東華學院
TUNG WAH COLLEGE

Student Innovation Project Fund

Application Guidelines

Objectives

1. The Fund aims to allow students to bring their innovative ideas to fruition providing benefits to the College or the community, and nurture students with unique talents by organizing and conducting innovative project which should be non-profit making in nature.

Eligibility

2. All full-time undergraduate students at the College, is allowed to make ONE application in each academic year, in the form of a group or as individuals.

The Fund

3. Student Affairs Office (SAO) would be responsible for the vetting of the applications, while Finance Office (FO) would oversee the management, monitoring, and control of the Fund.

4. The Fund is on a first-come, first-served basis, with the approved maximum amount of HK$15,000 per project per academic year, or up to 80% of the total cost, whichever is lower.

5. Capstone projects for all programme with the funding support of which are already included in the respective programme budgets are not eligible for the Fund.

Assessment of Application

6. The Vice President (Administration and Development) appoints members of the Assessment Panel including at least two academic staff and the Head of Student Affairs. Assessment will be conducted by the Assessment Panel based on the following criteria:

a. Innovative projects providing new solutions to pressing issues, or new ways to do things. Only projects demonstrating a clear connection between the innovative idea and a need of the College, or the community, and the positive impact brought, such as improving the living quality, raising public awareness of critical issues/ pressing needs, etc., would be supported.

b. On evidence base to demonstrate a compelling need for the project through survey or other forms of gap analysis, and the project can benefit to a reasonable number of recipients.

Application

7. The application deadline for each academic year is 30 November. Late applications will NOT be considered.

8. Students are required to submit a proposal regarding the project concerned (maximum 4 pages) while the following should be covered:

a. Description of project: including a statement of the challenge, the suggested solution, the benefit the project will provide to the College or the community and a timeline for project implementation.

b. A complete and informative budget statement: showing all anticipated sources of revenue and expenditures for the project.

c. Endorsement from an academic staff of the College to support the proposal.

d. The applicant must declare if applications for other source(s) of sponsorship has been submitted (both the College and external source(s)). No double sponsorship should be granted.

9. Applicants may be invited to attend an interview to discuss the details of the proposed project with the Assessment Panel.

10. Applicants will be informed of the result and the amount of approved fund in writing by SAO within six weeks after the application deadline.

Administrative Procedure

11. The successful applicant is required to:

a. adheres to the approved budget and incur expenditure within the approved budget, and to maintain a proper record and keep track of every amount spent on the projects for reimbursement;

b. seeks prior approval from the Head of Student Affairs for purchases exceeding HK$2,000 per transaction; and

c. uses the approved fund within 12 months and cannot carry forward the fund without the permission from the SAO.

12. The granted fund is released in two installments, the first 50% on commencement of project and the remaining 50% upon completion of the project.

13. Successful applicant must, within one month upon completion of the project, submit a final report to the SAO, including the following documents. Late submission would not be processed, and no reimbursement would be made.

a. showing the project's success, its progress and what benefits it brings to the College or the community as a whole;

b. receipts of actual expenses of the whole project;

c. at least 5 photos of event highlights and group photos for publication (photos of at least 1Mb or above should be sent via email; and descriptions (at least 50 English words) must be provided for each photo).

14. Release of the second installment is subject to the submission of:

a. submit a final report to SAO as required in clause 13; and

b. if the actual expenses are less than the amount of the first installment, the second installment would not be released while the unspent amount of the first installment (if any) should be refunded to the College.

15. If applicants fail to complete their projects at any time, any unspent balance must be refunded to the College as soon as possible while receipts of all actual expenses must be provided.

16. Should there be any changes in the proposed project, prior approval from the Assessment Panel should be obtained.

17. Information collected will only be used for processing the application for the Student Innovation Project 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.

18. The College reserves the right to revise the guidelines and subsidy amount as appropriate without prior notice to safeguard the proper use of the College resources.

Obligation

19. Acknowledgements should be included in the publicity materials of the student project as follows:
a. In English: "Sponsored by Tung Wah College Student Innovation Project Fund"
b. In Chinese: "本活動由東華學院學生創新項目基金贊助"

20. Upon the completion of student project, applicant(s) may be invited to present their findings and outcomes to the TWC community and the wider public.

<p style="text-align:center">(End)</p>

Guideline/SAO 43/202310