



2012 – 2013

2nd Round

**HSIN CHONG – K.N. GODFREY YEH EDUCATION FUND
FOR JOINT STUDENT PROJECTS**

HK\$180,800

is available as subsidies for joint projects to be undertaken by students from at least ***three*** of the nine institutions:

**City University of Hong Kong
Hong Kong Baptist University
Hong Kong Shue Yan University
Lingnan University
The Chinese University of Hong Kong
The Hong Kong Institute of Education
The Hong Kong Polytechnic University
The Hong Kong University of Science and Technology
The University of Hong Kong**

Application form and details about the subsidies are available at
Centre of Development and Resources for Students (CEDARS)

Website: <http://cedars.hku.hk> Enquiries: 2859 2305

Closing date for 2nd Round: **1 February 2013**

Hsin Chong - K.N. Godfrey Yeh Education Fund for Joint Student Projects 2012 – 13 (2nd Round)

The Incorporated Trustees of the Hsin Chong – K. N. Godfrey Yeh Education Fund will make available **HK\$180,800** to award subsidies for joint student projects to be undertaken by the nine institutions, namely, City University of Hong Kong, Hong Kong Baptist University, Hong Kong Shue Yan University, Lingnan University, The Chinese University of Hong Kong, The Hong Kong Institute of Education, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology and The University of Hong Kong.

PURPOSE

The purpose of the subsidies is to enhance mutual understanding and cooperation among students of the tertiary institutions and to encourage creative and constructive endeavours which are conducive to students' learning and overall development. A joint student project is a project that is organized jointly by students from **three or more tertiary institutions as listed above**. The project can be on any subject matter which may or may not be related to the applicants' subject of studies. The project can be undertaken locally or aboard.

ELIGIBILITY

The Fund shall be open for application by all **full-time** students of the nine institutions as individuals or student societies.

ASSESSMENT CRITERIA

Awards will be on a competitive basis, and consideration will be given to the overall merit of each application including creativity and originality of the project; its contribution to the promotion of student activities and student services in general and its overall viability in implementation. Priority will be given to worthwhile projects which involve a large number of students whether as participants or organizers.

AMOUNT OF AWARD

The award is intended as a subsidy for encouragement of project. Normally they only cover part of the total expenses required. However, full subsidies may be awarded for distinguished projects. Successful applicants are expected to make proper acknowledgement of the Incorporated Trustees of the Hsin Chong – K. N. Godfrey Yeh Education Fund on the promotion materials of their projects.

PROJECT COMPLETION DATE

Under normal circumstances projects must be completed on or before August 2013.

REIMBURSEMENT OF FUND

All recipients are required to submit to **the Student Affairs Office/ Student Development Services of the institution** in which the project leader is studying a report, a financial statement together with **original receipts of expenditures within ONE month upon completion of the project** for onward submission to the Secretary of the Selection Committee for Hsin Chong - K.N. Godfrey Yeh Education Fund for Joint Student Projects. The Secretary of the Selection Committee will arrange payment to the project leader if the report and the financial statement are in order.

ADMINISTRATIVE PROCEDURES

1. The Selection Committee will assess the applications and make recommendations to the Secretary of the Trustees for approval of the Board.
2. The Secretary of the Selection Committee will inform the applicants of the result of their applications. Such information will also be sent to the nine institutions for information.
3. Allocation of project funds would be in the form of reimbursement.
4. The work schedule will be as follows:

	<u>Date/Period</u>
Invitation of 2 nd round applications	November 2012
Deadline for submission of applications	1 February 2013
Assessment of applications (Interviews will be conducted if necessary)	Mid February 2013
Recommendations to Hsin Chong	Late February 2013
Announcement of results	March 2013
Commencement of projects	March 2013
Completion of projects	End August 2013
Submission of report, financial statement & original receipts	Within one month upon completion of project

**Application form and details about the subsidies are available at
the Office of Student Affairs/ Student Development Services.**

**Hsin Chong - K.N. Godfrey Yeh Education Fund
for Joint Student Projects
Application Form 2012-13 (2nd Round)**
(Please type or write clearly in black)

1. Name of Proposed Project _____
2. Amount of Subsidy Applied (HK\$) _____
3. Amount of Subsidy Approved by Other Organizations / Under Application (HK\$) _____
4. Particulars of Project Leader
Name _____ Student No. _____
Society being represented & Position (if relevant) _____

Institution & Faculty/Department _____
Course & Year of Studies _____
Address _____
Contact Telephone No _____ Home _____
E-mail _____ Fax No _____

Signature of Project Leader

Chop of Society
(if applicable)

Date

Please attach a proposal which gives details of the following:

- A. Particulars of Project Organizers
 - For Student Societies: Name of societies and respective institutions
 - For individuals: Name of students with respective institutions, faculties/departments, course and year of studies, address & contact no.
- B. Particulars of the Proposed Project
 - Objectives, methods in achieving the objectives, proposed dates, proposed venue (if conducted locally), destination & itinerary (if conducted abroad), proposed budget (subsidies expected from Hsin Chong, other subsidies approved by other organizations or under application, other sources of income, expenditures), details of target participants (no. of students & staff from each institution, other participants).
- C. Contribution to the promotion of student activities and student services in general.

Completed application form together with the detailed proposal should be sent to the Student Affairs Office / Student Development Services of the institution in which the project leader is studying. For enquiries, please contact the Student Affairs Office / Student Development Services of your Institution.

5. To facilitate the consideration of Selection Committee, please invite your advisor to comment on the proposed project.

Name of advisor _____ Tel. No. _____

Position _____

Faculty/Dept _____ Institution/Organization _____

Signature _____ Date _____

6. Recommendation by staff of the Student Affairs Office of the institution in which the project leader is studying.

Name of staff _____ Tel. No. _____

Position _____ Institution _____

Signature _____ Date _____