

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Committee Against Discrimination and Sexual Harassment**  
**Orientation Camp Sponsorship Programme 2021**

**A. About the Sponsorship Programme**

1. The sponsorship programme aims to encourage CUHK student organisations to carry out activities during orientation camps for promoting understanding of issues in relation to equal opportunities and inclusion. It is hoped that the funded activities would foster a diverse and inclusive environment free from any form of discrimination or harassment for students, especially new comers. The funded activities should cover at least two of the following themes:
  - (a) Promoting equal opportunities
  - (b) Promoting diversity and inclusion
  - (c) Preventing discrimination and sexual harassment (with reference to four anti-discrimination ordinances)

**B. Guidelines for Proposals and Assessment Criteria**

1. All CUHK registered student organisations are eligible to apply.
2. The application should clearly explain how the planned activities would cover two or more of the above themes. The planned activities should be non-profit-making and non-fundraising, while target participants should be CUHK students.
3. Applications are considered based on criteria including but not limited to:
  - (a) whether the proposed activities are in compliance with the aims of the programme;
  - (b) the feasibility of organizing the activities;
  - (c) the target and number of participants;
  - (d) the expenditure and cost-effectiveness of the activities; and
  - (e) the innovation and impact of the activities
4. To encourage active participation, cash awards of up to HK\$5,000 each would be granted to organisations to recognise their contributions to promoting the themes at the discretion of an Assessment Panel appointed by the Task Force on Education and Training of the Committee Against Discrimination and Sexual Harassment (CADSH). The actual amount of awards to be granted will depend on size, format and content of the activities.
5. The funded activities should include but not limited to:
  - (a) printing 2 pages about the guidelines on themes to be covered in the camp books in both Chinese and English versions (the relevant information can be accessed through the website of the Diversity and Inclusion Office at <https://www.dio.cuhk.edu.hk/> or the website of CADSH at <https://policy-harass.cuhk.edu.hk/en-gb/>).
  - (b) printing the CADSH logo or Diversity and Inclusion logo (which is available at the website of CADSH) on the camp books, camp T-shirts and other publicity materials
  - (c) assigning two students of different gender to act as anti-discrimination ambassadors to monitor the orientation camp activities
  - (d) distributing related publicity materials through official communication channels to participants where appropriate

### **C. Points to Note**

1. Applicants must submit an application **on or before 20 August 2021**. Applications should be made by using the prescribed form which can be downloaded from the website of CADSH at <https://policy-harass.cuhk.edu.hk/en-gb/>. **Late submission will not be considered.**
2. Funds should be expended according to the approved itemized budget. No entertainment, food consumption, purchase of prizes for the activities, or fixed assets will be funded. Funds will be granted at the discretion of an Assessment Panel **on a first-come-first-served basis.**
3. Successful applicants should take photos and/or videos during orientation camps as proof of fulfilling the activities and keep close contact with the Assessment Panel for regular updates of the progress of their activities.
4. The funded organisation should acknowledge CADSH's sponsorship where appropriate, for example, on promotional leaflets, posters and other publicity materials.
5. In any case the funded organisation is unable to carry out the planned activity, the Assessment Panel has the right to terminate the funding.
6. Please submit an application form along with an activity proposal to CADSH by e-mail to [padsh@cuhk.edu.hk](mailto:padsh@cuhk.edu.hk).
7. The funded organisations should observe the Principles of Community outlined in the Diversity and Inclusion Policy in their acts or speeches within the campus community and in the course of participating in CUHK activities, and ensure that the activities are carried out in compliance with the existing University policies and applicable laws in Hong Kong.
8. Applicants should refer to the "Referencing Guidelines for Social and Non-academic Events during COVID-19" issued by the University and follow guidance on the planning and operation of orientation activities.

### **D. Funding Procedures**

1. The Assessment Panel will determine whether the funded organisations qualify awards to be granted. Its decision will be final.
2. The funded organisations should submit a report, including photos and/or videos taken during activities, financial report and proof of completion of the funded activities, e.g. written messages released through official communication channels (if any), to the Assessment Panel within two months after the completion of the activities, and the Assessment Panel will release the funding upon reviewing the reports.

### **E. Enquiries**

1. Enquiries may be made to Ms. Yvonne Luk, Secretary of CADSH (3943 [1722/padsh@cuhk.edu.hk](mailto:1722/padsh@cuhk.edu.hk)).

香港中文大學防止歧視及性騷擾委員會  
THE CHINESE UNIVERSITY OF HONG KONG  
Committee Against Discrimination and Sexual Harassment  
迎新營活動資助計劃申請表／Orientation Camp Sponsorship Programme Application Form

\* 請將所有申請文件以電子郵件方式遞交予防止歧視及性騷擾委員會電郵地址：[padsh@cuhk.edu.hk](mailto:padsh@cuhk.edu.hk) (查詢電話：3943 1722)

\* The completed application and supporting documents should be sent via e-mail to the email address of the Committee Against Discrimination and Sexual Harassment at [padsh@cuhk.edu.hk](mailto:padsh@cuhk.edu.hk). (Enquiries:3943 1722)

**A. 申請人資料／Applicant Information**

主辦團體名稱／Name of Organiser : \_\_\_\_\_

計劃申請人姓名／Name of Applicant : \_\_\_\_\_

聯絡電話／Contact Phone No. : \_\_\_\_\_

電郵地址／Email Address : \_\_\_\_\_

**B. 計劃內容／Activity Information**

計劃活動名稱／Activity Name : \_\_\_\_\_

活動舉辦日期／Date of Activity : \_\_\_\_\_

活動對象／Target Audience : \_\_\_\_\_

預計參與人數／Expected No. of Participants : \_\_\_\_\_

形式及內容／Format and Content : \_\_\_\_\_

申請金額／Amount Applied : 港幣／HK\$\_\_\_\_

活動有否同時向其他基金/團體申請資助／Have you applied for other funding or sponsorship for the same activity?

有／Yes (請註明/ Please specify:\_\_\_\_\_)

沒有／No

**C. 涵蓋的主題／Themes to be Covered**

(請在適當方格內填上「✓」號／Please tick as appropriate)

推廣平等機會 Promoting equal opportunities

推廣多元和共融 Promoting diversity and inclusion

防止歧視和性騷擾 Preventing discrimination and sexual harassment

**D. 計劃書及財政預算／Activity Proposal and Budget**

請用 A4 白紙提供以下資料／Please use A4 paper to provide details for the following items :

1. 活動計劃詳情／Details of the project:

包括目的、計劃理念、詳細活動內容及時間、對象及人數、舉辦地點等／Objectives, rationale, detailed content, date and time, target audience, number of participants, and venues of the activities

2. 整個計劃各項活動的預算分類項目支出／Estimated expenditure of individual items of the whole project

3. 活動計劃的宣傳方法／Publicity strategies for the project

4. 活動計劃的成效及評估方法／Expected impact of the project and the evaluation method(s)

5. 營刊中有關涵蓋的主題內容的指引(中文及英文版本)／Guidelines on the themes to be covered in the camp books (in both Chinese and English)

6. 本會標誌的營刊、營衣及其他宣傳品的設計圖／Design of the camp books, camp T-shirts and other publicity materials with the D&I and/or CADSH Logo(s)

註：如以上資料未能提供齊全，有關申請將不獲考慮。

Note: Applications with incomplete information will not be considered.

E. 申請人簽名／Signature of Applicant : \_\_\_\_\_ 團體蓋章／Chop : \_\_\_\_\_

日期／Date : \_\_\_\_\_