From: Secretary for Education
To: Heads of all Secondary/Primary Schools and Kindergartens
Ref.: EDB(CD/MCNE)/ADM/145/1/1B(1)
Date: 27 August 2018

Summary

The purpose of this circular memorandum is to invite applications from heads of all secondary, primary schools and kindergartens for the 21st Moral and Civic Education Award Scheme organised by Yan Chai Hospital and co-organised by the Education Bureau.

Details

2. The Award Scheme, which is subsidised by the Moral and Civic Education Fund set up by Yan Chai Hospital to promote moral and civic education in schools, aims at reinforcing character building of students and enhancing their sense of civic responsibility. It also seeks to develop their moral sense and civic awareness at various levels, ranging from family (care and responsibility), society (civic awareness and obligation), country (sense of belonging and national identity) to universal values (sustainable development).

3. Schools which launch any curriculum development projects, activities, programmes, research studies, surveys or innovative initiatives related to moral and civic education in the 2018/19 school year are eligible to participate in the Scheme. Please refer to the Appendix for further details.

Enquiries

4. For enquiries, please contact the Education Department of the Yan Chai Hospital Board at 2416 8821.

Joe KS NG
for Secretary for Education
c.c. Heads of Sections --- for information
## Yan Chai Hospital Moral and Civic Education Fund
### The 21st Moral and Civic Education Award Scheme

<table>
<thead>
<tr>
<th>Organisers</th>
<th>Organised by Yan Chai Hospital and co-organised by the Education Bureau</th>
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<tbody>
<tr>
<td>Sponsored by</td>
<td>Mrs. SO CHAN Wai-hang, Susan, BBS</td>
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<tr>
<td>Aims</td>
<td>To facilitate the promotion of moral education and civic education in all secondary and primary schools and kindergartens so as to enhance character building of students and their sense of civic responsibility, and to better cultivate their moral sense and civic awareness.</td>
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</tbody>
</table>
| Themes             | The project should achieve at least one of the following objectives:  
1. To nurture students’ care for and responsibility towards their family;  
2. To raise civic awareness and a sense of obligation towards society in students;  
3. To develop students’ sense of belonging towards our country, and national identity, and enhance their understanding of motherland;  
4. To nurture students’ care for sustainable development around the globe and the common good for human beings;  
5. To develop a curriculum, activities, projects, research studies, surveys or innovative initiatives related to moral and civic education, for example, offering seats to the needy and showing respect for the aged;  
6. To promote a healthy campus and strengthen anti-drug awareness. |
| Target participants| All secondary and primary schools and kindergartens (including Government, Aided, Direct Subsidised, Caput and Private Schools). |
| Awards             | A total of 60 awards will be presented to secondary and primary schools and kindergartens in the 2018/2019 school year. Each school may submit more than one application. Each successful proposal will be awarded an activity grant of $5,000 (to be disbursed in two instalments of $2,500 each). |
Adjudication: Proposals will be assessed by the adjudicating panel on the basis of their innovativeness, scale, effectiveness, practicability and promotability. The decisions of the adjudicating panel shall be final.

The weighting of each assessment criterion is as follows:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Innovativeness</td>
<td>30%</td>
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<tr>
<td>Scale</td>
<td>20%</td>
</tr>
<tr>
<td>Effectiveness</td>
<td>20%</td>
</tr>
<tr>
<td>Practicability</td>
<td>15%</td>
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<tr>
<td>Promotability</td>
<td>15%</td>
</tr>
</tbody>
</table>

Membership of the Adjudicating Panel:

Chairman:
Mr. LEE Sha-lun, Sheridan
Principal Assistant Secretary (Curriculum Development)
Education Bureau

Ex-officio member:
Mr. FUNG Cheuk-nang, Clement
Chairman, Yan Chai Hospital Board

Permanent Consultant:
Mr. CHOI Pat-tai, Honorary Doctor, MH
Fund Founder

Members:
Mr. KWAN Ting-fai
Former Deputy Director of Education

Mr. WONG Kwan-yu, BBS MH JP
President, Hong Kong Federation of Education Workers

Mr. CHU King-yuen, Honorary Fellow, BBS MH JP
President, New Territories School Heads Association

Prof. KO Gra-yee
President, Hong Kong Teachers’ Association

Dr. KAN Kar-yin
Chairman, The Advisory Management Committee of Hong Kong Teachers’ Centre

Dr. POON Suk-han, Halina, MH
Chairman, Hong Kong Subsidised Secondary Schools Council

Mr. SO Ping-fai
Acting Chairman, Hong Kong Subsidised Primary Schools Council

Mr. Henry TONG Sau-chai
Chairman, Committee on Home-School Co-operation Education Bureau

Mrs. SO CHAN Wai-hang, Susan, BBS
Secretary, Yan Chai Hospital Advisory Board
Ms. SHUM Man-ling  Chairman,  
Hong Kong Kindergarten Association  

Dr. TSANG KAM Shau-wan, Sanly  Chairman,  
Council of Non-profit Making Organisations for Pre-primary Education  

Miss WONG Macy  Chairman, Education Committee,  
Yan Chai Hospital Board  

Mr. WONG Yin-shun, Vincent  First Vice-chairman,  
Yan Chai Hospital Board  

Mr. Leung Wai-kwong, Jason  Chief Executive  
Yan Chai Hospital Board  

Submission of applications:  

1. Application forms should be sent to the Yan Chai Hospital Moral and Civic Education Fund Committee at Education Department, Yan Chai Hospital Board, 10/F, Block C, 7-11 Yan Chai Street, Tsuen Wan, N.T. on or before 5 October 2018 (Friday).  

