

We Are With You Project Fund

A. Objectives

1. “We Are With You” (WAY) is a four-year community-based social capital development project in the Southern District. HKU students and staff will contribute to improve the condition of the less privileged and empower them to improve their own conditions in the long run. Its objective is to develop a replicable model for social capital development, particularly with the involvement of staff and students of tertiary institutions.
2. The design principle of this project framework is to build a district-based community network to empower the community to accumulate social capital and improve social mobility. The framework emphasizes on the mobilization and exchange of resources among different social groups in the Southern District to achieve mutual benefit. Through this exchange of resources, less privileged groups will not only benefit from the other groups but also contribute to the betterment of the community. Specifically the project has the following aims:
 - a) To help the less privileged social group(s) in the district to accumulate social capital;
 - b) To achieve social sustainability;
 - c) To promote social integration and social inclusion; and
 - d) To develop a community-based social capital development model by university students and staff
3. The WAY Project Fund (Fund) will support projects initiated by students and staff of HKU under WAY.

B. Eligibility

1. All HKU full-time students and staff may apply for the Fund. Joint projects between students and staff will be preferred.
2. The Fund may be used to support projects such as research, direct services, community events, exhibitions, social entrepreneurship, parenting, documentary making, art, cultural, history promotion and presentations, and all activities that contribute to the goals of WAY.
3. The project should be carried out in the Southern District of Hong Kong preferably in collaboration with at least one community partner/NGO in the District.
4. The project should be completed by **30 June 2017**.

C. Assessment Criteria

The Funding Sub-committee appointed by the Steering Committee of WAY will conduct assessment based on the following:

1. Relevance to the objectives of the WAY Project;
2. Comprehensiveness, originality and innovativeness of the project;
3. Feasibility and sustainability of the project;
4. Partnership with community partner(s) in the Southern District;
5. Impact on social capital development in the Southern District, including but not be limited to the anticipated number of participants and beneficiaries, future use of the outcomes, etc.; and
6. Track record in organizing similar projects and activities of the project team, if any

D. Funding Available

1. In principle, each project can receive up to HK\$50,000. The actual amount of fund approved will reflect the merits of the proposed project.
2. Normally not more than two projects from the same student body/group will be awarded each year. The second project from the same group will be given a lower priority in the same year.
3. Funding decisions are normally announced within six weeks after the application deadline.
4. The Fund will be paid in the form of reimbursement upon successful completion of the project, presentation of original receipts and evaluation report. Disbursement of funding in advance or early reimbursement, changes to the approved projects and deferral of completion date all require the approval of the Funding Sub-committee in advance.
5. The Fund is a token subsidy and does not mean to assist any student body/group to generate income or profit. Applicants are required to declare and report on details of any financial support already received at the time of application or as soon as they are awarded for the project. The Fund reserves the right to reduce its financial support to the project upon receiving such information. In any event, the total financial support from the Fund and all the other sources should NOT exceed the proposed budget.
6. Project coordinators are required to submit interim progress reports every six months (for projects lasting for more than six months) and one final report within one month upon completion of the project. The final report should include:

- a) An account of the activities conducted (with information on date, time, venue, number of participants, etc.);
 - b) An evaluation of the project with details on:
 - 1) Outcomes of the project against agreed objectives;
 - 2) Results achieved;
 - 3) Use of the Fund;
 - 4) Ways of disseminating the project results or findings inside and outside of HKU;
 - 5) Obstacles encountered and areas for improvement;
 - 6) Feedback and evaluation by HKU students (e.g. learning reports, reflective journals, questionnaire, focus group, etc.) and beneficiaries (e.g. surveys, focus groups, etc.);
 - c) Further development and sustainability of the project;
 - d) A financial statement with all original receipts;
 - e) A video and/or photo CD of all the project activities;
 - f) A research report or other publications produced by the project (if any); and
 - g) Three selected learning journals of the participants.
7. If needed, CEDARS may invite project teams for meetings to review the progress during the project implementation phase. Upon the completion of projects, project teams may be invited to present their findings and outcomes to the HKU community and the public. CEDARS may also use the materials provided in the report for publicity or other reporting purpose.

E. Application Procedure

1. Applicants should submit applications and proposals [online](#) **on/before 15 February 2017 (Wednesday)**. Applications must reach CEDARS at least six weeks before the commencement date of the project. Retrospective applications will not be considered.
2. The project proposal (in English only) should be limited to 8 pages (in 12-point font) and include the followings:
 - a) Project title;
 - b) An executive summary;
 - c) Objectives of the project;
 - d) Description, format and schedule of activities (e.g. date, time, duration, venue, and target number of participants, etc.);
 - e) Personal particulars or background of the student/staff project coordinator(s);
 - f) Information of the community partner(s) and/or NGO(s);
 - g) Expected number of HKU participants;
 - h) Type(s) and expected number of service recipients;
 - i) Expected outcomes, achievements, impact and contributions of the project
 - On volunteers
 - On service recipients
 - On local community being served
 - j) Budget summary

- Income
 - Other sources of financial support (e.g. donation, sponsorship, etc.)
 - Expenditure
 - Amount requested from WAY
- k) Tools and methods of project evaluation
 - On volunteers
 - On service recipients
 - On local community being served
 - Overall project evaluation
 - l) Sustainability of the project after the funding support period
 - m) Plan on how to share the project outcomes and impact with the HKU community
3. Applicants with preliminary ideas are encouraged to meet with Student Advising Officers at CEDARS for advice and comments before drafting a comprehensive proposal. Appointment for consultation will be arranged within 7 working days.
 4. Submission of incorrect/incomplete information may cause delay/disqualification. A successful applicant will be disqualified and/or, where appropriate, be required to refund the grant if he/she provides any false or misleading information to the Funding Sub-committee.
 5. For enquiries, please contact Centre of Development and Resources for Students (Student Development) at cedars-programmes@hku.hk (email) or 2857 8387 (telephone).
 6. For details of the WAY Project, please visit: <http://cedars.hku.hk/WAY>.

January 2017