

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 75/2020

From : Secretary for Education

To : Heads of Kindergartens, Primary and
Secondary Schools

Ref. : EDB(CD/MCNE)/ADM/150/1/24(5)

Date : 18 May 2020

Ping Wo Fund School Project Grants 2020-21

Summary

The purpose of this circular memorandum is to inform heads of kindergartens, primary and secondary schools of the **Ping Wo Fund School Project Grants 2020-21**. All schools are invited to apply for the Grants.

Details

2. The Home Affairs Bureau established the Ping Wo Fund in September 2003 to finance preventive and remedial measures to address the gambling-related problems. Apart from donations from the public, from 2019/20, the Hong Kong Jockey Club has undertaken to contribute to the Fund within a four-year period. The Ping Wo Fund School Project Grants 2020-21 (“the School Project Grants”) administered by the Ping Wo Fund Advisory Committee (“the Committee”) aims to provide sponsorship to schools to organise educational projects/activities that aim at educating students about the harms of gambling, fostering their positive values and attitudes, as well as instilling in them correct financial management concepts and behaviours. Please refer to **Annex I** for details.

3. A maximum number of 300 applications would be approved for the School Project Grants. Applications would be approved on a first-come, first-served basis. Applicants are required to complete the Application Form at **Annex II** and send it to the Secretariat of the Committee at 13/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to: pingwofund@hab.gov.hk **on or before 15 June 2020 (Monday)**. **Late application or application with incomplete information will not be considered.** (*Note: Date on postmark, or date of acknowledge receipt in case of email application, should not be later than the closing date. Applications by fax will not be accepted.*)

Enquiry

4. For enquiries about this School Project Grants, please contact the Secretariat of the Committee at 3509 8008.

Dr Gloria PW CHAN
for Secretary for Education

c.c. Heads of Sections – for information

Guide to Application for The Ping Wo Fund School Project Grants 2020-21

附件一
Annex I

Introduction

1. The Ping Wo Fund School Project Grants 2020-21 (“the School Project Grants”) administered by the Ping Wo Fund Advisory Committee (“the Committee”) aims to provide sponsorship to schools to organise educational projects/activities on prevention or alleviation of gambling-related problems among students.

2. Applicants are encouraged to organise educational projects/activities that aim at educating students about the harms of gambling so as to foster their positive values and attitudes, as well as correct financial management concepts and behaviours. Target groups may also include parents, so that they would be aware of the importance of cultivating positive values for children, and would be able to identify gambling disorder and seek help as necessary at an early stage.

Eligibility

3. All kindergartens, primary schools, secondary schools and post-secondary institutions registered in Hong Kong are eligible for applying for the School Project Grants. While an applicant must be a school/an institution, an applicant school/institution may collaborate with other parties, such as a Parent-Teacher Association. Each school/institution is eligible to submit one application each year.

Nature of Grants

4. A fixed grant of \$3,500, or the actual amount of expenditure (whichever the lower), would be provided for each successful application, and each application can include more than one activity. There would be no restriction on expenditure items, provided that **the grants are used for organising educational projects/activities on prevention or alleviation of gambling-related problems among students.** There is no restriction on other source(s) of resources to be spent on the same projects or activities.

Application procedures

5. A maximum number of 300 applications would be approved for the School Project Grants for 2020-21. Applications would be approved on a first-come-first-served basis.

6. Applicants are required to submit the duly completed Application Form (at Annex II) to the Secretariat of the Ping Wo Fund Advisory Committee by post or by email **on or before 15 June 2020 (Monday)** -

Address: 13/F, West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

Email: pingwofund@hab.gov.hk

For postal applications, the postmark will be taken as the submission date, while the date of acknowledging receipt will be deemed the same for applications by email. Applications submitted by fax, late applications or applications with incomplete information will **not** be considered. If a Black Rainstorm Warning Signal or Typhoon Signal No. 8 or above is issued by the Hong Kong Observatory between 9:00 a.m. and 5:00 p.m. on the last day of the application period (i.e. 15 June 2020), the deadline for submission will be extended to 5:00 p.m. on the following working day.

