

Henrietta Secondary School (Project Aspirer Application Form)

Before completing this form, please read the Guideline for the Project Aspirer.

I. Applicant(s) Details

Post	English Name in Full	Class	Class No.
Person-in-charge			
Member 1			
Member 2			
Member 3			
Member 4			

II. Project Details

A. Project Title: _____

B. Project Summary:

Reasons for implementing the project:

C. Project Budget Details:

Items	Proposed Expenditure (\$)

D. Project Milestones:

Milestones / Activities	Completion Dates	Expenditure (\$)

E. Goals / Activities held for the other Potential Beneficiary:

III. Signatures

Person-in-charge: _____ Date of submission: ____/____/20____

Application Deadline: By 28/02/2023 (To: Miss Grace Chan)

Application Guideline for the Project Aspirer

1. Project Aspirer targets small-scale projects completed within two academic years (S4 – S5) and based in Hong Kong.
2. The projects are expected to be conducted from July 2023 to August 2024.
3. The proposed project should be in line with the school motto, namely, "Faith to the Lord," "Love to global neighbors," "Loyalty to learning," and "Honesty to leading."
4. Groups of around five S4 (2X) students are welcome to apply for the project. They have to assign a member as the contact person. Those studying 2X and even not in S4 may join the groups, but they will be affiliated members only.
5. Student applicant(s) should invite a teacher to be the project advisor (It will be suggested after applying.) It is stipulated that the project be completed by the students themselves on their own initiatives. The advisor only needs to give an opinion when consulted but is not obliged to monitor the project's progress.
6. Student applicant(s) should specify the objectives and goals of the proposed project, the beneficiary, and the expected outcome, which may be in the form of a performance, service provision, or any real product. A budget should also be included.
7. Successful applicants must submit two interim reports by 30 September 2023 and 28 February 2024 to the Aspiration Driven Curriculum Committee to evaluate the project's progress. Applicants should well keep the receipt of every *eligible expense. All *eligible expenses will only be reimbursed after submitting interim reports and completing the whole project.
8. Evidence should be provided upon the completion of the project. Student applicant(s) should submit a report, and they are obliged to present their project to other people on different occasions. Their project may be demonstrated in an exhibition.
9. *Eligible expenses include the purchase of consumables, necessary and reasonable traveling, relevant services, long-term equipment (will be owned by the school.), but not include drink and food. The use of money is a serious issue. The applicant should keep consulting the committee members listed in point 11.
10. The committee may interview the person in charge of the proposal. Applicants may be asked to revise their proposals for further consideration.
11. A panel of judges will be established to review the project applications, including the principal Mr. Ng, the vice principal Mr. Lee, the vice principal Mr. Yu, Miss Sun Kam Pui, Miss Grace Chan, and teachers from the ADC Committee.
12. Normally the school will consider granting 50%-100% subsidy for each project on a case-by-case basis, with the amount capped at HK\$1000 per team member (Not including Affiliated members). The amount of subsidy will be granted at the discretion of the committee. The subsidy will be based on the budget plan and the progress.
13. The school, the students, and their parents will sign an agreement for granting the project.
14. Applicant(s) may be required to refund the school if the project is not fully implemented without reasonable explanation.
15. The school authority reserves the ultimate right in the decision for the grant.