



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

Type of Application: <input type="checkbox"/> Individual <input type="checkbox"/> Group; No. of participants: _____
Name of Applicant/ Group Leader: (Mr. / Miss*) _____ Student ID: _____
Name of Society (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: _____
3. Date(s)/ Period: _____
4. Venue: _____
5. Objective(s) of the Activity: _____

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 <i>(Please specify.)</i>
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: <i>(including any other funding applied, external sponsorship)</i>	Unit Price (HKD)	Quantity	Sub-total (HKD)	<i>For Office Use</i>
<i>Programme/ enrolment fee from participants</i>				
<i>Budget from Society/ Club</i>				
<i>Funding from University/ College/ School/ Department</i>				
<i>External sponsorship</i>				
Total Estimated Income:				
Estimated Expenditure: <i>(Students are advised to arrange their own insurance, if necessary, and include such costs into the budget.)</i>	Unit Cost (HKD)	Quantity	Sub-total (HKD)	
<i>Accommodation: _____night(s)</i>				
<i>Admission/ registration fee</i>				
<i>Insurance</i>				
<i>Printing/ publications</i>				
<i>Programme materials</i>				
<i>Trainer/ instructor costs</i>				
<i>Transportation</i>				
Total Estimated Expenditure:				
Subsidy Requested from SDS: <i>(Total Estimated Expenditure - Total Estimated Income)</i>				

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:

	<u>Responsible Staff</u>	<u>Date</u>
• Application received	_____	_____
• Interview (if any)	_____	_____
• Amount recommended: HK\$ _____		
Source of fund:		
<input type="checkbox"/> SA 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: _____)	_____	_____
• Reimbursement	_____	_____
• Signed receipt of subsidy collected from participants	_____	_____