2019 – 2020
1st Round

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

HK$230,000

is available as subsidies for joint projects to be undertaken by students from at least three of the ten 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 Hang Seng 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)
Website: http://cedars.hku.hk   Enquiries: 39172305

Closing date for 1st Round: 2 December 2019

* Subject to the availability, the Fund will be open for the second round application sometime in Jan/Feb 2020
The Incorporated Trustees of the Hsin Chong – K. N. Godfrey Yeh Education Fund will make available HK$230,000 to award subsidies for joint student projects to be undertaken by the ten 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 Hang Seng 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 ten 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 2020.

REIMBURSEMENT OF FUND
All recipients are required to submit to Centre of Development and Resources for Students (CEDARS) 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 ten 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 1st round applications</td>
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<tr>
<td>Deadline for submission of applications</td>
</tr>
<tr>
<td>Assessment of applications</td>
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<tr>
<td>(Interviews will be conducted if necessary)</td>
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<tr>
<td>Recommendations to Hsin Chong</td>
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<tr>
<td>Commencement of projects</td>
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<tr>
<td>Announcement of results</td>
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<tr>
<td>Completion of projects</td>
</tr>
<tr>
<td>Submission of report, financial statement &amp;</td>
</tr>
<tr>
<td>original receipts</td>
</tr>
<tr>
<td>Within one month upon completion of project</td>
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</tbody>
</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)
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)

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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)
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 Centre of Development and Resources for Students (CEDARS).

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

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 2019-20. The application form and supporting documents will not be returned.)