**SAO Funding Scheme**

Ref: S-015/F/SDS

**Application Form**

※ Please complete all items consistently in either English or Chinese. Fill in 1 application form and 1 budget plan for each activity.

※ Please note that handwritten forms will not be accepted.

**Part 1: Funding Information**

|  |  |  |
| --- | --- | --- |
| Apply funding in which Batch? | **Batch of Year** | |
| Apply funding in which Area? | **Student Activities**  **Student Organization Support** | **Student Exchange Activities**  **Specified Activities** |
| **Requested amount of funding** | **MOP** | |

**Part 2: Basic Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Student Organization | (Chinese) |  | | |
|  | (English) |  | | |
| Name of Applicant | (Chinese) |  | | |
|  | (English) |  | | |
| Position |  | | | |
| Contacts | (Phone) |  | (Email) |  |

**Part 3: Activity Proposed**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity Name | (Chinese) |  | | | | | | |
| (English) |  | | | | | | |
| Type of Participants | Organization Members Only | | | | | All UM Students/Staff | | |
| Open to Public | | | | |  | | |
| Expected Number of Participants |  | | | | | | | |
| Activity Date / Period |  | | | | | | | |
| Activity Venue |  | | | | | | | |
| Type of Activity | Interest course | | Workshop**/**Training | | Lecture/Seminar | | Publication | |
| *(Choose 1 option)* | Film screening | | Performance | | Competition | | Sports competition | |
|  | Orientation | | Visit/ Exchange | | Caring activities | | Sharing Session | |
|  | Festive Celebration | | Others. Please state: | | | | | |
| Name(s) of Co-organizer(s)  *(if applicable)* |  | | | | | | | |
| Nationality of guest(s) and performer(s) | Local | | Non-local | To be confirmed | | | | N/A |

**Part 4: Nature and Purpose of activity**

|  |
| --- |
| Aim/mission/objective *(in point form)* |
|  |

|  |
| --- |
| Summary of the activity in not more than 200 words  **(Expectations, planning and execution strategies are required to be included)** |
|  |

**Part 5: Attachment**

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Plan  **(Compulsory)** | Activity Proposal **(Strongly Recommended)** | Rundown / Trip Schedule | Floor plan |
| Guest List | Performer List | Others. Please State: |  |

Remarks: *The finalized guest list, performer list, and activity rundown must be submitted to SAO for approval at least 45 days in advance.*

**Part 6: Signature of Applicant**

***(type the names of the student organization and applicant if you fill in the PDF version of this form)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Date** |  | **Stamp of Student Organization** |  | **Signature** |