

## Student Activity Sponsorship Guidelines

The College Life Committee of Morningside College (the Committee) hereby invites students/student organizations of Morningside College (the College) to submit student activity proposals for sponsorship/subsidy.

The Committee aims to encourage students/student organizations of the College to carry out activities which promote and enhance collegial interactions for building a community spirit among members of the College; and to encourage students of the College to participate in activities for broadening their horizon and knowledge. It is hoped that the sponsored activities would foster whole person development and enrich campus life.

### **Guidelines for submission of proposals:**

1. Applicants should complete all parts of the electronic application form downloadable at: <http://www.morningside.cuhk.edu.hk/downloads/forms-and-guidelines>.
2. Applicants should provide at least 2 verbal or written quotations for budget item(s) from HK\$15,001 to HK\$30,000; and at least 3 written quotations for budget item(s) from HK\$30,001 to HK\$150,000.
3. Sponsorship decisions will be based on criteria including but not limited to: (i) whether the proposed activity is in compliance with the aims of the Committee; and (ii) the feasibility of organizing the activity. The approved funding amount will depend on individual circumstances, nature (size, format and content) of the activity and the total number of applications. The sponsorship decision of the Committee will be deemed final. Appeals and arbitrations will not be considered.
4. After receiving the sponsorship result, the organizer should inform the Committee whether the activity will proceed according to the submitted plan; or will be modified (for example, due to constraints imposed by the funding amount).
5. For repeated activities or activities initiated impromptu, the following two types of activity proposal would be approved-in-principle by the College: (i) repeated proposal with sponsorship item(s) same as previous application and the requested amount of sponsorship applied for being less than 10% above the approved amount granted for the previous application; and (ii) proposal with the requested amount of sponsorship below HK\$2,000.
6. Applicants who are submitting proposals for ‘College group activity(ies)’ with a requested amount of sponsorship over HK\$5,000 are required to seek endorsement from the Morningside College Student Union before submission to the Committee.
7. Sponsorship for individual activity is up to 50% of the net cost of the activity or HK\$3,500, whichever is lower. Each student shall be eligible to apply sponsorship up to a cumulative amount of HK\$3,500 in total throughout his/her time in Morningside. Example of an approved application: Debating Competition (items supported: registration fee, airfare, overseas transportation cost, etc.).
8. Applicants are required to report to the College on the amount of sponsorship(s) received from the Government, the University and/or the other organization(s). Should the total sponsorship(s) received from the above-mentioned parties and the College exceeds the total activity cost, the applicants are required to refund the excess to the College.
9. Late submission will not be considered.

### **Guidelines for organizing and conducting the activities:**

1. Successful applicants/organizations should keep close contact with the College Office regarding the progress and any foreseeable challenges of organizing the activity.
2. The applicant(s), organizer(s) and participants of the activities should ensure that each activity is carried out in accordance with the existing University policies and applicable laws in Hong Kong.
3. Sponsorships should be expended according to the approved itemized budget. The cost of items not included in the approved budget will not be reimbursed.
4. The applicant(s)/organizer(s) of each supported activity are required to submit a completion report with 2 to 4 photos of the activity, and a financial statement together with the original receipts to the College Office within **ONE month** from the date of completion of the activity. Payment will be arranged if the report and the financial statement are in order. The Committee reserves the right to review the statements of accounts and balance sheets of the supported activities.

### **Call for proposals:**

Applicant(s) who wish to apply should submit soft copies of the completed electronic application form, a detailed proposal and supporting documents (e.g. quotation(s), activity leaflet(s), floor plan(s), email notification(s), etc.) to the College Office via [mc.collegelife@cuhk.edu.hk](mailto:mc.collegelife@cuhk.edu.hk).

The followings are the application timeline for general reference.

#### **1<sup>st</sup> Call**

Application period: early September to early October

Result announcement: end November

#### **2<sup>nd</sup> Call**

Application period: early January to early February

Result announcement: end March

#### **3<sup>rd</sup> Call** (for summer activities or planned activities in 1<sup>st</sup> semester next academic year)

Application period: mid-February to mid-March

Result announcement: end April

Please refer to the College website and weekly notices for more details.