

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).

For Office Use Only

Application Received _____

Result: Rejected/Approved _____

Result Endorsed by _____

Application informed on _____

Subsidy Requisitioned _____

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)

<u>Income</u>		<u>Expenditure</u> (Please list clearly)
i. Grant expected from CEDARS	\$	
ii. Grant/sponsorship from other units	\$	
iii. Grant from applicant's society	\$	
iv. Others - please specify:	\$	

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