SOCIAL GOOD ACTION – Call for Project Proposal

Guidelines

What to do
The proposed projects should reach beyond the campus to the larger community, demonstrate an awareness of and concern for social issues and dynamics, and include constructive and effective actions that help improve a social condition. In view of the pandemic development, priority will be given to projects conducted online.

The proposed project should start before 31 December 2022. Successful applications will receive subsidy from the Community Engagement Project Fund, up to HK$10,000 depending on project scope and scale, to implement the project.

Who can apply
Full-time HKUST students, undergraduates or postgraduates, are eligible to submit a proposal for Social Good Action as individual or team application. All applicants must register with HKUST Connect. You can register with HKUST Connect via https://connect.ust.hk/joinus.

How to apply
Complete the appended Project Proposal Form and submit to connect@ust.hk with email subject "Social Good Action Project Proposal". You are encouraged to submit your proposal as soon as it is ready to allow ample time for review and receive guidance before implementation. The commencement date of the proposed project should be at least 1 month after submission.

Submission deadline: 15 September 2022 (Thu)
Proposals will be reviewed on a rolling basis.

Proposal review criteria
Impact: potential impact of the proposed project on the community
Community needs: whether the proposal identifies and addresses the needs of a community
Feasibility: whether the effort is achievable within the proposed time frame and budget
Student involvement: priority will be given to project with high level of student involvement and/or number of HKUST students engaged in the project

Applicants who pass the review will move onto the advising stage and may be requested to make revisions to the proposal.

- Past activities or projects, and credit-bearing projects will not be considered.
- Successful applicants are required to meet with HKUST Connect advisors at least once for feedback.
- To avoid double subsidy, applicants must state other funding source received/to be received for the same proposed project while each budget item could only be covered by a single funding source.
- Any approved funding is indicative of the maximum fund to be provided. Fund payment is made on reimbursement basis and will be subject to further review of the activity plan, budget and actual expenditures.
- As a general policy, funding cannot be used to purchase capital equipment, provide salary compensation or monetary reward, pay for services provided by third party that do not directly benefit the service recipients, or acquire professional qualification/ statutory training. Purchase of prizes/ gifts/ souvenirs to be used as incentives is generally discouraged.
- All the relevant University's policies and procedures, the rules and regulations of HKUST Connect and Dean of Students' Office, have to be observed and followed.

SOCIAL GOOD ACTION Project Proposal Form

Completed proposal form should be submitted to connect@ust.hk by 15 September 2022 with email subject "Social Good Action Project Proposal".

Part I. Contact Person & Project Members

Contact Person	Student ID	ITSC email	Contact No.

List of the Members (Use a separate sheet if necessary)

Student Name	Student ID	ITSC email	Contact No.

Part II. Project Information

Project Name:

Project Period:

Target Recipients:

UN Sustainable Development Goal(s) (SDGs) the project is addressing: (Please S as appropriate)

☐ SDG 1 No Poverty

☐ SDG 2 Zero Hunger

☐ SDG 3 Good Health and Well-being

☐ SDG 4 Quality Education

☐ SDG 5 Gender Equality

☐ SDG 6 Clean Water and Sanitation

☐ SDG 7 Affordable and Clean Energy

☐ SDG 8 Decent Work and Economic Growth

☐ SDG 9 Industry, Innovation and Infrastructure

☐ SDG 10 Reduced Inequalities

☐ SDG 11 Sustainable Cities and Communities

☐ SDG 12 Responsible Consumption and Production

☐ SDG 13 Climate Action

☐ SDG 14 Life Below Water

☐ SDG 15 Life on Land

☐ SDG 16 Peace and Strong Institutions

☐ SDG 17 Partnerships for the Goals

Part III. Project Background

Describe the situation, problem, and/or the needs of the community that the project will address, and its importance.

Part IV. Project Objective(s)

Part V. Description of Your Solutions

Part VI. Expected Impact to the Beneficiaries/Community/Stakeholders

Provide the expected impact and changes to the beneficiaries, community and/or stakeholders after the completion of the project, and how you will measure and evaluate the successfulness and effectiveness of the project. The outcomes could be quantitative and/or qualitative, e.g. the number of recipients, the knowledge the recipients have attained.

Part VII. Session Plan

Provide a detailed session plan of the project, including preparation work, volunteer recruitment, briefing session, pre-service training, extra sessions or post service follow-up, if any. Use separate sheets if necessary.

Date/Time	Activity/Description	Materials/Manpower	Remarks

Part VIII. Budget

Provide an itemized list of the total amount of fund requested in the space below. Use separate sheets if necessary.

Expenses Items	Description	Quantity	Unit Price	Estimated Amount
e.g. Program material	Drawing board for participants	20	$20	$400
			Total	

Part IX. Supplementary Information

Provide additional information as supporting to your project if necessary. Suggested but not limited to possible community partner, other funding source.

Terms and Conditions

1. HKUST Connect reserves the right to grant partial funding for a project, or to reject a proposal on the basis of insufficient information and details provided.

2. The approved funding will normally be reimbursed to successful applicant after submission of a project report which includes valid original receipts for expenses incurred, a financial report, and a reflective photo essay within one month upon project completion. HKUST Connect may however consider releasing an advance of partial funding to successful applicant to carry out the projects, if sound justifications are given. The actual amount is to be worked out case by case.

3. By submitting the project report, the applicant gives the University permission (without further consideration) to use the photographs and text for publicity purposes or in furtherance of the University's purposes or activities.

4. The project must be carried out according to the agreed details endorsed by HKUST Connect. Any deviation [e.g. dates, event nature, place, scale, type and no. of service recipients, etc.] must have the prior written approval from HKUST Connect. Failure to do so may result in the disqualification of the application and any advanced payment of subsidy shall be repaid to HKUST Connect immediately on demand.

5. If projects receiving advanced payment cannot be completed within the agreed timeframe for whatever reasons, the applicant shall repay the money in full to HKUST Connect immediately on demand.

6. HKUST Connect reserves the right to amend the Terms and Conditions of the program without prior notice.

Declaration

I declare that the information given in support of this application is true and accurate. I have read and understand the Guidelines, Terms and Conditions set out above, and hereby sign to indicate my unreserved agreement with all its contents.

Signature of Contact Person: _____ Date: _____

- End of Form -