

Student Development Services  
Student Life and Resources Section

**STUDENT ACTIVITY FUND (LOCAL ACTIVITIES)**

Reference No. \_\_\_\_\_  
(For office use only)

**Application Form**

(Please type or write clearly in black.)

Notes to applicants:

- Please read the Application Guidelines of Student Activity Fund (Local Activities) before completing the application form.**
- Personal data provided in this form will be used only for processing the application and related administrative matters.
- The completed form with relevant documents should be submitted to Student Development Services (6/F, Bank of China (HK) Complex).
- Applicants must specify the amount of funding obtained from external and/ or other departments.
- Any misrepresentation of facts will lead to disqualification of the subsidy and render applicant liable to disciplinary action by the University. The University reserves the right to demand the subsidy recipients for refund, partially or in full, if they fail to fulfill the obligation(s) as required.

**PART I – Personal Particulars**

|                                                      |                       |                                 |                             |
|------------------------------------------------------|-----------------------|---------------------------------|-----------------------------|
| Type of Application:                                 | Individual            | Organsiation                    | Group: no. of Participants: |
| -----                                                |                       |                                 |                             |
| Name of Applicant/ Group Leader: (Mr. / Miss*) _____ |                       | Student ID: _____               |                             |
| Name of Organisation (if applicable): _____          |                       | Position (if applicable): _____ |                             |
| Programme of Study: _____                            |                       | Year of Study: _____            |                             |
| Contact No.: _____                                   | E-mail Address: _____ |                                 |                             |

\*Please select as appropriate.

**PART II – Activity Details**

(Please attach separate sheets to answer the questions below if necessary.)

- Name of Activity: \_\_\_\_\_
- Organiser of Activity: \_\_\_\_\_
- Date(s)/ Period: \_\_\_\_\_
- Venue: \_\_\_\_\_
- Objective(s) of the Activity: \_\_\_\_\_

6. Content:

*(Please specify the programme rundown and attach the details if available.)*<sup>77</sup>

7. How do the programme objectives and content relate to the following aspects?

*(Optional: extra funding will be allocated to support activity aligning with the CIA strategy)*

**(1) C** - Community Outreach ; **(2) I** - Internationalization ; **(3) A** - Academic Integration<sup>8</sup>

8. How will the programme outcomes be measured?

9. Follow-up plans/ activities:

10. Target Participants:

|                                                         | No. of CityUHK Students | No. of non-CityUHK Students<br>(Please specify.) |
|---------------------------------------------------------|-------------------------|--------------------------------------------------|
| 10.1 Organising Committee<br>(For Student Organisation) |                         |                                                  |
| 10.2 Participants                                       |                         |                                                  |

*For society, please provide committee members' names and SIDs; for the Group of Applicants, please provide the eligible applicants' names and SIDs:*

11. Advisor(s), if any:

*(Please attach recommendation letter(s) if available.)*

12. Work Schedule:

*(Please specify the dates and tasks/ actions.)*

### 13. Budget:

1. Please list out the detailed breakdown of the income and expenditure items; leave blank for those that do not apply and insert if items are not on the list below. (\*please provide quotation for items more than \$3000)
2. In general, the subsidy shall cover partial costs of the activity including transportation, accommodation, registration/ admission fee, project materials, training, souvenirs and insurance only.
3. All expenses shall first be met by fees received from the participants and other sources of income. The activity will only be subsidised when all the aforesaid income is exhausted.

| Estimated Source of Income:<br>(including any other funding applied, external sponsorship)                                                                                                                  | Unit Price<br>(HKD) | Quantity | Sub-total<br>(HKD) | For Office Use |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------|--------------------|----------------|
| Programme/enrolment fee from participants                                                                                                                                                                   |                     |          |                    |                |
| Funding from University/College/School/<br>Department : _____                                                                                                                                               |                     |          |                    |                |
| External sponsorship : _____                                                                                                                                                                                |                     |          |                    |                |
| Total Estimated Income:                                                                                                                                                                                     |                     |          |                    |                |
| <b>Estimated Expenditure:</b><br>(Students are advised to arrange their own insurance, if necessary, and include such costs into the budget.)<br>*Please provide details and use additional sheet if Needed |                     |          |                    |                |
|                                                                                                                                                                                                             | Unit Cost<br>(HKD)  | Quantity | Sub-total<br>(HKD) |                |
| Accommodation: _____ night(s)                                                                                                                                                                               |                     |          |                    |                |
| Admission/ registration fee                                                                                                                                                                                 |                     |          |                    |                |
| Insurance                                                                                                                                                                                                   |                     |          |                    |                |
| Printing/ publications : _____                                                                                                                                                                              |                     |          |                    |                |
| Programme materials : _____                                                                                                                                                                                 |                     |          |                    |                |
| Trainer/ instructor costs                                                                                                                                                                                   |                     |          |                    |                |
| Transportation                                                                                                                                                                                              |                     |          |                    |                |
|                                                                                                                                                                                                             |                     |          |                    |                |
|                                                                                                                                                                                                             |                     |          |                    |                |
|                                                                                                                                                                                                             |                     |          |                    |                |
|                                                                                                                                                                                                             |                     |          |                    |                |
|                                                                                                                                                                                                             |                     |          |                    |                |
|                                                                                                                                                                                                             |                     |          |                    |                |
| <b>Subsidy Requested from SDS:</b><br>(Total Estimated Expenditure - Total Estimated Income)                                                                                                                |                     |          |                    |                |

**For office use**  
Approved budget:

### PART III – Declaration

I have read and understand the Application Guidelines of the Student Activity Fund (Local Activities).  
I hereby declare that the information provided in this form is **true** and **accurate**.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Stamp of Student Organisation  
(if applicable)

\_\_\_\_\_  
Date

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**For Office Use Only**

Reference No. \_\_\_\_\_  
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Comments:

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|                                                                                                                                                                        | <u>Responsible Staff</u> | <u>Date</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------|
| ➤ Application received                                                                                                                                                 | _____                    | _____       |
| ➤ Interview (if any)                                                                                                                                                   | _____                    | _____       |
| ➤ Amount recommended: HK\$ _____<br>Source of fund:<br><input type="checkbox"/> Student Activity Fund<br><input type="checkbox"/> Other source (please specify): _____ | _____                    | _____       |
| ➤ Amount approved: HK\$ _____<br>from the recommended source of fund                                                                                                   | _____                    | _____       |
| ➤ Recorded                                                                                                                                                             | _____                    | _____       |
| ➤ Reply letter                                                                                                                                                         | _____                    | _____       |
| ➤ Report, audited financial statement & receipts<br>(Deadline: _____ )                                                                                                 | _____                    | _____       |
| ➤ To Finance Office                                                                                                                                                    | _____                    | _____       |