

Quality Education Fund

The Dedicated Funding Programme for Publicly-funded Schools

When writing this proposal, did the school refer to the sample proposal¹/project(s) approved with funding support² at the Quality Education Fund (QEF) website?

(Please put a tick “✓” in the appropriate box. If yes, please provide the relevant sample proposal/project number(s) for QEF Secretariat’s reference.)

☐ Yes. Relevant sample proposal number: _____
Approved project number: _____

☐ No.

Project Title: (Chinese)

(English)

Project Number:

(To be assigned by the QEF)

Name of School

Beneficiaries

☐ Kindergarten

☐ Primary School

☐ Secondary School

☐ Special School

Estimated Number of Direct Beneficiaries

Student: _____(Number) _____ (Class level(s))

Teacher: _____(Number)

Parent: _____(Number)

Others (Please specify): _____(Type) _____(Number)

1. Project Needs

1.1	Project aim(s)	
1.2	School-based innovative element(s)	
1.3	Project meeting school-based/students’ needs	<p>Please choose the relevant item(s) and elaborate.</p> <p><input type="checkbox"/> Relevance to the school development plan of this cycle/major concern: _____</p> <p><input type="checkbox"/> School context: _____</p> <p><input type="checkbox"/> Students’ learning styles: _____</p> <p><input type="checkbox"/> Survey results (Example: Assessment Program for Affective and Social Outcomes (APASO)): _____</p> <p><input type="checkbox"/> Others (Please specify): _____</p>

2. Project Feasibility

2.1	Key concept(s)/rationale(s) of the project	<p>Please choose the relevant item(s) and elaborate.</p> <p><input type="checkbox"/> Reference the Education Bureau curriculum documents/guidelines: _____</p> <p><input type="checkbox"/> Reference pedagogical theories/strategies: _____</p> <p><input type="checkbox"/> Others (Please specify) (Example: literature review/research reports, etc.): _____</p>
2.2	School’s readiness	<p>Please choose the relevant item(s) and give a brief account of the salient points.</p> <p><input type="checkbox"/> Relevant school experience: _____</p> <p><input type="checkbox"/> Relevant facilities and equipment acquired: _____</p> <p><input type="checkbox"/> Relevant training received/qualifications and experience acquired by teaching staff: _____</p> <p><input type="checkbox"/> Others (Please specify): _____</p>

¹ The sample proposals are available at QEF website at https://www.qef.org.hk/english/application_guide/qeffundsub.html.

² The projects approved with funding support are available at the QEF Cyber Resource Centre at <https://qcr.qef.org.hk/>.

2.3	Principal and teachers' involvement	Please select the appropriate item(s).								
		School Personnel	Duties							
			Formulate plans	Monitor and supervise	Coordinate/ collaborate	Plan curriculum / activities	Process funding	Conduct/ participate in activities	Consolidate learning and teaching materials	Others (Please specify)
		Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Vice principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Curriculum leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Subject panel head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Project leader	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Subject teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Others (Please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.4 Project period

Project Start Date and End Date: from _____ to _____ (month/year) (month/year)
The project lasts for _____ year(s) and _____ month(s).

2.5 Details of project activities

a. Project implementation measures

Implementa tion Period (month/year – month/year)	Item	Key learning stages and key learning areas/ subjects/ learning elements	Content (Including (if applicable) topics, learning and teaching strategies/modes, class level(s) and number of student participants, selection criteria, usage of proposed equipment/facilities and/or venues facilitate the learning and teaching/student support activities, etc.)	Number of sessions (number of sessions for each level/class/group and the duration of each session (minutes))	Number of school personnel and/or appointed project staff involved and respective duties	Expected outcomes

b. Teacher training (if applicable)

Implementation Period (month/year – month/year)	Item	Content (Including (if applicable) topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)	Number of sessions (number of sessions/times for the whole project period and the total number of hours)	Teacher training conducted by school personnel/external instructor(s)	Expected outcomes
				<input type="checkbox"/> Conducted by school staff <input type="checkbox"/> Conducted by external training instructor/speaker	

c. Other measures and activities (if applicable)

Example: Parent activities

2.6 Budget³

a. Staff cost (Please provide information for each staff member to be appointed separately.)							
Post title	Full-time equivalent (%)	Appointment requirements (including (if applicable) relevant qualification and experience)	Monthly salary	Mandatory Provident Fund	Employment period (months)	Amount	Justifications (including (if applicable) job duties of the proposed staff, the reason for the need of additional staff, justifications for employing staff with higher salary, etc.)
Sub-total on staff cost :							
b. Service cost							
Item (including (if applicable) instructor for teacher training, coach for student activity, speaker for talk, rental fee for venue)	Service details (including (if applicable) qualifications and experiences of the service provider or staff to be deployed to provide services, number of staff involved, number of service sessions, number of beneficiaries, etc.)			Unit cost ⁴	Quantity/ Number of hours	Amount	Justifications (including (if applicable) duties of the service provider or the staff deployed to provide services, reason for procuring service, justifications for the service fee higher than the pricing standards suggested by the QEF, etc.)
Sub-total on service cost:							

