



## Greening School Subsidy Scheme 2014/ 15 Subsidy and Implementation Procedures

1. **Categories of Projects** : Greening school projects may be in the form of -
  - (a) **Tree planting** : The trees should be planted on the ground. The size of trees shall have a minimum size of 2.5 m in height and the trunk be 50 mm diameter at breast height (DBH). Works may include the digging of tree pit on paved area. However, care should be taken to ensure that there are no public utilities or cables underneath.
  - (b) (i) **Garden plot project** : The plants should be grown in garden plot (growing plants in containers for greening purpose is also allowed). Plants should mainly be perennials.  
*or*  
(ii) **Horticultural maintenance** : Garden plots within school campus. Plants should mainly be perennials.
  - (c) **Greening activity** : In addition to (a) to (b) above, schools may also organize greening related activities such as competitions and seminars, but visit-type activities would not be accepted.
2. **Subsidy** : Schools may apply for subsidies to implement greening school projects. Payment of subsidies will be made by crossed cheques. The subsidy rates are as follows -
  - (a) **Tree planting project** : Not exceeding **\$20,000**.
  - (b) (i) **Garden plot project** : \$100 per square metre of project site, with total amount of subsidy not exceeding **\$5,000**.  
*or*  
(ii) **Horticultural maintenance** : \$50 per square metre of project site, with total amount of subsidy not exceeding **\$2,000**.
  - (c) **Greening activity** : Not exceeding **\$2,000**.
3. **Use of Subsidy** :
  - (a) About 70% of the subsidy for planting projects should be spent on purchase of plants and opening tree pits, the remaining 30% may be spent on purchase of horticultural materials such as planting media, fertilizers and gardening tools. The subsidy for horticultural maintenance should be spent on purchase of plants and horticultural materials. As regards subsidy for greening activities, not more than 30% may be spent on trophies and souvenirs.
  - (b) The actual expenditure should not exceed the approved budget.

4. **Procurement Procedures** : Transparency and competitiveness should be assured in the procedures for procurement of goods and services. The procurement officers should avoid any conflict of interest. Please comply with the procurement procedures for schools and the reference materials on acceptance of advantages and donations by schools and teaching staff issued by the Education Bureau.
5. **Visits and Guidance** : LCSD will arrange **instructors** experienced in horticulture to visit participating schools to assess subsidy applications, advise on the proposed greening school projects and monitor the implementation.
6. **Completion of Project** : All activities must be completed before **31 December 2014**.
7. **Statement of Expenditure** : (a) After completion of the activities, schools should submit a Statement of Expenditure on actual expenditure duly signed and certified by the Principals, Headmasters or Headmistress on or before **19 January 2015**. (Relevant receipts are not required to be submitted, however, please keep them by yourselves for audit purposes)  
(b) Any unspent balance of the subsidy must be returned to HKSAR Government by crossed cheque.
8. **Activity Record Book** : (a) Participating school should maintain a Greening School Activity Record Book in **A4 size** containing photographs with descriptions to record the various stages of the greening school projects. The record book should be submitted to LCSD on or before **19 January 2015**.  
(b) The activity record book will be a reference for the adjudication of the Greening School Project Award.  
(c) The following caption should be printed on the front cover of the activity record book –  
**Leisure and Cultural Services Department**  
**Greening School Subsidy Scheme 2014 / 15**  
**(Name of School) Greening School Activity Record Book**  
(d) LCSD reserves the rights to display the activity record books or their contents or upload them onto the LCSD web site for public viewing.

9. **Awards** : Awards will be given to the winner, first runner-up, second runner-up and those commended for the following categories of greening project -
- (a) **Tree planting project**
  - (b) **Small garden plot project (Primary School)**
    - for garden plot of 30 m<sup>2</sup> or less .
  - (c) **Large garden plot project (Primary School)**
    - for garden plot larger than 30 m<sup>2</sup>.
  - (d) **Small garden plot project (Secondary School)**
    - for garden plot of 30 m<sup>2</sup> or less .
  - (e) **Large garden plot project (Secondary School)**
    - for garden plot larger than 30 m<sup>2</sup>.
  - (f) **Garden plot project (Kindergarten)**
  - (g) **Horticultural maintenance**
10. **Adjudication** : Adjudication of the Greening School Project will be held in January 2015.
11. **Prize Presentation** : Prize Presentation of the Greening School Project will be held in May 2015.