



Inclusive Activity Fund Application Guidelines

Through sponsoring CUHK Colleges/departments/units, student organizations/societies/interest groups, and informal student groups in organizing activities that promote SEN awareness and inclusion, the Office of Student Affairs (OSA) SEN Service (SENS) hopes to invite CUHK staff and students to join hands in promoting SEN awareness among the CUHK community, thus fostering an inclusive campus for all students to thrive in.

1. Eligibility

- 1.1. Application is open to **CUHK Colleges/Departments/Units, student organizations/societies/interest groups registered/affiliated with OSA, and non-registered, informal student groups.**
- 1.2. Proposed activities should be organized with a key aim to promote CUHK members' awareness and understanding of SEN and/or facilitate students with SEN in the adaptation of campus life. Please refer to the [website](#) for more information about SEN.
- 1.3. Applications will be assessed and considered based on the objectives of the proposed activities, implementation feasibility, creativity, expected impact on the participants/ the CUHK community, and funding availability.
- 1.4. Applications may be jointly submitted by more than one Department/Unit and Student Organization/Society/Interest Group.
- 1.5. Applicants may submit more than one application under this sponsorship scheme within one financial year (1 July – 30 June of the following year). Priority will be given to first-time applicants.

2. Funding

- 2.1 Funding support for each application is capped at HK\$6,000 and will be disbursed in the form of reimbursement based on the actual expense amount incurred.
- 2.2 The following expenses **are not** covered by the funding:
 - Any unjustifiable expenses or expenses irrelevant to the activity
 - Hiring of student helpers and/or direct disbursement of cash to students (e.g. cash award, financial assistance, allowance, remuneration)
 - Enhancement work to facilities/ buildings
 - Academic activities/ formal teaching and learning initiatives (e.g. research project)
 - Meals/ catering
 - Purchase of subscriptions, gift cards, fixed assets and/or equipment (e.g. computing/AV/IT equipment)
 - Transportation (except the hiring of coaches, if coach arrangement is required for the activity and is approved in the proposal)
 - Any retrospective expenses before the funding approval date, unless approved in advance otherwise

3. Application Procedures

- 3.1 Applicants should apply [online](#) at least two months prior to the activity.



3.2 Applicants will be notified of the application result via email within two weeks upon SENS' receipt of the application.

4. Conditions

4.1 Applicants and organizers of the activities should ensure that each activity is carried out in accordance with CUHK policies and applicable laws in Hong Kong.

4.2 Successful applicants will be provided with the logo of SENS and should acknowledge SENS as a sponsor of the activity in publications/ promotional materials (e.g. leaflets, posters) where appropriate.

4.3 SENS reserves the right to terminate and/or recall the funding in any of the following events:

- the successful applicant is unable to carry out the proposed activity;
- the actual activity carried out deviates from the approved proposal;
- the funding provided has been mishandled and/or utilized for purposes that deviate from the objectives and conditions of the funding;
- the successful applicant fails to submit the documents for reimbursement or submits false documents for reimbursement; or
- the successful applicant and/or the activity has violated any University policies and/or applicable laws in Hong Kong;

5. Reimbursement Procedures

5.1 To apply for reimbursement, applicants should submit the following [online](#) **within one month** after completion of the activity:

- a. Copies of proof of payment for the expenses incurred
- b. Attendance list with participants' name and staff/student numbers
- c. (**For internal units**) copies of receipts and any associated credit card statements for online purchases
- d. (**For student groups**) electronic receipts and associated credit card statements for online purchases; any hard-copy receipts must be submitted to SENS (3/F, Pommerenke Student Centre, CUHK)

5.2 Once the reimbursement request is processed:

- **CUHK College/Department/Unit** will receive an email with charging information and will be required to raise an electronic interdepartmental transfer (e-IBT) to receive the reimbursement.
- **Student Organizations/Societies/Interest Groups/ Informal Groups** will be reimbursed via bank transfer/ cheque.