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** until 15 May 2026 (Friday). Applications for activities scheduled after 31 May 2026 (Sunday) will not be considered.

1.2. Proposed activities should be organized with a key aim to promote CUHK members' awareness and understanding of SEN, facilitate students with SEN in the adaptation of campus life, and/or promote student wellness. Training/workshop subsidized by the fund should be conducted by professional trainers with relevant qualifications. Please refer to the website for more information.

1.3. Each activity requires a minimum of 15 participants. If this requirement is not met, applicants will be responsible for bearing 50% of the subsidized amount.

1.4. Applicants must submit a proposal with the activity objectives, intended outcomes, activity content, target participants, implementation timeline, budget breakdown, expected difficulties and possible solutions.

1.5. 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.

1.6. Applications may be jointly submitted by more than one Department/Unit and Student Organization/Society/Interest Group.

1.7. Applicants may submit more than one application under this sponsorship scheme in the period of 8 August 2025 to 15 May 2026. 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 **<u>are not</u>** 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 **1 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 Over 80% of participants, including the organizers in the activities must be CUHK staff and/or CUHK full-time undergraduate/postgraduate students. Otherwise, the level of funding provided will be adjusted on a pro-rata basis.

4.4 For activities with the aim to help students with SEN adapt to campus life, organizers should send the promotional materials and the registration links to SEN Service in advance for promotion to students with SEN in advance.

4.5 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;
- the successful applicants fail to meet the additional criteria agreed upon by SENS and the applicants themselves;
- the successful applicants do not comply with other parts of the application guidelines, as determined by SENS.

4.6 SENS reserves the right to the final interpretation of the Inclusive Activity Fund Application Guidelines.

5. Reimbursement Procedures

5.1 To apply for reimbursement, applicants should submit the following online **within 10 working days** after completion of the activity:

a. Promotional materials for the activity (including, but not limited to posters and emails)

b. At least 5 photos taken during the activity
c. Attendance records with participants' name, CUHK staff ID/full-time student ID, and participants' signatures
d. Results/statistics of post-activity evaluation with questions that indicate
   1. the overall satisfaction and
   2. the increase of SEN awareness on a 6-point scale
e. Copies of proof of payment for the expenses incurred

- ***(For internal units)*** copies of receipts and any associated credit card statements for online purchases
- ***(For student groups)*** electronic receipts and associated credit card statements for online purchases; any hard-copy receipts must be submitted to SENS (Office address: Room 311, 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.