香港城市大學
City University of Hong Kong

**Student Development Services**
**Student Life and Resources Section**

**STUDENT ACTIVITY FUND (LOCAL ACTIVITIES)**
**Application Guidelines**

1.  **Purposes of the Fund**

    1.1 To subsidize meaningful local student activities organised by student societies or individual students (UGC-funded students only), except exchange students.

    1.2 To support student societies in acquiring necessary programme equipment.

    1.3 To encourage students to organise & participate in local activities, so as to develop their leadership abilities and interpersonal skills, as well as cultivate their personal interests.

2.  **Eligibility**

    2.1 All registered student societies are eligible to apply.

    2.2 Applications from individual students (UGC-funded students only), except exchange students, which contribute to the enhancement of campus life may be entertained at the discretion of SDS.

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

3.  **Funding Strategy**

    To encourage student societies or individual students to organise quality activities enhancing students' out-of-classroom learning experience, applications will be assessed in terms of its objectives, planning, innovativeness and benefits to the participants/University/community. Extra funding will be allocated to support activities and/or new initiatives aligning with the **CIA Strategy** as detailed below:

    **C**ommunity Outreach
    - Outreach initiatives to foster the collaboration with secondary schools, external institutions, industries or a wider community
    - Social services to contribute to the community and serve people in need.

    **I**nternationalization
    - New initiatives to promote multi-cultural campus life
    - Endeavors to cultivate the integration and exchanges among local, non-local and international students in out-of-classroom context.

    **A**cademic Integration
    - Activities that demonstrate the application of knowledge learnt from academic and professional training in programme design and content
    - Programmes that enrich students' learning experience or strengthen the positive learning culture in the University

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

3.2 The amount of subsidy will normally not exceed 60% of the proposed budget, 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.

3.2.1 In general, the subsidy shall cover partial costs of the activity including transportation, accommodation, registration/ admission fee, project materials, training, souvenirs and insurance only.

3.2.2 For local 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.

## 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 Activity Fund (Local Activities).

4.3 For the applications of **student societies,** the applicant shall be the leader of the proposed activity and an office-bearer of the society concerned.

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

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.

## 5. Reimbursement Procedures and Remarks

5.1 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) 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 (2) for details of receipts accepted for reimbursements.

5.2 The subsidy is normally paid in form of reimbursement to the applicant upon satisfactory completion and submission of all documents in 5.1. 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.

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

5.4 **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.

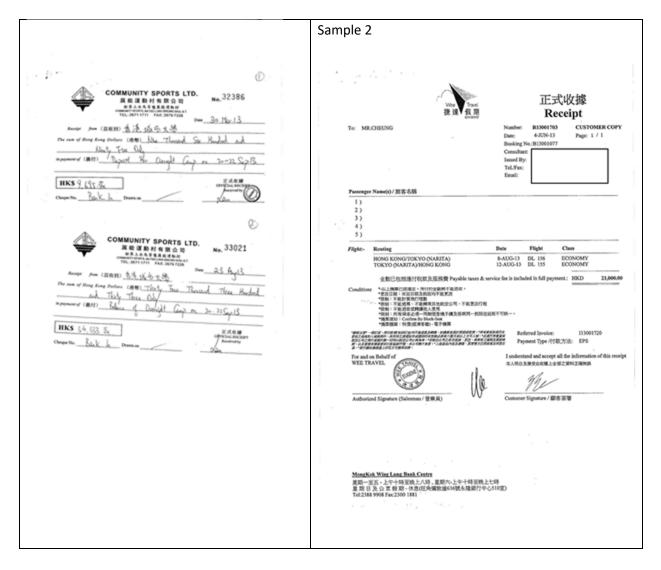## 6. Reference on Subsidy Allocations for Student Activities

- *Student Development Services reserves the right to amend the application guidelines and subsidy percentage/amount at any time as appropriate without prior notice.*

- *The percentage and amount listed below are for reference only and may vary with the nature of the event, overall quality of the proposal and the availability of fund etc.*

| Programmes / Projects / Events | Subsidy Percentage / Amount |
|---|---|
| Annual dinner, High table dinner, Re-union dinner etc. | Maximum $45 per head |
| Competition (local) | Maximum 30% of approved budget or $100 per head, whichever is lower<br><br>*(Extra funding support would be considered for large-scale competition or participant represents CityU.)* |
| Inauguration Ceremony | Maximum 30% of approved budget |
| Training Camp | Maximum 30% of approved budget or $140 per head, whichever is lower |
| Workshop / Training / Interest Class | Maximum 20% of approved budget or $55 per head, whichever is lower |

**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:

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: