

**Open Call for Programme Partners  
for  
English Alliance – Stories Alive (2010/11 school year)**

**Guidelines and Specifications for Submission of Proposals**

**Objective of “English Alliance – Stories Alive” (the Alliance)**

To assist schools in promoting the use of stories (i.e. listening to, telling, reading and writing stories) to arouse students’ interest in English language learning and to improve their English language skills.

- There are three programmes under the Alliance, each targets for a Key Stage. **A programme partner may submit proposal for a single key stage or proposals for more than one Key Stage.** SCOLAR reserves the right to accept none, one or more than one proposal from a single programme partner; and
- **Separate proposals** should be submitted for programmes of **different Key Stages.**

	Item	General requirements	Details to be set out in proposal
1	Overall provision	<p>The programme partner(s) should develop and deliver –</p> <p><b>Programme for Key Stage 1</b> (Primary 1 to Primary 3)</p> <p><b>Focus:</b> <i>To enhance teachers’ capability in arousing students’ interest in reading in English through listening to English stories.</i></p> <p><b>Programme:</b></p> <p>1.1 <u>Teacher training workshops on storytelling</u> to (a) equip participating teachers with knowledge, skills and strategies in storytelling; and (b) advise participating teachers on organizing and conducting storytelling activities in class/school;</p> <p>1.2 <u>Follow-up school visit (one 2-3 hour session per school) [Optional]</u> to (a) support participating teachers in planning school-based storytelling activities; and (b) provide participating teachers with professional feedback and advice;</p> <p><b>Target participants:</b></p> <p>1.3 English language teachers teaching Primary 1 to Primary 3;</p> <p>1.4 The capacity is up to 100 schools catering for about 400 teachers (assuming four teachers would be involved from each school) and the minimum should NOT be fewer than 30 schools;</p>	<p>(a) Training workshops for teachers (Key Stage 1 and Key Stage 2) should include theories, demonstration, mini-teaching, try-outs, feedback and reflection;</p> <p>(b) Training workshops for students (Key Stage 3) should include theories, demonstration, try-outs, feedback and reflection;</p> <p>(c) Training workshops for teachers/students should be delivered in different modes appropriate for achieving the objective and the target participant, e.g. lecturing, group work and sharing seminars. Ample opportunities for discussion, demonstration of story-related activities should be provided throughout the workshops;</p> <p>(d) Specific details of the designs/plans of the proposed programme, <b><u>including the content, class size and duration</u></b> of training workshops and school visits etc.;</p>

	Item	General requirements	Details to be set out in proposal
1	Overall provision (cont'd)	<p><b>Programme for Key Stage 2</b> (Primary 4 to Primary 6)</p> <p><b>Focus:</b> <i>To enhance teachers' capability in arousing students' interest in reading in English and enhancing their English speaking skills through Reader's Theatre</i></p> <p><b>Programme:</b></p> <p>1.5 <u>Teacher training workshops on Reader's Theatre</u> to (a) equip participating teachers with knowledge, skills and strategies in conducting Reader's Theatre in class/school; and (b) advise participating teachers on organizing and training students to conduct Reader's Theatre in class/school;</p> <p>1.6 <u>Follow-up school visit (one 2-3 hour session per school) [Optional]</u> to provide professional advice to the participating teachers and their students in the preparation of Reader's Theatre performances;</p> <p><b>Target participants:</b></p> <p>1.7 English language teachers teaching Primary 4 to Primary 6;</p> <p>1.8 The capacity is up to 100 schools catering for about 400 teachers (assuming four teachers would be involved from each school) and the minimum should NOT be fewer than 30 schools;</p> <p><b>Programme for Key Stage 3</b> (Secondary 1 to Secondary 3)</p> <p><b>Focus:</b> <i>To arouse students' interest in English and to enhance their English language skills through sharing and showcase of their works</i></p> <p><b>Programme:</b></p> <p>(A) *Story Ambassador Programme</p> <p>1.9 <u>Student training workshops on scriptwriting and mini drama</u> to equip participating students with knowledge and skills in story writing and presenting stories of their own choice as Story Ambassadors through mini drama to Key Stage 1 students;</p> <p>1.10 <u>Follow-up school visit (one 2-3 hour session per school)</u> to provide Story Ambassadors with professional advice and support on presenting stories of their own choice to primary school students;</p> <p>(B) *Story-writing Competition</p> <p>1.11 <u>Story-writing Competition:</u> To stage the competition (including</p>	<p>(e) Experiences in delivering similar teacher / student training or organization of writing competition;</p> <p>(f) Sample of designs/materials of courses delivered in the past;</p> <p>(g) The capacity (maximum and minimum number of schools and participants) for the programme(s) to be offered;</p> <p>(h) <b>Separate proposals</b> should be submitted for programmes of <b>different Key Stages</b>; and</p> <p>(i) Summary of the proposal.</p>

