

Quality Education Fund
The Dedicated Funding Programme for Publicly-funded Schools
Part B: Project Proposal

Project Title: New Recital Studio for Aesthetic Development and Character Formation	Project Number: 2017/1125 (Revised)
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Name of School:

Direct Beneficiaries

(a) Sector: Kindergarten Primary Secondary Special School *(Please put a tick in the appropriate box(es).)*

(b) Beneficiaries: (1) Students: 350 (F.1 to F.5); (2) Teachers: 6; (3) Parents: n/a;
 (4) Others: Indirect beneficiaries: all students, teachers, parents and alumni through music performance and appreciation

Project Period: 04/2019 to 12/2021

1. Project Needs

1.1	Project Aim(s)	<ul style="list-style-type: none"> ● Provide a professional venue for holding recitals, practice sessions, rehearsals and recording ● Provide a platform for students to learn about leadership, organization, teamwork, and problem-solving ● Improve students' self-esteem, responsibility and sense of ownership ● Plant a seed of artistic appreciation in the heart of students and develop their aesthetic sense ● Improve school image and musical standard ● Reconnect alumni working in the music industry to enhance school musical development ● Produce high-quality audio and/or video items (CD, audio files or video clips)
1.2	Innovative element(s)	<p>The new recital studio allows a more strategic and professional development of tasks and activities in order to achieve the project aims stated in 1.1.</p> <p>Proposed tasks and activities:</p> <ul style="list-style-type: none"> ● Forming chamber music groups (e.g. piano trio, string ensemble, wind ensemble, etc.) ● Engage professional musicians to coach the chamber groups ● Concerts (held monthly by both students and guest artists) ● Masterclasses and music appreciation sessions ● Training of stage crews and recording team (with guests and peer learning) ● Production of an audiophile quality recordings (CD and audio clips)
1.3	Alignment with school-based / students' needs	<ul style="list-style-type: none"> ● To foster empathy and build caring interpersonal relationships by developing students' skills and attitudes outside the school curriculum (skills in communication and co-operation with each other) ● To enhance students' self-esteem by showcasing their musical talents and organizing power ● To widen students' horizon and exposure and give students an opportunity to gain 'real-life' experience in various tasks related to the performing art industry ● To encourage a sense of ownership in learning and help students learn to take responsibility for their own decisions

2. Project Feasibility

2.1	Key concept (s) / rationale(s) of the project	<ul style="list-style-type: none"> • Training on music appreciation, ensemble playing, music production technology and music administration will enhance students' abilities in performing, communicating and collaborating and also establish a team spirit among them. The whole programme serves as a means to cultivate perseverance and to boost their sense of responsibility and ownership. The project also cultivates students' aesthetic sense, which provides a driving force for them to seek for perfection.
2.2	Applicant's readiness or ability/ experience/ conditions/ facilities for project implementation	<ul style="list-style-type: none"> • A room (floor area: 1200 sq. ft.) ready for conversion to the recital studio • A devoted team composed of experienced music teachers, a seasoned music lover and a bright and capable general affairs manager • Students are active, curious and willing to help • Strong connections with professionals and expertise (musicians, sound engineer, media) • Affiliation with • In preparation for this project, the school has convened meetings and set up a working committee. Preliminary discussions on how to implement the project and assignment of job duties have been completed.
2.3	Principal's and teachers' involvement and their roles	<ul style="list-style-type: none"> • Principal and vice principal: <ul style="list-style-type: none"> ➢ To supervise the project and give supports and advice • Teachers: <ul style="list-style-type: none"> ➢ Implementation of the proposed tasks and activities ➢ Liaison with the outside organizations ➢ Monitor the progress of the project and evaluate its effectiveness
2.4	Parents' involvement / participation (if applicable)	<ul style="list-style-type: none"> • Parents will be encouraged to pay attention to the learning progress and performance of the pupils and to attend their performances.
2.5	Roles of collaborator(s) (if applicable)	<ul style="list-style-type: none"> • n/a

2.6 Implementation timeline

Implementation period (MM/YYYY)	Project activities
11/2018 – 01/2019	Preparatory work - Recruitment of students (Recording team, stage management team, administration team)
11/2018 – 03/2019	Preparatory work - Formation of ensembles (vocal, instrumental and others) and recruitment of professional coaches
04/2019 – 06/2019	Renovation of the studio and acoustic design
04/2019 – 06/2019	Purchasing of equipment and music instruments
06/2019 – 08/2019	Training and coaching
07/2019 – 12/2021	Master classes and music appreciation sessions
08/2019 – 12/2021	Invitation of guest performers (including alumni)
08/2019 – 12/2021	Production of CDs

