

Wu Yee Sun College
The Chinese University of Hong Kong

Application Guidelines for Service-learning Project Funding Scheme

1. Introduction

The College Service-learning Project Funding Scheme, is part of the “Yan Chak Service-Learning Programme” (仁澤服務學習計劃) which aims to broaden the horizons of College students and foster their commitment to serve the local, regional and international communities, leading to sustainable personal growth and development.

Service-learning projects initiated by one or a group of College students or co-organized by College students and external organizations, are both welcome for application of the Funding Scheme.

2. Application

The application form can be downloaded from the College website:

http://www.wys.cuhk.edu.hk/wys_media/Download/Service-learning_Project_Funding_Scheme_Application_Form.pdf.

A completed application form, together with the project proposal with relevant supporting documents, if any, should be sent to Wu Yee Sun College Dean of Students’ Office at Room UG 09, West Wing, Wu Yee Sun College, The Chinese University of Hong Kong .

Please note that application will not be considered if one or more students of the application are not students of Wu Yee Sun College or the primary student representative is expected to graduate before the completion date of the proposed project.

3. Guidelines on Project Proposal

3.1. Proposal Contents

The proposal should include the following components:

- a. Reasons for the proposal;
- b. Project background;
- c. Project objectives;
- d. Project description;
- e. Implementation plan;
- f. Anticipated results and effects on:
 - i. personal development;
 - ii. service recipients; and
 - iii. the society.
- g. Budget proposal

3.2. Guidelines on Budget Proposal

3.2.1. Salaries and Wages

Monetary reward for student volunteers in the form of student helper payment is generally not granted. General operating expenses for student organizations are also not covered.

Honorarium for professional services provided by non-CUHK participants is potentially acceptable if deemed necessary.

3.2.2. Purchases

The budget proposal may cover the expenses on minor equipment necessary for the completion of the project, but not for purchase of capital equipment, e.g. the cost of instant film but not the cost of an instant camera.

Purchase of educational materials may also be covered as long as no infringement upon copyright is required.

3.2.3. Travel

Group transportation to and from a service project or field trip for service recipients can be covered in the budget proposal.

4. Selection Procedures

The College has discretion to decide the number of approved applications and respective amount of approved funding.

Successful applications will receive a project grant ranging from HK\$5,000 - HK\$80,000, depending on the nature of the project, the location of project implementation and the number of students in the group.

4.1. Review Criteria on Proposals

A proposal will be considered by the following criterion:

- a. The degree of students' initiatives and participation;
- b. Cost-effectiveness and efficiency;
- c. The level of inter-disciplinary collaboration;
- d. Potential impacts on social issues and problems;
- e. Sustainability of the project;
- f. Number of beneficiaries.

Besides, special considerations and advantages will be given to projects that show high level of 'creativity' and 'entrepreneurship'.

4.2. Review Process

Submissions will be reviewed by a selection committee. Experts with special knowledge of the areas related to the proposed service projects may also be consulted.

During the process of project screening and selection, applicants may be required to attend an interview and presentation. Revisions of the proposal may also be requested afterwards.

4.3. Obligations of Successful Applications

Successful applications, upon completion of the entire projects, are required to submit a written report. They are also under obligation to share their experience with other College students.

5. Enquiry

For further enquiries, please contact Miss Jane Wu Jiaxin (Tel: 3943 3934 / Email: [janewu@cuhk.edu.hk](mailto:j anewu@cuhk.edu.hk))