Notes to applicants:

1. Please read the Application Guidelines of Student Non-Local Activity Fund before completing the application form.
2. Personal data provided in this form will be used only for processing the application and related administrative matters.
3. The completed form with relevant documents should be submitted to Student Development Services (6/F, Bank of China (HK) Complex).
4. Applicants must specify the amount of funding obtained from external and/or other departments.
5. 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

<table>
<thead>
<tr>
<th>Type of Application:</th>
<th>☐ Individual</th>
<th>☐ Group; No. of participants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Applicant/ Group Leader:</td>
<td>(Mr. / Miss*)</td>
<td>Student ID:</td>
</tr>
<tr>
<td>Name of Society (if applicable):</td>
<td></td>
<td>Position (if applicable):</td>
</tr>
<tr>
<td>Programme of Study:</td>
<td></td>
<td>Year of Study:</td>
</tr>
<tr>
<td>Contact No.:</td>
<td></td>
<td>E-mail Address:</td>
</tr>
</tbody>
</table>

*Please select as appropriate.

PART II – Activity Details

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

1. Name of Activity: 

2. Date(s)/ Period: 

3. Destination: 

4. Objective(s) of the Activity:
5. Intended Learning Outcomes (ILOs):
   (Learning Outcome is something that can be demonstrated or measured, e.g. knowledge or skills.)

6. Itinerary and Learning Activities for achieving the ILOs:
   (Please specify details of dates, venues, content, etc. and attach any additional information if necessary.)

7. Assessment Measures on ILOs:
   (Please provide information on how the ILOs will be assessed, such as briefing, survey or training that will be conducted before, during and after the trip.)

8. Follow-up plans or activities for the consolidation of the learning experience:
9. No. of Target Participants:
   *(Please attach the name list with Student ID and organisational structure (if any) for the following if available.)*

<table>
<thead>
<tr>
<th></th>
<th>No. of CityU Students</th>
<th>No. of non-CityU Students (Please specify.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Organising Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.2 Participants</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Advisor(s), if any:
   *(Please attach recommendation letter(s) if available.)*

11. Work Schedule:
   *(Please specify the dates and tasks/actions.)*
12. **Budget:**

1. Please list out the detailed breakdown of the income and expenditure items; leave blank for those that do not apply and add items that are not on the list below.

2. All expenses shall first be met by fees received from the participants and other sources of income. The activity will only be subsidized when all the aforesaid income is exhausted.

<table>
<thead>
<tr>
<th>Estimated Source of Income:</th>
<th>Unit Price (HKD)</th>
<th>Quantity</th>
<th>Sub-total (HKD)</th>
<th>For Office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme/ enrolment fee from participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget from Society/ Club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding from University/ College/ School/ Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External sponsorship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Income:

---

<table>
<thead>
<tr>
<th>Estimated Expenditure:</th>
<th>Unit Cost (HKD)</th>
<th>Quantity</th>
<th>Sub-total (HKD)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation: ________ night(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission/ registration fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inner-city transportation in destination</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals (A maximum of three meals will be partially subsidized per day.) HKD ________/day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing/ publications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programme materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trainer/ instructor costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Estimated Expenditure:

---

Subsidy Requested from SDS:

(Total Estimated Expenditure - Total Estimated Income)
PART III – Declaration
I have read and understand the Application Guidelines of the Student Non-Local Activity Fund. I hereby declare that the information provided in this form is true and accurate.

Signature of Applicant

Stamp of Student Society (if applicable)

Date

PART IV – Students’ Union Endorsement
Applications submitted by SU student societies must be first endorsed by the SU President/ Council.

Endorsed by: ___________________________ Date: ___________________________

SU President / Council

For Office Use Only

Comments:

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Responsible Staff

Date

• Application received

• Interview (if any)

• Amount recommended: HK$ ________________

Source of fund:

☐ NA Fund

☐ Other source (please specify): ________________

• Amount approved: HK$ ________________

from the recommended source of fund

• Recorded

• Reply letter (c.c. SU President & Council / Dept / Div, Council & Financer Committee)

• Report, audited financial statement & receipts

(Deadline: ________________)

• Reimbursement

• Signed receipt of subsidy collected from participants

Version: May 2019