

Quality Education Fund
The e-Learning Ancillary Facilities Programme
Guide to Applicants
(For Development and Dissemination Scheme and New Project Scheme)

Background

1. The Quality Education Fund (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. Promulgated in the Chief Executive’s Policy Address 2020 and as agreed by the QEF Steering Committee (QEFSC), \$2 billion is set aside in the QEF to support e-learning by launching a three-year programme to ensure that all students will have equal opportunities in accessing e-learning and support the provision of ancillary facilities for implementation of e-learning. Under this initiative, \$500 million will be allocated to set up a pilot scheme, namely “The e-Learning Ancillary Facilities Programme” (Programme) for (i) selected grantees of previously approved e-learning projects funded by the QEF (the Development and Dissemination Scheme) and (ii) tertiary institutions and/or school sponsoring bodies (the New Project Scheme) to apply for funding under the Programme to develop ancillary facilities for implementation of e-learning in kindergartens, primary, secondary and special schools.
3. Through the two Schemes, the QEF aims to develop and provide e-learning ancillary facilities that would have positive impact to the education sector at large through fostering in-depth collaboration between the school sector, tertiary institutions, educational and professional organisations as well as business sector.

Eligibility for Application and Application Quota

Development and Dissemination Scheme

4. The QEF Secretariat would screen through the approved QEF projects that are related to e-learning and work in collaboration with relevant sections of the Education Bureau (EDB), such as sections of the Curriculum Development Institute (CDI) and Information Technology in Education (ITE) Section, to identify projects

fulfilling the following criteria for the Task Force on e-Learning Ancillary Facilities Programme's (Task Force) consideration.

- (a) The project commenced or completed in the recent five school years (i.e. from the 2016/17 to 2020/21 school year);
 - (b) The project contains elements that may fill a gap in the e-learning arena or complement existing e-learning platforms, apps, resources or services;
 - (c) It is technically feasible and cost-effective to expand the user pool or distribution channel of the deliverables of the project;
 - (d) The grantee has a good track record in implementation and management as well as ensuring the sustainability of the project;
 - (e) The project has demonstrated tangible deliverables in enhancing the quality of learning and teaching through e-learning or blended learning mode; and
 - (f) The project has a demonstrated demand from the education sector or has good potential of building up a pool of ongoing collaborators.
5. Based on the Task Force's advice, the QEF Secretariat would invite the selected grantees within November 2021 to submit a proposal with reference to the comments and advices of CDI, ITE Section and the Task Force on how the project could be further developed and/or disseminated to enhance its impact to the education sector. The announcement period will be posted on the QEF's website (https://www.qef.org.hk/en/e_index.html), and the selected grantees should receive the invitation by email and by post during the period. The grantees may consider their own administrative and management capacity and come up with realistic proposals on how to further develop and disseminate the deliverable(s). The proposal should cover the manner of the expansion/dissemination¹, target beneficiaries, amount of funding sought, etc.
6. Existing QEF project grantees that are not selected for the Development and Dissemination Scheme may apply for funding under the New Project Scheme by fulfilling the necessary application requirements. Applicants under the New Project Scheme may also consider collaborating with grantees of completed QEF projects² to submit proposals on further development and dissemination of existing QEF deliverables to benefit the education sector.

¹ For example, if the grantee would need to expand its capacity to serve more schools or develop more learning and teaching resources, the QEF may fund such items on a one-off basis.

² Applicants may browse the website of the QEF Cyber Resource Centre (<https://qcrc.qef.org.hk/en/index.html>) for relevant information of recently completed QEF projects.

New Project Scheme

7. While the Development and Dissemination Scheme is by invitation, the New Project Scheme will be open for application by tertiary institutions³ and school sponsoring bodies (SSBs). Each department⁴ of a tertiary institution and each SSB may submit one application in each application cycle only. In case the application is a cross-department, cross-entity or cross-SSB collaboration project, the applicant shall identify one department/entity/SSB to serve as the applicant. For the avoidance of doubt, entities which exist as separate entities to a tertiary institution, including entities which are subsidiary to the tertiary institution and entities which are connected to the tertiary institution in howsoever manner, are not eligible to apply for the New Project Scheme.

