



Student Development Services
Student Life and Resources Section

STUDENT NON-LOCAL ACTIVITY FUND

Reference No. _____
(For office use only)

Application Form

(Please type or write clearly in black.)

Notes to applicants:

1. Please read the **Application Guidelines of Student Activity Fund (Non-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) or emailed to sdssat@cityu.edu.hk.
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

Type of Application:	Individual	Organisation	Group: Number of Participants:

Name of Applicant/ Group Leader: (Mr. / Miss*)	_____		Student ID: _____
Name of Organisation (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 of Activity: _____
3. Date(s)/ Period: _____
4. Destination: _____
5. Objective(s) of the Activity: _____

6. Intended Learning Outcomes (ILOs):

(Learning Outcome is something that can be demonstrated or measured, e.g. knowledge or skills.)

7. Itinerary and Learning Activities for achieving the ILOs:

(Please specify details of dates, venues, content, etc. and attach any additional information if necessary.)

8. Assessment Measures on ILOs:

(Please provide information on how the ILOs will be assessed, such as briefing, survey or training that will be conducted before, during and after the trip.)

9. Follow-up plans or activities for the consolidation of the learning experience:

10. Target Participants:

	No. of CityUHK Students	No. of non-CityUHK Students <i>(Please specify.)</i>
10.1 Organising Committee <i>(For o \)</i>		
10.2 Participants		

For o \ , please provide committee members' names and SIDs; for the Group of Applicants, please provide the eligible applicants' names and SIDs:

11. Advisor(s), if any:

(Please attach recommendation letter(s) if available.)

12. Work Schedule:

(Please specify the dates and tasks/ actions.)

13. 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. (**please provide quotation for all flight/accommodation/unit cost item more than \$3,000*)
2. In general, the subsidy shall cover partial costs of the activity including transportation, accommodation, registration/admission fee, project materials, training and insurance* only. *Students are advised to review the insurance coverage and details of the university insurance policy on the Finance Office website and to consider whether they need to purchase additional insurance for their activities. Please note that the university may not approve subsidies for insurance fees for activities that are deemed to be already covered by the university insurance.
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: <i>(including any other funding applied, external sponsorship)</i>	Unit Price (HKD)	Quantity	Sub-total (HKD)	For Office Use
Programme/enrolment fee from participants				
Funding from University/College/School/ Department : _____				
External sponsorship : _____				
Total Estimated Income:				
Estimated Expenditure: <i>*Please provide details and use additional sheet if needed</i>	Unit Cost (HKD)	Quantity	Sub-total (HKD)	
Accommodation: _____ night(s)				
Admission/ registration fee				
Flight				
Inner-city transportation in destination				
Printing/ publications:				
Programme materials:				
Trainer/ instructor costs				
Subsidy Requested from SDS: <i>(Total Estimated Expenditure - Total Estimated Income)</i>				

For office use
Approved budget:

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 Organisation
(if applicable)

Date

For Office Use Only

Comments:

	<u>Responsible Staff</u>	<u>Date</u>
➤ Application received	_____	_____
➤ Interview (if any)	_____	_____
➤ Amount recommended: HK\$ _____	_____	_____
Source of fund:		
<input type="checkbox"/> Non-local Activity Fund		
<input type="checkbox"/> Other source (please specify): _____		
➤ Amount approved: HK\$ _____ from the recommended source of fund	_____	_____
➤ Recorded	_____	_____
➤ Reply letter	_____	_____
➤ Report, audited financial statement & receipts (Deadline: _____)	_____	_____
➤ To Finance Office	_____	_____