

Tips for Writing Good Proposals (2014/15)
(for Applications with Grant Sought Not Exceeding \$150,000)
(For reference only)

- The applicant should demonstrate the project needs, project feasibility and expected project outcomes with reference to the open-ended guided questions as listed in the proposal template in Part II of the Application Form.
- Focus should be made on the school-based innovative ideas or new practices [i.e. Part (I)(c) of the proposal], implementation details with a realistic timeline [i.e. Part (II)(a)(iii) of the proposal] and detailed budget of expenditure items with justifications [i.e. Part (II)(c) of the proposal].
- The project proposal should not exceed six pages of A4 size at font size no smaller than 11 points and single line spacing.
- An exemplar on application proposal with grant sought not exceeding \$150,000 is prepared in Annex I. Please note that the exemplar is for reference only and sheer copying will not be considered.

Quality Education Fund Secretariat
March 2014

Annex I

Exemplar on application proposal with grant sought not exceeding \$150,000 (for reference only)

Quality Education Fund Application with Grant Sought not Exceeding \$150,000 Application Form --- Part II: Project Proposal

Project Title Promoting Moral Education through Cantonese Opera	Project Number (To be assigned by the QEF)
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Basic Information

Name of School / Organization / Individual:
ABC Kindergarten

Beneficiaries

- (a) Sector: Pre-primary Primary Secondary Special (*Please tick*)
- (b) Students: 220 (in number)* and K1 – K3 (class level/age)*
- (c) Teachers: 20 (in number)*
- (d) Parents: 220 (in number)*
- (e) Participating Schools (excluding applicant school): 0 (in number and types)*
- (f) Others (please specify): NA

* *Please specify if appropriate*

Proposal

(I) Project Needs

- (a) Please state the aims of the project in clear and concise terms.
(*Example: To enhance pre-primary students' interests in reading through story-telling, singing, and drama.*)

The project aims at enhancing students' interest in traditional Chinese arts and nurturing their moral development by providing them with a series of Cantonese opera learning activities and opportunities for performances.

(b) (i) What are the areas of the needs and priorities of the school?

(Please tick the appropriate box(es).)

- Enhance learning and teaching to facilitate students' knowledge on subjects / learning areas / generic skills development
- Promote students' social and emotional development
- Enhance school management / leadership and teachers' professional development / wellness
- Others (please specify) Nurture students' moral development

(ii) Please give background information to justify the demonstrated needs as mentioned in (b)(i).

(Please tick the appropriate box(es).)

- School development plan: The proposed project is aligned with the school mission which aims at fostering whole child development.
- Survey findings: A survey on students' interest in Cantonese opera was conducted. It was found that both students and parents had great interest in Cantonese opera.
- Literature review summary: _____
- Assessments on students' performance: _____
- Relevant experiences: Based on a completed QEF project, it was noted that students showed interest to take part in Cantonese opera activities and they performed very well. Building on such successful experience, it is believed that Cantonese opera is a useful medium to nurture students' moral development.
- Others (please specify) _____

(c) Please elaborate the innovative ideas or new practices to enhance, adapt, complement and/or supplement the existing practices of the school.

(Example: Drama and music are effective means to stimulate students' interest in reading and help develop their multi-intelligence.)

Combining moral education with Cantonese opera in kindergarten learning activities.

(II) Project Feasibility

(a) Please describe the design of the project, including:

(i) Approach/Design/Activity

(Example: The project adopts the drama-in-education strategy and uses popular children songs to arouse students' interest in reading in a fun and interactive way.)

Six topics (i.e. filial piety, courtesy, family affection, fraternal respect, wisdom, and reverence) will be introduced to students in a fun and interactive way, complemented by using Cantonese operatic songs with a view to nurturing students' relevant moral values.

Students will be introduced to the topics by using a storytelling approach to facilitate their understanding on the moral values behind. Students' understanding of each topic will be deepened by learning songs through games.

