

## Education Bureau Circular Memorandum No. 103/2025

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.: 1255-2135-8045-9020-00001-0001

Date: 28 August 2025

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### Kindergarten Education Scheme Relocation Grant 2025/26 School Year

#### PURPOSE

This circular memorandum informs kindergartens, kindergarten-cum-child care centres and schools with kindergarten classes (collectively referred to as “KGs” hereafter) joining the Kindergarten Education Scheme (“Scheme”) of the details of the Relocation Grant (“the Grant”) in the 2025/26 school year. This circular memorandum should be read in conjunction with the Education Bureau (“EDB”) Circular No. 30/2024 “Kindergarten Education Scheme Relocation Grant” issued on 11 December 2024.

#### BACKGROUND

2. To encourage KGs in districts with ageing 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, EDB has regularised the Grant starting from the 2024/25 school year.

#### DETAILS

##### *Eligibility Criteria*

3. KGs approved to join the Scheme (“Scheme-KGs”), having a concrete plan for relocation 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.

4. KGs should also meet one of the following criteria:

- (i) KGs to be relocated to the premises allocated through the Kindergarten Premises Allocation Exercise (“KGPAE”) 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. However, for individual KGs which are eligible to receive 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 the Grant.

### ***Application Procedures***

6. If KGs have been allocated new premises through KGPAE by EDB for relocation purpose (i.e. **meeting the eligibility criterion in paragraph 4(i) above**), they can be approved for the Grant and submission of a separate application is not required. EDB will notify individual KGs concerned in writing. Those KGs are required to sign a reply slip to confirm acceptance of the Grant and undertake to comply with the requirements of the Grant, and submit to EDB a copy of the signed Tenancy Agreement (“TA”)/ contract of the new premises within one month upon signing of the TA/ contract, for grant disbursement arrangement.

7. KGs **meeting the eligibility criteria in paragraphs 4(ii) or 4(iii) above** can submit applications to EDB. KGs intending to submit applications for the Grant should have signed a TA/ contract for the new school premises, and submit a copy of the signed TA/ contract, or other supporting documents together with the application. EDB will take into account different factors when vetting and approving the applications such as 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.

8. If KGs are interested in applying for the Grant in the 2025/26 school year, please complete the application form at **Annex** and return it to the Kindergarten Administration Section **on or before 31 October 2025 (Friday)**. The application form (in Word format) could be downloaded from the EDB website ([http://www.edb.gov.hk/free-quality-kg-edu\\_en](http://www.edb.gov.hk/free-quality-kg-edu_en)).

### ***Usage of Grant***

9. KGs approved with 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 in nature. KGs should deploy Government subsidies or school funds to conduct the relocation.

### ***Disbursement and Accounting Arrangements***

10. The Grant will be provided on a per school basis, i.e. 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 of the KGs approved with the Grant will receive a one-off grant of \$3 million.

11. For KGs **meeting the eligibility criterion in paragraph 4(i) above**, if they submit a copy of the signed TA/ contract to the Kindergarten Administration Section in or before December 2025, they will generally be provided with the Grant in March 2026. If KGs submit a copy of the signed TA/ contract between January and June 2026, they will generally be provided with the Grant in September 2026.

12. For KGs **meeting the eligibility criteria in paragraphs 4(ii) or 4(iii) above**, they will generally be notified of the application results by February 2026 and will be provided with the Grant in March 2026.

13. KGs approved with the Grant could use the Grant within two years upon disbursement of the Grant in general<sup>1</sup>. KGs are required to return the Grant in full to the Government if they are not relocated to the new premises by the specified date(s) after receipt of the Grant. KGs must ensure that the Grant is deployed for the designated use as stipulated in paragraph 9 above. 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, and 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.

14. KGs shall 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. KGs should keep separate fixed assets registers to record fixed asset items purchased under the Relocation Grant. As the expenses on the purchase of such fixed assets have been charged fully under the Grant, no depreciation should be charged to “KG Scheme Funds” and “School Funds”. 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.

15. KGs are required to submit a usage report of the Grant in the format and by a date as specified by EDB. EDB will claw back the unspent amount of the Grant as at the date as specified by EDB based on the usage report submitted by KGs. If KGs fail to submit a usage report of the Grant as at the date as specified by EDB, KGs may be required to return the Grant in full to the Government. KGs are not allowed to transfer the funds / unspent balance of the Grant to any other accounts.

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<sup>1</sup> For example, if a KG is disbursed with the Grant in March 2026, the KG is required to use the Grant, relocate to, and start operation in the new premises by 29 February 2028; if a KG is disbursed with the Grant in September 2026, the KG is required to use the Grant, relocate to, and start operation in the new premises by 31 August 2028.

16. KGs shall undertake to continue participating in the Scheme for four school years after receipt of the Grant in the school year concerned<sup>2</sup>. If the KG ceases operation, is revoked of the status as a Scheme-KG, or withdraws from the Scheme within the four school years concerned, 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. Under normal circumstances, KGs provided with the Grant will not be approved and/ or provided with the Grant again in the next four school years.

## ENQUIRIES

17. For any enquiries on this circular memorandum, please contact the Kindergarten Administration Section at 2892 5017.

Ms Kathy NG  
for Permanent Secretary for Education

c.c. Heads of Sections – for information

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<sup>2</sup> For example, if a KG is disbursed with the Grant in March 2026, the KG is required to continue participating in the Scheme from the 2026/27 to 2029/30 school years; if a KG is disbursed with the Grant in September 2026, the KG is required to continue participating in the Scheme from the 2027/28 to 2030/31 school years.

**Application for Relocation Grant  
2025/26 School Year**

**To be returned on or before 31 October 2025 (Friday)**

**To: Permanent Secretary for Education  
(Attn: Kindergarten Administration Section,  
Kindergarten Education Division, Education Bureau,  
Room 1417, 14/F, Wu Chung House, 213 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 2025/26 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/ contract of current premises; and  
☐ tenancy agreement/ contract 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 participating in the Kindergarten Education Scheme for four school years after receipt of the Grant in the school year concerned.
- (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 receipt of the Grant.
- (7) ☐ I undertake to follow the requirements as stipulated in EDB Circular Memorandum No. 103/2025 to return the Grant to the Government within the period and in the amount as specified by EDB in writing.

Signature of Supervisor:

Name of Supervisor: \_\_\_\_\_

Name of KG: \_\_\_\_\_

School Registration No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Contact Person (Name): \_\_\_\_\_

(Post): \_\_\_\_\_

Date: \_\_\_\_\_

School Chop

Note: The information (including personal data), provided in this application, will be used for administering and processing of application for the Relocation Grant under the Kindergarten Education Scheme.