1. **Purpose of the Fund**

1.1 To subsidize meaningful local student activities organized by student societies or individual students (UGC funded students only), except exchange students.

1.2 To support student societies in acquiring necessary programme equipment.

1.3 To encourage students to organize & participate in local activities, so as to develop their leadership abilities and interpersonal skills, as well as cultivate their personal interests.

1.4 The Fund shall **NOT** be used to subsidize students to participate in credit bearing programs, internships or programs that are part of the course requirements.

2. **Eligibility**

2.1 All registered student societies are eligible to apply for the subsidy.

2.2 Applications from individual groups of students (UGC funded students only), except exchange students, which contribute to the enhancement of campus life may be entertained at the discretion of SDS.

3. **Funding Strategy**

To encourage student societies or individual students to organize quality activities enhancing students’ out-of-classroom learning experience, applications will be assessed in terms of its objectives, planning, innovativeness and benefits to the participants/University/community. Extra funding will be allocated to support activities and/or new initiatives aligning with the acronym ‘**CIA**’ as detailed below:

**Community Outreach**
- Outreach initiatives to foster the collaboration with secondary schools, external institutions, industries or a wider community
- Social services to contribute to the community and serve people in need.

**Internationalization**
- New initiatives to promote multi-cultural campus life
- Endeavors to cultivate the integration and exchanges among local, non-local and international students in out-of-classroom context.

**Academic Integration**
- Activities that demonstrate the application of knowledge learnt from academic and professional training in programme design and content
- Programmes that enrich students’ learning experience or strengthen the positive learning culture in the University

3.1 If applicants submit two or more applications for a considerable subsidy in the same academic year, the level of support may be lowered accordingly.

3.2 It is not a must for the applicant to receive same amount of subsidy on the same/similar event. The amount of subsidy depending on the nature of the event, overall quality of the proposal and the availability of fund etc.
4. **Administrative Procedures**

4.1 Applications are open throughout the year and shall be submitted to SDS **two weeks in advance** of the activity. Ad hoc applications may be entertained upon request depending on the availability of fund. However, retrospective applications will not be considered.

4.2 Applications shall be submitted on a prescribed application form which could be downloaded at the SDS website. Individual students (UGC funded students only) and registered student societies can submit applications. Funding allocation will be made according to the guidelines of Student Activity Fund and the amount of subsidy will normally not exceed 60% of the proposed budget.

4.3 Applications of student societies shall be endorsed by the Students’ Union before submission to SDS (6/F, Bank of China (HK) Complex). The applicant shall be the leader of the proposed activity and an office-bearer of the society concerned.

4.4 The applicant must declare if other source(s) of sponsorship has been received.

4.5 SDS staff may meet with the applicant to discuss the details and the budget of the proposed activity.

4.6 The applicant will be informed of the result of the application in writing usually within 2 weeks after the submission of application.

4.7 The applicant must submit an evaluation report together with an audited income-expenditure statement, supported with original copies of receipts, to SDS **within 4 weeks after the completion** of the activity. If the applicant fails to do so, the approved subsidy will be considered forfeited.

4.8 For registered student societies, the evaluation report and the income-expenditure statement must be signed by the President and Financial Secretary with society stamp.

5. **Reimbursement Arrangements**

5.1 The subsidy is normally paid in form of reimbursement to the applicant upon submission of the documents mentioned in 4.7. Any expenditure incurred from the activity shall first be met by fees received from the participants and other income sources. The activity will only be subsidized when all the aforesaid income is exhausted. If the applicant has spent less than the proposed budget, the maximum amount could be claimed is 60% of the actual amount spent.

5.2 The applicant may only submit original copies of receipts with the approved amount to SDS. Please note that the submitted original copies of receipts will not be returned, please make copies for record if necessary and hand-in the copies to SDS for endorsement before submitting to Students’ Union.

5.3 If only electronic receipts are available, please note that company stamp is required on the e-receipts. Without the company stamp, the applicant has to declare the e-receipt is the only receipt issued by the company with his/her signature. Otherwise, the e-receipts will not be accepted.

5.4 The applicant is required to submit signed receipt of each participant if subsidy for individual (UGC funded students only) is granted.

5.5 For student societies, only the bank account of the Society or President and Financial Secretary will be accepted for reimbursement.

5.6 If the conducted activity or submitted financial statement varies considerably from the original proposal, SDS staff may interview the applicant for clarification and reserves the right to withhold the subsidy.
6. **Enquiries**

Students are welcome to come to Student Development Services for further information and advice.

**Appendix 1**

**Reference on Subsidy Allocations for Student Activities**

**Points to Note:**

- *Student Development Services reserves the right to amend guidelines and subsidy percentage/amount at any time as appropriate without prior notice.*
- *The percentage and amount listed below are for reference only. It does not represent a confirmed subsidy amount.*

<table>
<thead>
<tr>
<th>Programmes / Projects / Events</th>
<th>Subsidy Percentage / Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual dinner, High table dinner, Re-union dinner etc.</td>
<td>Maximum $45 per head</td>
</tr>
<tr>
<td>Competition (local)</td>
<td>Maximum 30% of approved budget or $100 per head, whichever is lower</td>
</tr>
<tr>
<td></td>
<td><em>(Extra funding support would be considered for large-scale competition or participant represents CityU.)</em></td>
</tr>
<tr>
<td>Inauguration Ceremony</td>
<td>Maximum 30% of approved budget</td>
</tr>
<tr>
<td>Training Camp</td>
<td>Maximum 30% of approved budget or $140 per head, whichever is lower</td>
</tr>
<tr>
<td>Workshop / Training / Interest Class</td>
<td>Maximum 20% of approved budget or $55 per head, whichever is lower</td>
</tr>
</tbody>
</table>
**Tips on reimbursement**

1. An evaluation report together with an audited income-expenditure statement, supported with original copies of receipts must be submitted to SDS within 4 weeks after the completion of the activity. If the applicant fails to do so, the approved subsidy will be considered forfeited.

2. The applicant may only submit original copies of receipts with the approved amount to SDS. The submitted original copies of receipts will be sent to the Finance Office and will not be returned, please make copies for record if necessary and hand-in the copies to SDS for endorsement before submitting to Students’ Union.

3. Please stick the original receipts on A4 sized papers and arrange a reference number for each receipt.

4. If only electronic receipts are available, please note that company stamp is required on the e-receipts. Without the company stamp, the applicant has to declare the e-receipt is the only receipt issued by the company with his/her signature. Otherwise, the e-receipts will not be accepted.

5. All receipts are required to show the company name, product name, quantity and price of each item clearly.

6. For those receipts printed with cash register, please make copy and submit them together with the originals.

7. For student societies, only the bank account of the Society or President and Financial Secretary will be accepted for reimbursement.

8. Sample of accepted receipts are shown as below for reference only:

   **Sample 1**

   ![Sample 1 Receipt]

   **Sample 2**

   ![Sample 2 Receipt]
9. Only official receipts are accepted. Booking confirmation, reservation and credit card payment slip etc. will not be accepted.