

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 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 started implementing in mid-November 2021, 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.

4. In view of the epidemic situation, the QEF introduced facilitating measures for Enhanced MPA (hereafter “EMPA”) Funding Programme in early 2022. Applications under EMPA Funding Programme are accepted throughout the year until 31 January 2024. With the epidemic now coming to an end, schools could flexibly organise diversified learning activities. The QEF extends, under the facilitating

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

measures, the implementation of EMPA Funding Programme **to 31 August 2026** in order to provide more time for schools to formulate a comprehensive plan and optimise the use of the additional resources.

Eligibility for Application

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

Scope

6. 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

7. **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.

8. Schools should adopt a prudent and realistic approach in formulating the budget and apply to the QEF for funding amount meeting their genuine needs.

9. 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.

10. 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

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

Application Period

12. Schools may submit applications on or before 31 August 2026. Applications are accepted throughout the year.

Application Quota

13. Each publicly-funded primary school and secondary school (including special school) may submit one application under the 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

14. 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).

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 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 approval issued by the QEF, schools are 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 as so 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. For details, please refer to the “QEF Intellectual Property Rights Policy” on the QEF website.

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.