

School-based After-school Learning and Support Programmes 2021/22 s.y.
Community-based Project – Final Report (up to 31/8/2022)
(The ORIGINAL COPY should be returned to
the Student Special Support Section on or before 31 October 2022)

Basic Information of Project

Name of Organisation : _____
 Project Title : _____
 Project Reference no. : _____ Project Coordinator : _____
 Contact Person : _____ Contact Tel. no. : _____

Student Special Support Section

Room 1141, 11/F,
 Wu Chung House,
 213 Queen's Road East,
 Wanchai, Hong Kong
 Fax No.: 3107 1306

A. Information on Activities under the Programme

Please provide information on all approved activities. (Including all cancelled activities. In principle, the administration cost and project coordination cost should be deducted for all cancelled activities. If you wish to apply for exemption of administrative/ coordination cost deduction for the cancelled activities due to the COVID-19 epidemic with actual administrative/ coordination work being carried out, please apply in writing together with letter(s) issued by the collaborating school(s) to support actual administration/ coordination work had been conducted for EDB's consideration.)

(I) (a) Activities held with collaborating school(s) :

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities #1	Actual no. of students participated						Is the activity on schedule? #3 (If cancelled, see E1 & F1)	Financial report				Name of collaborating school(s)	Remark	Administration / project coordination cost to be deducted (\$) (for cancelled activities only)	
		Eligible students			Non-eligible students#2				Amount of grant #4 (\$) (A1)	Other income #5 (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses#6 (\$) (D1)			Administration cost#7 (_____%) (E1)	Project coordination cost#8 (_____%) (F1)
		No. of students^			No. of students^											
		P	S	SP	P	S	SP									
Total																
Total no. of activities:	Total man-times (total no. of students listed above):	Total man-times (total no. of students listed above):		Average rate: _____%	Total man-times (total no. of students listed above):	Average rate: _____%		Total no. of completed activities:	Total (\$)						Total (\$)	
_____	_____	_____		_____	_____	_____		_____	(A1)	(B1)	(C1)	(D1)			(E1)	(F1)
									=	=	=	=			=	=

^P – Primary School; S – Secondary School; SP – Special School

(Use separate sheets if necessary)

(I)(b) Information of participating students in collaborating schools (up to 31 August 2022)

Project ref no.: _____

No. of <u>eligible</u> ^{#1} student beneficiaries:	Count by <u>heads</u>											Total (Count by <u>heads</u>)
	Primary			Secondary			Special School		No. of students	Please provide the no. of students ^{#9} per type where applicable		
	No. of students	Please provide the no. of students ^{#9} per type where applicable		No. of students	Please provide the no. of students ^{#9} per type where applicable		NCS	NAC		NCS	NAC	
		NCS	SEN	NAC		NCS	SEN	NAC		NCS	NAC	
(i) Comprehensive Social Security Assistance (CSSA)												
(ii) Full grant under the Student Finance Assistance Scheme (SFAS)												
(iii) Total no. of disadvantaged students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))												
(iv) Total no. of <u>eligible</u> student beneficiaries : (i) + (ii) + (iii) =												
(v) Total no. of <u>non-eligible</u> ^{#2} students (must pay full fee)												
Total no. of students: (iv) + (v) =												

(II) (a) Activities open to the community (Including all cancelled activities. In principle, the administration cost and project coordination cost should be deducted for all cancelled activities. If you wish to apply for exemption of administrative/ coordination cost deduction for the cancelled activities due to the COVID-19 epidemic with actual administrative/ coordination work being carried out, please apply in writing and state the actual administration/ coordination work in details in a separate letter for EDB's consideration.) NGO should submit the name list of the eligible students participating in the activities including names of the students, names of their schools and class levels :

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities	Actual no. of students participated										Is the activity on schedule? ^{#3} (If cancelled, see E2 & F2)	Financial report				Remark	Administration / project coordination cost to be deducted (\$) (for cancelled activities only)							
		Eligible students ^{#10}											Non-eligible students ^{#2}			Amount of grant ^{#4} (\$) (A2)		Other income ^{#5} (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses ^{#6} (\$) (D2)	Administration cost ^{#7} (_____%) (E2)	Project coordination cost ^{#8} (_____%) (F2)			
		Primary			Secondary			Special			Average attendance rate (%)		No. of students										Average attendance rate (%)		
		Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs			P	S	SP										
Total																									
Total no. of activities: _____	Total man-times (total no. of students listed above): _____	Total man-times (total no. of students listed above): _____									Average rate: _____%	Total man-times (total no. of students listed above): _____	Average rate: _____%	Total no. of completed activities: _____	Total (\$) (A2) (B2) (C2) (D2) = = = =				Total (\$) (E2) (F2) = =						

(II)(b) Information of students joining the community activities (up to 31 August 2022)

