Flowchart & Timeline for Activity-based Funding Application in 2025-26

Before Application

Read the "Guidelines on **Funding Allocation to Registered Student Societies**"

Prepare Year-round Activities Submit Online Application **Financial Budget**



Form to CCSO

[Around 1 month after the respective cutoff date]

Funding Result Announcement



- · Read the Guidelines and refer to Appendix B for the list of eligible and ineligible expenses items
- Pay attention to the upper limit of each eligible expenses item
- Ineligible items will not be supported
- Guidelines: ccso.hku.hk/#funding



 A financial budget endorsed by Chairperson and Treasurer (or equivalent post) of your Society with breakdown of expenses/incomes



- 3 rounds of application for funding approval before activity
 - a. 1st Cut-off: October 30, 2025
 - b. 2nd Cut-off: February 20, 2026 c. 3rd Cut-off: June 15,
- Not accepting late application

2026

• Online Application Form: shorturl.at/ehwx3



- Applications to be considered by the Consultative Committee on Funding Allocation to Registered Student Societies (CCFARSS)
- · Only approved items and amount will be eligible for reimbursement after activity

Post-activity Reimbursement

[Within 1 month after activity]

Submit Online Post-activity Reimbursement Form to CCSO **Receive Funding**



- A detailed activity and financial report which includes:
 - a. An endorsed financial report together with original receipts
 - b. Receipts clearly stated the description and purpose of expenses items (failing to do so, the reimbursement would not be processed)
 - c. Activity photos which show the reimbursed item(s)
 - d. Financial particulars of your Society
- Not accepting late application
- Reimbursement form: shorturl.at/qIVW9





- After all valid reimbursement documents are received, FEO will process your reimbursement payment
- Your Society will be notified upon the completion of fund transfer

Aug, 2025 [1st Cut-off] Dec, 2025 [2nd Cut-off] Apr, 2026 [3rd Cut-off]

Sep - Oct, 2025 Jan - Feb, 2026 May - Jun, 2026

By Oct 30, 2025 By Feb 20, 2026 By Jun 15, 2026

Nov 30, 2025 Around Mar 20, 2026 Around Jul 15, 2026

Around

Feb 20, 2025 to Oct 31, 2026 Jun15, 2025 to Oct 31, 2026

Nov 1, 2025

to Oct 31, 2026

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Dec, 2025 - Nov, 2026 Apr - Nov, 2026 Aug - Nov, 2026

Examples Activity-based Funding Application in 2025-26

Example 1
Activity on
Jan 20, 2026

Example 2
Activity on
Jul 13, 2026

(i) Aug, 2025
(ii) Dec, 2025
(iii) Apr, 2026

Sep - Oct, 2025

(i) Sep - Oct, 2025 / (ii) Jan - Feb, 2026 / (iii) May - Jun, 2026 By Oct 30, 2025

By (i) Oct 30, 2025 / (ii) Feb 20, 2026 / (iii) Jun 15, 2026 Around Nov 30, 2025

Around
(i) Nov 30, 2025 /
(ii) Mar 20, 2026 /
(iii) Jul 15, 2026



Post-activity Reimbursement

[Within 1 month after activity]

Submit Online Post
Activity Reimbursement
Form to CCSO

Receive Funding

Before Application

Read the "Guidelines on Funding Allocation to Registered Student Societies"

Prepare Year-round Activities Financial Budget



Submit Online Application Form to CCSO

[Around 1 month after the respective cut-off date]

Funding Result Announcement



Aug, 2025

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Application Before Activity

- Applications to be considered by the Consultative Committee on Funding Allocation to Registered Student Societies (CCFARSS)
- Only approved items and amount will be eligible for reimbursement after activity

As result announcement is after activity date, it is uncertain if the requested expense item(s) is / are approved or not.



Jan 20, 202

Jul 13, 2026



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Action Plan Timeline for Activity-based Funding in 2025-26

