

THE UNIVERSITY OF HONG KONG

SERVICE 100 Fund

(incorporating the Student Knowledge Exchange Project Grant)

**Student Knowledge Exchange (KE) Project Grants
for
Non-credit-bearing Community Engagement Projects with KE Elements /
Non-technology-based Not-for-profit Student Start-ups**

Purpose

This information sheet provides supplementary information on the student KE project grants that are administered under [SERVICE 100 Fund](#). Please read this carefully in conjunction with the [guidelines](#) provided by the [Centre of Development and Resources for Students](#) (CEDARS) before making an application.

Background

The Student KE Project Grant Scheme was introduced in 2011/12 under the KE Funding Exercise. It aims to promote a student culture of contributing to society through applying their knowledge gained at HKU; to nurture the spirit of innovation among students; and to promote the development of engagement projects between students of the University and external organizations. The Scheme is open to all currently enrolled full-time students of the University, including undergraduate, research postgraduate and taught postgraduate students.

To streamline the support for students to engage in community projects, the Student KE Project Grant Scheme has been subsumed under SERVICE 100 Fund administered by CEDARS since 2014/15.

Under SERVICE 100 Fund, the student KE project grants may support the following types of projects initiated by students:

- 1. Non-credit-bearing community engagement projects with KE elements**
- 2. Not-for-profit student start-ups that are non-technology-based**

Proposals are considered on a competitive basis, and the award is normally up to HK\$20,000.

How to apply and choose which track?

CEDARS will call for applications for [SERVICE 100 Fund](#) (incorporating the Student KE Project Grant). An online application should be submitted to CEDARS by the deadline announced in each round.

Think through the following questions before making an application:

- 1. Is your proposed project organised or led by HKU students and does it adopt a service learning approach?**

√	IF YES, you can apply for SERVICE 100 Fund.
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- 2. If you want to seek support from the student KE project grants at the same time, ask yourself/yourselves the following questions:**

- Is your proposed project a non-credit-bearing community engagement project that enables students to apply their knowledge gained at HKU to benefit non-academic sectors or society at large?
- Do you have a Faculty Advisor to provide guidance on the design and implementation of the project?
- Have you obtained a support letter from a non-academic partner organisation outside the University for your proposed project?
- Will you be able to finish the project and submit claims for reimbursement to CEDARS by June 30 of the financial year?

Q: How to tell if it is for KE or pure service?

> See FAQ 1 & 2.

Q: Why June 30 of the financial year?

> See FAQ 6.

√	IF ALL YES, you can click the button for Student KE Project Grant.
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- 3. If you want to seek support from the student KE project grants at the same time, but instead of a non-credit-bearing community engagement project with KE elements, you want to set up a non-technology-based not-for-profit student start-up, ask yourself/yourselves the following questions:**

- Is your business idea non-technology-based?
- Do you have a Faculty Advisor to provide guidance on identification of business opportunities and the viability of your business plan?
- Does your team have the capability to manage the start-up?
- Have you considered the sustainability issue of the start-up and how to attract external funding?
- Have you gone through the website of the [Companies Registry](#) to find out how to set up a non-for-profit organization?

Q: What if it is a technology start-up?

> See FAQ 5.

Q: What does not-for-profit mean?

> See FAQ 4.

- Will you be able to set up the start-up and submit claims for reimbursement to CEDARS by June 30 of the financial year?

√	IF ALL YES, you can click the button for Student KE Project Grant and “Yes” for the question on seeking support for a not-for-profit student start-up that is non-technology-based. The requirement of a support letter from a non-academic partner organization outside the University may be relaxed for this type of proposal.
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Q: What are the budget items that may be considered?

> See Checklist.

Your proposal may still be considered for support by SERVICE 100 Fund even if the request for student KE project grant is not approved.

Checklist for Reference

	Student KE Project Grant for Non-credit-bearing Community Engagement Projects with KE Elements	Student KE Project Grant for Not-for-profit Student Start-ups that are Non-technology-based
Requirements (General)	<ul style="list-style-type: none"> • Student must apply their knowledge gained at HKU to benefit non-academic sectors or society at large. • Each project must have a Faculty Advisor, who may be an academic or academic-related staff member of the University, to supervise the design and implementation of the project. 	
Requirements (Specific)	<ul style="list-style-type: none"> • Must have support from a non-academic partner organization outside the University. • To avoid any potential conflict of interest, all student team members and the Faculty Advisor should disclose the fact of their involvement in and/or relationship with the partner organization, if any, in the application. 	<ul style="list-style-type: none"> • The requirement of a support letter from an external partner organization may be relaxed. • The business idea should be non-technology-based. • A not-for-profit organization must be established (see FAQ 4).
Proposals that are not eligible	<ul style="list-style-type: none"> • The student KE project grants are not intended to support credit-bearing experiential learning activities since such activities being primarily related to teaching and learning should be supported by the Teaching and Learning budget rather than KE funding. • The student KE project grants are not intended to support projects by research postgraduate (RPg) students that form part of the research for their thesis (see FAQ 3). • Proposals for overseas study tours for students will not be supported. 	

	Student KE Project Grant for Non-credit-bearing Community Engagement Projects with KE Elements	Student KE Project Grant for Not-for-profit Student Start-ups that are Non-technology-based
General assessment criteria	Please refer to the SERVICE 100 Fund website of CEDARS.	
Nature of funding	<ul style="list-style-type: none"> • The maximum grant is HK\$20,000 per project. • The grant is provided on a reimbursement basis (except in case where a purchase order is required in accordance with the University’s purchasing regulations – see FAQ 12). • The grant cannot be provided in the form of cash advance. • The funding limit of approved budget items will be determined by CEDARS in consultation with the Knowledge Exchange Office (KEO). 	
Funding period	<ul style="list-style-type: none"> • The claims for reimbursement with all supporting documents, including receipts and invoices, MUST reach CEDARS by June 30 of that particular financial year, or the project end date as specified in the Letter of Offer by CEDARS, whichever is earlier (IMPORTANT: see FAQ 6). 	
Reimbursable items	<ul style="list-style-type: none"> • The funding should be used in a reasonable and proportionate manner for achieving the objectives set out in the proposal. Support may be provided for the following items: <ul style="list-style-type: none"> ➢ essential items for carrying out the approved KE activities, e.g. educational materials, publications, consumables, publicity materials, etc. ➢ travel-related costs that are necessary for carrying out the approved KE activities, e.g. local transportation cost, round-trip airfare at cheapest economy class, and overseas accommodation cost, for HKU full-time students in the project team • Approved equipment and other items purchased with the grant will remain the property of the University (see FAQ 11). 	<ul style="list-style-type: none"> • The funding should be used in a reasonable and proportionate manner for achieving the objectives of the not-for-profit start-up as set out in the proposal. Support may be provided for the following items: <ul style="list-style-type: none"> ➢ essential items for setting up and operating the non-technology-based not-for-profit start-up (e.g. furniture and equipment, legal and accounting services, etc.) ➢ promotion and marketing costs

	Student KE Project Grant for Non-credit-bearing Community Engagement Projects with KE Elements	Student KE Project Grant for Not-for-profit Student Start-ups that are Non-technology-based
Non-Reimbursable items	<p>Some examples of items that are normally not supported include:</p> <ul style="list-style-type: none"> • payment to the student team members or other students to do the work for the project (see FAQ 8) • computer-related equipment • souvenirs • venue rental • payment to commercial vendors for work that could be done by students (see FAQ 10) • staff costs or administrative fees of the partner organization or any project costs that should reasonably be borne by the partner organization • donation, in cash or in kind, to other parties 	<p>Some examples of items that are normally not supported include:</p> <ul style="list-style-type: none"> • payment to the student team members or other students to work in the start-up (see FAQ 8) • costs of forming associations • investment of any kind • repayment of any loan (including but not limited to student loan) • any trip that is unnecessary or irrelevant to the operations of the start-up • entertainment expenses that are unnecessary or irrelevant to the operations of the start-up • donation, in cash or in kind, to other parties • any expenditure item that is unnecessary or irrelevant to the operations of the start-up • any events or activities that are inconsistent with the laws or regulations of Hong Kong or other applicable jurisdictions
Claims for reimbursement that cannot be processed	<p>Some examples of claims for reimbursement that cannot be processed include:</p> <ul style="list-style-type: none"> • Payment in cash with no receipt • Any items not specified in the Letter of Offer from CEDARS • Expenses incurred by those who are not HKU full-time students in the project team (e.g. part-time students, graduates, staff, other participants, etc.) • Expenses that have been covered by other fund sources (i.e. no double payment is allowed for the same part of an expenditure item) • Any claims for reimbursement that reach CEDARS after June 30 of the financial year concerned or the deadline specified by CEDARS in its communications with the project team • Any expenses that are not considered justified or in line with the project objectives <p>CEDARS has the discretion to decide whether any expenses may be fully or partially reimbursed, or cannot be supported.</p>	
Application procedure	<ul style="list-style-type: none"> • Application must be made online via the SERVICE 100 Fund website of CEDARS. 	

