HONG KONG BAPTIST UNIVERSITY
Service-Learning Grant
Guidelines for Application (CISL-M01)

1. Background

1.1. The Centre for Innovative Service-Learning (CISL) was established in December 2017 to contribute to the provision of Best Student Experience in the Institutional Strategic Plan 2018-2028. To provide support to faculty members for the development and implementation of service-learning (SL) courses at HKBU, the Service-Learning Grant (SL Grant) has been set up by the CISL to:

   a. encourage course instructors to integrate SL elements into the curriculum;
   b. enhance the teaching and learning of SL at HKBU; and
   c. promote inter-disciplinary collaboration on SL projects/courses.

2. Eligibility

2.1. Academic and teaching staff who design and deliver the following are eligible for the SL Grant:

   a. UGC-funded credit-bearing courses with SL components (see definitions); or
   b. non-credit bearing service projects with a roadmap for conversion into UGC-funded credit-bearing courses.

   GE Capstone courses are NOT eligible for the Grants as they are supported by other funding sources.

3. Selection Process and Criteria

3.1. Credit-bearing courses with SL components will be given higher priority than non-credit bearing service projects which will be converted into credit-bearing courses.

3.2. The assessment is based on the following criteria:

   a. Achieving Intended Learning Outcomes of Service-Learning
   b. Aligning the SL components with ILOs
   c. Integrating new ideas and SL elements in the curriculum or project
   d. Bringing educational benefits to students and impact to the service recipients and community
   e. Developing new pedagogical or teaching approaches in SL

3.3. Applications for the SL Grant will be assessed and approved by a Review Panel formed under the Committee on Innovative Service-Learning (ISLC). Approval is subject to funding availability.

4. Use of Funding and Funding Amount

4.1 The SL Grant can be used to support expenses related to project development and delivery. The funding provided for each successful application will vary according to the projected expenses. The maximum funding support is as follows:

Project Location	Grant for Course Instructor/Project Leader *(On reimbursement basis with receipts)* (up to)	Subsidy for Students' Out-of-Pocket Expense *(Direct subsidy. No receipts required)* (up to)	Subsidy for Students' Outbound Expense *(Transportation, lodging and meals to be paid to travel agency as a group or reimbursement upon receipts/invoice)* (up to)
Hong Kong	$30,000 / course		N/A
China (except Hong Kong)	$50,000 / course	$300 / student	$2,200 / student
Asia Pacific	$70,000 / course		$3,200 / student
Others	$100,000 / course		$4,700 / student

4.2 Requests exceeding the maximum amount will be considered by the SL Grant Review Panel on a case-by-case basis.

4.3 Grant for Course Instructor/Project Leader

a. The SL Grant Review Panel will assess the proposed budgets case by case to see if the items and amounts are justifiable and worthy of support. In principle, the items supported and not supported are:

Supported items	• Temporary project assistants/student helpers • Printing and purchase of project materials • Minor computer equipment or electronic consumables such as films, tapes, CD/DVD/Blue-ray disks, USB flash drives, etc. • Services that are directly relevant to the project • Food and beverage for meetings with service users, working meals with community partners • Group travel expenses

	• Inter-city transportation, lodging and meals during the implementation of non-local service project incurred by staff members leading/supporting the project
Not supported items	• Equipment such as computers, printers, audio-visual equipment • Working meals amongst HKBU colleagues

b. The policies and guidelines set out by the HKBU Finance Office and Human Resources Office must be followed for the procurement of approved items and appointment of staff / temporary assistants.

c. The course instructor/project leader has to account for all the funding already spent on the project with receipts and/or payment vouchers, which have to be submitted to Finance Office for reimbursement. CISL reserves the right to recover from the course instructor/project leader any funding which has been improperly spent.

d. All allocated funding must normally be used within the project period. Any balance left unspent after the project period will be returned to the SL Grant automatically.

e. In cases involving unplanned expenditures, please consult CISL before making the purchase.

4.4 Subsidy for Students' Out-of-Pocket Expense

a. The course instructor/project leader may request a direct subsidy of HK$300 for each student to cover out-of-pocket expenses directly related to the service-learning component of the course/project, e.g. project materials, transportation fees and gifts for service users etc. No receipts are required.

b. Only students who have completed the SL component satisfactorily with recommendation from the course instructor/project leader will receive the subsidy at the end of the course/project. The course instructor/project leader or his/her department will be responsible for sending such instructions to the Finance Office.

4.5 Subsidy for Students' Outbound Expense *(applicable to non-local trips only)*

a. The Student Outbound Expense Subsidy is designated to cover the costs of airfare, accommodation, and meals for students during non-local trips. In general, these expenses should be settled directly with a travel agency as a group payment or reimbursed to individuals upon the presentation of original receipts and invoices.

b. While an initial subsidy amount is approved based on the estimated number of students expected to participate in the trip, the final subsidy disbursed will correspond to the actual number of students who travel. The subsidy is allocated on a per-student basis, adhering to

the maximum per-student cap that varies depending on the project location, as outlined in Section 4.1 above.

    c. All procurement activities, including the purchase of services and the submission of reimbursement requests, must align with the policies and guidelines established by the Finance Office. The course instructor/project leader or his/her department will be responsible for submitting the purchasing or reimbursement requests/documents to the Finance Office for processing.

5. Acknowledgment of the Grant Support

5.1 Acknowledgement of the funding source is required on all publicity materials and project deliverables. Details will be included in the award letter once the application is approved.

6. Application and Reporting

6.1 In order for approved SL Grant funding to be available at the start of the target semester, instructors are advised to send their applications as early as possible by the stipulated application deadline set for each semester.

6.2 Applicants are required to submit their application via Students and Staff Service Platform (SSSP) together with relevant supporting document(s).

6.3 To ensure accountability and transparency in project implementation and to assess the effectiveness and impact of the funded project, after the project is completed, the course instructor/project leader is required to submit a Completion Report, along with photos and student deliverables, by the stipulated deadline as notified by CISL each semester.

6.4 Recipients of the SL Grant may be invited to share their experience with interested staff members.

7. Consultation Services and Enquiries

7.1 Please contact Miss Kasey Hui, CISL, at 3411-2069 or cisl@hkbu.edu.hk.

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