The Chinese University of Hong Kong

Office of Student Affairs

CUHK Cultural Enhancement Funding Scheme

Application Guidelines

Introduction

The CUHK Cultural Enhancement Funding Scheme aims to support student associations or individual students in expanding their global perspectives and fostering cultural diversity. This can be achieved through one of the following areas:

1. **Organizing Activities for Cultural Integration**

   Student associations can apply for the funding to organize activities that promote cultural integration on campus. These activities may include workshops, festivals, or cultural exchange programmes that encourage interaction and understanding among students from different backgrounds.

2. **Participating in Cultural Events**

   Students can also seek support from the funding to attend local, regional, and international cultural events. By participating in these events, students will have the opportunity to immerse themselves in different cultures and gain valuable insights.

Eligibility

- Student associations affiliated with or recognized by the Office of Student Affairs (OSA), Colleges, Faculties, or Departments at CUHK
- Non-registered student groups
- Individual full-time undergraduate students
- To prevent double benefits, activities that have already received subsidies or sponsorships from other sources within the University are NOT eligible.
- Students participating in the exchange programmes or internship programmes organized by any University department, or credit-bearing activities will NOT be subsidized.
- Applications must fulfill at least one of the following criteria:
    - Promote cultural diversity and inclusion and foster a global understanding.
    - Enhance leadership in a cross-cultural context.
    - Provide opportunities involving interactions with non-local students, institutions, or organizations.
- Applicants can submit more than one application within an academic year, while priority will be given to first-time applicants.

Application Process

- Self-nominated applications are accepted three times a year - term 1, term 2 and summer, while OSA-nominated applications are accepted throughout the year.
- Applicants should submit their **online applications** **at least two months** before the activities.
- Self-nominated applications for Term 1, 2024/25:

Item	Date
Period of student activities:	1 September to 31 December 2024
Application deadline:	2 October 2024

Funding Support

1. The maximum funding support provided for organizing an activity is HK$15,000 per application. The funding source must be acknowledged in the activity promotion materials.

2. The maximum funding amount provided for attending an event is HK$5,000 per application.

3. Applications will be assessed based on objective delivery, implementation feasibility, creativity, potential impact on the participants and CUHK community, and funding availability.

4. For an application including meal and refreshment expenses, a justification must be provided regarding the necessity of providing food and drinks during the activity. The per capita expense should not exceed HK$80.

5. Payments made prior to the approval of sponsorship will NOT be subsidized, unless accompanied with a justification.

6. The funding support does NOT cover the following expenses:
   - Hiring of student helpers and/or direct cash disbursement to students (e.g. cash award, financial assistance, allowance, remuneration)
   - Expense incurred before the funding approval date, unless explicitly approved in advance
   - Expenses that do not comply with the University's procurement and financial guidelines
   - Equipment or fixed assets, e.g. musical instruments, furniture.

Reimbursement Procedures

1. An **online report** must be submitted to the Learning and Cultural Enhancement Section (LECS) of OSA upon completion of activities:
   - For organizing an activity: A post-activity report with the attendance record, photos, evaluation summary, financial report, and original receipts should be submitted **within two weeks**.

- For attending an event: A post-event report should be completed **within one month**. The report can be in the format of an on-campus talk or exhibition, IG post, video, or any other appropriate format.
2. The funding support will be disbursed as reimbursements based on the actual expense amount incurred upon satisfactory submission of the report.
3. All original receipts should be kept appropriately for reimbursement applications and must be submitted to LCES.
4. All durable assets funded by this Scheme belong to LCES and should be returned to the Office after the activities.

Other Support

In addition to the funding support, students can also seek the following assistance from LCES to organize their activities:

- Venue booking for non-registered student groups
- Activity promotion, e.g. posting of posters, sending out mass email
- Post-event publicities

LCES has the final judgment on the applications and retains the rights to use or publish activity materials funded by this Scheme.

Enquiries

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