

**School-based After-school Learning and Support Programmes 20XX/XX s. y.
Community-based Projects – Progress Report (up to 31 December 20XX)
(This form, duly completed and signed, should be returned to the
Student Special Support Section by mail or by fax on or before 31 January 20XX)**

SAMPLE
(For reference only)

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 wholly 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 served								Is the activity on schedule? #3	Financial report				Name of collaborating school(s)	Remark	
		Eligible students				Non-eligible students#2					Amount of grant #4 (\$) (A1)	Other income #5 (\$) (B1)	Subsidy from NGO (\$) (C1)	Expenses#6 (\$) (D1)			
		No. of students^			Average attendance rate (%)	No. of students^			Average attendance rate (%)								
		P	S	SP		P	S	SP									
Tutorial Service	60	60			97					A	89,000			32,585	Happy School		
Dance	20	18			100					B	8,000		900	7,200	Happy School		
Visit (Organic Farm)	45									C	10,000			0	Happy School		
Total																	
Total no. of activities: <u>3</u>	Total man-times (total no. of students listed above): <u>125</u>	Total man-times (total no. of students listed above): <u>78</u>		Average rate: <u>98.5%</u>	Total man-times (total no. of students listed above): _____	Average rate: _____%		Total (\$)				(A1) = <u>107,000</u>	(B1) =	(C1) = <u>900</u>	(D1) = <u>39,785</u>		

^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 December 20XX)

No. of eligible ^{#1} student beneficiaries:	Count by heads										Total (Count by heads)
	Primary				Secondary			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) Student Finance Assistance Scheme (SFAS) full grant	47	1	1								47
(iii) Total no. of disadvantaged 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 students (must pay full fee)											
Total no. of students: (iv) + (v) =	72	1	3	1							72

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

Name of activity (List out all the approved activities)	No. of participating eligible students in approved activities ^{#8}		Actual no. of students served												Is the activity on schedule? ^{#3}	Financial report				Remark			
			Eligible students ^{#8}									Non-eligible students ^{#2}				Amount of grant ^{#4} (\$) (A2)	Other income ^{#5} (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses ^{#6} (\$) (D2)				
	Primary			Secondary			Special			Average attendance rate (%)	No. of students			Average attendance rate (%)									
	Od	Pv	Cs	Od	Pv	Cs	Od	Pv	Cs		Od	Pv	Cs			P	S	SP					
Ukulele	10						10										B	8,000			4,990		
Self-confidence Training Camp	20																C	12,000				0	
Total																							
Total no. of activities: 2	Total Man-times (Total no. of students listed above): 30	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)

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

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


(E) Administration expenditure	: \$ 5,250
(F) Project coordination expenditure	: \$ 6,000
(G) Administration expenditure and project co-ordination expenditure subsidised by NGO	: \$ 0
(H) Total project expenditure = (D1) + (D2) + (E) + (F)	= \$ 56,025
(I) Amount of approved grant	: \$ 152,400
(Please fill in accordance with item 5 of part J of the application form , 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)	= \$ 153,300
Balance = (K) – (H)	= \$ 97,275

Remarks :

- #1. Eligible students: students in receipt of CSSA, SFAS full grant or disadvantaged students under the discretionary quota (only applicable to the students provided by the collaborating school(s)).
- #2. Non-eligible students: students who have to pay to participate. 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 not-eligible student should therefore pay \$100) .
- #3. Is the activity on schedule? The progress 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 the 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" 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))

*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~~)

*NGO's/~~Department's/ Subsidiary Organisation's~~ chop

* (Delete whichever is not applicable)

Name of
Organisation

Bauhinia Charity

Project
Ref. No.

HKE XXXX

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						
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, SFAS full grant);
- eligible students unwilling to join the programmes (Reason(s): _____);
- cooperation with collaborating schools needs improvement (Please specify: _____);
- unable to employ suitable tutors to conduct activities;
- complicated to fulfill the 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.
Activity Income & Expenditure Statement (up to 31/12/20XX)

Name of NGO	:	<u>Bauhinia Charity</u>
Project Ref no.	:	<u>HKE XXXX</u>
Name of the Activity	:	<u>Tutorial Service</u>

(Independent Statement for each approved activity)

(Please use separate sheet if space is not enough)

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

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)	<u>0</u>

Expenditure Items

Total 6 groups, each group with 21 sessions x 1.5 hr(s) and/or _____ half day/full day

Tutor fee (No. of tutors: <u>6</u> ; Hourly salary: <u>165</u>)	<u>31,185</u>
(No. of social workers: <u> </u> ; 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>32,585</u>
Balance (A + B - C)	<u>56,415</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 / 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

* NGO's / Department's / Subsidiary Organisation's chop

School-based After-school Learning and Support Programmes 20XX/XX s.y.
Activity Income & Expenditure Statement (up to 31/12/20XX)

Name of NGO	:	<u>Bauhinia Charity</u>
Project Ref no.	:	<u>HKE XXXX</u>
Name of the Activity	:	<u>Dance</u>

(Independent Statement for each approved activity)

(Please use separate sheet if space is not enough)

Actual no. of eligible students served: 18 Actual no. of non-eligible students served: _____

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)	<u>900</u>

Expenditure Items

Total 2 groups, each group with 6 sessions x 1.5hr(s) and/or _____ half day/full day

Tutor fee (No. of tutors: <u>2</u> ; Hourly salary: <u>350</u>)	<u>6,300</u>
(No. of social workers: ___; Hourly salary: _____)	_____
(No. of other staff: _____; Hourly salary: _____)	_____
Material expenses	<u>900</u>
Camp / Admission fee	_____
Students' meal	_____
Activity transportation fee	_____
Volunteers allowance (No. of volunteers: _____)	_____
Other (Please specify: _____)	_____
Total Expenditure (C)	<u>7,200</u>
Balance (A + B - C)	<u>1,700</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 / 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

* NGO's / Department's / Subsidiary Organisation's chop

School-based After-school Learning and Support Programmes 20XX/XX s.y.
Activity Income & Expenditure Statement (up to 31/12/20XX)

Name of NGO	:	<u>Bauhinia Charity</u>
Project Ref no.	:	<u>HKE XXXX</u>
Name of the Activity	:	<u>Ukulele</u>

(Independent Statement for each approved activity)

(Please use separate sheet if space is not enough)

Actual no. of eligible students served: 10 Actual no. of non-eligible students served: _____

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 group, each group with 8 sessions x 1.5 hr(s) and/or _____ half day/full day

Tutor fee (No. of tutors: <u>1</u> ; Hourly salary: <u>360</u>)	<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 / 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

* NGO's / Department's / Subsidiary Organisation's chop

School-based After-school Learning and Support Programmes 20XX/XX s.y.
Administration & Project Coordination Income & Expenditure Statement (up to
31/12/20XX)

Name of NGO	: <u>Bauhinia Charity</u>
Project Ref no.	: <u>HKE XXXX</u>

HK\$

Approved Grant for Administration Cost (A) 12,700

Administration Expenditure Items

Staff transportation fees 970

Photo-copying 2,570

Stationery 1,035

Postage 675

Others (Please specify: _____)

Total Expenditure on Administration (B) 5,250

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

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

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

Total Expenditure on Project Coordination (F) 6,000

Project Coordination Expenditure 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

* NGO's/ Department's / Subsidiary Organisation's chop

*(Delete whichever is not applicable)