7. Notification letters will be issued to successful applicants in **August 2020**. Successful applicants will be required to confirm acceptance of grants by returning a duly completed reply slip to the Secretariat of the Committee **by post**. If no notification letter is received by **31 August 2020**, the application is deemed to be unsuccessful and no separate notification will be issued by the Secretariat of the Committee. All submitted application forms, whether accepted or not, will not be returned.

Criteria and Conditions

8. The proposed projects/activities must be non-profit making and must be held in Hong Kong. There is no restriction on whether the proposed projects/activities are held within or outside the campus of the school/institution. Under no circumstances should these projects or activities serve for or are associated with political, religious or commercial purpose.

9. **All approved projects/activities must be completed by end of July 2021.**

10. Sponsored schools/institutions should include the following acknowledgement on materials (including audio or visual materials, sound recordings, pictures and written materials) sponsored under the School Project Grants:

“The project/activity is sponsored by the Ping Wo Fund (with the logo of the Ping Wo Fund and the message “Say No to Gambling”)

11. The Committee does not accept any responsibilities for any claims, demands or liabilities arising from the sponsored projects/activities. Successful applicants should take out public liability insurance for the projects/activities concerned.

Monitoring of Projects/Activities

12. The Committee reserves the right to -

- (a) disclose the list of successful applicant organisations, titles of sponsored projects/activities, amounts of sponsorship and other information relevant to the approved projects/activities without prior consent of applicant schools/institutions ; and
- (b) invite sponsored schools/institutions to regularly report on the progress of the projects/activities.

13. The sponsored schools/institutions shall provide to the Committee details of the sponsored projects/activities (including the date(s), time and venue(s) of projects/activities) **at least two weeks before** they are held if such information is not provided in the application form or different from those provided in the application form. Members of the Committee, its Secretariat or any other representatives authorised by the Committee or its Secretariat **may attend and inspect the sponsored projects/activities with or without prior notification.**

Payment of Grants

14. All sponsored schools/institutions are required to complete the Evaluation Report (at **Annex III**) and submit it to the Secretariat of the Committee (*see paragraph 6 of this Guide for the address*) **within one month upon completion of the projects/activities.** Two photos showing the projects/activities' **relevance to the prevention and alleviation of gambling-related problems** must also be submitted together with the Evaluation Report.

15. Heads of schools/institutions are required to verify all receipts and documents of the sponsored projects/activities. One-off payment by cheque would be made to sponsored schools/institutions to meet the actual amount of expenditure which is subject to the maximum of the fixed grant sum upon receipt of the Evaluation Report, subject to the vetting by the Secretariat of the Committee and any findings observed at the inspections of sponsored projects /activities.

Enquiries

16. For enquiries about this School Project Grants, please contact the Secretariat of the Committee at 3509 8008.

Secretariat to the Ping Wo Fund Advisory Committee
May 2020

2020-21 年度平和基金學校活動資助計劃申請表格 The Ping Wo Fund School Project Grants 2020-21 Application Form

請在適當方格內加上勾號 (“✓”)。 Please put a tick (“✓”) in the appropriate box.	
申請單位可以中文或英文填寫本表格。 Applicant may fill in this form in either Chinese or English.	
註：申請人提供的個人資料只作處理本申請之用。 Note: Personal data provided by the applicant will be used for processing this application only.	
學校名稱： Name of School	
地址： Address	
學校類別 School Type: <input type="checkbox"/> 幼稚園 Kindergarten <input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 專上教育機構 Post-Secondary Institution	
電郵地址 E-mail Address:	
電話號碼 Telephone No. :	傳真號碼 Fax No. :
計劃負責人姓名： Name of Supervisor	聯絡電話號碼： Contact Telephone No.
資助將以支票發放，請填寫支票抬頭人名稱 Grants will be released by cheque. Please fill in the name of cheque bearer :	
計劃/活動名稱 Name of the project/activity :	
計劃/活動目的 Objective of the project/activity :	
計劃/活動簡介 Brief description of the project/activity :	

