

**CITY UNIVERSITY OF HONG KONG**

**Student Development Services**

**Career and Leadership Fund**

**Project Report**

|  |  |
| --- | --- |
| Project Reference No.: |  |
| Project Title: |  |
| Destination (if outside Hong Kong): |  |
| Name of Applicant (Staff in charge): |  |
| Department/Unit: |  |
| Commencement Date: |  |
| Expected Completion Date: |  |
| Actual Completion Date: |  |

**(A) Project Report**

1. Project Summary

|  |
| --- |
|  |

1. Project Activities undertaken (with itinerary)

|  |
| --- |
|  |

1. Other institutions / organisations / universities / companies involved (if applicable)

|  |
| --- |
|  |

1. Dissemination Activities (e.g. project event webpage and social media)

|  |
| --- |
|  |

1. Reflection - Achieved Outcomes (please relate to ILOs of project proposal)

|  |
| --- |
|  |

1. Reflection - Significant findings

|  |
| --- |
|  |

1. Other discoveries (e.g. challenges encountered and proposed improvement, etc.)

|  |
| --- |
|  |

1. Conclusion

|  |
| --- |
|  |

**(B) Financial statement**

|  |  |  |
| --- | --- | --- |
| Number of UGC-funded Students: |  |  |
| Number of Non UGC-funded Students (note 1): |  |  |
| **Total number of student participants:** |  |  |
| Number of staff (note 2) : |  |  |
| **Total number of participants:** |  |  |

**For local activities:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenses Breakdown** | **Income Breakdown** | | | | | | | |
| **Contribution by UGC-funded Students** | | **Funding Support from Department** | | **Fund requested from**  **CLF** | | **Total** | |
| % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) |
| **Training Fee** |  |  |  |  |  |  |  |  |
| Name of Workshop 1  (HK$\_\_\_\_\_ per hour x \_\_\_\_\_ hours) |  |  |  |  |  |  |  |  |
| Name of Workshop 2  (HK$\_\_\_\_\_ per hour x \_\_\_\_\_ hours) |  |  |  |  |  |  |  |  |
| Sub Total (A) |  |  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |  |  |
| Printing materials |  |  |  |  |  |  |  |  |
| Contingency / Miscellaneous |  |  |  |  |  |  |  |  |
| Sub Total (B) |  |  |  |  |  |  |  |  |
| **Total (A+B)** |  |  |  |  |  |  |  |  |

**For oversea activities:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expenses Breakdown** | **Income Breakdown** | | | | | | | |
| **Contribution by UGC-funded Students** | | **Funding Support from Department** | | **Fund requested from**  **CLF** | | **Total** | |
| % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) |
| **Variable cost for \_\_\_\_\_ UGC-funded students** | | | | | | | | |
| Airfare  (HK$\_\_\_\_\_ per student x \_\_\_\_\_ students) |  |  |  |  |  |  |  |  |
| Accommodation  (HK$\_\_\_\_\_ per student x \_\_\_\_\_ students) |  |  |  |  |  |  |  |  |
| Local Transportation and/or Tour  (HK$\_\_\_\_\_ per student x \_\_\_\_\_ students) |  |  |  |  |  |  |  |  |
| Sub Total (A) |  |  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |  |  |
| Airfare for staff member  (HK$\_\_\_\_\_ x \_\_\_\_\_ staffs) |  |  |  |  |  |  |  |  |
| Subsistence Allowance for staff member  ***(Foreign Currency)*** \_\_\_\_\_ per night x  ***(Exchange rate)*** X \_\_\_\_\_ nights x \_\_\_\_\_ staffs) |  |  |  |  |  |  |  |  |
| Printing materials |  |  |  |  |  |  |  |  |
| Souvenirs for hosting organisations |  |  |  |  |  |  |  |  |
| Contingency / Miscellaneous |  |  |  |  |  |  |  |  |
| Sub Total (B) |  |  |  |  |  |  |  |  |
| **Total (A+B)** |  |  |  |  |  |  |  |  |

Note:

1. Funding is restricted to support *UGC-funded students* enrolled in any undergraduate or postgraduate degree programmes.
2. Trip expenses of staff involved in the project have to be borne by organising department.
3. In the financial statement, Total Income should be equal to Total Expenses.

**(C) Appendices**

Appendix 1) Participant List:

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Student ID | Department, Programme and Year | UGC / Non-UGC  funded student |
|  |  |  |  |
|  |  |  |  |

Appendix 2) Evaluation and feedback summary:

|  |
| --- |
|  |

Appendix 3) Photos of significant activities undertaken

Appendix 4) Proof of expenses (please specify the particular financial statement item which the proof is related to)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant (Staff in charge): | |  | | | |
| Signature: |  | |  | Date: |  |

*Sep 2023*