	Student KE Project Grant for Non-credit-bearing Community Engagement Projects with KE Elements	Student KE Project Grant for Not-for-profit Student Start-ups that are Non-technology-based
Documentation (general)	<ul style="list-style-type: none"> • Proposal (please include the Chinese translation of the project title) • CV of project coordinator (please include Chinese name if applicable) • For RPg students: written confirmation of the primary supervisor indicating agreement for the RPg student to undertake the proposed student KE project and confirming that it does not form part of the research for the student's thesis 	
Documentation (specific)	<ul style="list-style-type: none"> • Support letter from a non-academic partner organization outside the University 	<ul style="list-style-type: none"> • Support letter from an external partner organization (may be relaxed if considered appropriate) • Certificate of Incorporation and Business Registration Certificate issued by the Companies Registry (may be submitted after receipt of Letter of Offer from CEDARS)
Reporting requirement	Interim and/or final report(s) as required by CEDARS	

Knowledge Exchange Office
August 12, 2015

Frequently Asked Questions on Student KE Project Grants under the SERVICE 100 Fund

The answers to the frequently asked questions (**FAQs**) below are provided for reference only. Hopefully they can help students understand the features and requirements of the student KE project grants that are administered under SERVICE 100 Fund of CEDARS before they submit an application online.

1. Q: I am a student with major in music and would like to organize a service trip to a country in South East Asia to visit the homeless people there. Will my proposal be considered?

A: This is a service project that may be considered by SERVICE 100 Fund. Support by the student KE project grant is normally not considered, unless you can explain clearly in your proposal the linkage between your knowledge learnt from your discipline and the benefit to the community through the project.

2. Q: I am a student with major in psychology and would like to apply my knowledge from my study of music therapy to help some disadvantaged groups in a country in South East Asia manage their stress. Will my proposal be considered?

A: Yes, your proposed project may be considered for support by the student KE project grant if you have clearly explained in your proposal about how to apply the knowledge you have learnt in your discipline to benefit the target groups, and if your proposal could satisfy the other requirements including documentation.

3. Q: I am a research postgraduate student and am interested to apply the knowledge of my study to the community. Can I apply for the student KE project grant? I don't plan to use the materials of the proposed KE project for my RPg research.

A: Yes, if you can submit a written confirmation of your primary supervisor indicating agreement for you to undertake the proposed student KE project and confirming that it does not form part of the research for your thesis.

4. Q: I would like to set up a not-for-profit start-up to realize my business idea that is non-technology-based. Where can I get information on how to set up this kind of not-for-profit organization?

A: Please visit the website of the [Companies Registry](#) for details on the procedures of incorporating a local limited company in Hong Kong. According to the reference information on that website, non-profit-making organizations are usually registered as companies limited by guarantee.

According to Section 103 of the Companies Ordinance, the Registrar of Companies may, by licence, permit an association intended to be formed as a limited company to dispense with "Limited" in its name if the Registrar is satisfied that the company is to be formed for promoting art or science or any other useful objects; the association intends to apply the company's profits or other income in promoting its objects; and the association intends to

prohibit the payment of dividends to the company's members. Please refer to the "Guideline on Registration of Company Names for Hong Kong Companies" on the website of the [Companies Registry](#).

Please also visit the website of the [Inland Revenue Department](#) (IRD) for the tax guide. Section 88 of the Inland Revenue Ordinance provides that charitable institutions are exempt from tax. However, according to "A Tax Guide for Charitable Institutions and Trusts of a Public Character" on the IRD website, not all "voluntary" or "non-profit-making" organizations are charities, and there is no provision in the Inland Revenue Ordinance which exempts a "voluntary" or "non-profit-making" organization from tax. Persons who are considering starting a charity are advised to seek legal advice about the format, content and legal sufficiency of the charity's governing instrument.

5. Q: What if I want to set up a technology start-up?

A: If you want to set up a technology start-up, you may apply for funding under the [TSSSU@HKU Scheme](#) administrated by the [Technology Transfer Office](#) (TTO). Given this alternative funding source, proposals for technology start-ups will not be considered for support by student KE project grants under SERVICE 100 Fund.

