

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 17/2023

From: Permanent Secretary for Education To: Supervisors and Heads of Kindergartens,
Kindergarten-cum-Child Care Centres
and Schools with Kindergarten Classes
Ref.: EDB(KGA)/KGES/26/1 Joining the Kindergarten Education
Date: 6 January 2023 Scheme – for necessary action

2022 Policy Address Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme

PURPOSE

The purpose of this circular memorandum is to inform kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes joining the Kindergarten Education Scheme (“Scheme”) (collectively referred to as “KGs” hereafter) details of the enhanced support measures for Scheme-KGs as announced in the 2022 Policy Address.

BACKGROUND

2. To support the sustainable development of KGs, the Chief Executive in his 2022 Policy Address announced the implementation of various enhanced support measures for Scheme-KGs, including the provision of one-off grants to assist KGs in improving ventilation of school premises for creation of “Healthy Schools”; digitalising school administration and enhancing work efficiency for development of KGs into “Smart KGs”; enhancing support for KGs to organise school-based activities that help students learn Chinese culture from an early age and foster their sense of national identity; and enhancing the Relocation Grant to encourage more KGs to relocate for further improvement of their school environment. Details are set out in paragraphs 3 to 8 below.

DETAILS

Grant for Improving Ventilation of School Premises of KGs (“Healthy Schools” Grant)

3. Pursuant to the issuance of [Education Bureau \(EDB\) Circular Memorandum No. 49/2022](#) on 1 March 2022, two one-off grants were provided by the EDB to Scheme-KGs previously for procurement of ventilation assessment service and air purifiers. To further support KGs’ implementation of ventilation improvement measures for creation of “Healthy Schools”, the EDB will provide a one-off grant to Scheme-KGs for improving the ventilation of school premises of KGs. Each successful applicant KG will receive a maximum of \$40,000. Details of the grant are set out at [Appendix 1](#).

“Smart Kindergarten” Grant

4. To enhance efficiency in school administration, the EDB will provide a one-off grant to Scheme-KGs to promote the digitalisation of school administration. Each successful applicant KG will receive a maximum of \$80,000. Details of the grant are set out at [Appendix 2](#).

Grant for Promotion of Chinese Art and Culture

5. To further support KGs in the promotion of students' learning of Chinese culture, the EDB will provide a one-off grant to assist Scheme-KGs to organise school-based activities which help children learn and appreciate Chinese art and culture, and hence foster their sense of national identity. Each successful applicant KG will receive a one-off grant according to the number of students. The caps for the two-tier grant will be \$50,000 and \$80,000 respectively. Details of the grant are set out at [Appendix 3](#).

Relocation Grant

6. To encourage KGs in districts with aging population to relocate to new development areas, or KGs at rented private premises to relocate to premises of lower rent or to apply for government-owned school premises so as to improve the learning and teaching environment of the KGs, the EDB launched a Pilot Scheme on Relocation Grant in the 2020/21 school year, under which each successful applicant KG would receive a one-off grant of \$1.5 million. To further encourage more KGs to apply for relocation to government-owned KG premises, the EDB doubles the amount of the Relocation Grant in the 2022/23 school year to \$3 million and extends the provision of such Grant to the 2023/24 school year. Details of application for the Relocation Grant in the 2022/23 school year are set out in [EDB Circular Memorandum No. 105/2022](#), which should be read in conjunction with this circular memorandum. For application in the 2023/24 school year, we will issue a separate circular memorandum to invite KGs to apply in due course.

APPLICATION PROCEDURES

7. All Scheme-KGs are required to complete the application form at [Appendix 4](#) and return it to Kindergarten Inspection Section **on or before 30 January 2023 (Monday)**. The application form (in Word format) could be accessed from this website (http://www.edb.gov.hk/free-quality-kg-edu_en).

8. To enable KGs to better understand the details of the one-off grants, the EDB will hold an online briefing session in the afternoon of **9 January 2023 (Monday)**, Course ID: KGE020220065. For details, please visit the training calendar of the EDB website (<https://tcs.edb.gov.hk>).

