Appendix 1

Greening School Subsidy Scheme 2022/23
Prospectus

1. Organiser : The Leisure and Cultural Services Department (LCSD)

2. Details of the Scheme : The Greening School Subsidy Scheme consists of the following four activities:

(a) submission of proposals on greening school projects by schools;

(b) grant of subsidies to schools by the LCSD for implementation of greening projects and activities;

(c) visits to participating schools by experienced horticulture instructors to offer advice and monitor the progress of the projects; and

(d) adjudication and presentation of the Greening School Project Awards to meritorious schools.

Please refer to **Appendix 1** for details.

3. Objectives : To encourage schools to green their campuses, raise the awareness of students about greening and cultivate their interests in growing plants.

4. Eligibility of Entry : All local registered primary, secondary, special schools and kindergartens may apply.

(In case of over-subscription, priority will be given to schools which have not participated in the Scheme before.)

5. Application : Please complete the application form at **Appendix 2** and provide details of the estimated expenditure at **Appendix 3**. Applications should reach the Zoological and Horticultural Education Unit, the LCSD by fax (Fax No.: 2367 0556), email at zheu@lcsd.gov.hk or post to 1/F, Kowloon Park Management Office, 22 Austin Road, Tsim Sha Tsui, Kowloon on or before the closing date.

6. Closing Date of Application : **<u>20 May 2022</u>**

7. Schedule :

(a)	Invitation of applications	May 2022
(b)	School visits and assessment of subsidy applications	Jun – Aug 2022
(c)	Grant of subsidies	Sept 2022
(d)	Implementation of greening projects and activities by schools	Sept – Dec 2022
(e)	Submission of activity record books and statements of expenditure	Jan 2023
(f)	Adjudication of the Greening School Project Awards	Jan – Feb 2023
(g)	Announcement of the Greening School Project Awards	May 2023

8. Enquiries : 2723 6053

Appendix 1

Greening School Subsidy Scheme 2022/23
Subsidy and Implementation Details

1. Categories of Projects : Greening school projects may be in the form of the following:

(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 but not in containers. The digging of tree pits in paved areas is allowable provided that due care shall be exercised to ensure underground public utilities or installations will not be affected.

(b) ***(i) Garden plot project*** : Plants, mainly including perennials, shall be grown in garden plots or containers for greening purposes.

or

(ii) Horticultural maintenance : Garden plots with mainly perennials within the school campus shall be maintained.

(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 for respective projects are as follows:

(a) ***Tree planting project*** : Not exceeding **$20,000 for the entire project**

(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 the 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 projects should be spent on the purchase of plants and horticultural materials. As for greening activities, no more than 30% of the subsidy involved may be spent on the purchase of prizes and souvenirs.

(b) The actual expenditure should not exceed the estimated expenditure.

4. Procurement Procedures : Principles of transparency and competitiveness should be upheld in the procedures for procurement of goods and services. Procurement personnel should avoid any conflict of interest. Please refer to the procurement procedures for schools and 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 their implementation.

6. **Date of Completion** : All activities must be completed **on or before 31 December 2022.**

7. **Statement of Expenditure** :
   (a) Upon completion of the activities, participating schools are required to submit the **original copy** of the statement of the actual expenditure duly signed and certified by the Principal, Headmaster or Headmistress to the Zoological and Horticultural Education Unit, the LCSD on 1/F, Kowloon Park Management Office, 22 Austin Road, Tsim Sha Tsui, Kowloon by personal submission or post **on or before 16 January 2023**. While submission of the relevant receipts is not required, they shall be retained for audit purposes.

   (b) Any unspent balance of the subsidy shall be returned to the Hong Kong Special Administrative Region Government by a crossed cheque.

8. **Activity Record Book** :
   (a) Upon completion of the activities, participating schools are required to compile an Activity Record Book in A4 size containing photographs with descriptions to illustrate the various phases of the greening school projects. The Activity Record Book should reach the Zoological and Horticultural Education Unit, the LCSD by email at zheu@lcsd.gov.hk, personal submission or post to 1/F, Kowloon Park Management Office, 22 Austin Road, Tsim Sha Tsui, Kowloon **on or before 16 January 2023.**
   (b) The Activity Record Book will serve as 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 2022/23
   (School Name and Number)
   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 winner, first runner-up, second runner-up and meritorious schools in each of the following categories of greening projects:

   (a) Tree planting project
   (b) Small garden plot project (Primary School)
      – for garden plot of 30 m^2 or less
   (c) Large garden plot project (Primary School)
      – for garden plot of over 30 m^2

(d) Small garden plot project (Secondary School)

– for garden plot of 30 m^2 or less

(e) Large garden plot project (Secondary School)

– for garden plot of over 30 m^2

(f) Garden plot project (Kindergarten)

(g) Horticultural maintenance

(h) Green concept*

All participating schools of categories (a) to (g) will be automatically nominated for the Green Concept Award.

10. Adjudication : Adjudication of the Greening School Project Awards will be conducted between January and February 2023.

11. Presentation of Awards : The Awards will be presented in May 2023. The winning schools will be informed of the details separately.