Student Development Services
Student Life and Resources Section

STUDENT NON-LOCAL ACTIVITY FUND
Application Guidelines

1. Purposes of the Fund

1.1 To subsidize meaningful non-local activities of students, such as world or regional sports competitions, inter-institutional competitions, presentations at overseas seminars, study tours and interflow activities etc.

1.2 To subsidize partial costs, including transportation, accommodation, boarding, registration fees, project expenses, souvenirs and insurance, incurred by students in the overseas activities.

2. Eligibility

2.1 All full-time UGC-funded undergraduate and Associate Degree students, except exchange students, whether individuals or groups, are eligible to apply for the subsidy. Preference shall be given to non-final year undergraduate students.

2.2 All registered student societies are also eligible to apply.

2.3 Participation in credit bearing programmes, university exchange programmes, internships or programmes that are part of the course requirements will NOT be subsidized.

3. Funding Strategy

3.1 The applications shall be considered according to the following priorities:
- applicants formally representing Hong Kong or CityU in overseas competitions or events;
- applicants participating in overseas inter-college competitions or events or self-arranged study tours;
- applicants attending overseas conferences or seminars or organised interflow activities.

3.2 The Fund is non-means tested. The amount of subsidy shall not vary with the financial status of applicants.

3.3 The amount of subsidy will normally not exceed 60% of the proposed budget or $25,000 whichever is lower, yet the actual amount of subsidy depends on the nature of the event, overall quality of the proposal and the availability of fund etc.; events of similar or equivalent nature may not necessarily receive the same amount of subsidy.

3.3.1 For inner-city transportation expenses, only those that are incurred via modes of public transport (excluding the hire of taxis) will be partially subsidized; in other words, no subsidy will be allocated for the hire of taxis, Ubers or private cars, unless sufficient documents are provided to support that such hire is the only reasonable means of transportation for the designated journey.

3.3.2 The subsidy shall only cover the approved budget of the actual date(s) of the designated activity, including only the day before and after the activity and excluding any period of
overstay, early-arrivals and/or inter-city travel for personal purposes/interests. If the itinerary covers overstay, early-arrivals and inter-city travel for personal purposes/interests, the applicant shall provide supplementary information on the flight costs for the original itinerary without any over-stay, early-arrivals and/or inter-city travel for assessment.

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

4. Application Procedures

4.1 Applications are open throughout the year and shall be submitted to SDS 2 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 on the SDS website. Funding will be allocated according to the guidelines of Student Non-local Activity Fund.

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

4.4 For any changes of the application, including the change of number of participant, itinerary, destination and total budget etc., the applicant is required to inform SDS and seek prior approval.

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 usually be informed of the application result in writing within 2 weeks after the submission of application.

4.7 Successful applicants shall complete and submit the following to SDS before the activity starts:
   a) Student Agreement
   b) Overseas Student Activities- Emergency Contact Summary (CIMAT)

5. Supporting Documents for Applications

5.1 Applicants must provide the following supporting documents for different activity natures:

<table>
<thead>
<tr>
<th>Activity Nature</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present or participate in overseas conference or seminar</td>
<td>Letter of invitation or related reference</td>
</tr>
<tr>
<td>Self-arranged study tour or interflow activity</td>
<td>Details of the trip including objectives, itinerary, number of participants, follow-up plan and budget</td>
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5.2 A written recommendation letter from the staff member of City University of Hong Kong or related authority shall be an added asset to the application.

6. Reimbursement Procedures and Remarks

6.1 The applicant must submit the following to SDS within 4 weeks after the completion of the activity; otherwise, the approved subsidy will be considered forfeited:
   a) Evaluation report of the activity, including but not limited to the assessment of the process
and outcomes, feedback from participants (if any), etc.*
b) Audited income-expenditure statement*, supported with valid original copies of receipts**
c) At least 3 photos of the activity
d) Individual reflection reports of all participants (at least 1,000 words/report)
e) Certificate, event brochure or any supporting document verifying completion or successful
obtainment of relevant qualifications (if applicable; e.g. for competition, conference, etc.)
f) Participant list

*For registered student societies, documents (a) and (b) must be signed by the President and
Financial Secretary with society stamp.
**Please refer to Appendix (1) for details of receipts accepted for reimbursements.

6.2 The subsidy is normally paid in form of reimbursement to the applicant upon satisfactory
completion and submission of all documents in 6.1. All expenses shall first be met by fees
received from the participants and other sources of income. The activity will only be subsidized
when all the aforesaid income is exhausted. SDS may interview the applicant for clarification and
reserves the right to amend, withhold or withdraw the subsidy upon assessment of the actual
itinerary and outcomes, actual number of participants, actual income and expenses, validity of
receipts and quality of the above post-activity reports.

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

6.4 Within 4 weeks after receiving the subsidy cheque, the applicant is required to submit a signed
receipt of subsidy from each participant if subsidy for individuals (UGC funded students only) is
granted, or else the applicant shall email SDS to declare whether the subsidy has been
distributed to all concerned participants.

7. Student Development Services reserves the right to amend the application guidelines and subsidy
percentage/amount at any time as appropriate without prior notice.
Appendix 1: Receipts Accepted for Reimbursements

1. SDS reserves the right to reject any receipts that do not comply with the requirements below.

2. The applicant may only submit original copies of receipts with the approved amount to SDS. The submitted original copies of receipts will not be returned; applicants shall make copies for record if necessary.

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

4. Please stick the original receipts on A4 sized papers and assign a reference number to each receipt.

5. For receipts printed by a cash register, please photocopy them and submit them with the originals.

6. If only electronic receipts are available, such receipts must include the company stamp; without the company stamp, the applicant has to sign to declare that the e-receipt is the only receipt issued by the company. Otherwise, the e-receipts will not be accepted.

7. Only official receipts are accepted; samples below are for reference only:

Sample 1

Sample 2
8. Electronic screenshots of transactions, booking confirmations, reservation and credit card payment slips etc. will **NOT** be accepted.

Samples of **unaccepted** booking confirmations for flight/ accommodation: