



## YWGSAA Ltd. Charity Trust Fund Application Guidelines

**Target applicants: YWGS Graduates**

### Procedure

1. Copy of application form is available from the School Office of YWGS. It can also be downloaded from the Alumnae Website.
2. Application form enclosed with supporting documents (e.g. proposal, work plan, financial budget and relevant information pamphlets) should be delivered to the Principal of YWGS. Deadline for submission is 31st March or 31st October.
3. Proposals are to be screened by the Principal.
4. Recommendations will be presented by the Principal and then discussed by the Trustee Board of the Charity Trust Fund in a regular meeting. Applicants may be required to present their activity proposal.
5. Result of application will be announced after the meeting. Applicant(s) will be notified of the results in due course.
6. Subsidy will be granted to applicant usually after the activity.
7. A written report (at least 5 pages, A4 size, with photo(s), if available, together with the school fee receipts) should be submitted to the Charity Trust Fund / YWGSAA Ltd. within a month after completion of education program.
8. Applicants may be invited to share the learning experience after completion.

### **Criteria of Subsidy**

1. Applicant should be a graduate of YWGS (aged 25 or below).
2. Subsidy should be spent on the education pursuit of an undergraduate degree in approved tertiary institutions in or outside Hong Kong.

### **Enquiry**

Principal of YWGS or Trustee Board of Charity Trust Fund / YWGSAA Ltd.



# YWGSAA Ltd. Charity Trust Fund

## -- Application Form --

(a) Name of Alumnae / Body \_\_\_\_\_ Year of Graduation \_\_\_\_\_ (S5 / S7)

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

(b) Name of Project / Activity \_\_\_\_\_

(c) Objective/Theme \_\_\_\_\_

(d) Dates \_\_\_\_\_

(e) Time \_\_\_\_\_

(f) Venue/Location \_\_\_\_\_

(g) Target \_\_\_\_\_

(h) Number of participants \_\_\_\_\_

(i) Amount of Subsidy \_\_\_\_\_

(j) Other funding / subsidy (including confirmed / to be applied for):

<u>Name of Organisation</u>	<u>Amount of Subsidy Applied</u>	<u>Amount of Subsidy Received</u>

(k) Format of sharing session after activity completed (e.g. report, newsletter, presentation, sharing session):

(l) Special remarks (contribution to society, academic achievement awarded):

(m) Project outline: A detailed project plan with supporting documents (e.g. proposal, work plan, financial budget and relevant information pamphlets) should be attached as appendices.

Signature of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\* For office use \*\*\*\*\*

( ) Approved Amount of Subsidy

\$

( ) Not Approved

Reason \_\_\_\_\_

Remarks \_\_\_\_\_

Approved by: \_\_\_\_\_

Post in Trustee Board: \_\_\_\_\_

Date: \_\_\_\_\_