

**For Office Use Only**

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

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

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

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

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

**Application Procedure**

1. Fill in Part B.
2. Send the form to the Financial Secretary of HKUSU/PGSA for completion of Part C.
3. Afterwards, send the completed form to the CEDARS, 3/F Meng Wah Complex.
4. Wait for an interview (if necessary).

GRANTS TO STUDENT SOCIETIES

Application Form

**Instructions**

**PART A**

1. Only bona fide student societies of the HKUSU or the Postgraduate Student Association of the university (PGSA) 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 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.

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**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*

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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 expected from HKUSU or PGSA \$	
iii. Grant from applicant's society \$	
iv. Others - please specify: \$	
_____	
_____	
_____	
_____	
_____	
_____	
TOTAL:	TOTAL:

Signature of Applicant: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Position in Society: \_\_\_\_\_

Society's Chop: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PART C** (To be completed by the Financial Secretary of Students' Union/PGSA)

I certify that the claim on the Students' Union/PGSA listed under budgeted income is correct.

My comments on the application are:

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chop

\_\_\_\_\_  
Signature