

**Part B: Project Proposal (Application with Grant Sought Not Exceeding \$200,000)**

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| <b>Name of Applicant/Organisation:</b>       |   |
| <b>Project Title</b><br>Chinese:<br>English: | <b>Project Number:</b><br><i>(Assigned by EPMS)</i> |

**Basic Information**

**Beneficiary Sector:**  Kindergarten  Primary School  Secondary School  Special School *(Please tick the appropriate box(es))*

**Expected Number of Beneficiaries** *(Please fill in the appropriate item(s))*

Student: \_\_\_\_ (number) \_\_\_\_ (class level(s)/age)

Teacher: \_\_\_\_ (number)

Parent: \_\_\_\_ (number)

Number of Participating School(s) (excluding applicant school): \_\_\_\_ Kindergarten \_\_\_\_ Primary School  
\_\_\_\_ Secondary School \_\_\_\_ Special School

Others: *(please specify)* \_\_\_\_\_

**Proposal**

**(I) Project Needs**

(a) Please state the aims of the project in clear and concise terms and elaborate on how the proposed project could impact on school development.

(b) (i) What are the areas of the needs and priorities of the school? *(Please tick the appropriate box(es))*

- Enhance learning and teaching to facilitate students' knowledge on subjects / learning areas / generic skills development
- Promote students' social and emotional development
- Enhance school management / leadership and teachers' professional development
- Others: *(please specify)* \_\_\_\_\_

(ii) Please give background information to justify the demonstrated needs as mentioned in (b)(i). *(Please tick the appropriate box(es) and provide details where appropriate)*

- School development plan:** \_\_\_\_\_
- Survey findings:** \_\_\_\_\_
- Literature review summary:** \_\_\_\_\_
- Assessments on students' performance:** \_\_\_\_\_
- Relevant experiences:** \_\_\_\_\_
- Others:** *(please specify)* \_\_\_\_\_

(c) Please elaborate on the innovative ideas or new practices to enhance, adapt, complement and/or supplement the existing practices that will facilitate the development of the school to address the needs specific to its own context.

**(II) Project Feasibility**

(a) Please describe the design of the project, including:

(i) Approach/Design/Activity (Please provide details on project activities as well as learning and teaching arrangements, including key learning stages / key learning areas / subjects / learning elements covered in the learning and teaching activities.<sup>1</sup>)

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(ii) Key Implementation Details

**Project period:** MM/YYYY to MM/YYYY

| Month / Year        | Content / Activity / Event | Target Beneficiary / Participants |
|---------------------|----------------------------|-----------------------------------|
| MM/YYYY             |                            |                                   |
| MM/YYYY to MM/YYYY  |                            |                                   |
| MM/YYYY and MM/YYYY |                            |                                   |

(b) Please explain the extent of teachers' and/or principal's involvement and their roles in the project.

(i) Number of teachers involved and degree of input (time, types, etc.):

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(ii) Roles of teachers in the project: (Please tick the appropriate box(es))

- Leader                     
  Co-ordinator                     
  Developer                     
  Service recipient  
 Others: (please specify) \_\_\_\_\_

(c) Please provide the budget of the project and justify the major items involved. (\*Please fill in the appropriate items)

| Type *           | Expenditure Details (Including the breakdown for the budget items) |                |          |      |             | Justifications |
|------------------|--|----------------|----------|------|-------------|----------------|
|                  | Item   | Unit Cost (\$) | Quantity | Unit | Amount (\$) |                |
| Staff            |  |                |          |      |             |                |
| Service          |  |                |          |      |             |                |
| Equipment        |  |                |          |      |             |                |
| Works            |  |                |          |      |             |                |
| General expenses |  |                |          |      |             |                |
| Contingency      |  |                |          |      |             |                |

If audit fee and/or UGC-funded tertiary institutes' administrative charges are to be included in the budget, they should be included as items under "General Expenses" and stated as "Audit Fee" / "Administrative Charges". Details and justifications should be provided under "Justifications".

Total: **\$000,000**  
**Total Amount of Funding Sought: \$000,000** (Round up to the nearest hundred)

<sup>1</sup> Please refer to the Education Bureau website for the latest relevant curriculum guidelines.

