

**Sponsorship Scheme for Language Enhancement Activities**

**2024-2025**

**Proposal Template**

*For official use:*

Phase 1 Phase 2 Phase 3

*Please submit the proposal by email to* [*sall@hkbu.edu.hk*](mailto:sall@hkbu.edu.hk)*.*

Date of submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please tick the appropriate box(es).*

1. **Information of the Applicant(s)**

◻ Individual applicant ◻ Group applicants

◻ HKBU student society (Name of the society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Individual applicant or student-in-charge/contact person of the group/student society:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student No. | Full Name in English | Full Name  in Chinese | Study Programme  and Major | Year of Study | Mobile No. | Other Email |
|  |  |  |  |  |  |  |

**Other applicants** (applicable to group applicants or HKBU student societies only)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Student No. | Full Name in English | Full Name  in Chinese | Study Programme  and Major | Year of Study | Mobile No. | Other Email |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Details of the Proposal**

**Name of the proposed activity:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Aims and expected outcomes of the activity:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Schedule of the activity:**

|  |
| --- |
| Date(s): Time: Proposed venue: |
| Detailed rundown: |

**Target participants:**

|  |
| --- |
| *(Note: Participants of the proposed language enhancement activity should mainly be UGC-funded students. Self-funded students are welcome to join but the proportion of self-funded students should not exceed 10% of the total number of participating students. )*   * ◻ All HKBU students ◻ Local students ◻ Non-local students * Faculty(s)/Department(s) and Major/Stream(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Year of study: ◻ Year 1 ◻ Year 2 ◻ Year 3 ◻ Year 4 ◻ Year 5 * First language of the participants: ◻Cantonese ◻Putonghua ◻English ◻Others: \_\_\_\_\_\_\_\_ * Estimated number of participants: \_\_\_\_\_\_\_\_\_\_\_ |

**Plans for promotion:**

|  |
| --- |
| * Email/E-announcement ◻ Booth ◻ Flyers ◻ Posters * Websites ◻ Briefing ◻ Social media (Facebook/Twitter/Instagram) * Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Plans for evaluation:**

|  |
| --- |
| * Evaluation questionnaire (Please attach a draft questionnaire) * Interview * Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Budget proposal:**

|  |  |  |
| --- | --- | --- |
| **Estimated income** | | Subtotal (HK$) |
| 1. | Amount of fee to be paid by participants (if applicable) |  |
| 2. | Actual/estimated amount of sponsorship/subsidies/ income\* to be received from any other office/ department/ organization (if applicable)  Name of the office/ department/ organization:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 3. |  |  |
| **Total estimated income:** | | **\_\_\_\_\_\_\_\_\_\_** |
| **Estimated expenditure** (e.g. Printing of promotional materials) *(Note: The sponsored amount can only be used for promotional materials, decorations, teaching/learning materials, etc., but not refreshments, prizes, nor gifts.)* | | Subtotal (HK$) |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| **Total estimated expenditure:** | | **\_\_\_\_\_\_\_\_\_\_** |
| **Proposed amount of sponsorship**: | | **\_\_\_\_\_\_\_\_\_\_** |

**Time estimation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student No. | Full Name in English | Role in organizing the activity | Estimated no. of hours to organise and implement the proposed activity |
| e.g. 1234 5678 | John Smith | e.g. preparing the survey, developing the PPT, contacting the participants, conducting the workshop, developing the poster, drafting the email for promotion, writing the final report etc. | 15 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total estimated no. of hours:** | | |  |