Project ref no.: _____

	Count by heads													
	Primary			Secondary			Special School			Total (count by heads)	Please provide the no. of students ^{#9} per type where applicable			
	Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs		NCS	SEN	NAC	
No. of <u>eligible</u> ^{#1} student beneficiaries:														
<i>(vi) Comprehensive Social Security Assistance (CSSA)</i>														
<i>(vii) Full grant under the Student Finance Assistance Scheme (SFAS)</i>														
(viii) Total no. of <u>eligible</u> student beneficiaries: (vi) + (vii) =														
(ix) Total no. of <u>non-eligible</u>^{#2} students (must pay full fee)														
Total no. of students (viii) + (ix) =														

(III) Financial Summary of the whole project (up to 31 August 2022)

(E) Administration cost	:	\$ _____
(F) Project coordination cost	:	\$ _____
(G) Administration and project coordination cost subsidised by NGO	:	\$ _____
(H) Total project expenditure = (D1) + (D2) + (E) + (F)	=	\$ _____
(I) Amount of approved grant (i.e. item 5 of part J of the application form)	:	\$ _____
(J) Amount received	:	\$ _____
(K) Interest earned (if any)	:	\$ _____
(L) Total project income = (B1) + (B2) + (C1) + (C2) + (G) + (J) + (K)	=	\$ _____
Balance = (L) – (H)	=	\$ _____

Remarks:

Project ref no.: _____

- #1. Eligible students: students in receipt of CSSA, full grant under SFAS or disadvantaged students under the discretion quota (only applicable to the students identified by the collaborating school(s)).
- #2. Non-eligible students: students who have to pay fees to join an activity. These students must pay full fee; 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; each non-eligible student should therefore pay \$100).
- #3. Is the activity on schedule? The activity should be stated as: **(a) completed or (b) cancelled**.
- #4. Amount of grant: The amount allocated for the activity under the approved project, which should be used to subsidise only the eligible students, while non-eligible students must pay full fee.
- #5. Other income: other sources of revenue such as the fee paid by the non-eligible students, donation and sponsorship.
- #6. Expenses: the expenses for organising the activity (including subsidy by NGO in the expense).
- #7. For a cancelled activity, the administration cost to be deducted is calculated based on the percentage approved to the administration cost
(Refer to **Part J** of the application form):
percentage to be deducted = $\frac{\text{approved administration cost (B)}}{\text{approved total activity grant (A)}} \times 100\%$ (round to two decimal places)
Thus, the administration cost to be deducted: amount of grant of the cancelled activity (A1) \times percentage to be deducted (round to the nearest dollar)
- #8. For a cancelled activity, the project coordination cost to be deducted is calculated based on the percentage approved to the project coordination cost
(Refer to **Part J** of the application form):
percentage to be deducted = $\frac{\text{approved project coordination cost (C)}}{\text{approved total activity grant (A)}} \times 100\%$ (round to two decimal places)
Thus, the project coordination cost to be deducted: amount of grant of the cancelled activity (A1) \times percentage to be deducted (round to the nearest dollar)
- #9. The three types of students:
 - NCS (non-Chinese speaking students) ;
 - SEN (students with Special Educational Needs) ;
 - NAC (newly-arrived children)
- #10. For activities also serving the whole community, **priority** should be given to eligible students from “Od” and “Pv” schools
 - Od (students from Government, Aided or Direct Subsidised Scheme schools not listed in (I)) ;
 - Pv (students from private schools) ;
 - Cs (students from collaborating schools listed in (I))

Refer to the example to calculate deduction of the administration and project coordination cost

*Name of NGO/Department/Subsidiary Organisation	
* Head of NGO/ Department/ Subsidiary Organisation	Name: _____ / Post: _____ Signature : _____
* Project Coordinator of NGO/ Department/ Subsidiary Organisation	Name: _____ / Post: _____ Signature : _____ Date : _____
*Delete as appropriate	

*Chop of NGO/ Department/ Subsidiary Organisation
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Name of organisation _____

Project ref no. _____

B. Project effectiveness

In general, how would you rate the achievements of the activities conducted to the benefitted eligible students:

Please put a “✓” against the most appropriate box.	Improved			No Change	Declining	Not Applicable
	Significant	Moderate	Slight			
Learning Effectiveness						
a) Students’ motivation for learning						
b) Students’ study skills						
c) Students’ academic achievement						
d) Students’ learning experience outside classroom						
e) Your overall view on students’ learning effectiveness						
Personal and Social Development						
f) Students’ self-esteem						
g) Students’ self-management skills						
h) Students’ social skills						
i) Students’ interpersonal skills						
j) Students’ cooperativeness skill with others						
k) Students’ attitudes toward schooling						
l) Students’ outlook on life						
m) Your overall view on students’ personal and social development						
Community Involvement						
n) Situation on students’ participation in extracurricular and voluntary activities						
o) Students’ sense of belonging						
p) Students’ understanding on the community						
q) Your overall view on students’ community involvement						

C. Comments on the project conducted

Have you encountered any of the following problems / difficulties when implementing the project?