	Item	General requirements		Details to be set out in proposal
1	Overall provision (cont'd)	<b>Programme for Key Stage 3</b> (Secondary 1 to Secondary 3) (cont'd)	<p>design of the competition, collection and review of student work, publishing the good work after the competition etc.). Participating students should be encouraged to write their own creative work on specific themes. Participating schools will be required to conduct in-school writing competitions and nominate work as final entries;</p> <p><i>*A programme partner may choose to submit proposal for one or both of the programmes A and B.</i></p> <p><b>Target participants:</b></p> <p>1.12 Students of Secondary 1 to Secondary 3; and</p> <p>1.13 For Story Ambassador Pilot Programme, the capacity would be 15 schools. It is estimated that 10 students from each school would be involved. For Story-writing Competition, there should be no quota on the number of participating schools and each school should be allowed to submit up to five entries.</p>	
2	Programme partner	<p>2.1 Programme partner shall be local or overseas individual or organization which has the capability, capacity, good track record and solid and relevant experiences in organizing and delivering storytelling/story-related activities;</p> <p>2.2 Programme to be organized must be non-profit-making in nature; and</p> <p>2.3 Programme partner should appoint a Programme Coordinator locally. He/She should have expertise and experiences in programme planning, design, coordination, training, quality control and other relevant support services.</p>		<p>(a) Name of the programme partner and contact information;</p> <p>(b) Name and contact information of the person in charge of the proposal, and the CVs of the person in charge and major project team members, including the Programme Coordinator;</p> <p>(c) Background information on the programme partner; and</p> <p>(d) Information of the programme partner on experiences and track records in organizing English language activities and provision of teacher training, in particular storytelling/story-related activities in English language education, independently in the past.</p>
3	Training personnel	<p>Instructor(s)/facilitator(s) of programme partner should preferably be overseas professional storyteller(s) and/or teacher trainer(s) who possess(es) (a) qualification and experience in English language education and teacher training; and (b) proven experience in training teachers on storytelling as a teaching strategy.</p>		<p>Qualifications and experience possessed by the instructor(s)/facilitator(s) (including overseas experts, if any) to be involved in the programme.</p>

	Item	General requirements	Details to be set out in proposal
4	Period of programme	This is a one-year programme. Programme partner shall submit a proposal covering the programme in 2010/11.	Timeframe in the 2010/11 school year (from November 2010 to July 2011), including schedule of the training workshops and school visits and/or major tasks under the competition (for the Key Stage 3 Story-writing Competition).
5	Budget	5.1 Programme partner shall be responsible for provision of the programme as a whole, including the related administrative work such as workshop enrolment, arranging venues for workshops, dissemination of workshop and school visit details to schools; and liaison with schools to arrange school visits etc.; and 5.2 SCOLAR shall not be responsible for any financial loss of the programme partner in connection to the provision of the programme.	(a) Breakdown of budget in terms of all individual items involved in the programme proposed. Where school visits are involved, the budget for school visits and cost per hour should be set out separately. General administrative expenses by the programme partner such as phone line rental, electricity payments, stationery, consumables, etc. should NOT be included; and (b) Contingency fund should NOT be higher than 5% of the total budget.
6	Evaluation	The proposal must include a section on evaluation. The programme partner is required to submit an evaluation report examining the effectiveness of the programme organized within three months from the end of the programme.	Method and design of evaluation, specifying, e.g. how the effectiveness of the programme organized in fulfilling its pre-defined objective will be evaluated.
7	Others	Any other information	Details of any other relevant information in support of the proposal.

### Notes

1. Upon acceptance of proposal and approval of grant for the programme partner to launch the programme by the Trustee of the Language Fund, the programme partner is **required to enter into a standard Language Fund Agreement** with the Trustee.
2. The proposal is to be written in English. There is no pre-set format for the proposal.
3. The proposal(s) and any other relevant materials should be submitted in a sealed envelope. The envelope should be marked “English Alliance 2010/11” and carry your organization name.
4. **Deadline for submission of proposals: 5:00pm on 23 August 2010. Late, emailed or faxed proposals will NOT be accepted.**
5. **Address for submission of proposals in person or by post:** SCOLAR Support Unit (SSU), Room 1702, 17/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Hong Kong (Attn: Project Coordinator (2))
6. Enquiries: 3527 3043 (Miss Tania Tang)
7. A vetting panel will be formed by early September 2010 to select suitable programme partner. Decisions of the vetting panel will likely be announced by early October 2010.

8. Please note that SCOLAR is not bound to accept the proposal with the lowest budget offer, or, in fact, any proposal. SCOLAR also reserves the right (a) to cancel the open call exercise and it is not bound to give any reasons for the cancellation; and (b) to request amendments to selected proposal(s).

### **Personal Information Collection Statement**

#### Purpose of Collection

1. The personal data provided by means of the proposal submitted will be used by the Standing Committee on Language Education and Research (SCOLAR) and its support unit (SSU) for the purpose of assessing applications to the Language Fund.
2. The provision of personal data by means of the proposal submitted is voluntary. If you do not provide sufficient information, we may not be able to process your application to the Language Fund.

#### Classes of Transferees

3. The personal data you provided by means of the proposal submitted may be disclosed to the Education Bureau, other Government Departments and external reviewers of the proposal, if necessary, for the purpose mentioned in paragraph 1 above.

#### Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by the proposal submitted.
5. Enquiries concerning the personal data collected by means of the proposal submitted, including access and corrections, should be addressed to Miss Tania Tang, Project Coordinator (2), of the SSU –  
Address: SCOLAR Support Unit (SSU), Room 1702, 17/F, Skyline Tower, 39 Wang Kwong Road, Kowloon Bay, Hong Kong  
Tel : 3527 3043 Fax : 2801 7732 Email : taniatang@edb.gov.hk

SCOLAR Support Unit

July 2010