

Gifted Education Fund

Application for Funding Support to Provide Off-school Advanced Learning Programmes for Gifted Students

Guide for Applicants

Note: This Guide for Applicants (“Guide”) provides prospective applicants with basic information about application for funding support to organise Off-school Advanced Learning Programmes for gifted students. This Guide **may be subject to change** in subsequent rounds of application exercise. Applicants are advised to refer to **the latest version of the Guide** on www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef.html.

1. Objective

- 1.1 The Gifted Education Fund (“GE Fund”) funds the organisation of Off-school Advanced Learning Programmes (“OSALPs”)¹ with an aim of providing support for different organisations in Hong Kong to offer quality learning programmes for gifted students.

2. Background

- 2.1 The Education Bureau (“EDB”) set up the GE Fund in 2016 and has injected \$2.2 billion into the GE Fund. Investment income generated from the GE Fund is used to enhance the services of the Hong Kong Academy for Gifted Education (“HKAGE”)² and provide resources to implement measures recommended by the Advisory Committee on Gifted Education (“ACGE”)³, including inviting different gifted education service providers to organise quality advanced learning programmes for gifted primary and secondary students. Since the 2019/20 school year, a variety of OSALPs funded by the GE Fund have been organised for gifted students to unleash their potential.

3. Eligibility for Application

- 3.1 The four types of organisations below are eligible to apply for the GE Fund to offer OSALPs:
 - Post-secondary institutions (including related faculties, departments, centres, etc. or staff supported by the respective unit of the post-secondary institution)

¹ Off-school Advanced Learning Programmes for gifted students refer to education programmes designed to expose gifted students to high quality and challenging learning experiences in their areas of talent or, where suitable, in a wider range of disciplines or even across disciplines.

² [The Hong Kong Academy for Gifted Education](http://www.hkage.gov.hk) went into operation in 2008 to provide off-school gifted education services and has become a subvented organisation of the Education Bureau since 2017.

³ [The Advisory Committee on Gifted Education](http://www.acge.gov.hk) was set up in 2017 to advise the Secretary for Education on, apart from the use and management of the Gifted Education Fund, development of gifted education in Hong Kong as well as measures and initiatives for promoting gifted education.

- Non-government organisations (NGOs)
- Professional bodies
- Technology enterprises

3.2 An applicant organisation may submit an application on its own OR with other supporting organisation(s). The involvement of supporting organisation(s) fosters the collaboration among organisations of different backgrounds, enabling the design of learning and teaching activities that cover wide disciplines or the provision of cross-disciplinary learning/ research opportunities which are useful for broadening the perspectives of gifted students.

4. Priority Themes

4.1 Priority consideration will be given to proposed programmes under any of the themes categorised into the following four strands:

(a) STEAM-related Mentorship Programmes

- To provide programmes for gifted students to assist in projects under mentorship of academics/ scientists in post-secondary institutions and/ or professionals of the industries in areas such as:
 - Biotechnology
 - Artificial intelligence
 - Smart city
 - Financial technologies (Fintech)
 - IT security
 - Aerospace technologies
 - Art technologies (Art tech)
 - Sports technologies (Sports tech) or sports science

(b) Humanities and Social Science Research Programmes

- To provide programmes or research activities on education, history and cultural heritage, environment, urban planning, psychology, linguistics, etc.

(c) Apprenticeship and Entrepreneurship Programmes

- To expose students to work-related fields such as finance and information technology, legal services, construction and architecture, medical and healthcare services, engineering and surveying, journalism, art and design.

(d) Self-initiated Research Studies

- To provide learning opportunities for gifted students to conduct research in areas of their interest under the guidance of academics and/ or professionals.

4.2 A proposed programme may cover more than one theme/ area/ discipline mentioned above.

5. Target Beneficiary

5.1 OSALPs are designed for gifted students who are studying in primary and secondary schools in Hong Kong. Only student members of HKAGE are eligible for OSALPs.

5.2 A proposed programme should either be designed for either primary students or secondary students.

5.3 For effective promotion of the programme to schools, the applicant organisation should indicate in the application form its current networks with primary and secondary schools. If the applicant organisation does not have any established network at the time of application, it should propose a plan to show how it would promote the programme to schools when the programme is launched.