ENQUIRIES

9. For enquiries regarding the above enhanced support measures, please contact:

<u>Measures</u>	<u>Section</u>	<u>Telephone number</u>
“Healthy Schools” Grant	Joint Office for Kindergartens and Child Care Centres	3107 2037
“Smart Kindergarten” Grant	Kindergarten Administration Section	2186 8995
Grant for Promotion of Chinese Art and Culture	Kindergarten Inspection Section	2892 6104
Relocation Grant	Kindergarten Administration Section	2186 8996

Ms W S LEUNG
for Permanent Secretary for Education

cc : Heads of Sections - for information

Kindergarten Education Scheme
Grant for Improving Ventilation of School Premises of Kindergartens
(“Healthy Schools” Grant)

ELIGIBILITY

All kindergartens (KGs) joining the Kindergarten Education Scheme (Scheme-KGs) in the 2022/23 school year are eligible for application for the Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant).

USAGE OF GRANT

2. The “Healthy Schools” Grant (the Grant) will be provided on a per-school basis, i.e., application by school registration. A Scheme-KG, regardless of the number of its registered locations under the same school registration, will be counted as one eligible KG. Each successful applicant KG will receive a maximum of \$40,000.

3. KGs should pay attention that, the Grant is solely for procurement, replacement and/ or installation of ventilation related equipment such as exhaust fans, fresh-air preconditioners, louvered doors, and performance of ventilation related enhancement or improvement works. If KGs have already started the above works utilising their school funds, they may still use the Grant to fund the relevant expenditures. In case of failure in obtaining the landlord’s agreement to proceeding with the ventilation improvement works or installation of the relevant equipment, KGs may use the Grant for replacement of malfunctioned/ obsolete air purifiers, or procurement of consumables for ventilation related equipment such as filters for air purifiers bought with the Grant for Procurement of Air Purifiers provided earlier. KGs **should not** use the Grant for implementing ventilation improvement measures in the premises which are the landlord’s responsibility.

4. KGs are reminded to obtain prior agreement from the landlord of the school premises for performance of works or procurement and installation of equipment that are not provided by the landlord, if deemed appropriate. KGs should also clarify with the landlord the on-going maintenance responsibility of the works performed or installed equipment during the lease period. If KGs plan to move to a new location or will cease to operate within the current or coming few school years, or fail to perform the ventilation improvement works for other reasons such as limitation of the school premises, they should consider using the Grant to procure air purifiers instead of performing permanent works or installation of equipment as a long-term ventilation improvement approach.

DISBURSEMENT AND ACCOUNTING ARRANGEMENTS

5. In general, KGs will be notified of the application results by February 2023 and the Grant will be disbursed to KGs by March 2023. KGs must ensure that the Grant is deployed for the designated use as stipulated in paragraphs 3 and 4 above. Should there be deficit, the amount should be borne by the other operating cost portion (i.e. the 40% portion) of unit subsidy and/or school funds for the expenditures on implementation of ventilation improvement measures as appropriate. Upon receipt of the Grant, KGs are required to use the Grant **by 31 December 2023** and complete and return the Report on Use of Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant) at **Appendix 5 on or before 31 January 2024**. The EDB will claw back the unspent amount of the Grant as at 31 December 2023. In case of special circumstances of KGs,

the EDB will consider on a case-by-case basis. The Grant or its surplus, if any, should not be transferred to any other subsidies or accounts.

6. KGs are required to keep a separate ledger account to record all the incomes and expenditures chargeable to the Grant. KGs are also required to record all the related incomes and expenditures in the statements/ note of the annual audited accounts to reflect the incomes and expenditures of the Grant, as well as to submit the annual audited accounts to the EDB in accordance with the existing requirements. Relevant expenditures on items with the Grant could not be included in calculation of school fee revision.

7. KGs are required to observe the established principles and requirements on the use of public funds as promulgated by the EDB when using the Grant. These include hiring outside services and making purchases according to fair and transparent procedures with reference to Chapter 4 of the “Kindergarten Administration Guide” and the “Guidelines on Procurement Procedures in Kindergartens” issued by the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices must be kept by KGs for accounting and examination purposes. As a usual practice, the relevant records should be kept for a minimum period of seven years. The EDB may request KGs to provide relevant documents for examining the use of the Grant, if necessary. KGs are required to return the amount of the Grant as specified by the EDB to the Government if they are subsequently identified for using the Grant for purposes other than those specified and/ or no longer fulfill the requirements as stipulated in this circular memorandum.

Kindergarten Education Scheme “Smart Kindergarten” Grant

ELIGIBILITY

All kindergartens (KGs) joining the Kindergarten Education Scheme (Scheme-KGs) in the 2022/23 school year are eligible for application for the “Smart Kindergarten” Grant (the Grant).

USAGE OF GRANT

2. The successful applicant KGs can make use of the Grant to procure services, software or equipment to enhance work efficiency by digitalising school administration, including but not limited to taking roll calls, maintaining records of student attendance/ performance, processing student admission applications, collecting fees, or issuing circular letters to parents.

