**STANDING COMMITTEE ON
LANGUAGE EDUCATION AND RESEARCH
語文教育及研究常務委員會**

# Promotion of Languages
# 2026/27 and 2027/28
# School Years

-------------◆-------------

# Guide to Applicants

-------------◆-------------

Language Education and SCOLAR Section, Education Bureau

Address : 5/F, South Tower, Tseung Kwan O Government Offices,
30 Tong Yin Street,
Tseung Kwan O, New Territories

*(November 2025 Version）*

**Standing Committee on Language Education and Research**

**Promotion of Languages 2026/27 and 2027/28 School Years
Guide to Applicants**

---

Applicants shall read this Guide and its annexes carefully before preparing application(s). Applicants shall complete all parts of the application form and submit it with the required supporting documents.

---

## 1 INTRODUCTION

1.1 <u>Standing Committee on Language Education and Research</u>

Standing Committee on Language Education and Research (SCOLAR) was established in October 1996 to advise the Government on language education issues in general and the use of the Language Fund (LF). With a view to enabling the people of Hong Kong, students and working adults in particular, to become biliterate (Chinese and English) and trilingual (Cantonese, Putonghua and English), SCOLAR has complemented and supplemented the language-related promotional efforts of the Government and its advisory bodies as well as other stakeholders by funding and implementing various initiatives using the Language Fund.

1.2 <u>Promotion of Languages</u>

Since 2002, with a view to promoting the importance of language education and creating a facilitating language learning environment for students and the workforce, SCOLAR has been making use of the LF to organise and support various school and community projects on the promotion of Chinese (including Putonghua) and English through partnership with various stakeholders such as government departments, non-governmental organisations and private sector entities.

The schemes on Promotion of Languages[1] include:
➢ Promotion of Chinese
➢ Promotion of Putonghua
➢ English Alliance
➢ Advancing Chinese and English Language Competence **(new scheme)**
➢ Project on Supporting Non-Chinese Speaking Children in Learning Chinese
➢ Vocational Chinese Language Programme for Non-Chinese Speaking School Leavers (A separate Guide to Applicants is available on the SCOLAR website.)

---

[1] Please refer to the respective annexes for the objectives and requirements of each scheme.

## 2    DETAILS OF FUNDING APPLICATION

2.1    Funding Modes

    2.1.1    Each scheme offers two funding modes: "Full Funding" and "Partial Funding".

    2.1.2    Full Funding:
    This mode is restricted to local eligible non-profit-making organisations. Applicants must provide valid documents along with the application form to prove their eligibility (see Clause 7.1).

    2.1.3    Partial Funding:
    This mode is open to all local eligible organisations.   The funding amount for each approved project **shall not exceed 50% of the total estimated or actual expenditure of the project, whichever is the lesser, subject to a maximum of HK$2,400,000.**

2.2    Eligibility

    2.2.1    The applicant must be:
- ➤ a body corporate either incorporated or registered under the Companies Ordinance (Cap. 622); or
- ➤ a tertiary institution, a society or an organisation (excluding primary schools and secondary schools) registered under the Laws of Hong Kong[2].

    2.2.2    The applicant must have planned and implemented large-scale language promotion projects or activities in the capacity of organiser **for three or more consecutive years**.

    2.2.3    Each applicant may submit only **one** application for each language promotion scheme listed in Clause 1.2.   Applicants who submit more than one application for the same scheme will be disqualified from that scheme.

2.3    Project Period

The proposed project **must have a two-year duration**, spanning from September 2026 to August 2028.   All projects must be implemented in Hong Kong.

2.4    Project Requirements

    2.4.1    The project content must effectively address the objectives of the respective language promotion schemes, and where appropriate, school-based activities **should be extended to engage the wider community**.   For details, please refer to the respective Scheme Requirements (Annexes I to V).   The applicant shall plan activities in a reasonable manner and establish clear, specific and measurable **key performance indicators (KPIs)** to ensure effective implementation of the project and attainment of intended outcomes.

    2.4.2    If other organisations are involved in the project, the applicant shall act as the lead organiser, responsible for driving the project forward and being accountable to the Trustee of LF or its representative.

---

[2] Examples of the Laws of Hong Kong include Societies Ordinance (Cap. 151), Education Ordinance (Cap. 279), Post Secondary Colleges Ordinance (Cap. 320).

2.4.3   The applicant must appoint a Project Leader who has experience in planning educational or language promotion projects, project management, quality assurance and other relevant support services. The Project Leader shall ensure effective implementation of the relevant project and attainment of intended outcomes.

2.4.4   The applicant must appoint a Language Advisor who has expertise and experience in language education and/or organisation of language activities. Their main responsibilities include:

➢ providing advice on the project's language components and reviewing all project materials (including but not limited to teaching materials, scripts, texts for recitation and workshop presentation slides). All language materials submitted to SCOLAR must be clearly marked as having been reviewed and approved by the Language Advisor.

➢ assisting the Project Leader in answering any queries from external parties on the language components of the project.

➢ conducting two visits per school year to inspect activities in order to review whether the project's language materials are suitably used and whether they align with the language proficiency and needs of the target participants. The relevant findings and/or suggestions for improvement shall be incorporated into the corresponding progress reports.

2.4.5   The applicant shall provide a cost-effective and feasible publicity plan for the project in the application form. The applicant should make good use of technology and new media in the publicity strategy to enhance effectiveness. If the target participants include schools, the applicant is encouraged to distribute promotional materials to schools from May to June each year, with reference to and in alignment with the local school calendars and class schedules. To ensure optimal publicity effectiveness, the applicant should also consider the most effective channels and methods for schools to receive information about extra-curricular activities.

2.4.6   When formulating the project content, the applicant shall prepare a contingency plan, in case the face-to-face activities are not feasible in view of unforeseeable circumstances (e.g. what the alternative mode of delivery will be or how the activities can be rescheduled within the project period).

2.4.7   The proposed project shall not be used for political, religious, commercial publicity or raising funds for any individuals or organisations.

2.4.8   In order to adapt to changes in the social and educational landscape and enhance project effectiveness, the applicant should incorporate **meaningful** innovations that directly address the developmental needs of the target participants; if the proposed project **has previously been or is currently being funded** by the LF, the applicant shall review its content, implementation and outcomes, and make necessary refinements and adjustments to the content.

2.4.9   If a proposed project was previously rejected by SCOLAR for funding in the past seven years, the application will not be accepted unless improvements have been made to the original project content and/or budget.

2.5 Showcasing of Project Outcomes

2.5.1 Grantees are required to produce a short video of up to three minutes to showcase project and participant achievements. The video may include, but is not limited to, participants' sharing, highlights of key activities, feedback from instructors / adjudicators, and an appreciation of participant works. SCOLAR shall have the right to alter, adapt, duplicate, disseminate and display such videos for promotional purposes.

2.5.2 Grantees must provide SCOLAR with relevant project resources, including but not limited to participant works, teaching materials, promotional materials and photos of events, for showcasing, dissemination and other related purposes.

2.5.3 Grantees shall participate in events organised by SCOLAR (such as annual showcasing events, seminars, sharing sessions, workshops, and promotional video filming) and shall also arrange for project participants to attend these events to share their language learning experience and outcomes upon request by the SCOLAR Secretariat.

2.6 LF Agreement

If the application is approved, the applicant organisation is required to enter into a LF Agreement (only available in English) with the Trustee of LF.

3 FINANCIAL MANAGEMENT AND GRANT DISBURSEMENT

3.1 Budget

3.1.1 Funding shall be used exclusively for expenses related to the implementation of the project. Grantees shall comply with all terms and conditions stipulated in the LF Agreement. Except in special circumstances, the LF will only cover expenses within the project period **on a reimbursement basis**, i.e. expenses incurred in the period from the Commencement Date to the Completion Date specified in the signed Agreement.

3.1.2 If the funded project's actual income exceeds the estimate, and/or its actual expenditure is lower than budgeted, the actual amount of grant will be adjusted downward accordingly.

3.1.3 The proposed project must be **non-profit-making in nature**. Any income generated from the project must be used entirely to implement the project. Any unused balance of the grant must be returned in full to the LF.

3.1.4 The applicant should adhere to the principle of frugality when preparing the budget and prudently consider the cost-effectiveness and necessity of each expenditure item. Expenditure items that are not adequately justified will not be funded.

3.1.5 The applicant must list individual expenditure items for all activities / components and provide relevant justifications. In general, expenditure items could be grouped under the following categories:

<ol style="list-style-type: lower-roman;">
<li>staff cost (including salaries and Mandatory Provident Fund contributions of all full-time and part-time project staff);</li>
<li>activity cost (including expenses for venue rental, recording / live streaming, production of teaching materials and instructor fee);</li>
<li>publicity expenses (including expenses for advertising, promotional material design and printing);</li>
<li>general expenses (including audit fee, public liability insurance and miscellaneous expenses);</li>
<li>contingency (**not exceeding** 5% of the total amount of funding sought for the project, exclusive of this contingency amount, to be used for unforeseeable additional expenses and expenses related to the contingency plan); and</li>
<li>administrative overheads for institutions funded by the University Grants Committee (UGC) (if applicable).</li>
</ol>

3.1.6 If the applicant is an institution funded by the UGC, it may include its administrative overheads in the budget, clearly specifying the details and justifications.  Such charges should not exceed 15% of the total amount of funding sought for the project, exclusive of contingency.  If the project will benefit the applicant and/or its affiliated organisations in carrying out their own activities, or may generate profit for them, the applicant should bear at least a portion of the administrative costs.

3.1.7 If the applicant intends to promote the proposed project through self-owned platform(s) due to practical needs, it must provide sufficient justification for each publicity expense item, and such relevant publicity expenses **must not exceed** 20% of the total amount of funding sought for the project.