2. The awardees will be invited in late November to attend the award presentation ceremony, and presented with the first instalment of the activity grant.  

3. The awardees should submit to the Yan Chai Hospital Moral and Civic Education Fund Committee their “Implementation and Evaluation Report” together with relevant photographs on or before 6 June 2019 (Thursday). The second instalment of the activity grant will be presented after the completion of the “Implementation and Evaluation Report” around mid-July.  

4. For enquiries, please contact the Education Department of the Yan Chai Hospital Board at 2416 8821 or Yan Chai Hospital No. 2 Secondary School at 2467 3736.
Appendix

Yan Chai Hospital Moral and Civic Education Fund
The 21st Moral and Civic Education Award Scheme
Application Form

Note:
1. This application form should reach the Yan Chai Hospital Moral and Civic Education Fund Committee on or before 5 October 2018 (Friday) at the following address:
   Education Department, Yan Chai Hospital Board, 10/F, Block C, 7-11 Yan Chai Street, Tsuen Wan, N.T.
2. The project summary should be typed with a font size no smaller than 11 point and not exceed one A4 page. The project details should be typed with a font size no smaller than 11 point and not exceed 15 A4 pages. Applications not meeting such requirements will not be accepted.

Part A: School and Project Information

1. Project Title: (In Block letters) 

2. School Type: □ Secondary □ Primary □ Kindergarten

3. Period of Implementation: from ___________ (month/year) to ___________ (month/year)

4. Did you submit any application for grants to other organisations for organising similar activities? (If yes, please state the details) ____________________________________________________________________________

5. Applicant Information
   Name of School: (Chinese) ____________________________ (English) ____________________________
   Correspondence Address: ____________________________
   Telephone No. : __________________ Fax No. : __________________
   Name of Teacher-in-charge: ____________________________
   Post Title: ____________________________
   Signature of School Head: ____________________________ (School Chop)
   Name of School Head: ____________________________
   Date: ____________________________
Project Summary (font size no smaller than 11 point and not exceeding one A4 page)

Project Title: 

Name of School: 

(1) Rationale: 

(2) Project Aims, Target Participants and Number of Beneficiaries: 

(3) Project Content: 

(4) Schedule of Implementation: 

(5) Expected Outcomes and Evaluation:
Part B: Project Details (font size no smaller than 11 point and not exceeding 15 A4 pages)

Project Title: 

Name of School: 

(1) Rationale: 

(2) Project Aims, Target Participants and Number of Beneficiaries: 

(3) Detailed Project Content: 

(4) Detailed Implementation Plan and Schedule: 

(5) Expected Outcomes: 

(6) Evaluation Method: 

(7) Budget: 

(8) Sustainability of the Project (*if applicable*):
Yan Chai Hospital Moral and Civic Education Fund  
The 21\textsuperscript{st} Moral and Civic Education Award Scheme  
Implementation and Evaluation Report

Note:  
The completed report should be submitted to the Yan Chai Hospital Moral and Civic Education Fund Committee on or before 6 June 2019 (Thursday) at the following address: 
\textit{Education Department, Yan Chai Hospital Board, 10/F, Block C, 7-11, Yan Chai Street, Tsuen Wan, N.T.}

Part A: School and Project Information

1. Project Title:  
\textit{(In Block Letters)}

2. School Type:  

\begin{itemize}
\item \checkmark \textbf{Secondary}
\item \checkmark \textbf{Primary}
\item \checkmark \textbf{Kindergarten}
\end{itemize}

3. Applicant Information

\begin{itemize}
\item Name of School: \textit{(Chinese)}
\item \textit{(English)}
\item Correspondence Address:
\item Telephone No.: \hspace{1cm} Fax No. :
\item Name of Teacher-in-charge:
\item Post Title:
\end{itemize}

Signature of School Head : \hspace{6cm} (School Chop)

Name of School Head : 

Date : 

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Part B: Implementation and Evaluation Report

Project Title: 

Name of School: 

(1) Aims: 

(2) Content: 
   A. Project Implementation Schedule (including period of implementation, name of activity, target participants and number of participants) 
   B. Implementation Details (including detailed content of activity and relevant photographs) 
   C. Outstanding Products, Worksheets or Exemplars produced in the Project 

(3) Financial Report: 
   (Including items, budget, actual expenses) 

(4) Evaluation: 
   A. Evaluation of Progress 
   B. Effectiveness of the Project