³ In preparing the budget, schools should make reference to the latest market price and the pricing standards suggested on the QEF website (<http://qef.org.hk>). If the price of an individual item is higher than that of the pricing standards of the QEF, please provide relevant justifications.

⁴ Remuneration for instructors, coaches and speakers should be calculated on an hourly basis.

c. Equipment cost					
Item (including (if applicable) interactive whiteboard, picture book, student desk, bookshelf, tablet PC, digital camera, etc.)	Specifications (including (if applicable) size, function, configuration, content, etc.)	Unit cost	Quantity	Amount	Justification (including (if applicable) the necessity of the equipment, how to complement with the project measures to achieve the project aims, the justifications for procuring equipment at a price higher than the market price/the QEF pricing standards, expected utilization rate, etc.)
Sub-total on equipment cost :					
d. Works cost					
Item	Works details		Amount	Justification (including (if applicable) the necessity of the construction/ refurbishment works in achieving the project aims)	
Sub-total on works cost :					
e. General expenses					
Item (Please specify the quantity or frequency) (including (if applicable) teaching aid, activity supplies, printing teaching materials, etc.)			Amount	Justification	
Sub-total on general expenses :					
f. Contingency					
Item			Amount (Round down to the nearest integer)		
Works contingency (Total works cost x 10%)					
General contingency ⁵ ((Total service cost + Total equipment cost + Total general expenses) x 3%)					
Sub-total on contingency :					
			Amount		
g. Audit fee ⁶					
Sub-total on audit fee :					
Total amount of funding sought⁷ :					

⁵ General contingency is only applicable to projects lasting for more than one year.

⁶ For projects with approved funding of exceeding \$100,000, grantees are required to submit audited accounts upon project completion and the audit fee could be included in the budget. The QEF will cover the audit fee of not more than \$5,000 for a project with approved funding of not exceeding \$1 million, and up to \$15,000 for a project with approved funding of over \$1 million.

⁷ Under the Dedicated Funding Programme for Publicly-funded 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 projects from primary, secondary and special school sector is about \$2 million. For details, please refer to the Guide to Applicants.

3. Expected Project Outcomes

3.1	Deliverables / outcomes and positive impact on the school's development	Please select the appropriate item(s) and elaborate. <input type="checkbox"/> Lesson plans: _____ <input type="checkbox"/> Resource package: _____ <input type="checkbox"/> E-deliverables: _____ <input type="checkbox"/> Students' work: _____ <input type="checkbox"/> Enhanced learning atmosphere: _____ <input type="checkbox"/> Development of students' positive values: _____ <input type="checkbox"/> Enhanced collaboration between subject panels: _____ <input type="checkbox"/> Strengthened teachers' capabilities in curriculum design and teaching: _____ <input type="checkbox"/> Others (Please specify): _____
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3.2 Evaluation

Please propose specific evaluation method(s) and success criteria.

Evaluation Method	Success criteria
<input type="checkbox"/> Lesson/activity observation	
<input type="checkbox"/> Questionnaire	
<input type="checkbox"/> Focus group interview	
<input type="checkbox"/> Pre-test/post-test	
<input type="checkbox"/> Others (Please specify)	

3.3 Sustainability of the project (only applicable to applications with total funding sought **exceeding \$200,000**)

Please select the appropriate item(s). <input type="checkbox"/> The curriculum will continue to be implemented and enhanced after the completion of the project. <input type="checkbox"/> The project will be extended to other classes/levels/subjects. <input type="checkbox"/> The relevant facilities and equipment will be properly used for learning and teaching activities after the completion of the project. <input type="checkbox"/> Sharing sessions through different teacher professional exchange activities and networks will be organised for transfer of successful experience. <input type="checkbox"/> Others (Please specify): _____

3.4 Dissemination (only applicable to applications with total funding sought **exceeding \$200,000**)

Please select the appropriate item(s) and elaborate.

<input type="checkbox"/> Seminar/sharing session	
<input type="checkbox"/> Learning circle	
<input type="checkbox"/> Lesson demonstration	
<input type="checkbox"/> Workshop	
<input type="checkbox"/> Others (Please specify)	