

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 101/2013

From: Permanent Secretary for Education To : Supervisors of Kindergartens,
Kindergarten-cum-Child Care Centres
and Schools with Kindergarten
Classes

Ref.: EDB(KGA)/PEVS/11/1

Date: 16 August 2013 c.c.: Heads of Sections - for information

One-off School Development Grant for Kindergartens under the Pre-primary Education Voucher Scheme in the 2013/14 School Year

Summary

This circular memorandum serves to inform kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (hereafter collectively referred as KGs) joining the Pre-primary Education Voucher Scheme (PEVS) in the 2013/14 school year of the details and administrative arrangements about the provision of a One-off School Development Grant (One-off Grant).

Details

Background

2. The Chief Executive announced in the 2013 Policy Address that the Government will provide KGs under the PEVS (PEVS KGs) in the 2013/14 school year with an additional one-off grant to help them improve their school premises and teaching facilities. The grant will help enhance the quality of KG education while at the same time maintaining its affordability to parents.

Eligibility

3. All KGs approved to join the PEVS and operating local stream of nursery classes, lower KG classes or upper KG classes (i.e. K1, K2 and K3 classes respectively) in the 2013/14 school year will be eligible for the One-off Grant.

Amount of Grant to be Disbursed

4. The total amount of the One-off Grant to be disbursed to each eligible KG will be calculated on the following basis:

(a) Basic Grant – by school registration

Each eligible KG will be provided with a basic grant at a fixed amount of \$150,000 per school. A registered KG, regardless of the number of registered

locations under the same school registration, would be counted as one eligible KG for the purpose of disbursement of the grant.

(b) Additional Grant – by number of eligible pupils

Each eligible KG will be provided with an additional grant calculated according to the number of pupils enrolled in the KG as at 16 September 2013 at the rate of \$750 per eligible pupil. The total number of pupils enrolled in the local stream of half-day and whole-day KG classes (including nursery, lower KG and upper KG classes, or K1, K2 and K3 classes) of all registered locations of the eligible KG will be counted.

The total amount of the One-off Grant is capped at \$250,000 per KG.

Usage of the One-off Grant

5. The One-off Grant should be used to meet expenses for maintenance, repair or improvement of school premises/facilities, procurement of furniture and learning resources (e.g. books, teaching materials and computers, etc.) and hiring of additional personnel and/or services on a temporary and project basis, to develop teaching resources, e-learning materials and school website, etc.. To allow sufficient time for planning and making effective use of the provision, KGs may use the One-off Grant over a period of three years, i.e. up to the end of the 2015/16 school year. They may also charge the expenditure incurred on the above items to the One-off Grant from the date of this circular memorandum.

6. KGs are required to put in place proper procedures for procurement, employment and competitive bidding that are in line with the guidelines issued by the Education Bureau (EDB) and having regard to their individual circumstances as necessary. They should also ensure that the procedures are conducted in a fair, open and well-documented manner. In this connection, KGs are requested to make reference to the “Guide to Procurement of Goods and Services and Appointment of Staff” at EDB’s website (http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/preprimary-voucher/procurement_appointment_guide.pdf).

Application and Disbursement Arrangement

7. Supervisors of eligible KGs wishing to apply for the One-off Grant are required to complete the Application Form at **Appendix I** and return it to the respective Senior School Development Officers/Senior Services Officers on or before **30 September 2013**. **Late applications will not be considered.**

8. Upon receiving the application and verifying the information provided by the eligible KGs, we will disburse the One-off Grant to the KGs in December 2013. The amount will be credited to the KGs’ bank account.

Accounting and Audit Arrangements

9. KGs are required to keep a separate ledger account to record the income and expenditure of the One-off Grant, with breakdowns of the purchases. Such records and related receipts/invoices shall be made available to the EDB for inspection when required.

10. Expenditure items charged under the One-off Grant shall not be taken for the calculation of school fees revision. However, KGs are required to report all income and expenditure of the One-off Grant separately in the fee revision applications of the relevant school years.

