



**S.H. Ho College**  
**College Students Cooperative Fund (CSCF)**  
**Terms and Condition**

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

**A) The Nature and Position of College Students Cooperative Fund**

1. The Student Activity Funding Schemes Sub-committee is responsible for managing the **College Students Cooperative Fund (CSCF)**, which is launched to subsidize 1) student societies or groups and 2) individual S.H. Ho College student endorsed by the S.H. Ho College Student Union to organizing college event.
2. Applications for the College Students Cooperative Fund (CSCF) 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 College Students Cooperative Fund 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.
  - Banquet
4. Regarding the subsidy to meal and refreshment expenses, the applicant should provide significant justifications on the necessity for providing foods and drinks to the activity participants. And the per head expense should not be over HK\$50.00.

## **B) Application Detail**

5. The amount of each offer is from HK\$10,000 to HK\$50,000.
6. This funding scheme is for all year-round application, and the quota is pending on the availability of budget.
7. An interview will be held for each application.
8. Assessments over proposed activities will be made by the Student Activity Funding Schemes Sub-committee according to following criteria:
  - Contribution to Students at College
  - Practicability
  - Planning and Preparations
  - Performance in last year (on behalf of the student organization or event)
9. Applicants must submit activity proposal with a budget plan to the Student Activity Funding Schemes Sub-committee at least 50 days before the starting date of proposed activities.
  - Activity Proposal: must contain the followings:
    1. Objectives of activity
    2. Details of Activity
    3. Organizing Method
    4. Expected Results
  - Budget Plan: must contain the followings:
    1. Income (if any) and expenditures of the event
    2. Items that are proposed to be subsidized
    3. Proposed amount of subsidy
10. 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 Schemes Sub-committee. Failure to do so may result in a penalty (see below).
11. Subsidy will be provided in the form of reimbursements, and it cannot exceed the subsidized amount as approved by the Student Activity Funding Schemes 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.

12. Applicants must apply for the College Students Cooperative Fund before the event; any post-event application will not be considered.
13. Applicants cannot apply for Student Activity Fund (SAF) and other college funding support for the same event at the same time.

**C) Role of College**

14. College shall act as a supervisor of the event supported by the College Students Cooperative Fund (CSCF), and provide financial advice and administrative support. Applicants have to report their working progress and financial condition to Student Activity Funding Schemes Sub-committee frequently, and seek for the advice and suggestions by Student Activity Funding Schemes Sub-committee.

**D) Sponsorships**

15. 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) Procurement Guidelines:**

16. Payments made before receiving the official approval of CSCF will NOT be subsidized.
17. Any purchase more than HKD15,000 will require official quotations obtained through the college office.

**F) Penalties Associated with Irresponsible Behaviors**

18. The Student Activity Funding Schemes 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 and content of the approved event.
19. Any irresponsible behavior that is deemed proven by the Student Activity

Funding Schemes 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.

**F) Others**

20. If the applicant obviously exaggerates the amount of their expected revenue, the Student Activity Funding Schemes Sub-committee may consider lowering the maximum amount of the college subsidy.
  
21. If the actual revenue is lower than the estimated revenue, the Student Activity Funding Schemes Sub-committee may consider lowering the subsidy amount of this event in the next year.