IT Innovation Lab in Schools
Declaration Form for Other Funding Support

To:　Knowing More About IT in Primary Schools (Know-IT) / IT Innovation Lab in Secondary Schools (IT-Lab)*
　　　One-stop Support Centre
　　　Digital Policy Office

Declaration[1]

Our school has sought / is seeking* funding support from other funding sources for the approved activities under the Know-IT / IT-Lab* programme (Application No.[2] : _____). Details are as below:

(Note: Examples of Government funding sources include Quality Education Fund, Life-wide Learning Grant, etc. Should there be any confirmed double subsidy, schools will be required to refund the subsidy to DPO.)

Name of Funding　　　　:　_____
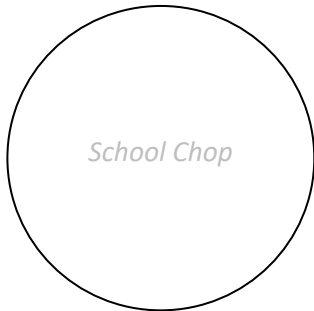
Project Name　　　　　　:　_____

Amount applied　　　　　:　_____

Items funded　　　　　　:　_____
　　　　　　　　　　　　　　_____
　　　　　　　　　　　　　　_____

Please "√ " the box as appropriate.

Progress of the application　:

☐　Funding received. The funding will NOT fund the same expenditure items in the Know-IT / IT-Lab * programme.

☐　Pending for application result.

*Please delete as appropriate

Signature of School Principal: _____ Name of School Principal: _____ Name of School: _____ Telephone No.: _____ Date: (DD-MMM-YYYY) _____	*School Chop*
Contact Information of the school's accounting office Name of the Person-in-charge: _____ Telephone No.: _____	

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[1]　Please refer to Section XII (d) of the Application Guidelines in respect of the requirements for funding from sponsors.

[2]　The Application No. can be retrieved from the Letter of Acceptance issued to the school.

IT Innovation Lab in Schools
Notes to the Submission of Declaration Form for Other Funding Support

1. Please return the completed declaration form by means of one of the following ways –
    (i)   by e-mail (with scanned signed copy) to know-it@digitalpolicy.gov.hk (for primary schools) / it-lab@digitalpolicy.gov.hk (for secondary schools); or

    (ii) by post

          For Primary Schools

          Knowing More About IT in Primary Schools One-stop Support Centre
          Digital Policy Office
          19/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

          For Secondary Schools

          IT Innovation Lab in Secondary Schools One-stop Support Centre
          Digital Policy Office
          6/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong