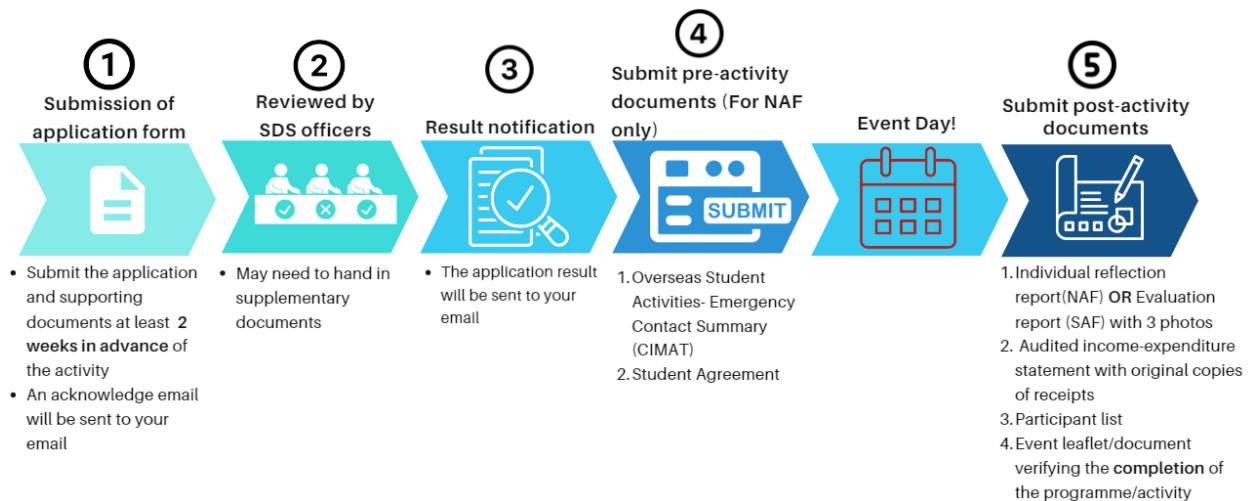香港城市大學
City University of Hong Kong

Student Development Services

Student Life and Resources Section

STUDENT ACTIVITY FUND (LOCAL ACTIVITIES)

Application Guidelines

STUDENT ACTIVITY FUND APPLICATION FLOW CHART

① Submission of application form
- Submit the application and supporting documents at least **2 weeks in advance** of the activity
- An acknowledge email will be sent to your email

② Reviewed by SDS officers
- May need to hand in supplementary documents

③ Result notification
- The application result will be sent to your email

④ Submit pre-activity documents (For NAF only)
1. Overseas Student Activities- Emergency Contact Summary (CIMAT)
2. Student Agreement

Event Day!

⑤ Submit post-activity documents
1. Individual reflection report(NAF) **OR** Evaluation report (SAF) with 3 photos
2. Audited income-expenditure statement with original copies of receipts
3. Participant list
4. Event leaflet/document verifying the **completion** of the programme/activity

1. Purposes of the Fund

1.1. To subsidise meaningful local student activities organised by student organisations or individual students (UGC‑funded students only), except exchange students.

1.2. To support student organisations in acquiring necessary programme equipment.

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

2. Eligibility

2.1. All registered student organisations 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 programmes, internships or programmes that are part of the course requirements will NOT be subsidised.

3. Funding Strategy

3.1. To encourage student societies or individual students to organise quality activities to enhance students' out-of-classroom learning experience, applications will be assessed in terms of its objectives, planning, novelty 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:

- Community 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.

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

- Academic Integration
    - Activities that demonstrate the application of knowledge acquired 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.

3.2. If applicants submit two or more applications for a subsidy in the same academic year, the amount of subsidy may be reduced accordingly.

3.3. 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.; applicants in events of similar or equivalent nature may not necessarily receive the same amount of subsidy.

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

3.5. For local transportation expenses, only those that are incurred via modes of public transport (excluding the hire of taxis) will be partially subsidised; 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.

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4.3. 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).

4.4. For the applications of student organisations, the applicant shall be the leader of the proposed activity or the student officer of the organisation concerned.

4.5. The applicant must declare if other source(s) of sponsorship/ funding are applied for the same activity.

4.6. Applicants should receive a confirmation email within 5 working days after submitting the application form. If no email is received, they should contact the Student Development Services (SDS).

4.7. SDS staff may meet the applicant to discuss the details and the budget of the proposed activity.

4.8. An official email indicating application result and required pre and post activity documents will be sent to the email address provided in the application form.

