

Ground Rules and Requirements for the School-based After-school Learning and Support Programmes (2013/14 school year)

Background

The Education Bureau has implemented the School-based After-school Learning and Support Programmes (the Programme) since 2005-06 to enable schools and Non-governmental Organisations (NGOs) to organise after-school activities for the disadvantaged students.

2. To further strengthen schools' and community's after-school supports to the disadvantaged students to increase their opportunities in joining school-based and community-based after-school activities, such as tutorial service, cultural and art activities, sports, leadership training, voluntary service and visits etc., the annual provision for the Programme has been significantly increased since 2011/12 to \$208 million.

Objective

3. The focus of the Programme is to provide more assistance and opportunities to the disadvantaged students to improve their learning effectiveness, broaden their learning experiences outside the classroom and raise their understanding of the community and sense of belonging so as to facilitate students' whole-person and all round development.

Eligible Students

4. The eligible students are P1 to S6 students in receipt of the Comprehensive Social Security Assistance (CSSA) or full grant under the Student Financial Assistance Schemes (SFAS).

5. Schools are also given the discretion to offer not more than 10% of the places for other disadvantaged students who are not receiving CSSA/SFAS full grant.

Core Programme Components

6. In view of the diversity of needs, a wide spectrum of after-school programmes, including tutorial service, personal development (such as cultural and art activities, sports activities, leadership training, voluntary service, visits etc.) and skills training with reference to the needs of the eligible students may be offered. The Programme should be designed in such a way that activities are focused not only on academic work related to the school curriculum but also on developing the self-directed learning capacity of the students, including goal setting, study skills, and self-reflection. The Programme is expected to nurture self-esteem and self-reliance in disadvantaged students.

7. To this end, the grant should be utilized to organise/complement programmes with the following core components:

- (a) developing study skills with emphasis on strategies for organising, retaining and applying knowledge;
- (b) fostering self-worth and developing self-management skills;
- (c) developing personal, interpersonal and social skills; and
- (d) developing self-esteem and co-operation with others.

8. Provided that the core components are included, the Programme may take various forms, including but not limited to the following:

- (a) academically-oriented tutorial service, including the development of study skills;
- (b) programmes that focus on personal development and life skills, including psychological well-being; and
- (c) after-school activities for children.

Mode of Implementation

9. The Programme is composed of two major parts, the School-based Grant and Community-based Project Grant.

A. School-based Grant

10. Public sector primary and secondary schools and schools under the Direct Subsidy Scheme (DSS) which plan to organize school-based after-school activities for their eligible students (referring to those in receipt of CSSA or SFAS full grant)

may apply for the School-based Grant. Consequent upon the increase of the annual provision for the Programme, starting from the 2010/11 school year, the amount of subsidy is increased to \$400 per eligible student. The amount of grant to be disbursed to schools is calculated at the rate of \$400 per eligible student per annum, based on the most updated number of eligible students these schools have as on the Education Bureau (EDB)'s record in April 2013.

11. Schools which intend to offer the Programme are requested to complete and return a reply form. For details, please refer to relevant EDB Circular Memorandum to be issued in April 2013 (tentative).

B. Community-based Project Grant

12. To facilitate effective sharing of community resources and encourage worthwhile projects, we will provide funding for organising community-based projects. Interested Non-governmental Organisations (NGOs) will be invited to apply for funding to organise community-based projects or district-wise after-school programmes, schools are encouraged to collaborate with NGOs in bidding for the funding. These projects should aim at providing service and support to eligible students in their own neighbourhood community and establishing a supporting network in the long run.

13. A sample of the application form for the Community-based Projects and relevant references can be downloaded through the following path: the EDB Homepage (<http://www.edb.gov.hk>) → Students and Parents Related → Support and Subsidies → School-based After-School Learning and Support Programmes → Community-based Projects.

