

## **Education Bureau Circular Memorandum No. 75/2016**

From : Secretary for Education

To : Supervisors and Heads of Kindergartens,  
Kindergarten-cum-Child Care Centres,  
Primary, Secondary and Special Schools

Ref : EDB(HSC)/ADM/55/12A(2016/17)

Date : 10 June 2016

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### **Home-School Co-operation Grants**

#### **Summary**

The purpose of this circular memorandum is to invite schools to apply for the Home-School Co-operation Grants for the 2016/17 school year.

#### **Details**

2. The provision of Home-School Co-operation Grants is to encourage schools to set up Parent-Teacher Associations and to organise home-school co-operation activities. Information on the application details is listed at the Appendix which can also be downloaded from the webpage of the Committee on Home-School Co-operation (<http://www.chsc.hk/grants/eng>). The Committee on Home-School Co-operation will be responsible for vetting the applications.

3. Schools which wish to apply for the grants are requested to log in the Home-School Co-operation Grants e-Application System (<http://www.chsc.hk/grants/eng>) for submission of e-application form or to submit the attached Application Forms by mail. The application deadline is 7 September 2016.

#### **Enquiries**

4. For enquiries, please contact the Home-School Co-operation Section at 3698 4376.

Ms Y Y SO  
for Secretary for Education

c.c. Heads of Sections - for information

**Committee on Home-School Co-operation**  
**Disbursement Arrangements of Home-School Co-operation Grants**

**Background**

1. The major tasks of the Committee on Home-School Co-operation (CHSC) are to encourage schools to set up Parent-Teacher Associations (PTAs) and to organise activities to enhance home-school co-operation.

**Types of Grants**

2. For the 2016/17 school year, the following three types of grants are available for application by schools:

**Type 1 - Subsidy for PTA**

(a) Set Up Grant (unspent amount can be retained by the PTA):

A grant of \$5,000 for setting up PTA within the school year, or

(b) Annual Grant (unspent amount can be retained by the PTA):

A grant of \$5,267 for subsidizing the recurrent expenditure of existing PTAs

(The rate has been adjusted in accordance with the Composite Consumer Price Index in April 2016.)

**Type 2 - Subsidy for Home-School Co-operation Activities**

Each school can apply for project grants for a maximum of two activities. The ceiling for subsidy will be capped at \$5,000 for each activity. Activities should aim at enhancing home-school co-operation such as:

(a) nurturing students' positive values and life style (e.g. moral and national education, family core values, healthy life, caring culture, environmental education, etc.);

(b) organising activities related to parent education and parenting training (e.g. cognition of emotions, awareness of tragedy from drug abuse, parenting skills, etc.);

(c) assisting parents to support their children in learning (e.g. understanding of the New Academic Structure for Senior Secondary Education, the new teaching modes, media and information literacy, life planning, etc.);

(d) training parents to support the learning activities in schools (e.g. learning to read, life-long learning, etc.);

- (e) initiating information technology projects to enhance the involvement of parents in students' learning (e.g. webpage design, electronic media, etc.); and
- (f) organising joint activities for parents, students and teachers.

### **Type 3 - Subsidy for Joint Home-School Co-operation Project**

A grant capped at \$10,000 will be allocated to each joint home-school co-operation project according to the nature of the activities. The proposed joint project can be jointly organised by individual school / its PTA with schools / PTAs under the same Sponsoring Body or with schools / PTAs in the same district, etc.

*Note:*

- i) The PTAs may use Type 1 grant for purchasing furniture, publishing newsletters, acquiring stationeries and other commodities and so on. All fixed assets must be listed in detail in the PTAs' "Inventory Stores Ledgers" for record of the schools.*
- ii) Expenses on refreshment and entertainment for the above three types of grants should not exceed 10% of the approved amount of each grant.*
- iii) Unspent amount of Type 2 and Type 3 grants at the end of 2016/17 school year should be returned to the HKSAR Government as specified in paragraph 10.*

### **Application Procedures**

3. All kindergartens, kindergarten-cum-child care centres, primary, secondary and special schools are eligible to apply. Applicant schools are required to log in the Home-School Co-operation Grants e-Application System (<http://www.chsc.hk/grants/eng>) for submission of e-application form or to submit the duly completed application form(s) to the Home-School Co-operation Section by mail on or before 7 September 2016. [Address : Room W215, 2/F., West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon.] Late applications will not be considered. Password will be sent to schools which have submitted applications in the 2015/16 school year in June.

