# Quality Education Fund
## Enhanced "My Pledge to Act" Funding Programme
## Points to Note for Completing Project Proposal
## (Applicable to Primary Schools, Secondary Schools and Special Schools)

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

The project proposal form is divided into three parts.   Schools are required to provide information for each relevant part.   Should the information be inadequate, the QEF will not be able to process the application.

## Part One: School Information

### Project Number

1.   Each application will be provided with an 8-digit project number which is used for future enquiries and follow-up of the project.

### Project Title, School Type & Beneficiary Sector

2.   The project title, school type and beneficiary sector are pre-filled in the electronic project proposal form.   Schools are not required to enter them again.   Nevertheless, schools are still required to verify the related information.   Should the information be inaccurate, please contact the QEF Secretariat at 2123 6035.

## Part Two: Project Details

### Project Period

3.   Schools should consider the following factors to determine a practical and feasible project commencement and completion date:

- Schools may utilize the approved funding to implement project activities for a period of 18 to 24 months; and
- Schools approved with funding support are required to enter into an agreement with the QEF before commencing project activities.

4.   Schools are required to input the specific month and year that the project starts and

ends.　　The first date of the relevant month will be taken as the project commencement date and the last date of the relevant month will be taken as the project end date. *(For example: If 01/2022 to 12/2023 is entered under 'Project Period', it implies that the project will start on 1 January 2022 and complete on 31 December 2023.)*

**Project Aims**

5.　　Two project aims are pre-set in the electronic project proposal form for schools' choice.　　Schools should, having regard to their actual contexts and needs, choose the suitable project aim(s) and check the appropriate box(es) (may choose more than one item).

**Project Activities**

6.　　A series of project activities that are in line with the two project aims are pre-set in the electronic project proposal form for schools' choice.

7.　　Based on schools' choice of the project aim(s), the corresponding list(s) of project activities will be provided in the electronic project proposal form. *(For example: If a school chooses "To strengthen students' sense of national identity through implementing learning activities related to national education and national security education" as the project aim, only the "National Education & National Security Education" activity list will be provided in the "Project Activities" section of the electronic project proposal form.)*

8.　　Schools should choose appropriate project activities that are in line with the project aims and put a "√" in the respective fields.

**Budget**

9.　　Schools should adopt a prudent and realistic approach in formulating the budget with due consideration of their genuine needs.

10.　Funding of the QEF will only cover allowable expenditure items incurred during the project period, i.e. the allowable expenditures incurred during the period between the project commencement date and the project end date set out in the agreement signed between the Government and the grantee.

11.　Publicly-funded primary schools and secondary schools (including special schools) may submit applications with funding sought of not exceeding $300,000 to implement activities pertinent to national education, national security education, and/or media and

information literacy education.

12. The "Budget" section of the electronic project proposal form is divided into three parts: "Budget on implementing national education and national security education activities", "Budget on implementing media and information literacy education activities", and "Audit and contingency fee".  A list of budget items related to the project activities are pre-set in the electronic project proposal form to facilitate schools' estimation.

13. Based on schools' choice of the project aim(s), the corresponding list(s) of budget items will be provided in the electronic project proposal form for schools' completion. *(For example: If a school chooses "To strengthen students' sense of national identity through implementing learning activities related to national education and national security education" as the project aim, only the "National Education & National Security Education" budget items will be provided in the "Budget" section of the electronic project proposal form.)*

14. When filling in the "Budget" section, schools should refer to the chosen project activities to prepare the budget accordingly. *(For example: A school planning to organize talks for students and intending to procure service from external organizations to give the talks should input the number of service hours required and the estimated hourly rate of the service in the respective fields for "Talks/workshops for students" in the "Budget" section.)*

15. Schools are only required to provide the information of those budget items to be funded by the QEF under application in the electronic project proposal form. Information of budgets not to be covered by the QEF shall not be required.

16. Schools should, in regard to the frequency that individual activities are to be held throughout the project period, formulate the corresponding budget and enter the required quantity of the related budget items and estimated unit costs in the respective fields. *(For example: A school planning to engage an external organization to provide services to organize 12 sessions of talks for students with each session lasting for 2 hours would need to procure 24 hours of related service.   The school should, in the respective row for "Talks/workshops for students" under the "Budget" section, input 24 in the "Quantity" field and the estimated hourly rate in the "Unit Cost" field.)*

17. Should the unit costs of an individual budget item vary due to different specifications, schools should make multiple entries of the related budget item based on different unit costs.

*(For example: A school planning to arrange two local visits for 100 students with the respective estimated entrance fees of $150 and $200 per student should make two separate entries for the two visits under the "Budget" section.)*

18. For the project involving student learning activities in Mainland, schools are required to state the destinations.   The QEF would subsidize students with half of the cost of the trips or half of the maximum subsidy ($6,500), whichever is the lower. Students in receipt of the Comprehensive Social Security Assistance (CSSA) or full grant from the Student Finance Office (SFO) will be provided with subsidy to cover the full cost of the trips or the maximum subsidy ($6,500), whichever is the lower. Students in receipt of half grant from the SFO will be provided with subsidy to cover 75% of the cost of the trips or 75% of the maximum subsidy ($6,500), whichever is the lower.   Subsidy rate for student learning activities in Mainland is as follows:

| Maximum Subsidy per Student | Maximum Subsidy per Student on CSSA /Full Grant from SFO | Maximum Subsidy per Student on Half Grant from SFO | Maximum Subsidy per Student not in Receipt of CSSA / SFO Grant |
|---|---|---|---|
| $6,500 | $6,500 | $4,875 | $3,250 |

19. To ensure that the resources are fully utilized for organizing learning activities for the benefits of students, schools should avoid spending excessive amount of funding on procuring equipment if not necessary.   For video equipment required for conducting project activities related to media and information literacy education, schools should deploy existing resources, where possible, to avoid making a new purchase of readily available equipment.   Should the QEF funding support be provided to schools to procure the above said equipment item, schools are required to provide details on the utilization rate of the related equipment item and how the equipment item could facilitate the implementation of project activities so as to achieve the expected learning outcomes in the reports submitted to the QEF.

20. Grantees of projects with approved funding exceeding $100,000 are required to submit audited accounts to the QEF upon project completion.   The related audit fee could be included in the budget.   According to the prevailing mechanism, for projects with budget of over $100,000 and not exceeding $1,000,000, an audit fee of not exceeding $5,000 can be included in the budget.

21. For projects lasting for more than 12 months, a contingency provision of not more than 3% of the total budget (excluding audit fee) can be included in the budget.

**Evaluation and Expected Project Outcome(s)**

22.   Questionnaire is pre-set as the evaluation method in the electronic project proposal form.   Schools are only required to provide concrete success criteria aligning with the project aims to assess the project effectiveness.

23.   Some of the expected project outcomes are pre-set in the electronic project proposal form for schools' choice.   Should the pre-set outcomes be inapplicable, schools could choose "Others" and specify the type and content of the project deliverables to be produced in the respective field.


## Part Three: Declaration

24.   Schools are required to carefully read the Declaration.

25.   Schools are required to consult the teaching staff on the related project proposal, and submit the project application for deliberation and endorsement in the School Management Committee/Incorporated Management Committee meeting or by circulation to ensure that it aligns with the needs and development of the school. Schools are required to provide the date the School Management Committee/Incorporated Management Committee endorsed the project application in the electronic project proposal form, and keep properly the related record and make it available for inspection on a need basis.


The Quality Education Fund Secretariat
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