

**Chan Sui Ki (La Salle) College**  
**Tsun Sin Dream Big Fund**  
**Application Guide**

Tsun Sin Dream Big Fund is open for applications. Eligible students have to devise a practical and meaningful summer plan for themselves, either as a group or an individual.

Eligibility

- Eligible students are students of Chan Sui Ki (La Salle) College in receipt of Comprehensive Social Security Assistance (CSSA) or full grant/half grant under the Student Financial Assistance (SFA) Schemes.
- For group application, the maximum number of students per group is five and the group should comprise at least one eligible student.
- The maximum number of applications a student can submit is one group application and one individual application.

Assessment Criteria

The assessment panel will scrutinize the following details of the proposal when approving the application:

- Objective, content and expected outcome
- Relevance, feasibility and originality

Funding arrangement

The maximum funding presented to a successful sole applicant is HKD 5,000. The maximum funding presented to a successful group applicant is HKD 10,000. In principle, the provision of funding is on a reimbursement basis or by direct payment.

Points to note

- Applicants will be invited to an assessment interview. Applicants should attend the interview and give a proposal presentation to the assessment panel.
- Applicants should submit the proposal with a budget.
- Expenses incurred prior to the approval of the proposal will not be reimbursed.
- Official receipts should be submitted for granting reimbursement.

- Successful applicants should complete an evaluation survey given by the school when the activities are completed.
- Successful applicants should express their gratitude by sending a thank you letter to the benefactor of the Tsun Sin Awards.

#### Procedures

- Application forms are available in the General Office.
- Applications should be submitted to the General Office by 10<sup>th</sup> March, 2021.

#### Enquiry

Should there be any queries, please do not hesitate to contact Ms. SY Leung.

## 臻善夢想成真基金申請指引

「臻善夢想成真基金」目的是以一次性撥款方式資助學生在暑假內進行切實可行及具意義的暑期活動。

### 申請資格

1. 陳瑞祺(喇沙)書院學生；
2. 個人申請者須為領取綜合社會保障援助或學生資助計劃全額/半額津貼的學生；
3. 小組人數最多五人，其中最少一位學生為領取綜合社會保障援助或學生資助計劃全額/半額津貼的學生；
4. 每位學生可同時以個人及小組名義申請。

### 評審準則

1. 活動的理念、目標及內容；
2. 活動的預期成效；
3. 活動內容的深度、充實性及創意；
4. 活動的可行性；
5. 活動的整體安排是否妥善；
6. 活動的擬議預算是否審慎和合乎成本效益，以及擬議開支項目是否合理。

撥款與否及資助金額，以學校的決定為準。學校的決定為最終決定，申請者不得異議。

### 資助準則

1. 個人計劃最高資助額為港幣 5,000 元，小組計劃最高資助額為港幣 10,000 元。
2. 原則上資助會以實報實銷或直接繳款形式發放。
3. 每位學生可獲總資助上限為港幣 5,000 元

### 申請「臻善夢想成真基金」須知

1. 申請者會被邀請出席評審面試，向評審小組簡介活動計劃的內容。
2. 在資助計劃申請結果公布前的一切支出，一概不獲資助。
3. 申請者提交申請表格時，必須列明詳細的收支預算，資助應直接用於獲資助的活動上。
4. 申請者須自行從其他途徑來分擔活動實際總開支。
5. 申請者須於活動結束後，在收支結算表上列明所有收入、贊助和捐贈。整項活動不可有盈餘，在活動支出少於基金的資助時，有關的資助額將下調，以抵銷相關盈餘。評審小組的決定為最終決定，申請者不得異議。
6. 申請者如獲撥款並接納撥款，於活動完成後二個星期內需向評審小組提交活動報告及收據。由學校核實收支報告及查閱活動資料（例如相片、錄像光碟等）。
7. 為評估資助計劃的成效，學校有權於活動完成後向參加者進行意見調查，獲資助學生有責任盡力協助有關工作。
8. 獲資助學生亦需撰寫感謝信，以表達對「臻善夢想成真基金」捐款人的謝意。

### 申請手續

1. 向校務處索取申請表
2. 申請截止日期：2021年3月10日
3. 將填妥的申請表交校務處

### 查詢

如對本資助基金有查詢，可與梁副校長聯絡。