

The Open University of Hong Kong
Application Guideline for the Theme-based 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: Society Information
 - Part B: Application for Activity
 - Part C: Budget Plan of the Activity
3. For joint societies' activity proposal, only the student society which take up the leading role is required to submit the application. SAO will contact student involved to discuss the funding allocation and details.

B. Questions Template

Part A: Society Information

	Question	Options
1	Society Information	<ul style="list-style-type: none"> • Society Name • Email
2	Term of Office	From To
3	Contact of the Society Chairperson	<ul style="list-style-type: none"> • Name • Student ID • Mobile Phone (+852) • Email

Part B: Application of Activity

	Question	Options
1	Name of the Activity	Open-ended
2	Is this a joint activity with other student societies?	<ul style="list-style-type: none"> • Yes • No
3	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)
3.5	Please select the youth value(s) which are related to your activity.	<ol style="list-style-type: none"> 1. Positivity 2. Resilience 3. Growth Mindset 4. Can-do spirits 5. De-stressing 6. Caring 7. Equality and Social Justice 8. Integrity 9. Honesty 10. Responsibility and Restraint 11. Other. Please specify
4	When will the proposed activity be held?	From To Duration
5	Apart from the excos of the participatory student societies, please list out the number of beneficiaries (受益人/服務對象人數) and participants of your activity? <ul style="list-style-type: none"> • ExcOs of your Student Society (OUHK Students) 	Enter number for the respective participatory group

	Question	Options
	<ul style="list-style-type: none"> Excors of the partner Student Society (OUHK Students, if any) OUHK Students (participants/society members) Non-OUHK Students (Age below 40+ Alumnus) Non-OUHK Students (Age above 40) OUHK Staff (Academic/ Administrative) 	
6	Please briefly describe the purpose, programmes and the 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:

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) Selling Admission Tickets or Collecting Activity Fees from Participants (\$HK) (Estimated) 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 ssa@ouhk.edu.hk.

Student Affairs Office
The Open University of Hong Kong
10 June 2021