Fund Application Guidelines

PRE-SUBMISSION

1. Purpose of Funding

I-CARE Social Service Projects Scheme aims to promote students’ development through participation in social services projects. With the facilitation of students’ initiatives characterised by passion and commitment, and the application of knowledge learnt in the University, our students are able to serve the local, regional and international communities leading to sustainable personal growth and cultivation of social elites as global citizens.

2. Categories of Funding

Two rounds of funding are available for application:

i) Open to all CUHK undergraduate / postgraduate students and student associations, as well as college, academic, research, and administrative units.

ii) The 1st Round will be scheduled for September-November 2022, and the maximum amount awarded for each application is capped at HK$20,000. The 2nd Round will be scheduled for March-May 2023, and the maximum amount awarded for each application is capped at HK$100,000.

3. How to Submit

i) A complete Social Service Projects Scheme application should contain:

- application form (in doc / docx format);
- advisor endorsement letter (in the original);
- undertakings and information sheets for non-local projects; and
- supplementary documents (optional).

ii) The e-version of application form as well as supplementary documents, if any, should be submitted in doc / docx format to the I-CARE Centre for Whole-person Development (hereinafter called “I-CARE Centre”) before the deadline. Regarding the original of all required appendices (as stated in the last page of this set of guidelines), they should reach the I-CARE Centre at Room 504, Wong Foo Yuan Building by the due date. Late application will not be accepted.

iii) All applications must obtain advisory support from ONE full-time Terms A CUHK employee holding an academic, administrative or professional position. Such staff member will be the advisor of the project and is required to be responsible for:

- being the holder of the project’s financial account; and
- providing professional advice and support to the project; and
- signing the aforementioned advisor endorsement form.
iv) The application will not be considered if the primary student representative is absent or is expected to graduate before the completion date of the proposed project.

v) The application deadlines and suggested project commencement dates will be publicised in the I-CARE Centre’s website. The commencement date of the proposed project should be at least one and a half months after respective application deadlines.

vi) Applications must be submitted in their entirety. Extensions are generally not granted for supporting documents that are not completed at the time of application. Early submission of applications will indeed allow sufficient time for follow-up enquiries from the selection panel if necessary.

vii) Only one project proposed by the same student association will be accepted for application in each round, unless members of such association are split in more than one executive committees and the projects managed by them are highly irrelevant.

viii) Any revision of the documents will not be accepted after the deadline for submission, unless advised / requested by the I-CARE Centre.

ix) Consultation with the I-CARE Centre is encouraged. Applicants can take such opportunities to seek advice on the direction, planning, implementation and ethics, etc. of their projects. Appointments can be made directly with the subject officer through email or telephone.

x) All projects must be completed within one year. If any of them warrants extension (normally for six months), prior application with full justification is required to reach the I-CARE Centre for approval. Reimbursement of expenses will be strictly prohibited if the project duration is beyond one year without official approval for the extension.

4. Proposal Processing

Selection Criteria

i) Only social service projects will be accepted for application. When screening a proposal, due consideration will be given to, inter alia, the following factors wherever applicable:

- the degree of students’ initiative and participation;
- the degree of innovation of the project;
- the degree of understanding of the background of the served communities;
- cost-effectiveness and efficiency;
- whether the project encourages inter-disciplinary collaboration;
- whether students’ specialised knowledge could apply to the project;
- potential impact on societal issues or problems;
- power to draw socio-cultural, educational and policy implications;
- sustainability and continuation of the project;
- number of beneficiaries;
- level of support from other source(s).

ii) Only non-credit-bearing projects will be considered, except that the outside-classroom learning experience attached to a credit-bearing course will not be treated as whole / partial fulfilment of the requirements for that course.
iii) Only projects which have clear objectives to provide human-targeted services as well as promote wellness of human life will be supported. Projects with a political / social advocacy focus will not be considered.

iv) In addition to the above criteria, advantages will be given to projects covering one or more traits under the I-CARE Framework as follows:

I - Integrity and Moral Development  
C - Creativity and Intellectual Development  
A - Appreciation of Life and Aesthetic Development  
R - Relationships and Social Development  
E - Energy and Wellness

v) In order to promote interdisciplinary participation, students from any single academic programme (i.e. major) should not make up more than three-fifth of all participating students in a project. Exemption can only be made if the applicant can demonstrate conclusively that this stipulation cannot be followed.

