UPDATED:	31 Aug 2026

Shaw College, CUHK

Caring Heart Community Service Project Scheme

Programme Guideline

PRE-SUBMISSION

1. Programme Objectives
   i) To promote community care and provide opportunities for students to serve those in need, deepening their understanding of society and contributing to social improvement.

2. Eligibility
   i) Applicants may submit the application in team basis, consisting of 2-10 full-time undergraduate students of CUHK, at least half of the members must be Shaw students. If the total number of team members is an odd number, it will be calculated based on the rounding principle (e.g. if the total number of team members is 5, at least 3 members must be Shaw students).
   ii) The project representative must be a Shaw student.

3. Conditions
   i) The applicant team must cooperate with a unit/department of CUHK or an off-campus non-profit organisation.
   ii) The entire project should be conceived, organized, and implemented by the applicant team themselves, and external services should not be purchased.
   iii) Only non-credit-related projects will be accepted; any project that meets course or graduation requirements will not be considered.
   iv) All activities should directly benefit the service users, and projects with sustainability will be given priority consideration.
   v) The application team must invite a teaching staff from CUHK or a staff member from a non-profit organisation to serve as a project advisor. The project advisor must have a certain level of knowledge in the relevant field and provide advice and guidance to the application team at all stages of project implementation.
   vi) All projects must be completed and submitted all reports by July 31, 2027.

4. Project Subsidy

	Maximum subsidy amount
Local Service Project (Hong Kong)	HKD25,000
Non-local service projects (Asia region)	HKD50,000

   i) The project representative and the financial representative must jointly open a bank account to handle all income and expenses related to the project.
   ii) Approved subsidy will be disbursed on a reimbursement basis. After the application project is approved, the college will release the first installment of the subsidy to the joint account of the team within four to six weeks. The amount of the first installment will be half of the total approved subsidy.
   iii) The team must submit the work report, financial report, and all original expenditure receipts to the college within one month after the project is completed (or by July 31, 2027). After verifying all reports, the college will release the second installment of the subsidy to the team's joint account within four to six weeks. The amount of the second installment will be the remaining balance of the actual expenses of the project recognized by the college, after deducting the first installment.

iv) If the actual expenses of the project recognized by the college are less than the amount of the first installment of the subsidy, the team must return the remaining subsidy balance to the college within one month of receiving notification from the college

v) The application team must not conduct fundraising activities for the application project or charge any fees to volunteers or service users. If there are specific needs, they must be clearly detailed in the proposal.

vi) All foreign currency transactions must prioritize electronic payment methods for expenses, and reimbursement will be based on the actual amount deducted by the bank. If the above situation does not apply, the college will calculate using the exchange rate on the day the project is approved

vii) Approved subsidy cannot be used to purchase uniforms, electronic devices, equipment, or other fixed assets, nor can it be used to purchase outsourced services.

viii) The team must choose merchants that can provide formal receipts. If formal receipts cannot be provided, the reimbursement for those expenses will not be accepted, and the team will have to bear the expenses themselves.

ix) Approved subsidy can be used to provide tangible assistance to service recipients that meets their needs. The application team should consult with the collaborating unit and obtain the agreement of the responsible person from the collaborating unit before selecting the assistance materials. If the amount for tangible assistance exceeds the suggested amount, the application team must explain the reasons in the application documents and during the selection interview.

Service Recipients	**Suggested amount (per service user)**
Children and Youth	No more than HKD50
Low-income individuals (such as Comprehensive Social Security Assistance (CSSA) families, subdivided flat households, etc.)	No more than HKD80
Elderly and disabled individuals	No more than HKD80

5. Submission

i) The application team must submit the following application documents via email to zoelam@cuhk.edu.hk before the deadline, with the email subject clearly stating "Caring Heart Community Service Project Plan 2026/27 Application - [Project Name]".

- Application Form (to be submitted in doc/docx format)
- Project advisor's comment form (to be submitted in pdf format)
- Preliminary cooperation letter with the partner unit (to be submitted in pdf format)

ii) Deadline:

1st round of application	2 Nov 2026 (Mon), 9am
2nd round of application	15 Feb 2027 (Mon), 9am
3rd round of application	24 May 2027 (Mon), 9am

6. Selection Criteria

i) The college will select application teams to participate in interviews.

ii) The selection will be conducted based on the following criteria to approve the subsidy amount:

- Leadership and participation of the application team
- Team's understanding of the relevant issues
- Diversity of the application team (nationality, language, major, and year of study)
- Innovation
- Benefits and sustainability of the project
- Feasibility of the project

Approved Projects

1. Changes in Contents
   i) The college will periodically check with the team regarding the progress and status of the project during its implementation, or visit the relevant activities. If there are any changes to the date, time, location, target service recipients, collaborating units, or format of the activities, the team must notify the college in writing via email at least two weeks before the activities take place and obtain approval. Otherwise, the college will consider withdrawing the related subsidy.