2.7 Details of project activities (Item (a)-(f) not applicable to this application can be deleted.)

a. Student activity, if applicable

Activity name	Content (Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)	Number of sessions and duration	Teachers' involvement and/or hired personnel (Including the roles, qualifications and experiences required of the speaker(s)/ instructor(s), etc.)	Expected learning outcomes
Activity 1	Preparatory work - Recruitment of students (Recording team, stage management team, librarians & administration team) (preferably students from Music Club, Campus TV, Stage Management Team)	-	<ul style="list-style-type: none"> ● Administration works and communication with targeted students ● Collecting teachers' recommendations ● Conducting interviews and aptitude tests 	<ul style="list-style-type: none"> ● Around 20 core student members are recruited
Activity 2	Preparatory work - Formation of ensembles (vocal, instrumental and others) and recruitment of musician coaches (members of instrumental groups, choir, orchestra and prize winners in School Music Festival)	-	<ul style="list-style-type: none"> ● Administration works and communication with targeted students ● Collecting recommendations from teachers and instrumental class tutors ● Carrying out audition ● Motivating students to participate actively ● Procurement of services 	<ul style="list-style-type: none"> ● 3-5 teams are formed (estimated number of students: 30-40) ● Students show improvement in playing standard
Activity 3	Training (Areas: Ensemble training, stage management, programme planning, recording production and music librarianship) (members of instrumental groups, choir, orchestra and prize winners in School Music Festival)	4 to 5 sessions for each area (1 hour @)	<ul style="list-style-type: none"> ● Inviting professionals (graduates of recognized music institutions, qualified recording engineers, staff of performing institutes) to serve as coaches and trainers ● Scheduling and administration 	<ul style="list-style-type: none"> ● Students show competency in music performance and related skills ● Students show confidence and ownership
Activity 4	Master classes and music appreciation sessions (members of instrumental groups, choir, orchestra and prize winners in School Music Festival)	twice per month	<ul style="list-style-type: none"> ● Planning relevant programme ● Acquiring suitable Audio Visual resources ● Inviting alumni 	<ul style="list-style-type: none"> ● Students show passion and a better aesthetic sense in music appreciation ● Students show

			and famed musicians to perform and to give master classes	competency in music performance and related skills <ul style="list-style-type: none"> Students show a stronger incentive in performance
Activity 5	Production of CD (Refer to Appendix p. 1 for details) (preferably students from Music Club, Campus TV, Stage Management Team)	annual event (100 man-hour)	<ul style="list-style-type: none"> Selecting repertoire Coordination of various parties in the production process Conducting rehearsals 	<ul style="list-style-type: none"> The production of an audiophile quality CD

b. Teacher training, if applicable

Activity name	Content (Including the topics, implementation strategies/modes, target beneficiaries, selection criteria, etc.)	Number of sessions and duration	Hired personnel (Including the roles, qualifications and experiences required of the speaker(s)/ instructor(s), etc.)	Expected learning outcomes
Activity 1	The training of audio recording at a professional level	4 to 5 sessions (1 hour @)	Professional sound engineer	Teachers showed competency in audio recording

c. Equipment (including installation of new fixtures or facilities), if applicable

	Details of equipment to be procured	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	Recording gears: mixing console, microphones, amplifiers, computer and software	for recording production
2	Sound system: Loudspeakers, TV and Blu-ray player	for music appreciations sessions
3	Music and microphone stands	for rehearsals and recordings

d. Construction works, if applicable

	Details of the construction works proposed	Contribution to fulfilment of the project aim(s) and if applicable, the expected utilization rate
1	Dismantling	
2	Electrical work	
3	Internet connection	For music appreciation, recording and broadcasting
4	Painting	Acoustic paint for sound absorption
5	Acoustic treatment	
6	Window replacement	Double glazed windows for noise insulation
7	Woodwork (storage and utilities)	
8	Movable risers	Used as stage and orchestral/choir risers
9	Lighting fitting	
10	Installation of air conditioners	a quiet rehearsal/performance/recording environment

(Public sector primary and secondary schools, including DSS schools, and special schools should refer to Paragraph 8.6 and other relevant paragraphs in the School Administration Guide. Kindergartens under the New Kindergarten Education Scheme should observe Paragraph 1.2(1)(g) in the Kindergarten Administration Guide.)

e. Features of the school-based curriculum to be developed, if applicable

The project incorporates components of music appreciation, performance and technology of higher levels into students' learning and character formation. For instance, students can enjoy concerts and master classes at professional levels which enrich students' music horizon, thereby, motivating students' real sense of pursuing excellence.

