



**For Office Use Only**

Application Received \_\_\_\_\_

Result: Rejected/Approved \_\_\_\_\_

Result Endorsed by \_\_\_\_\_

Application informed on \_\_\_\_\_

Subsidy Requisitioned \_\_\_\_\_

**Application Procedure**

1. Complete Parts B & C.
2. Send the completed form to CEDARS by email ([cedars@hku.hk](mailto: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)

<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: \_\_\_\_\_

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**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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Date

Chop

Signature