**Annex 2**

**Yan Chai Hospital Moral and Civic Education Fund**

**The 26th Moral and Civic Education Award Scheme**

**Application Form**

Note:

1. This application form should reach the Yan Chai Hospital Moral and Civic Education Fund Committee on or before 6 October 2023 (Friday) at the following address:

*Education Department, Yan Chai Hospital Board, 10/F, Block C, 7-11 Yan Chai Street, Tsuen Wan, N.T.*

2. The project summary should be typed with a font size no smaller than point 11 and not exceed one A4 page. The project details should be typed with a font size no smaller than point 11 and not exceed 15 A4 pages. Applications not meeting such requirements will not be accepted.

Part A: School and Project Information

|  |  |
| --- | --- |
| 1. Project Title: *(In Block letters)* |  |

2. School Type: □ Secondary □ Primary □ Kindergarten

3. Period of Implementation: from *(month/year)* to *(month/year)*

4. Did you submit any application for grants from other organisations for organising similar activities? *（If yes, please state the details）*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Applicant Information

|  |  |
| --- | --- |
| Name of School: | *(Chinese)* |

|  |  |
| --- | --- |
|  | *(English)* |

|  |  |
| --- | --- |
| Correspondence Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No. : |  | Fax No. : |  |

|  |  |
| --- | --- |
| Name of Teacher-in-charge: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of School Head | : |  |  | *(School Chop)* |
| Name of School Head | : |  |  |
| Date | : |  |  |

Project Summary (font size no smaller than point 11 and not exceeding one A4 page)

|  |  |
| --- | --- |
| Project Title: |  |

|  |  |
| --- | --- |
| Name of School: |  |

1. Rationale:
2. Project Aims, Target Participants and Number of Beneficiaries:
3. Project Content:
4. Schedule of Implementation:
5. Expected Outcomes and Evaluation:

Part B: Project Details (font size no smaller than point 11 and not exceeding 15 A4 pages)

|  |  |
| --- | --- |
| Project Title: |  |

|  |  |
| --- | --- |
| Name of School: |  |

1. Rationale﹕
2. Project Aims, Target Participants and Number of Beneficiaries:
3. Detailed Project Content﹕
4. Detailed Implementation Plan and Schedule﹕
5. Expected Outcomes﹕
6. Evaluation Method﹕
7. Budget﹕
8. Sustainability of the Project *(if applicable)*﹕

**Yan Chai Hospital Moral and Civic Education Fund**

**The 26th Moral and Civic Education Award Scheme**

**Implementation and Evaluation Report**

Note:

The completed report should be submitted to the Yan Chai Hospital Moral and Civic Education Fund Committee on or before 7 June 2024 (Friday) at the following address:

*Education Department, Yan Chai Hospital Board, 10/F, Block C, 7-11, Yan Chai Street, Tsuen Wan, N.T.*

Part A: School and Project Information

|  |  |
| --- | --- |
| 1. Project Title:

*(In Block Letters)* |  |

2. School Type: □ Secondary □ Primary □ Kindergarten

3. Applicant Information

|  |  |
| --- | --- |
| Name of School: | *(Chinese)* |

|  |  |
| --- | --- |
|  | *(English)* |

|  |  |
| --- | --- |
| Correspondence Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No. : |  | Fax No. : |  |

|  |  |
| --- | --- |
| Name of Teacher-in-charge: |  |

|  |  |
| --- | --- |
| Post Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature of School Head | : |  |  | *(School Chop)* |
| Name of School Head | : |  |  |
| Date | : |  |  |

Part B: Implementation and Evaluation Report

|  |  |
| --- | --- |
| Project Title: |  |

|  |  |
| --- | --- |
| Name of School: |  |

1. Aims:
2. Content:

A. Project Implementation Schedule (including period of implementation, name of activity, target participants and number of participants)

B. Implementation Details (including detailed content of activity and relevant photographs)

C. Outstanding Products, Worksheets or Exemplars produced in the Project

1. Financial Report:

(Including items, budget, actual expenses)

1. Evaluation:
2. Evaluation of Progress
3. Effectiveness of Project