**CHOU SING CHU FOUNDATION (CSCF) 2022 SCHOOL LIBRARY SPONSORSHIP PROGRAMME**

**APPLICATION FORM**

APPLICATION GUIDELINES

The school is considered to be the “Applicant” for this programme. Applicant must complete all sections and submit the form together with all supporting documents required or deemed necessary by the applicant. Incomplete submission may be disqualified from the selection.

OBJECTIVE OF THE PROGRAMME

Nurturing a love for the Chinese language at an early age is important in establishing a strong foundation for learning. It helps prepare our children to ease into the globalised world and strengthen their links to our Asian heritage.

ELIGIBILITY

The programme is open to all primary schools in Singapore. For schools with an MOE Kindergarten, the programme will cover both libraries.

FUNDING

The funding is in the form of Chinese children’s books for the school library, tailored and customised according to needs of the individual school.

EVALUATION CRITERIA

The approved sponsorship, in terms of the quantity to be sponsored, will be reviewed and evaluated by our panel of judges, based on the following criteria: relevance, impact, scalability, sustainability, outreach and the track record of applicants.

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| --- | --- |
| Relevance | Submission meets the objectives of the programme; how much the applicants have contributed in the past, present and possibly the future to the learning and teaching of the language. |
| Impact | Library outreach; what has been done and will be done in the library to heighten the interest level in the learning or teaching of Chinese. |
| Scalability | The library size and book collections in terms of its existing categories, genres and varying levels in comparison to its school population |
| Sustainability | Plan for monitoring and evaluating the success of the programme |

SUBMISSION DEADLINE

Please submit completed application form and supporting documents latest by 15 November 2021 via email ( [stellateh@chouscfoundation.org](mailto:stellateh@chouscfoundation.org?subject=2022%20CSCF%20School%20Library%20Sponsorship%20Programme) / [peiwenguo@chouscfoundation.org](mailto:peiwenguo@chouscfoundation.org?subject=2022%20CSCF%20School%20Library%20Sponsorship%20Programme) ) or postal mail.

**CHECKLIST BEFORE SUBMISSION**

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| --- | --- |
|  | Duly completed Application Form with signatures |
|  | School & School Library Information  - Basic school information  - School library information  - Images of school library  - Images of shelves displaying Chinese books |
|  | Current Programmes (Applicant to submit this section in a separate document) |
|  | Proposed New Plans (Applicant to submit this section in a separate document) |
|  | Supporting materials/ images (if applicable) |
|  | MOE Kindergarten information (if applicable) |

PART I: PROFILE

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| --- | --- | --- | --- |
| SCHOOL INFORMATION | | | |
| School Name |  | School’s Chinese Name |  |
| Address |  | | |
|  | | |
| School Website |  | | |
| School Established Year |  | | |
| PROGRAMME PERSON-IN-CHARGE 1 (Teacher-in-charge) | | | |
| Name of Contact Person |  | Chinese Name  (if applicable) |  |
| Designation |  | | |
| Contact Number (HP) |  | Office Direct Line |  |
| Email address |  | | |
| Signature |  | | |
| PROGRAMME PERSON-IN-CHARGE 2 (Head of Department) | | | |
| Name of Contact Person |  | Chinese Name  (if applicable) |  |
| Designation |  | | |
| Contact Number (HP) |  | Office Direct Line |  |
| Email address |  | | |
| Signature |  | | |
| PROGRAMME AUTHORISATION PERSONNEL (Principal / Vice-Principal) | | | |
| Name of Contact Person |  | | |
| Designation |  | | |
| Contact Number |  | | |
| Email address |  | | |
| Signature |  | | |

PART II: SCHOOL & SCHOOL LIBRARY INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| BASIC SCHOOL INFORMATION | | | |
| Total Student Population |  | Number of Students  taking Chinese as MTL |  |
| SCHOOL LIBRARY INFORMATION \* | | | |
| Total Library Floor Area  *(in square metres)* |  | Type(s) of categorisation for Chinese Books shelves in school library  *(eg. By Author’s Name alphabetically A to Z etc)* |  |
| Number of Shelves allocated for Chinese Books | *No. of column(s) x No. of row(s) or compartment(s)* | | |
| Total Number of Chinese Books (By titles) |  | Total Number of Chinese Books (By quantity) |  |
| Publication Year of Oldest Chinese Book |  | Publication Year of Newest Chinese Book |  |
| Total number of Chinese Books that are published 2017 - 2021 |  | Total number of Chinese Books that are published 2010 - 2016 |  |
| Total number of Chinese Books that are published 2000 - 2009 |  | Total number of Chinese Books that are published before 2000 |  |
| Year of Last Purchased Chinese books |  | Frequency and process of weaning off old books |  |
| *\* Please attach images of School Library and Shelves Displaying Chinese Books in a separate document (.ppt, .doc, .pdf) or as. jpeg attachments.*  *\* Figures to exclude Chinese books found in classroom library.* | | | |

PART III: PROPOSAL

*Applicant to submit this section in a separate document (eg. WORD or ppt), and can include attachment or other documents in the explanation of the proposal. Please ensure all scanned documents are clear (resolution of at least 300dpi) and complete (edges are not cut off).*

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| **CURRENT PROGRAMMES**  *Please provide details/ brief description of past and existing reading programmes.*  *(eg. how programme is conducted, year of execution, frequency of programme, no. of participants, response and include images where applicable.)* |
| * Reading Programmes for Primary 1 & 2 * Reading Programmes for Primary 3 & 4 * Reading Programmes for Primary 5 & 6 |
| **PROPOSED NEW PLANS**  *Future programmes to support the expansion and dissemination of this plan to encourage Chinese reading, in the event that school is awarded this library sponsorship for Chinese books. Please provide details/ brief description.* |
| * Reading Programmes for Primary 1 & 2 * Reading Programmes for Primary 3 & 4 * Reading Programmes for Primary 5 & 6 |