

Greening School Subsidy Scheme 2024/25 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 horticultural activities;
 - (c) visits to participating schools by horticulture instructors could be arranged to offer advice and monitor the effectiveness 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, organise greening or horticultural activities, raise the awareness of students about greening and cultivate their interests in growing plants and horticulture.
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 email at zheu@lcsd.gov.hk, by fax (Fax No.: 2367 0556)(Fax applicable for schools only organising greening or horticultural activities) 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** : **7 June 2024**
7. **Schedule** :

(a)	Invitation of applications	May 2024
(b)	Assessment of subsidy applications	Jun – Aug 2024
(c)	Grant of subsidies	Sept 2024
(d)	Implementation of greening projects and activities by schools	Oct – Dec 2024
(e)	Submission of activity report and statements of expenditure	End of Jan 2025
(f)	Adjudication of the Greening School Project Awards	Feb – Apr 2025
(g)	Announcement of the Greening School Project Awards	Mid-2025
8. **Greening Information and Enquiries** : Please visit the link (<https://www.lcsd.gov.hk/en/green/education/greeningknowledge/handbookindex/method.html>) to read Greening School Handbook to get the information on selection, care and maintenance of plants with details of this Scheme. For other enquiries, please call 2723 6053.

Greening School Subsidy Scheme 2024/25 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 or horticultural activity*** : In addition to (a) and (b) above, schools may also organise greening or horticultural related activities such as competitions, seminars and workshops on floral arrangement, bonsai or plant introduction. 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*** : \$125 per square metre of the project site, with the total amount of subsidy not exceeding **\$5,000**
or
(ii) ***Horticultural maintenance*** : \$65 per square metre of the project site, with the total amount of subsidy not exceeding **\$2,000**
 - (c) ***Greening or horticultural activity*** : Not exceeding **\$2,000**
3. **Use of Subsidy** : 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 or horticultural activities, no more than 30% of the subsidy involved may be spent on the purchase of prizes and souvenirs.
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 could arrange horticulture instructors to visit participating schools to advise on greening school projects and monitor the effectiveness of the projects.
6. **Date of Completion** : All activities must be completed **on or before 31 December 2024**.
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 31 January 2025**. 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 on or before 31 January 2025 to the Hong Kong Special Administrative Region Government by a crossed cheque.**
8. **Activity Report** : (a) Upon completion of the activities, participating schools are required to submit an Activity Report containing photographs with descriptions to illustrate the various phases of the greening school projects. The Activity Report 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 31 January 2025**.
- (b) **The Activity Report will serve for the adjudication of the Greening School Project Awards.** If schools wish to be nominated for the Green Concept Award, detailed description of the green concept in an individual activity report is required.
- (c) The LCSD reserves the right to display the activity report or their contents and photos 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. The Judges will make assessments based on the activity reports submitted by schools.
- (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) Green concept

- 10. Adjudication** : Adjudication of the Greening School Project Awards will be conducted during February to May 2025.
- 11. Presentation of Awards** : The Awards will be presented in mid-2025. The winning schools will be informed of the details separately.