14. To ensure quality and consistency of standard, a committee comprising representatives from EDB, the Social Welfare Department, NGOs, parents and the school sector will assess the applications for Community-based Project Grant. The Committee will consider whether the projects are targeted at the most disadvantaged students, and effect sustainable positive impact on them. The possibility of establishing a service network in the locality in the long run will also be taken into consideration.

Basic Principles in Implementation

15. Schools and NGOs should note the following basic principles in deploying the grant:

- (a) the Programme is to build up the capacity and self-esteem of the disadvantaged students, providing them with after-school remedial learning support and other activities conducive to improvement of life skills (e.g. communication skills, self-confidence, etc);
- (b) the Programme should be sustainable and lead to fundamental changes to the attitudes of the students and the parents ;
- (c) the grant is to complement subsidies/services currently provided by the Government and other agencies for helping students from disadvantaged families;
- (d) the Programme to be supported by the grant should not overlap with or replace any similar existing services (e.g. the grant should not be used for subsidising students' participation in activities that are being covered by the Jockey Club Life-wide Learning Fund and etc);
- (e) the Programme to be supported by the grant should be governed by the principles of impartiality, fairness and openness in providing service to eligible students.
- (f) the Programme should be school-based (not necessarily confined to the school premises though) and custom-made to suit the needs of students concerned, and be conducted outside normal school hours; and
- (g) the grant should not be used for providing material assistance to students (e.g. school uniform, musical instruments, etc). Schools/NGOs have to deploy other funding/sponsorship as appropriate for these purposes.

Financial Arrangement

A. School-based Grant

[For All Schools]

16. The accounting and funding arrangements of the Programme are summarized below for guidance:

- (a) Schools shall use the grant exclusively for conducting or complementing the Programme.

- (b) Schools are required to keep a separate ledger account to record all the income and expenditure chargeable to the Programme. The grant should be expended on eligible students only.
- (c) Schools should ensure that all receipts and payments in respect of the Programme are properly and timely recorded.
- (d) Schools are to note that deficit, if any, should be borne by school's own funds.
- (e) Schools may retain the unexpended amount under the School-based Grant subject to its not exceeding the total provision of the Grant for the current year. The excessive amount will be subject to clawback by EDB. For government schools, the said arrangement is based on financial year.
- (f) Payment of the grant to Aided, Caput and DSS schools will be arranged at one go in July 2013. Payment to government schools will be arranged in 2 instalments viz. in July 2013 and April 2014.

17. If schools intend to hire outside service, they have to abide to relevant rules and statutory requirements. Payments relating to employment of staff like salary, contribution to MPF, long service payment, severance pay and any statutory benefits conferred by the Employment Ordinance are all included in the grant. The guideline on hiring outside services and staff appointment is as follows:

[For Aided, Caput and DSS Schools]

- (a) Aided schools should observe EDB Circular No. 15/2007 dated 14 December 2007 on Tendering and Purchasing Procedures in Aided Schools and EDB Circular No. 5/2005 dated 16 June 2005 on Appointment of Staff in Schools, which lists out points to note in handling appointment matters.
- (b) To avoid conflict of interests relating to the procurement of services and the appointment of staff, Caput schools and schools under the DSS should observe, where appropriate, the procedures and the points to note as contained in the said circulars.
- (c) Aided, Caput and DSS schools are also reminded that they should comply with, where appropriate, relevant statutory requirements such as the Education Ordinance, the Employment Ordinance and the Mandatory Provident Fund Schemes Ordinance.

[For Government Schools]

- (a) Government schools should comply with the relevant rules and regulations relating to hire of services and appointment of temporary staff so as to ensure that the principles of openness and fairness be upheld.
- (b) They should also note the statutory duties of the EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap 485), and should follow the Bureau's procedures for enrolment of relevant employees into a Mandatory Provident Fund Scheme.

