (higher diploma); <u>or</u> Associate degree; <u>or</u> Equivalent or above <u>Secondary 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 above qualifications).

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

- Registered social workers or instructors possessing relevant qualifications.

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

- Instructors possessing relevant qualifications.

Remark: If an NGO intends to employ an instructor with non-local qualifications, the instructor must submit a qualification assessment report issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications or other relevant qualifications assessment document(s) to confirm that his/her qualification meets the relevant requirements.

- iv. In response to the implementation of the Sexual Conviction Records Check Scheme (the Scheme) by the Government, NGOs, when collaborating with school(s) to implement activities that require hiring instructors or other personnel to provide educational and related services to students, have to 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 to provide students with a safe learning environment and further safeguard the well-being of students. For projects serving the community without any collaborating schools, NGOs are required to adopt the Scheme in the final stage of the appointment procedures in order to provide students with a safe learning environment and further safeguard the well-being of students. In addition, NGOs should ensure that the hired instructors or other personnel can fulfill the schools' requirements, and the messages that the hired instructors or other personnel convey to students are consistent with the learning aims and curriculum goals in school education, and the activities to be held will not involve acts or content that endanger national security.
- v. If an NGO is approved for funding to implement CBP, the NGO should carry out the activities in the approved proposal in accordance with the funding agreement made between EDB and

the NGO concerned and within the approved budget. If the NGO wishes to adjust the content or budget of the approved activities, upon reaching a consensus with the collaborating school (applicable to activities conducted in collaboration with school(s)), adjustment application should be submitted to EDB. The adjusted activities can only be implemented after obtaining EDB's written approval.

- 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 series of corruption prevention guides 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. If needed, NGOs may contact the Corruption Prevention Advisory Service Hotline of ICAC (Tel: 2526 6363).

(d) Funded Items

Activity Related

- i. CBP Grant only supports eligible students (please refer to section 3 above for details).
- ii. NGOs may utilise the grant to cover expenses on photograph-taking and production of CD/DVDs. However, the photos and CD/DVDs 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/DVDs at their own cost.
- iii. Volunteers allowance is reimbursed on an accountable basis. NGOs should keep a record of the volunteers' names and ID card numbers, service hours and acknowledgements of receipt for inspection.

- iv. Transportation fee can only be used to cover the cost of hiring vehicles or vessels for the purpose of outdoor or camping activities. The cost of individual students travelling to and from the meeting places is not included.
- v. To allow students to participate in other after-school learning activities, the duration of tutorial services under the project is capped at 4.5 hours per week.
- vi. To ensure effective use of resources, group tickets for welfare organisations or students should be purchased as far as practicable to save expenses on admission fee.
- vii. Remuneration of instructors is used to cover payment of salaries to part-time instructors, teaching assistants, substitute instructors or registered social workers directly involved in the activities. If individual instructors have multiple roles, the NGOs have to notify the instructors in advance the capacity that they are employed.
- ix. If the actual number of participants of an activity is less than the approved quota, the NGO should reduce the number of groups of the activity and all related expenses on a pro-rata basis.

Project Coordination and Administration Costs

- i. NGOs can utilise the grant to cover expenses related to project coordination and administration costs, e.g. enrollment, publicity, liaison, photocopying, postage, preparation of different reports (operation status report, progress report, final report and audited accounts) as well as staff transportation fees, etc.
- ii. Since CBP Grant primarily subsidises eligible students to participate in after-school learning activities, only limited funding support is provided for the general expenses of NGOs, such as administration, publicity, rentals of items and venues, printing, etc.
- iii. As the approved project coordination and administration costs are capped at 10% of the approved activity grant, in case an NGO fails to organise any approved activities, the NGO should deduct the relevant project coordination and administration costs on a pro-rata basis and return the surplus to EDB.

Non-funded Items

- i. Expenses related to any persons other than the eligible students (please refer to section 3 above for details).
- ii. CBP Grant cannot be used to provide material assistance to

eligible students, such as gifts, prizes, textbooks or reference books, stationery, musical instruments, uniforms, props, computer software and hardware, etc.

