



Shaw College, The Chinese University of Hong Kong Caring Heart Community Service Project Scheme 2023/24

1. Objectives

- a) To encourage care and concern for the needy in Hong Kong.
- b) To provide opportunities for students to serve people in need, so as to enhance their understanding of society and to contribute to the betterment of society.

2. Eligibility

- a) 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[^])
- b) Team comprising of local and non-local students, from different disciplines, are encouraged to facilitate mutual exchange and learning.

[^] 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).

3. Subsidy & Award

- a) There is no limit to the number of teams receiving subsidy.
- b) Each successful team of selected students will receive subsidy of no more than HK\$25,000 (for local service projects) or HK\$50,000 (for Asia, Mainland China, Macau or Taiwan service projects).
- c) Subsidies are to cover part or full cost of implementation of the service projects.
- d) Amount of subsidy approved per team may be determined by size of beneficiary, budget, etc. The amount should be used on service projects only. Purchase of team t-shirts and fixed assets will not be subsidized.
- e) Each successful team will be granted half of the amount of approved subsidy at the beginning of the project. Another half will only be disbursed upon successful completion of the project, as well as submission of report, financial statement and original receipts. Unused balance of the approved subsidy should be fully returned to the College after the completion of the project.
- f) All successful teams should submit project reports, financial statements with original receipts, project photos and videos to the College on or before 31 July 2024 or within one month after project completion.
- g) Each member of subsidized teams who has successfully completed their service projects will be presented a certificate as recognition. The Gold, Silver and Bronze Awards of "Outstanding Service Project" will also be offered to teams with good performance. The award money will be HK\$10,000 for Gold Award, HK\$6,000 for Silver Award and HK\$4,000 for Bronze Award, and will be equally shared among teammates. In addition, they will be invited to share their experiences with other students and recognized in appropriate College occasions.

4. Application

- a) A service project proposal (no more than 15 pages) is required at the time of application to cover the details of team members, rationale, objective, target group, service nature, implementation, project schedule, budget, evaluation, etc.
- b) Service project can be implemented in **Hong Kong, Asia, Mainland China, Macau or Taiwan.**
- c) Client groups may include but not limited to senior citizens, persons with disability / chronic illness, single-parent families, new arrivals, low income families, ethnic minorities, etc.
- d) Service project should preferably be original, initiated by applicants, directly beneficial to the clients and carried out for a period (e.g. several days/weeks/months). Activities of the project should meet the service objectives.
- e) Joint organization with a unit of CUHK or a local/mainland/Macau/Taiwan non-profit-making organization is required for mainland, Macau or Taiwan projects, and optional for local projects.
- f) Students are required to participate in planning, organizing and implementing the whole service project.
- g) Fund-raising, contracting the service to another party or using the subsidy to carry out a project of another body is not appropriate.

- h) Each team should have an advisor, preferably a CUHK staff member or one from a non-profit-making community service organization.
- i) Presentation and / or selection interview is required for short-listed teams.

5. Possible community service & channels can be suggested or referred by

Mr. CHAN Kar-choi Department of Social Work, CUHK	Tel.: 3943 8533 E-mail: kcchan@swk.cuhk.edu.hk	Services on elderly, mental health and ethnic population; access and equity
Dr. HO Wai-ming Department of Social Work, CUHK	Tel.: 3943 7843 E-mail: wmho@swk.cuhk.edu.hk	Children, youth, family and child mental healthservice
Ms. Candice LAM Shaw College, CUHK	Tel.: 3943 7311 E-mail: candice.lam@cuhk.edu.hk	Children, youth, elderly, disadvantaged and minority groups, rehabilitation services and social entrepreneurship
Prof. NGAI Ngan-pun Department of Social Work, CUHK	Tel.: 3943 9377 E-mail: npngai@swk.cuhk.edu.hk	Children, youth, elderly and rehabilitation services
Prof. WONG Hung Department of Social Work, CUHK	Tel.: 3943 7510 E-mail: hwong@cuhk.edu.hk	Local and mainland poverty alleviation projects, community development, disadvantaged group service

6. Selection Criteria

- a) For project subsidy: benefit to target group, size of beneficiary, program design, innovation and creativity, cross-cultural and inter-disciplinary collaboration of team members, team work and cost effectiveness, etc.
- b) For Outstanding Service Project Awards: awards will be on a competitive basis, and consideration will be given to the overall merit of each project including achievement of objectives, effectiveness in implementation and resources management, sustainability of the service, learning by the team, report and presentation, etc.

7. Schedule

Description	Date/Period
1. Open for application	Mid Apr 2024
2. Deadline for submission of applications	20 May 2024, 9am
3. Interview	Jun 2024
4. Announcement of results	Jun 2024
5. Commencement of projects	Before 31 Jul 2024
6. Submission of report, financial statement and receipts	Before 31 Jul 2023
7. Presentation / sharing of service experience, Award of Outstanding Service Project	Early Term 1, 2024/25

8. Application Method

The below documents should be submitted to College via email at yanyip@cuhk.edu.hk before deadline, with subject as "Application for Caring Heart Community Service Project Scheme 2023/24 – PROJECT NAME".

- a) Application form (https://shaw.cuhk.edu.hk/sites/default/files/public_file/Caring_Heart_ENG_App_form.docx)
- b) Proposal (No more than 2500 words in English, including but not limited to the following content)
 - Service background and philosophy
 - Service objectives
 - Service content and schedule (target users, service hours, venue, and preliminary preparations, etc.)
 - Expected outcomes
 - Expected challenges and solutions
 - Evaluation methods
- c) Budget Plan ([Local Project Template](#) / [Asia Project Template](#))
- d) Comment Form of Project Advisor ([Download](#))
- e) Preliminary cooperation agreement with the cooperation unit

9. **Enquiry:** Ms. Zoe LAM (Tel: 3943 7369 / E-mail: zoelam@cuhk.edu.hk)