3.1.8 Grantees will be required to submit an auditor's report and an agreed-upon procedures report issued by an independent certified public accountant, specifying whether the grantee has complied with the terms stipulated in the LF Agreement and its related guidelines in the proper use of grant.  The reimbursement caps for the relevant audit fees are as follows:

| Amount of Grant Approved (HK$) | Reimbursement Cap (HK$) |
|---|---|
| Less than $1 million | $12,000 |
| Between $1 million and $5 million | $14,000 |
| More than $5 million | $20,000 |

3.1.9 The applicant should provide administrative and logistical support for project-related activities.  The applicant should deploy its existing resources, where feasible, if computer equipment and/or other electronic devices are required for the project.

3.1.10 SCOLAR shall not be held liable for any losses incurred by the grantee arising from the implementation of the project.

3.2 Recruitment and Procurement

All organisations involved in the project, including but not limited to the grantee (i.e. the organiser), co-organiser(s) and supporting organisation(s), must ensure project-related staff recruitment and procurement of goods or services are conducted in an open, fair and competitive manner according to relevant guidelines on staff

administration and procurement (uploaded to www.scolar.gov.hk).   Grantees shall maintain proper personnel records, quotation documents and transaction records.   These documents shall be made available for inspection by the SCOLAR Secretariat upon request.

3.3    Allowable and Unallowable Costs

The applicant should refer to the General Principles for Allowable and Unallowable Costs at **Annex VI** when preparing the budget.

3.4    Grant Disbursement

The grant will be disbursed by instalments.   The instalments will be disbursed only after the grantee fulfills the terms and conditions stipulated in the LF Agreement (except for the first instalment which will be provided as an advance, the grantee may need to cover part of the expenses upfront).   Once the LF Agreement is signed, under no circumstances will SCOLAR provide any additional funding.

3.5    Project Funding Sources

3.5.1    The applicant must provide the details of all funding sources, including but not limited to private donations, awards and funding from other organisations, and other grants being applied for, in the application form.

3.5.2    To prevent double subsidies, if the proposed project receives funding from other Government sources, no further financial support from the LF will be provided for the same project.   SCOLAR also reserves the right to demand an immediate return of the disbursed grant from the grantee.   SCOLAR may verify with other funding Government departments or organisations on whether the same proposed project has already been approved for, or is currently applying for, funding from sources other than the LF.

3.5.3    The applicant must notify the SCOLAR Secretariat immediately if it accepts funding from any other sources for the same project after submitting the application or after the project has been approved.

3.5.4    Under no circumstances are grantees allowed to seek and/or accept donation, sponsorship and/or grant that may tarnish the image or reputation of the Government, SCOLAR, the LF or the project.   If such cases arise, SCOLAR has the right to terminate the project's funding forthwith and demand an immediate return of the disbursed grant from the grantee.

4    **EVALUATION AND MONITORING MECHANISM**

4.1    Self-evaluation

4.1.1    Grantees are required to conduct self-evaluation and submit progress reports and financial reports to SCOLAR regularly during the project period, and submit an end-of-project report and a final financial report within three months of project completion.   The reports must include, but is not limited to, a detailed account of project implementation, the attainment of KPIs, quantitative and qualitative evaluation from participants and/or schools on the project activities, the challenges encountered in project implementation and the corresponding solutions, and the report of findings from the Language Advisor's inspection visit during the reporting period.

4.1.2 The final financial report must be submitted with an auditor's report and an agreed-upon procedures report issued by an independent certified public accountant, confirming that all expenses in the financial report fall within the funding scope of SCOLAR's language promotion schemes and are in line with the requirements of the LF Agreement.

4.2 Supervision by SCOLAR

4.2.1 SCOLAR has the right to supervise project progress, execution and quality, and to provide advice on the project content.  Specifically, these include reviewing relevant progress reports, financial reports, end-of-project reports and final financial reports, and conducting observations and reviews of all project activities.

4.2.2 All project materials (including promotional materials and learning and teaching materials) must display the logos of SCOLAR, LF and Government-funded Programme as acknowledgement.

4.2.3 The draft of promotional materials should be submitted to the SCOLAR Secretariat for approval at least 14 working days before printing or publication.

4.2.4 Learning and teaching materials, after reviewed and endorsed by the Language Advisor, should be submitted to the SCOLAR Secretariat for approval at least one month before use.

## 5  ASSESSMENT MECHANISM

5.1 Assessment Criteria

The assessment criteria for each language promotion scheme are set out in the Annexes for reference.

5.2 Assessment Process

5.2.1 Eligible applications will be assessed by a vetting panel composed of SCOLAR Members, which will make recommendations to SCOLAR on whether the applications should be accepted.  Representatives of eligible applicants are required to deliver a presentation on the proposed project during the vetting meeting and answer questions from the vetting panel members and the SCOLAR Secretariat.

5.2.2 Each application will be assessed on individual merits.  SCOLAR reserves the rights to accept, reject or request modifications to project content and budget.

## 6  OTHER POINTS TO NOTE

6.1 Staff Administration

Grantees must conduct recruitment and handle matters such as conflict of interest declarations in a fair and open manner according to the General Guidelines on Staff Administration uploaded to the SCOLAR's website (www.scolar.gov.hk).

6.2 Intellectual Property Rights

All project resources of approved projects, such as promotional materials, publications and audiovisual materials, shall not infringe copyright or intellectual property rights.  The grantee shall grant the Trustee of LF, its authorised users, assignees and successors-in-title irrevocable, perpetual, worldwide, freely transferable, sub-licensable licences free of royalty or other charges.

6.3 Sexual Conviction Record Check

If the approved projects target students, grantees must take note of Education Bureau Circular No. 14/2023[3] and request relevant staff / tutors to undergo the Sexual Conviction Record Check operated by the Hong Kong Police Force.

6.4 Liability

SCOLAR does not accept any responsibilities for claims, demands or liabilities arising from the approved projects.  Grantees should take out appropriate liability insurance for the project concerned (including but not limited to public liability insurance).

**7 SUBMISSION OF APPLICATION**

7.1 Documents Required for Application

(i) **Application form in duplicate**

(ii) A **copy** of the applicant organisation's **registration document**

(iii) If the applicant organisation applies for **full funding** under any of the language promotion schemes, it **must also** submit the following proof of eligibility:

(a) For local tax-exempt charity:

➢ a copy of the letter issued by Inland Revenue Department on tax exemption under section 88 of the Inland Revenue Ordinance (Cap. 112)

(b) For other non-profit-making organisation / society:

➢ a copy of the applicant organisation's Articles of Association **or** equivalent document(s) proving its non-profit-making nature (its objects and powers shall prohibit the distribution of its incomes and properties amongst its members, and clauses prohibiting the distribution of the organisation's profits or properties amongst its members upon dissolution should be included)

(iv) Evidence that the applicant has organised and implemented large-scale language promotion projects or activities in the capacity of organiser for **three or more consecutive years**, including but not limited to event promotion materials, photos and relevant web page information

(v) **A CD-ROM, USB flash drive, or SD card** containing soft copies of the above documents.  Item (i) should be in MS Word format, and the other items should be in PDF or JPG format[4]

---

[3] Education Bureau Circular No. 14/2023 is accessible on Education Bureau's webpage:
https://applications.edb.gov.hk/circular/upload/EDBC/EDBC23014E.pdf
[4] CD-ROM / USB flash drive / SD card submitted by applicants as part of the application will not be returned.

7.2 Submission Method

Applications must be submitted **in person or by post / courier** to the following address. The envelope must be clearly marked with the name of the scheme and the addressee:

| Address | Scheme | Addressee |
|---|---|---|
| Language Education and SCOLAR Section, Education Bureau, 5/F, South Tower, Tseung Kwan O Government Offices, 30 Tong Yin Street, Tseung Kwan O, New Territories | Promotion of Chinese | Executive Officer (Chinese Projects) |
| | Promotion of Putonghua | Project Officer I (Putonghua) |
| | Project on Supporting Non-Chinese Speaking Children in Learning Chinese | Project Officer I (Pilot Scheme) |
| | English Alliance | Executive Officer (English Projects) |
| | Advancing Chinese and English Language Competence | Executive Officer (English Projects) |

Office Hours (Hong Kong Time)

| | |
|---|---|
| Monday to Friday | 8:30 am to 1:00 pm |
| | 2:00 pm to 6:00 pm |
| | (Lunch break from 1:00 pm to 2:00 pm) |
| Saturday, Sunday and Public Holiday | Closed |

7.3 Application Deadline

**12:00 noon on 5 January 2026 (Monday)**
(For postage, date on postmark shall not be later than the closing date.)

7.4 Applications which are incomplete, late, or submitted by fax, email or other electronic means will not be considered. In case the Black Rainstorm Warning Signal, Tropical Cyclone Warning Signal No. 8 or above, or "Extreme Conditions" is in force for any duration between 8:30 am and 12:00 noon on the application closing date, the application closing time will be extended to 12:00 noon on the next working day.

7.5 If there is any inconsistency between the printed and electronic versions of the application form submitted by the applicant, the printed version shall prevail.

7.6 The SCOLAR Secretariat may request the applicant to provide supplementary information and documents from time to time for processing the application. If the applicant fails to provide the required information within the specified timeframe, the application will not be accepted and no prior notice will be given. All submitted application forms and supplementary documents will not be returned, regardless of whether the application is accepted.

7.7 Applicants will be informed of the results in writing in the second quarter of 2026. In respect of the assessment and approval of all the applications under Promotion of Languages 2026/27 and 2027/28 School Years, the decisions of SCOLAR shall be final. SCOLAR reserves the absolute right and sole discretion to request that

grantees modify the project content / budget.   All decisions made by SCOLAR regarding each application are final and binding.   Applicants shall not lodge any appeal or objection.

## 8     DETAILS OF SCHEMES

For more details, please visit the SCOLAR's website ([www.scolar.gov.hk](www.scolar.gov.hk)).


