

**P.A.T.H.S. to Adulthood: A Jockey Club Youth Enhancement Scheme  
(2009/10 to 2011/12 school years)**

**Frequently Asked Questions**

**-- Funding Provision --**

- 1. What is the maximum grant for applicant NGOs/schools in 2009/10 to 2011/12 school years? Will control schools, which implemented Project P.A.T.H.S. since 2007/08 school year, receive same amount of maximum grant with other schools in the 2009/10 school year?**

The maximum grant for all participating schools (including control schools) in 2009/10 to 2011/12 school years is HK\$120,000 (schools with four or more classes) and HK\$80,000 per level (schools with one to three classes), respectively.

The maximum funding provision for 2009/10 to 2011/12 school years is listed as below:

	<b>School Year 2009/10</b>	<b>School Year 2010/11</b>	<b>School Year 2011/12</b>
	<b>(HK\$)</b>	<b>(HK\$)</b>	<b>(HK\$)</b>
<b>Participating schools</b>			
Schools with four or more classes in Secondary 1 to 3	<b>120,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>	<b>120,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>	<b>120,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>
Schools with one to three classes in Secondary 1 to 3	<b>80,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>	<b>80,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>	<b>80,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>
<b>Newly joined schools</b>			
Schools with four or more classes in Secondary 1 to 3	<b>120,000 / level</b> <i>(applicable to Secondary 1)</i>	<b>120,000 / level</b> <i>(applicable to Secondary 1 and 2)</i>	<b>120,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>
Schools with one to three classes in Secondary 1 to 3	<b>80,000 / level</b> <i>(applicable to Secondary 1)</i>	<b>80,000 / level</b> <i>(applicable to Secondary 1 and 2)</i>	<b>80,000 / level</b> <i>(applicable to Secondary 1, 2 and 3)</i>

**2. Whether secondary schools or NGOs rendering school social work service are the principal applicants of the Project and the recipients of the approved grant?**

In principle, the NGOs rendering school social work service are the principal applicants of the Project. They may apply to implement the Project by submitting funding proposals with endorsement of the schools concerned. For successful applications, funding will be allocated to the NGOs for implementation of the Project. Applicant NGOs are expected to consult with the schools concerned to work out an optimal plan on resource utilisation in meeting the needs of students.

However, under special circumstances, schools and their serving NGOs, depending on the need and the agreement between them, may apply in **written** to The Hong Kong Jockey Club Charities Trust (HKJCCT) to change the mode of funding. The letter with details on the reason(s) for the change and the proposed funding mode (c.c. to school/NGO concerned) can be submitted to Youth Section, Social Welfare Department (SWD) together with the completed application forms. HKJCCT will consider each case on individual merits and reply to the schools/NGOs concerned.

If the grant has to be released separately, the allocation for Tier 1 and Tier 2 Programmes is as follow:

No. of classes in each level (S1, S2 & S3)	For school (implementing Tier 1 Programme) (HK\$)	For NGO (implementing Tier 2 Programme) (HK\$)	Total funds to be allocated per level (HK\$)
Four or more classes	50,000 / level	70,000 / level	120,000
One to three classes	33,500 / level	46,500 / level	80,000

**3. Refer to Question 2, if the grant has to be released separately, can the allocation for Tier 1 and Tier 2 Programmes be modified?**

If the grant is applied to be released separately, the allocation of the grant for the Tier 1 and Tier 2 Programmes would be the same no matter 10-hour core programme or 20-hour full programme was chosen. Upon discussion

between the applicant NGO/school, if the allocation of grant would need to be modified to suit the school's needs, written application to HKJCCT has to be made, providing the reasons for such request and the proposed funding allocation. The letter can be attached to the completed application forms and submitted to Youth Section, SWD. HKJCCT will consider each case on individual merits and reply to the schools/NGOs concerned.

