

**City University of Hong Kong**

***Learning: Experience, Achieve, and Develop (LEAD) Scheme***

***Learning Experience Enhancement Initiatives***

**Application Form**

1. **Project Title**

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1. **Proposers** Note 1

* Each team should comprise of two to five student members, including a Team Leader.
* Team Leader and Members should be current full-time or part-time CityUHK students.

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| **Role** | **Name**  **(SURNAME, First Name)** | **Programme of Study** | **Year of Study** | **SID** | **CityUHK Email Address** | **Phone No.** |
| **Team Leader**  *(Required)* |  |  |  |  |  |  |
| **Team Member**  *(Max. 4)* |  |  |  |  |  |  |
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1. **Project Details (1,000 words maximum)**

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| *(Please provide the background, project objectives, proposed changes to the learning or campus environment, and methodology of implementing, managing, and monitoring the project.)* |

1. **Intended Learning Outcomes and Expected Results (300 words maximum)**

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| *(Please indicate the intended learning outcomes and expected results for improving the learning experience of CityUHK students.)* |

1. **Implementation Plan (Maximum duration up to 12 months)**

Please specify the action plan and timeline of each key task.

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| **Task** | **Month** | | | | | | | | | | | |
| **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** |
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1. **Project Management and Monitoring Measures**

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| *(Please specify the methods and procedures you will use to manage and monitor the project’s progress and outcomes.)* |

1. **Budget**
   1. **Expenditure**

Please read through the Funding Guidelines before categorising your budget items.

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| **Categories** | **Details of each item with justifications** | **Amount (HK$)** |
| Activity / Programme |  |  |
| Equipment |  |  |
| Venue |  |  |
| Printing |  |  |
| Others:\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| **Total Requested Funding (HK$)**  **(After deducting other funding support, if any, as stated below)** | |  |

* 1. **Income**
* Please declare if your project will receive/apply for other funding and/or charge participants for fees.
* To avoid double funding, the requested funding in the table above should deduct the forecast income / other funding support.

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| **Categories** | **Details**  **(Please specify the details of each item)** | **Amount (HK$)** |
| Other Funding |  |  |
| Income |  |  |

1. **Supporting Information / Document (optional)**

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| *(Please provide information which could support your application, e.g. supporting letters from beneficiaries, quotations of the budgeted items, if any)* |

1. **Project Advisor (preferred)** Note 2

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| Name (SURNAME, First Name): |  |
| Department / Unit: |  |
| Position: |  |
| Email address: |  |
| Signature: |  |

Notes to Applicants:

1. Student’s remaining year of study should not be shorter than the duration of the proposed project.
2. A Project Advisor should be a full-time CityUHK academic or non-academic staff member at the rank of Executive Officer or above from a unit related to the proposed project. The Project Advisor is expected to assist with the internal administrative procedures to help facilitate the implementation of the LEAD project. This includes providing guidance and support to the students to ensure the smooth execution of the project within the campus.