2. Venue Rental
   i) If the team needs to borrow university or college facilities, they should make the request to the college as early as possible.

3. Project Subsidy
   i) During the project implementation, the team must properly keep all expenditure receipts. If original receipts cannot be provided, the reimbursement for those expenses will not be accepted, and the team will have to bear the expenses themselves.
   ii) If the team needs to change the budget after the subsidy has been granted, or if specific expenditures do not align with those listed in the approved budget, the team must email the college in writing as early as possible at least three days before the relevant activity takes place, and obtain reapproval from the college for the related expenses. Unapproved expenses will not be accepted, and the team will have to bear those expenses themselves.
   iii) If the actual expenses exceed the approved subsidy amount, the team must bear the excess expenses themselves.

4. Insurance
   i) The university has purchased group insurance for all CUHK students participating in local and non-local service projects. For details, please refer to the university's website.
   ii) The team must ensure that all service recipients participating in the activities have purchased insurance. If the service recipients are referred or recruited through a collaborating unit, the team must confirm with the relevant unit whether insurance has been purchased for the service recipients.

5. University and College Logos
   i) The team must not use The Chinese University of Hong Kong (CUHK) logo on any promotional materials, publications, or certificates. If the use of the Shaw College logo is required, prior consent must be obtained from the college, and the relevant materials must be submitted to the college for inspection before use. Generally, the team only needs to indicate on promotional materials, publications, or certificates that they are sponsored by the Caring Heart Community Service Project Scheme of Shaw College, CUHK.

6. Privacy
   i) The team must properly safeguard all personal data of volunteers and participants and destroy it within three months after the activities have concluded.
   ii) The team must obtain consent from the collaborating unit and service users before capturing and publishing any images or videos.

Project Completed

1. Report Submission

   The team must submit the following documents to the college within one month after the project is completed (or by July 31, 2027):

   i) Witten Report (to be submitted in doc/docx format)
   ii) Financial Report (to be submitted in xlsx format)
   iii) Original receipts
      - All receipts should be gathered and numbered in order in the upper right corner, and attached single-sided to A4 white paper. The numbering must correspond to the order in the financial report.
      - If the team is unable to provide valid receipts, reimbursement for those expenses will not be accepted, and the team will have to bear the expenses themselves.
      - Only receipts with clear amounts and item details will be accepted. Computer-printed receipts may fade easily; the team should take a photo or make a copy immediately after the receipt is issued and keep it properly next to the photocopy.
      - Receipts without company stamps or letterhead, as well as customer credit card slips, will not be considered valid receipts.
      - For details, please refer to the receipt collection guidelines.
   iv) Photos (to be submitted via Google Drive/One Drive download link)
   v) Time record sheet (to be submitted in xlsx format)

2. Oral Presentation
   i) All teams that complete their projects in 2026/27 must attend an oral presentation in August or September 2027. The presentation will cover whether objectives were met, project implementation and resource management, follow-up arrangements for services, and lessons learned by the team from the service. Each team must have at least two members present, and the exact reporting date will be announced later.

3. Awards of “Outstanding Service Project”
   i) The college will select the gold, silver, and bronze awards for "Outstanding Service Project" based on each team's performance, project effectiveness, reports, and oral presentations. The awards are HKD 10,000, HKD 6,000, and HKD 4,000, respectively. The prize money will be automatically transferred by the bank and evenly distributed to each member's personal account.
   ii) Teams awarded the gold, silver, and bronze prizes for "Outstanding Service Project" must attend the award ceremony in Term 1, 2027/28 and share their service experiences and insights with fellow students in the College Assembly.
   iii) All team members who successfully complete the service project will be awarded a certificate.

4. Promotion
   i) The content of the report submitted by the team and activity photos may be published on the college's social media for promotion or in publications.

Enquiry: Ms Zoe LAM (Tel: 3943 7369 / Email: zoelam@cuhk.edu.hk)