1. **Purpose of the Fund**

Starting from the academic year 2002/2003, a new fund, namely Social Service Fund is established by the Student Development Services with an aim to provide subsidy to:

i) sponsor the action programmes designed and implemented by the students/student groups to meet local community needs.

ii) encourage the direct application of the knowledge learned from academic and professional training in the provision of service to the local community.

iii) sponsor the enthusiastic students to equip themselves with knowledge and skills on volunteer services so as to ensure the effectiveness and quality of the services provided.

2. **Eligibility**

The fund is open to all full-time students pursuing an University Grants Committee-funded programme, either by individuals, in groups or as a registered student societies.

3. **Application Procedures**

i) Application forms are obtainable from SDS counter or can be downloaded from SDS’s website at http://www.cityu.edu.hk/sds/sca/social_service_fund/ssf.htm

ii) Application shall be invited twice a year. The application deadlines fall on 31 May and 30 November in the year 2007.

iii) Completed applications should be submitted to SDS. An interview with the applicant may be required to discuss the details and budget of the proposed activity.

iv) If the application is submitted by a student society, the applicant should be the leader of the proposed service project and an office-bearer of the student society concerned. The application should also be endorsed by the Chairman/President of the respective society.
v) The applicant should submit the application at least 2 weeks before the date of commencement of the activity under application. Retrospective application will not be considered.

vi) The approved subsidy will be paid in form of reimbursement to the applicant upon the receipt of the evaluation report, financial statement and relevant expenses evidence within one month after the completion of the proposed activity. If the applicant fails to do so, the approved subsidy will be forfeited.

vii) In case the completed activity or the submitted financial statement varies significantly from the original proposal, SDS reserves the right to withhold the subsidy.

4. **Fund Allocation Criteria**

Priorities will be given to:

i) applicant formally representing the University in the provision of service to the community.

ii) applicant aiming to provide the service to the local community.

iii) the activity of which the feasibility, the programme effectiveness are demonstrable.

iv) the activity which can benefit significant number of people.

v) the activities which are not part of students’ course requirement.

vi) the individuals or student groups who can apply the knowledge learned from their academic training in the provision of service.

5. **Other Requirements**

i) If the nature of the proposed activity is self-arranged/self-designed, the applicant must provide details on the activity, including objective of the project, itinerary, no. of participants, no. of beneficiaries, follow-up plan and budget.

ii) The maximum subsidy for each application will normally not exceed $10,000 or 60% of the proposed budget/actual programme cost, whichever is the less.

iii) Written recommendation letter from staff members of CityU or related authorities are welcome.

6. **Notification**

The applicant will be informed of the result of the application in writing within 2 weeks after the deadline of application.
STUDENT ACTIVITIES FUNDS (for local activities)

Application Form
(Please type or write clearly in black)

Name of Applicant (Leader of the Activity): (Mr./Miss) ________________________________

Name of Society (if applicable): ____________________________________________________

Post (if applicable): ______________________ Student ID No.: _________________________

Program / Year: ______________________ E-mail address: _________________________

Contact Tel No.: ______________________ Mailbox/locker No.: _______________________

1. Name of Activity: ________________________________

2. Proposed Date(s)/Period: __________________________________________

3. Objective(s) of the Activity:

4. Programme content (please specify date, time, programme rundown and venue and attach a detailed program if available):

5. How do the program objectives and content relate to the following directions (please refer to the attached guidelines for details):
   C — Community Outreach
   I — Internationalization
   A — Academic Integration
6. **Target Participants:**

   No. of persons involved in organizing the activity (attach organization structure, name-list & student I.D.):
   
   _______ City University students __________________________ others (please specify)

   No. of persons expected to participate in the programme (attach name-list & student I.D.):
   
   _______ City University students __________________________ others (please specify)

7. **Advisor(s), if any:** (please attach recommendation letter(s), if available.)

8. **Work Schedule** (please specify dates and tasks/actions):

9. **Follow-up plan/activities:**

10. **Measurement of program outcomes:**
11. Budget for the Activity (please list out the detailed breakdown of the income and expenditure items):

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>HK$</th>
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<table>
<thead>
<tr>
<th>Income</th>
<th></th>
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<tbody>
<tr>
<td>Program /enrolment fee from participants:</td>
<td></td>
</tr>
<tr>
<td>Budget from society/club:</td>
<td></td>
</tr>
<tr>
<td>Funding from University/Faculty/Department:</td>
<td></td>
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<tr>
<td>External sponsorship:</td>
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</table>

Total:

<table>
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<tr>
<th>Funding Requested from SDS:</th>
<th></th>
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</table>

Total:

I have read and will follow the guidelines for application of Student Activities Funds.
<table>
<thead>
<tr>
<th><strong>Signature of Applicant</strong></th>
<th><strong>Stamp of Student Society</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
</table>

**SU Endorsement** (Applications submitted by student societies should be endorsed by the SU President.)

Endorsed by: ____________________________ Date: ____________________________

SU President

**For Office Use Only**

Special comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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<thead>
<tr>
<th><strong>Responsible Staff</strong></th>
<th><strong>Date</strong></th>
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</thead>
<tbody>
<tr>
<td>Application received</td>
<td></td>
</tr>
<tr>
<td>Interview</td>
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</tbody>
</table>

Amount recommended: HK$ ____________________________

Source of fund:
- [ ] SA Fund / [ ] HK Bank Fund / [ ] Social Service Fund
- Student Support Fund ( [ ] Donation / [ ] UGC Matching Grant )
- [ ] Cultural Diversity Fund / [ ] Outreach Academic Activities Fund

Amount approved: HK$ ________________

from the recommended source of fund ____________________________

Recorded ____________________________

Reply letter (c.c. SU President & Council/Dept/Div) ____________________________

Report, audited financial statement & bills (Deadline: ________________ )

Reimbursement ____________________________