[For All Schools]

- (a) In response to The Hong Kong Police Force's (Police) setting up the Implementation of the Sexual Conviction Records Check Scheme, schools should consider adopting the Scheme in the appointment procedures in order to further safeguard the well-being of students. For details, please refer to EDB Circular Memorandum No. 179/2011 dated 29 November 2011. Frequently asked questions have been uploaded to the EDB website for school reference (EDB Homepage → Teacher Related → Appointment & Related Matters → Appointment Matters).

B. Community-based Project Grant

18. Subject to the signing of funding agreement with EDB, the successful NGOs will be disbursed a grant in the amount as recommended by the Committee on School-based After-school Learning and Support Programmes.

19. The approved Community-based Project Grant will be disbursed to NGOs in three installments. The first payment will be paid upon the NGO's signing the Grantee Agreement of the project. The second and third payments will be paid upon submission of the progress and final evaluation reports together with the financial statements.

20. Any unspent amount of the approved grant will be clawed back by EDB after completion of the project.

21. NGOs are required to abide by the principles of openness and fairness in procuring goods / services and recruiting staff for the projects. NGOs should, in implementing the Programme, observe paragraphs 8(a), (b), (c), (d) & (e) of the Guideline for Community-based Projects.

Monitoring and Evaluation

A. School-based Grant

22. In line with the School Development and Accountability Framework, schools in receipt of the School-based Grant for 2013-14 are required to include in their School Development Plan their school-based programme and other supporting measures (if any) for disadvantaged students and upload the plan onto their Homepage by end October 2013. For monitoring, schools should conduct annual review on the plan and reflect the outcomes, including the items in the after-school activities, the actual number of disadvantaged students benefitted and the evaluation on the effectiveness of the Programme, including students' learning and affective outcomes in their School Report, of which have to be uploaded onto their Homepage not later than end-November 2014. The school-based programme and its evaluation report should be endorsed by the School Management Committee / Incorporated Management Committee. The School-based Grant disbursed in mid-July 2013 is subject to clawback if schools fail to fulfill the aforesaid requirements. A sample each of the plan and the evaluation report are at Annex 1 and 2 respectively for schools' reference.

23. Schools are required to keep a clear record on the beneficiaries of the grant as well as the type of programmes conducted for audit purpose.

B. Community-based Project Grant

24. NGOs are required to submit to EDB an interim progress report and a final report on the outcome upon completion of the projects. The report should contain a financial statement to account for the usage of the fund, and should also include measurement on achievement of the goal, participation rate and completion rate, feedback from schools, students and parents on the projects and any outcome measures included in the project plan as well as any academic or affective outcome. A sample each of the operation status report, progress report and final report are at Annex 3, 4 and 5 respectively for reference.

25. EDB will monitor the use of the grant and the EDB officers will pay visits to NGOs and schools to monitor the progress of the Programme.

School-based After-school Learning and Support Programmes 2013/14 s.y.
School-based Grant - Programme Plan

Name of School: _____

Project Coordinator: _____ Contact Telephone No.: _____

A. The estimated number of students (count by heads) benefitted under this Programme is _____ (including A. _____ CSSA recipients, B. _____ SFAS full-grant recipients and C. _____ under school's discretionary quota).

B. Information on Activities to be subsidised/complemented by the grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Total no. of activities: _____					[@] No. of participation counts				
					^{**} Total no. of participation counts				

Note:

* Name/type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Participation counts: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of participation count: the aggregate of (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the 10% discretionary quota (C) .

**School-based After-school Learning and Support Programmes 2013/14 s.y.
School-based Grant - Programme Report**

Name of School: _____

Project Coordinator: _____ Contact Telephone No.: _____

A. The number of students (count by heads) benefitted under this programme is _____ (including A. _____ CSSA recipients, B. _____ SFAS full-grant recipients and C. _____ under school's discretionary quota).

B. Information on Activities under the Programme

*Name / Type of activity	Actual no. of participating eligible students #			Average attendance rate	Period/Date activity held	Actual expenses (\$)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Name of partner/ service provider (if applicable)	Remarks if any (e.g. students' learning and affective outcome)
	A	B	C						
Total no. of activities: _____									
@ No. of participation counts									
**Total no. of participation counts					Total Expenses				

Note:

* Name/type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Participation count: refers to the aggregate no. of benefitted students participating in each activity listed above.

** Total no. of participation count: the aggregate of (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the 10% discretionary quota (C).

C. 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 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) Students’ participation in extracurricular and voluntary activities						
o) Students’ sense of belonging						
p) Students’ understanding on the community						
q) Your overall view on students’ community involvement						

D. Comments on the project conducted

Problems/difficulties encountered when implementing the project

(You may tick more than one box)

- unable to identify the eligible students (i.e., students receiving CSSA, SFAS full grant);
- difficult to decide on the 10% discretionary quota;
- eligible students unwilling to join the programmes;
- the quality of service provided by partner/service provider not satisfactory;
- tutors inexperienced and student management skills unsatisfactory;
- the amount of administrative work leads to apparent increase on teachers' workload;
- complicated to fulfill the requirements for handling funds disbursed by EDB;
- the reporting requirements too complicated and time-consuming;
- Others (Please specify): _____

E. Do you have any feedback from students and their parents? Are they satisfied with the service provided? (optional)

**School-based After-school Learning and Support Programmes 2013/14 s.y.
Community-based Project – Operation Status Report (up to 15/10/2013)
(This form, duly completed and signed should be returned to
the Extended Support Programmes Section by mail or by fax on or before 31 October 2013)**

Name of Organization : _____
 Project Title : _____
 Reference No. : _____ Project Coordinator : _____
 Contact Person : _____ Contact Tel. No. : _____

Extended Support Programmes Section
 Room 5203, 52/F, Hopewell Centre,
 183 Queen’s Road East, Wanchai, H.K.
 Fax No.: 3107 1306

- A. The estimated number of students benefitted under this Programme is _____ (count by heads)
 [including: (a)___ CSSA recipients, (b)___ SFAS full-grant recipients and (c)___ under schools’ discretionary quota]
 B. Please provide **information on all approved activities.**

(I) Activities wholly held with collaborating school(s) :

Information on approved project					Actual situation						Remark
Name of approved activity	Estimated no. of participating eligible students #1	Amount of grant apportioned #2	Original commencement date	Original end date	Is the activity on schedule? #3	Actual no. of participating eligible students #1	Actual commencement date	Actual end date	Are the activity expenses within the approved budget (if not, please indicate how the additional expenses are met)	Name of collaborating school(s)	
Total no. of activities: _____ (a1)	Participation counts (total no. of students listed above): _____ (b1)	Total: \$ _____ (c1)				Participation counts (total no. of students listed above): _____ (d1)					

(Use separate sheets if necessary)

(II) Activities open to the community : (including activities which are serving wholly eligible students in the community and those partly collaborating with school(s) in the district and partly serving the community)

Information on approved project					Actual situation							Name of collaborating school(s) (if any)	Remark			
Name of Approved Activity	Estimated no. of participating eligible students #4			Amount of grant apportioned #2	Original commencement date	Original end date	Is the activity on schedule? #3	Actual no. of participating eligible students #4			Actual commencement date			Actual end date	Are the activity expenses within the approved budget (if not, please indicate how the additional expenses are met)	
	Od	Pv	Cs					Od	Pv	Cs						
Total no. of activities: _____ (a2)	Participation counts:	Participation counts:	Participation counts:	Total: \$ _____ (c2)								Participation counts:	Participation counts:	Participation counts:		
	Participation counts (total no. of students listed above): _____ (b2)											Participation counts (total no. of students listed above): _____ (d2)				

