

The Open University of Hong Kong
Application Guideline for the Student-initiated Activity Fund

A. Important Points

1. The questions in this guideline will be shown on the online application form. Interested students are advised to prepare the contents according to the guideline before submitting the online application.
2. The entire application consists of 3 parts:
 - Part A: Applicant Information
 - Part B: Activity Details
 - Part C: Budget Plan

B. Questions Template

Part A: Applicant information

	Question	Options
1	Contact of Group Leader (Group Leader should be the main contact person of this application)	<ul style="list-style-type: none"> • Name (English) • Student ID • Mobile Phone • Email • Year of Study • School (e.g. A&SS, S&T, B&A, E&L, N&HS)
2	Information of Group Members (Including the leader, how many members are there in your group? Please upload the member list.)	File Type: Excel

Part B: Activity Details

	Question	Options
1	Name of the student-initiated activity/project	Open-ended
2	Please select the category which can best describe your activity.	<ol style="list-style-type: none"> 1. Enhancing the campus community engagement 2. Instilling positive energy to the campus community 3. Nurturing youth values (e.g. positivity, resilience, growth mindset, can-do spirits & de-stressing)
3	Please briefly describe the purpose, programmes and learning outcomes of your activity. (word limit: 400 words)	<ul style="list-style-type: none"> • Purposes • Programme Rundown: [For example: 1200 Registration 1230 Commencement of Events] • Intended Learning Outcomes
4	When will the self-initiated activity be held?	From To Duration
5	Is the student-initiated activity supervised by any OUHK Staff?	<ul style="list-style-type: none"> • Yes. This activity is supervised by an OUHK staff • No. This is a student-led activity without any supervision by OUHK staff
5.5	Information of the Activity Supervisor	<ul style="list-style-type: none"> • Name (English) • Position • Department • Contact Number • Email
6	Apart from your group members, are there any beneficiaries (受益人/服務對象人數) or participants in your activity?	Enter number for the respective participatory group

	Question	Options
	Please list out the no. of participants of your projects <ul style="list-style-type: none"> • Group Members of this Project/ Activity (OUHK Students) • OUHK Students (Non-project Participants) • Non-OUHK Students (Age below 40) • Non-OUHK Students (Age above 40) • OUHK Staff (Academic/ Administrative) 	
7	Any other requests or supports from Student Affairs Office to facilitate the implementation of the activity/project? (optional)	Open-ended

Part C: Budget Plan of the Activity

	Question	Options
Income		
1	Apart from the possible support from this funding application, please list out all sources of funding of this activity <ul style="list-style-type: none"> • Subsidy from School/Department (\$HK) • Subsidy from External Organization (\$HK) • Other channels (\$HK) 	Enter number for the respective income sources
Expenditure		
<ul style="list-style-type: none"> • Normally, most of the activity expenses will be funded such as program or registration fee, equipment, promotion, printing and program materials, except food and beverage and valuable items like electronic appliances; • Food and beverage will be funded on rare occasions like serving food for honorable guests and materials in cooking class. Purchase of materials, hiring coaches/trainers or provision of honorarium to guests should follow the prevailing human resources or procurement procedure of the University. SAO will facilitate the process. 		
2	Please list out the expenses of the activity	Specify the item and amounts for each item
3	Please enter the level of support (\$HK) your society wish to obtain from the Theme-Based Activity Fund for this entire activity.	Open-ended
4	Additional information to support application of activity (optional)	Open-ended
5	Any other requests or supports from Student Affairs Office to facilitate the implementation of activity (optional)	Open-ended
6	Documents to support the application of Activity (optional)	File Type: PDF

- **End of the Application** -

For enquiries, please contact us at ssa@ouhk.edu.hk.

Student Affairs Office
The Open University of Hong Kong