Quota of the Schemes

8. The quota of the Development and Dissemination Scheme and the New Project Scheme will be counted separately. If a department of a tertiary institution is invited by the QEF Secretariat to submit a proposal for the Development and Dissemination Scheme, the same department can still submit one application for the New Project Scheme in the application cycle.

Scope

9. A project funded by the QEF shall be undertaken in Hong Kong and be 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 existing project that the Government is undertaking. If the same project has already obtained funding support from the Government or other sources, the applicant should clearly set out the use of the funding of the different sources and the elements to be supported by the funding from the QEF.
10. Under the Programme, the QEF provides funding to projects which may serve at least one of the following purposes. Priority will be given to those projects which could support the implementation and enhance the quality of e-learning on an infrastructural level which involves the development / enhancement of systems, platforms and/or tools.

³ All University Grant Committee-funded universities and self-financing tertiary education institutions are eligible to apply.

⁴ For the present purpose, a “department” includes a department of a tertiary institution and its centre, division, unit and laboratory, which shall collectively count as one “department”.

- a) bring about innovative pedagogical or assessment changes and encourage sharing of resources;
- b) enhance education quality with positive impact in supporting blended mode of learning and teaching;
- c) support in-depth collaboration among the school sector, tertiary institutions, academic, IT professional, and IT business sectors on e-learning;
- d) develop deliverables in e-learning conducive to more teacher-student or peer interactions, or self-directed learning⁵; and
- e) foster synergy with existing learning and teaching platform and leverage on or enriching existing resources of the EDB (including the Hong Kong Education City Limited (HKECL)) and other government bureaux or departments.

Collaborating/ Participating Organisations and Schools

11. Tertiary institutions and SSBs would need to engage the following parties to serve as partners of the project:
- (a) at least five local schools⁶; and
 - (b) a collaborative partner such as IT company, educational or relevant professional or business association, or non-governmental organisation (NGO) to formulate their proposals and make applications. Such partner could be based in or outside Hong Kong.
12. Application made by a SSB shall benefit at least five schools under its management. In case the application involves collaboration amongst more than one SSB, the project shall benefit at least five schools in total. If the application involves a special cluster falling short of five schools, the applicant shall provide justifications.
13. Applicants should seek prior consent from the collaborating organisations as well as the participating schools and provide their names through the electronic project management system (EPMS) of the QEF. At the application stage, applicants are only required to obtain initial consent from the participating schools. Applicants could approach each of the participating schools for signing a written consent after

⁵ For projects that involve production of learning and teaching materials, such materials should be in electronic mode (preferably be interactive), align with the curriculum and be organised in a manner that could be hosted on, interfaced with or connected to the platform of the Hong Kong Education City Limited (HKECL).

⁶ Local schools refer to government schools, aided schools, caput schools, schools under the Direct Subsidy Scheme and kindergartens joining the Kindergarten Education Scheme. The purpose of engaging local schools as partners is to facilitate gauging of the needs of the education sector, which may help ensure the feasibility of the projects.

the projects have been approved.

14. For the avoidance of doubt, the requirement under this section does not apply to applications under the Development and Dissemination Scheme.

