

Wofoo Community Service Learning Foundation Fund

和富社會服務學習基金

Application Guidelines

Objectives

1. The Wofoo Community Service Learning Foundation Fund is established by the Wofoo Social Enterprises with the following aims:
 - a. To develop students into future leaders with a strong commitment to the community through service learning;
 - b. To strengthen TWC's service to society and partnership with the community;
 - c. To support efforts in initiating, developing and consolidating community service learning at TWC; and
 - d. To encourage students to continue their involvement in community service and act as student leaders to support the development of community service learning in TWC.

Management

2. Vetting process will be conducted by the vetting board which is composed of representatives of Tung Wah College and representatives of Wofoo Leaders' Network.
3. The objectives and regulations of the Fund will be reviewed by the vetting board biennially.

Eligible Projects

4. The Fund finances projects which adopt a community service learning approach and are:
 - a. Organised or led by TWC students or student clubs/societies/groups.
5. The project under application should take the following forms:
 - a. Local voluntary service;
 - b. Service learning projects;
 - c. Public education programmes; and
 - d. Innovative learning activities.
6. Project should be designed to work with one of the following target groups:
 - a. Children;
 - b. Youths;
 - c. Parents;
 - d. Elderly; and
 - e. Socially underprivileged.

7. The first priority of the funding will be given to collaboration projects between TWC student clubs/societies and TWC-WLN, while second priority is for the theme projects organised by TWC student groups and open for WLN members to participate.

Funding Available

8. The funding level depends on the merits of the project proposal and the available resources of the Fund.
9. The grant to each project may not exceed **HK\$4,000**, however, the vetting board reserves the right of final decision.

Assessment of Application

10. Assessment will be conducted by the vetting board on the basis of:
 - a. Relevance to the objectives of the Fund;
 - b. Feasibility of the proposed budget;
 - c. The impact or anticipated impact of the project to the community and students, and
 - d. Past funding record and performance, if applicable.

Application and Administrative Procedure

11. There are TWO application exercises for each academic year.
1st round application deadline: 30 Oct
2nd round application deadline: 31 March
12. Applicants should submit the completed application form, a detailed project proposal and the related materials to the vetting board via email at sao@twc.edu.hk before the application deadline. Incomplete application form with insufficient supporting documents will not be considered.
13. Application form is obtainable at https://www.twc.edu.hk/en/Administration_Units/sao/publications-and-forms.
14. The proposed activity receiving other sources of sponsorship must be declared in the application form.
15. If the application is from a student society under the Students' Union, the applicant should be the leader of the proposed activity and an office-bearer of the student society concerned.

The application should be countersigned by the chairman of the society and endorsed by the Students' Union.
16. Staff member of the Student Affairs Office (SAO) which has been given the responsibility of administering the Fund may interview the applicants to discuss the details and the budget of the proposed activity.
17. All letters requesting sponsorship/advertisement/donation sent by students or student groups and its sub-organisations must be copied to the SAO.

18. Approved funds will normally be passed to the individual/group on a reimbursement basis after the actual receipts are received and verified. For special circumstances, advancement may be requested.
19. Information collected in the application form will only be used for processing the application for the Wofoo Community Service Learning Foundation Fund. The personal data/information will be treated with strict confidence and kept for a period of no more than four years under normal circumstances.

Report and Evaluation

20. Each successful individual/group is required to submit an evaluation report and a financial report together with original receipts of all expenditure items to SAO within ONE month upon completion of the proposed activity. Late submission would not be processed and no reimbursement would be made.
21. In the evaluation report, the individual/group is required to report all expenditures and income fully and accurately including the College's funding, membership fee, participant fee, sponsorship/donation and etc. All supporting proof should also be submitted.
22. The College reserves the rights to withdraw/deduct the funding granted if the evaluation report is not submitted with the required details within one months.
23. Upon the completion of projects, project teams may be invited to present their findings and outcomes to the TWC community and wider public.

Student Affairs Office
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