



Task Force on Education and Training Committee Against Sexual Harassment

Sponsorship on Preventing Sexual Harassment Program

Aims:

The sponsorship aims at encouraging staff and student organizations on campus to carry out activities which promote understanding of issues in relation to the prevention of sexual harassment and gender equality. It is hoped that the funded activities will enhance awareness of the need to eliminate sexual harassment and foster positive attitude towards gender equality. The funded activities should meet one of the following objectives:

- Preventing sexual harassment
- Promoting awareness of sexual harassment
- Upholding equal opportunities between women and men

Criteria:

Approval for applications is based on the following criteria:

1. The application should clearly explain how the planned activities will meet one of the above objectives;
2. The planned activities should be non-profit-making and non-fundraising;
3. The target of the participants should be CUHK staff members or students;
4. The number of participants;
5. The expenditure and cost-effectiveness of the activities;
6. The impact of the activities; and
7. The feasibility in organizing the activities.

Points to Note:

1. Applications should be made by using the prescribed form available at the office of the Secretary of the Committee Against Sexual Harassment, Room LG10, University Administration Building. The form can also be downloaded from the website at www.cuhk.edu.hk/policy/harass. Applications will be accepted throughout the year.

2. There will be two funding batches in 2008-09. Deadlines for application will be mid October 08 (for the first batch) and late February 09 (for the second batch). Applicants will be informed of the results of their applications in November 08 (for the first batch) and March 09 (for the second batch) respectively.
3. Funds will be granted according to the size, format, and content of the activity at the discretion of the Working Group of the Sponsorship Program. The actual amount of funding provided will depend on individual circumstances, nature of the activity and the total amount of all applications. Usually, the maximum amount of sponsorship for each successful application will not exceed \$5,000.
4. Successful applicants should keep close contacts with the Working Group of the Sponsorship Program, to enable the Working Group to keep abreast of the progress of the activities.
5. The funded organization should acknowledge the sponsorship of the Committee Against Sexual Harassment where appropriate, for example, on the promotional leaflets, posters and exhibition boards.
6. If the organization is not able to carry out the planned activity, the Working Group has the right to request a refund from the organization.
7. The funded organization should ensure that the activity is carried out in accordance with existing University policies and applicable laws.

Handling Payment Procedures:

1. Successful applicants will receive half of the funding in advance. They should submit a report, including program evaluation and financial reports and all original receipts to the Working Group within two months after the completion of the activity, and the Working Group will release the balance of funds after reviewing the reports.
2. Funds should be expended according to the approved itemized budget. The entertainment expenditure will not be subsidized.
3. If there is unused funding after the activity is completed, the organization should return the unspent amount to the Task Force on Education and Training of the Committee Against Sexual Harassment.

香港中文大學防止性騷擾委員會
Committee Against Sexual Harassment
THE CHINESE UNIVERSITY OF HONG KONG

「防止性騷擾」推廣活動資助計劃申請表 / Sponsorship on Preventing Sexual Harassment Program Application Form

請交防止性騷擾委員會秘書* /

Please submit the application to Secretary of the Committee Against Sexual Harassment*

<p>A. 團體資料 / Organization Information</p> <p>團體名稱 / Organization Name : _____</p> <p>計劃統籌人姓名 / Name of Project Coordinator : _____</p> <p>聯絡電話 / Contact Phone No. : _____ 電郵地址 / Email Address : _____</p>
<p>B. 計劃內容 / Activity Information</p> <p>計劃活動名稱 / Activity Name : _____</p> <p>活動對象 / Activity Target Group : _____</p> <p>預計參與人數 / Expected Participants : _____</p> <p>形式及內容 / Format and Content : _____</p> <p>_____</p> <p>申請金額 / Amount Applied : 港幣 / HK\$ _____</p> <p>活動有否同時向其他基金 / 團體申請資助 / Have you applied for other funding or sponsorship ?</p> <p><input type="checkbox"/> 有 / Yes (請註明 / Please specify: _____)</p> <p><input type="checkbox"/> 沒有 / No</p>
<p>C. 計劃書及財政預算 / Activity Proposal and Budget</p> <p>請用 A4 白紙提供以下資料 / Please use A4 paper to provide details for the following items :</p> <ol style="list-style-type: none">活動計劃詳情 / Details of the project: 包括目的、計劃理念、詳細活動內容及時間、對象及人數、舉辦地點等 / Objectives, rationale, detailed content, date and time, target audience, number of participants, and venues of the activities整個計劃各項活動的預算分類項目支出 / Estimated expenditure of individual items of the whole project活動計劃的宣傳方法 / Publicity strategies for the project活動計劃的成效及評估方法 / Expected impact of the project and the evaluation method(s) <p>註：如以上資料未能提供齊全，有關申請可能不獲考慮。 Note: Applications with incomplete information may not be considered.</p>
<p>D. 統籌人簽名 / Signature of Coordinator : _____ 團體蓋章 / Chop : _____</p>