

Quality Education Fund
Enhanced “My Pledge to Act” Funding Programme

Guide to Applicants

(Applicable to Primary Schools, Secondary Schools and Special Schools)

Background

1. Values education is an essential element of whole-person education. The Education Bureau has all along been encouraging schools to take cultivation of positive values and attitudes as the direction, and make use of everyday life events to strengthen the coordination of learning activities and enhance the connection among various cross-curricular domains in values education, including civic education, Constitution education and Basic Law education, national education and education for sustainable development, etc. so as to provide students with all-round learning experience conducive to their whole-person development.

2. Starting from the 2019/20 school year, the Quality Education Fund (QEF) has implemented “My Pledge to Act” (MPA) Funding Programme. Publicly-funded schools¹ and kindergartens joining the kindergarten education scheme may submit to the QEF applications of funding sought of not exceeding \$200,000 to implement diversified activities, thereby creating a favourable learning environment conducive to the cultivation of students’ positive values and attitudes.

3. To further support schools to promote national education, national security education, as well as media and information literacy education, the QEF implements, under the framework of the current MPA Funding Programme, an enhancement measure for schools to apply for additional resources to enhance students’ sense of national identity, as well as teaching them how to distinguish the authenticity of information and developing their critical thinking skills.

Eligibility for Application

4. Publicly-funded primary schools and secondary schools (including special schools) may submit applications.

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

Scope

5. The funding may be used to procure services and/or items to implement activities related to (i) national education and national security education, and/or (ii) media and information literacy education.

Amount of Funding Support

6. **Each publicly-funded primary school and secondary school (including special school) may submit one application with funding sought of not exceeding \$300,000** to implement activities related to (i) national education and national security education, and/or (ii) media and information literacy education.

7. Schools should adopt a prudent and realistic approach in formulating the budget and apply to the QEF for funding amount meeting their genuine needs. The funding amount applied for may be lower than the maximum amount stated in the preceding paragraph.

8. The applications should not duplicate any projects that the Government is undertaking or about to undertake. Should similar projects be sponsored by other Government resources, applications should not be made to the QEF for duplicate funding.

9. Funding of the QEF is one-off in nature but not provided on a regular basis. Any recurrent expenditure entailed to the QEF funded projects such as equipment maintenance cost, repair cost, etc. is to be borne by the grantees.

Duration

10. The project should last for around 18 to 24 months.

Application Period

11. Schools may submit applications from 15 November 2021 to 31 January 2022. The QEF will process the applications received by batches on a first-come-first-served basis. Schools should submit applications as early as possible so as to utilize the approved funding to implement the project activities earlier.

Application Quota

12. Each publicly-funded primary school and secondary school (including special school) may submit one application under the Enhanced “My Pledge to Act” (EMPA) Funding Programme. That application quota could not be used for submitting applications under other QEF funding programmes, and will not be included in the existing application quota that each school is entitled to per school year.

Application Method

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

14. The QEF will only process applications submitted through the EPMS.

Assessment Criteria

15. The QEF will, having regard to the project proposal details and schools’ genuine needs, determine the funding amount.

16. 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

17. The QEF will process the submitted applications by batches and announce the application results by post and through the EPMS. Generally speaking, should the project proposal be clear, detailed and reasonably devised, the QEF will complete the assessment within 6 weeks from the date of receipt of an application.

Signing of Agreement

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

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

Responsibility of Grantees

20. 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.

21. Grantees are required to open and maintain with a licensed bank in Hong Kong a bank account for the sole purpose of keeping and transacting all monies in related to the approved funding of the QEF. Should the above bank account be available, grantees need not separately open a new bank account for the EMPA Funding Programme. Nevertheless, grantees are still required to set up a separate ledger in the accounting system for recording the income and expenditure relating to the EMPA Funding Programme.

22. Grantees are required to optimize 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.

23. Grantees are required to ensure that the knowledge passed on and learning and teaching materials used in the project activities are **accurate, objective and impartial.**

24. Grantees planning to procure service from external organizations and/or individuals to assist in the implementation of project activities are required to involve **highly credible** organizations and/or individuals with abundant knowledge and professional qualifications as well as substantial experience in the related fields so as to ensure the quality of the activities.

25. For project activities conducted by external organizations and/or individuals, grantees are required to submit the text materials of the related activities (for example, presentation slides, handouts, worksheets, etc.) via the EPMS after completing the related project activities for reference and retention purposes. Grantees are required to ensure that external organizations and/or individuals are informed of and agree to the above arrangements prior to the commencement of the project activities.

26. Grantees are required to play an active role in project monitoring and self-

evaluation. Upon obtaining approval of funding for a project, a grantee will be required to submit reports for project monitoring purpose on a regular basis. Upon completion of the project, submission of a final report and an end-of-project financial report will be required. Relevant details are set out in the “General Guidelines on Management and Monitoring of Projects”.

27. 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.

28. 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.

29. Grantees are required to submit all the deliverables after project completion and consent the use of the deliverables by the QEF and the government departments and/or relevant organizations entrusted for promotion and dissemination purposes.

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

Intellectual Property Rights

31. The contents, deliverables and products developed from all projects sponsored by the QEF, including but not limited to all texts, graphics, drawings, diagrams, photographs, audio and video recordings and compilation of data or 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. Relevant details are set out in the “QEF Intellectual Property Rights Policy”.

The Quality Education Fund Secretariat
November 2021

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided in the applications will be used by the QEF Steering Committee (SC), its relevant sub-committees and the QEF Secretariat for the purpose of assessing applications to the QEF. For successful applications, such data will also be used for project monitoring, promotion, publicity and dissemination purposes as appropriate.

2. The provision of personal data in the applications is voluntary. The lack of certain information may affect the assessment of the applications.

Classes of Transferees

3. Personal data provided in the applications may be disclosed by the QEFSC, if necessary, to the Education Bureau, other Government departments, expert reviewers, monitoring members of the projects and other people concerned.

Access to Personal Data

4. Applicants have the right to access to and correct the personal data provided in accordance with section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Their right of access includes the right to obtain a copy of their personal data provided in the applications.

Enquiries

5. Enquiries concerning the personal data collected by means of the applications, including access and corrections should be addressed to:

The Quality Education Fund Secretariat
Room 403, 4/F.,
14 Taikoo Wan Road,
Taikoo Shing, Hong Kong

Tel: 2123 6090

Fax: 2186 8183

Website: www.qef.org.hk