Support Measures provided by the Hong Kong Education City Limited

15. The HKECL, a company fully owned and subvented by the Hong Kong SAR Government, is the official partner of the QEF for implementing the Programme and a centralised e-learning platform for Hong Kong. The HKECL will provide an information web page to facilitate applicants to identify collaborative partners for the proposals (matching web page). The HKECL will also provide online facilities for displaying the deliverables for promotion and dissemination purposes. Through this Programme, the EDB hopes to encourage exchange of concepts of e-learning development among the education sector, as well as promote the collaboration among groups with the same needs to develop suitable e-learning infrastructure and ancillary facilities for common use. The HKECL will provide a platform for hosting the deliverables (if applicable) during and beyond the project period to facilitate the education sector to make good use of the deliverables for enhancement of learning and teaching.
16. To facilitate applicants under the New Project Scheme in identifying collaborative partners⁷ (including local schools), the HKECL will provide a web page for tertiary institutions and SSBs to post a brief description of the project ideas (<https://qefepm.edb.edcity.hk/?lang=en>). Schools or other interested parties may browse the posts and contact the respective applicants. The matching web page has been launched on 20 October 2021.
17. To reinforce sharing of deliverables in the education sector, the information and/ or deliverables of all the funded projects under both the Development and Dissemination Scheme and the New Project Scheme shall be made available on or linked to the website managed by the HKECL for members of the public and the education sector to access, download and trial use. The grantees shall fully comply with the terms and conditions of the Copyright and Intellectual Property Rights Notice of the HKECL's official website (<https://www.edcity.hk/home/en/notices>). To enable the sharing, promotion and

⁷ Where applicable, applicants of the Development and Dissemination Scheme may also make use of the matching web page provided by HKECL to identify project partners including collaborating schools.

dissemination of the deliverables on the HKECL's online platform, the grantees shall at their own costs and expenses execute or procure the execution of any further assignments, deeds, licences, documents and instruments and do or procure the doing of any further things as may be necessary.

18. The HKECL provided a list of the common industry standards at **Annex 1** which can facilitate hosting and interconnection of the e-Deliverables with other standard-based e-learning platforms, including the platforms operated by the HKECL.

Amount of Funding Support

19. There is no funding cap for the project under both Schemes. The applicant should set out the budget of the project with an estimated cashflow and breakdown of items of the entire project duration. Explanations on the purpose and justifications should be provided for the budget and the cashflow. The Task Force, the QEFSC and the Trustee of QEF reserve the rights to amend the budget.

Project Duration

20. To ensure that the funding will be utilised to support schools' imminent needs and bear fruits timely, the duration of each project should normally not exceed three years. Applicants of the New Project Scheme are highly encouraged to complete the development and testing of the deliverables within 24 months from the start of the funding period. In any cases, at least one year should be reserved for the trial and testing period of the deliverable(s) by the participating schools.
21. Once the deliverable(s) are completed and fully tested by the participating schools, the deliverables could be launched for trial use by other schools and members of the education sector upon Task Force's approval. Other than implementing its proposed dissemination plan, grantees of the Development and Dissemination Scheme shall also post their deliverables on the HKECL's platform for use by schools and members of the education sector. Sponsorship will be provided for publicly-funded schools to trial use the deliverable(s) at a cost approved by the QEF Secretariat. The sponsorship period will last for three years and begin only after the launch of the deliverable(s)⁸. QEF will pay for the subscription fee

⁸ The applicant should state clearly in the application form the amount of sponsorship required from QEF for each user/ a group of users/ a school to trial use the deliverable for a school year during and after the project period, up to a maximum of 3 years, for the consideration of the Task Force.

(sponsorship) based on the actual subscription of the deliverables. An illustration of the development and trial and testing period over the funding period is set out at [Annex 2](#).

Funding Source for Recurrent Components

22. The QEF will provide one-off (i.e. non-recurrent) and time-limited funding within the project period. At the time of application, applicants of both the New Project Scheme and the Development and Dissemination Scheme would need to provide a business model to demonstrate their plans for acquiring funding to cover the recurrent cost after the end of the project period. With a view to allowing the grantees to acquire resources to support the projects in the long term, grantees are allowed to generate income during and after the project period. The grantees need to set out the elements of the deliverables to be provided by complimentary use and for subscription at a fee.
23. The income generated during the project period shall be spent on the project where applicable. Grantees are required to comply with relevant rules and regulations governing their operation related to handling external resources/ incomes. For details, please refer to “General Guidelines on Income Generation and Monitoring” at [Annex 3](#).

