

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

Notes for Completing Project Proposal

General Information

1. Schools should read the “Guide to Applications” before completing the project proposal for applying “My Pledge to Act – Be Grateful and Treasure What We Have, Stay Positive and Optimistic” (hereafter “MPA”) Funding Programme.
2. Schools are required to complete and submit the digital application form and project proposal via the Electronic Project Management System (hereafter “EPMS”) on the Quality Education Fund (hereafter “QEF”) website (www.qef.org.hk).

Proposed Project Period

3. The project period, counting from the project commencement date to the project completion date, should be counted on monthly basis. Generally speaking, the project implementation will be around 12 months.

Alignment with School-based Needs

4. Schools may explain how the projects are in line with their respective school needs in the following ways:
 - Stating the relevancy to the main theme or sub-themes of “Be Grateful and Treasure What We Have, Stay Positive and Optimistic” that the theme(s) will become the school-based MPA theme(s);
 - Having incorporated into the school development plan/annual plan/student support programme plan;
 - Providing relevant survey findings; and/or
 - Describing the school’s present situation, development needs, students’ learning characteristics, etc.

Proposed Project Plan

5. The digital proposal template provides suggested project activities for schools to choose from. Schools can choose the suggested project activities by checking the respective selection boxes and provide the following information in the respective fields:
 - the number of times the proposed activity is to be held throughout the project period;

- the participating students' class levels; and
- the estimated number of participating students, teachers and/or parents.

6. For project activities not included in the suggested list, schools may provide the proposed activity type/name and related details.

Proposed Budget

7. MPA Funding Programme is implemented for schools to obtain additional resources to organise diversified learning activities for teachers and students' participation so as to facilitate students' development of positive values associated with the theme "Be Grateful and Treasure What We Have, Stay Positive and Optimistic". The related budget should be in line with the project objective(s) and the purposes of MPA Funding Programme.

8. In determining the budget, schools should make reference to the latest market price, and the QEF Pricing Standards. All budget covered in the project proposal must be exclusively used for settling the expenditures incurred within the project implementation period.

9. The budget should be commensurate with the project scale, number of student beneficiaries and expected project outcomes having regard to the principle of prudent use of public money.

10. Should the estimated cost of individual expenditure items be higher than that setting out in the QEF Pricing Standards, schools are required to provide justifications for the QEF's consideration.

11. Service Expenses

- Project activities should be **directly planned and conducted by school teaching staff** on the basis of a whole-school approach. Should schools need to procure instructors/coaches/consultants services to assist in taking forward part of the project activities, it is still necessary to have teachers' participation and collaboration in order to enhance project effectiveness. Schools should rely less on outside services for implementing project activities.
- Remuneration for external tutors, instructors or speakers should be calculated on an hourly basis.
- Expenditure for renting venues, facilities and equipment should be calculated on an hourly basis or on a daily basis.
- Generally speaking, the QEF would sponsor costs/fees of students participating in activities including camps, study trips, leadership training programmes, etc.

- For projects involving students' learning activity outside Hong Kong, schools should state the destination(s) in the proposal, please refer to Annex 1 for details.

12. Equipment Expenses

- Schools should cautiously consider the necessity of the equipment to be procured and the expected outcomes, and ensure that the resources are fully utilized for organizing learning and teaching activities for promoting values education that will directly benefit the students to achieve the project objective(s). Schools should **avoid** allocating excessive amount of budget on procuring equipment if not necessary.

13. General Expenses

- Apart from "Service Expenses" and "Equipment Expenses", other expense item(s) can be grouped under "General Expenses". Schools should also provide details of the item(s) with justifications and breakdown.

14. Expenses "Applicable to the Whole Project"

- The budget of those items, equipment and/or services which are overheads for project implementation as a whole should be included in the section "Applicable to the Whole Project".
- Projects with approved funding exceeding \$100,000 are required to submit audited accounts to the QEF upon project completion. The related audit fee (\$5,000 at most) could be included in the proposed "General Expenses".

Project Evaluation

15. The proposed evaluation(s) should be directly related to the project objective(s), evaluation method(s) and the respective success criteria should be specified.

Expected Project Outcomes

16. Schools should state the expected tangible deliverables of the project including learning and teaching resources and/or the impact on students' learning.

The Quality Education Fund Secretariat
December 2023

Quality Education Fund

Arrangements of Expenses of Students' Learning Activity outside Hong Kong

- For projects involving student learning activities outside Hong Kong, schools are required to state the destination(s). The QEF would sponsor students with half of the cost of the trips, or half of the maximum subsidy set for the respective destinations, whichever is the lower. The respective maximum subsidy is set according to the destinations.
- Students in receipt of the Comprehensive Social Security Assistance (hereafter “CSSA”) or full grant from the Student Finance Office (hereafter “SFO”) will be provided with subsidy to cover the full cost of the trips, or the maximum subsidy set for the respective destinations, 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 set for the respective destinations, whichever is the lower.

Subsidy rate for student learning activities outside Hong Kong is as follows:

Destination	Maximum Subsidy per Student (HK\$)	Maximum Subsidy per Student on CSSA /Full Grant from SFO (HK\$)	Maximum Subsidy per Student on Half Grant from SFO (HK\$)	Maximum Subsidy per Student not in Receipt of CSSA / SFO Grant (HK\$)
Asia (including the Mainland, Australia, New Zealand and Middle East)	6,500	6,500	4,875	3,250
Africa	10,500	10,500	7,875	5,250
Europe and America	11,500	11,500	8,625	5,750