11. Unspent amount as at 31 August 2016 or the date of closure/withdrawal/exclusion of the KG from the PEVS, whichever is earlier, should be returned to the Government of the Hong Kong Special Administrative Region (the Government). In this connection, all eligible KGs having received the One-off Grant are required to submit to EDB an income and expenditure statement self-certified by the school head and school supervisor in respect of the One-off Grant in the prescribed format at EDB's website (http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/preprimary-voucher/i_and_e_statement.pdf) by 30 September 2016. Should the KG cease operation or withdraw/be excluded from the PEVS before end of 2015/16 school year, the income and expenditure statement should reach EDB within one month from the date of closure or withdrawal/exclusion. KGs are required to return the lump sum of the One-off Grant they received to the Government if they are unable to submit the income and expenditure statement or to present related records and receipts/invoices for inspection when required.

12. Upon the cessation of KGs, items purchased out of the One-off Grant should be at EDB's discretion for disposal. In normal circumstances, KGs may transfer the items to other PEVS KGs in need of them, or donate them to charitable organisations if no PEVS KG is found suitable for receiving these items. KGs should request a formal receipt from the KGs/charitable organisations concerned and submit the certified true copy of the receipt to their respective School Development Sections/Joint Office for Kindergartens and Child Care Centres for record purpose.

Enquiries

13. For enquiries on the One-off Grant, please contact the Kindergarten Administration Section at 2186 8996.

Ms Hera CHUM
for Permanent Secretary for Education

**Application for One-off School Development Grant for Kindergartens
under the Pre-primary Education Voucher Scheme in the 2013/14 School Year**

(To be returned to respective Senior School Development Officers/Senior Services Officers on or before 30 September 2013)

Part A - Particulars of Kindergarten/Kindergarten-cum-Child Care Centre/School with Kindergarten classes* (hereafter referred as KG)

Name of KG (in English): _____
(in Chinese): _____
School Address: _____

School Registration No. : _____
<i>[School having different school locations with the same school registration number should complete and submit one single application form for all school locations.]</i>
Tel. No.: _____ Fax. No.: _____
Contact Person: _____ (Name) _____ (Post)

Part B - Enrolment Figures

The number of eligible pupils of my KG as of **16 September 2013** is as follows:

	Nursery (K1)	Lower Kindergarten (K2)	Upper Kindergarten (K3)	Total
AM				
PM				
Whole-day				
			Grand Total	

Note: KGs may be requested to submit copies of the attendance registers with names of the pupils, their dates of birth and dates of admission as of 16 September 2013 for inspection of EDB as and when required.

Part C - Undertaking

1. I _____ (Name of Supervisor in full) [HK Identity Card No. _____ ()], Supervisor of the KG detailed at Part A of this application form, wish to apply for the One-off School Development Grant (One-off Grant).
2. I undertake that:
 - (a) all information and supporting documents supplied by me or on my behalf and submitted in this application are true, accurate and complete;
 - (b) my KG shall use the One-off Grant solely for the purposes as specified in Education Bureau Circular Memorandum No. 101/2013 on "One-off School Development Grant for Kindergartens under the Pre-primary Education Voucher Scheme in the 2013/14 School Year"; and
 - (c) my KG shall comply with all the requirements set out in the above-mentioned circular memorandum and relevant guidelines issued by the Education Bureau (EDB). Otherwise, I shall repay the One-off Grant as required by the EDB by a specified date to the Government of the Hong Kong Special Administrative Region.
3. I have read the provisions of this Undertaking and fully understood my obligations and liabilities under this Undertaking.

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Supervisor's Signature: _____

Name of Supervisor: _____

Date: _____

COLLECTION OF PERSONAL DATA

1. The personal data provided by means of this application form will only be used for calculating the amount of grant under the One-off School Development Grant and for other related purposes within the Government of the Hong Kong Special Administrative Region (Government).
2. The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, the Government may not be able to process your application.
3. You have a right of access and correction with respect to the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.
4. Enquiries concerning the personal data collected by means of this application form, including the making of access and correction, should be addressed to the respective School Development Officer/Service Officer.

For Office Use Only

All parts have been verified/corrected*.

The approved amount to be disbursed to the KG is: HK\$ _____ (\$150,000 + \$ _____)

Post/Rank

Name

Signature

Date

* Please delete whichever is inappropriate.