Review Process and Award Recommendation

i) Submissions will be reviewed by a selection panel formed by members of the Working Group on I-CARE Social Service Projects Scheme under the Steering Committee for Promoting Personal Development through Social and Civic Engagement (hereinafter called “Steering Committee”). The said working group is a standing body consisting of experts with special knowledge of various areas relating to the running of social service. A reviewer is not allowed to screen a proposal if it involves individuals with whom he / she has a conflict of interest, such as a close relative, current or former collaborator / student / advisor.

ii) Applicants will be invited to give a presentation in front of the selection panel, either face-to-face or virtually. If the selection panel holds that the proposal is impressive but warrants significant alteration to be accepted, the applicant may be requested to make revisions to the proposal during the screening process.

iii) Applicants will be notified by email when a decision has been made (whether an award or a declination). Generally, funding decisions are made in four to eight weeks of the closing date unless further information is required.

Training and Reporting

i) The “Workshop of Practice cum Sharing Session” will be held before each round of application opens so as to assure the submissions’ quality. All teams having submitted an application for the funding are required to send at least one representative to attend the workshop.

ii) The awardees MUST attend a briefing session on the administrative and financial requirements in relation to the I-CARE Social Service Projects Scheme. This session will be held after the announcement of screening results of each round of application.

iii) For projects that last for more than six months, an interim report is required. This report should be submitted within one month after the first half of the project duration e.g. if
the project lasts from January to September, the interim report should be ready by the end of May. An interim report may be required at one or more stages.

iv) A final report is required upon completion of the entire project (or a progress report at the end of each academic year, in the case of a continuous project). A reporting form (downloadable from the I-CARE Centre’s website) should be used for this purpose and submitted within one month after completion of the project. A presentation may be required at an annual symposium / outcome exhibition / closing ceremony. The Steering Committee reserves the right to make use of the materials resulted from the projects in future publications.

APPLICATION PREPARATION

1. Advisor

It is a mandatory requirement for every application to have ONE advisor who holds a full-time academic, administrative or professional position on Terms A employment at CUHK to guide and assist the students. His / her prolonged leave of absence (e.g. on sabbatical) during the project’s preparatory and implementation stages should be avoided.

2. Application Form

The project proposal should be contained in the designated application form. Applicants are required to complete this form in detail, and submit it together with the required supplementary information as well as optional materials that can support the application.

3. Student Bodies’ Composition

i) For projects organised with non-CUHK bodies, applicants must indicate clearly:
   - a full list of the organising committee; and
   - the CUHK members on such a list.

ii) At least 50% of the organising committee’s members must come from CUHK. Proofs of their CUHK student identity might be required.

4. Ethical Issues in Service-Learning

i) The proposal should clearly state the ethical considerations that have been made in the design and implementation of the proposed service activities. Participants should be provided with proper training to equip themselves with the technical know-how of the specific services to be provided, as well as a broader understanding of the societal context within which the project is situated.

ii) Participants should be prepared to treat service recipients with respect and understand the limitations of the project. The application form should also address the potential psychological burden the proposed service activities may place on students, as well as possible means to prevent or reduce the potential psychological harm.

5. Clinical Practice
i) If a project includes any clinical practice component, at least ONE medical doctor / nurse / health practitioner with valid license in that regard should be present throughout the entire duration of the activity.

ii) Should any student participants desire to get involved in any clinical practice, they MUST be locally licensed. Otherwise, they are ONLY allowed to perform relevant duties in an assisting capacity under any circumstances.

6. Professional Training

If a project consists of provision of professional guidance by student participants, including but not limited to, medical advice (such as BMI) and psychological assessment, the students MUST go through adequate training for relevant knowledge and practical skills.

**BUDGETARY GUIDELINES**

1. General Guidelines

i) Applicants may request funds as long as the item and amount are considered necessary and reasonable. The expenses budgeted should also be consistent with relevant campus-wide policies and procedures in expenditure and procurement.

ii) The Steering Committee encourages sustainable procurement and environmental responsibility.

iii) For projects organised with non-CUHK bodies, a detailed budget which lists all items and costs incurred is required. The applicants should highlight the items and their costs being absorbed by the CUHK counterpart(s). A total cost of all CUHK-borne items should be provided at the bottom of the budget.

2. Salaries and Wages

i) As a general policy, funding cannot be used to provide any salary compensation or other monetary reward for current faculty members or supporting staff, or the recruitment of new faculty members or supporting staff.

ii) Monetary reward for student volunteers in the form of daily / hourly student helper payment is generally not granted. Operating expenses for student organisations are also not covered.

