

**School-based After-school Learning and Support Programmes 2024/25 s.y.  
Community-based Projects–Progress Report (up to 31 December 2024)**

(The report should be completed and submitted to the Student Special Support Section of EDB on or before 31 January 2025  
via e-form (<https://eformss.edb.gov.hk/eformss/Login>). Alternatively, NGO can also submit the completed and signed report to EDB by mail or by fax.)

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, H.K.  
 Fax No.: 3107 1306

**A. Information on Activities in the Project**

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 <sup>#1</sup> in approved activities	Actual no. of students participated						Is the activity on schedule? <sup>#3</sup>	Financial report				Name of collaborating school(s)	Remark (e.g. activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)
		Eligible students <sup>#1</sup>			Non-eligible students <sup>#2</sup>				Amount of grant <sup>#4</sup> (\$) (A1)	Other income <sup>#5</sup> (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses <sup>#6</sup> (\$) (D1)		
		No. of students <sup>^</sup>	Average attendance rate (%)	No. of students <sup>^</sup>	Average attendance rate (%)									
		P	S	SP	P	S	SP							
<b>Total</b>														
Total no. of activities: _____	Total Man-times (total no. of students listed above): _____	Total Man-times (total no. of students listed above):			Total Man-times (total no. of students listed above):			Total(\$)				^ P: Primary School S: Secondary School SP: Special School		
		Average rate: _____ %	Average rate: _____ %					(A1)=	(B1)=	(C1)=	(D1)=			

(Use separate sheet(s) if necessary)

Project ref. no.: \_\_\_\_\_

**(I)(b) Information of participating students in collaborating schools (up to 31 December 2024)**

No. of <b>eligible</b> <sup>#1</sup> student beneficiaries:	Count by heads										Total (Count by heads)	
	Primary School			Secondary School			Special School					
	No. of students	Please provide the no. of students <sup>#7</sup> per type where applicable			No. of students	Please provide the no. of students <sup>#7</sup> per type where applicable			No. of students	Please provide the no. of students <sup>#7</sup> per type where applicable		
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 <b>non-eligible</b> <sup>#2</sup> student (must pay full fee):												
<b>Total no. of students: (iv) + (v) =</b>												

**( II ) (a) Activities open to the community:**

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? <sup>#3</sup>	Financial report				Remark (e.g. activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)	
		Eligible students <sup>#8</sup>							Non-eligible students <sup>#2</sup>				Amount of grant <sup>#4</sup> (\$) (A2)	Other income <sup>#5</sup> (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses <sup>#6</sup> (\$) (D2)		
		Primary School		Secondary School		Special School		Average attendance rate (%)	No. of students									Average attendance rate (%)
		Od	Cs	Od	Cs	Od	Cs		P	S	SP							
<b>Total</b>																		
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 (\$)						
												(A2)	(B2)	(C2)	(D2)			
												=	=	=	=			

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

	Count by heads									
	Primary School		Secondary School		Special School		Total (count by heads)	Provide the no. the following types of students <sup>#7</sup> where applicable		
	Od	Cs	Od	Cs	Od	Cs		NCS	SEN	NAC
<b>No. of <span style="border: 1px solid black; padding: 2px;">eligible</span><sup>#1</sup> student beneficiaries:</b>										
<i>(vi) Comprehensive Social Security Assistance (CSSA)</i>										
<i>(vii) Full grant under the Student Finance Assistance (SFA) Schemes</i>										
<b>(viii) Total no. of <span style="border: 1px solid black; padding: 2px;">eligible</span> student beneficiaries: (vi) + (vii) =</b>										
<b>(ix) Total no. of <span style="border: 1px solid black; padding: 2px;">non-eligible</span><sup>#2</sup> students (must pay full fee) :</b>										
<b>Total no. of students (viii) + (ix) =</b>										

**(III) Financial Summary of the whole project (up to 31 December 2024)**

(E) Administration cost	:	\$ _____
(F) Project coordination cost	:	\$ _____
(G) Administration and project co-ordination cost subsidised by NGO	:	\$ _____
(H) Total project expenditure = (D1) + (D2) + (E) + (F)	=	\$ _____
(I) Amount of approved grant	:	\$ _____
(Please fill in accordance with <i>item 5 of part J of the application form</i> , i.e. the total amount of grant approved to your organisation before the due date of this progress report)		
(J) Interest earned (if any)	:	\$ _____
(K) Total project income = (B1) + (B2) + (C1) + (C2) + (G) + (I) + (J)	=	\$ _____
Balance = (K) – (H)	=	\$ _____

