



SHHO Fund for Creative Student Activities (CSAF)

Terms and Conditions

Notes: Terms and Condition were approved by Student Activity Funding Schemes Sub-Committee.

A) The Nature of SHHO Fund for Creative Student Activities (CSAF)

1. The Student Activity Funding Schemes Sub-Committee is responsible for managing the SHHO Fund for Creative Student Activities (CSAF). SHHO Student(s) or SHHO Student Organization(s) are encouraged to organize activities in the following areas:
 - Community Services
 - Environmental Care
 - Healthy Living
 - Sports and Recreation
 - Cultural and Arts
 - College Bonding

2. Applications for the CSAF are handled and approved by the Student Activity Funding Schemes Sub-Committee. Submitting an application automatically implies that the applicants agree to all the terms stated in this document, and accept the final decision made by the Student Activity Funding Schemes Sub-Committee, regardless of the outcome of the application.

3. Under all circumstances, the CSAF subsidizes only the running cost and consumables required for the proposed activity. The following items, for example, are therefore not covered:
 - Personal items such as uniforms and sport gears
 - Equipment or fixed assets such as musical instruments, electronics, etc.
 - Meal expensesThe applicant needs to provide valid justification(s) for purchasing the equipment. Even if the Student Activity Funding Schemes Sub-Committee has approved to subsidize the equipment, the applicant must return the equipment to the owner – the college after the activity.

B) Application Details

4. The funding scheme is for all year-round applications
5. The eligibilities of applicants are:
 - (i) Individual SHHO student
 - (ii) Any group with SHHO students as key organizers or
 - (iii) S.H. Ho College Student Union, Resident Councils and Registered Society under S.H. Ho College Student Union.
6. The maximum amount that can be requested for each proposal is HK\$10,000 each programme/ project.
7. The funded activity should be conducted on the conditions that:
 - (i) It will not create a large gathering of people
 - (ii) Participants in the activity must comply with the guidelines of hygiene and social distancing advised by HKSAR Government or relevant authority.The Student Activity Funding Schemes Sub-Committee will reject application(s) which may pose a risk to public health.
8. Applicant(s) must submit the following documents to the Dean of Students' Office at least 30 days before the starting date of the proposed activity.
 - SHHO Fund for Creative Student Activities (CSAF) application form
 - Proposal on Activity, including
 1. Activity plan (including: date, time, format, targeting participant and other logistic arrangements)
 2. Potential contribution(s) to S.H. Ho College
 3. Financial plan of the activity
9. Applicants must apply for the SHHO Fund for Creative Student Activities (CSAF) before the event; any post-event application will not be considered.
10. When applying for the SHHO Fund for Creative Student Activities (CSAF) applicants cannot apply for the Student Activity Fund, College Students Cooperative Fund or other college funding supporting for the same event at the same time.
11. If any significant change has been made to the supported event, such as changing the date of the activity, the content of the activity, or the subsidized items, the

applicants must provide a written request with justifications *prior* the event, to be re-evaluated by the Student Activity Funding Scheme Sub-committee. Failure to do so may result in a penalty (see part E).

C) Reimbursement

12. Subsidy will be provided in the form of reimbursements, and it cannot exceed the subsidized amount as approved by the Student Activity Funding Scheme Sub-committee. Successful applicants have to submit a post-activity financial report, along with all the expenditure documents, within 30 days upon completion of the supported activity in order to request for reimbursement. The report must consist of:
 - Report and self-evaluation of the activity
 - Financial report of the activity held

D) Sponsorships:

13. Any student of the S. H. Ho College (hereinafter referred to as “SHHO student”) seeking external sponsorship(s) for any student activity that is financially supported by the S. H. Ho College and/or holds in areas inside the College must comply with the “*S.H. Ho College Guidelines on External Sponsorships for Student Activities*”(Please click the below link for the guidelines)
<https://drive.google.com/open?id=1Cg74sJPs7VtdgeVxFn02jNsBQDvwYBtz>

E) Penalties Associated with Irresponsible Behaviors

14. The Student Activity Funding Scheme Sub-committee has considered the following behaviors as irresponsible:
 - Fail to submit the post-event financial report on time without an acceptable explanation;
 - Knowingly withhold information or details in the Activity Proposal, the Budget Plan, or the post-event financial report;
 - Making any unauthorized change to the nature, format and content of the approved event.
15. Any irresponsible behavior that is deemed proven by the Student Activity Funding Scheme Sub-committee will result in revocation of the approved subsidy. The Applicants may have to return all the received subsidy. The success in applying for future funding will also be negatively affected.