

## **Education Bureau Circular Memorandum No. 109/2020**

From: Secretary for Education

To: Heads of all Secondary/Primary Schools and  
Kindergartens

Ref. : EDB(CD/MCNE)/ADM/145/1/1B(1)

Date: 4 August 2020

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### **Yan Chai Hospital Moral and Civic Education Fund The 23rd Moral and Civic Education Award Scheme (Application for the 2020/21 Award Scheme)**

#### **Summary**

This circular memorandum invites applications from heads of all secondary, primary schools and kindergartens for the 23rd 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 students' 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 2020/21 school year, are eligible to participate in the Award Scheme. Please refer to Annex 1 for further details of the Award Scheme, and Annex 2 for application.

#### **Enquiries**

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

Dr. Gloria PW CHAN  
for Secretary for Education

c.c. Heads of Sections --- for information

**Yan Chai Hospital Moral and Civic Education Fund**  
**The 23rd Moral and Civic Education Award Scheme**

- Organisers : Organised by Yan Chai Hospital and co-organised by the Education Bureau
- Aims : 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.
- 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 and innovative initiatives related to moral and civic education, for example, offering seats to the needy and showing respect for the aged; and
  6. To promote a healthy campus and strengthen anti-drug awareness.
- Target participants : All secondary and primary schools and kindergartens (including Government, Aided, Direct Subsidy Scheme, Caput and Private Schools)
- Awards : A total of 60 awards will be presented to secondary and primary schools and kindergartens in the 2020/2021 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:

Innovativeness	30%	Scale	20%
Effectiveness	20%	Practicability	15%
Promotability	15%		

### **Membership of the Adjudicating Panel:**

#### **Chairperson:**

Dr. CHAN Pik-wa, Gloria

Principal Assistant Secretary  
(Curriculum Development)  
Education Bureau

#### **Ex-officio member:**

Mr. CHAU Chung-tung, Sam

Chairman,  
Yan Chai Hospital Board

#### **Permanent Consultant:**

Mr. CHOI Pat-tai, Honorary Doctor, MH

Fund Founder

#### **Members:**

Dr. CHAN Tak-yuen, Benjamin

Dean,  
Li Ka Shing Institute of Professional and  
Continuing Education,  
The Open University of Hong Kong

Mr. WONG Kwan-yu, BBS MH JP

President,  
Hong Kong Federation of Education  
Workers

Mr. CHU King-yuen, Honorary Fellow  
SBS BBS MH JP

President,  
New Territories School Heads Association

Prof. KO Gra-yee

President,  
Hong Kong Teachers' Association

*(Pending)*

Chairman,  
The Advisory Management Committee of  
Hong Kong Teachers' Centre

Dr. POON Suk-han, Halina, MH

Chairman,  
Hong Kong Subsidised Secondary  
Schools Council

Ms. VU Im-fan	Chairman, Hong Kong Subsidised Primary Schools Council
Mr. Henry TONG Sau-chai, MH JP	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
Ms. PUN Siu-fung, Cindy	Chairman, Council of Non-profit Making Organisations for Pre-primary Education
Dr. CHEUNG Man-ka, Marcella	Chairman, Education Committee, Yan Chai Hospital Board
Ms. Macy WONG	First Vice-chairman, Yan Chai Hospital Board
Mr. LEUNG Wai-kwong, Jason, IDSM, IMSM	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 7 October 2020 (Wednesday).
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 4 June 2021 (Friday). 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.

**Yan Chai Hospital Moral and Civic Education Fund**  
**The 23rd 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 7 October 2020 (Wednesday) 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: <input type="checkbox"/> Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Kindergarten			
3. Period of Implementation: from _____ (month/year) to _____ (month/year)			
4. Did you submit any application for grants from 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 23rd 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 4 June 2021 (Friday) at the following address:

*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:  
(In Block Letters)

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2. School Type:   ☐ Secondary   ☐ Primary   ☐ Kindergarten

**3. Applicant Information**

Name of School:

(Chinese)

(English)

Correspondence  
Address:

Telephone No. :

Fax No. :

Name of Teacher-in-charge:

Post Title:

Signature of School Head :

Name of School Head :

Date :

(School Chop)

## 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 Project