

**HONG KONG BAPTIST UNIVERSITY**  
**Task Force on Sustainable Campus**  
**Application for Low Carbon Event Funding Scheme 2016-2017**

1. Purpose:
  - To encourage student bodies in organising events/activities with a message of caring for the environment and fostering low carbon living.
2. Eligibility: Student bodies in HKBU.
3. Application Period: All year round.
4. Application Procedure:
  - A completed application form and financial plan **must be submitted at least 6 weeks** prior to the start of the event to the Secretariat of the Task Force on Sustainable Campus (Task Force) via email ([tfsc@hkbu.edu.hk](mailto:tfsc@hkbu.edu.hk)).
5. Amount of funding support:
  - A maximum of HK\$1,000 per successful application. The Task Force will grant the appropriate amount of funding support based on the ideas and degree of fulfillment to the funding criteria.
6. Funding Criteria: Please refer to the below **Principles and Guidelines**.
7. Obligations:
  - The Task Force may recommend additional low carbon action(s) to the event. **Applicant should perform all the listed actions in the application form and the recommended actions listed in the acknowledgement letter (if any).**
  - Applicant who has been granted the fund is required to **submit a summary report of the event and financial statement with original supporting invoices/ receipts within 4 weeks** to the Secretariat of Task Force.
  - **In the report, the implementation of each low carbon actions should be briefly described with the support of photos taken during the event**, for details please refer to the template of summary report.
8. Rules on Grant and Reimbursement of Subsidies
  - The Task Force reserves the rights to decide the allocation of grant and refuse granting any funding support to the application which deems inappropriate.
  - Spot visit might be conducted to check the implementation of low carbon actions
  - Should any event organiser fail to submit the required documents **within 4 weeks** after the completion of the event, the grants will be FORFEITED.
  - Any grant awarded towards a particular function of a named event can ONLY be applied towards that function. The usage of the approved grant for other functions or event is NOT allowed.
9. Enquiries: [tfsc@hkbu.edu.hk](mailto:tfsc@hkbu.edu.hk) or Ms. Katrina Cheng, Tel: 3411 7809

**HONG KONG BAPTIST UNIVERSITY**  
**Task Force on Sustainable Campus**  
**Application Form for Low Carbon Event Funding Scheme 2016-2017**

**Section A: Details of the student body**

1. Name of student body: \_\_\_\_\_

2. Person-in-charge of the event:

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

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Section B: Summary of the event**

1.	<b>Type of the event:</b>	Academic Week Competition Exhibition O-camp Seminar Others:	Activities Week Visit Eco-tour Party Workshop
2.	<b>Name of the event:</b>	English: _____	Chinese: _____
3.	<b>Aims:</b>		
4.	<b>Period:</b>	From: _____ (Duration:      days)	To: _____
5.	<b>Organiser(s)/ Co-organiser(s) /Sponsor(s):</b>		
6.	<b>Target participants:</b>	a) Target participants: b) Expected number of participants:	
7.	<b>Event outline (include list of all games and activities): (please add a page if the space is not enough)</b>		

8.	<p><b>Please explain in details the way to execute low-carbon guidelines in your particular event (please take reference to the Guidelines below):</b>  <b>(please add a page if the space is not enough)</b></p>	
9.	<b>Estimated budget for the event: \$ _____</b>	
10.	<b>Bank account for reimbursement: (<i>Student body account only</i>)</b> <b>Name:</b> _____ <b>A/C #:</b> _____	
11.	<b>Declaration:</b> I declare that the information given in this application form is true to the best of my knowledge. I will be in-charge of the whole programme and will be the contact person for all future matters relating to the event. <b>Name: (English)</b> _____ <b>(Chinese)</b> _____ <b>Student no.:</b> _____ <b>Contact no.:</b> _____ <b>E-mail address:</b> _____	

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>(Signature or e-signature of the applicant)</b>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>(Name of organization with authorized stamp or scanned stamp)</b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <b>(Date on application)</b>	

(Please submit the completed application form and send to [tfsc@hkbu.edu.hk](mailto:tfsc@hkbu.edu.hk).)