5.4 Each successful applicant organisation will need to propose a selection mechanism for their programme which will be used in the case of oversubscription.

5.5 In order that more gifted students can benefit from OSALPs, the Gifted Education Fund Secretariat (“the Secretariat”) may refer to HKAGE programmes that are considered suitable for further development. By submitting an application for funding support under the GE Fund to organise an OSALP, the applicant should understand and agree that HKAGE may approach them for potential collaboration.

6. Programme Design (Duration and Number of Learning Hours)

6.1 A programme should consist of two periods, namely, preparatory period and delivery period.

Preparatory period	Delivery period
<ul style="list-style-type: none">● from February in general● 3 months● Examples of preparatory work: hiring training personnel, confirming the date, time and venue for different sessions, carrying out publicity for the programme and preparing learning and teaching materials	<ul style="list-style-type: none">● immediately following the preparatory period● from May in general● strictly be between 5 months and 7 months

6.2 For the delivery period, each programme should consist of no more than 100 learning hours. The applicant is required to indicate in the application form (a) how many phases their programme involves and (b) how many learning hours each phase consists of. When the applicant designs a programme, consideration should be given to how well student participants can cope.

7. Budget Planning

7.1 The applicant needs to provide a detailed budget plan with a clear breakdown of expected expenses in the programme. The budgeted items should be classified into six categories, namely, (a) staff cost, (b) equipment, (c) services, (d) general expenses, (e) contingency and (f) others. The applicant should refer to *the Guidelines on Budget Planning* in Annex I of this Guide for details about the requirements when budgeting for the programme.

8. Submitting an Application

8.1 Applications should only be submitted via the Electronic Form Submission System (“EFSS”) of EDB at <<https://eformss.edb.gov.hk/eformss/Login>>. The electronic application form, namely eForm91, can be completed in Chinese or English. Paper forms are no longer accepted. A user guide on the completion of eForm91 is available on EDB’s website⁴.

8.2 Only applications that are submitted before the application deadline are considered valid. A valid application should be duly signed and stamped before it is uploaded onto EFSS, alongside relevant supporting documents. Late applications will not be considered.

8.3 All compulsory parts of the application form should be completed and all necessary information should be provided as required. Incomplete applications may not be considered.

8.4 When completing the application form, the applicant is required to provide information about the head of the applicant organisation and supporting organisation(s) (if applicable). Before doing so, the applicant should check with the relevant body/ unit of their organisation to ensure that the person whose information is to be filled in is the authorised authority to endorse the application on behalf of the organisation.

8.5 From time to time, the EFSS may be temporarily unavailable due to maintenance without advance notice. The applicant should allow sufficient time to turn in their applications using the online system, including allowing for unexpected delays.

⁴ https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/asp.html

8.6 Apart from this Guide, the applicant is advised to study “Frequently Asked Questions” and other relevant documents related to OSALPs on EDB’s webpages⁵.

8.7 After an application has been submitted successfully, the applicant will receive a confirmation from EDB in the form of an email.

9. Assessment of Applications and Notification of Results

9.1 All applications received will be passed to ACGE for consideration.

9.2 Prior to making its recommendation, ACGE will vet the applications received. Where necessary, some applicant organisations may be required to present their proposed programmes and to answer questions from members of ACGE.

9.3 After considering the recommendations of ACGE, the Secretary for Education or his/her delegate may either approve or reject the applications. The Government’s decision shall be final.

9.4 The applicant will be informed of the results of their application in writing within six months after the closing date of the application exercise.

9.5 After an application is approved, a draft service agreement which sets out the relevant terms and conditions will be sent to each successful applicant organisation for confirmation. Before the start of the programme, programme providers are required to sign a service agreement (“service agreement”) with the Grantor represented by the Permanent Secretary for Education Incorporated after which they will become the Grantee.

10. Assessment Criteria

10.1 Priority consideration will be given to programmes that are in line with the themes set out in paragraph 4 of this Guide, and also those that can produce a desirable impact on nurturing the gifted student participants.

10.2 Applications will be assessed in accordance with, but not limited to, the criteria under the following three major areas:

(a) Programme Needs

- Rationale

⁵ https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/asp.html and https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/pmm.html

The needs of gifted students should be identified and substantiated with evidence.

