

City University of Hong Kong  
School of Continuing and Professional Education (SCOPE)  
Student Development Unit (SDU)

**STUDENT ACTIVITIES FUND GUIDELINES**

**1. Purposes of the Fund**

- 1.1 To subsidize meaningful student activities organized by SCOPE full degree and full-time top-up students.
- 1.2 To encourage students to organize & participate in student activities, so as to develop their leadership abilities and interpersonal skills, as well as cultivate their personal interests.

**2. Eligibility**

- 2.1 All SCOPE full degree and full-time top-up students are eligible to apply for the subsidy.
- 2.2 Applications can be from individuals or student groups. The proposed activities will contribute to the enhancement of campus life.

**3. Funding Strategy**

To encourage students to organize quality activities in enhancing students' out-of-classroom learning experience, applications will be assessed in terms of its objectives, planning, innovativeness and benefits to the participants/School/community.

**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.

**Academic Integration**

- Activities that demonstrate the application of knowledge learnt from academic and professional training in programme design and content
- Activities that enrich students' learning experience or strengthen the positive learning culture.

- 3.1 Priority will be given to the proposal where there are synergies across programmes and mode of deliveries.
- 3.2 The amount of subsidy depending on the nature of the event, overall quality of the proposal and the availability of fund etc.

**4. Administrative Procedures**

- 4.1 There are **TWO** rounds of applications in a year: First Round 10<sup>th</sup> March and Second Round 10<sup>th</sup> July. On exceptional cases, ad hoc applications may be entertained upon request depending on the nature of the activities. All applications should be submitted to the SDU at least 6 weeks in advance of the activity.

- 4.2 Applications shall be submitted on a prescribed application form which could be downloaded at the SDU website. Individuals and student groups can submit applications. Funding allocation will be made according to the guidelines of Student Activities Fund and the amount of subsidy will normally not exceed 60% of the proposed budget.
- 4.3 SDU staff may meet with the applicant to discuss the details and the budget of the proposed activity.
- 4.4 The applicant will be informed of the result of the application in writing no later than 2 weeks after the respective application deadline.
- 4.5 The applicant must submit an evaluation report together with an income-expenditure statement, supported with original copies of receipts, to SDU within 30 days after the completion of the activity. If the applicant fails to do so, the approved subsidy will be considered forfeited.

## **5. Reimbursement Arrangements**

- 5.1 The subsidy is normally paid in form of reimbursement to the applicant upon submission of the documents mentioned in 4.5. Any expenditure incurred from the activity shall first be met by fees received from the participants and other income sources. The activity will only be subsidized when all the aforesaid income is exhausted. If the applicant has spent less than the proposed budget, the maximum amount could be claimed is 60% of the actual amount spent.
- 5.2 The applicant may only submit original copies of receipts with the approved amount to SDU. Please note that the submitted original copies of receipts will not be returned, please make copies for record if necessary.
- 5.3 If only electronic receipts are available, please note that company stamp is required on the e-receipts. Without the company stamp, the applicant has to declare the e-receipt is the only receipt issued by the company with his/her signature. Otherwise, the e-receipts will not be accepted.
- 5.4 If the conducted activity or submitted financial statement varies considerably from the original proposal, SDU staff may interview the applicant for clarification and reserves the right to withhold the subsidy.

## **6. Enquiries**

Students are welcome to contact SDU ([sdu@scope.edu](mailto:sdu@scope.edu)) for further information and advice.

**Reference on Subsidy Allocations for Student Activities***Points to Note:*

- *Student Development Unit reserves the right to amend guidelines and subsidy percentage/amount at any time as appropriate without prior notice.*
- *The percentage and amount listed below are for reference only. It does not represent a confirmed subsidy amount.*

<b>Programmes / Projects / Events / Activities</b>	<b>Subsidy Percentage / Amount</b>
Recreational	Maximum 60% of approved budget or \$45 per head, whichever is lower
Competition (local)	Maximum 30% of approved budget or \$100 per head, whichever is lower
Outreaching/ Social Service	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

**Tips on reimbursement**

1. An evaluation report together with an income-expenditure statement, supported with original copies of receipts must be submitted to SDU within **30 days** after the completion of the activity. If the applicant fails to do so, the approved subsidy will be considered forfeited.
2. The applicant may only submit original copies of receipts with the approved amount to SDU. The submitted original copies of receipts will not be returned, please make copies for record if necessary.
3. Please stick the original receipts on A4 sized papers and arrange a reference number for each receipt.
4. If only electronic receipts are available, please note that company stamp is required on the e-receipts. Without the company stamp, the applicant has to declare the e-receipt is the only receipt issued by the company with his/her signature. Otherwise, the e-receipts will not be accepted.
5. All receipts are required to show the company name, product name, quantity and price of each item clearly.
6. For those receipts printed with cash register, please make copy and submit them together with the originals.