

UNION FINANCE COMMITTEE
THE HONG KONG UNIVERSITY STUDENTS' UNION COUNCIL

APPLICATION FORM FOR UNION FUND

GUIDELINES

1. Applicant should submit this application form four weeks before the function to sufs@hku.hk OR the Union Office, together with the proposal and financial budget for the function, and the latest bank statement of the sub-organization with account balance.
2. A report with financial statement shall be submitted to sufs@hku.hk OR the Union Office within four weeks after the function.
3. The approved amount of fund will only be transferred when the functional report and the audited financial report are approved by UFC.
4. Applicant shall put the budgeted amount approved by UFC in the audited financial report.
5. Applicant may be required to present in UFC meeting in person.
6. Attach extra papers if needed.
7. This form should only be used for Education Fund, Academic Fund and Democracy Fund.

UNION FUND APPLIED*: Education Fund / Academic Fund / Democracy Fund

SUB-ORGANIZATION'S INFORMATION

Name of Sub-organization:

Annual Membership Fee (Total) :\$

Annual Membership Fee (per member): \$

Name of Bank Account:

FUNCTION

Name:

Aim:

Date:

Anticipated number of participants:

Expected amount of grant: \$

Explanatory notes:

CONTACT INFORMATION

Chairperson of Sub-organization / Person-in-charge of unction*

Name:

Contact No.:

Email Address:

Financial Secretary (or equivalent)

Name:

Contact No.:

Email Address:

NOTES

The budget submitted should contain the following information:

1. Income
 - 1.1. Amount of grant expected from Union Fund
 - 1.2. Grant from HKU (e.g. CEDARS)
 - 1.3. Grant from External Parties
 - 1.4. Fee from participants
 - 1.5. Other
2. Expenditures
3. Balance

DATE OF APPLICATION (DD/MM/YY):

NAME OF APPLICANT:

POSITION:

SIGNATURE OF APPLICANT WITH SOCIETY STAMP

**: Delete where appropriate*