**Principles:**

The following principles of implementing the low carbon actions serve to provide ideas and guidelines to the applicants. The applicants are welcome to suggest their own ideas and actions for the Task Force’s consideration.

- A. The event should be carried out in the ways to minimise adverse impact to the environment.**
- B. The concept on achieving a low carbon lifestyle should be emphasised.**

**Guidelines:**

**Suggested low-carbon actions:**

**Low-carbon action 1: Save energy and water!**

- Hold activities in outdoor environment to save energy
- If air-conditioning is necessary, keep the temperature of air-conditioners in venue at 24-26°C in summer months
- Switch off the lighting/ air-conditioning when it is not in use
- Replace water games with other mass games
- If water games really cannot be cancelled, choose ways that use the least amount of water or choose beach as activity venue/ limit the amount of water used

**Low-carbon action 2: Save paper!**

- Eliminate printing materials through employing electronic communication (e.g. application, promotion, survey)
- If printing is necessary, use environment-friendly paper (e.g. recycled paper with soy ink)
- Reduce the size of printing materials
- Print double-sided

**Low-carbon action 3: Reduce travelling footprint!**

- Plan a nearby route for O Camp activities
- Travel on foot or by bicycle if possible
- If taking transport is necessary, choose a means that generates the least carbon emissions (eg. MTR)

**Low-carbon action 4: Prevent waste and do recycle!**

- Purchase products with recyclable packages/ environment-friendly materials
- Mark down on the camp pamphlet the locations of recycling facilities in the campsite
- Prohibit production of banners for single event

- Keep and reuse materials (e.g. banners, name badges, corsages) for future events
- Establish recycling receptacles in the venue to gather all recyclables
- Set up a "Surplus material recycling box" on the last day of the O camp to allow participants donate redundant materials

#### **Low-carbon action 5: Adopt green souvenirs or even no souvenir!**

- Avoid giving away souvenirs/ Purchase environment-friendly souvenirs (e.g. made from recyclable materials and other green materials, minimally packaged)
- Consider the necessity of souvenirs and the amount needed
- Replace single-used souvenirs (e.g. event T-shirt) into reusable one (e.g. umbrellas, water bottles, etc.)

#### **Low-carbon action 6: Use reusable cutlery and say no to disposable!**

- Provide reusable cutlery, dishware, napkins, and linens
- Exclude bottled/ tetra pak drinks while looking for sponsorship
- Avoid offering bottled/ tetra pak drinks/ Offer drinks with bulk container or through dispenser
- If individual pack of food/ drink is needed, offer products with recyclable packages

#### **Low-carbon action 7: Have a low-carbon healthy diet!**

- Eliminate beef in meal offered
- Offer at least one vegetarian meal
- Offer whole vegetarian meal menu

#### **Low-carbon action 8: Respect food and no food wastage!**

- Order right amount of food
- Offer choices on dishes to participants to reduce leftovers due to participants' preference on food
- Offer an alternative for O Campers – "Less Rice"
- Set up a notification system; encourage O Campers to notify as soon as possible if they prefer not having the meal
- Pack away food surplus to reduce food waste using reusable containers
- Avoid using food as game props/ Real food can be replaced with pseudo-food props
- If food is used in games, the game designers should request participants to finish the food after the games

#### **Low-carbon action 9: Engage participants to act environment-friendly!**

- Urge campers not to bring any cup noodles to the camp
- Encourage participants to separate waste and recycle properly
- Disseminate low-carbon tips and practices in the publication
- Include low-carbon elements in the itinerary of event
- Encourage participants to bring their own water bottles and/or environment-friendly bags
- Mark down on the camp pamphlet the locations of water dispensers in the campsite
- Encourage participants to bring the leftover food using the reusable food containers