Aggregate of : (I) + (II) (i) Total no. of approved activities = (a1)+(a2) : _____ (ii) Estimated no. of participating eligible students = (b1)+(b2) : _____
 (iii) Total amount of activity grant apportioned = (c1)+(c2) : \$ _____ (iv) Actual no. of participating eligible students = (d1)+(d2) : _____

- Remarks : #1. Eligible students: students in receipt of CSSA, SFAS full grant or disadvantaged students under the discretion quota (only applicable to the students provided by the collaborating school(s)).
 #2. Amount of grant apportioned: referring to the amount allocated for the activity from the approved project. Should subsidize only the eligible students.
 #3. Is the activity on schedule?: The progress should be stated as: (a) completed; (b) in progress; (c) pending or (d) cancelled.
 #4. Od (students from Government, Aided or Direct Subsidized Scheme schools that are not listed in (I)) ; Pv (students from private schools) ; Cs (students from collaborating schools listed in (I)) Priority should be given to eligible students from “Od” and “Pv” schools for activities also serving the whole community.

*Name of NGO/ Subsidiary Centre or Unit : _____

*Name and Post of Head of NGO/ Subsidiary Centre or Unit/ Project Coordinator^ : Name _____ / Post _____

Date : _____ Signature : _____

(*Head of NGO/ Subsidiary Centre or Unit / Project Coordinator)



*NGO's/ Subsidiary Centre or Unit's chop

^ If signed by Project Coordinator, all Project Coordinators appear in Part E of the Application Form for Community-based Project should also sign.

* (Delete whichever is not applicable)

School-based After-school Learning and Support Programmes 2013/14 s.y.
Community-based Project – Progress Report (up to 31/12/2013)
 (This form, duly completed and signed should be returned to the
Extended Support Programmes Section by mail or by fax on or before 31 January 2014)

**Extended Support
Programmes Section**

Room 5203, 52/F,
Hopewell Centre,
183 Queen's Road East,
Wanchai, Hong Kong
Fax No: 3107 1306

Name of Organization : _____

Project Title : _____

Reference No. : _____ Project Coordinator : _____

Contact Person : _____ Contact Tel. No. : _____

A. Information on Activities under the Programme

Please provide **information on all approved activities.**

(I) (a) Activities wholly held with collaborating school(s) :

Name of approved activity	Estimated no. of participating eligible students ^{#1}	Actual no. of students served				Is the activity on schedule? (Please refer to #3)	Financial report				Name of collaborating school(s)	Remark
		Eligible students		Non-eligible students ^{#2}			Amount of grant apportioned ^{#4} (\$)(A1)	Other income ^{#5} (if figure available) (\$)(B1)	Subsidy from NGO(\$)(C1)	Expenses ^{#6} (if figure available) (\$)(D1)		
		No. of students	Average attendance rate (%)	No. of students	Average attendance rate (%)							
Total no. of activities:	Participation counts (total no. of students listed above):	Participation counts (total no. of students listed above):	Average rate: _____%	Participation counts (total no. of students listed above):	Average rate: _____%	Total(\$)						
						(A1)=	(B1)=	(C1)=	(D1)			

(Use separate sheets if necessary)

(b) Information of eligible students in collaborating schools (up to 31 December 2013)

No. of <u>eligible</u> students benefitted (count by heads):	Subtotal
(i) <i>Comprehensive Social Security Assistance (CSSA)</i> :	
(ii) <i>Student Finance Assistance Scheme (SFAS) full grant</i> :	
(iii) <i>total no. of disadvantaged students under the discretion quota ^{#1} (only applicable to the students identified by the collaborating school(s))</i> :	
(iv) Total no. of eligible students benefitted : (i) + (ii) +(iii) =	
(v) Total no. of <u>non-eligible</u> students (must pay full fee) :	
Total no. of students: (iv) + (v) =	

(II) (a) Activities open to the community : (including activities which are serving wholly eligible students in the community and those partly collaborating with school(s) in the district and partly serving the community)