4. If applicant schools fail to return the 2015/16 School / PTA Home-School Co-operation Activities Evaluation Form, their applications will not be considered.

### **Vetting Criteria**

5. Type 2 and Type 3 grants applications will be vetted and approved according to the following criteria:

- (a) the amount of government funding allocated to CHSC;

- (b) the total number of applications received;
- (c) the nature and number of participants of the proposed activity;
- (d) the proposed budget for the activities; and
- (e) the expenses on refreshment and entertainment for the proposed activities will be capped at 10% of the total project grant applied for.

### **Priorities**

- 6. In the disbursement of Type 2 and Type 3 grants, priority will be given to:
  - (a) applications from schools with established PTAs;
  - (b) applications from schools with a higher proportion of students with special educational needs; and
  - (c) applications for activities with quality, innovation and long-term goal.

### **Points to Note**

- 7. Schools applying for Type 2 and Type 3 grants should:
  - (a) provide precise and concise information for every item of the application form for processing;
  - (b) seek approval in writing if there is any change in the mode of the approved activity;
  - (c) return the unspent funds to the HKSAR Government through the Education Bureau (EDB) if the approved activity is not carried out or the subsidy is not exhausted as proposed. For details of the accounting arrangement, please refer to Paragraph 10 (Guideline 2) below; and
  - (d) submit School / PTA Home-School Co-operation Activities Evaluation Form after the approved activities have been carried out. The evaluation form can be downloaded from the CHSC webpage (<http://www.chsc.hk/grants/eng>). Schools can log in the Home-School Co-operation Grants e-Application System (<http://www.chsc.hk/grants/eng>) for submission of e-evaluation form or return the completed form to the Home-School Co-operation Section by mail on or before 31 August 2017.
  
- 8. The CHSC reserves the right to reject any application.

### **Payment Arrangements**

- 9. Payment arrangements for different types of schools are as follows:
  - (a) For government schools, the grants will be paid to the Bank Account for Extra-curricular Activities Fund.

- (b) For aided schools, special schools, caput schools, schools under the Direct Subsidy Scheme, kindergartens and kindergartens-cum-child care centres receiving subsidies from the EDB, the grants will be paid to the EDB Grant Payment Account.
- (c) For schools without EDB Grant Payment Account, cheque with the approved amount will be mailed to schools.

### **Accounting Arrangements**

10. Schools should collaborate with PTAs to ensure the following three guiding principles of using the grants could be complied with:

#### **Guideline 1: Basic Principles**

- (a) To ensure proper and cost-effective use of the grants, the school and the PTA should work together to reach consensus with all stakeholders on the scope and use of the grants and related rules. It is mandatory to adhere to proper accounting and financial guidelines. The participation of stakeholders in the accounting and auditing procedures will enhance transparency and accountability.
- (b) The PTA should inform the school of their plan for using the grants and the related financial arrangement and seek its comments or suggestions for ensuring effective use of the subsidies. The PTA should also report regularly to the school about the financial position. Furthermore, the PTA should prepare an annual financial statement for reporting at the annual general meeting of the PTA and such statement should also be included in the School Annual Report for information of all stakeholders.