(You may tick more than one box)

- insufficient manpower to conduct the activities;
- collaborating schools unable to provide sufficient no. of eligible students (i.e. students receiving CSSA and full grant under SFAS);
- eligible students unwilling to join the programmes (Reason(s): _____);
- collaborating schools unable to provide appropriate support (Please specify: _____);
- unable to employ suitable tutors to conduct activities;
- complicated requirements for handling funds disbursed by EDB;
- the reporting requirements too complicated and time-consuming;
- Other suggestions (Please specify): _____

If you have other suggestions (e.g. mode of collaboration, nature of activities etc.) on the project, please specify below.

D. Evaluation on the Project (use separate sheet if necessary)

1. Have you conducted any survey to collect feedback on the activities under the Programme from the collaborating schools, participating students, parents, teachers and staff involved? If yes, please attach the survey results.
2. If any other evaluation on the effectiveness of the project was conducted, such as whether the aims of the project can be achieved and the response of schools and parents to the project, please state below.

School-based After-school Learning and Support Programmes 2021/22 s.v.
E(I). Statement of Activity Income & Expenditure (up to 31/8/2022)

Name of NGO	:	_____
Project Ref no.	:	_____
Name of the Activity	:	_____

(Separate statement for each approved activity) (Please use separate sheet if space is not enough)

Actual no. of eligible students participated: ____ Actual no. of non-eligible students participated: ____

Income Items	HK\$
Amount of grant approved for this activity	_____
Fees collected from non-eligible students	_____
Others (Please specify: _____)	_____
Total Income (A)	=====
Subsidy by NGO (B)	_____

Expenditure Items

To be completed by collaborating school:

<p>Details of <u>completed</u> activity:</p> <p>Total ____ groups, each group with ____ sessions x ____ hr(s) *and/or ____ half day/full day, venue: _____</p> <p>No. of non-eligible students participated: _____</p> <p>Teaching assistant (if any): _____</p>	<p>I confirm that the data in the box on the left are accurate.</p> <p>Name: _____</p> <p>Post: *Principal/Teacher in charge</p> <p>Signature: _____</p> <p>Date: _____</p> <div style="border: 1px solid black; width: 100px; height: 50px; margin-left: auto; margin-right: auto; text-align: center; padding: 5px;"> School chop </div>
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Tutor fee (No. of tutors: _____; Hourly salary: _____) _____

(No. of social workers: _____; Hourly salary: _____) _____

(No. of other staff: _____; Hourly salary: _____) _____

Please provide relevant tutors' contract and/or other relevant documents (original/certified true copy) upon request by EDB on a random basis.

Material expenses	_____
Camp / Admission fee	_____
Students' meal	_____
Activity transportation fee	_____
Volunteers allowance (No. of volunteers: _____)	_____
Others (Please specify: _____)	_____
Total Expenditure (C)	=====
Balance (A + B - C)	=====

I have already checked all the information provided above and verified that all expenditure receipts are certified true and correct. I also confirm that the above approved activity is completed.

Name and Post of Head of *NGO / Department / Subsidiary Organisation / Project Coordinator:

Name: _____ Post: _____

Signature: _____

Remarks: _____

Date: _____

*(Delete whichever is not applicable)

Chop of *NGO / Department / Subsidiary Organisation

School-based After-school Learning and Support Programmes 2021/22 s.y.
E(II). Statement of Administration and Project Coordination Costs

Name of NGO	:	
Project Ref no.	:	

I. Statement of Administration Cost (up to 31/8/2022)

	HK\$
Approved Grant for Administration Cost (A)	
Deducted Grant for Administration Cost due to cancellation of activities (E1 + E2)	
Approved Grant for Administration Cost after deduction (B) (B = A - E1 - E2)	
Administration Expenses	
Staff transportation fees	
Photo-copying	
Stationery	
Postage	
Others (Please specify: _____)	
Total Expenditure for Administration (E)	
Administration Cost Subsidised by NGO (if any) (G)	
Balance (C) = (B + G - E)	

II. Statement of Project Coordination Cost (up to 31/8/2022)

	HK\$
Approved Grant for Project Coordination Cost (A)	
Deducted Grant for Project Coordination Cost due to cancellation of activities (F1 + F2)	
Approved Grant for Project Coordination Cost after deduction (B) (B = A - F1 - F2)	
Project Coordination Cost (F)	
Project Coordination Cost Subsidised by NGO (if any) (G)	
Balance (C) = (B + G - F)	

I have already checked all the information provided above and verified that all expenditure receipts are certified true and correct.

Name and Post of Head of * NGO / Department / Subsidiary Organisation / Project Coordinator:

Name: _____

Post: _____

Signature: _____

Contact Tel. No.: _____

Remarks: _____

Date: _____

*(Delete whichever is not applicable)

Chop of *NGO / Department / Subsidiary Organisation

School-based After-school Learning and Support Programmes 2021/22 s.y.
Community-based Project – Final Report
Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by EDB;
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB; and
- (d) Activities relating to compilation of statistics, research and Government publications.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
- (c) personnel, agent, service provider or organizations, including committee members on School-based After-school Learning and Support Programmes, engaged by EDB to provide services or advice for purposes mentioned in paragraph 1 above;
- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Executive Officer (Student Special Support Section)¹¹ at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to exosss11@edb.gov.hk.