

## THE UNIVERSITY OF HONG KONG

### Application Procedures for Funding Allocation to Registered Student Societies

The procedures set out in this document apply to all student societies registered with CCSO. The final approval of applications shall rest with the Advisory Committee on Co-curricular Support. For more background information about the funding allocation, please refer to CCSO's website for the Guidelines on Funding Allocation to Registered Student Societies, which is worked out by the Consultative Committee on Funding Allocation to Registered Student Societies (CCFARSS).

#### **Timeline of Funding Application in 2023/24**

2. The application timeline of five funding categories are listed as follows:


Funding Categories	Application Timeline	
	Item	Application Deadline
Activity-based Funding	<u>Step 1</u> Application Before Activity	<u>Application throughout the year with three cut-off dates</u>  <u>1<sup>st</sup> Cut-off: October 30, 2023</u> [Activity Period: Starting from November 1 to October 31 of the following year] <u>2<sup>nd</sup> Cut-off: February 20, 2024</u> [Activity Period: Starting from March 21 to October 31] <u>3<sup>rd</sup> Cut-off: June 15, 2024</u> [Activity Period: Starting from July 16 to October 31]
	<u>Step 2</u> Reimbursement of approved Activity-based Funding After Activity	Within one month after the activity
Flat-rate Funding (HK\$4,000 to each student society registered before September 1, 2023)	September 25, 2023	
University-wide Activities Funding	Call for proposals/ ideas in October 2023	
Equipment Acquisition Funding	<u>Round 1</u> February 1 - 29, 2024	
	<u>Round 2</u> August 1 - 31, 2024	
Contingency Funding	N/A (applicable to contingency situations only)	


#### Remarks:



Late application will not be accepted.

## Application Forms and Procedures

3. The application forms and procedures of five funding categories are listed as follows:

	Funding Categories	Application Form Links and QR Codes	Procedures
A	Activity-based Funding	<p><u><a href="#">Step 1 Application Before Activity:</a></u>  <a href="#">Click Here</a></p> 	<p>(i) This funding requires <b>approval before the activity</b> takes place and <b>retrospective application is not accepted</b>. No subsidy will be provided without obtaining approval.</p> <p>(ii) Student societies are required to submit an online application which includes the following information before the activity:</p> <ul style="list-style-type: none"> <li>- Registered student society name</li> <li>- Activity proposal with a financial budget that contains <ul style="list-style-type: none"> <li>➤ Event name</li> <li>➤ Date</li> <li>➤ Venue</li> <li>➤ Expected no. of participant</li> <li>➤ Co-organizer(s)/Partner(s), if any</li> <li>➤ Event proposal (e.g. objectives, aims, expected outcomes)</li> <li>➤ Financial budget plan endorsed by the Executive Committee, which includes: <ul style="list-style-type: none"> <li>▪ Breakdown of each expenses item</li> </ul> </li> <li>➤ Relevant supporting document(s) for Special Items only, if any</li> </ul> </li> <li>- Total amount of funding requested by expenses items</li> </ul> <p>(iii) Submission without all required information will be considered incomplete and will not be processed.</p>

	<b>Funding Categories</b>	<b>Application Form Links and QR Codes</b>	<b>Procedures</b>
A	Activity-based Funding (cont'd)	<p data-bbox="501 327 708 539"><u>Step 2</u> Reimbursement of approved Activity-based Funding After Activity: <a href="#">Click Here</a></p> 	<p data-bbox="737 327 1353 465">(iv) Student societies are required to submit an online reimbursement application which includes the following information within one month after the activity:</p> <ul style="list-style-type: none"> <li data-bbox="801 477 1264 510">- Registered student society name</li> <li data-bbox="801 517 1315 551">- Activity report with financial details <ul style="list-style-type: none"> <li data-bbox="858 555 1066 589">➤ Event name</li> <li data-bbox="858 595 970 629">➤ Date</li> <li data-bbox="858 636 995 669">➤ Venue</li> <li data-bbox="858 676 1139 710">➤ No. of participant</li> <li data-bbox="858 716 1343 750">➤ Co-organizer(s)/Partner(s), if any</li> <li data-bbox="858 757 1353 813">➤ Event summary (e.g. objectives, aims, outcomes, evaluations)</li> <li data-bbox="858 819 1353 909">➤ Event income and expenses report with endorsement from the Executive Committee</li> <li data-bbox="858 916 1353 1028">➤ Relevant supporting document(s) with clear description of item(s) to be reimbursed</li> </ul> </li> <li data-bbox="801 1034 1353 1102">- Total amount of funding requested by expenses items</li> <li data-bbox="801 1108 1353 1176">- Activity photos which show the reimbursed item(s)</li> <li data-bbox="801 1182 1353 1216">- Financial particulars of student society</li> </ul> <p data-bbox="737 1249 1353 1388">(v) Submission without receipt(s)/ valid payment proof/ all required information will be considered incomplete and will not be processed.</p> <p data-bbox="737 1435 1353 1503">(vi) Submission without registered student society chop will not be accepted.</p>

	<b>Funding Categories</b>	<b>Application Form Links and QR Codes</b>	<b>Procedures</b>
B	Equipment Acquisition Funding	<a href="#">Click here</a> 	<p>(i) This is a reimbursement-based funding.</p> <p>(ii) Student societies are required to submit an online application which includes the following information:</p> <ul style="list-style-type: none"> <li>- Registered student society name</li> <li>- Summary on equipment requested, quantity, unit cost and justification</li> <li>- Amount of total funding requested</li> <li>- Relevant supporting document(s)</li> </ul> <p>(iii) Submission without registered student society chop will not be accepted.</p>
C	Flat-rate Funding	Financial Particulars: <a href="#">Click Here</a> 	<p>(i) Each student society successfully registered with CCSO before September 1 of the respective year will be granted a flat-rate subsidy of HK\$4,000.</p> <p>(ii) Eligible student societies are required to submit their Financial Particulars to CCSO for funding disbursement.</p>
D	University-wide Activities Funding	N/A	Call for proposals/ ideas will be announced to all full-time students.
E	Contingency Funding	N/A	Only applicable to contingency situations. Please approach CCSO whenever deemed appropriate.

Co-curricular Support Office, The Registry  
 December 13, 2022  
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