

**Leisure and Cultural Services Department
Greening School Subsidy Scheme 2020/21
Subsidy and Implementation Details**

1. **Categories of Projects** : Greening school projects may be in the form of -
- (a) ***Tree planting project*** : : Trees shall have a minimum height of 2.5 m and a minimum trunk diameter of 50 mm. They must be planted on the ground (planting in containers is not accepted). Works may include the digging of tree pits in paved areas. However, care must be taken to ensure that underground public utilities or installations are not affected.
 - (b) (i) ***Garden plot project*** : : Plants, mainly perennials, shall be grown in garden plots (growing plants in containers for greening purposes is also allowed).
 - or*
 - (ii) ***Horticultural maintenance*** : : Garden plots within school campus shall be maintained, with plants being mainly perennials.
 - (c) ***Greening activity*** : : In addition to (a) and (b) above, schools may also organise greening-related activities such as competitions and seminars. Visit-type activities will not be accepted.
2. **Subsidy** : Schools may apply for subsidies for implementing 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 the project site, with the total amount of subsidy not exceeding **\$5,000**
 - or*
 - (ii) ***Horticultural maintenance*** : \$50 per square metre of the 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 the purchase of plants and digging of tree pits, and the remainder may be spent on the purchase of horticultural materials such as planting media, fertilisers and gardening tools. The subsidy for horticultural maintenance should be spent on the 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 ensured 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 read the reference materials on the acceptance of advantages and donations by schools and teaching staff issued by the Education Bureau.
5. **Visits and Guidance** : The LCSD will arrange for experienced horticulture instructors to visit participating schools to assess subsidy applications, advise on greening school projects and monitor the implementation.
6. **Completion of Projects** : All activities must be completed **on or before 31 December 2020**.
7. **Statement of Expenditure** : (a) Upon completion of the activities, schools are required to submit a Statement of Expenditure on the actual expenditure duly signed and certified by the Principals, Headmasters or Headmistresses **on or before 15 January 2021**. (Submission of the relevant receipts is not required. Please retain them for audit purposes.)
- (b) Any unspent balance of the subsidy must be returned to the HKSAR Government by crossed cheque.
8. **Activity Record Book** : (a) Participating schools are required to compile 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 shall be submitted to the LCSD **on or before 15 January 2021**.
- (b) The activity record book will serve as a reference for the adjudication of the Greening School Project Awards.
- (c) The front cover of the activity record book should be marked with the following –
- Leisure and Cultural Services Department
Greening School Subsidy Scheme 2020/21
(Name of School) Greening School Activity Record Book
- (d) The LCSD reserves the right to display the activity record books or their contents to the public or upload them onto the LCSD website for public viewing.
9. **Awards** : Awards will be given to the champion, first runner-up, second runner-

up and meritorious schools for the following categories of greening projects -

- (a) **Tree planting project**
- (b) **Small garden plot project (Primary School)**
 - for garden plot of 30 m² or less
- (c) **Large garden plot project (Primary School)**
 - for garden plot of over 30 m²
- (d) **Small garden plot project (Secondary School)**
 - for garden plot of 30 m² or less
- (e) **Large garden plot project (Secondary School)**
 - for garden plot of over 30 m²
- (f) **Garden plot project (Kindergarten)**
- (g) **Horticultural maintenance**
- (h) **The Best Green Concept**

10. **Adjudication** : Adjudication of the Greening School Project Awards will be held in January 2021.

11. **Presentation of Awards** : The Greening School Project Awards will be presented to the winning schools in May 2021. Details will be given upon further notice.