

Quality Education Fund
**“My Pledge to Act – Be Grateful and Treasure What We Have,
Stay Positive and Optimistic” Funding Programme**

Guide to Applicants

(For applications submitted from 1 June 2021 to 31 January 2022)

1. “My Pledge to Act – Be Grateful and Treasure What We Have, Stay Positive and Optimistic” Funding Programme (hereafter “MPA Funding Programme”) is implemented for three consecutive school years starting from 2019/20. Publicly-funded schools and kindergartens joining the kindergarten education scheme may submit to the Quality Education Fund (hereafter “QEF”) mini-scale applications of funding sought of not exceeding \$200,000 to implement pertinent project activities.

Eligibility for Application

2. Publicly-funded schools (including government schools, aided schools, caput schools and schools under the Direct Subsidy Scheme) and kindergartens joining the kindergarten education scheme may submit application.

Scope

3. The theme of “My Pledge to Act” for the 2021/22 school year is “Be Grateful and Treasure What We Have, Stay Positive and Optimistic”. Schools may, in light of their school contexts and students’ needs, apply to the QEF for funding to design appropriate learning activities for participation of teachers and students, thereby creating a favourable learning environment for cultivating students’ positive values.

Amount of Funding Support

4. The maximum funding of **\$200,000** per application per year is set under MPA Funding Programme. MPA Funding Programme is implemented for schools to obtain additional resources to organize diversified learning activities for teachers and students’ participation so as to facilitate the students’ development of positive values associated with the theme “Be Grateful and Treasure What We Have, Stay Positive and Optimistic”.

5. Schools should ensure the related expenditure estimates are in line with the project objective(s) and the purposes of MPA Funding Programme when determining the budget proposal. Under the prudence and pragmatic principle, schools should, having regard to the types, scale, frequency of project activities etc., apply to the QEF for funding amount meeting their genuine needs. The funding amount applied for could be lower than the maximum set at \$200,000 per year.

6. 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.

7. 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

8. MPA Funding Programme is implemented for three consecutive school years starting from 2019/20 (i.e. 2019/20, 2020/21 and 2021/22 school year).

9. Each school might submit **one application** under MPA Funding Programme in each relevant school year to obtain the maximum funding of \$200,000 per year to implement pertinent project activities for a period of around one year.

Application Period

10. Schools planning to implement pertinent project activities in the 2021/22 school year may submit applications from 1 June 2021 to 31 January 2022. The QEF will, in accordance with the order of the submission, process the applications received by batches. Schools should submit applications as early as possible so as to utilize the approved funding to implement the project activities earlier.

Application Quota

11. Applications under MPA Funding Programme are not included in the existing application quota that each school is entitled to per school year. From the 2019/20 to 2021/22 school year, schools eligible for application are **additionally** provided with

one **designated** mini-scale application quota in each school year to apply for MPA Funding Programme. That additional application quota could not be used to submit applications under Priority Themes.

12. The additional application quota not used in individual school year and any part of the requested funding amount not approved could not be retained for use in the subsequent school year. In other words, schools could not make more than one application under MPA Funding Programme in each application period, or apply for funding amount of over \$200,000 in one time to implement pertinent project activities.

Application Method

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

14. Applications not submitted through the EPMS will not be processed.

Details of Collaborating/Participating Organisations

15. Schools planning to invite other schools and/or organisations to collaborate to implement/participate in the projects should seek prior consent from the collaborating/participating school(s) and/or organisation(s), and provide the name(s) of the collaborating/participating school(s) and/or organisation(s) when submitting applications via the EPMS.

16. The related collaborating/participating school(s) and/or organisation(s) are required to confirm collaboration/participation in the projects through the EPMS within 14 days from the date of submission of the applications. Should no confirmation be made, the school(s) and/or organisation(s) concerned will not be considered valid collaborating/participating parties.

Declaration

17. School heads/persons-in-charge of the applications are required to sign a declaration including the following items in the application form:

- The school is eligible for application;
- All the submitted information is true and accurate;

- There is no duplication of funding from other Government sources for the same project activities;
- All products/deliverables developed in the project shall remain the exclusive property of the QEF; and
- Upon approval of the project, the school will produce documentary proof of endorsement by the School Management Committee/Incorporated Management Committee that the project aligns with the needs and development of the school and the project is supported by teachers.

Assessment Criteria

18. Project proposals of MPA Funding Programme are mainly assessed in accordance with the criteria under three areas, including project needs, project feasibility and expected project outcomes. Other than the above-mentioned criteria, the QEF would also consider each application in a holistic manner having regard to the circumstances and justifications of individual cases. Details of the three areas of assessment criteria are at **Annex 1**.

19. 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

20. The QEF will process the submitted applications and release application results by batches. Should the applications contain complete and accurate information, it is estimated that not more than 2 months' time is required for the QEF to process each application under MPA Funding Programme with the agreement signed (the said estimate is subject to the number of applications received by the QEF). The QEF will announce the application results through the EPMS and by post.

Signing of Agreement

21. 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.

Responsibility of Grantees

22. Grantees should only commence the project activities after signing the agreement.

23. 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.

24. 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 MPA 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 MPA Funding Programme.

25. Grantees are required to optimise 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.

26. 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.

27. 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”.

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 participate actively in the promotion, publicity and dissemination activities organised or facilitated by the QEF.

Intellectual Property Rights

30. 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. Schools are encouraged to read the “QEF Intellectual Property Rights Policy” on the QEF website (<http://qef.org.hk>).

The Quality Education Fund Secretariat
September 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.

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Assessment Criteria

Project Need

- The project objectives are clear and in line with the direction and goal of MPA Funding Programme;
- The project proposal/activities cater for the needs of the school and students; and
- The project comprises of elements of school-based innovation, including new ideas, further developed idea building on projects with successful experiences, and/or refinement measure to schools’ existing practices.

Project Feasibility

- The project proposal/activities are in line with the project objectives;
- The project proposal/activities are planned and conducted by school personnel;
- The implementation timetable and mode of operation of the project proposal/activities are practical and feasible;
- The project proposal/activities cater for students’ development needs;
- The budget is reasonable and cost effective;
- The equipment budget and/or services budget are drawn up with reference to the QEF Pricing Standards (if applicable) and the latest market prices; and
- Sufficient justifications are provided for the proposed procurement of items and/or services with prices higher than those in the QEF Pricing Standards.

Expected Project Outcome

- There are clear evaluation methods and success criteria; and
- Tangible and/or non-tangible outcomes are stated in the project.