

The University of Hong Kong
Whole-person Development Fund - Lead for Life Service Project Grant
Application Guideline

Objectives

1. The Lead for Life Service Project Grant (the Grant) is funded by the University Grants Committee's Whole-person Development Fund with the following aims:
 - (a) To encourage students to be creative and entrepreneurial in meeting perceived needs in the community;
 - (b) To train leaders of tomorrow by serving the community and with commitment to the promotion of flourishing community.
 - (c) To increase students' self-awareness to identify and cultivate their character leadership strengths and style and develop their sense of purpose to bring about positive social change to build a flourishing community. In other words, students will cultivate leadership with compassion and empathy by means of initiation of service projects.

Eligibility

2. All current Lead for Life (L4L) student participants can apply for the Grant either individually or in groups.
3. The Grant can only be used to finance **eligible / approved L4L service projects** which are undertaken via one of the five fulfilment pathways.
4. The Grant can be used to fund the following expenses:
 - (a) Relevant¹ student training expenses;
 - (b) Project expenses such as venue rental and consumables; and
 - (c) Meals (simple lunch or dinner only) and transportation while serving the community.
5. The applied service projects can take place in Hong Kong or outside Hong Kong.

Funding Available

6. The funding level depends on the merits of the project proposal. Successful applicants will be granted up to (a) 100% of the applied project expenditure; or (b) HK\$5,000, whichever is lower. The Selection Panel of the Grant (Selection Panel) has the discretion to offer a larger award to outstanding project proposal.

Application Procedure

7. Applicants can submit a completed application form (including a project proposal and a budget proposal) to the Centre of Development and Resources for Students (CEDARS) on-line at <https://wp3.cedars.hku.hk/form/web/node/3924>
8. The full set of application materials should be submitted on-line **at least 10 calendar days in advance of the commencement of service project**.
9. Successful applicants will be disqualified and/or, where appropriate, be required to refund the Grant if he/she provides any false or misleading information to the Selection Panel.

¹ The training has to be related to the planning and implementation of the applied service project.

Assessment of Application

10. All applications will be assessed by the Selection Panel on the basis of:
 - (a) Relevance to the objectives of the Grant (refer to paragraph 1);
 - (b) Feasibility of the project; and
 - (c) The impact or anticipated impact of the project.
11. Applicants will be notified of the application result by email.

Project Completion Date and Award Payment

12. Under normal circumstances, project should be completed within **12 months** upon approval of the Grant. All changes to approved projects and deferral of completion date require prior approval of the Selection Panel.
13. Award payment will be made in the form of reimbursement upon submission of final report and receipts after completion of the project. Should awardee wish to arrange early award payment, they will be required to submit a request along with an interim progress report to the Selection Panel for approval.

Report and Evaluation

14. Applicants are required to submit one final report (Appendix 1) to Centre of Development and Resources for Students (CEDARS) within one month upon completion of the project. Please limit the final report to 2 to 3 pages.
15. Upon completion of project, applicants may be invited to present their findings and outcomes to the Lead for Life community and/ or wider public.
16. The selection Panel may invite applicants for meetings to review the progress during the project implementation phase.

Enquiries

17. Enquiries can be directed to Ms Michele Fok of CEDARS at mcffok@hku.hk