

**School-based After-school Learning and Support Programmes 20XX/XX s.y.
Community-based Projects–Progress Report (up to 31 December 20XX)**

(The report should be completed and submitted to the Student Special Support Section of EDB on or before 31 January 20XX
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 : Bauhinia Charity

Project Title : Personal Growth Award Scheme

Project Reference No. : HKE XXXX Project Coordinator : Mr GAO

Contact Person : Ms CHANG Contact Tel. No. : 2345 6789

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 #1 in approved activities	Actual no. of students participated						Is the activity on schedule? #3	Financial report				Name of collaborating school(s)	Remark (e.g. activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)	
		Eligible students #1			Non-eligible students #2				Amount of grant (\$) (A1)	Other income (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses (\$) (D1)			
		No. of students^			No. of students^										
		P	S	SP	P	S	SP								
Tutorial Class	60	60			97				A	89,000			34,475	Happy School	
Dancing Class	20	18			100				B	8,000		180	7,200	Happy School	
Visit to Organic Farm	45								C	10,000			0	Happy School	
Total															
Total no. of activities: 3	Total Man-times (total no. of students listed above): 125	Total Man-times (Total no. of students listed above): 78	Average rate: 98.5%	Total Man-times (total no. of students listed above) = _____	Average rate: _____%	Total (\$)								^ P: Primary School S: Secondary School SP: Special School	
						(A1) = 107,000	(B1) =	(C1) = 180	(D1) = 41,675						

(Use separate sheet(s) if necessary)

(I)(b) Information of participating students in collaborating schools (up to 31 December 20XX)

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 ^{#7} per type where applicable			No. of students	Please provide the no. of students ^{#7} per type where applicable			No. of students	Please provide the no. of students ^{#7} per type where applicable	
NCS		SEN	NAC	NCS		SEN	NAC	NCS		NAC	
(i) Comprehensive Social Security Assistance (CSSA)	20		2								20
(ii) Full grant under the Student Finance Assistance (SFA) Schemes	47	1	1								47
(iii) Total no. of needy students under the discretionary quota (not exceeding 25%) (only applicable to the students identified by the collaborating school(s))	5			1							5
(iv) Total no. of eligible student beneficiaries: (i) + (ii) + (iii) =	72	1	3	1							72
(v) Total no. of non-eligible^{#2} student (must pay full fee):											
Total no. of students: (iv) + (v) =	72	1	3	1							72

(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? ^{#3}	Financial report				Remark (e.g. activity dates: Every Mon, Wed and Fri 4:00 – 5:30 pm)				
		Eligible students ^{#8}							Non-eligible students ^{#2}				Amount of grant ^{#4} (\$) (A2)	Other income ^{#5} (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses ^{#6} (\$) (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										
Ukulele	10			10							98					B	8,000			4,990	
Self-confidence Training Camp (2 days 1 night)	30																C	12,000			0
Total																					
Total no. of activities: 2	Total Man-times (Total no. of students listed above): 40	Total Man-times (Total no. of students listed above): 10							Average rate: 98%	Total Man-times (Total no. of students listed above):			Average rate: _____%	Total (\$)							
																	(A2)	(B2)	(C2)	(D2)	
																	=20,000	=	=	=4,990	

(II)(b) Information of students joining the community activities (up to 31 December 20XX)

	Count by heads									
	Primary School		Secondary School		Special School		Total (count by heads)	Provide the no. the following types of students ^{#7} where applicable		
	Od	Cs	Od	Cs	Od	Cs		NCS	SEN	NAC
No. of eligible^{#1} student beneficiaries:										
<i>(vi) Comprehensive Social Security Assistance (CSSA)</i>			3				3	1		
<i>(vii) Full grant under the Student Finance Assistance (SFA) Schemes</i>			7				7			
<i>(viii) Total no. of eligible student beneficiaries: (vi) + (vii) =</i>							10	1		
<i>(ix) Total no. of non-eligible^{#2} students (must pay full fee) :</i>										
Total no. of students <i>(viii) + (ix) =</i>							10	1		

(III) Financial Summary of the whole project (up to 31 December 20XX)

