Student Development Services
Student Life and Resources Section

STUDENT ACTIVITY FUND (LOCAL ACTIVITIES)

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

<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. Venue: 
4. Objective(s) of the Activity:
5. Content:
(Please specify the programme rundown and attach the details if available.)

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

7. How will the programme outcomes be measured?

8. Follow-up plans/ activities:
9. No. of Target Participants:
   (Please attach the name list with Student ID and organizational 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 Organizing Committee</td>
<td></td>
<td></td>
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<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 insert if items 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.

### Estimated Source of Income:

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

**Total Estimated Income:**

### Estimated Expenditure:

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Unit Cost (HKD)</th>
<th>Quantity</th>
<th>Sub-total (HKD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation: ______ night(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission/ registration fee</td>
<td></td>
<td></td>
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<tr>
<td>Insurance</td>
<td></td>
<td></td>
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<tr>
<td>Meals (A maximum of 3 meals will be partially subsidized per day.): HKD _______ /day</td>
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<td></td>
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<tr>
<td>Printing/ publications</td>
<td></td>
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<tr>
<td>Programme materials</td>
<td></td>
<td></td>
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<tr>
<td>Trainer/ instructor costs</td>
<td></td>
<td></td>
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<tr>
<td>Transportation</td>
<td></td>
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</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 Activity Fund (Local Activities). 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:

________________________________________
________________________________________
________________________________________
________________________________________

- Application received
  Responsible Staff: ___________________________  Date: _____________
- Interview (if any)
  ___________________________
- Amount recommended: HK$ _____________
  Source of fund:
  □ SA Fund
  □ Other source (please specify): _____________
  ___________________________
- Amount approved: HK$ _____________
  from the recommended source of fund
- Recorded
  ___________________________
- Reply letter (c.c. SU President & Council / Dept / Div)
  ___________________________
- Report, audited financial statement & receipts
  (Deadline: _____________)
  ___________________________
- Reimbursement
  ___________________________
- Signed receipt of subsidy collected from participants
  ___________________________

Version: May 2019