Name of activity	Estimated no. of participating eligible students ^{#7}			Actual no. of students served						Is the activity on schedule ? ^{#3}	Financial report				Name of collaborating school(s) (if any)	Remark
	Od	Pv	Cs	Eligible students ^{#7}			Non-eligible students ^{#2}				Amount of grant apportioned ^{#4} (\$) (A2)	Other income ^{#5} (if figure available) (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses ^{#6} (if figure available) (\$) (D2)		
Od				Pv	Cs	Average attendance rate (%)	No. of students	Average attendance rate (%)								
Total no. of activities: _____	Participation counts:	Participation counts:	Participation counts:	Participation counts:	Participation counts:	Participation counts:	Average rate: _____ %	Participation counts (total no. of students listed above): _____	Average rate: _____ %	Total (\$)				Name of collaborating school(s) (if any)	Remark	
	Participation counts (total no. of students listed above): _____			Participation counts (total no. of students listed above): _____						(A2)=	(B2)=	(C2)=	(D2)=			

(b) Information of eligible students in open to the community activities (up to 31 December 2013)

	School classification			Subtotal
	Od	Pv	Cs	
No. of eligible students benefitted (count by heads) :				
<i>(vi) Comprehensive Social Security Assistance (CSSA)</i>				
<i>(vii) Student Finance Assistance Scheme (SFAS) full grant</i>				
<i>(viii) total no. of disadvantaged students under the discretion quota #1 (only applicable to the students identified by the collaborating school(s))</i>				
(ix) Total no. of eligible students benefitted: (vi) + (vii) + (viii)	=			
(x) Total no. of non-eligible students (must pay full fee) :				
Total no. of students (ix) + (x) =				

(III) Number of participating students in the whole project (up to 31 December 2013)

Information on eligible students (count by heads):

(i)+(vi) total no. of students receiving CSSA : _____

(ii)+(vii) total no. of students receiving SFAS full grant : _____

(iii)+(viii) total no. of disadvantaged students under the discretion quota #1 (only applicable to the students identified by the collaborating school(s)) : _____

(a) Total no. of eligible students benefitted : _____

Non-eligible students:

From (v) : _____

From (x) : _____

(b) Total no. of non-eligible students : _____

Total no. of students (a) + (b) :

(IV) Financial Summary of the whole project (up to 31 December 2013)

(E) administration cost : \$ _____

(F) project coordination expenditure : \$ _____

(G) Administration cost and project co-ordination expenditure subsidised by NGO : \$ _____

(H) total project expenditure = (D1)+(D2)+(E)+(F) = \$ _____

(I) amount of approved grant : \$ _____

(Please fill in accordance with the **item 5 of part J of the application form**, i.e. the total amount of grant approved to your organization 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) = \$ _____

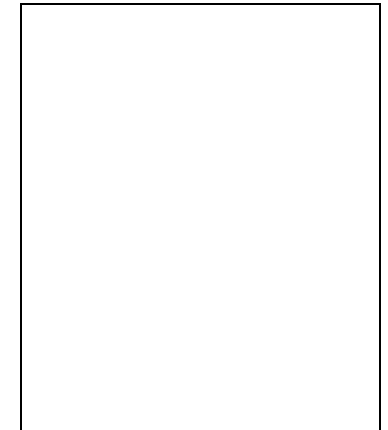
Remarks :

- #1. Eligible students: students in receipt of CSSA, SFAS full grant or disadvantaged students under the discretion 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 non-eligible student should therefore pay \$100) .
- #3. Is the activity on schedule? The progress should be stated as: (a) completed; (b) in progress; (c) pending or (d) cancelled.
- #4. Amount of grant apportioned: referring to the amount allocated from the approved project. Should subsidize only the eligible students, non-eligible students must pay full fee.
- #5. Other income: other income of the activity 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 organizing the activity (including subsidy by NGO in the expense). If the figure is not known yet, please fill in pending.
- #7 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 Subsidized Scheme schools not listed in (I)) ;
 - Pv (students from private schools) ;
 - Cs (students from collaborating schools listed in (I))

