

# Enhanced “My Pledge to Act” Funding Programme Project Proposal

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

\*Please delete as appropriate.

This proposal template is for reference only. Schools are required to complete and submit the electronic application form and project proposal form via the Electronic Project Management System on the QEF website ([www.qef.org.hk](http://www.qef.org.hk)).

## **School Information**

**Project Number:** \_\_\_\_\_

**Project Title:** Enhanced “My Pledge to Act” - \_\_\_\_\_ (School Name)

**School Type:** \*Government School /Aided School /Caput School/ School under Direct Subsidy Scheme

**Beneficiary Sector:** \*Primary School Students / Secondary School Students

## **Project Details**

**Project Period:** From \_\_\_\_\_ to \_\_\_\_\_

Please check the appropriate box(es) (may choose more than one item):

- Aims:** ☐ To strengthen students’ sense of national identity through implementing learning activities related to national education and national security education.
- ☐ To enhance students’ skills of distinguishing the authenticity of information and develop their critical thinking skills through implementing learning activities related to media and information literacy education.

## **Project Activities:**

Activity Type	National Education & National Security Education (Please put a “√” in the appropriate field)	Media & Information Literacy Education (Please put a “√” in the appropriate field)
1. Talks/workshops for students		
2. Talks/workshops for teachers		
3. Talks/workshops for parents		
4. School-based professional support		
5. Development of school-based learning and teaching resources		
6. Setting up and training school flag-raising team		
7. Visits/theme-based experiential activities (E.g. visit the Chinese People’s Liberation Army Hong Kong Garrison Exhibition Center/news broadcast simulation activity)		

**Budget:**

Budget on implementing national education and national security education activities

Budget item	Quantity	Unit	Unit Price (\$)	Amount (\$)
1. Talks/workshops for students		hour		
2. Talks/workshops for teachers		hour		
3. Talks/workshops for parents		hour		
4. School-based professional teacher support services		hour		
5. Services for the development and production of school-based learning and teaching materials No. of sets of materials to be developed: _____		hour		
6. Local visits		person		
7. Experiential activities		hour/person		
8. Transportation fee for outdoor activities		ride (each round trip counted as 2 rides)		
9. Mainland learning activities Destination: _____	Students: _____ School teacher(s)/ staff: _____ Total: _____	person		
10. Procurement of flag-raising team members' uniform		set		
11. Procurement of flag-raising team leaders' uniform (including uniform for school teaching staff and volunteer parents)		set		
12. Procurement of team flag package		set		
13. Procurement of training flag and short flagpole package		set		
14. Procurement of national flag, regional flag and short flagpole package		set		
15. Procurement and installation of indoor flagpoles		piece		
16. Miscellaneous expenses (capped at \$5,000)				
(A) Sub-total :				

Budget on implementing media and information literacy education activities

Budget item	Quantity	Unit	Unit Price (\$)	Amount (\$)
1. Talks/workshops for students		hour		
2. Talks/workshops for teachers		hour		
3. Talks/workshops for parents		hour		
4. School-based professional teacher support services		hour		
5. Services for the development and production of school-based learning and teaching materials No. of sets of materials to be developed: _____		hour		
6. Local visits		person		
7. Experiential activities		hour/person		
8. Transportation fee for outdoor activities		ride (each round trip counted as 2 rides)		
9. Procurement of reference books		piece		
10. Procurement of video equipment		set		
11. Miscellaneous expenses (capped at \$5,000)				
<b>(B) Sub-total:</b>				

Audit and contingency fee:

Budget item	Amount (\$)
1. Audit fee <sup>1</sup> (capped at \$5,000)	
2. Contingency fee <sup>2</sup>	
<b>(C) Sub-total:</b>	

<b>Amount of Funding Sought (\$):</b>	<u>                    </u> (A)+(B)+(C)
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**Evaluation and Expected Project Outcome(s):**

Evaluation methods: questionnaire

success criteria: (1) \_\_\_\_\_

<sup>1</sup> For projects with approved funding exceeding \$100,000, the audit fee of not more than \$5,000 can be included in the budget.