- **Goals and Objectives**

Programme goals and objectives should be clear and specific, and in line with the aims and ambits of the GE Fund and relevant government policy initiatives.

- **Knowledge, Skills, Values and Attitudes**

Apart from developing the knowledge and skills of gifted students, the designed programmes should also nurture their positive values and attitudes. To enhance the support of the twice-exceptional students, it would be desirable to include elements of affective education in the programmes.

(b) Programme Feasibility

- **Target Beneficiary**

Target group(s) and expected number of gifted student participants should be clearly stated, together with elaboration on how the programme can benefit the target group(s). The proposed selection mechanism should be straightforward, unbiased and effective in identifying the right students to participate in the given programme. As gifted students may have different abilities, interests, aptitudes and learning styles, the applicant organisation should propose appropriate strategies to cater for the learner diversity in the programme, e.g. arrangement of sufficient helpers/ mentors to support the students.

- **Feasibility and Sustainability**

A proposed programme should be well-structured with a clear and workable implementation plan within a reasonable timeframe. The plan should comprise detailed information about the content/ learning activities/ mode/ sessions pitched at appropriate level, roles and duties of qualified tutors/ instructors/ counsellors/ professionals/ mentors, etc. involved in the programme, alongside a detailed budget plan with justifications, clear expenditure items with breakdown in appropriate categories and at different implementation stages. When drafting the budget plan, apart from referring to *the Guidelines on Budget Planning* in Annex I of this Guide, documents in the annexes of Schedule III of the service agreement (template)⁶ such as the Guidelines on Management and Monitoring, Principles of Allowable Costs, etc. would serve as good references.

- **Capability of Applicant Organisation(s)**

⁶ https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/pmm.html

The applicant organisation should show its competence by elaborating on its expertise in relevant fields and education, experiences in research/ product development/ education/ student support/ resources development and usage, networking professionals/ entrepreneurs/ academics/ education sectors, etc.

(c) Expected Programme Outcomes

- Expected Learning Outcomes/ Tangible Deliverables

The expected learning outcomes/ tangible deliverables of the students should closely align with the programme objectives and have a positive impact on the gifted student participants, and are worthy of promulgation and further development in future. The expected learning outcomes/ tangible deliverables should be clearly stated in the application form. To protect the environment, printing booklets to document/ showcase students' work should be avoided. Some of students' deliverables in OSALPs are currently shown on an EDB webpage⁷ for easy access by the public.

- Programme Evaluation and Quality Assurance

The applicant organisation needs to assure the quality of the programme. A pertinent and clearly elaborated quality assurance mechanism should be proposed and included in the application form to highlight the means that will be adopted to assure the quality of the programme during implementation. The proposed evaluation method should be evidence-based with appropriate delineation of success criteria. The applicant organisation should conduct regular evaluation with students on their learning effectiveness and findings/ observations will need to be reflected in meetings in a timely manner and also in the interim/ final reports of the programme. Relevant details about the composition of the quality assurance team, the frequency and the modes of evaluation to be conducted should be indicated in the applicant form.

11. Responsibility of Applicant Organisation(s)

11.1 The applicant should elaborate on the respective roles of the applicant organisations and supporting organisation(s), if any, in the application form. The service agreement signed between the successful applicant organisation and the Grantor will set out in detail the amount of funding support to be offered by the Government (“Grants”), the terms and conditions related to the disbursement and usage of the funding, the deliverables and the schedules for submission of reports. The application form received by EDB with clarifications, if any, will form part of the service agreement.

⁷ https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/osalp.html

12. Programme Monitoring and Reports

12.1 EDB will evaluate the quality and effectiveness of individual programmes against the objectives, deliverables and learning outcomes as stated in the application form. Possible measures including lesson observations, discussions/ meetings with successful applicant organisations, interviews with the gifted student participants (on a need basis) will be adopted to monitor and gather evidence to provide timely feedback to the successful applicant organisations.

13. Disbursement of Grants

13.1 The grants will be disbursed to the Grantee by instalments in accordance with the payment schedule stated in the service agreement. The disbursement of the final instalment of the grants will be made only upon the fulfilment of the following conditions:

- (a) completion of the programme;
- (b) due compliance with the service agreement;
- (c) submission of the final report, the final financial report and the audited accounts in form and substance to the satisfaction of the Government and complying with the reporting requirements set out in the service agreement within three months after the date of completion of the programme or by such other date as the Government may approve in writing; and
- (d) any other requirements required by the Government.

