Q1: If the purchase amount exceeds $50,000, do I need to go through the bidding process?
A1: For procurement of goods and services, participating schools are required to follow proper procurement, accounting and financial control procedures as set out in the EDB Circular No. 4/2013, the School Administration Guide, the Stores and Procurement Regulations and other relevant guidelines, as revised from time to time. Participating schools should also make reference to the "Best Practice Checklist on Procurement" issued by the Independent Commission Against Corruption (ICAC).

Q2: If the full amount of $400,000 funding were already used up in the first school year, do I still need to submit the annual report and proposal in the subsequent school years?
A2: Participating schools are required to submit the activity report after completing the activity, together with the Annual Report and Financial Report at the end of school year. If the full amount had already been used up for extracurricular activities (ECA) and equipment within the first year, it is only required to submit the Annual Report, Financial Report and Audited Ledgers in the first year. However, these proposals that can only sustain for one school year, and cannot provide continuous learning to students, may be point of consideration in the decisions on final approval by the Vetting Committee.

Q3: Is there a PDF version of the application form available online for ease of discussion and planning purpose? Also, is there a sample of the application form and annual report available?
A3: The Application Guideline and sample Application Form (in PDF format) would be available on the IT-Lab website for reference.

Q4: What is "Online Resources" ?
A4: "Online Resources" is some online resources with authentication, e.g. Scratch that can be used as free online resources for educational purpose, or any other paid online resources.

Q5: Can schools consume the ECA service from different providers every school year?
A5: Participating schools can base on their actual situation and student needs to arrange suitable activities every year, and such activities can be provided by different service providers every year.

Q6: For the Knowing More About IT program, is the Audit Report only required in the

third school year, or required in every school year? And what is the approximate cost for this?

A5: The Audit Report is only required in the 3rd year, or upon completion of all the activities in the proposal. Base on the experience from IT Innovation Lab for Secondary Schools, the audit expense should cost around $5000.

Q7: Can I use this funding to hire instructors for conducting normal classes? Also, can I use this funding to hire teaching assistant?

A7: Activities will be conducted in the form of extracurricular activities, and the funding can be used to employ short-term or part-time staffs for conducting the activities. For example, programming instructors, or part-time tutors, or fees in inviting subject expert to teach classes etc.

Q8: Can contracted agencies come to the school to provide services during school hours? Or are post-test activities or activities within the activities week of a school day considered extracurricular activities?

A8: In general, extracurricular activities (ECA) take place outside regular lessons. Nevertheless, according to schools' current practice, they may flexibly conduct ECA in the most suitable time according to teaching and students' learning needs.

Q9: Can I submit the more than one application in the 3 school years? Or I can only submit one single application?

A9: The Knowing More About IT is a 3 year program, and participating primary schools can apply for a maximum of $400K funding. Every participating school can only submit one proposal in a single school year, and can host as many activities as they could. Participating schools are required to submit the Annual Report and Financial Report for the previous school year (by August latest) before they can submit another new proposal in the subsequent school years.

Q10: Do I have to design a proposal of 3 year ECA program for the application of this funding, or I can design a proposal with shorter duration (1 year or less) for the application?

A10: Participating schools can base on their actual situation and student needs to design / select the suitable extracurricular activities for their schools. There is no special requirement on the minimum duration for the application proposals, which can be more than one year, or less.

Q11: Can the extracurricular activities be organized through Webinar or Online Classes?

A11: Participating schools can base on their actual situation and student needs to design / select

the suitable format of extracurricular activities for their schools.

Q12: Does the In-class STEM activities qualify to apply for this funding?

A12: If the ECA will be arranged during in-class time and IT related, these activities are also qualified to apply.

Q13: Do Special Education Schools also qualify to apply?

A13: As long as the Special Education Schools are publicly-funded, they are welcome to apply.

Q14: Can I use the funding to purchase laptops for ECA programming courses? Can the funding be used for purchase of IT equipment only?

A14: If the purchased equipment and / or services are related to the IT extracurricular activities as stated in the application, and will assist to improve the digital literacy and logical thinking for students, then such purchases will be qualified. However, it is highly recommended to fully utilized such purchases during the three school years and gets the maximum return on students. It is also suggested to utilize the cloud platform and online resources available for the market, to reduce the long term cost on equipment maintenance, and cost of hardware upgrade.

However, if the purchase of hardware (e.g. Tablet devices) or the service acquired are primarily for the regular IT course curriculum, or for online lessons purpose, then such purchases will not be qualified. If the funding is primarily use for purchase of IT related equipment, such purchases will not be qualified as well.

Q15: Does school need to use up all the funding being approved?

A15: No. The unused funding shall be returned to HKSAR Government upon completion of all activities.

Q16: Shall we arrange the extracurricular activities only after the funding is approved? And how soon we can arrange ECA?

A16: As the application usually takes time, participating schools should only organise extracurricular activities or purchase equipment after the funding is approved. This is to avoid any extra financial burden on schools in case the funding did not approve.

For example, if the application is going to be make at the beginning of September, it will be expected to receive the funding by the end of this year to start organizing extracurricular activities. However, the application duration shall all depends on the completeness of information provided in the application, the numbers of applications at the time of submission and the number of Vetting Committee's meetings during the application period.