**Language Education and SCOLAR Section**
**Education Bureau**
**November 2025**

**語文教育及研究常務委員會**
**2026/27 至 2027/28 學年推廣中文計劃**
**計劃要求（只設中文版）**

若申請機構有意就推廣中文計劃向語常會申請撥款，必須詳閱申請指引及相關附件，並<u>以中文</u>填妥申請表格的所有部分，連同所需證明文件一併提交。

**1. 計劃目標**

本計劃旨在通過舉辦各類型推廣中文活動，為全港中、小學生及社區人士提供接近真實的語境，創造多元化的語文實踐經驗。具體目標如下：

- ➤ 讓參加者體驗語文學習的樂趣，並加深對中華文化的認識；
- ➤ 增潤及延伸課堂所學的知識，讓參加者透過實踐和練習，培養語文運用能力；或
- ➤ 鼓勵公眾持續提升中文水平及自身語文素養，並有效運用語文，以配合工作環境、社會及個人需要。

**2. 項目要求**

2.1 項目必須能達致上述一項或多項推廣中文計劃的目標。

2.2 項目的主要受惠對象是全港中、小學生，亦包括老師，申請機構應盡可能地將活動延伸至社區。

2.3 項目必須照顧不同中文程度參加者的學習需要，同時亦具有創意、獨特性、創新、互動元素及延續性，能夠激發參加者學習中文的興趣，並有別於學校和社區人士可自行舉辦的活動。活動形式不限，惟可考慮以影評、遊記、食評、劇本、廣告標題、製作繪本、結合多媒體或跨媒體元素的實踐體驗等為題。

2.4 項目必須公開予全港所有合資格的學生、老師及／或市民免費參加。

**3. 評審準則**

語常會將根據下列準則對本計劃的申請項目進行評審。申請項目必須於五個評審準則中**皆取得一半或以上分數**，方獲考慮批出資助。

| 評審準則 | 評審內容 | 評審比例 |
|---|---|---|
| 1) 項目目標 | ➤ 項目能配合「2026/27 至 2027/28 學年推廣中文計劃」的目標（參考本附件條款 1） | 10% |
| 2) 項目內容 | ➤ 項目具備切實可行的內容／活動及推行時間表<br>➤ 項目的規模、受惠對象和人數具合理性<br>➤ 項目必須照顧不同中文程度參加者的學習需要<br>➤ 項目內容具創意、獨特性、創新及互動元素，能吸引目標對象參加<br>➤ 項目能盡可能地延伸至社區<br>➤ 項目具備可持續性 | 30% |
| 3) 預期項目成效 | ➤ 項目目標合理而明確，具備可行性<br>➤ 績效指標清晰、具體且可行<br>➤ 宣傳策略的有效性<br>➤ 成效評估機制的有效性 | 30% |
| 4) 財政安排 | ➤ 項目預算周詳、合理，並具成本效益 | 20% |
| 5) 申請機構的經驗和能力 | ➤ 機構舉辦推廣中文活動的經驗<br>➤ 機構執行語文基金項目或籌辦語文教育相關活動的往績<br>➤ 項目負責人及語文顧問的專業知識和經驗 | 10% |

**4. 查詢**

如有查詢，請聯絡語常會秘書處行政主任（中文項目）。
電話：3863 1772

語文教育及研究常務委員會
**2026/27 至 2027/28 學年推廣普通話計劃**
計劃要求（只設中文版）

> 若申請機構有意就推廣普通話計劃向語常會申請撥款，必須詳閱申請指引及相關附件，並<u>以中文</u>填妥申請表格的所有部分，連同所需證明文件一併提交。

## 1. 計劃目標

本計劃旨在通過舉辦各類型推廣普通話活動，為學生及社區人士提供接近真實的語境，創造多元化的語言實踐經驗。具體目標如下：

> ➤ 讓參加者體驗語言學習的樂趣，並加深對中華文化的認識；
>
> ➤ 增潤及延伸課堂所學知識，促進參加者自主學習及運用普通話；或
>
> ➤ 幫助參加者持續提升普通話水平及自身語文素養，並有效運用語言，以配合社會及個人發展的需要。

## 2. 項目要求

2.1 項目必須能達致上述一項或多項推廣普通話計劃的目標。

2.2 項目的主要受惠對象為全港學生，申請機構應盡可能地將活動延伸至社區。

2.3 項目必須具備創意、獨特性、創新性、互動元素及延續性，並有別於學校和社區人士可自行舉辦的活動。活動形式不限（如演講、朗誦、配音培訓、短片製作、結合多媒體或跨媒體元素的實踐體驗等），旨在提升參加者的普通話聽說能力，並促進有效的語言學習體驗。