*Name of NGO/ Subsidiary Centre or Unit : _____

*Name and Post of Head of NGO/ Subsidiary Centre or Unit/ Project Coordinator^ : Name _____ / Post _____

Date : _____ Signature : _____
(*Head of NGO/ Subsidiary Centre or Unit / Project Coordinator)



*NGO's/ Subsidiary Centre or Unit's chop

^ If signed by Project Coordinator, all Project Coordinators appear in Part E of the Application Form for Community-based Project should also sign.

* (Delete whichever is not applicable)

Name of
Organisation _____

Application
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			
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 extracurricular 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 / in progress

*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;
- cooperation with collaborating schools needs improvement;
- 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): _____

**School-based After-school Learning and Support Programmes 2013/14 s.y.
Community-based Project – Final Report (up to 31/7/2014)
(This form, duly completed and signed should be returned to the
Extended Support Programmes Section by mail or by fax on or before 30 September 2014)**

Extended Support Programmes Section

Room 5203, 52/F,
Hopewell Centre,
183 Queen’s Road East,
Wanchai, Hong Kong
Fax No: 3107 1306

Name of Organization : _____

Project Title : _____

Reference No. : _____ Project Coordinator : _____

Contact Person : _____ Contact Tel. No. : _____

A. Information on Activities under the Programme

Please provide **information on all approved activities.**

(I) (a) Activities wholly held with collaborating school(s) :

Name of approved activity	Estimated no. of participating eligible students #1	Actual no. of students served				Is the activity on schedule? (Please refer to #3)	Financial report				Name of collaborating school(s)	Remark
		Eligible students		Non-eligible students #2			Amount of grant apportioned #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 (%)							
Total no. of activities:	Participation counts (total no. of students listed above):	Participation counts (total no. of students listed above):	Average rate: _____%	Participation counts (total no. of students listed above):	Average rate: _____%	Total(\$)						
						(A1)=	(B1)=	(C1)=	(D1)			

(Use separate sheets if necessary)

(b) Information of eligible students in collaborating schools (up to 31 July 2014)

No. of eligible students benefitted (count by heads):	Subtotal
(i) <i>Comprehensive Social Security Assistance (CSSA)</i> :	
(ii) <i>Student Finance Assistance Scheme (SFAS) full grant</i> :	
(iii) <i>total no. of disadvantaged students under the discretion quota ^{#1} (only applicable to the students identified by the collaborating school(s))</i> :	
(iv) Total no. of eligible students benefitted : (i) + (ii) +(iii) =	
(v) Total no. of <u>non-eligible</u> students (must pay full fee) :	
Total no. of students: (iv) + (v) =	

(II) (a) Activities open to the community : (including activities which are serving **wholly** eligible students in the community and those partly collaborating with school(s) in the district and partly serving the community)

Name of approved activity	Estimated no. of participating eligible students ^{#7}			Actual no. of students served						Is the activity on schedule ? ^{#3}	Financial report				Name of collaborating school(s) (if any)	Remark
				Eligible students ^{#7}				Non-eligible students ^{#2}			Amount of grant apportioned ^{#4} (\$) (A2)	Other income ^{#5} (\$) (B2)	Subsidy from NGO (\$) (C2)	Expenses ^{#6} (\$) (D2)		
	Od	Pv	Cs	Od	Pv	Cs	Average attendance rate (%)	No. of students	Average attendance rate (%)							
Total no. of activities: _____	Participation counts:	Participation counts:	Participation counts:	Participation counts:	Participation counts:	Participation counts:	Average rate: _____ %	Participation counts (total no. of students listed above): _____	Average rate: _____ %	Total (\$)				Name of collaborating school(s) (if any)	Remark	
	Participation counts (total no. of students listed above): _____			Participation counts (total no. of students listed above): _____						(A2)=	(B2)=	(C2)=	(D2)=			

