



To applicant(s)
 For proposals involving sponsorship of less than HK\$5000 (with no activity income), please submit one (1) copy to the College Life Committee.
 For proposals involving income and/or sponsorship of HK\$5000 or more, please prepare two (2) copies:
 Copy 1 → College Life Committee Copy 2 → MCSU
To MCSU:
 Please review and forward to the College Office. **THANKYOU.**

**Morningside College Life Committee
 Student Activity Sponsorship¹ Application**

2013/14 Application Deadlines:
 17 October 2013 (Thu), 5pm
 5 February 2014 (Wed), 5pm
 16 April 2014 (Wed), 5pm
 (Submission to: mc.collegelife@cuhk.edu.hk)

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Program Name:					
Program Date(s):		Start Time:		End Time:	
Program Location:					
Location reserved through the College Office?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Attendance:					
Is this event free?				<input type="checkbox"/> Yes <input type="checkbox"/> No ²	
Is this event open to all Morningside students?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this event open to all CUHK students?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this event open to non-CUHK students?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will you receive sponsorship from a non-CUHK organization(s)?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>For proposals involving income and/or requesting sponsorship of HK\$5000 or above</u> , have you submitted this proposal to the Morningside College Student Union (MCSU) for endorsement? ³				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
MCSU: <input type="checkbox"/> Endorsed <input type="checkbox"/> Not endorsed				MCSU chop	
Comments:					

Student or Student Group Submitting Proposal:	
Number of Members:	
Contact Name(s):	
Mobile:	
E-Mail:	

Co-sponsor Information (if applicable)

Co-Sponsoring Group/Dept:	
Number of Members:	
Contact Name(s):	
Phone:	
E-Mail:	

¹ All funding is on a reimbursement basis. Reimbursement will not be processed unless valid receipt(s) and an event report have been submitted to the College Office within one (1) month of the event.
² If 'No', include details of expected ticket income on page 2 (Budget/Income).
³ ALL applications will be considered by the College Life Committee, including those not endorsed by the MCSU.

Program Description and Purpose

Provide a 1-2 page description of your activity that includes:

- details and goals of the activity
- which College value(s) – Scholarship, Virtue, Service – this activity supports and how the activity supports the value(s)
- target participants
- logistics such as room use, security, catering, entertainment
- details of all non-CUHK sponsorship

Budget

Income (not including Morningside College Life funds)			
Sponsoring Organization/ Dept.	Contact Email	Confirmed? (Y/N)	Amount
Event tickets			
<i>Expected number of tickets to be sold</i>			
<i>Cost per ticket</i>			
TOTAL INCOME:			

Expenses			
Item	Vendor	Invoice/Quote Attached (Y/N)	Cost
TOTAL EXPENSES:			

Expenses to be covered by College Life sponsorship	
Item	Cost
TOTAL GRANT REQUEST	