DISBURSEMENT AND ACCOUNTING ARRANGEMENTS

3. The Grant will be provided on a per-school basis, i.e., application by school registration. A Scheme-KG, regardless of the number of its registered locations under the same school registration, will be counted as one eligible KG. Each successful applicant KG will receive a maximum of \$80,000.

4. In general, KGs will be notified of the application results by February 2023 and the Grant will be disbursed to KGs by March 2023. KGs must ensure that the Grant is deployed for the designated use as stipulated in paragraph 2 above. Should there be deficit, the amount should be borne by the other operating cost portion (i.e. 40% portion) of unit subsidy and/or school funds. Upon receipt of the Grant, KGs are required to use the Grant **by 31 August 2024** and complete and return the Report on Use of “Smart Kindergarten” Grant at [Appendix 6 on or before 30 September 2024](#). The EDB will claw back the unspent amount of the Grant as at 31 August 2024. The Grant or its surplus, if any, should not be transferred to any other subsidies or accounts.

5. KGs are required to keep a separate ledger account to record all the incomes and expenditures chargeable to the Grant. KGs are also required to record all the related incomes and expenditures in the statements/ note of the annual audited accounts to reflect the incomes and expenditures of the Grant, as well as to submit the annual audited accounts to the EDB in accordance with the existing requirements. Relevant expenditures on items with the Grant could not be included in calculation of school fee revision.

6. KGs are required to observe the established principles and requirements on the use of public funds as promulgated by the EDB when using the Grant. These include hiring outside services and making purchases according to fair and transparent procedures with reference to Chapter 4 of the “Kindergarten Administration Guide” and the “Guidelines on Procurement Procedures in Kindergartens” issued by the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices must be kept by KGs for accounting and examination purposes. As a usual practice, the relevant records should be kept for a minimum period of seven years. The EDB may request KGs to provide relevant documents for examining the use of the Grant, if necessary. KGs are required to return the amount of the Grant as specified by the EDB to the Government if they are subsequently identified for using the Grant for purposes other than those specified and/ or no longer fulfill the requirements as stipulated in this circular memorandum.

Kindergarten Education Scheme Grant for Promotion of Chinese Art and Culture

ELIGIBILITY

All Kindergartens (KGs) joining the Kindergarten Education Scheme (Scheme-KGs) in the 2022/23 school year are eligible for application for the Grant for Promotion of Chinese Art and Culture (the Grant).

USAGE OF GRANT

2. Chinese culture has a long history. It is splendid and profound. Experiencing traditional culture can help children comprehend the magnificence and charisma of our country's history and culture, and nurture their sense of belonging to our country. In the Kindergarten Education Curriculum Guide (2017), one of the learning expectations for young children is having "a basic understanding of the Chinese culture and their national identity". The Chief Executive announced in his 2022 Policy Address various measures to strengthen national education, which include requiring all Scheme-KGs to organise at least one school-based activity relating to Chinese culture every year starting from the 2022/23 school year, and to help students learn Chinese culture from an early age and foster their sense of national identity. Successful applicant KGs can make use of the Grant to organise school-based activities helping children learn and appreciate Chinese art and culture, and nurturing their sense of belonging to our country. KGs should adhere to the principle of child-centredness in designing learning activities. They should ensure that the content of the activities are in consonance with the interests, abilities and learning needs of children. KGs should also, according to school context, devise appropriate learning targets and strategies in designing whole-school and school-based learning activities. The continuity, coherence and effectiveness of the activities have to be taken into account during the design process. In this regard, KGs can refer to the following examples:

- formulating school-based themes and organising learning activities to help children continuously explore and appreciate different Chinese traditions and customs, art, constructions, etc.;
- incorporating the elements of Chinese culture into various learning themes, and according to the learning content, procuring the resources needed for activities or play such as traditional Chinese musical instruments, gadgets and clothing;
- producing handicraft kits/ packages for children to engage in traditional handicraft activities such as Chinese paper cutting and creating Chinese opera masks, which could be used for display and sharing;
- arranging museum visits and cultural performance appreciation tours, and conducting preparation and extended activities before and after the visits and tours so as to help children learn about Chinese culture; and
- providing picture books related to learning themes and reading scheme so as to encourage children and parents to read about traditional virtues, Chinese fables, Chinese notables, etc.