2.4 項目必須公開予全港所有合資格的學生及／或市民免費參加。

**3. 評審準則**

語常會將根據下列準則對本計劃的申請項目進行評審。申請項目必須於五個評審準則中**皆取得一半或以上分數**，方獲考慮批出資助。

| 評審準則 | 評審內容 | 評審比例 |
|---|---|---|
| 1) 項目目標 | ➢ 項目能配合「2026/27 至 2027/28 學年推廣普通話計劃」的目標（參考本附件條款 1） | 10% |
| 2) 項目內容 | ➢ 項目具備切實可行的內容／活動及推行時間表<br>➢ 項目的規模、受惠對象和人數具合理性<br>➢ 項目內容具備創意、獨特性、創新性、互動元素，能吸引目標對象參加<br>➢ 項目能盡可能地延伸至社區<br>➢ 項目具備可持續性 | 30% |
| 3) 預期項目成效 | ➢ 項目目標合理而明確，具備可行性<br>➢ 績效指標清晰、具體且可行<br>➢ 宣傳策略的有效性<br>➢ 成效評估機制的有效性 | 30% |
| 4) 財政安排 | ➢ 項目預算周詳、合理，並具成本效益 | 20% |
| 5) 申請機構的經驗和能力 | ➢ 機構舉辦推廣普通話活動的經驗<br>➢ 機構執行語文基金項目或籌辦語文教育相關活動的往績<br>➢ 項目負責人及語文顧問的專業知識和經驗 | 10% |

**4. 查詢**

如有查詢，請聯絡語常會秘書處一級項目主任（普通話）。
電話：3863 1781

**Standing Committee on Language Education and Research**
**English Alliance 2026/27 and 2027/28 School Years**
**Scheme Requirements**
(Available in English only)

---

Applicants intending to apply for funding from SCOLAR for English Alliance must read the Guide to Applicants and the relevant Annex carefully. Applicants must complete all parts of the application form **in English** and provide supporting documents wherever required.

---

## 1. Objectives

**English Alliance** emphasises on improving participants' English proficiency through exposure to authentic and creative contexts, building participants' confidence in using the language, and providing an enjoyable and meaningful English learning experience.

## 2. Project Requirements

2.1 Apart from students and teachers of local primary and secondary schools, broader community engagement, including but not limited to parents, ethnic minorities, and post-secondary students, is encouraged and considered an advantage. The proposed projects shall be able to cater for participants of different language proficiency. Graded materials shall be provided to participants when necessary.

2.2 The proposed projects shall:
- be educational, creative, meaningful and pleasurable;
- maximise participants' use of English language skills;
- enrich and extend participants' English language learning experience in authentic contexts; and
- enhance participants' understanding of English-speaking cultures.

2.3 The proposed projects are encouraged to:
- provide materials or resources for extended activities
- design and include a series of activities
- focus on one or more of the following areas:
  - ❖ language arts
  - ❖ applied learning experiences and cross-disciplinary learning
  - ❖ positive values and attitudes
  - ❖ generic skills (e.g. collaboration and critical thinking skills)

## 3.    Assessment Criteria

The proposed projects under this scheme will be assessed according to the following criteria. An application will be considered for funding only if it attains **at least 50 percent of the score in each of the** five assessment criteria.

| Criteria | Details | Weighting |
|---|---|---|
| 1) Project Objectives | ➢ the relevance of the proposed project, in particular, whether it could tie in with the vision and mission of SCOLAR, and the objectives of English Alliance 2026/27 and 2027/28 School Years | 10% |
| 2) Project Content | ➢ the depth and concreteness of the project content<br>➢ the effectiveness in developing participants' interest and confidence in using the language<br>➢ the appropriateness of the proposed activities<br>➢ the creativity and innovativeness of the proposed activities<br>➢ the extent of community engagement<br>➢ the sustainability of project outcomes | 30% |
| 3) Project Structure and Management | ➢ the scale of the proposed project<br>➢ the suitability and feasibility<br>➢ the proposed number and types of direct beneficiaries<br>➢ the expertise and experience of the project leader and language advisor<br>➢ the effectiveness of the publicity and enrolment strategy<br>➢ the availability of clear, specific and measurable key performance indicators (KPIs)<br>➢ the effectiveness of evaluation methodology and tools | 30% |
| 4) Cost-effectiveness | ➢ whether the budget is prudent, realistic and fully justified | 20% |
| 5) Capacity of the Applicant | ➢ the background, governance structure and track record of the applicant in organising language activities / programmes, including previous SCOLAR projects | 10% |

## 4.    Enquiries

For enquiries, please contact Executive Officer (English Projects) of the SCOLAR Secretariat.
Tel: 3863 1801

**Standing Committee on Language Education and Research**
**Advancing Chinese and English Language Competence**
**2026/27 and 2027/28 School Years**
<span style="color:red">**(New scheme)**</span>
**Scheme Requirements**

Applicants intending to apply for funding from SCOLAR for Advancing Chinese and English Language Competence must read the Guide to Applicants and the relevant Annex carefully. Applicants must complete all parts of the application form **in Chinese or English** and provide supporting documents wherever required.

1.    **Objective**

**Advancing Chinese and English Language Competence** aims to enhance participants' proficiency in both Chinese (including Putonghua) and English through meaningful and engaging language activities.

2.    **Project Requirements**

2.1   Proposed projects shall cultivate participants' interest and proficiency in Chinese and English simultaneously.   Projects that propose broader community engagement, including but not limited to parents, ethnic minorities, and post-secondary students, will be considered an advantage.

2.2   The proposed projects shall provide participants with ample opportunities to use and improve both Chinese and English through activities which foster practical language use, enhance communication skills, and cultivate a deeper understanding and appreciation of both languages in diverse real-life contexts.

