

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 112/2023

From : Permanent Secretary for Education To : Supervisors and Heads of Kindergartens,
Kindergarten-cum-Child Care Centres
and Schools with Kindergarten Classes
Joining the Kindergarten Education
Scheme – for necessary action

Ref. : EDB(KGA)/KGES/22/1(4)

Date : 30 August 2023

Kindergarten Education Scheme Relocation Grant 2023/24 School Year

PURPOSE

The purpose of this circular memorandum is to inform kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (collectively referred to as “KGs” hereafter) joining the Kindergarten Education Scheme (“Scheme”) details of the “Relocation Grant” in the 2023/24 school year.

DETAILS

2. KGs approved to join the Scheme (“Scheme-KGs”) are provided with direct subsidy in the form of a basic half-day unit subsidy and additional subsidy for whole-day and long whole-day services. KGs can also apply for other grants according to the circumstances of the schools. 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 Government-owned school premises so as to improve the learning and teaching environment of the KGs, the Education Bureau (EDB) launched a Pilot Scheme on Relocation Grant in the 2020/21 school year, under which each successful applicant KG could receive a one-off grant of \$1.5 million. To further encourage more KGs to relocate, EDB has doubled the amount of the “Relocation Grant” (“the Grant”) in the 2022/23 school year to \$3 million and extended the provision of the Grant to the 2023/24 school year.

ELIGIBILITY

3. Scheme-KGs, which have a concrete plan for relocating to other premises for meeting the need of the community or improving the school environment, can apply for the Grant to alleviate KGs’ financial burden of relocation. However, for individual KGs which are eligible for other Government subsidies / resources or other public resources (such as Lotteries Fund) to conduct renovation works and / or purchase furniture and equipment for the new premises prior to relocation, to avoid double-benefits, these KGs are not eligible for application of the Grant.

4. Applicant KGs should meet one of the following criteria:
 - (i) KGs to be relocated to the premises allocated through the KG Premises Allocation Exercise by EDB;
 - (ii) Average monthly rent of the new premises to be reduced by 20% or more upon relocation; or
 - (iii) KGs to be relocated to premises with the same / lower rental cost and there is an increase of 20% or more in premises area.
5. Applicant KGs should have signed a tenancy agreement or contract for the new premises. Applicant KGs should provide a copy of the signed tenancy agreement / contract, or other supporting documents when submitting the application. For KGs allocated premises under the KG Premises Allocation Exercise, they should provide relevant correspondence issued by EDB.
6. EDB will take into account different factors when vetting and approving the applications, including the operating standards of the KGs, school environment, amount of reduction in rent, enrolment situation, the expected date of commencement of the new premises, demand for and supply of KG places in the district, etc.

USAGE OF GRANT

7. Successful applicant KGs of the Grant can make use of the Grant to cover expenses on renovation works in the new premises, purchase of furniture and equipment for the new premises and other costs relating to relocation, e.g. transportation of furniture and equipment. The Grant is auxiliary by nature. KGs should deploy Government subsidies or school funds to conduct the relocation.

DISBURSEMENT AND ACCOUNTING ARRANGEMENTS

8. 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.
9. Each successful applicant KG will receive a one-off grant of \$3 million. In general, KGs will be notified of the application results by February 2024 and the Grant will be disbursed to KGs in March 2024. KGs are required to use the Grant by 28 February 2026 and must ensure that the Grant is deployed for the designated use as stipulated in paragraph 7 above. KGs are required to return the Grant in full to the Government if they are not relocated to the new premises as planned after being disbursed with the Grant. 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 EDB in accordance with the existing requirements. Relevant expenditures on items with the Grant could not be included in the calculation of school fee revision.

10. KGs are required to observe the established principles and requirements on the use of public funds as promulgated by 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 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, relevant records should be kept for a minimum period of seven years. EDB may request KGs to provide relevant documents for examining the use of the Grant, if necessary. Should there be deficit, the amount should be borne by the other operating cost portion (i.e. 40% portion) of unit subsidy under the Scheme and / or school funds.

11. EDB will claw back the unspent amount of the Grant as at 28 February 2026. KGs are not allowed to transfer the funds / unspent balance of the Grant to any other accounts.

12. KGs shall undertake to continue to join the Scheme in the coming four school years (i.e. 2024/25 to 2027/28 school years) after being disbursed with the Grant. If the KG ceases operation, is revoked of the status as a Scheme-KG, or withdraws from the Scheme in these four years, the Grant should be returned to the Government in full. KGs are required to return the amount of the Grant as specified by 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.

APPLICATION PROCEDURES

13. KGs interested in applying for the Grant in the 2023/24 school year are required to complete the application form at [Annex](#) and return it to the Kindergarten Administration Section **on or before 31 October 2023 (Tuesday)**. The application form (in Word format) could be accessed from this website (http://www.edb.gov.hk/free-quality-kg-edu_en).

ENQUIRIES

14. For enquiries, please contact the Kindergarten Administration Section on 2186 8995.

Ms W S LEUNG
for Permanent Secretary for Education

cc : Heads of Sections - for information

**Application for Relocation Grant
2023/24 School Year**

To be returned on or before 31 October 2023 (Tuesday)

**To: Permanent Secretary for Education
(Attn: Kindergarten Administration Section,
Kindergarten Education Division, Education Bureau,
Room 3608, 36/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai,
Hong Kong)**

On behalf of _____ (name of kindergarten ("KG")), I wish to apply for the Relocation Grant ("the Grant") for the 2023/24 school year.

(1) Premises Information:

	Current Premises	New Premises
Address		
Area	_____ sq. ft/ sq. m ^	_____ sq. ft/ sq. m ^
Rental period (dd/mm/yyyy)	_____/_____/_____ to _____/_____/_____	_____/_____/_____ to _____/_____/_____
Average rental amount per month within the rental period	\$ _____	\$ _____
Whether landlord is a related party of KG*	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify relationship with the related party: _____ _____)	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify relationship with the related party: _____ _____)
Expected date of commencement of new premises		

[^] Please delete whichever is inappropriate.

* Applicant KGs should report factually accurate information. Eligibility will be cancelled if KGs are found to have withheld information or provided false information.

(2) The following copy of document(s) is / are enclosed for application purposes:

- tenancy agreement of current premises; and
- tenancy agreement of new premises / other supporting documents.

For items (3) to (7) below, please ‘✓’ the boxes to confirm:

- (3) I undertake that my KG will continue to join the Kindergarten Education Scheme in the coming four school years (i.e. 2024/25 to 2027/28 school years).
- (4) I confirm that my KG is not eligible for other Government subsidies / resources or other public resources (such as Lotteries Fund) for purposes of relocation of the KG.
- (5) I confirm that all information provided above is true, accurate and complete. I will provide supporting documents when requested by the Education Bureau (“EDB”) for vetting and approving my application.
- (6) I undertake to return the Grant in full to the Government if my KG is not relocated to the new premises as planned after being disbursed with the Grant.
- (7) I undertake to follow EDB’s requirements as stipulated in EDBCM No. 112/2023 to return the Grant to the Government.

Signature of Supervisor:

Name of Supervisor: _____

Name of KG: _____

School Registration No.: _____

Tel. No.: _____ Fax No.: _____

Contact Person (Name): _____ (Post): _____

Date: _____