Intellectual Property Rights

24. While the grantees of both the Development and Dissemination Scheme and the New Project Scheme shall own the intellectual property rights of the projects and deliverable(s) (except any works and materials of which the intellectual property rights belong to third parties (“Third Party Materials”)), a suitable acknowledgement of the QEF should be included in all deliverables or publicity arising from and/ or in connection with the work related to the projects funded by the QEF under the Programme. The grantees hereby grants for the benefits of the Trustee of the QEF and the Government, its authorised users, assigns and successors-in-title an irrevocable, non-exclusive, royalty-free, worldwide, perpetual and sub-licensable licence to access, use (including doing any of the acts restricted by copyright set out in sections 22 to 29 of the Copyright Ordinance (Chapter 528 of the Laws of Hong Kong)) and disseminate the deliverables developed with the funding of the QEF (including any reports, records and compilations of data or information generated from the projects funded by the QEF

under the Programme and/ or the use of the deliverables and any other related activities) for non-commercial purposes and all purposes contemplated by this Guide and/ or the Programme. In relation to any Third Party Materials to which the grantees/ applicants is not empowered to grant sub-licence(s), the grantees/ applicants hereby undertake to procure at its sole costs and expenses the grant of the aforementioned rights for the benefits of the Trustee of the QEF and the Government, its authorised users, assigns and successors-in-title by the relevant third parties in respect of such Third Party Materials to be granted on or before the incorporation of the relevant Third Party Materials in the deliverables in accordance with the terms hereof. Without prejudice to the generality of the foregoing, the grantees will be obliged to allow publicly-funded schools to use part of or all deliverables at a rate sponsored by the QEF for a designated period of three years. In the event that any other consent, licence, clearance or waiver from any person is required for enabling the grantees, the Trustee of the QEF and the Government, its authorised users, assigns and successors-in-title to use the deliverables (including without limitation moral rights, performers' rights and performers' moral rights), the grantees shall be solely responsible for obtaining such consent, licence, clearance or waiver in favour of themselves, the Trustee of the QEF and the Government, its authorised users, assigns and successors-in-title from such person at the grantees own costs and expenses.

Application Period

25. For the 2021/22 cohort, application for the Programme will be open in October 2021 and closed by the end of February 2022.
26. At the end of the 2021/22 cohort, the QEF will review the need to implement the second and/ or the third call of the Development and Dissemination Scheme and/or the New Project Scheme, taking into account the response and implementation of the schemes.

Application Method

27. Applicants are required to complete the application form and project proposal in no more than 20 pages of A4 size paper and at font size no smaller than 12 points. The PDF files of the application form and project proposal should be submitted through the EPMS on the QEF website (https://www.qef.org.hk/en/e_index.html). Applications exceeding the page limit may not be considered. All applications

will be submitted to the Task Force for assessment. Applicants seeking a funding amount exceeding \$2 million Hong Kong dollars will be invited to make a presentation of the project to the Task Force.

28. The Government, its authorised users, assigns and successors-in-title shall have the right to do any of the acts restricted by copyright under sections 22 to 29 of the Copyright Ordinance (Chapter 528 of the Laws of Hong Kong) in respect of the application form, project proposal and all the related documents or materials submitted by the applicants pursuant to this Guide and/ or the Programme, for purposes including but not limited to application evaluation, project management, record keeping and all other purposes incidental thereto.