- 4. Refer to Question 3, can the school apply for different funding mode for different secondary levels, for example, grant to be given to NGO for Secondary One and grant to be given separately to NGO and school for Secondary Two?**

It is considered inappropriate for one school to use several different funding modes without justifiable reasons. If there is such a need of using different modes for different secondary levels, the applicant NGO/school should discuss with HKJCCT in advance and make written application to HKJCCT, providing the reasons and proposed funding modes. The letter can be attached to the completed application forms and submitted to Youth Section, SWD. HKJCCT will consider each case on individual merits and reply to the schools/NGOs concerned.

- 5. Is there any change to the grant for special schools? How can special schools apply for the implementation of P.A.T.H.S.?**

Special schools adopting main stream curriculum can apply for the implementation of the Tier 1 Programme through the Education Bureau. HKJCCT would provide a maximum grant of \$10,000 for each class of each secondary level.

- 6. For the Secondary One students admitted in the 2011/12 school year, will they be joining the Project for one year only? Will there be any additional resources for the programme when these students are promoted to Secondary Two and Secondary Three?**

Secondary One students of the 2011/12 school year may participate in the Project while the funding from HKJCCT will expire by the end of the 2011/12 school year. Schools are encouraged to explore other alternatives to provide continuous support for students concerned, including integrating the Tier 1 Programme into the school curriculum.

- 7. Can the applicants use the unspent funding in the following year?**

Applicant NGOs/ schools should work out mutually agreed proposals on resource distribution and make the best use of the resources within the academic year. Surplus (including 2008/09 school year) can be carried forward and used flexibly in all participating secondary levels in the next year. Any unspent balance has to be returned to HKJCCT upon completion of the Project in 2011/12 school year.

**8. Can the applicants adjust the proportion of fund used in the Tier 1 and Tier 2 Programmes?**

Applicant NGOs/schools should work out mutually agreed proposals on resource distribution, preferably before the submission of funding applications. The resources should be adjusted flexibly to suit the unique characteristics and special needs of individual schools, taking into consideration the additional manpower required for implementing the programmes, the scale and complexity of the Tier 2 Programme and the equipment/services procured for the Project.

**9. Can the applicant NGOs/schools utilise the funding to employ extra manpower in implementing the Project so as to relieve the burden of the teachers?**

The applicant NGOs/ schools should work out a mutually agreed plan on the roles and division of work among social workers and teachers, the implementation details of the programmes, and the best method to utilise the grant. As a general principle, a reasonable proportion of the grant should be used for the direct delivery of the two-tier programmes.

Apart from paying for programme delivery, the grant can be used flexibly for, but not limited to, the following purposes:

- i. employing additional staff or teaching assistants to help the teachers and social workers to deliver the P.A.T.H.S. programmes to students;
- ii. as teacher relief subsidy for additional teachers to attend the Tier One Programme training workshops;
- iii. paying for photocopying, printing, stationery, supplies and so on. For procurement of equipment valued at \$5,000 or above, the applicant should justify their needs and consult the HKJCCT before such procurement.

**10. Is fee charging of some of the programmes (e.g., family camp) acceptable?**

In general, the funding organisation does not have objection towards fee charging provided that the NGOs/schools observe the following principles:

- i. NGOs/schools should ensure that the fee charging, if any, should be in line with their existing policy and mechanism.
- ii. The fee level should be affordable to parents and have the endorsement of the schools concerned.
- iii. The fees collected should be used to supplement the programmes under the Project.
- iv. There should be fee-waiving / reduction mechanism to ensure equal opportunity for those who cannot afford the fee, in particular those in deprived situation.
- v. If the grant for the school year is not fully used, refund for the participants should be made as far as possible.