14. Intellectual Property Rights

14.1 The contents, the deliverables and the products developed from all programmes funded by the GE Fund, including but not limited to all texts, graphics, drawings, diagrams, photographs, audio and video recordings and compilation of data or other materials are owned by EDB, unless otherwise specified. Please refer to the service agreement (template)⁸ for details about the intellectual property rights requirements.

15. Publicity and Acknowledgements

15.1 EDB or persons/parties authorised by EDB may take photographs and videos of lessons and learning and teaching activities of the programmes for publicity purposes. Programme providers are requested to assist EDB in obtaining consent from parents/guardians by requesting them to complete a standard consent form prepared by the Secretariat before the start of the programmes. The photographs and video recordings will be owned by EDB.

15.2 Programme providers should acknowledge having received funding support from the

⁸ https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/pmm.html

GE Fund from the Grantor in any publications and activities regarding the programmes by displaying the name of “the Gifted Education Fund” conspicuously where appropriate.

16. Safeguarding National Security

16.1 By submitting an application for funding support, the applicant shall acknowledge and undertake to comply with the following:

- (a) Notwithstanding anything to the contrary in this Guide and/or the service agreement signed between the applicant organisation and EDB, EDB reserves the right to disqualify the applicant/ supporting organisation on the grounds that it has engaged, is engaging, or is reasonably believed to have engaged or be engaging in acts or activities that are likely to cause or constitute the occurrence of offences endangering national security or otherwise the exclusion of the organisation from future applications is necessary in the interest of national security, or is necessary to protect the public interest of Hong Kong, public morals, public order or public safety.
- (b) Even after an application is approved, EDB may immediately terminate any agreement with the applicant organisation upon the occurrence of any of the following events:
 - (i) the applicant/ supporting organisation has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (ii) the continued engagement of the applicant/ supporting organisation or the continued implementation of the OSALP is contrary to the interest of national security; or
 - (iii) EDB reasonably believes that any of the events mentioned above is about to occur.

17. Sexual Conviction Record Check (“SCRC”)

17.1 To safeguard the well-being of the student participants, programme providers should request persons whom they would like to engage in the implementation of the programme to undergo SCRC available from the Hong Kong Police Force at the advanced stage of the employment process with a view to verifying the sexual conviction records declared by them. This can facilitate the programme providers to make an informed decision on selecting suitable staff/ training personnel for implementation of the programme. Programme providers shall not engage any person with convictions of sexual offences as revealed from SCRC for assistance in delivery

of the programme.

17.2 Programme providers are required to submit to the Secretariat a confirmation in writing prior to the first session of the programmes, stating that:

- (a) SCRC procedures have been completed;
- (b) the staff and training personnel who will be engaged in the implementation of the programmes have undergone and completed SCRC; and
- (c) no person with convictions of sexual offences as revealed from SCRC will be engaged for assistance in delivery of the programmes.

18. Not a Binding Agreement

18.1 The information provided in this Guide is by no means exhaustive. It will be updated whenever necessary. Nothing in this Guide shall constitute a contract. Notwithstanding anything provided in other paragraphs of this Guide, no binding agreement will be made between the Government and a successful applicant organisation unless and until an agreement is duly executed by all parties thereto. In case of doubt, the applicant organisation is welcome to contact the Secretariat for clarification.

19. Handling of Personal Data

19.1 The GE Fund Secretariat will carefully handle the personal data provided in the application form and the application forms in accordance with the Personal Data (Privacy) Ordinance. For details, please refer to *the Personal Information Collection Statement* in Annex II of this Guide.

20. Enquiries

20.1 Enquiries about this Guide or application for funding support should be addressed to the Gifted Education Fund Secretariat.

