

Please submit this application form together with the estimates of expenditure to the Zoological and Horticultural Education Unit by email at zheu@lcsd.gov.hk, by fax (Fax No.: 2367 0556)(Fax applicable for schools only organizing greening or horticultural activities), in person or by post to 1/F, Kowloon Park Management Office, 22 Austin Road, Tsim Sha Tsui, Kowloon **on or before 7 June 2024**.

## Greening School Subsidy Scheme 2024/25 Application Form

Name of School (in English) : \_\_\_\_\_

(in Chinese) : \_\_\_\_\_

School Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Post of Contact Person: \_\_\_\_\_

Mobile Phone No. of \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Name of Payee of Subsidy Cheque: \_\_\_\_\_

(Please provide a concise version  
as far as possible)

**Type of School:** (Please tick the appropriate boxes)

Kindergarten       Primary School       Secondary School       Special School

Please tick this box if your school is a government school

**District:**     Central & Western     Eastern     Southern     Wan Chai  
 Yau Tsim Mong     Sham Shui Po     Kowloon City     Wong Tai Sin     Kwun Tong  
 Sai Kung     Sha Tin     Tai Po     North     Tuen Mun  
 Islands     Kwai Tsing     Tsuen Wan     Yuen Long

**Item for Participation:** (Please tick the appropriate box(es). Schools may participate in all of the projects in items (a), (b) and (c). However, for item (b), schools can participate in either item (i) or (ii) only.)

	Apply for 2024/25	Participated in 2023/24 (Y) / (N)	
(a) Tree Planting Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) (i) Garden Plot Project (Site Area _____ m <sup>2</sup> ) <b>or</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Horticultural Maintenance (Site Area _____ m <sup>2</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Greening or horticultural activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and understood the prospectus of the Greening School Subsidy Scheme and hereby apply for subsidy under the Scheme. The estimates of expenditure and details of the planting project and activity are set out at **Appendix 3**. I declare that if my application is accepted, the subsidy granted will be solely used for the purchase of materials and services for implementation of the greening school project(s). (If your School has not received the Reply Slip after submitting the application form within 5 working days, please contact our staff at 2723 6053.)

Name and Signature of the Principal	Estimated no. of participating students	Date	Official Chop of the School
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### Reply Slip

This is to acknowledge the receipt of the application form and estimates of expenditure for the Green School Subsidy Scheme 2024/25 by your School. Your application is being processed. We shall revert to you in due course. For any enquiry, please contact our staff at 2723 6053.

Date: \_\_\_\_\_

(For official use only)

Application Number:

\_\_\_\_\_

Department's Chop

## Appendix 3(i)

Please submit this estimates of expenditure together with the application form to the Zoological and Horticultural Education Unit by email at zheu@lcsd.gov.hk, by fax (Fax No.: 2367 0556)(Fax applicable for schools only organizing greening or horticultural activities), in person or by post to 1/F, Kowloon Park Management Office, 22 Austin Road, Tsim Sha Tsui, Kowloon **on or before 7 June 2024**.

### Greening School Subsidy Scheme 2024/25 Estimates of Expenditure for Planting / Horticultural Maintenance Project

- (a) Tree Planting Project     (b)(i) Garden Plot Project (Site Area \_\_\_ m<sup>2</sup>) **or**  
 (b)(ii) Horticultural Maintenance (Site Area \_\_\_ m<sup>2</sup>)

[Please ✓ the appropriate boxes and refer to Part 3 of the Subsidy and Implementation Details (Appendix 1) on the use of subsidy]

(If applying for Tree Planting Project and Garden Plot Project or Horticultural Maintenance at the same time, applicants should submit 2 separate applications.)

Name of School: \_\_\_\_\_

Is the selected planting/maintenance location the same as last year?     (Y)     (N)     (N.A.)

<u>Materials Required</u>	<u>Estimated Quantity (if applicable)</u>	<u>Estimated Expenditure (\$)</u>
• Trees	_____	_____
• Shrubs (applicable for Garden Plot Project/ Horticultural Maintenance)	_____	_____
• Planting media/fertilisers	_____	_____
• Gardening tools	_____	_____
• Others, please specify :	_____	_____
	Total:	_____

#### Photos of Location(s) for Planting/Horticultural Maintenance

Please provide 2 to 4 JPEG format photos showing the proposed location(s) of planting/horticultural maintenance and dimension clearly with a file size not exceeding 3 megabytes and a resolution of not less than 5 megapixels. These photos will be used for subsidy assessment and reference purposes. If the space here is insufficient, you may use separate sheet(s) for attaching photos.

Photo 1	Photo 2
Photo 3	Photo 4

**Greening School Subsidy Scheme 2024/25  
Estimates of Expenditure for Greening or Horticultural Activities**

Name of School: \_\_\_\_\_

**(c) Greening or Horticultural Activity**

Objective of the proposed activity:		
Target participant:		
Date/Period dd/mm/yy <sup>(Note1)</sup>	Type/Name of proposed activity <sup>(Note2)</sup>	Descriptions

<u>Items</u>	<u>Estimated Expenditure (\$)</u>
• Seeds/plants	
• Planting media/fertilisers/gardening tools	
• Prizes/souvenirs <sup>(Note3)</sup>	
• Employment of horticulture instructors	
• Others, please specify: _____	
<b>Total:</b>	

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Note1 All activities must be completed on or before 31 December 2024.

Note2 Schools may 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.

Note3 For greening activities, no more than 30% of the subsidy may be spent on the purchase of prizes and souvenirs.