Project ref. no.: \_\_\_\_\_

Remarks :

- #1. Eligible students: students in receipt of CSSA, full grant under the SFA Schemes or needy students under the discretionary 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; (b) in progress; (c) not yet commenced or (d) 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. If the figure is not known yet, please fill in “pending”.
- #6. Expenses: the expenses for organising the activity (including subsidy by NGO in the expense). If the figure is not known yet, please fill in “pending”.
- #7. For three types of students:
  - NCS (non-Chinese speaking students) ;
  - SEN (students with Special Educational Needs) ;
  - NAC (newly-arrived children)
- #8. For activities also serving the whole community, priority should be given to eligible students from “Od” schools
  - Od (students from government, aided and caput schools, schools under the Direct Subsidy Scheme and private schools not listed in (I)) ;
  - Cs (students from collaborating schools listed in (I))

\*Name of NGO/Name of Department/Name of  
Subsidiary Organisation : \_\_\_\_\_

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

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

(\*Head of NGO/Department/ Subsidiary Organisation/Project Coordinator)

\*Chop of NGO/Department /  
Subsidiary Organisation

\*Delete whichever is not applicable

Name of Organisation \_\_\_\_\_

Project ref. No. \_\_\_\_\_

**B. Project Effectiveness**

*In general, how would you rate the achievements of the activities conducted / in progress to the benefitted eligible students?*

Please put a “✓” against the most appropriate box.	Improved			No Change	Declining	Not Applicable
	Significant	Moderate	Slight			
<b>Learning Effectiveness</b>						
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						
<b>Personal and Social Development</b>						
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						
<b>Community Involvement</b>						
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 “✓” 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, full grant under 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.*

\_\_\_\_\_

**School-based After-school Learning and Support Programmes 2024/25 s.y.**  
**D(I). Statement of Activity Income & Expenditure (up to 31 December 2024)**

<b>Name of NGO</b>	:	_____
<b>Project Ref. No.</b>	:	_____
<b>Name of the Activity</b>	:	_____

**(Independent 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: \_\_\_\_\_

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

<b>Expenditure Items</b>	<b>HK\$</b>
<b>Total</b> ____ groups, each group with ____ sessions x ____ hr(s) *and/or ____ *half day/full day	
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: _____)	_____
Other (Please specify: _____)	_____
<b>Total Expenditure (C)</b>	=====
<b>Balance (A + B - C)</b>	=====

**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 in progress or completed.**

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

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Contact Tel. No.: \_\_\_\_\_  
 Remarks: \_\_\_\_\_  
 Date: \_\_\_\_\_

Post: \_\_\_\_\_

\* Chop of NGO/ Department/ Subsidiary Organisation

\*Delete whichever is not applicable

**School-based After-school Learning and Support Programmes 2024/25 s.y.**  
**D(II). Statement of Administration & Project Coordination Cost (up to 31 December 2024)**

<b>Name of NGO</b>	<b>:</b>	_____
<b>Project Ref. No.</b>	<b>:</b>	_____

**HK\$**

**Approved Grant for Administration Cost (A)** =====

**Administration Expenses**

Staff transportation fees \_\_\_\_\_

Photo-copying \_\_\_\_\_

Stationery \_\_\_\_\_

Postage \_\_\_\_\_

Others (Please specify: \_\_\_\_\_) \_\_\_\_\_

**Total Expenditure for Administration (B)** =====

**Administration Cost Subsidised by NGO (if any) (C)** =====

**Balance (D) = (A + C - B)** =====

**Approved Grant for Project Coordination Cost (E)** =====

**Project Coordination Cost (F)** =====

**Project Coordination Cost Subsidised by NGO (if any) (G)** =====

**Balance (H) = (E + 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: \_\_\_\_\_

\* Chop of NGO/ Department/ Subsidiary Organisation

\*Delete whichever is not applicable

**School-based After-school Learning and Support Programmes 2024/25 s. y.**  
**Community-based Project – Progress 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 bureaux 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)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.