Activities in this project enable students to experience and learn the aesthetic and technology elements of music making and recording. Students learn to develop their potentials through hand-on experiences in managing the studio. They would be able to understand their own strengths and weaknesses, enhancing their aesthetic sense and developing their interpersonal and social skills.

f. Other activities, if applicable (Please specify how they contribute to fulfilment of the project aim(s).)

- The venue also serves as a rehearsal base for the school's choir, orchestra and A Cappella group.
- The productions and performances would be broadcasted or recorded by the school's campus TV

2.8 Budget

Total Grant Sought: HK\$ 598,500

Budget Categories*	Breakdown for the budget items		Justifications <i>(Please provide justification for each budget item, including the qualifications and experiences required of the hired personnel.)</i>
	Item	Amount (HK\$)	
a. Service	Coaching and training	40,000	Fee for around 60 training or coaching sessions (held by professionals); average fee per 1-hour session: \$650 Scopes of training: chamber music performance (40 sessions), recording skills (5 sessions), stage management (5 sessions), librarianship and administration (5 sessions) and programme planning (5 sessions)
	Recording, mixing and post-production	24,000	Recording engineering, mixing and mastering (1st year only); the school team will take over the task from 2020 Preferably performed by the same engineer/company to ensure consistency of quality and artistic concept
	CD production	30,000	Copyrights, CDs (500 copies), booklets and design (3-year)
	Artists	9,000	Fee for Alumni and one guest artist (3-year; around 18 performances)
b. Equipment	Amplifiers x 2	10,000	For recording production and music appreciation
	Mixing console x 1	12,000	
	Microphones (around 10)	20,000	Note: The exact configuration of the equipment will be finalized during the renovation in order to making the best use of the acoustic properties of the new venue. Quality products are preferred in order to achieve a near-professional level of production.
	Audio interface x 1	10,000	
	Computer and software x 1	24,000	
	Loudspeakers (2 pairs)	10,000	
	TV and Blu-ray player (1 set)	10,000	For music appreciation sessions
	Accessories	12,500	Mic stands, music stands, cables, etc.
Consumables	15,053		
c. Works	Renovation	280,000	Refer to 2.7d and Appendix p. 2 for details

	Acoustic treatments	40,000	Diffusors, absorbing panels & bass traps to provide a suitable acoustic
	Furniture	40,000	Chairs, stools, cabinets, podium, risers, etc. mainly used in the Recital Studio
d. General expenses	Audit fee	5,000	Auditors will be hired to audit the accounts.
e. Contingency	General contingency	6,947	(a+b+d) x 3%
		\$ 598,500	

The procurement of equipment and services will be made on an open, fair and competitive basis. Measures will be taken to avoid conflict of interest in the procurement process.

3. Expected Project Outcomes

3.1	Deliverables / outcomes	<input checked="" type="checkbox"/> Learning and teaching materials <input checked="" type="checkbox"/> Resource package <input type="checkbox"/> e-deliverables* (<i>please specify</i>) _____ <input checked="" type="checkbox"/> Others (<i>please specify</i>) <u>concerts, masterclasses and music appreciation sessions, music recordings</u> <i>*For e-deliverables to be hosted on _____, please liaise with _____ at _____</i>
3.2	Positive impact on quality education/ the school's development	The project would bring to a school a notable advancement in music standard and a more enthusiastic atmosphere of music appreciation. It would empower our students develop stronger self-esteem, strengthen personal relationships, and cope with life's challenges.

3.3 Evaluation

Please state the methodologies of evaluating project effectiveness and provide the success criteria.

(Examples: lesson observation, questionnaire survey, focus group interview, pre-test/post-test)

<ul style="list-style-type: none"> ● Observe students' performance in rehearsals and recitals, including their abilities and attitudes and regularly evaluate their progress. ● At least three ensembles have reached a competency in taking part in music competitions. ● Students have at least 80% attendance in the training classes /music coaching. ● Students in various teams have the ability to perform their tasks with little or even assistance ● Evaluate students' eagerness to appreciate music through observation and questionnaire. ● Review the standard of audio recordings in terms of both performance and sound quality. ● Communicate with instructors in suitable intervals to review students' learning progress, the design of the activities and the arrangement and effectiveness of implementation. ● Communicate with stakeholders, including music teachers, instructors, pupils and parents, into order to collect their opinions.
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For applications with grant sought exceeding \$200,000, please complete Parts 3.4 and 3.5.