**(III) Expected Project Outcomes**

(i) Please describe how to evaluate the effectiveness of the project. *(Please tick the appropriate box(es) and provide details where appropriate)*

**Observation:** \_\_\_\_\_

**Focused group interviews:** \_\_\_\_\_

**Pre- and post-activity surveys:** \_\_\_\_\_

**Performance change of students in assessment:** \_\_\_\_\_

**Others:** *(please specify)* \_\_\_\_\_

(ii) Please state the project deliverables or outcomes. *(Please tick the appropriate box(es) and provide details where appropriate)*

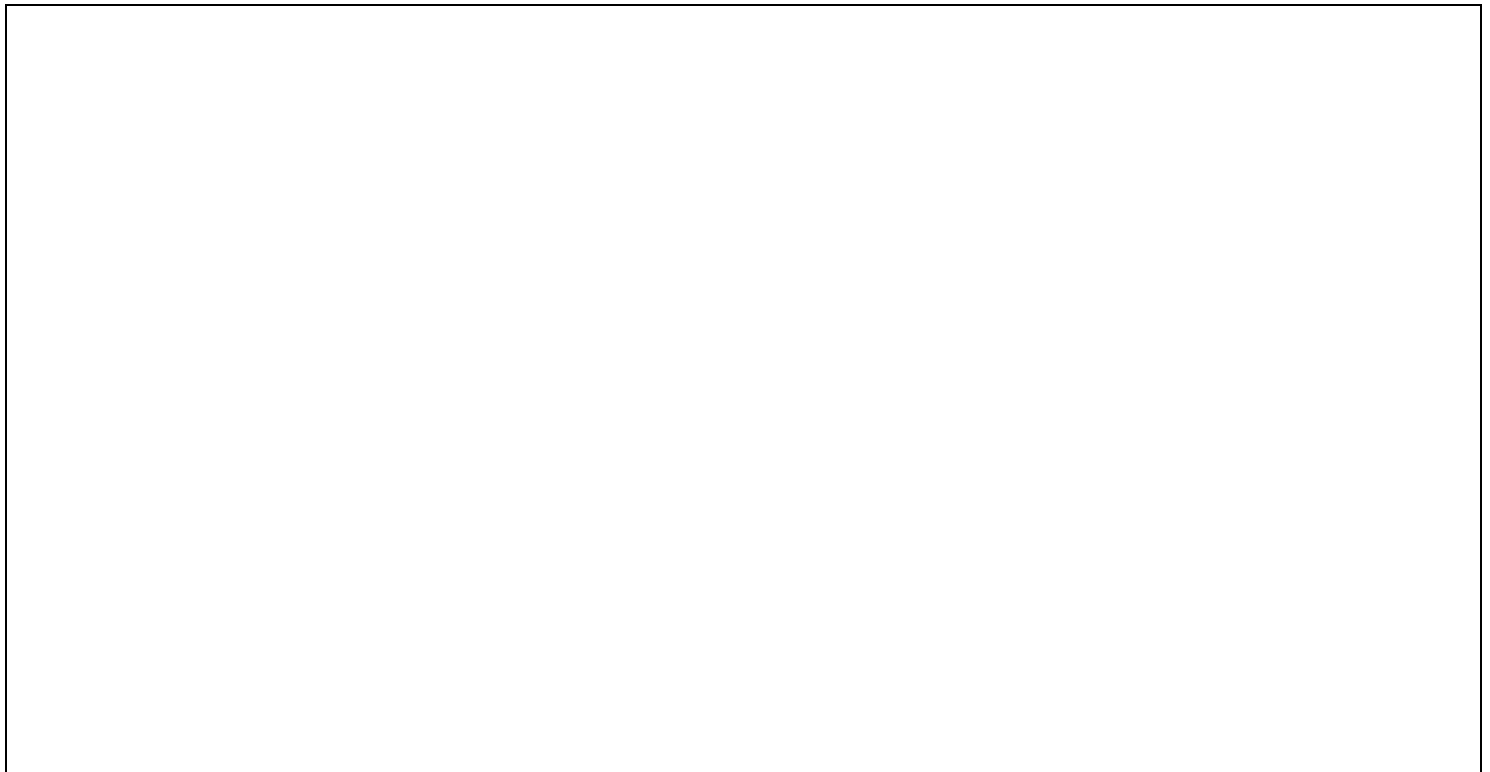
**Learning and teaching materials:** \_\_\_\_\_

**Resource package:** \_\_\_\_\_

**Electronic deliverables:** \_\_\_\_\_

**Others:** *(please specify)* \_\_\_\_\_

**(IV) Supplementary Information** *(If applicable) [Up to 5 images can be uploaded]*



**Description** *(Please provide description of each image)*

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