The Chinese University of Hong Kong
Office of Student Affairs

Student Activity Fund
Application Guidelines

A. Objective:

Student Activity Fund aims to support:

1) Affiliated student societies to organize creative, diverse and meaningful student activities.
2) Individual undergraduate students to join activities organized by non-CUHK entities, such as international or regional competitions, conferences, or overseas experiential learning programmes.

Priority will be given to activities that promote:

- Entrepreneurship and Innovation
- Diversity and Inclusion
- Social responsibility and Sustainability
- Mental wellness

Eligibility:

1) Students' societies affiliated to the University via OSA / Faculty / Department / Programme Office or UGC-funded students only (as individuals).
2) University exchange programmes, internship programmes, part of course requirements, and credit-bearing activities will NOT be subsidised.
3) To avoid double benefit, an activity receiving subsidy / sponsorship from other sources of the University is NOT eligible for the Student Activities Fund.

For societies that have not yet completed the affiliation procedures, they CAN STILL SUBMIT their applications before the deadline. However, the affiliation procedures must be completed before the submission of the reimbursement form. Additionally, the most recent affiliation letter should be included with the application.

B. Important Date

Item	Date	Required materials
Period of student projects/activities:	**1st round: 1st July – 31st December, 2026**	**/**
Application deadline:	**1st round: 9th October, 2026**	**1.Application form 2.Activity Proposal 3.Budget Plan**
Result announcement period:	**Mid-December to January Please stay tuned for updates via email.**	**Keep all the valid original receipts for reimbursement.**

C. Fund Strategy

1) There are several factors that determine the amount of funds, including missions, objectives, participants, and long-term development.
2) Creative and meaningful activities that aim to enhance students' exposure and let students establish a strong connection with the community are preferred. This could be in the form of innovation, entrepreneurship, diversity and inclusion, social responsibility, sustainability and mental health.
3) Subsidy is to encourage societies to organise activities of various kinds and is not meant to assist a society to generate a surplus. Therefore, fundraising activities are excluded.
4) For local transportation expenses, **no** subsidy will be allocated for the hire of taxis and Uber.
5) For beverage expenses, only snacks (*excluding suckling pigs*) and drinks will be subsidised (70% of the total approved amount). **No** subsidy will be allocated for expenses for the buffet, banquet or dining in restaurants.
6) **No** subsidy will be allocated for any purchase of fixed assets, such as furniture or equipment.
7) **No** subsidy expenses for profitable society products, such as society tees, society bags, hoodies and souvenirs, which can generate income for societies.
8) Submission of incorrect / incomplete information can lead to disqualification or delay.

D. Application Procedure

1) The application form can be **downloaded** from the following link:
   Student Activity Fund Application Form_2026-27_Term1

2) Please submit the application form and related documents via CUWebForm:
   https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13734688

- Completed Application Form (File name: Society name/Name_application form.docx)
- Proposal of the project (File name: Society name/Name_activity proposal.docx)
- Budget plan of the project (File name: Society name/Name_budget plan.docx)

Applicants must declare any other sponsorship sources they have received.

E. Reimbursement Procedures and Remarks

After the result announcement, the applicant must submit the following documents through the CUWebForm before the deadline.

For registered student societies,

1) Completed reimbursement Form
2) Financial report supported with valid original copies of receipts
3) at least 1 photo of each activity
4) Valid Affiliation Letter *(if applicable)*
5) Certificate of Attendance *(if applicable)*
6) Participant list of each activity *(if applicable)*

- For the student society, documents (1) and (2) must be signed by the President and Treasurer with the society's stamp.

F. Receipts Accepted for reimbursement

1) The applicant may only submit original copies of receipts with the approved amount to the Office of Student Affairs (OSA). The submitted original copies of receipts will not be returned; applicants shall make copies for record if necessary.
2) All receipts are required to show the company name, product name, quantity and price of each item clearly.
3) Detailed reimbursement PowerPoints will be attached via email after the results are announced.
4) For flight tickets, please keep your boarding pass, payment receipts, and e-ticket for reimbursement purposes.

Office of Student Affairs (OSA) reserves the right to amend the application guidelines without prior notice.

Enquiry

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