

Quality Education Fund

The Dedicated Funding Programme for Publicly-funded Schools

Guide to Applicants

Background

1. The Quality Education Fund (hereafter “QEF”) is established to fund worthwhile initiatives on a pilot basis and one-off projects that are non-profit-making, aiming to raise the quality of school education, and to promote quality school education at all levels, i.e. kindergarten, primary, secondary and special education.

2. The QEF Steering Committee, on a recommendation made by the Government, has set aside \$3 billion for the implementation of the Dedicated Funding Programme for Publicly-funded Schools (hereafter “the Programme”) for four school years starting from 2018/19. Publicly-funded schools¹ and kindergartens joining the kindergarten education scheme can apply for funding under the Programme to launch school-based curriculum development and/or student support measures, as well as relevant school improvement works and/or procurement of supplies. The implementation period of the Programme is extended to the 2025/26 school year to allow more time for schools to make holistic planning and optimise the use of the additional resources under the Programme.

Eligibility for Application

3. Publicly-funded schools and kindergartens joining the Kindergarten Education Scheme may submit application.

Scope

4. A project funded by the QEF should be undertaken in Hong Kong and one-off in nature. The projects approved with funding support should not entail recurrent expenditure on the part of the QEF. It should not duplicate any project that the Government is undertaking or about to undertake. If similar projects are approved with funding support from other Government sources, they should not be submitted to the QEF for funding support repeatedly.

5. Under the Programme, the QEF provides funding to projects aiming at launching school-based curriculum development and/or student support measures, including relevant school improvement works² and/or procurement of supplies.

¹ Publicly-funded schools include government schools, aided schools, caput schools, and schools under the Direct Subsidy Scheme.

² The QEF funding support will only be applicable for school improvement works in the kindergarten sector if the kindergartens have their own school premises or secure a relatively long tenancy agreement with permission from the landlord.

Amount of Funding Support

6. By making reference to the QEF applications previously submitted by schools, the QEF set indicative values of projects for different school sectors. The indicative value of projects from kindergarten sector is about **\$500,000** and that of project from primary, secondary and special school sector is about **\$2,000,000**. Each school may submit one or more applications taking into account their own circumstances, development directions and student needs.

Duration

7. The Programme is implemented starting from 2018/19 school year to 2025/26 school year.

8. To ensure that the funding will be utilized to support schools' imminent needs and bear fruits timely, the duration of each project normally will not exceed three years.

Application Period

9. Two calls for submission of applications will be made each year. The application periods of the eleventh call and the twelfth call of the Programme are as follows:

The eleventh call of applications: October 2023 – January 2024

The twelfth call of applications: April 2024 – July 2024

Application Method

10. Schools are required to complete and submit the digital application form and project proposal via the Electronic Project Management System (hereafter "EPMS") on the QEF website (www.qef.org.hk).

Application Quota

11. Applications under the Programme will be handled separately from the other QEF funding programmes and are excluded from the existing application quota restriction.

Details of Collaborating/Participating Organisations

12. Schools planning to invite other schools and/or organisations to collaborate/participate in the projects should seek prior consent from the collaborating/participating schools and/or organisations, and provide the names of collaborating/participating schools and/or organisations via the EPMS when submitting applications.

13. Collaborating/participating schools and/or organisations are required to confirm collaboration/participation in the EPMS within 14 days from the date of submission of the application. Should no confirmation be made, the schools and/or organisations concerned will not be regarded as valid collaborators/participants.

Assessment Criteria

14. Project proposals of the Programme are mainly assessed in accordance with the criteria under five areas, including project needs, project feasibility, budget, expected project outcomes as well as sustainability and dissemination of project outcomes. Other than the above-mentioned criteria, the QEF would also consider each application in a holistic manner having regard to the circumstances and justifications of individual cases. Details of the five areas of assessment criteria are at Annex 1.

15. Generally speaking, the QEF would make assessment based on the project proposals received. The QEF reserves the right to request schools to further explain the proposal details and/or seek supplementary information from schools where necessary. Unless on request of the QEF Secretariat, any supplementary information provided after submission of applications will not be accepted and will not form part of the applications.

Announcement of Results

16. The QEF will process the submitted applications and release application results by batches. The QEF will announce the application results through the EPMS.

Signing of Agreement

17. Upon receiving written approval issued by the QEF, schools are required to enter into an agreement setting out the conditions for funding approval with the QEF.

Responsibility of Grantees

18. **Grantees should only commence the project activities after signing the agreement.**

19. Grantees are required to strictly observe the terms and conditions set out in the agreement as well as the “General Guidelines on Management and Monitoring of Projects”, “General Guidelines on Staff Administration and Procurement Matter” and “General Guidelines on Handling of Assets” attached to the agreement.

20. Grantees are required to open and maintain with a licensed bank in Hong Kong a bank account designated for processing all income and expenditure chargeable to the approved funding of the QEF. Should the above bank account be available, grantees need not separately open a new bank account for projects under the Programme. Nevertheless, grantees are still required to keep a separate ledger in the accounting system for recording the income and expenditure relating to the Programme.

21. Grantees are required to optimise the use of approved funding to implement project activities in accordance with the signed agreement. Should there be any unspent funding amount by the end of the projects, grantees are required to return the surplus to the QEF.

22. All approved projects will be subject to monitoring by the QEF. Members of the QEF committees and the QEF Secretariat officers will conduct on-site visits for monitoring the implementation of approved projects. Grantees are required to make arrangement for the related visits.

23. Grantees are required to play an active role in project monitoring and self-evaluation. Grantees will be required to submit reports for project monitoring purpose on a regular basis during project period. Upon completion of the project, grantees are required to submit a final report and an end-of-project financial report. Relevant details are set out in the “General Guidelines on Management and Monitoring of Projects”.

24. Grantees are required to keep, during the term of the signed agreement and up to seven years after the project completion date, all original receipts, payment vouchers and books of accounts relating to the projects and to make the same available for inspection from time to time by the QEF and authorized Government officials.

25. Grantees are required to participate actively in the promotion, publicity and dissemination activities organised or facilitated by the QEF.

Intellectual Property Right

26. The contents, the deliverables and the products developed from all projects sponsored by the QEF, including but not limited to all texts, graphics, drawings, diagrams, photographs, audio and video recordings as well as statistics or compendium of other materials (collectively, the “Products”) are protected by intellectual property rights. Unless otherwise indicated, the Permanent Secretary for Education Incorporated is the owner of the copyright and other intellectual property rights in the Products. For details, please refer to “QEF Intellectual Property Rights Policy”.

Quality Education Fund Secretariat
December 2023

Quality Education Fund Application Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in the application 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;
- (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 the 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 / Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by the application and during the processing of the application 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 the EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
- (b) the school / organisation in which the application relates for the purposes mentioned in paragraph 1 above (if applicable);
- (c) personnel, agent, service provider or organisations, including the Quality Education Fund Steering Committee, the Assessment and Monitoring Sub-committee, the Dissemination and Promotion Sub-committee, and the Task Force on e-Learning Ancillary Facilities Programme, engaged by the EDB to provide services or advice for purposes mentioned in paragraph 1 above;

- (d) where you have given your prescribed consent to such disclosure; and
- (e) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by the EDB. Request for access or correction of personal data should be made in writing to Executive Officer (Quality Education Fund)¹ at Room 403, 4/F, 14 Taikoo Wan Road, Taikoo Shing, Quarry Bay, Hong Kong or email to exoqef1@edb.gov.hk.