2.3   The proposed projects are encouraged to:
  ➢  motivate participants to use both languages effectively and creatively
  ➢  promote language learning which can develop participants' intercultural competence
  ➢  cater for different language needs and abilities of participants
  ➢  encourage cross-disciplinary learning

2.4   As a guiding principle, proposed projects must not encourage code-mixing, which is the use of Chinese and English interchangeably within a single sentence.

## 3. Assessment Criteria

The proposed projects under this scheme will be assessed according to the following criteria. An application will be considered for funding only if it attains **at least 50 percent of the score in each of the** five assessment criteria.

| Criteria | Details | Weighting |
|---|---|---|
| 1) Project Objectives | ➢ the relevance of the proposed project, in particular, whether it could tie in with the vision and mission of SCOLAR, and the objective of Advancing Chinese and English Language Competence 2026/27 and 2027/28 School Years | 10% |
| 2) Project Content | ➢ the depth and concreteness of the project content <br> ➢ the effectiveness in developing participants' interest and confidence in using Chinese and English <br> ➢ the appropriateness of the proposed activities <br> ➢ the creativity and innovativeness of the proposed activities <br> ➢ the extent of community engagement <br> ➢ the sustainability of project outcomes | 30% |
| 3) Project Structure and Management | ➢ the scale of the proposed project <br> ➢ the suitability and feasibility <br> ➢ the proposed number and types of direct beneficiaries <br> ➢ the expertise and experience of the project leader and language advisor <br> ➢ the effectiveness of the publicity and enrolment strategy <br> ➢ the availability of clear, specific and measurable key performance indicators (KPIs) <br> ➢ the effectiveness of evaluation methodology and tools | 30% |
| 4) Cost-effectiveness | ➢ whether the budget is prudent, realistic and fully justified | 20% |
| 5) Capacity of the Applicant | ➢ the background, governance structure and track record of the applicant in organising language activities / programmes, including previous SCOLAR projects | 10% |

## 4. Enquiries

For enquiries, please contact Executive Officer (English Projects) of the SCOLAR Secretariat.
Tel: 3863 1801

# 語文教育及研究常務委員會
## 2026/27 至 2027/28 學年支援非華語兒童學習中文計劃
### 計劃要求（只設中文版）

若申請機構有意就支援非華語兒童學習中文計劃向語常會申請撥款，必須詳閱申請指引及相關附件。並<u>以中文</u>填妥申請表格所有部分，連同所需證明文件一併提交。

## 1. 計劃目標

本計劃旨在透過舉辦各類型中文活動，為非華語兒童提供接近真實的語境，創造多元化的語文實踐經驗。具體目標如下：

➢ 讓參加者體驗語文學習的樂趣，並加深對中華文化的認識；

➢ 增潤及延伸課堂所學的知識，提升參加者使用中文的自信和成功感，促進自主學習；或

➢ 鼓勵同儕互動及親子共學，為非華語兒童提供更強烈的學習動機以及情感支持。

## 2. 項目要求

2.1 項目必須能達致上述一項或多項支援非華語兒童學習中文計劃的目標。

2.2 項目的主要受惠對象為 3 至 12 歲非華語兒童。申請機構應盡可能地將活動延伸至社區。

2.3 項目的申請機構須於每學年組織兩次或以上的社區探索活動，增加非華語兒童的中文學習經歷，讓他們應用所學。項目若能創造條件讓非華語兒童多閱讀中文書籍，並嘗試書寫簡單的中文字則更佳。例如以伴讀方式選用恰當的分級讀物進行閱讀活動，增加受惠對象接觸及運用中文的機會。

2.4 項目必須公開予所有合資格的非華語兒童免費參加。如項目以地區為本，請於申請表格內註明服務地區。

2.5 項目應配合本地社區語境，以粵語為主進行，並須照顧不同中文程度非華語兒童的學習需要。

2.6 項目必須由有經驗的導師帶領，尤以熟識教導非華語兒童學習中文者為佳。

**3. 評審準則**

語常會將根據下列準則對本計劃的申請項目進行評審。申請項目必須於五個評審準則中**皆取得一半或以上分數**，方獲考慮批出資助。

| 評審準則 | 評審內容 | 評審比例 |
|---|---|---|
| 1) 項目目標 | ➢ 項目能配合「2026/27 至 2027/28 學年支援非華語兒童學習中文計劃」的目標（參考本附件條款 1） | 10% |
| 2) 項目內容 | ➢ 項目具備切實可行的內容／活動及推行時間表<br>➢ 項目的規模、受惠對象和人數具合理性<br>➢ 項目能照顧不同中文程度非華語兒童的學習需要<br>➢ 項目內容具備創意、獨特性、創新性、互動元素，能吸引目標對象參加<br>➢ 項目能盡可能地延伸至社區<br>➢ 項目具備可持續性<br>➢ 須每學年組織兩次或以上的社區探索活動<br>➢ 項目能讓非華語兒童多閱讀中文書籍，並嘗試書寫簡單的中文字<br>➢ 項目能鼓勵同儕互動及親子共學 | 30% |
| 3) 預期項目成效 | ➢ 項目目標合理而明確，具備可行性<br>➢ 績效指標清晰、具體且可行<br>➢ 宣傳策略的有效性<br>➢ 成效評估機制的有效性 | 30% |
| 4) 財政安排 | ➢ 項目預算周詳、合理，並具成本效益 | 20% |
| 5) 申請機構的經驗和能力 | ➢ 機構舉辦以非華語兒童為對象的中文學習活動／課程的經驗<br>➢ 機構執行語文基金項目或籌辦語文教育相關活動的往績<br>➢ 項目負責人及語文顧問的專業知識和經驗 | 10% |