3. KGs should note that this Grant should not be used for procurement of electronic equipment, such as computers, video-cameras, or purchase of services in relation to electronic devices or e-learning. KGs are also not allowed to use this Grant for hiring staff. In principle, designing related learning activities and packages is part of the daily teaching duty. It should be based on teachers' understanding of their students, the perspectives of kindergarten education, and developmental needs of children, etc. Hence, KGs are not allowed to outsource the work of designing learning activities and learning materials, drafting guidelines, performing demonstration, etc. to any external organisations. Procurement of services is only allowed after teachers have completed the

abovementioned tasks on design, guidelines and demonstration, and mass production of deliverables is needed for students.

4. Before the end of the respective school year, all Scheme-KGs have to display the designs and results of the school-based learning activities of Chinese culture of the year on the school websites. Such displays include brief descriptions of activities, children’s work and/or pictures and videos of the activities. This way the KG sector can share and learn from the good experience, thereby facilitating professional exchange. Stakeholders can also get a grasp of children’s learning at school. **In order to reap the benefit of collaborative promotion of Chinese culture and create an atmosphere of professional sharing, KGs that choose not to apply for the Grant still have to display the designs and results on the school websites every school year.**

DISBURSEMENT AND ACCOUNTING ARRANGEMENT

5. The Grant will be provided on a per-school basis, i.e., application by school registration. A Scheme-KG, regardless of the number of its registered locations under the same school registration, will be counted as one eligible KG. The cap will be \$50,000 for KGs with 66 eligible half-day students or below (one whole-day/ long whole day student is counted as two half-day students) and \$80,000 for KGs with 67 or more eligible half-day students¹. School sponsoring bodies/ operators can play a coordinating role to assist their KGs to design activities and develop materials collaboratively to leverage the synergy².

6. In general, KGs will be notified of the application results by February 2023 and the Grant will be disbursed to KGs by March 2023. Should there be deficit, the amount should be borne by the other operating cost portion (i.e. the 40% portion) of unit subsidy and/or school funds for implementing the related plans. Upon receipt of the Grant, KGs are required to use the Grant **by 31 August 2025** and complete and return the Report on Use of Grant for Promotion of Chinese Art and Culture attached at [Appendix 7](#) **on or before 28 November 2025**. The EDB will claw back the unspent amount of the Grant as at 31 August 2025. The Grant or its surplus, if any, should not be transferred to any other subsidies or accounts.

7. KGs are required to keep a separate ledger account to record all the incomes and expenditures chargeable to the Grant. KGs are also required to record all the related incomes and expenditures in the statements/ note of the annual audited accounts to reflect the incomes and expenditures of the Grant, as well as to submit the annual audited accounts to the EDB in accordance with the existing requirements. Relevant expenditures on items with the Grant could not be included in calculation of school fee revision.

8. KGs are responsible for ensuring the effective use of this Grant on designing school-based learning activities to promote Chinese culture and art. Therefore, KGs should keep the teaching designs, photos or videos of the related learning activities properly. KGs are required to observe the established principles and requirements on the use of public funds as promulgated by the EDB when using the Grant. These include hiring outside services and making purchases according to fair and transparent procedures with reference to Chapter 4 of the “Kindergarten Administration Guide” and

¹ The EDB will determine the cap amount of the Grant for Promotion of Chinese Art and Culture for each applicant KG based on the number of eligible students for calculation of the Provisional Unit Subsidy for January 2023. The amount of the Grant allocated will remain unchanged even if there are subsequent changes in the number of eligible students.

² School sponsoring bodies/ operators can arrange procurement for their KGs with the permission and authorisation from the school management committee. For procurement procedures and accounting arrangement, please refer to “Guidelines on Procurement Procedures in Kindergartens”, p.12 (para. 64-66), and “Kindergarten Administration Guide”, Chapter 4 (para.4.4.3(3)).

the “Guidelines on Procurement Procedures in Kindergartens” issued by the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices must be kept by KGs for accounting and examination purposes. As a usual practice, the relevant records should be kept for a minimum period of seven years. The EDB may request KGs to provide relevant documents for examining the use of the Grant, if necessary. KGs are required to return the amount of the Grant as specified by the EDB to the Government if they are subsequently identified for using the Grant for purposes other than those specified and/ or no longer fulfill the requirements as stipulated in this circular memorandum.

