

## **CEDARS Fund for Student Initiatives on SEN**

### **Application Guidelines**

#### **1. Objective**

“CEDARS Fund for Student Initiatives on Special Educational Needs” (The Fund) is set up to support student initiatives to promote social inclusion and enhance better understanding among members of the University on the challenges and abilities of people with Special Educational Needs (SEN). In this context, SEN refers to physical and sensory disabilities, learning and developmental disabilities, mental illnesses, chronic medical illness, brain injury, or more than one type of disabilities.

#### **2. Eligibility**

- 2.1. Current HKU students are eligible to apply;
- 2.2. The proposed activities or projects must meet the objectives of the Fund as listed in Part 1 of this Application Guidelines and be held and completed within the period between July 2019 and October 2020. The activities may include experiential days, site visits and service learning opportunities organized in and outside Hong Kong; and
- 2.3. No retrospective application will be considered.

#### **3. Application Procedures**

- 3.1 Application form is available [here](#);
- 3.2 Applicants should submit the completed application form to Counselling and Person Enrichment Section of CEDARS (CEDARS-CoPE) via email [cedars-SEN@hku.hk](mailto:cedars-SEN@hku.hk); and
- 3.3 Applicants will be notified of application results by email within 3 weeks after submission of all required documents.

#### **4. Selection Criteria**

- 4.1. Applications will be assessed on the basis of the followings:
  - i. capability of fulfilling the objectives of the Fund;
  - ii. effectiveness of raising participants’ awareness and understanding of SEN;
  - iii. originality and practicality of the proposed projects; and
- 4.2. Applicants may be invited for a meeting to present their proposed projects.

#### **5. Maximum Fundable Amount**

HK\$8,000. Discretion will be exercised to approve additional grants for projects with strong justifications.

## 6. Financial Arrangement

- 6.1. Payment of the Fund will be made on reimbursement basis and claims should be supported by original receipts;
- 6.2. Project team is required to complete a short evaluation report, along with all required supporting documents and original receipts of the reported expenditures, to CEDARS-CoPE **within two weeks** upon completion of the respective activities or projects.
- 6.3. The reimbursement will be made upon satisfactory acceptance of final auditing and the evaluation report.

## 7. Important Notes

- 7.1. The Fund is a token subsidy and does not mean to assist any students/student societies to generate income or profit. Project teams with other sources of funding can also apply for the Fund, but the total amount obtained from different sources must not exceed the total expenditure. Moreover, applicants are required to declare and report on details of any subsidies and sponsorships already received at the time of application or as soon as they are awarded. CEDARS reserves the right to reduce or withdraw its financial support to the project upon verification.
- 7.2. To echo the HKU's Ditch Disposable Campaign, project team is required to adopt measures in stopping to buy for or distribute single-use plastic water bottles (1 litre or less in volume) to speakers or participants at any events, and following the practices recommended by the Sustainability Office. For details, please visit: <http://www.sustainability.hku.hk/sustainable-hku/ditch-disposable/PolicyDPB>

## 8. Crafting Your Projects

If you have any preliminary project ideas and would like to get some advice to turn them into feasible and impactful projects. Please come and discuss with us.

## 9. Contact

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Enrichment (CoPE)  
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