

The Chinese University of Hong Kong
Office of Student Affairs

CUHK Cultural Enhancement Funding Scheme 2025-26

Application Guidelines

Introduction

The **CUHK Cultural Enhancement Funding Scheme** aims to support student groups in expanding their global perspectives and fostering cultural diversity. Student Groups may apply for the funding to organize activities that promote cultural integration on campus. They may include **booth exhibitions, cultural festivals, workshops, or cultural exchange programmes** that foster interaction and mutual understanding among students from diverse backgrounds.

Eligibility

- Student Organizations, Interest Clubs and Non-local Student Associations affiliated with or recognized by the Office of Student Affairs (OSA)
- Non-affiliated/ unregistered Student Groups that serves CUHK students

Important Notes

- Applications must fulfill **at least one** of the following criteria:
 - Promote cultural diversity and inclusion and foster a global understanding.
 - Enhance leadership in a cross-cultural context.
 - Provide opportunities involving interactions with non-local students, institutions, or organizations.
- The primary target audience should be full-time undergraduate students. To promote diversity and inclusiveness, additional criteria may be applied to maintain a balanced ratio of local and non-local student participants, depending on the nature and planning of the activity.
- To prevent double benefits, activities that have already received subsidies or sponsorships from other sources within the University are **NOT** eligible.
- Applicants may submit multiple applications within an academic year, while priority will be given to first-time applicants.

Application Process

Applicants should submit their [online applications](#) with [budget templates](#) at least 6 weeks before the activities.

Examples of Previous Subsidized Activities

- Dai Pai Dong (Local Culture)
- Diwali (Cultural Festival)
- Loy Krathong (Cultural Festival)
- Nowrus (Cultural Festival)
- Philippine Night Market (Cultural Exchange)

Funding Support

1. The maximum funding support provided for organizing an activity is HK\$15,000 per application. The funding source must be acknowledged in the activity promotion materials.
2. Applications will be assessed based on objective delivery, implementation feasibility, creativity, potential impact on the participants and CUHK community, and funding availability.
3. For an application including meal and refreshment expenses, a justification must be provided regarding the necessity of providing food and drinks during the activity. The per capita expense should **NOT** exceed **HK\$80**.
4. Payments made prior to the approval of sponsorship will **NOT** be subsidized, unless accompanied with a justification.
5. The funding support does **NOT** cover the following expenses:
 - Hiring of student helpers and/or direct cash disbursement to students (e.g. cash award, financial assistance, allowance, remuneration)
 - Expense incurred before the funding approval date, unless explicitly approved in advance
 - Expenses that do not comply with the University's procurement and financial guidelines
 - Equipment or fixed assets, e.g. musical instruments, furniture.

Reimbursement Procedures

- An **online report** must be submitted to the Learning and Cultural Enhancement Section (LCES) of OSA **within two weeks** upon completion of activities. The report should include the following items:
 - A post-activity report with the attendance record (Name and SID required)
 - Photos and video snapshots
 - Evaluation summary
 - Financial report
 - Original receipts
- The funding support will be disbursed as reimbursements based on the actual expense amount incurred upon satisfactory submission of the report.
- All original receipts should be kept appropriately for reimbursement applications and must be submitted to LCES.
- All durable assets funded by this Scheme belong to LCES and should be returned to the Office after the activities.
- OSA has the right to display or publish the photos/ videos submitted in/on printed publications, online publications; and any other promotional channels.

Other Support

In addition to the funding support, student groups may also seek the following assistance from LCES to organize their activities:

- Venue booking for non-registered student groups
- Activity promotion, e.g. posting of posters, sending out mass email
- Post-event publicities

LCES has the final judgment on the applications and retains the rights to use or publish activity materials funded by this Scheme.

Enquiries

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