**Kindergarten Education Scheme
Application Form for Enhanced Support Measures**

Please complete and submit this form by fax and post to Kindergarten Inspection Section
on or before 30 January 2023 (Monday)

Fax No: 3104 0865

Address: Room 1216, 12/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

To: Permanent Secretary for Education
(Attn: Kindergarten Inspection Section)

1. I, the Supervisor of _____
(*name of kindergarten*), hereby confirm that our school –

Please put a “√” in the appropriate boxes and provide the relevant information.

- (a) **will apply** for the **Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant)** and plan to spend the grant for procurement, replacement and/ or installation of ventilation related equipment, and performance of ventilation related enhancement or improvement works.
- will NOT apply** for the **Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant)**.
- (b) **will apply** for the **“Smart Kindergarten” Grant** and plan to spend the grant for procurement of services, software and/ or equipment to digitalise school administration.
- will NOT apply** for the **“Smart Kindergarten” Grant**.
- (c) **will apply** for the **Grant for Promotion of Chinese Art and Culture** to organise school-based activities relating to Chinese art and culture in the school years from 2022/23 to 2024/25.
- will NOT apply** for the **Grant for Promotion of Chinese Art and Culture, but will utilise the school’s existing resources to promote Chinese art and culture, and display the designs and results of the relevant activities on the school website.**

2. I/ our school:

- (a) confirm all the information provided in the application form is factually correct; and
- (b) will ensure proper use of the grant(s) approved, and undertake to follow the Education Bureau’s requirements as stipulated in Education Bureau Circular Memorandum No. 17/2023 “2022 Policy Address – Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme” and to return the grant(s) to the Government as appropriate.

Signature of Supervisor: _____

Name of Supervisor: _____

Name of School: _____

School Registration No.: _____

Contact Person (Name): _____ Tel. No.: _____

Date: _____

School Chop

**Kindergarten Education Scheme – Enhanced Support Measures
Report on Use of Grant for
Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant)**

Please complete and submit this form by post to the respective School Development Section/
Joint Office for Kindergartens and Child Care Centres **on or before 31 January 2024 (Wednesday)**.

To: Permanent Secretary for Education
(Attn: District School Development Section/ Joint Office for Kindergartens and Child Care Centres *)

* Please delete as appropriate.

Please put a “√” in the appropriate boxes and provide the relevant information.

1. Our school has spent the “Grant for Improving Ventilation of School Premises of Kindergartens” (“Healthy Schools” Grant) as stipulated in Education Bureau (EDB) Circular Memorandum No. 17/2023 “2022 Policy Address – Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme” for the following purpose, after obtaining the agreement of the landlord of the school premises (if applicable):

- Procurement, replacement and/ or installment of exhaust fan(s)
(Quantity: _____)
- Procurement, replacement and/ or installment of fresh-air preconditioner(s)
(Quantity: _____)
- Procurement, replacement and/ or installment of louvered door(s)
(Quantity: _____)
- Procurement, replacement and/ or installment of other ventilation related equipment stated above (Please specify): _____

- Performance of ventilation related enhancement or improvement works
Please specify: _____

Owing to the reason stated below[^], the proposed ventilation improvement measures could not be proceeded. As such, the Grant has been spent on the following purpose:

[^]Reason: The landlord objects to the performance of works or installation of equipment/
School will relocate shortly/ Others (please specify)*: _____

- Replacement of malfunctioned/ obsolete air purifiers (Quantity: _____)
- Procurement of air purifiers (Quantity: _____)
- Procurement of consumables (Please specify): _____

2. As at (Date) _____, the Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant)

- is fully depleted.
- has a balance of \$_____.

I confirm that:

- (a) our school has observed the requirements as stipulated in EDB Circular Memorandum No. 17/2023 to keep a separate ledger account to properly record all the incomes and expenditures of the Grant for Improving Ventilation of School Premises of Kindergartens (“Healthy Schools” Grant) and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for examination purposes by the EDB. If the actual balance of the annual audited accounts does not match with the above, our school will notify the EDB as soon as possible for follow up; and
- (b) if our school fails to provide relevant documents for EDB’s checking and inspection when requested, has used the Grant for purposes other than those specified by the EDB, or fails to comply with the respective requirements under the Grant, the amount of the Grant as specified by the EDB will be returned to the Government.

Signature of Supervisor: _____

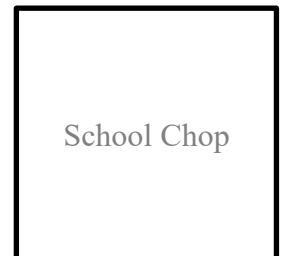
Name of Supervisor: _____

Name of School: _____

School Registration No.: _____

Contact Person (Name): _____ Tel. No.: _____

Date: _____



Kindergarten Education Scheme Report on Use of “Smart Kindergarten” Grant

Please complete and submit this form by post to the respective School Development Section/
Joint Office for Kindergartens and Child Care Centres **on or before 30 September 2024 (Monday)**.