<sup>2</sup> 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.

(2) \_\_\_\_\_  
(E.g. At least 80% of the students agreed that the project activities could strengthen their sense of national identity,  
At least 75% of the students agreed that the project activities could enhance their skills of distinguishing the authenticity of information.)

Expected project outcomes:

- ☐ Videos of students' learning outcomes (E.g. video of students taking part in the flag-raising ceremony, students reporting the flag-raising ceremony)
- ☐ Learning and teaching resources
- ☐ Others (Please specify) \_\_\_\_\_

### **Declaration**

Our school hereby declares that:

- This application was endorsed by the \*School Management Committee/Incorporated Management Committee \* in the meeting/by circulation on \_\_\_\_\_ (Date) and was supported by teachers.
- All the information given in this application is true and accurate. Our school understands that if we willfully give any false information or withhold any material information, the application will become void. Any funding approved will be withheld and any payment made must be refunded to the Quality Education Fund. Our school will also, as a result of such, bear the ultimate responsibility.
- Our school consents the use of the information provided in this application proposal by the Quality Education Fund for processing the application, conducting research and evaluative studies, and organizing training and sharing sessions.
- Should this application be approved with funding support, our school undertakes that:
  - (i) Our school will optimize the use of approved funding, and take responsibility on our own for any recurrent expenditure arising from this project, including maintenance costs, daily operating costs, etc., as well as the operation and budget arrangement of the related activities after project completion.
  - (ii) Our school will adopt a whole-school approach in project implementation with project activities directly planned and conducted by school teaching staff, so as to cultivate students' positive values and attitudes, strengthening their sense of national identity and/or enhancing their skills of distinguishing the authenticity of information and critical thinking skills.
  - (iii) Our school will ensure that the knowledge passed on and learning and teaching materials used in the project activities are **accurate, objective and impartial**.
  - (iv) Should external organizations and/or individuals be engaged to provide services to facilitate the implementation of project activities, our school will involve **highly credible** organizations and/or individuals with abundant knowledge and professional qualifications as well as substantial experience in the related fields to ensure the quality of the activities.
  - (v) Should external organizations/tutors/instructors/consultants/speakers be engaged to provide services to facilitate the implementation of the project activities, our school will state the required qualification and experience of the service providers clearly when handling the related procurement to ensure that

the services to be provided meet our school's needs. Our school will also make appropriate arrangements in accordance with the requirements as promulgated in circulars, instructions and guidelines issued by the Education Bureau from time to time, including relevant recommendations in the Education Bureau Circular on Sexual Conviction Record Check Scheme for external organizations/tutors/instructors/consultants/speakers providing services at school to safeguard the well-being of students.

- (vi) Should the project activities be conducted by external organizations and/or individuals, our school, will, after completion of the related activities, submit the text materials of the related activities (for example, presentation slides, handouts, worksheets, etc.) via the Electronic Project Management System for reference and retention purposes. Our school will ensure that the external organizations and/or individuals are informed of and agree to the above arrangement prior to commencement of the project activities.
- (vii) Our school will be responsible for the safety of the participants of the project activities and take all possible measures, as well as observing the Guidelines on Extra-Curricular Activities in Schools issued by the Education Bureau and other related safety guidelines to ensure the project activities are conducted safely.
- (viii) Our school will observe the Quality Education Fund General Guidelines on Staff Administration and Procurement Matter to conduct quotation/tendering exercises to ensure the fair, open and competitive procurement procedures have been put in place.
- (ix) The contents, deliverables and products developed from the project, 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.
- (x) Our school will submit all the deliverables after project completion and consent the use of the deliverables by the Quality Education Fund and the government departments and/or relevant organizations entrusted for promotion and dissemination purposes.