(b) Information of eligible students in open to the community activities (up to 31 July 2014)

	School classification			Subtotal
	Od	Pv	Cs	
No. of eligible students benefitted (count by heads) :				
<i>(vi) Comprehensive Social Security Assistance (CSSA)</i>				
<i>(vii) Student Finance Assistance Scheme (SFAS) full grant</i>				
<i>(viii) total no. of disadvantaged students under the discretion quota^{#1} (only applicable to the students identified by the collaborating school(s))</i>				
(ix) Total no. of eligible students benefitted: (vi) + (vii) + (viii)	=			
(x) Total no. of non-eligible students (must pay full fee) :				
Total no. of students (ix) + (x) =				

(III) Number of participating students in the whole project (up to 31 July 2014)

Information on eligible students (count by heads):

(i)+(vi) total no. of students receiving CSSA : _____

(ii)+(vii) total no. of students receiving SFAS full grant : _____

(iii)+(viii) total no. of disadvantaged students under the discretion quota^{#1} (only applicable to the students identified by the collaborating school(s)) : _____

(a) Total no. of eligible students benefitted :

Non-eligible students:

From (v) : _____

From (x) : _____

(b) Total no. of non-eligible students :

Total no. of students (a) + (b) :

(IV) Financial Summary of the whole project (up to 31 July 2014)

(E) administration cost : \$ _____

(F) project coordination expenditure : \$ _____

(G) Administration cost and project co-ordination expenditure subsidised by NGO : \$ _____

(H) total project expenditure = (D1)+(D2)+(E)+(F) = \$ _____

(I) amount of approved grant : \$ _____

(i.e. the aggregate of three payments claimed at your reply to EDB in April 2014)

(J) interest earned (if any) : \$ _____

(K) total project income = (B1)+(B2)+(C1)+(C2)+(G)+(I)+(J) = \$ _____

balance = (K)-(H) = \$ _____

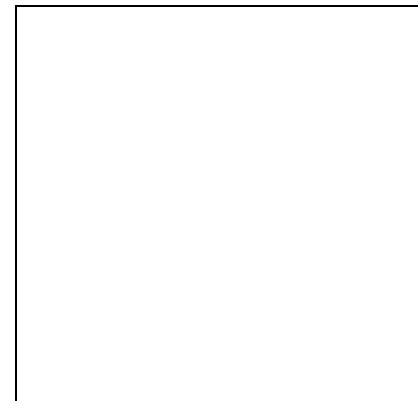
Remarks :

- #1. Eligible students: students in receipt of CSSA, SFAS full grant or disadvantaged students under the discretion 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 or (b) cancelled.
- #4. Amount of grant apportioned: referring to the amount allocated from the approved project. Should subsidize only the eligible students, non-eligible students must pay full fee.
- #5. Other income: other income of the activity such as the fee paid by the non-eligible students, donation and sponsorship.
- #6. Expenses: the expenses for organizing the activity (including subsidy by NGO in the expense).
- #7 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 Subsidized Scheme schools not listed in (I)) ;
 - Pv (students from private schools) ;
 - Cs (students from collaborating schools listed in (I))

*Name of NGO/ Subsidiary Centre or Unit : _____

*Name and Post of Head of NGO/ Subsidiary Centre or Unit/ Project Coordinator : Name _____ / Post _____

Date : _____ Signature : _____
(*Head of NGO/ Subsidiary Centre or Unit / Project Coordinator)



*NGO's/ Subsidiary Centre or Unit's chop

*(Delete whichever is not applicable)

Name of
Organisation _____

Application
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 extracurricular 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, SFAS full grant);
- eligible students unwilling to join the programmes;
- cooperation with collaborating schools needs improvement;
- 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): _____

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 on the project? 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.