**4. 查詢**

如有查詢，請聯絡語常會秘書處一級項目主任（試驗計劃）。
電話：3863 1783

**Language Fund**

**Principles for Allowable and Unallowable Costs**

**Introduction**

This document aims to assist Grantees in determining whether the cost of an item is allowable under the Language Fund (LF) Grant as well as the extent thereof.

**Target Beneficiaries**

2. The LF Grant shall only be used for the agreed target beneficiaries.

**General Principles**

3. The general principles for determining allowable costs for a LF project are listed below –

(a) The cost is in accordance with the terms and conditions stipulated in the LF Agreement;

(b) The cost is incurred within the ambit and the scope of the approved budget;

(c) The cost is incurred within the project period;

(d) The cost is necessarily incurred for the purposes for which the LF Grant is provided;

(e) The cost is reasonable and accords with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness; and

(f) The cost is actually and provably spent. It is adequately documented by accounting records and documents such as vouchers, invoices, receipts, payroll records and timesheets.

**Common Allowable Costs**

4. Staff Cost, Activity Cost, Publicity Expenses and General Expenses **will be considered each on its own merit**.

5. Examples of allowable items include –

(a) language-related activities, including but not limited to opening ceremony, rounding up the completion of a project, seminars, workshops, exhibitions;

(b) educational materials (e.g. educational booklets or digital resources);

(c) allowances for voluntary helpers;

(d) insurance for public liability;

(e) travelling expenses (except items listed in clause 7(k) below);

(f) fees for instructors / speakers;

(g) publicity (e.g. promotional materials, certificates for volunteers); and

(h) audit fees charged by an independent certified public accountant for the preparation of auditor's reports and agreed-upon procedures reports for projects, with the reimbursement cap as indicated below:

| Amount of Grant Approved (HK$) | Reimbursement Cap (HK$) |
|---|---|
| Less than $1 million | $12,000 |
| Between $1 million and $5 million | $14,000 |
| More than $5 million | $20,000 |

**Common Unallowable Costs**

6. Grantees shall finance the unallowable costs from non-LF sources.

7. Examples of unallowable items include –

(a) expenses for building facilities (including office and accommodation)
- *expenses for rates, office rental, building management fee, renovation, operation, repair and maintenance, etc.;*

(b) business set up cost
- *expenses on the formation or establishment of a limited company or organisation;*

(c) entertainment expenses
- *costs associated with any type of entertainment and related incidental expenses;*

(d) equipment and maintenance cost
- *purchase of furniture and/or equipment, such as computer, video equipment items, etc.;*
- *maintenance costs for equipment such as computer, video equipment, etc.*

(e) food cost
- *food of any kind such as snacks, beverages, refreshments, meals for project staff;*

(f) insurance premiums
- *insurance premiums not directly related to the project such as travel insurance, employees' compensation insurance, directors' and officers' liability insurance, etc.;*

(g) penalties and fines

(h) personal expenses
- *expenditures on goods and services for private purposes;*

(i) staff cost
- *salary increment to project personnel;*

- *fringe benefits for staff (e.g. education allowance, medical insurance, housing allowance, etc.);*
- *severance payment and untaken leave of staff employed;*
- *gratuities;*
- *allowances other than employer's contribution to the mandatory provident fund;*

(j)    cost for stored value card
- *costs for acquiring and/or adding value to stored value card such as octopus card, phone card;*

(k)    travelling expenses
- *project staff's travelling expenses between home / accommodation and workplace;*
- *excess travelling expenses, i.e. amount over the cheapest reasonable form and route of public transport;*
- *costs for travel documents (e.g. passport costs) and related expenses (e.g. visa fees);*

(l)    utility expenses
- *expenses such as charges for electricity, gas, water, telephone (fixed line or mobile), fax, internet access, etc.; and*

(m)    unrelated administration costs
- *general administration and expenses not directly related to the project (excluding administration overhead charges by University Grants Committee (UGC)-funded institute).*


**Handling of Unallowable Costs**

8.    Expenditure on unallowable items that cannot be charged to the LF Grant shall be borne and financed by the Grantees / non-LF sources.

9.    For any uncertainty on whether an expense should be charged to the LF Grant, written clarification shall be sought from the Language Education and SCOLAR Section. Language Education and SCOLAR Section may at its sole discretion determine whether the expenses concerned should be charged to the LF Grant or not.