6. Q: If we submit an application in the first semester and plan to carry out our project until the summer, for example, from October 2015 to July 2016, what does the funding deadline of June 30, 2016 mean to our project?

A: The yearly earmarked grant for KE allocated to the University by the University Grants Committee (UGC) is used for the student KE project grants. As required by the UGC, such funding must be used by June 30 of the financial year. Any balance remaining as of July 1 is subject to claw back by the UGC, so **no** extension of the funding period may be made in any circumstance. In the example above, the student KE project grant allocated to your project must be used by June 30, 2016. This means that the project expenses must be incurred by June 30, 2016, with receipts showing the date of the incurred expenses. Make sure that all the receipts and claim supporting documents reach CEDARS by June 30, 2016; otherwise, your claims for reimbursement cannot be processed because it will not be possible for CEDARS to meet the year-end deadline prescribed by the Finance and Enterprises Office (FEO). Expenses incurred after June 30, 2016 cannot be charged to the student KE project grant.

7. Q: If we submit an application in the second semester and plan to carry out our project across two financial years, for example, from February 2016 to February 2017, will it be considered for support?

A: Such a proposal will normally be considered for support up to June 30 of the financial year relevant to the call for application, i.e. June 30, 2016 in the example above. As an exception, if the merit of the proposal is deemed justified for special consideration, and if you have explained clearly in your proposal the deliverables of your project and the budget in each financial year, i.e. the period ending June 30, 2016 that falls within 2015/16 and the period from July 1, 2016 that falls within 2016/17, it may be funded partly in the 2015/16 financial year and partly in the 2016/17 financial year, provided KE funding is still available from the UGC in the next financial year. However, the same deadline of June 30, 2016 for

reimbursement of expenses incurred in 2015/16 will apply (see FAQ 6 above). In no circumstance can expenses incurred in 2015/16 be charged to the student KE project grant for 2016/17. Claims for reimbursement of expenses incurred in 2016/17 should be submitted to CEDARS upon project completion in February 2017.

8. Q: My project budget includes \$25,000 mainly to cover allowances to students as researchers, designers and A/V crew to produce videos to be uploaded online. Will this budget item be supported?

A: Payments to student team members or other students to do the work for the project will not be supported.

9. Q: My team will travel to Africa for a medical service trip. Will the cost for travel insurance be supported?

A: The University has arranged a Group Travel Insurance Policy for students who are required to travel overseas for academic purpose. If you wish to take out additional travel insurance, please consult FEO first via email to insurance@fo.hku.hk. Generally, cost for additional travel insurance arranged individually may not be supported.

10. Q: I would like to pay a professional translator to translate the materials to be used in my project, and a designer to help design the project website. Will such costs be supported?

A: Costs for involving commercial vendors to do the work for the project will not be supported. The learning experience of students through actually doing the work for the project is considered important. The student team is advised to engage students with the relevant skills to join the team, or explore the possibility of training by the external partner organization to deliver the promised outcomes set out in the proposal.

11. Q: My project will involve some specific equipment that could not be provided by the partner organization, but the equipment items are important for the project. If the budget item for such equipment is approved, are there any regulations on purchase of project equipment?

A: According to the University's financial regulations, approved equipment and other items purchased with the student KE project grant will remain the property of the University. The University reserves the right to re-deploy the equipment on completion of the student KE project. These items should be entered into the equipment inventory of the Faculty Advisor's department concerned as appropriate.

12. Q: If I need to purchase a rather expensive piece of equipment for my project, costing around \$17,000, should I settle payment first and claim for reimbursement via CEDARS as usual?

A: Please consult CEDARS first. According to the University's purchasing procedures, for any equipment, consumables or service costing over HK\$15,000, competitive quotations should be obtained and a draft purchase order should be submitted to FEO (via FEO's system). If the draft purchase order is approved, FEO will arrange to pay the vendor directly upon receipt of the invoice. It takes time to complete such procedures, so it is important for you to consult CEDARS well in advance.

13. Q: If I have not clicked the checkbox for “Student Knowledge Exchange Project Grant” when I fill in the online application form, will my proposal still be considered for student KE project grant?

A: Your proposal will be considered for SERVICE 100 Fund only, unless CEDARS advises KEO that there are exceptional and well-justified reasons to consider it for the student KE project grant as well.

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