Assessment Criteria

29. Project proposals of the Programme are mainly assessed in accordance with the criteria under six areas, namely project needs, project feasibility, sustainability, project outcome, budget and dissemination. Other than the above-mentioned criteria, each application would be considered in a holistic manner having regard to the circumstances, justifications and merits of individual cases. Details of the six areas of assessment criteria are at **Annex 4**.
30. Generally speaking, assessment would be made based on the project proposals received. The ITE Section of EDB, the QEF Secretariat, the Task Force and the authorised agent(s) reserve the right to request applicants to further explain the proposal details and/ or seek supplementary information from partners/ schools where necessary. Unless on request of the ITE Section, the QEF Secretariat, the Task Force or the authorised agent(s), any supplementary information provided after submission of applications will not be accepted and will not form part of the applications.

Announcement of Results and Start Date of Newly Approved Projects

31. The QEF Secretariat will announce the application results by post in August 2022. Upon receiving the result announcement letter issued by the QEF Secretariat, applicants are required to sign an undertaking setting out the conditions for funding approval and return the signed undertaking to the QEF Secretariat on or before 18 November 2022. The commencement date of all newly approved projects should not be later than 1 December 2022.

Responsibility of Grantees

32. Grantees should only commence the project activities after receiving the written notification confirming the project commencement and end date issued by the QEF Secretariat.
33. Grantees are required to strictly observe the terms and conditions set out in the undertaking 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” when implementing the approved projects. These Guidelines are available at https://www.qef.org.hk/en/e_index.html.
34. Grantees are required to open and maintain with a licensed bank in Hong Kong a bank account designated for processing all income (except financial contribution or donation received from other sources) and expenditure chargeable to the approved funding of the QEF. If grantees already have such a bank account for QEF funding, there is no need to open another one 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.
35. Grantees are required to optimise the use of approved funding to implement project activities in accordance with the signed undertaking. Should there be any unspent funding amount by the end of the projects, grantees are required to return the surplus to the QEF.
36. All approved projects will be subject to monitoring by the QEF and/ or its authorised agent(s). 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 the project period. Besides, the EDB/ Task Force/ QEFSC/ authorised agent(s) of the QEF may arrange on-site visits in order to understand the actual implementation of the projects. 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” on the QEF website (https://www.qef.org.hk/en/e_index.html).

37. Grantees are required to keep, during the term of the signed undertaking 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 authorised Government officials.

38. Grantees (and project leaders) are required to participate actively in the promotion, publicity and dissemination activities organised or facilitated by the QEF and its authorised agent(s).

Quality Education Fund Secretariat
October 2021

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.

Annex 1

Common Standards for Hosting Deliverables on the Hong Kong Education City Limited's Platform

The following is a list of examples of open standards/ industry standards for e-learning solutions that can be referenced by developers who aim to develop the solution to be integrated or delivered through standard based platforms.

1. Single Sign On

Standard	Description	References
SAML	SAML is an XML-based framework for communicating user authentication, entitlement, and attribute information. It was developed by the Security Services Technical Committee of the open standards consortium, OASIS.	● https://www.oasis-open.org/committees/tc_home.php?wg_abrev=security
OAuth	OAuth is the industry-standard protocol for authorization which is developed by the OAuth Working Group under IETF.	● https://oauth.net/2/

2. e-Book

Standard	Description	References
ePUB3	EPUB3 defines a distribution and interchange format for digital publications and documents. The EPUB format provides a means of representing, packaging and encoding structured and semantically enhanced Web content — including HTML, CSS, SVG and other resources — for distribution in a single-file container.	https://www.w3.org/publications/epub3/epub-spec.html

3. E-learning standards

Standard	Description	References
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QTI	The IMS Question and Test Interoperability specification (QTI) defines a standard format for the representation of assessment content and results, supporting the exchange of this material between authoring and delivery systems, repositories and other learning management systems.	https://www.imsglobal.org/question/index.html
SCORM	Shareable Content Object Reference Model (SCORM) is a set of technical standards for eLearning software products used to govern how online learning content and Learning Management Systems (LMSs) communicate with each other.	https://scorm.com/
Common Cartridge	Common Cartridge (CC) is a specification developed by IMS Global Learning Consortium that describes format for creating and sharing primarily educational digital content. It describes in details the packaging format and infrastructure needed to support format for presenting it to the end-user.	https://www.imsglobal.org/cc/index.html
LTI	Learning Tools Interoperability (LTI) is an education technology specification developed by the IMS Global Learning Consortium. It specifies a method for a learning system to invoke and to communicate with external systems.	http://www.imsglobal.org/activity/learning-tools-interoperability

