**Standing Committee on Language Education and Research**

**English Alliance 2023/24 and 2024/25**

**Application Form**

**Notes for Proponents**

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| * Proponents shall submit **an application form** (in duplicate), **a proposal** (in duplicate) and relevant **supplementary document(s)** to elaborate on details of the proposed project.
* Proponents shall provide the required information and complete ALL parts of the application form.
* Proponents shall prepare the application form and proposal in the following standard format. Failure to comply with the format may lead to disqualification of the application.

Font: **Times New Roman**Font Size: **12 point**Spacing: **Single-line spacing**Printing Requirement: **Print on both sides**Proposal: **A proposal of maximum 10 pages of A4 paper** * Proponents shall read the “Guide to Proponents” for preparing their applications.
* Proponents may include multiple programmes and activities under one project title if deemed appropriate. In such case, please submit one application form and one proposal for all programmes and activities under the same project title.
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|  | **STANDING COMMITTEE ON****LANGUAGE EDUCATION AND RESEARCH Application Form for** **English Alliance 2023/24 and 2024/25** | Application No.:\_\_\_\_\_\_\_\_\_\_\_\_\_(For internal use) |
| **Part A – Proponent**  |
| **Name of Organisation** |  |
| **Contact No.**  |  | **Fax No.**  |  |
| **Email Address**  |  |
| **Organisation Address**  |  |
| **Correspondence Address** *(if different from the above)* |  |
| **Registration of Organisation***1, 2* | [ ]  Certificate of Incorporation (Year \_\_\_\_\_\_\_\_\_\_\_ /Reference No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  Charitable Organisation (Year \_\_\_\_\_\_\_\_\_\_\_ /IR File No.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)[ ]  Others (Please specify： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| *1 Please put a “🗶” in the appropriate box.* *2 Please attach a copy of the organisation’s registration document. For charitable organisations, please also submit a copy of the letter issued by Inland Revenue Department for tax exemption under section 88 of the Inland Revenue Ordinance.*  |
| **Organisational Background** | (Please briefly describe your organisational background, in particular, your organisation’s engagement in English language education.) |
| **Part B – Proposed Project**  |
| 1. **Project Title**
 |  |
| 1. **Target Participants**

 | [ ]  Primary school students ([ ]  and teachers)[ ]  Secondary school students ([ ]  and teachers) |
| 1. **Project Objective(s)**
 | The project aims at –*
*
*
 |
| 1. **Project Abstract**
 | (Please summarise the proposed project in around 100 words.) |
| 1. **List of Major Programme(s) and Activity(ies) with Brief Descriptions**
 | (Please list the major programme(s) and activity(ies) of the proposed project and provide brief descriptions. You shall also attach a **proposal** of maximum 10 pages of A4 paper to elaborate on details of the proposed project.) |
| 1. **Project Schedule**
 | (Please provide your project schedule in a table or timeline.) |
| 1. **Publicity and Enrolment Plan**
 | (From 2023/24 school year onwards, enrolment of schools/participants shall be conducted by the project partner. Please include a practical publicity plan for promoting your proposed project and enrolling schools/participants.) |
| 1. **COVID-19**

 **Alternate Plan** | (Please describe the alternate arrangement when the face-to-face activities are not feasible in view of the situation of COVID-19 epidemic, e.g. student sessions will be conducted online via Zoom.) |
| 1. **Major Activity Venue(s)**
 |  |
| 1. **Estimated Number of Participants**
 | Level and No. of Schools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Level and No. of Primary School Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Level and No. of Secondary School Students: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of Teachers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Total**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part C – Proposed Budget** |
| 1. **Estimated Expenditure**

 (Please add or delete lines as appropriate.) |
| **Expenditure Item****(Please provide the breakdown** **according to the below categories.)** | **Unit Price (HK$)** | **Quantity** | **Estimated****Expenditure****(HK$)** | **Remarks** |
| **Staff Cost** (Including salaries and MPF of all full time and part time staff.)  |
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|  |  |  |  |  |
| Sub-total (A)  |  |  |
| **Activity Cost** (Including expenses for venue rental, recording/live streaming services, production of teaching materials, etc.) |
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| Sub-total (B) |  |  |
| **Publicity Expenses** *(Please put a “🗶” in the box if the publicity expenses involve self-owned platform.)* |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| Sub-total (C) |  |  |
| **General Expenses** (Including audit fee, miscellaneous expenses, etc.)  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Sub-total (D) |  |  |
| Contingency [ (A+B+C+D) x 5% ] |  |  |
| *(For UGC-funded institutions only)* Admin. Overhead [ (A+B+C+D) x 15% ] |  |  |
| **Total** |  |  |
| 1. **Estimated Expenditure for COVID-19 Alternate Plan *(if different from above)***