Address: Gifted Education Fund Secretariat
Room E328, 3/F, East Block
Education Bureau Kowloon Tong Education Services Centre
19 Suffolk Road
Kowloon Tong, Hong Kong

Email: cdoqe10@edb.gov.hk / cdoqe2@edb.gov.hk

Telephone: (852) 3698 3486/ (852) 3698 3457

Fax: (852) 2490 6858

Gifted Education Fund Secretariat

July 2024

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Guidelines on Budget Planning

1. The principle of financial prudence and cost effectiveness of expenditure should be observed in budgeting. All programme funds must be exclusively used for the programme and spent within the programme period. Unused funds, if any, should be returned according to the terms in the service agreement.
2. The applicant organisation should present the budget in detail with a clear breakdown of expenditures and provide justifications. Item descriptions that are too brief and without justifications may not be considered for fund allocation. The applicant organisation should also refer to the general principles for determining allowable costs as stipulated in Schedule III of the service agreement.
3. When preparing the budget, the applicant organisation should make reference to the latest market price, including remuneration packages that are commensurate with the qualifications and experience of the proposed personnel. Strict economy should be exercised in handling any expenses to avoid lavishness.
4. Normally, the applicant organisation shall appoint a programme leader to oversee and lead the programme. **No award in the form of cash allowance to this person for whichever capacit(ies) he/ she may carry in the programme is permitted.** Should the normal duties of the programme leader be affected because of implementing the programme such as serving as an instructor/ a mentor, consideration should be made to redistribute his/ her duties instead of awarding cash allowance as remuneration to the programme leader.
5. All programme personnel, if employed on a full-time basis, should be remunerated on a fixed salary during the whole programme period. In normal circumstances, salary increment is not granted. Fringe benefits of staff, e.g. education allowance, medical insurance, housing allowance, etc. should not be included in or charged to the programme. Brief job descriptions and qualifications required for the programme personnel should be provided.
6. Some programmes may require the employment of short-term or part-time personnel,

such as guest speakers, helpers and technicians to carry out duties specific to the programme. Salaries of such personnel should be calculated on a time-on-programme basis and commensurate with qualifications and experience. External tutors, instructors or speakers can be employed, if required. Remuneration for them should be calculated on an hourly basis.

7. For necessary equipment items such as computers for use in the lessons, the applicant organisation should deploy existing resources for implementation of the proposed programme as far as possible. Strong justifications including the proposed quantity and the use of the equipment items to facilitate the programme delivery have to be provided for acquisition of equipment and other asset items. Should the application be approved, the successful applicant organisation should include an asset usage plan to account for the deployment of reusable equipment and assets upon programme completion. Reference could be made to “General Guidelines on Handling of Assets” in Schedule III of the service agreement (template)⁹.
8. All procurements of goods and services (e.g. arrangement of a short study trip for students to visit a technology enterprise) should be carried out in an open, fair and competitive manner.
9. The “General Expenses” item in the budget plan is a catch-all category for costs that cannot be included in any of the other items (e.g. consumables, printing study notes, rental of venues, etc.). Details of the items should be provided with justifications and breakdown. To protect the environment, printing booklets to document/ showcase students’ work should be avoided. For programmes to be organised by post-secondary institutions funded by the University Grants Committee, the institution may include administrative charges in the budget **with detailed description and justifications**. In general, subject to the standard rates laid down by different institutions, **such charges should not be more than 20% of the total budget exclusive of contingency**.
10. The applicant organisation is required to assess the risk of the proposed learning and teaching activities. For information about the safety precautions in science experiments and outdoor activities, the applicant organisation may refer to the *Handbook on Safety in Science Laboratories (2013)*¹⁰, *Safety Guidelines on Microbiology and Biotechnology*

⁹ https://www.edb.gov.hk/en/curriculum-development/curriculum-area/gifted/ge_fund/gef/pmm.html

¹⁰ https://cd1.edb.hkedcity.net/cd/science/laboratory/safety/SafetyHandbook2013_English.pdf

*Experiments in School Laboratories (2021)*¹¹ and *Guidelines on Outdoor Activities*¹² published by EDB. The Government provides a Block Insurance Policy for aided (including aided schools before full conversion into schools under the Direct Subsidy Scheme) and Caput schools. Private schools such as international schools and schools under Direct Subsidy Scheme should procure insurance for students as advised by EDB. To provide further protection to the students and other parties participating in the programmes or to meet the requirements of certain venue providers, the applicant organisation may propose to purchase public liability insurance and/or group personal accident insurance in their applications. However, strong justifications must be provided in the budget plans to show the high risks of the learning and teaching activities, the mandatory requirements of the venue providers or other significant reasons for consideration by members of the ACGE who reserve to right to accept or decline the request of procurement of insurance.

