Application Procedure

1. Complete Parts B & C.
2. Send the completed form to CEDARS by email (cedars@hku.hk) or in hardcopy to 3/F Meng Wah Complex.
3. Wait for an interview (if necessary).

GRANTS TO STUDENT SOCIETIES
Application Form

Instructions

PART A

1. Only student societies registered with the University via Co-curricular Support Office are eligible to apply.
2. Awards are made as token subsidies to encourage societies to organize activities of various kinds and are not meant to assist a society to generate a surplus. Fund-raising activities are therefore excluded.
3. Subsidies are paid in the form of reimbursement to society’s bank account upon the completion of the following requirement: submission of a brief written report within one month of the completion of the activity; submission of an audited financial statement and a letter of thanks to the Donor.
4. Applications are open throughout the year.
5. Applicants will be notified in writing of the result of their applications.
6. Submission of incorrect/incomplete information may cause delay/disqualification.
7. All applications must reach this Centre at least 2 weeks before the date of commencement of the activity under application. Retrospective application will not be considered.

PART B

1. Name of Student Society: __________________________ (NOT ORGANIZING COMMITTEE)
2. Name of Activity: __________________________
3. The Activity:
   a. Date(s): __________________________
   b. Place: __________________________
   c. Number of persons involved in organizing the activity: __________ persons.
   d. Number of persons expected to participate: __________ HKU students.
      __________ other persons.
   e. Nature and purpose of activity:
      Please attach programme / proposal of the activity
4. Society’s Bank Account:

Full Name of Society: ________________________________

Name of Bank: ________________________________

Account No.: ________________________________

5. Budget for the Activity: (Use separate sheet as appropriate)

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditure (Please list clearly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Grant expected from CEDARS</td>
<td>$</td>
</tr>
<tr>
<td>ii. Grant/sponsorship from other units</td>
<td>$</td>
</tr>
<tr>
<td>iii. Grant from applicant’s society</td>
<td>$</td>
</tr>
<tr>
<td>iv. Others - please specify:</td>
<td>$</td>
</tr>
</tbody>
</table>

| TOTAL:                        | TOTAL:                             |

Signature of Applicant: ________________________________

Name in Block Letters: (Mr./Miss) ________________________________

Position in Society: ________________________________

Contact Telephone: ________________________________

Date: ________________________________

Email Address: ________________________________

PART C (To be completed by the Chairperson of the student society)

I confirm the above budget is correct.

My comments on the application (if applicable):

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

Date: ________________________________

Chop: ________________________________

Signature: ________________________________

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