

# HKU 81 Inclusion Fund

## Application Guidelines

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HKU 81 Inclusion Fund (the Fund) was set up in 2006 by the Class 81 with the overall objective to promote equal opportunity and social inclusion for people with a disability\* as part of its Silver Jubilee Reunion Programme.

### **A. Eligibility**

#### **1. Regular application system**

- i. Projects should aim to promote equal opportunity and social inclusion for people with a disability\* through programmes that are organized by and/or for students of the University
- ii. The Fund supports projects that are conducted by individual students, student societies or individual student groups of the University
- iii. Funding of projects that take the following forms will be considered:
  - 1. Voluntary service;
  - 2. Publications;
  - 3. Education programmes;
  - 4. Learning activities (such as events and seminars) which meet the overall objective of the Fund.
- iv. The project duration of applications should not exceed **6 months**
- v. Projects can take place in- or outside of Hong Kong.

#### **2. Mental Health Education Scheme application system**

- i. The Mental Health Education Scheme offers funding for innovative student- or staff-initiated projects to promote mental health awareness and to fight against stigma on the HKU campus

- ii. Preventive programmes and educational activities on topics such as specific mental illnesses, student stress, positive psychology, and resilience building are encouraged. Proposed activities must focus on *specific aspects* of mental health but not ‘mental health’ as a broad topic
- iii. Individual students, student societies, individual student groups and **staff** of the University are eligible to apply for funding under the Mental Health Education Scheme
- iv. The project duration of applications should not exceed **6 months**
- v. Projects **must take place** on the University campus.

## **B. Funding Available**

- I. The funding level depends on the merits of the project proposal and the available resources of the Fund. Projects which involve active and extensive participation of students and graduates will be given higher priority. Projects will be funded on a first-come-first-served basis.
- II. The funding granted to each project submitted via either the Regular application system or the Mental Health Education Scheme application system may not exceed **HK\$5,000**. The Steering Committee may exercise discretion to approve grants over the limit.

## **C. Application Procedure**

- I. Applicants should submit the completed application form ([regular application](#) / [Mental Health Education Scheme application](#)) and the following materials<sup>1</sup> to the Counselling and Person Enrichment Section, Centre of Development and Resources for Students (CEDARS) via email at [cedars-cope@hku.hk](mailto:cedars-cope@hku.hk):
  - a. A project proposal (in English only). For further guidance and expectations set for the completion of the project proposal, please refer to the **project proposal guidelines**
  - b. Any relevant supplementary information in the form of appendices (maximum **10 sides**)
  - c. Background information of student groups or societies (if applicable).
- II. The main content of the project proposal<sup>1</sup> should be typescript (in 12-point font, single spacing) and include ALL sections listed in the **project proposal guidelines**
- III. Successful applicants will be disqualified and/or, where appropriate, be required to refund the Grant if he/she provides any false or misleading information to the Steering Committee.

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<sup>1</sup> Please ensure your application documents are accessible documents. For text documents, Microsoft Word format is preferred.

- IV. Applicants **must** disclose any other income source(s) (pending or secured) used to finance the project on the application form. Applicants have the responsibility to inform CEDARS once new funding source(s) is (are) secured. Otherwise, any approved funding from the HKU 81 Inclusion Fund will be withdrawn.

#### **D. Application Deadline: 17 February 2017 (Friday)**

#### **E. Assessment of Application**

Funding decisions will be made after the deadline in November and April of each academic year. Applicants will be notified of the application result via email.

#### **F. Project Completion Date**

Under normal circumstances, projects should be completed within six months upon funding approval. **All changes** to approved projects including deferral of the project completion date requires the approval of the Steering Committee in advance. Requests should be made by sending a formal email to [cedars-cope@hku.hk](mailto:cedars-cope@hku.hk).

#### **G. Report and Evaluation**

- I. Project applicant is required to submit a final report within one month of project completion. For further guidance and expectations set for the completion of project final report, please refer to the [final report guidelines](#). Upon the completion of projects, project teams may be invited to present their project findings and outcomes to the HKU community and wider public.
- II. Project applicant should submit *at least* **ONE PHOTO** of project activities and where applicable, other supplementary material with the final report such as publications, reports on trips/conferences and videos.
- III. Due acknowledgement of the Fund must be included in all publicity materials, reports and outputs of the project.
- IV. If needed, CEDARS may also invite project teams for meetings to review the progress during the project implementation phase.

\* The definition of "disability" in these Funds follows the Disability Discrimination Ordinance under Hong Kong law. For details, please refer to: <http://www.eoc.org.hk/EOC/GraphicsFolder/DDOandI.aspx?DDO=1>