(E) Administration cost	:	\$	5,250
(F) Project coordination cost	:	\$	6,000
(G) Administration and project co-ordination cost subsidised by NGO	:	\$	0
(H) Total project expenditure = (D1) + (D2) + (E) + (F)	=	\$	57,915
(I) Amount of approved grant	:	\$	152,400
(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)	:	\$	0
(K) Total project income = (B1) + (B2) + (C1) + (C2) + (G) + (I) + (J)	=	\$	152,580
Balance = (K) – (H)	=	\$	94,665

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~~ : **Bauhinia Charity**

*Name and Post of Head of NGO/~~Department~~/~~Subsidiary Organisation~~/~~Project Coordinator~~ : Name **Mr CHEUNG** / Post **Section Head**

Date : **XX/XX/XXXX** Signature : _____

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



*Delete whichever is not applicable

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			
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 “✓” 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 20XX/XX s.y.
D(I). Statement of Activity Income & Expenditure (up to 31 December 20XX)

Name of NGO	: Bauhinia Charity
Project Ref. No.	: HKE XXXX
Name of the Activity:	Tutorial Class

(Independent Statement for each approved activity)

(Please use separate sheet if space is not enough)

Actual no. of eligible students participated: 60 Actual no. of non-eligible students participated: _____

Income Items	HK\$
Amount of grant approved for this activity	<u>89,000</u>
Fees collected from non-eligible students	_____
Others (Please specify: _____)	_____
Total Income (A)	<u>89,000</u>

Subsidy by NGO (B) _____

Expenditure Items	HK\$
Total <u>6</u> groups, each group with <u>21</u> sessions x <u>1.5</u> hr(s) *and/or _____ *half day/full day	
Tutor fee (No. of tutors: <u>6</u> ; Hourly salary: <u>175</u>)	<u>33,075</u>
(No. of social workers: ___; Hourly salary: _____)	_____
(No. of other staff: _____; Hourly salary: _____)	_____
Material expenses	<u>1,400</u>
Camp / Admission fee	_____
Students' meal	_____
Activity transportation fee	_____
Volunteers allowance (No. of volunteers: _____)	_____
Other (Please specify: _____)	_____
Total Expenditure (C)	<u>34,475</u>
Balance (A + B - C)	<u>54,525</u>

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: Mr GAO

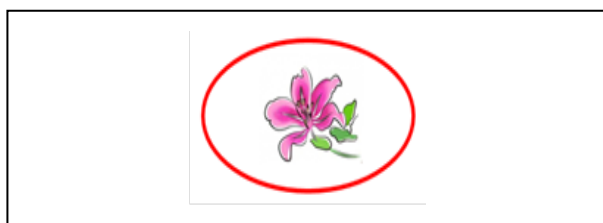
Post: Project Coordinator

Signature: _____

Contact Tel. No.: 2345 6789

Remarks: _____

Date: XX/XX/XXXX



* Chop of ~~NGO/ Department/ Subsidiary Organisation~~

School-based After-school Learning and Support Programmes 20XX/XX s.v.
D(I). Statement of Activity Income & Expenditure (up to 31 December 20XX)

Name of NGO	: Bauhinia Charity
Project Ref. No.	: HKE XXXX
Name of the Activity:	Dancing Class

(Independent Statement for each approved activity)

(Please use separate sheet if space is not enough)

Actual no. of eligible students participated: **18** Actual no. of non-eligible students participated: _____

Income Items	HK\$
Amount of grant approved for this activity	8,000
Fees collected from non-eligible students	_____
Others (Please specify: _____)	_____
Total Income (A)	8,000
Subsidy by NGO (B)	180

Expenditure Items	
Total 2 groups, each group with 6 sessions x 1.5 hr(s) *and/or _____ *half day/full day	
Tutor fee (No. of tutors: 2 ; Hourly salary: 350 _____)	6,300
(No. of social workers: ___; Hourly salary: _____)	_____
(No. of other staff: _____; Hourly salary: _____)	_____
Material expenses	900
Camp / Admission fee	_____
Students' meal	_____
Activity transportation fee	_____
Volunteers allowance (No. of volunteers: _____)	_____
Other (Please specify: _____)	_____
Total Expenditure (C)	7,200
Balance (A + B - C)	980

