****

**CITY UNIVERSITY OF HONG KONG**

**Student Development Services**

**Career and Leadership Fund**

Reference No.

(For office use only)

Application Form

*Notes to applicants:*

1. *Please read the Notes of Career and Leadership Fund 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 via email: CLFund@cityu.edu.hk.*
4. *Applicants must specify the amount of funding obtained from external parties 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. And the University reserves the right to demand the subsidy recipients for refunding, partially or in full, if they fail to fulfill the obligation(s) as required.*
6. *Career and Leadership Fund is restricted to support the activities of UGC-funded students.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Applicant (Staff in charge): | | |  | | | (Prof./Dr./Mr./Ms./Miss) | | |
| Position: |  | | | Department/Unit: | | |  | |
| Applicant’s Email: |  | | | Telephone No.: | | |  | |
| For Student Society Applicant Only | | | | | | | | |
| Name of Student Society: | | |  | | | | | |
| Name & Student ID of Student Leader: | | |  | | | | | ( ) |
| Email of Student Leader: | |  | | | Telephone No: | |  | |

**(A) Project Basic Information**

Project Title:

Destination (if outside Hong Kong):

**(B) Project Details**

Commencement Date of Event/Activity:

Completion Date of Event/Activity:

1. Project Aims:

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|  |

1. Intended Learning Outcomes (ILOs):

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| --- |
|  |

1. Student participants:

|  |  |  |
| --- | --- | --- |
| Number of students | Programme (if applicable) | Year |

1. Project Activities that achieve the ILOs in section II:

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| --- |
|  |

1. Schedule and Activity plan, including Dissemination:

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| --- |
|  |

1. Project Evaluation plan:

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1. Other special requirements, issues and safety arrangements:

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|  |

**(C) Project Budget**

|  |  |  |
| --- | --- | --- |
| Number of UGC-funded Students: |  |  |
| Number of Non UGC-funded Students (note 1): |  |  |
| **Total number of student participants:** |  |  |
| Number of staff (note 2) : |  |  |
| **Total number of participants:** |  |  |

**For local activities:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Expenses Breakdown** | **Budget Income Breakdown** | | | | | | | |
| **Contribution by UGC-funded Students** | | **Funding Support from Department** | | **Fund requested from**  **CLF** | | **Total** | |
| % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) |
| **Training Fee** |  |  |  |  |  |  |  |  |
| Name of Workshop 1  (HK$\_\_\_\_\_ per hour x \_\_\_\_\_ hours) |  |  |  |  |  |  |  |  |
| Name of Workshop 2  (HK$\_\_\_\_\_ per hour x \_\_\_\_\_ hours) |  |  |  |  |  |  |  |  |
| Sub Total (A) |  |  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |  |  |
| Printing materials |  |  |  |  |  |  |  |  |
| Contingency / Miscellaneous |  |  |  |  |  |  |  |  |
| Sub Total (B) |  |  |  |  |  |  |  |  |
| **Total (A+B)** |  |  |  |  |  |  |  |  |

**For oversea activities:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Expenses Breakdown** | **Budget Income Breakdown** | | | | | | | |
| **Contribution by UGC-funded Students** | | **Funding Support from Department** | | **Fund requested from**  **CLF** | | **Total** | |
| % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) | % | Amount (HK$) |
| **Variable cost for \_\_\_\_\_ UGC-funded students** |  |  |  |  |  |  |  |  |
| Airfare  (HK$\_\_\_\_\_ per student x \_\_\_\_\_ students) |  |  |  |  |  |  |  |  |
| Accommodation  (HK$\_\_\_\_\_ per student x \_\_\_\_\_ students) |  |  |  |  |  |  |  |  |
| Local Transportation and/or Tour  (HK$\_\_\_\_\_ per student x \_\_\_\_\_ students) |  |  |  |  |  |  |  |  |
| Sub Total (A) |  |  |  |  |  |  |  |  |
| **Other Expenses** |  |  |  |  |  |  |  |  |
| Airfare for staff member  (HK$\_\_\_\_\_ x \_\_\_\_\_ staffs) |  |  |  |  |  |  |  |  |
| Subsistence Allowance for staff member  ***(Foreign Currency)*** \_\_\_\_\_ per night x  ***(Exchange rate)*** X \_\_\_\_\_ nights x \_\_\_\_\_ staffs) |  |  |  |  |  |  |  |  |
| Printing materials |  |  |  |  |  |  |  |  |
| Souvenirs for hosting organisations |  |  |  |  |  |  |  |  |
| Contingency / Miscellaneous |  |  |  |  |  |  |  |  |
| Sub Total (B) |  |  |  |  |  |  |  |  |
| **Total (A+B)** |  |  |  |  |  |  |  |  |

Note:

1. Funding is restricted to support ***UGC-funded students*** enrolled in any undergraduate or postgraduate degree programmes.
2. Trip expenses of staff involved in the project have to be borne by organising department.
3. If an activity/event of the project will be held in July or August 2024, a separate budget for the aforesaid event should be prepared. The relevant budget, if approved, will be downloaded to the account of the department to which the applicant / Staff in charge (in case the applicant is a student society) belongs for the financial year ending 30 June 2025.
4. In the budget, Total Income should be equal to Total Expenses.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant (Staff in charge): | |  | | | |
| Signature: |  | |  | Date: |  |
| Head Approval: |  | | | | (Signature of the Head) |
| Name of the Head: |  | | | |  |
| Department/Unit: |  | | | |  |
| Date: |  | | | |  |

*Sep 2023*