

**School-based After-school Learning and Support Programmes 2023/24 s.y.
Community-based Project–Final Report (up to 31 July 2024)**

(The report should be completed and submitted to the Student Special Support Section of EDB on or before 30 September 2024 via e-form
(<https://eformss.edb.gov.hk/eformss/Login>). For project(s) involving collaboration with school(s), NGO is required to submit the Original Copy of the Statement of Activity Income & Expenditure to EDB separately. Alternatively, NGO can also submit the completed and signed Original Copy of the report to EDB by post or by hand.)

Basic Information of Project

Name of Organisation : _____

Project Title : _____

Project Reference No. : _____ Project Coordinator : _____

Contact Person : _____ Contact Tel. no. : _____

Student Special Support Section
Address: 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**

(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 (\$)	
		Eligible students			Non-eligible students#2				Amount of grant #4 (\$) (A1)	Other income #5 (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses#6 (\$) (D1)			<i>(for cancelled activities only)</i>	
		No. of students^			No. of students^										Administration cost#7	Project coordination cost#8
		P	S	SP	P	S	SP								(_____ %) (E1)	(_____ %) (F1)
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 July 2024)

Project ref no.: _____

No. of eligible ^{#1} student beneficiaries:	Count by heads										Total (Count by heads)		
	Primary School			Secondary School			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 (SFA) Schemes													
(iii) Total no. of needy students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))													
(iv) Total no. of eligible student beneficiaries: (i) + (ii) + (iii) =													
(v) Total no. of non-eligible ^{#2} students (must pay full fee):													
Total no. of students: (iv) + (v) =													

(II) (a) Activities open to the community : 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 within one month after commencing the activities.

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities	Actual no. of students served								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 School		Secondary School		Special School		Average attendance rate (%)	No. of students									Average attendance rate (%)	
		Od	Cs	Od	Cs	Od	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 (\$)				Total (\$)	
_____	_____	_____						_____%	_____			_____%	_____	(A2)	(B2)	(C2)	(D2)	(E2)	(F2)
													=	=	=	=	=	=	

Project ref no.: _____

(II)(b) Information of students joining the community activities (up to 31 July 2024)

No. of eligible ^{#1} student beneficiaries:	Count by heads									
	Primary School		Secondary School		Special School		Total (count by heads)	Please provide the no. of students ^{#9} per type where applicable		
	Od	Cs	Od	Cs	Od	Cs		NCS	SEN	NAC
(vi) <i>Comprehensive Social Security Assistance (CSSA)</i>										
(vii) <i>Full grant under the Student Finance Assistance (SFA) Schemes</i>										
(viii) Total no. of <u>eligible</u> students benefitted: (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 July 2024)

(E) Administration cost : \$ _____

(F) Project coordination cost : \$ _____

(G) Administration cost and project co-ordination 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 the SFA Schemes or needy 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 progress 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):

$$\text{percentage to be deducted} = \frac{\text{approved administration cost (B)}}{\text{approved total activity grant (A)}} \times 100\% \text{ (round to two decimal places)}$$

Thus, the administration cost to be deducted: amount of grant of the cancelled activity (A1) × 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):

$$\text{percentage to be deducted} = \frac{\text{approved project coordination cost (C)}}{\text{approved total activity grant (A)}} \times 100\% \text{ (round to two decimal places)}$$

Thus, the project coordination cost to be deducted: amount of grant of the cancelled activity (A1) × 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” schools
 - Od (students from Government, Aided or Direct Subsidised Scheme schools not listed in (I)) ;
 - 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 : _____ Date : _____

***Project Coordinator** of NGO/
Department/ Subsidiary
Organisation

Name: _____ Post: _____

Signature : _____ Date : _____

*Delete as appropriate

*Chop of NGO/ Department/
Subsidiary Organisation

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 extra-curricular 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 the SFA Schemes);
- eligible students unwilling to join the programmes (Please specify the 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 on the project was also 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 2023/24s.v.
E(I). Statement of Activity Income & Expenditure (up to 31 July 2024)**

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.)

Details of <u>completed</u> activity:	
Actual no. of eligible students participated: _____	Actual no. of non-eligible students participated: _____
Total _____ groups, each group with _____ sessions x _____ hr(s) *and/or _____ half day/full day, Venue: _____	
Teaching assistant (if any): _____	

<u>To be completed by collaborating school</u>		<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> School chop </div>
I confirm that the above details of <u>completed</u> activity is consistent with the school's activity records; and we will retain the implementation records of the activity, including attendance records of students/tutors, for EDB's checking if required.		
Name of school: _____		
Name: _____	Post: *Principal/Teacher in charge	
Signature: _____	Date: _____	

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

Tutor fee (No. of tutors: _____; Hourly salary: _____)	_____
(No. of social workers: _____; Hourly salary: _____)	_____
(No. of other staff: _____; Hourly salary: _____)	_____
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)

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

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: _____

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

Signature: _____

Remarks: _____

Date: _____

*Delete whichever is not applicable

Chop of *NGO / Department / Subsidiary Organisation

School-based After-school Learning and Support Programmes 2023/24 s.y.
E(II). Statement of Administration and Project Coordination Costs

Name of NGO	: _____
Project Ref no.	: _____

Statement of Administration Cost (up to 31 July 2024)

	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)	

Statement of Project Coordination Cost (up to 31 July 2024)

	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 2023/24 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 exoss11@edb.gov.hk.