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: **Mr GAO** _____

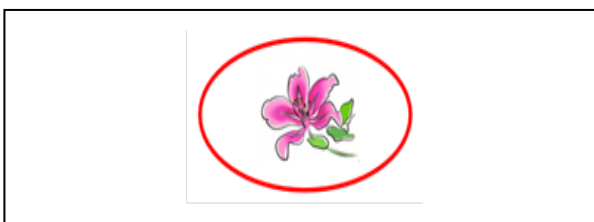
Post: **Project Coordinator** _____

Signature: _____ 

Contact Tel. No.: **2345 6789** _____

Remarks: _____

Date: **XX/XX/XXXX** _____



* ~~Chop of NGO/ Department/ Subsidiary Organisation~~

*Delete whichever is not applicable

School-based After-school Learning and Support Programmes 20XX/XX s.v.
D(I). Statement of Activity Income & Expenditure (up to 31 December 20XX)

Name of NGO	: Bauhinia Charity
Project Ref. No.	: HKE XXXX
Name of the Activity:	Ukulele

(Independent Statement for each approved activity)

(Please use separate sheet if space is not enough)

Actual no. of eligible students participated: **10** Actual no. of non-eligible students participated: _____

Income Items	HK\$
Amount of grant approved for this activity	<u>8,000</u>
Fees collected from non-eligible students	_____
Others (Please specify: _____)	_____
Total Income (A)	<u>8,000</u>
Subsidy by NGO (B)	_____

Expenditure Items	
Total 1 groups, each group with 8 sessions x 1.5 hr(s) *and/or _____ *half day/full day	
Tutor fee (No. of tutors: 1 ; Hourly salary: 360 _____)	<u>4,320</u>
(No. of social workers: ___; Hourly salary: _____)	_____
(No. of other staff: _____; Hourly salary: _____)	_____
Material expenses	<u>670</u>
Camp / Admission fee	_____
Students' meal	_____
Activity transportation fee	_____
Volunteers allowance (No. of volunteers: _____)	_____
Other (Please specify: _____)	_____
Total Expenditure (C)	<u>4,990</u>
Balance (A + B - C)	<u>3,010</u>

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: **Mr GAO** _____

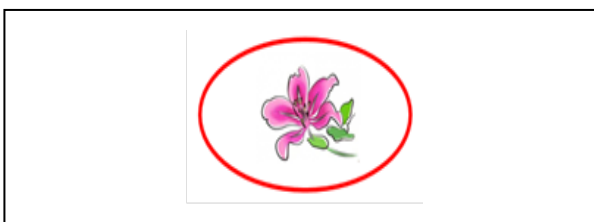
Post: **Project Coordinator** _____

Signature: _____ 

Contact Tel. No.: **2345 6789** _____

Remarks: _____

Date: **XX/XX/XXXX** _____



* ~~Chop of NGO/ Department/ Subsidiary Organisation~~

*Delete whichever is not applicable

School-based After-school Learning and Support Programmes 20XX/XX s.y.
D(II). Statement of Administration & Project Coordination Cost (up to 31 December 20XX)

Name of NGO	: Bauhinia Charity
Project Ref. No.	: HKE XXXX

HK\$

Approved Grant for Administration Cost (A) 12,700

Administration Expenses

Staff transportation fees 970

Photo-copying 2,570

Stationery 1,035

Postage 675

Others (Please specify: _____)

Total Expenditure for Administration (B) 5,250

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

Balance (D) = (A + C - B) 7,450

Approved Grant for Project Coordination Cost (E) 12,700

Project Coordination Cost (F) 6,000

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

Balance (H) = (E + G - F) 6,700

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: **Mr GAO**

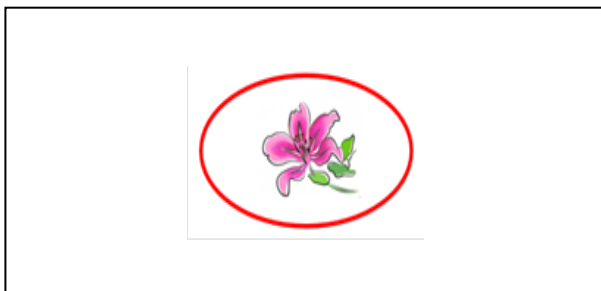
Post: **Project Coordinator**

Signature: _____

Contact Tel. No.: **2345 6789**

Remarks: _____

Date: **XX/XX/XXXX**



* Chop of ~~NGO/ Department/ Subsidiary Organisation~~

*Delete whichever is not applicable

School-based After-school Learning and Support Programmes 20XX/XX 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.