**11. What will be the payment arrangement for the school years 2009/10 to 2011/12?**

The payment arrangement for the school years 2009/10 to 2011/12 is as below:

<b>Instalments</b>	<b>Date</b>	<b>Details of Payment</b>
First Instalment	August 2009 / 2010 / 2011	Around 70% of the grant approved for each school
Second / Final Instalment	October 2010 / 2011 / 2012	Reimbursement of the remaining balance of the grant approved will be made upon applicant's submission of the following in September: <ul style="list-style-type: none"> <li>➤ Claims for reimbursement of payment</li> <li>➤ Income and Expenditure statement of each participating school (for NGO applicant, a copy of the statement should be provided to the school principal concerned)</li> <li>➤ Evaluation report of each secondary level of each participating school (for NGO applicant, the reports should be countersigned by the school principal concerned)</li> </ul>

**12. Do applicant NGOs/schools need to submit the Income and Expenditure Statement for each secondary level of each school?**

To enhance flexibility, HKJCCT decided that from 2008/09 school year onwards, each school would need to submit one Income and Expenditure Statement for all secondary levels. This is a new arrangement which has not been updated in the Project brochure.

**13. Refer to Question 12, as the expenses of all secondary levels are reported in one Income and Expenditure Statement of each school, does it mean that joint programmes of different secondary levels can be organised? Can the grant for different secondary levels of the same schools be flexibly allocated so that the grant of different levels can supplement each other or used together?**

Applicant NGOs/schools can flexibly use the grant for different secondary levels of each school to implement the most suitable Tier 1 and Tier 2 Programmes for the participants. Applicant NGOs/schools should list out expenses for each secondary level in details in the Income and Expenditure Statement. Joint activities of different secondary levels (e.g. joint-level activities, employment of staff, purchase of equipment, etc.) can be listed clearly without dividing such expenses into different portions for different secondary levels. Guidelines and samples for completing the Income and Expenditure Statement will be uploaded to “Funding Procedures and Forms” of this webpage. Applicant NGOs/schools can also contact HKJCCT for enquiries.

**14. Funding will be provided for schools to employ supply teachers to release and enable teachers to attend the training of the Tier 1 Programme. Does the maximum grant for each secondary level include the grants for employing supply teachers? If teachers concerned have already received similar training, can schools utilise such funding for other purpose of the Project?**

As an incentive for teachers to participate in the training, the teacher relief subsidy is not included in the maximum grant for the implementation of Project P.A.T.H.S. Additional funding, on top of the maximum grant, will be provided for schools to employ supply teachers to release and enable

teachers to attend the training of the Tier 1 Programme.

The funding is solely for the purpose of employing supply teachers for releasing the teachers to attend the training of the Tier 1 Programme or for teacher professional development purposes and cannot be used for other purposes.

**15. For applications with NGO applicants, what are the roles of school principal and NGO applicant in the management of funding? Is it necessary for the principal to countersign the financial report prepared by the NGO?**

Applicant NGOs and the schools should work out mutually agreed proposals on resource distribution in meeting the needs of students and characteristics of the schools. For example, on the proportion of the grant to be used for direct delivery of the two-tier programmes, hiring of additional manpower/services, staff support and procurement of necessary materials. The partners should also agree on funding management matters such as division of labour and interval for evaluation of the spending proposals. The NGO as applicant of the funding should, in consultation with the school concerned, prepare the Income and Expenditure Statement for submission to HKJCCT in September after each school year and provide a copy of the statement to the school principal for reference.

**16. Some NGOs of religious background would not accept funding from HKJCCT. Can the funding be granted to schools direct?**

In principle, the NGOs rendering school social work service are the principal applicant of the Project. However, under special circumstances, depending on the need and agreement between schools and their serving NGOs, schools and their serving NGOs may apply in written to HKJCCT to change the mode of funding. The letter with reason(s) for the change and the proposed funding mode (c.c. to NGOs/schools concerned), can be submitted to Youth Section, SWD together with the completed application forms. HKJCCT will consider each case on individual merits and reply to the schools/ NGOs concerned. Any NGOs who are interested but encounter difficulties in the application of the Project are welcome to discuss the case with HKJCCT and SWD.