

**Constitution and Basic Law Promotion Funding Scheme for Tertiary Institutions 2024  
Application Form**

**General information about the applicant unit/group/organisation/institution** <sup>Note 1</sup>

Name: \_\_\_\_\_

Brief introduction: \_\_\_\_\_  
*(Its history, aims and work.  
Please attach a copy of its  
annual report and other relevant  
information, if applicable)* \_\_\_\_\_

Major activities of the  
organisation: \_\_\_\_\_

**Information about the project** *(If the proposed project involves more than one activity, please specify how each activity will contribute to the promotion of the Constitution and Basic Law)*

Title of the project: \_\_\_\_\_

Total budget: \_\_\_\_\_

Amount of grant applied for: \_\_\_\_\_

**Project Leader** <sup>Note 2</sup>

Name: \_\_\_\_\_ Post: \_\_\_\_\_  
Contact tel: \_\_\_\_\_ Fax no. and Email: \_\_\_\_\_

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

Address: \_\_\_\_\_

**Project Monitor** <sup>Note 3</sup> *(Responsible for monitoring the project implementation and arranging repayment of the grant to the Government, if necessary)*

Name: \_\_\_\_\_ Post: \_\_\_\_\_

Contact tel: \_\_\_\_\_ Fax no.: \_\_\_\_\_

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

Address: \_\_\_\_\_

**Note** (for reference in completing the application form)

1. If the applicant is an academic or administrative staff of a tertiary institution, please provide curriculum vitae instead of filling in this part of the form. If the applicant is a registered student body of a tertiary institution, please fill in this part of the form AND attach relevant documentary proof of its registration with the institution. For all other eligible applicant organisations, this part of the form must be completed.
2. The Project Leader refers to the person who implements the proposed project. If there is more than one person to implement the project, the person who leads these persons in implementing the project should serve as the Project Leader.
3. \* The Project Monitor (formerly known as the “Responsible Person”) refers to an office-bearer of the applicant unit/group/organisation/tertiary institution who is responsible for monitoring the project implementation and arranging refund of the grant to the Government, if necessary. For example,
  - (i) If the “Applicant” is ABC Association, and the “Project Leader” of this project applying for funding under the Scheme is the Project Executive of the Association, the “Project Monitor” of the applicant organisation can be the Senior Project Executive supervising the Project Executive, the Chief Executive or the Chairman of the Association. If the Project Leader is already the Chairman of the Association, he/she can also be the “Project Monitor”.
  - (ii) If the applicant is an academic or administrative staff of a tertiary institution, the supervisor of the said staff in the institution can serve as the “Project Monitor”. In the event that the applicant is an academic staff at the rank of Lecturer or above; or an administrative staff at the rank of Assistant Director or Unit Head or above, the applicant himself/herself can also serve as the “Project Monitor”.
  - (iii) If the applicant is a registered student body of a tertiary institution, either its responsible person or the management staff of the Student Affairs Office of the institution could serve as the “Project Monitor”.

*\* If in doubt, please consult EDB.*