11. Grantees of programmes with approved grant exceeding \$100,000 are required to submit audited accounts upon programme completion and they could include the audit fees under the item of “General Expenses”. The GE Fund will cover up to \$5,000 of the audit fee for a programme with approved grant of \$1 million or less, and up to \$15,000 for a programme with approved grant exceeding \$1 million.
12. To cover a rise in costs of equipment/ services/ general expenses and/ or pay for other unexpected expenditures at emergency, a contingency provision of no more than 5% of the total budget exclusive of staff cost is considered acceptable.
13. A sample budget plan is provided below for reference:

Item	Particulars with justifications	Breakdown	Amount
Staff cost	<p>X full-time programme coordinator</p> <p>Role(s): to plan and lead the programme</p> <p>Qualification(s): a master’s degree in XX field and X years of relevant teaching</p>	- \$ X (monthly salary) x X months + \$ X (MPF)	HK\$ X

¹¹ https://cd1.edb.hkedcity.net/cd/science/biology/resources/pdf/eng/11_SG_E_v4_with%20cover.pdf

¹² https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/Outdoor%20Activities%20Guidelines_EN.pdf

	experience		
	<p>X part-time instructors</p> <p>Role(s): to conduct the lessons and guide the students in research</p> <p>Qualification(s): a doctoral degree in XX field and X years of relevant training/ research experience</p>	- \$ X (hourly salary) x X hour/day x X days x X persons + \$ X (MPF)	HK\$ X
	<p>X full-time programme assistant</p> <p>Role(s): to assist with the implementation of the programme such as liaison with the students and their parents</p> <p>Qualification(s): A bachelor's degree or above in XX field</p>	- \$ X (monthly salary) x X months + \$ X (MPF)	HK\$ X
	<p>X part-time student assistants/ helpers</p> <p>Role(s): to provide support to students during lessons, practicals and mentorship</p> <p>Qualification(s): Undergraduate level in XX field</p>	- \$ X (hourly salary) x X hour/day x X days x X persons + \$ X (MPF)	HK\$ X
Equipment	X set(s) of notebook computers bundled with software for use by students in lessons/ projects (hardware	- \$ X (unit price) x X sets	HK\$ X

	and software specifications: XX)		
Services	Procurement of services from a service provider to organise a one-day trip for students to XX to a local technological firm and exchange views with Researchers	- \$ X (unit cost) x X persons (including X student participants and X student helpers)	HK\$ X
General expenses	Consumable materials (apparatus, consumable materials for practicals such as XX)	/	HK\$ X
	Rental of training venues including lecture rooms, workshops and laboratories in post-secondary institution/organisation	- \$ X (hourly rate) x X hours/day x X days	HK\$ X
	Printing XX sets of handouts (XX pages each) for use by the students	- \$ X (unit cost) x X sets	HK\$ X
	Administrative charges to be paid to the organisation of the programme provider (only eligible for post-secondary institutions)	- X % of the total budget exclusive of contingency (actual percentage subject to the standard rate set by the post-secondary institution)	HK\$ X
	Audit fees (only applicable for budget exceeding HK\$100,000)	/	HK\$ X
Contingency	(please specify)	- No more than 5% of the total budget	HK\$ X

		exclusive of staff cost	
Others	(please specify)	(please specify)	HK\$X

Note: This sample budget plan is only an example to illustrate the extent of details expected to be provided for the item description, justification as well as the calculation in the breakdown. Each programme has its uniqueness and objectives to achieve. The sub-items listed in the budget plan above should never be regarded as the hints to the manpower and other expenditures that the applicant organisation must include in the budget plan.

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Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for funding support under Gifted Education Fund;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application 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 the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidised Schools Provident Fund Rules) and the Codes of Aid.

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 application.

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, including Education Bureau, for the purposes mentioned in paragraph 1 above;
 - (b) the school to which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) 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 the Executive Officer (Gifted Education) at Room E328, 3/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or at <exoge@edb.gov.hk>.

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