

City University of Hong Kong 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:

- 1. Please read the Application Guidelines of Student Activity Fund (Local Activities) 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	
Type of Application: \square Individual \square Grou	p; No. of participants:
Name of Applicant/ Group Leader: (Mr. / Miss	*) Student ID:
Name of Society (if applicable):	Position (if applicable):
Programme of Study:	Year of Study:
Contact No.: E-mail Ad	dress:
*Please select as appropriate.	
PART II – Activity Details	
(Please attach separate sheets to answer the question	ons below if necessary.)
1. Name of Activity:	
2 Data(s)/ Dariad	
3. Venue:	
4. Objective(s) of the Activity:	

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5. Content:
(Please specify the programme rundown and attach the details if available.)
C. How do the anagement chiesting and content relate to the following concepts?
6. How do the programme objectives and content relate to the following aspects?
(Please refer to the application guidelines for details.)
(1) C — Community Outreach ; (2) I — Internationalization ; (3) A — Academic Integration
(1) C Community Outreach, (2) 1 Internationalization, (3) A Academic Integration
7. Have will the programme autocome be recovered?
7. How will the programme outcomes be measured?
8. Follow-up plans/ activities:
c. Tollow up plans, decivities.

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9. No. of Target Participants:

(Please attach the name list with Student ID and organizational structure (if any) for the following if available.)

	No. of CityU Students	No. of non-CityU Students (Please specify.)
7.1 Organizing Committee		
7.2 Participants		

10. Advisor(s), if any:

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

11. Work Schedule:

(Please specify the dates and tasks/ actions.)

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12. Budget:

(Please list out the detailed breakdown of the income and expenditure items.)

Estimated Source of Income: (including any other funding applied, external sponsorship)	Amount (HKD)	For Office Use
Programme/ enrolment fee from participants		
Budget from Society/ Club		
Funding from University/ College/ School/ Department		
External sponsorship		
Total Estimated Income:		
Estimated Expenditure:		
(Students are advised to arrange their own travel insurance and include such costs into the budget.)		
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Total Estimated Expenditure:		
Subsidy Requested from SDS:		

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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.**

• , ,	Stamp of Student Society (if applicable)	Date
PART IV – Students' Union Endorsen Applications submitted by SU student so		SU President/ Council.
Endorsed by:		
SU President / C	ouncii	
For Office Use Only		
Comments:		
	D	The Claff Date
Application received	<u>Respons</u>	ible Staff Date
Interview (if any)		
· //		
Amount recommended: HK\$		
 Amount recommended: HK\$ Source of fund: 		
Source of fund: ☐ SA Fund		
Source of fund: ☐ SA Fund ☐ Other source (please specify):		
Source of fund: ☐ SA Fund ☐ Other source (please specify): • Amount approved: HK\$		
Source of fund: SA Fund Other source (please specify): Amount approved: HK\$ from the recommended source of fu		
Source of fund: SA Fund Other source (please specify): Amount approved: HK\$ from the recommended source of fu		
Source of fund: SA Fund Other source (please specify): Amount approved: HK\$ from the recommended source of fu Recorded Reply letter (c.c. SU President & Cou	ncil / Dept / Div)	
Source of fund: SA Fund Other source (please specify): Amount approved: HK\$ from the recommended source of full Recorded Reply letter (c.c. SU President & Coul	ncil / Dept / Div) **receipts***	
Source of fund: SA Fund Other source (please specify): Amount approved: HK\$ from the recommended source of fu Recorded Reply letter (c.c. SU President & Cou	ncil / Dept / Div) **receipts***	

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