(Please add or delete lines as appropriate.) |
| **Expenditure Item****(Please provide the breakdown** **according to the below categories.)** | **Unit Price (HK$)** | **Quantity** | **Estimated****Expenditure****(HK$)** | **Remarks** |
| **Staff Cost** (Including salaries and MPF of all full time and part time staff.)  |
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|  |  |  |  |  |
| Sub-total (A) |  |  |
| **Activity Cost** (Including expenses for venue rental, recording/live streaming services, production of teaching materials, etc.)  |
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|  |  |  |  |  |
| Sub-total (B) |  |  |
| **Publicity Expenses** *(Please put a “🗶” in the box if the publicity expenses involve self-owned platform.)* |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| (Publicity on self-owned platform: [ ] ) |  |  |  |  |
| Sub-total (C) |  |  |
| **General Expenses** (Including audit fee, miscellaneous expenses, etc.)  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Sub-total (D) |  |  |
| Contingency [ (A+B+C+D) x 5% ] |  |  |
| *(For UGC-funded institutions only)* Admin. Overhead [ (A+B+C+D) x 15% ] |  |  |
| **Total** |  |  |
|  |
| 1. **Other Income** *(if any)*
 |
| **Item of Income** | **Estimated Amount (HK$)** |
| Income of the proposed project, if any (e.g. ticket fee, enrolment fee, etc.)Please specify: |  |
| Other sponsorship to be received on the project, if any Please specify: |  |
| **Total** |  |
| **Part D – Other Information** |
| 1. **Evaluation Method to Assess Project Effectiveness**
 | (Please elaborate on how you would collect feedback from the participants and conduct self-evaluation to assess the effectivenessof the proposed project.) |
| 1. **Sustainability of Project Outcome**
 | (Please elaborate on how the project outcome would be sustained in schools/community.) |
| 1. **Number, Posts and Responsibilities of Major Project Staff**
 | (Please list the number, posts and responsibilities of major personnel to be involved in the project. Please also attach the curricula vitae of the **Person-in-charge**, **Project Leader** and **Language Advisor**.) |
| 1. **Experience in Organising Similar Activities in the Past Three Years**
 | (Please indicate whether these activities were sponsored by SCOLAR.) |
| **Part E – Declaration**  |
| 1. | We certify that all information provided in this application, the accompanying information, and the information provided in the future (including all annexes attachments, supplementary information and revisions) are true and accurate. We understand that giving any false or inaccurate information or withholding any material information will render the application null and void. We undertake to inform the SCOLAR Secretariat immediately if there are any subsequent changes to the above information.  |
| 2. | We agree that information provided in this application will be used by the Government to process this application and for related purposes. We authorise SCOLAR to handle the personal data/information provided in this application for these purposes. |
| 3. | We have read the Guide to Proponents and will comply with the provisions therein. |
| 4. | We understand that any false declaration in this application form would lead to termination of funding agreement under Language Fund and the possibility of being prosecuted.  |
| **Person-in-charge of the Organisation** (*Responsible for overseeing the project)* | **Project Leader***(Responsible for implementing the project)* |
| Name\*  | [ ]  Mr. [ ]  Dr.[ ]  Ms. [ ]  Others:[ ]  Miss \_\_\_\_\_\_\_\_\_\_\_\_ | Name\* | [ ]  Mr. [ ]  Dr.[ ]  Ms. [ ]  Others:[ ]  Miss \_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Post  |  | Post  |  |
| Direct line  |  | Direct line  |  |
| Mobile No.  |  | Mobile No.  |  |
| Email Address |  | Email Address |  |
| Signature  |  | Signature |  |
| Date  |  | Date |  |
| Company/Organisation Chop |  |
| *\*Please put a “🗶” in the appropriate box.*  |

**Personal Information Collection Statement**

Purpose of Collection

The personal data and other related information provided by you in the Application Form will be used by the Secretariat of Standing Committee on Language Education and Research for the purpose of processing your application. The provision of personal data and other related information in the Application Form is voluntary. You may apply to the Secretariat of Standing Committee on Language Education and Research to withhold some data from release to the public. However, if you do not provide adequate and accurate data, we may not be able to process your application.

Disclosure of Information

The Secretariat of Standing Committee on Language Education and Research may keep your application and the progress and completion reports in the Registry and may include the personal data and other related information you provide in the Application Form in a register/catalogue, which will be made available for public inspection. Where necessary, the particulars submitted by you may also be provided to other departments/organisations/persons for the purposes of verifying the particulars provided and other purposes related to the application.

Access to Personal Data

You have a right to request access to, and to request the correction of, the personal data and other related information you supplied in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Secretariat of Standing Committee on Language Education and Research.

*I have read, understood and agree to the “Personal Information Collection Statement”.*

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|  | Signature |
| Name of Person-in-charge of the Organisation  | () |
| Date |  |