**Illustration of the development and testing period
of the New Project Scheme**

	Application period	Project period			Post-project period	
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Funding period	Application processing ⁹	D/T	D/T	L&TU*	TU**	-
QEF's sponsorship for publicly-funded schools to use the deliverables				1 st year ¹⁰	2 nd year	3 rd year

D/T: Development and Testing

L : Launch of deliverable(s)

TU: Trial use

*: Once the deliverable(s) are completed and fully tested by the participating schools, the deliverables could be launched for trial use by other publicly-funded schools with sponsorship provided by QEF. Applicants should limit the development and testing period to 24 months maximum and reserve a full year for the launch and trial use of the deliverable(s).

** : Extended trial use period would only be allowed under exceptional circumstances.

⁹ No funding will be provided to the applicant from October 2021 to August 2022 unless the project has been approved by the QEF and the applicant has confirmed the start of the project through signing the undertaking (paragraph 31 refers).

¹⁰ Sponsorship for schools to trial use the deliverable(s) will only begin after the launch of the deliverable(s) concerned no later than a year after the project ends.

**Quality Education Fund
The e-Learning Ancillary Facilities Programme**

General Guidelines on Income Generation and Monitoring

Provision of QEF funding

1. The QEF will provide one-off (i.e. non-recurrent) funding during the project period for supporting the development of ancillary facilities for implementation of e-learning. The grantees shall be responsible for the recurrent cost after the project period. With a view to ensuring project sustainability, the grantees are allowed to generate income from their projects during and after the project period. The duration of the project period should normally not exceed 36 months.
2. The QEF will sponsor publicly-funded schools to trial use the deliverables for three years. The applicant shall set out the formula for calculating the sponsorship cost and the mechanism for tracking the actual use, as well as provide an estimate on the volume of use. The QEF will provide the sponsorship amount after the launch of the deliverable(s) concerned and will claw back the un-used amount after the end of the sponsorship period.

Return of unspent QEF funding

3. All sources of financial contribution and project income received should be accounted for using a **separate ledger account** and ought to be used for offsetting actual project expenditure. After completion (or termination, as the case may be) of the QEF's funding period (i.e. **end of the project period**), the grantees **shall return to the QEF Secretariat all unspent funding provided by the QEF**, project income, interest income, and any other income under intellectual property rights benefit sharing (if any) as set out in the project undertaking.

Income generation

4. Applicants for the Programme shall provide, amongst others, forecasts of project income (e.g. subscription fees) and other sources of financial contribution or

donation, and individual categories of expenditure (e.g. equipment cost, dedicated staff cost, audit fee, etc.). A separate ledger in the accounting system should be used for recording all project income and expenditure pertaining to the Programme. Besides, school grantees of Development and Dissemination Scheme shall observe the principles laid down in Appendix 3 of the EDB Circular No. 10/2016 on trading operations in schools¹¹. The imposition of a fee ceiling will not be applicable to the respective pricing models of non-school grantees in both schemes. Furthermore, all grantees shall comply with the rules governing the use of profits arising from the operation of the Programme as well as other monitoring and reporting requirements in the ensuing paragraphs.

Monitoring of Income

Restriction on the use of net profits

5. Any net profits arising from the operation of project during the project period shall be used for purposes directly benefiting the same project, such as system enhancement cost, recurrent cost, etc. In other words, the net profits shall not be deployed to serve other purposes or be transferred out of the designated account for the QEF.