5. Reimbursement Procedures and Remarks

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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:

1) Evaluation report of the activity, including but not limited to the assessment of the process and outcomes, feedback from participants (if any), etc.

2) Audited income‐expenditure statement*, supported with valid original copies of receipts**

3) At least 3 photos of the activity (Please note that the photos provided will be released

4) in any form on CityUHK's social media and commemorative publications for the purpose of education and publicity.)

5) Participant list

* Audited income‐expenditure statement must be signed by the President and Financial Secretary

**Please refer to Appendix 1 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 subsidised 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.

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

Appendix 1: Receipts Accepted for Reimbursements

1. SDS reserves the right to reject any receipts that do not comply with the requirements below.

2. Applicants must submit original hard copy receipts to SDS. **Invoices will not be accepted**. The submitted original receipts will not be returned; applicants should make copies for their own records if necessary.

3. All receipts are required to show the company name, product name, quantity, and price of each item clearly.

4. Applicants should stick the original receipts on A4-sized papers and assign a reference number to each receipt.

5. For receipts printed by a cash register, applicants must photocopy them and submit the photocopies along with the originals.

6. If only electronic receipts are available, applicants must print out the e-receipt and submit the hard copy which consists of the company stamp, or applicants must sign to declare that the e-receipt is the only receipt issued by the company in case no company stamp is available. Otherwise, the e-receipts will **not be accepted**.

7. Only official receipts are accepted; screenshots of transactions, booking confirmations, invoices, quotations, and credit card payment slips etc. will **NOT** be accepted.

Samples of **accepted** receipts:
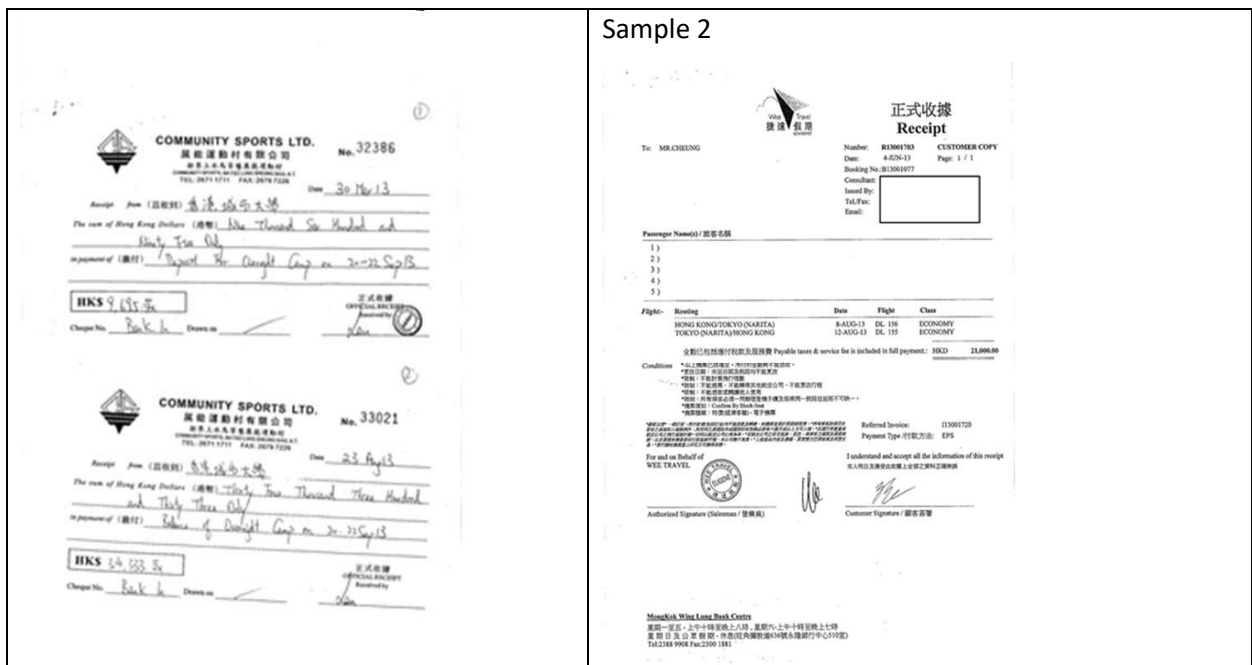
Sample 2

Samples of **unaccepted** booking confirmations for flight/ accommodation:

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