#### **Guideline 2: Handling of the Grants**

- (a) Aided schools should reflect the income and expenditure of all PTA activities on the annual audited accounts of the school. Unspent amount of Type 1 grant can be retained by the PTA. Only Type 2 and Type 3 grants are subject to claw back. The unspent fund should be kept in the school account. Subsequent claw back of the unspent amount will be based on the audited accounts and schools will be notified to return the unspent funds in due course. In case of deficit, aided schools may deploy the surplus under the Expanded Operating Expenses Block Grant / General Domain of the Operating Expenses Block Grant to top up or schools' own funds to absorb.
- (b) Schools under the Direct Subsidy Scheme, caput schools, kindergartens and kindergarten-cum-child care centres joining Pre-primary Education Voucher Scheme and / or receiving subsidies under Child Care Centre Subsidy Scheme and / or rent reimbursement should reflect the income and expenditure of all subsidised activities on the annual audited accounts of the school. For government schools, private schools, schools under the Direct Subsidy Scheme, caput schools, kindergartens and kindergarten-cum-child care centres, the unspent amount of each activity should be returned to the Home-School Co-operation Section by crossed cheque payable to the

“HKSAR Government”. In case of deficit, government schools may deploy the surplus of the Expanded Subject and Curriculum Block Grant to cover or schools’ own funds to absorb. DSS and caput schools can deploy government funds or non-government funds to cover the deficit. Private schools and kindergartens and kindergarten-cum-child care centres can deploy schools’ own funds to absorb the deficit.

- (c) All schools should be responsible for monitoring the activities subsidized by the grants. All activity reports, evaluation reports, financial records, payment vouchers/invoices and relevant documents must be kept by the school for accounting and auditing purposes.

### **Guideline 3: Keeping and Transfer of Grants**

- (a) Schools with PTAs

PTA is advised to have an independent bank account. Upon receipt of the grants, schools can transfer the whole amount of grants from the school account to the bank account of the PTA for action. Schools should closely monitor and keep records of all incomes, including subsidies and grants, and activities expenditure of the PTAs for inspection upon request.

- (b) Schools planning to set up PTAs in the 2016/17 school year

School is responsible for keeping the grants until the PTA has been set up, and thereafter transfers the whole amount of grants from the school account to the bank account of the newly established PTA.

- (c) Schools without PTAs

Schools are responsible for administration of the grants.

11. For more information about the operation arrangements of PTAs, schools may refer to the PTA Handbook on the CHSC webpage (<http://www.chsc.hk/handbook/eng>).

### **Insurance Coverage under Block Insurance Policy**

12. Home-school co-operation activities, organised by all aided schools or organised by their PTAs and endorsed by schools, will be covered by the Block Insurance Policy. Schools / PTAs may acquire additional insurance coverage if deemed necessary.

### **Briefing Session**

13. A briefing session on Home-School Co-operation Grants will be organised on 4 July 2016. Interested school heads, teachers and parents may apply to join the briefing session through the CHSC webpage (<http://www.chsc.hk/eng>).

**Committee on Home-School Co-operation**  
**2016/17 School Year Home-School Co-operation Grants Application**

(Please put a ✓ in the appropriate box )

<b>School information</b>	
Name of School:	
Address:	
Telephone No.:	
Fax No.:	
Name of Supervisor:	
Name of School Head:	
Cheque Payee Name: _____ <i>(Applicable to schools without EDB Grant Payment Account)</i>	
Name of Contact Person : _____	Post : _____
E-mail Address : _____	Tel. No. : _____
<b>PTA information</b>	
Our School : <input type="checkbox"/> has set up PTA. <input type="checkbox"/> will set up PTA in the 2016/17 school year. <input type="checkbox"/> has no plan to set up PTA.	
Our PTA : <input type="checkbox"/> is registered under Companies Ordinance. <input type="checkbox"/> is registered under Societies Ordinance. <input type="checkbox"/> does not have any independent registration.	
Name of PTA: _____	
Name of PTA Chairman: _____	
Contact E-mail Address of PTA: _____	

**Committee on Home-School Co-operation  
2016/17 School Year Home-School Co-operation Grants Application**

(Please put a ✓ in the appropriate box ☐)

**Declaration**

I / We:

1. would like to apply for the following grants:

**Type 1: Subsidy for PTA**

- Annual Grant for the 2016/17 school year  
*(Applicable to schools having set up PTA)*
- Set Up Grant  
*(Applicable to schools planning to set up PTA in the 2016/17 school year)*

**Type 2: Subsidy for Home-School Co-operation Activities**

- Subsidy for Home-School Co-operation Activities (Activity 1)  
*[For details of application, please refer to Form 2 (P.1)]*
- Subsidy for Home-School Co-operation Activities (Activity 2)  
*[For details of application, please refer to Form 2 (P.2)]*

**Type 3: Subsidy for Joint Home-School Co-operation Project**

- Subsidy for Joint Home-School Co-operation Project  
*(For details of application, please refer to Form 3)*

2. confirm submission of the School / PTA Home-School Co-operation Activities Evaluation Form for 2015/16;

*(Applicable to schools receiving Type 2 and Type 3 grants in the 2015/16 school year.)*

3. confirm all the information provided in the completed application forms are factually correct;

4. ensure proper and economic use of the grants. I/We will follow the guiding principles of accounting arrangements in utilizing the grants and return unspent amount; and

5. endeavour to implement the proposed activity / project to take forward home-school co-operation. I/We will complete the School / PTA Home-School Co-operation Activities Evaluation Form and return it to the Home-School Co-operation Section on or before 31 August 2017. *(Applicable to schools having applied for Type 2 / Type 3 grants.)*

<b>Signature of Supervisor / School Head:</b>	<b>Signature of PTA Chairman:</b> <i>(for schools with PTAs only)</i>	<b>School Chop</b>
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**Date:** \_\_\_\_ / \_\_\_\_ / 2016







## 2016/17 School Year Home-School Co-operation Grants Application

Type 3: Subsidy for Joint Home-School Co-operation Project

(Note: Application form is to be submitted by *one* of the co-organisers)

Name of School: \_\_\_\_\_

(Please put a ✓ in the appropriate box )

Joint School / PTA Information				
	Name of Joint School / PTA <sup>#</sup>	District	Contact Person & Post	Contact Telephone
1.				
2.				
3.				

# All co-organised schools/ PTAs have been informed and have agreed that the application will be submitted by our school/PTA.

Name of the Activity : \_\_\_\_\_

**Objectives:**

- Nurturing students' positive values and life style  
 Organising activities related to parent education and parenting training  
 Assisting parents to support their children in learning  
 Training parents to support the learning activities in schools  
 Initiating information technology projects to enhance the involvement of parents in students' learning  
 Organising joint activities for parents, students and teachers  
 Others (please specify) : \_\_\_\_\_

**Mode:**

- Educational Activities (e.g. Seminar, Workshop, Training Course)  
 Social Activities (e.g. Parent / Child Day, Carnival)  
 Outdoor Activities (e.g. Outing, Day Camp)  
 Publication (Total : \_\_\_\_\_ copies for \_\_\_\_\_ times)  
 Others (please specify) : \_\_\_\_\_

**Activity Related Information:**Proposed to conduct:  one-off activity       a series of activities (No. of events: \_\_\_\_\_)

Proposed time: \_\_\_\_\_

Proposed venue:  inside school     outside school (please specify): \_\_\_\_\_ outside Hong Kong (please specify): \_\_\_\_\_

Estimated total no. of participants for each event :

Teachers \_\_\_\_\_ Parents \_\_\_\_\_ Students \_\_\_\_\_ Others \_\_\_\_\_ (Total: \_\_\_\_\_)

Method of Evaluation:  Questionnaire     Interview     Group Discussion Others (please specify) : \_\_\_\_\_**Estimated budget:** \$ \_\_\_\_\_

Other estimated income:

- Not applicable  
 Collect fee / charges from participants (Estimated total: \$ \_\_\_\_\_)  
 Apply subsidy from school / PTA / other organization (Amount subsidized: \$ \_\_\_\_\_)

**Amount of Subsidy Applied :**

Subsidy applied from CHSC\*: \$ \_\_\_\_\_ (max. \$10,000)

- The applied amount does not include any expenses on refreshment and entertainment.  
 The applied amount includes expenses on refreshment and entertainment which do not exceed 10% of the applied amount.

(\* The amount of subsidy applied should be same as the amount of estimated budget with deduction of other estimated income and should be capped at \$10,000.)