計劃/活動舉辦日期 Date of the project/activity :	
計劃/活動舉辦地點 Venue of the project/activity :	
預計參與人數 Estimated no. of participants :	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"> <u>3,500 元資助額的支出項目 Expenditure items for the sponsorship of \$3,500</u> <u>款額 Amount(\$)</u> </div>	
校長姓名 Name of School Head : <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> 簽署 Signature : <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>	校印 School Chop :
呈交申請表日期 Submission Date : _____	

2020-21 年度平和基金學校活動資助計劃評估報告 Ping Wo Fund School Project Grants 2020-21 Evaluation Report

請在適當方格內加上勾號(“✓”)。 Please put a tick (“✓”) in the appropriate box.	
獲資助的學校／教育機構可以中文或英文填寫本表格。 Sponsored schools/institutions may fill in this form in either Chinese or English.	
註：獲資助的學校／教育機構提供的個人資料只作處理發還資助金額之用。 Note: Personal data provided by the sponsored schools/institutions will be used for processing the reimbursement of sponsorship only.	
學校名稱： Name of School	
計劃負責人姓名： Name of Supervisor	聯絡電話號碼： Contact Telephone No.
電郵地址 E-mail Address:	
計劃/活動名稱 Name of the project/activity :	
計劃/活動詳情 Project details : <input type="checkbox"/> 一次性活動 One-off activity 舉辦日期 Date : ____/____/____ <input type="checkbox"/> 連續性活動 A series of activities : 由 From : ____/____/____ 至 To ____/____/____	
計劃/活動舉辦地點 Venue of project/activity :	
參與人數 No. of participants :	
請於附錄提供兩張活動的照片 (照片必須顯示活動與預防及緩減賭博帶來的問題有關)，隨同「評估報告」一併繳交。 Please submit two activity photos at Appendix (photos must show that the activity is related to prevention / alleviation of gambling-related problems) with the Evaluation Report.	

成效評估方式 Evaluation method : <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> 問卷 Questionnaire <input type="checkbox"/> 面談 Interview <input type="checkbox"/> 小組討論 Group discussion </div> <input type="checkbox"/> 其他 Others (請註明 Please specify: _____)	
評估結果 Evaluation result : <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> 非常滿意 Very satisfactory <input type="checkbox"/> 滿意 Satisfactory <input type="checkbox"/> 一般 Fair </div> <input type="checkbox"/> 其他 Others (請註明 Please specify: _____)	
整體評估 Overall Evaluation : 學校對有關資助計劃/活動 The school opined that the project/activity is <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> 非常滿意 Very satisfactory <input type="checkbox"/> 滿意 Satisfactory <input type="checkbox"/> 一般 Fair </div> <input type="checkbox"/> 其他 Others (請註明 Please specify: _____)	
獲批的資助金額 Approved amount of sponsorship :	
申請發還資助金額 Amount of sponsorship to be released : 註: 如活動實際開支少於獲批核的定額資助, 資助將會按活動實際開支發放。 If the actual expenditure of the project/activity is less than the fixed grant approved, sponsorship will be released according to the actual expenditure.) <div style="margin-top: 10px;"> <input type="checkbox"/> \$3,500 <input type="checkbox"/> 實際開支 Actual Expenditure (請註明金額 please specify amount: _____) </div>	
校長姓名 Name of School Head : _____ 簽署 Signature : _____	校印 School Chop : <div style="height: 100px; border: 1px solid black;"></div>
呈交評估報告日期 Submission Date : _____	

請提供兩張活動的照片（照片必須顯示活動與預防及緩減賭博帶來的問題有關），隨同「評估報告」一併繳交。
Please submit two activity photos (photos must show that the activity is related to prevention / alleviation of gambling-related problems) together with the evaluation report.