To: Permanent Secretary for Education
(Attn: District School Development Section/ Joint Office for Kindergartens and Child Care Centres *)
* Please delete as appropriate.

Please put a “√” in the appropriate boxes and provide the relevant information.

1. Our school has spent the “Smart Kindergarten” Grant as stipulated in Education Bureau (EDB) Circular Memorandum No. 17/2023 “2022 Policy Address – Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme” for procurement of the following item(s) to digitalise school administration:

- services;
 software; and/ or
 equipment.

2. As at 31 August 2024, the “Smart Kindergarten” Grant

- is fully depleted.
 has a balance of \$ _____.

3. I confirm that:

- (a) our school has observed the requirements as stipulated in EDB Circular Memorandum No. 17/2023 to keep a separate ledger account to properly record all the incomes and expenditures of the “Smart Kindergarten” Grant and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for accounting and examination purposes. If the actual balance of the annual audited accounts does not match the above, our school will notify the EDB as soon as possible to follow up; and
- (b) if our school fails to provide relevant documents for EDB’s checking and inspection when requested, has used the Grant for purposes other than those specified by the EDB, or fails to comply with the respective requirements under the Grant, the amount of the Grant as specified by the EDB will be returned to the Government.

Signature of Supervisor: _____

Name of Supervisor: _____

Name of School: _____

School Registration No.: _____

Contact Person (Name): _____ Tel. No.: _____

Date: _____

School Chop

**Kindergarten Education Scheme
Report on Use of Grant for Promotion of Chinese Art and Culture**

Please complete and submit this form by post to the respective School Development Section/
Joint Office for Kindergartens and Child Care Centres **on or before 28 November 2025 (Friday)**.

To: Permanent Secretary for Education
(Attn: District School Development Section/ Joint Office for Kindergartens and Child Care Centres *)
* Please delete as appropriate.

Please put a “√” in the appropriate boxes and provide the relevant information.

The Use of the Grant

1. Our school has spent the “Grant for Promotion of Chinese Art and Culture” according to the requirements as stipulated in Education Bureau (EDB) Circular Memorandum No. 17/2023 “2022 Policy Address – Enhanced Support Measures for Kindergartens Joining the Kindergarten Education Scheme”, and promoted Chinese art and culture between the 2022/23 and 2024/25 school years. The designs and results of the relevant activities have been uploaded on the school website.

2. Our school has implemented the following measures to promote Chinese culture and art education:

- Aim:**
- To help children learn about our country and Chinese culture, and to nurture their sense of belonging to our country.
 - To cultivate a sense of belonging towards country and a sense of national identity among children.
 - To teach children to become good citizens who abide by the law, take good care of public property, respect and care for others.

- Strategy:**
- Design school-based and theme-based learning activities.
 - Purchase the resources required for the learning activities or play.
 - Produce resource kits/ packages.
 - Arrange museum visits and cultural performance appreciation tours.
 - Provide picture books to encourage children and parents to read.
 - Others: _____

Details:

3. Please describe the effectiveness briefly.

4. As at 31 August 2025, our school received the Grant of \$_____. The Grant for Promotion of Chinese Art and Culture

- is fully depleted.
- has a balance of \$_____.

Declaration

I confirm that:

- (a) our school has used the whole Grant for Promotion of Chinese Art and Culture on the school-based designed learning activities in accordance with the purpose of the Grant. The teaching designs, photos or videos of the related learning activities are kept properly.
- (b) our school has observed the requirements as stipulated in EDB Circular Memorandum No. 17/2023 to keep a separate ledger account to properly record all the incomes and expenditures of the Grant for Promotion of Chinese Art and Culture and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for accounting and examination purposes. If the actual balance of the annual audited accounts does not match the above, our school will notify the EDB as soon as possible to follow up; and
- (c) if our school fails to provide relevant documents for EDB's checking and inspection when requested, has used the Grant for purposes other than those specified by the EDB, or fails to comply with the respective requirements under the Grant, the amount of the Grant as specified by the EDB will be returned to the Government.

Signature of Supervisor: _____

Name of Supervisor: _____

Name of School: _____

School Registration No.: _____

Contact Person (Name): _____ Tel. No.: _____

Date: _____

