2018 – 2019
2nd Round

HSIN CHONG – K.N. GODFREY YEH EDUCATION FUND
FOR JOINT STUDENT PROJECTS

HK$97,100

is available as subsidies for joint projects to be undertaken by
students from at least three of the nine institutions:

City University of Hong Kong
Hong Kong Baptist University
Hong Kong Shue Yan University
Lingnan University
The Chinese University of Hong Kong
The Education University of Hong Kong
The Hong Kong Polytechnic University
The Hong Kong University of Science and Technology
The University of Hong Kong

Application form and details about the subsidies are available at
Centre of Development and Resources for Students (CEDARS)
3/F, Meng Wah Complex

Website: http://cedars.hku.hk    Enquiries:  3917 2305

Closing date for 2nd Round: 22 February 2019
Hsin Chong - K.N. Godfrey Yeh Education Fund
for Joint Student Projects 2018 – 19
(2nd Round)

The Incorporated Trustees of the Hsin Chong – K. N. Godfrey Yeh Education Fund will make available **HK$97,100** to award subsidies for joint student projects to be undertaken by the nine institutions, namely, City University of Hong Kong, Hong Kong Baptist University, Hong Kong Shue Yan University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong.

**PURPOSE**

The purpose of the subsidies is to enhance mutual understanding and cooperation among students of the tertiary institutions and to encourage creative and constructive endeavours which are conducive to students’ learning and overall development. A joint student project is a project that is organized jointly by students from **at least three or more tertiary institutions as listed above**. The project can be on any subject matter which may or may not be related to the applicants’ subject of studies. The project can be undertaken locally or aboard.

**ELIGIBILITY**

The Fund shall be open for application by all **full-time** students of the nine institutions as individuals or student societies.

**ASSESSMENT CRITERIA**

Awards will be on a competitive basis, and consideration will be given to the overall merit of each application including creativity and originality of the project; its contribution to the promotion of student activities and student services in general and its overall viability in implementation. Priority will be given to worthwhile projects which involve a large number of students whether as participants or organizers.

**AMOUNT OF AWARD**

The award is intended as a subsidy for encouragement of project. Normally they only cover part of the total expenses required. However, full subsidies may be awarded for distinguished projects. Successful applicants are expected to make proper acknowledgement of the Incorporated Trustees of the Hsin Chong – K. N. Godfrey Yeh Education Fund on the promotion materials of their projects.

**PROJECT COMPLETION DATE**

Under normal circumstances projects must be completed on or before 31 August 2019.

**REIMBURSEMENT OF FUND**

All recipients are required to submit to **the Student Affairs Office of the university** in which the project leader is studying a report, a financial statement together with **original receipts of expenditures within ONE month upon completion of the project** for onward submission to the Secretary of the Selection Committee for Hsin Chong - K.N. Godfrey Yeh Education Fund for Joint Student Projects. The Secretary of the Selection Committee will arrange payment to the project leader if the report and the financial statement are in order.

**ADMINISTRATIVE PROCEDURES**

1. The Selection Committee will assess the applications and make recommendations to the Secretary of the Trustees for approval of the Board.

2. The Secretary of the Selection Committee will inform the applicants of the result of their applications. Such information will also be sent to the nine institutions for information.

3. Allocation of project funds would be in the form of reimbursement.
4. The work schedule will be as follows:

<table>
<thead>
<tr>
<th>Date/Period</th>
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<tbody>
<tr>
<td>Invitation of 2nd round applications</td>
</tr>
<tr>
<td>January 2019 - February 2019</td>
</tr>
<tr>
<td>Deadline for submission of applications</td>
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<tr>
<td>22 February 2019</td>
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<tr>
<td>Assessment of applications (Interviews will be conducted if necessary)</td>
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<tr>
<td>Late February 2019</td>
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<tr>
<td>Recommendations to Hsin Chong</td>
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<td>Early March 2019</td>
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<td>Commencement of projects</td>
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<td>March 2019</td>
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<td>Announcement of results</td>
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<td>Mid March 2019</td>
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<tr>
<td>Completion of projects</td>
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<tr>
<td>End of August 2019</td>
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<tr>
<td>Submission of report, financial statement &amp; original receipts</td>
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<tr>
<td>Within one month upon completion of project</td>
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</table>

Application form and details about the subsidies are available at the Centre of Development and Resources for Students (CEDARS) and the webpage of CEDARS [http://cedars.hku.hk](http://cedars.hku.hk)
1. Name of Proposed Project _________________________________________________________

2. Amount of Subsidy Applied (HK$) _______________________

3. Amount of Subsidy Approved by Other Organizations / Under Application (HK$) _____________

4. Particulars of Project Leader
   Name ____________________________________      Student No. ________________________
   Society being represented & Position (if relevant)______________________________________
   Institution & Faculty/Department ___________________________________________________
   Course & Year of Studies _________________________________________________________
   Address _______________________________________________________________________
   Contact Telephone No _______________________          Email  __________________________

5. Particulars of the Second Contact Person
   Name ____________________________________      Student No. ________________________
   Society being represented & Position (if relevant)______________________________________
   Institution & Faculty/Department ___________________________________________________
   Contact Telephone No _______________________          Email  __________________________

   _________________________________________________________________________________
   Signature of Project Leader   Chop of Society         Date  _____________________________
   (if applicable)

Please attach a proposal which gives details of the following:

A. Particulars of Project Organizers
   - For Student Societies: Name of societies and respective institutions
   - For individuals: Name of students with respective institutions, faculties/departments, course and year of studies, address & contact no.

B. Particulars of the Proposed Project
   - Objectives, methods in achieving the objectives, proposed dates, proposed venue (if conducted locally), destination & itinerary (if conducted abroad), details of target participants (no. of students & staff from each institution, other participants), contribution to the promotion of student activities and student services in general.

C. Budget plan (subsidies expected from Hsin Chong, other subsidies approved by other organizations or under application, other sources of income and expenditures in details)
Completed application form together with the detailed proposal should be sent to the Centre of Development and Resources for Students (CEDARS). For enquiries, please contact CEDARS at 3917 2305 (3/F, Meng Wah Complex).

6. To facilitate the consideration of Selection Committee, please invite your advisor to comment on the proposed project.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
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_____________________________________________________________________________

Name of advisor ____________________________  Tel. No. ___________________________
Position ___________________________________
Faculty/Dept ___________________ Institution/Organization _____________________
Signature __________________________ Date _____________________________________

7. Recommendation by staff of the Student Affairs Office of the institution in which the project leader is studying.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Name of staff _________________________________ Tel. No. ______________________
Position _________________________    University/Institution __________________________
Signature _________________________________        Date ____________________________

(Information provided in this application form will only be used for processing the application for Hsin Chong – K.N. Godfrey Yeh Education Fund for Joint Student Projects 2018-19. The application form and supporting documents will not be returned.)