HKU Class of '84 Social Inclusion Fund
Social Inclusion Activities Grant
Application Guidelines

A.   Objectives

The HKU Class of '84 Social Inclusion Fund (the Fund) was set up by the Class 84 in 2009 to celebrate the silver jubilee of their graduation. The Fund was also supported by Stanley Ho Alumni Challenge. The Fund has the following aims:

(a)   To encourage students of the University to participate and take lead in social inclusion activities in Hong Kong;

(b)   To train leaders of tomorrow with commitment to the promotion of social harmony; and

(c)   To support the University and its students in establishing their leading position in advocating social inclusion.

B.   Eligible Projects

1.   Supported by the Fund, the Social Inclusion Activities Grant (The Grant) finances social inclusion activities **in Hong Kong** which are organized or led by HKU students or student bodies. Projects should involve the participation of local and non-local students, or hall/college residents and commuting students, with community involvement (i.e. services within Hong Kong or having participants/collaborators from the local community).

2.   Social inclusion activities refer to activities that are conducive to the promotion of harmony amongst members of the public in Hong Kong who are divided into sectors on the basis of:

(a)   Ethnic origin;
(b)   Race;
(c)   Cultural origin;
(d)   Gender; or
(e)   Religion.

3.   The activities under application should take the following forms:

(a)   Education projects;
(b)   Service projects;
(c)   Events;
(d)   Publications;
(e)   Seminars;
(f)   Any combination of two or more activities specified in (a) to (e).

C.   Funding Available

The funding level depends on the scale of the project proposed. Successful applications will be granted up to:
   (a) $5,000 for small-scale projects; or
   (b) $10,000 for medium-scale projects.

D.   Application Procedure

1. Applicants should submit the completed application form (in English only) and the following materials to the Counselling and Person Enrichment Section, Centre of Development and Resources for Students (CEDARS) via email at cedars-cope@hku.hk for consideration:
   (a)   Personal particulars of the project coordinators and/or background of the student groups or bodies involved; and
   (b)   Any relevant supplementary information in the form of appendices of no more than three A4 pages.

   Applications will be reviewed **on a rolling basis, until all funds are committed**.

2. Applicants with preliminary ideas are encouraged to consult Ms Carol Yuen, Student Advising Officer (Student Development) at carolyky@hku.hk / 3917 4861 for advice before submitting applications.

3. Successful applicants will be disqualified and/or, where appropriate, be required to refund the Grant if he/she provides any false or misleading information to the Steering Committee.

E.   Assessment of Application

1. Assessment will be conducted by members of the Fund Steering Committee on the basis of:
   (a)   Relevance to the Fund objectives;
   (b)   Feasibility of the project; and
   (c)   The impact/ anticipated impact of the project.

   No funding will normally be granted for catering purposes or for projects that do not demonstrate leadership in promoting social inclusion.

2. Applicant will be notified of the application result by email.

Important note: no *retrospective* applications will be funded (i.e. applications detailing projects that have already been executed at the time of review will <u>not</u> be considered for funding)

F.   Project Completion Date

Under normal circumstances, projects should be completed by mid-October 2018. All changes to approved projects and deferral of completion date *require the approval of the Steering Committee in advance*.

G.   Report and Evaluation

1.   Applicants are required to submit a final report within **one month** upon project completion. Project team should submit *at least* **ONE PHOTO** of project activities along with the final report. For further guidance and expectations set for the completion of project final report, please refer to the **final report guidelines**.

2.   <u>Projects involving publications:</u> publications should be submitted with the final report.

3.   Upon the completion of projects, project teams may be invited to present their findings and outcomes to the HKU community and wider public.

4.   If needed, CEDARS may also invite project teams for meetings for progress review during the project's implementation phase.

5.   Due acknowledgement of the Fund must be included in all publicity materials, reports and outputs of the project.