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

3. Purchases

i) Funding may be used for minor equipment essential for completion of the project, but not for purchase of capital equipment (e.g. the cost of film but not that of the camera).

ii) Funding may be used to purchase educational materials as long as no infringement upon copyright is resulted.
iii) Purchase of prizes / gifts / souvenirs to be used as incentives is generally discouraged.

iv) Expenditure on the purchase not directly related to the services may not be supported

4. Rents and Systems
   
i) Funding cannot be used to cover the rental and relevant expenditure for permanent / long-term venues except that such venue will be on short lease for a justifiable reason or on a per-event basis.
   
ii) Funding cannot be used to cover expenditure on the development of mobile applications / websites.

5. Board, Lodging and Transport
   
i) For local projects, funding may be used for group transportation to and from a service location, as well as meals and accommodation for service recipients. The board, lodging and transport costs for student participants alone, however, are not covered.
   
ii) For overseas projects, funding cannot be used to cover more than half of the overseas expenditure (including but not limited to passage, meals, accommodation, vaccination, visa and other local costs directly related to supporting the student participants). Applicants are recommended to seek support from other sources.

6. Service Charges
   
Funding cannot be used to cover expenditure on services provided by third party that do not directly benefit the service recipients (including but not limited to administration fee and license fee).

7. Training Fee
   
If student participants are required to go through statutory training / acquire professional qualification prior to the service delivery, such cost should be borne by the student participants.

**POLICY ON NON-LOCAL SERVICES**

1. General Reporting
   
i) Projects under the I-CARE Social Service Projects Scheme will be considered as official student activities coordinated by CUHK and are thus required to observe the “Guidelines for Monitoring and Supporting Activities for Students”. All overseas activities are bound by the reporting and safety arrangements listed in the said guidelines. The Director of I-CARE Centre will serve as the endorsing unit head for the purpose of fulfilling the stipulated reporting procedures.
   
ii) Applicants MUST complete and submit the “Agreement and Statement for I-CARE Social Service Projects Scheme (Non-local Project)” alongside the application form and proposal. Without this document, no funding will be allocated to any successful applicant.
2. Safety

   i) Applicants MUST constantly check for travel warnings hoisted against the destination of the project. The visit should be dropped if the RED or BLACK travel warning is hoisted by the Outbound Travel Alert System. Visits should also be avoided when the security and/ or health condition is unsafe (e.g. natural disaster, riot, pandemics), as advised by the Bureau of Consular Affairs, the U.S. Department of State and/ or the World Health Organisation (WHO).

   ii) CUHK covers the insurance of the students and accompanying staff for their schedule of the proposed project (details are at https://www.bur.cuhk.edu.hk/insurance/). Expenditure on the top-up insurance plan is generally not supported unless it is deemed necessary. However, if the visits are beyond the proposed schedule of the project, students and accompanying staff MUST purchase additional insurance at their own cost.

3. Funding and Supervision

   i) To ensure the quality and efficacy of the funded projects and to ensure the proper allocation of funding among them, an upper limit of HK$300,000 is set as the maximum total budget for each non-local project. Overseas activities unrelated to service provision (such as sightseeing and other cultural activities) will not be funded. These activities plus travelling time should not take up more than 20% of the overall duration of the overseas project unless otherwise approved by the I-CARE Centre.

   ii) For projects initiated and implemented by any college / department / administrative office of CUHK, ONE full-time staff member of the unit MUST be arranged to present in any overseas activities for supervisory purpose if 10 or more students will participate in it. The costs incurred for such purpose should be borne by the unit concerned.

   iii) The I-CARE Centre may appoint a staff member to participate in any funded overseas activities for supervisory purpose, upon consultation with the responsible units / students.

**General Information**

1. The following must be submitted when an application is made:

   i) Application Form - for all projects

   ii) Advisor Endorsement Letter - for all projects (Appendix 1)

   iii) Agreement and Statement for I-CARE Social Service Projects Scheme (Non-local Project) - for non-local projects only (Appendix 2)

   iv) Proforma for Reporting Outbound Student Activities - for non-local projects only (Appendix 3)

2. For non-local projects, submission of the “Checklist for I-CARE Non-local Service Trip” (Appendix 4) is highly recommended.
3. Details and enquiries about the I-CARE Social Service Projects Scheme can be directed to:


ii) Telephone - 3943 9860

iii) Email – rachelchan@cuhk.edu.hk

iv) In person - Room 504, Wong Foo Yuan Building

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