Students will get familiar with the Cantonese operatic songs with lyrics re-written to cultivate their learning of traditional moral values. Besides, they will also learn some basic techniques and skills for performing Cantonese opera, e.g. hand movements, round walking (走圓台), small jump, controlling long sleeves (水袖). In addition, the instructor will discuss and share the traditional moral values such as truth, courage, kindness, love and justice with the students during the activities. The learning and teaching contents will be adapted and designed according to the interest and ability of students.

(ii) Key Implementation Details

Project period: September 2014 to August 2015

Month / Year	Content / Activity / Event	Target Beneficiary
Sep 2014	Organisation of a talk to introduce the Cantonese opera (2-hour)	20 teachers and 220 parents
Sep 2014	Organisation of two workshops on basic knowledge and the learning and teaching of Cantonese opera (4-hour each)	20 teachers and 220 parents
Sep – Oct 2014	Development of learning contents for the six topics: (1) filial piety (2) courtesy (3) family affection (4) fraternal respect (5) wisdom (6) reverence	Teachers in collaboration with the instructor
Nov 2014 – Mar 2015	Implementation of learning activities <ul style="list-style-type: none"> • Six hours for each topic, 36 hours in total, for each kindergarten level • Student will participate in half-hour learning activities each day • The learning and teaching contents will be adapted and designed with different levels of difficulties to cater for the diverse learning abilities and needs of student 	220 K1 to K3 students
Apr – Jun 2015	Rehearsal for the performance (20-hour rehearsal)	40 students and parents

Jul 2015	Performances	40 students and parents
Aug 2015	Evaluation of the Project	Students, parents, teachers, the school head and the instructor

(b) Please explain the extent of teachers' and/or principal's involvement and their roles in the project.

(i) Number of teachers' involved and degree of input (time, types, etc.):
 20 teachers of the kindergarten will participate in the project by attending the talk, workshops, and assist in adapting, designing as well as conducting the learning activities.

(ii) Roles of teachers in the project: *(Please tick the appropriate box(es).)*

- Leader Co-ordinator
 Developer Service recipient
 Others (please specify) _____

(c) Please provide the budget of the project and justify the major items involved.

Grant Sought: HK\$135,000

Budget item*	Expenditure Detail		Justification
	Item	Amount (\$)	
i) Staff	-	-	-
ii) Service	Instructor (\$500 / hr) • Talk/workshop \$500 x 10 hr • Learning Activities \$500 x 36 hr x 3 • Rehearsal \$500 x 20 hr	69,000	An instructor with expertise and 10-year experience in promoting and organising Cantonese opera for students will be hired for collaborating with teachers to develop the learning contents, conduct talk/workshop/rehearsal and observe learning activities
iii) Equipment	-	-	-
iv) Works	-	-	-
v) General expenses	• Backdrop and decoration for performances	5,000	Some consumables will be purchased

	<ul style="list-style-type: none"> • Costume and make-up • Sound effect for the performances • Props • DVD / CD on Cantonese opera • Audit Fee 	40,000 6,000 5,000 5,000 5,000	Some DVD/CDs will be purchased as teaching resources
vi) Contingency	-	-	
Total Grant Sought (\$):		135,000	

** Please cross out as appropriate*

(III) Expected Project Outcomes

(i) Please describe how to evaluate the effectiveness of the project;

(Please tick the appropriate box(es).)

- Observation: To observe whether students participate actively in the learning activities and their responses during the learning process.
- Focused group interviews: Teachers and parents will be interviewed to collect their views on the implementation and the impact of the project.
- Pre- and post-activity surveys: Questionnaire will be given to teachers and parents regarding students' interest, attitudes, participation and performances before and after the learning activities.
- Performance change of students in assessment: _____
- Others (please specify) _____

and (ii) Please state the project deliverables or outcomes.

(Please tick the appropriate box(es).)

- Learning and teaching materials
- Resource package
- DVD
- Others (please specify) _____