

Fung Scholars Local Chapter Activities Financial Support Application Guidelines

Funding Objectives

The Victor and William Fung Foundation can provide financial support to Fung Scholars who wish to organize events or activities within their local chapters. The purpose of these activities is to provide an opportunity for members across the Fung Scholars network to build relationships with each other, exchange ideas, develop leadership skills and contribute to local communities. If you would like to apply for the financial support, please ensure that it meets the funding requirements below.

Funding Requirements

- Activities eligible for financial support include pre-departure gatherings, post-exchange gatherings, networking events, volunteering activities, community projects, seminars, visits, workshops, cultural exchange activities, recreational activities, etc. If you are unsure of whether your activity is eligible, please contact the Foundation.
- The Foundation gives priority to group activities (with a minimum of 3 Fung Scholars and/or Fellows participating) with a focus in giving back to local communities or building a strong community amongst Fung Scholars.
- Only Fung Scholars and Fung Fellows are eligible to apply for financial support.
- The Foundation supports expenses incurred by Fung Scholars and Fung Fellows only.
- All applicants are encouraged to become part of a Local Chapter in their location or welcomed explore setting up a new Local Chapter if their location does not already have one.
- Activities must not be intended for political, religious or commercial purposes.
- Only reasonable expenses will be considered.

The Application Process

1. Login to the Fung Scholars website and complete the online **Fung Scholars Local Chapter Activities Financial Support Application Form** at least 2 weeks prior to the activity start date.

- a. The application form requires you to provide the name of the activity, objectives of the activity, activity location, date, target number of participants, estimated amount, rundown of the activity.
 - b. All information must be provided upon submitting the application form and cannot be changed after submission.
 - c. The applicant may cancel their application anytime on the website.
2. The Foundation will review the application and will notify the applicant via email on whether it is approved or denied.

The Payment Process

1. Once the application has been approved by the Foundation, the applicant must submit supporting documents and information via the website no later than 2 weeks after the event or activity has ended. This includes, a short summary of the activity, a financial report that states the budget and actual expenditures as well as the original official receipts.
2. Payment to the applicant will be made within 20 to 25 working days once all the documents have been approved. The applicant will be notified of any payment via email. The Foundation will not be held responsible for any delays that may arise.
3. If the submitted documents were incorrect and/or insufficient, the applicant is required to resubmit ALL documents again to complete the process. Failure to submit the necessary documents may result in forfeiting the approved budget.
4. Any revision to the content of the activity must be approved by the Foundation.
5. The Foundation reserves the right not to award financial support and to request the applicant to refund any payments that have already been paid.
6. The Foundation reserves the right to share the results, findings, and other information relating to the activity with other Fung Scholars and Fellows, and/or its partner universities.

Decisions made by the Foundation are final.

If you have any further questions about applying for the financial support, please contact the Foundation at admin@fungfoundation.org.