- iii. Employment of full-time staff or instructors not meeting the minimum qualification requirements.
- iv. Professional services fees, such as hire of educational psychologists, 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 full-day activities, day camps and residential camps).
- viii. Travelling expenses of individual students to and from the activity venues.
- ix. Operating expenses of NGOs, such as rents, air-conditioning charges, water and electricity charges, management fees, cleaning services fees, etc.
- x. High-cost activities, such as helicopter tours, study tours outside Hong Kong, etc.
- xi. High-risk activities, including but not limited to flame cooking, snorkelling, water skiing, parachuting, rock climbing, mountain hiking, rapelling, car racing, electric balance bike, secret room escape, laser gun wargame, extreme sports, etc.
- xii. Examination-oriented tutorial classes, elite classes, after-school care services, religious activities, school team training and band training, etc.

[*Details of Funded Items at Annex.*]

(e) Administrative and Financial Arrangements

- i. NGOs approved with CBP Grant have to sign an Acceptance Proforma to confirm that the project will be implemented in accordance with the Grantee Agreement of the Programme. The Grantee Agreement can be downloaded from EDB's website (<http://www.edb.gov.hk/en/salsp>).
- ii. The approved CBP Grant will be disbursed in three installments (30%, 30% and 40% respectively). The first payment of grant will be disbursed after EDB has received from the NGO the

completed Acceptance Proforma and the Authority for Payment to a Bank (GF179A). In order to monitor the progress of the project, the second payment will be disbursed after 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 disbursed according to the actual expenditure after the final report submitted by the NGO (with statements of income and expenditure related to each approved activity) is checked and found in order, of which 10% will be disbursed after the NGO submitted the audited accounts prepared according to the project period and the prescribed format.

- 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 one year after completion of the project unless approved by EDB otherwise on a case-by-case basis.**
- iv. NGOs are required to keep separate ledgers for the approved CBPs. Detailed records of income and expenditure of all approved activities (in regard to both eligible and non-eligible students) 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 completion of the project.
- vi. Any expenditure exceeding the approved grant, or expenses incurred for the non-funded items or unapproved items should be borne 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. For any projects terminated during implementation, the NGO is required to return the unspent grant received before the specified deadline upon confirmation by EDB.
- ix. **If the NGO fails to return the unspent amount of released grant in respect of a particular project on time, EDB will offset the outstanding amount with the grant of other project(s) of the NGO.**

9. Monitoring Mechanism

(a) Reporting

The NGO is required to submit the following reports:

- i. Operation status report (by the end of October 2025);
- ii. Progress report (by the end of January 2026);
- iii. Final report (by the end of September 2026); and
- iv. Audited accounts (by the end of January 2027).

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

(b) Monitoring

Under the monitoring mechanism, EDB officers will pay visits to NGOs and the collaborating schools to monitor the implementation progress of the approved projects and the usage of the grant.

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
March 2025

Details of Funded Items

All funded expenses are reimbursed on an accountable basis.

1. Instructors' Remuneration

- Actual salaries of part-time instructors, teaching assistants, substitute instructors or registered social workers directly involved in the implementation of the activities (the salaries of each of them should not exceed the approved remuneration ceiling per head); and
- Mandatory Provident Fund contributions for the instructors concerned in accordance with the Employment Ordinance (where applicable).

NOTE: Administration cost associated with the recruitment of instructors is **EXCLUDED**.

2. Material Expenses

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

NOTE: Material assistance (e.g. gifts, prizes, textbooks or reference books, stationery, musical instruments, uniforms, props, computer software or hardware, etc.) is **EXCLUDED**.

3. Camping/Admission Fee

- Admission fees for students and instructors for visits, day camps or residential camps.

4. Student Meal Allowance

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

NOTE: Meal charges of instructors and staff are **EXCLUDED**.

5. Activity Transportation Fee

- Coach or vessel hiring for the purpose of outdoor or camping activities.

NOTE: Similar to purchases of other goods and services of any value in relation to CBP, NGOs should ensure that the procurement of coach

services is made on an open and competitive basis, with relevant quotation documents retained for inspection by EDB when necessary.

6. Volunteers Allowance

- Allowance for approved volunteers is paid on the basis of the number of sessions or whole day activities per person to cover the actual expenses.

7. Other Expenses

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

8. Project Coordination Cost

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

NOTE: In case an NGO fails to conduct any approved activities, the relevant project coordination cost should be deducted 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 providers, etc);
- Audit fee (upper limit: \$5,000); and
- Insurance premiums, etc.

NOTE: The operating expenses of NGOs are **EXCLUDED** (e.g. rentals, air-conditioning charges, water and electricity charges, management fees and cleaning services fees, etc.); and in case an NGO fails to conduct any approved activities, the relevant administration cost should be deducted on a pro-rata basis.