Financial reporting requirements

6. In line with the prevailing financial reporting requirements for the general QEF projects, the grantees of the Programme will be subject to the financial monitoring mechanism including submission of interim financial reports during the project period (if applicable). Within three months of project completion, the grantees shall submit final financial reports, audited project accounts (including the Income and Expenditure Statement, Balance Sheet, Notes and Independent Auditor's Report) prepared and signed by a certified public accountant (practicing) or a corporate practice registered under the Professional Accountants Ordinance (Chapter 50 of the Laws of Hong Kong) and a report of factual findings in

¹¹ According to Appendix 3 of the EDB Circular No. 10/2016 on trading operations in schools, the profit from sale of exercise books, school uniforms, stationery, equipment and other items (other than textbooks) should be limited to 15% of the cost price at which they are purchased from the suppliers. The profit limit should also cover paid services provided to students. The profits should be applied for the purposes directly benefiting the students of the schools.

connection with internal control procedures in order to ascertain any non-compliance with the QEF's general guidelines during the project period.

Designated bank account and proper record keeping

7. In line with the prevailing requirements for the general QEF projects, the grantees should maintain a designated bank account for projects funded by the QEF for the purpose of keeping and transacting all monies of QEF funding, interest income (if any) earned on monies in the designated bank account and subscription fee income relating to the Programme. According to the "General Guidelines on Management and Monitoring of Projects", any financial contribution or donation received from other sources shall not be deposited in the same bank account designated for QEF funding. Nevertheless, different types of income including QEF funding, interest income, subscription fee income, financial contribution or donation received from other sources shall be separately reported on the financial reports and audited project accounts. In addition, proper books and records including supporting documents shall be maintained for at least seven years after completion or termination of the project. These records should be provided for inspection by the QEF and authorised Government officials upon request.

**Quality Education Fund
The e-Learning Ancillary Facilities Programme
Assessment Criteria**

Assessment Criteria	Brief Description	Mark (Full mark: 100*)
Project Needs	<ul style="list-style-type: none"> - Does the project bring about innovative pedagogical/ assessment changes in the education sector? - Does the project contain elements that may fill a gap in the e-learning arena? - Does the project complement existing e-learning ancillary facilities? - Does the project have a demonstrated demand from the education sector? - Do the project deliverables support blended mode of learning under the new normal? - Does the project facilitate a sharing culture? 	20
Project Feasibility	<ul style="list-style-type: none"> - Does the project team possess the required technical capability? - Does the applicant have good track record in implementing and management of QEF or other projects related to e-learning? - Is there a detailed implementation and management plan of the project with feasible timeline? 	20
Project Outcome	<ul style="list-style-type: none"> - Does the project encourage or support in-depth cross-sector collaboration among the education and IT professional and business sector? - Does the project foster synergy with existing learning and teaching platforms? - Does the project leverage on the resources of the EDB and other government bureau/ departments? 	20

	<ul style="list-style-type: none"> - Are the project deliverables conducive to more teacher-student/ peer interactions or self-directed learning? 	
Budget	<ul style="list-style-type: none"> - Is the budget commensurate with the expected project outcomes? - Are there sound justifications for each major expenditure item? 	15
Sustainability	<ul style="list-style-type: none"> - Does the project have a sound business model? - Does the applicant set out in the proposal a pragmatic plan to secure funding source of recurrent components beyond the project period? - Do the project deliverables have the potential for refinement, upgrading and scaling up? 	10
Dissemination	<ul style="list-style-type: none"> - Does the applicant set out in the proposal a concrete and appropriate plan for promotion and dissemination of the deliverables? - Are there any feasible channels for further disseminating the deliverables? 	15

* For projects which could support the implementation and enhance the quality of e-learning on an infrastructural level which involves the development/ enhancement of systems, platforms and/ or tools, a maximum of 20 extra bonus marks will be granted.