

Student Development Services Student Life and Resources Section

STUDENT ACTIVITY FUND (LOCAL ACTIVITIES)

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 (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).
- 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

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		No. of participants:
	ıp Leader: (Mr. / Miss*) _	
Name of Society (if applic	cable):	Position (if applicable):
Programme of Study:		Year of Study:
Contact No.:	E-mail Addre	ss:
*Please select as appropria PART II – Activity Deta (Please attach separate she		below if necessary.)
1. Name of Activity:		
2. Organiser:		
3. Date(s)/ Period:		
4. Venue:		
5. Objective(s) of the Act	tivity:	

Version: May 2023

5. Content: (Please specify the programme rundown and attach the details if available.)
6. How do the programme objectives and content relate to the following aspects? (Please refer to the application guidelines for details.)
(1) C — Community Outreach ; (2) I — Internationalization ; (3) A — Academic Integration
7. How will the programme outcomes be measured?
8. Follow-up plans/ activities:

9. No. of Target Participants:

(Please attach the name list with Student ID and organizational structure (if any) for the following if available.)

	No. of CityU Students	No. of non-CityU Students (Please specify.)
7.1 Organizing Committee		
7.2 Participants		

10. Advisor(s), if any:

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

11. Work Schedule:

(Please specify the dates and tasks/ actions.)

12. 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.
- 2. In general, the subsidy shall cover partial costs of the activity including transportation, accommodation, registration/admission fee, project materials, training, souvenirs and insurance only.
- 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: (including any other funding applied, external sponsorship)	Unit Price (HKD)	Quantity	Sub-total (HKD)	For Office Use
Programme/ enrolment fee from participants		,		
Budget from Society/ Club				
Funding from University/ College/ School/ Department				
External sponsorship				
Total Estimated Income:				
Estimated Expenditure: (Students are advised to arrange their own insurance, if necessary, and include such costs into the budget.)	Unit Cost (HKD)	Quantity	Sub-total (HKD)	
Accommodation:night(s))		
Admission/ registration fee			'	
Insurance		/ : : :	J	
Printing/ publications		;		
Programme materials		;	;	
Trainer/ instructor costs				
Transportation			/	
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Total Estimated Expenditure:				
Subsidy Requested from SDS: (Total Estimated Expenditure - Total Estimated Income)				

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 Society (if applicable)	Date	
For Office Use Only			
Comments:			
		Responsible Staff	<u>Date</u>
Application received			
Interview (if any)			
Amount recommended: HK\$			
Source of fund:			
☐ SA Fund			
\square Other source (please specify):			
 Amount approved: HK\$ 			
from the recommended source of fur *Responsible EO (≤\$5000); ADSD (>\$5,00			
• Recorded			
Reply letter			
Report, audited financial statement	ent & receipts		
(Deadline:)		
 Reimbursement 			
 Signed receipt of subsidy collecte 	d from participants		