**Magic Inclusive Project Pilot Award Scheme**

**Application Form**

*Please note that all documentations and materials submitted for this project must be written in English.*

1. **This project is an** ☐ Individual Project ☐ Group Project
2. **Personal Particulars of Applicant (or Project Leader for Group Project )**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **Given Name:** | **Name in Chinese:** |
| **School:** | | **Programme** (BFA/ BMus/ MFA/ MMus/ MA)**:** |
| **Major and Specialisation:** | | **Year of Study:** |
| **Mobile No.:** | | **Email Address:** |

1. **Personal Particulars of Other Team Members (for Group Project)**

*\* Complete this section only if this is a group project*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Member A** | **Member B** | **Member C** | **Member D** | **Member E** |
| **Surname:** |  |  |  |  |  |
| **Given Name:** |  |  |  |  |  |
| **Name in Chinese:** |  |  |  |  |  |
| **School:** |  |  |  |  |  |
| **Programme** (BFA/BMus/ MFA/ MMus/MA**):** |  |  |  |  |  |
| **Major and Specialization:** |  |  |  |  |  |
| **Year of Study:** |  |  |  |  |  |
| **Mobile No.:** |  |  |  |  |  |
| **Email Address:** |  |  |  |  |  |

**Credit-bearing Course Information**

*\*The project must fulfil the academic requirement of a credit-bearing course.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Title** | **Course Code** | **Offering School / Unit** | **Semester / Academic Year in which this course is offered** | **No. of Credits** | **Lecturer / Supervisor** |
|  |  |  |  |  |  |

1. **Personal Particulars of Project Supervisor (HKAPA Faculty Member)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** (Delete as appropriate)**:**  Prof/Dr/Mr/Mrs/Ms/Miss | | | |
| **Surname:** | **Given Name:** | **Name in Chinese:** | |
| **School/ Department:** | | **Discipline:** | **Full Time / Part Time:** |
| **Tel No.** (Extension)**:** | | **Email Address:** | |

|  |
| --- |
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1. **Project Proposal**

|  |  |  |
| --- | --- | --- |
| 1. **Project Title** | | |
| **Project Title in English:**  **Project Title in Chinese** (if applicable)**:** | | |
| 1. **Abstract (within 150 words)** | | |
|  | | |
| 1. **Project Objectives (In bullet point form)** | | |
|  | | |
| 1. **Key Deliverables (in bullet point form)** | | |
|  | | |
| 1. **Targeted beneficiaries, numbers, recruitment method** | | |
|  | | |
| 1. **Work Schedule** | | |
| **Month / Date** | **Action / Steps** | |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| 1. **Expected Outcome / Impact** | | |
|  | | |
| 1. **Expected commencement date of the project (mm-dd-yy)** | | |
|  | | |
| 1. **Community Partner (if any) / role in the project** | | |
|  | | |

1. **Detailed Budget**

*Please note the Budget is required to follow HKAPA’s HR and Finance policies and procedures.*

|  |  |
| --- | --- |
| 1. **Estimate project budget (HK$)** |  |
| 1. **Details of other funding source (if any) applied or received** | |
|  | |

1. **Details:**

*Insert rows as necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | | **Justifications / Calculations** | **Cost (HK$)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Total:** | | |  |

1. **Additional Information**

Other information in support of the application. Please attach any additional supporting documents or supplementary information in digital forms (e.g. photos, videos or audio files - please provide links) along with this application form.

|  |
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1. **Declaration**

|  |
| --- |
| I / We declare that:   * Information provided in this form is true and accurate. * The project proposal submitted for this scheme is my / our original work. * Materials used from other sources are properly acknowledged. |

**Application submitted by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | Name of applicant / project leader |  |  |
|  |  |  |  |
|  | School |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signature: |  |  |  |  |  |
|  | Name of team member |  | School |  | Date |
| Signature: |  |  |  |  |  |
|  | Name of team member |  | School |  | Date |
| Signature: |  |  |  |  |  |
|  | Name of team member |  | School |  | Date |
| Signature: |  |  |  |  |  |
|  | Name of team member |  | School |  | Date |
| Signature: |  |  |  |  |  |
|  | Name of team member |  | School |  | Date |

**Recommended by Supervisor (HKAPA Faculty Member):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | Name |  |  |
|  |  |  |  |
|  | Position |  | Full- time/Part-time |
|  |  |  |  |
|  | School |  |  |

**Endorsed by Dean (School) / Principal Head (Academic Unit):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  | Name |  |  |
|  |  |  |  |
|  |  |  |  |
|  | School/Academic unit |  |  |

*Please send the application to Centre for General Education and Research (email: par@hkapa.edu).*