

TUNG WAH COLLEGE
Student Affairs Office
Student Innovation Project Fund
Application Form

Form/SAO 43b/202308

Important Notes:

- 1) Before completing this application form, please read through the Guidelines of Student Innovation Project Fund.
- 2) Submit the application with supporting documents to SAO **before 30 November 2023 (Thursday)**.
- 3) Submit the final report to SAO within ONE month upon completion of the project.
- 4) For enquiries, please contact SAO (tel. 3190 6660 or email sao@twc.edu.hk).

Section A: Particulars of Project Leaders or Individual Applicant

Project Title: _____

Name of Student Group (if any): _____

Student Organisation/Student's Bank
Account Holder's Name: _____

Student Organization/Student's Bank
Account Number: _____

Name of Bank: _____
Bank Account Number#: _____

Input into PowerCampus

Coordinator and Members

Position	Name	Student ID.	Programme and Year of Study	Phone No.
Principal Coordinator				
Members				

#Please be reminded to input the details of bank account into PowerCampus and provide the photocopy of bank account information.

Section B: Project Proposal (Max. 4 pages)

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Section C: Timeline of Project Implementation		
<u>Dates*</u>	<u>Details</u>	<u>Remarks</u>

* Project start date, small goal completion dates and final completion date should be included

Section D : Financial Details of the Project		
<i>Please list clearly and attach additional sheets if necessary</i>		
Estimated Income		
<u>Items</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
1. Subsidy from TWC		
2. External Sponsorship/Donation#	Name of Sponsor: _____ Type of Sponsorship: <input type="checkbox"/> Cash <input type="checkbox"/> Gifts <input type="checkbox"/> Others, please specify: _____	
3. Others (please specify)		
Total Estimated Income:		
Estimated Expenditure		
<u>Items*</u>	<u>Details</u>	<u>Sub-total (HK\$)</u>
1.		
2.		
3.		
4.		
5.		
Total Estimated Expenditure:		
Total Balance:		

please give a detailed breakdown of the income and expenditure items & supporting proof for any source(s) of external sponsorship.

* Prior approval should be sought from the School Dean for purchases exceeding HK\$1,000 per transaction

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Section E: Endorsement of School

Name of the Academic

Staff: _____

Post/School: _____ Contact Tel. No.: _____

Email Address: _____

Support

Not Support

Comments on the
proposal:

Signature of Academic

Staff: _____ Date: _____

Section F: Declaration

I/We, the undersigned, being the applicant/principal coordinator above, declare that the information provided in and attached with this application form is accurate to the best of our knowledge. I/We understand and accept the requirements and conditions listed in the Application Guidelines for the Student Innovation Project Fund.

Applicant / Principal Coordinator*

Signature

Name

Date

Treasurer of the Student Organisation (if applicable)

Signature

Name

Date

President of the Student Organisation (if applicable)

Signature

Name

Date

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Student Organisation's Chop (if applicable) <div style="border: 1px solid black; border-radius: 15px; height: 150px; margin-top: 5px;"></div>	Students' Union's Chop (if applicable) <div style="border: 1px solid black; border-radius: 15px; height: 150px; margin-top: 5px;"></div>
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**Delete as appropriate*

Section G: Approval (For Official Use ONLY)

Approval by Assessment Panel

- Approved by the Assessment Panel of Student Innovation Project Fund
- Disapproved

Reasons: _____

Comments:

Approved Amount \$ _____

Date: _____