3.4 Sustainability of the project

Upon the completion of this project, the school will continue to use its own sources of funding to maintain the operation of the studio and its associated tasks and activities. This project will be conducive to the long-term development of music education in the school. The expertise and positive attitude acquired by the students would provide a strong driving force to facilitate the continuation of a more enthusiastic music atmosphere, which would enable the school to build a stronger music tradition in the near future.
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3.5 Dissemination

Please provide a dissemination plan for sharing the good value of the project with the school sector.
 (Examples: dissemination seminar, learning circle)

- Site visits and sharing sessions will be arranged for officials, principals and teachers of the school sectors.
- The school will upload the project content, project deliverables (such as the materials for the music appreciation activities, the design of the training and coaching schemes, audio/video clips of activities and performance) to the school website.

Assets Usage Plan

Category (in alphabetical order)	Item / Description	No. of Units	Total Cost	Proposed Plan for Deployment (Note)
audio and video equipment	Microphones, Mixing Console, Interface, Amplifier, loudspeakers, video camera, cables, etc. (details to be confirmed)	TBC	\$110,000	Mainly used in the Recital Studio for recording production
computer hardware	Desktop computer	2	\$18,000	For mixing, editing and mastering of recordings
computer software		1	\$6,000	For mixing, editing and mastering of recordings
office furniture	Desks and Chairs	TBC	\$40,000	Mainly used in the Recital Studio

Note: for use by school / organization / in other projects (please provide details of the department / centre to which the asset will be deployed and the planned usage of the asset in activities upon project completion).

Report Submission Schedule (Tentative)

I/My school commit(s) to submit proper reports in strict accordance with the following schedule:

Project Management		Financial Management	
Type of Report and covering period	Report due date	Type of Report and covering period	Report due date
Progress Report 1/4/2019 – 30/9/2019	31/10/2019	Interim Financial Report 1/4/2019 – 30/9/2019	31/10/2019
Progress Report 1/10/2019 – 31/3/2020	30/4/2020	Interim Financial Report 1/10/2019 – 31/3/2020	30/4/2020
Progress Report 1/4/2020 – 30/9/2020	31/10/2020	Interim Financial Report 1/4/2020 – 30/9/2020	31/10/2020
Progress Report 1/10/2020 – 31/3/2021	30/4/2021	Interim Financial Report 1/10/2020 – 31/3/2021	30/4/2021
Progress Report 1/4/2021 – 30/9/2021	31/10/2021	Interim Financial Report 1/4/2021 – 30/9/2021	31/10/2021
Final Report 1/4/2019 - 31/12/2021	31/3/2022	Final Financial Report 1/10/2021 - 31/12/2021	31/3/2022

QEF Project 2018 - 2019

New Recital Studio (Appendix 1)

Proposed tasks and activities:

- Completion of studio and acoustic touch-ups
- Purchasing studio equipment
- Forming and chamber music groups (e.g. piano trio, string ensemble, wind ensemble, etc.)
- Engage professional musicians to coach the chamber groups
- Concerts (held monthly by both students and guest artists)
- Masterclasses and music appreciation sessions
- Training of stage crews and recording team (with guests and peer learning)
- Planning rehearsal and performance schedules
- Managing a website for archiving and broadcasting performances
- Production of an audiophile quality CD

Content of CD:

- School hymn (with school choir and a professional orchestra)
- School Choir (1-2)
- School Orchestra (1)
- a cappella (1)
- Chamber music (1-2)
- Pipe organ in school Chapel (1)
- Chinese instrumental (1)
- Pop/band (1)
- Alumni (2-4)
- Speech (1-2)
- School hymn (orchestral version)

Preparation work:

- Duty allocation
- Visit venues of similar nature (APA, universities, recording studios)
- Seek advices from professionals
- Setting budget
- Trial rehearsals during renovation/before acoustic treatment (Orchestra, Choir and A capella)

Room conversion proposal

- Dismantling the interior partition
- Wooden Floor tiles
- Lighting and ventilation
- Humidity control
- Acoustic treatments (walls and ceiling)
- Wooden Stage/ Risers (retractable and movable)
- Conductor's Podium
- Music stands
- Audio system
- Computer system
- Recording console
- Microphone + stands
- Library space
- Storage space
- Piano
- Chairs