Student Development Services
Student Life and Resources Section

STUDENT ACTIVITY FUND (LOCAL ACTIVITIES)

Application Form
(For office use only)

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: □ Individual □ Group; No. of participants:</th>
</tr>
</thead>
</table>

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 Address: ___________________

*Please select as appropriate.

PART II – Activity Details
(Please attach separate sheets to answer the questions below if necessary.)

1. Name of Activity: ___________________

2. Organiser: ___________________

3. Date(s)/ Period: ___________________

4. Venue: ___________________

5. 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>
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<tr>
<td>7.2 Participants</td>
<td></td>
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</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. 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:

<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>
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</tr>
<tr>
<td>Budget from Society/Club</td>
<td></td>
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<tr>
<td>Funding from University/College/School/Department</td>
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<tr>
<td>External sponsorship</td>
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<tr>
<td><strong>Total Estimated Income:</strong></td>
<td></td>
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</tbody>
</table>

### Estimated Expenditure:

<table>
<thead>
<tr>
<th>Estimated Expenditure:</th>
<th>Unit Cost (HKD)</th>
<th>Quantity</th>
<th>Sub-total (HKD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation: ________ night(s)</td>
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<td></td>
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<tr>
<td>Admission/registration fee</td>
<td></td>
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<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Printing/publications</td>
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<tr>
<td>Programme materials</td>
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<tr>
<td>Trainer/instructor costs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Transportation</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total Estimated Expenditure:</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Stamp of Student Society</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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</table>

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

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Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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