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Guideline on Subsidy for Student Organizations (Sports)

I. Objective

Office of Sports Affairs (OSA) aims to support student organizations (sports) for organizing sports activities and promoting sports culture to UM community.

II. Target Applicants

Authorized student organizations (Sports).

III. Scope of Subsidy and Limit

Category	Scope of Subsidy	Subsidy Limit (MOP)
Interest Courses / Trainings / Workshops / Competitions	Trainer Fee, Referee Fee	<ul style="list-style-type: none">A maximum of MOP2,800 as trainer/referee fee (maximum MOP280/hr) for trainer/referee of the activityMaximum no. of trainers : 4 trainers/classMaximum no. of referees : 10 referees/activityThe hourly rate will depend on the trainers' /referees' related qualifications and experience
Equipment for Activities related to Sports	The equipment is for organizing activities/regular training by student organizations and for the daily operation of student organizations	<ul style="list-style-type: none">MOP50,000 (per item)Purchase of durable goods can be proposed biannually (such as : amplifier, trolley, post, walkie-talkie, table, chair and tent etc.)Purchase of non-durable goods can be proposed annually (such as : shuttlecock, basketball, football, volleyball, tennis, squash, korfbal etc.)
Uniform	Uniform for Student Organizations with the purpose of attending competitions/performance on behalf of the	<ul style="list-style-type: none">MOP150 (per person)Maximum no. of members: 50 members/organization



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Notes:

- If the student organizations receive any incomes (fees from students or other subsidies from the third parties), OSA may deduct the incomes from the total subsidy being approved.

IV. Application of Subsidy and Approval

4.1 Application should be made in the name of the student organization to OSA. Applicant must submit proposal and supporting document (if any) at least 30 days prior to the start of the activity.

4.2 Factors to be considered in assessing of the subsidy support:

- a) Amount and reasonableness of budget requested (40%);
- b) Number of participants and scale of activities (20%);
- c) Past operational effectiveness, particularly in terms of financial management and budget execution (20%);
- d) Past fulfillment of the requirements and obligations (20%);

Only those who have scored 60 points or above in the assessment will be eligible for granting the subsidy support. Due to budget constraints, OSA may decide not to grant subsidy to the application.

4.3 Director of OSA shall make the funding decision.

Notes:

- OSA may invite representative(s) of the student organization for presentation if more information is needed.
- OSA has the right to request additional information and to ask the applicant to revise the activity plan.

V. Subsidy Reimbursement

5.1 Interest Courses / Trainings / Workshops / Competitions

- 5.1.1 A copy of the financial report (Income/Expenditure);
- 5.1.2 A completed trainer/referee's and students' attendance record;
- 5.1.3 Declaration from trainer/referee of receiving the payment;
- 5.1.4 Activity photos;
- 5.1.5 Any other records and documents related to the activity.

5.2 Equipment for Activities related to Sports

- 5.2.1 Reimbursement is only made once to original and valid receipt or original invoice which has been fully settled;
- 5.2.2 Original receipt or original invoice in which any outstanding balance has been fully paid should contain information such as company name/company chop, details of items purchased, payment date, quantity purchase and price;



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5.2.3 If a receipt/invoice is being lost, fill in “Declaration for Expenses without Receipts or Invoices”. Since the declaration is not an official receipt, OSA reserves the right to decide whether or not the lost receipt is eligible for reimbursement.

5.2.4 Invoice is not considered as an official receipt, unless it is an original invoice stamped with “PAID” which shows that any outstanding balance has already been settled, or it is an original invoice issued in mainland China;

5.2.5 Activity photos.

5.3 Uniform

5.3.1 Same as 5.2.1;

5.3.2 Same as 5.2.2;

5.3.3 Same as 5.2.3;

5.3.4 Same as 5.2.4;

5.3.5 A name list of the students who is going to attend competition/performance on behalf of the student organizations and / or University of Macau;

5.3.6 Activity photos.

Note:

1. Written Quotations must be obtained if the expense of an item exceeds MOP15,000 and above
 - Three written quotations (under normal circumstances, the lowest cost supplier or service provider should be selected. Otherwise, it is required to write a declaration letter to provide justification for not selecting the lowest cost supplier or service provider);
2. After OSA verified all the required documents, OSA will arrange the subsidy to the student organizations and / or the relevant parties;
3. OSA retains the right to revise the guideline whenever necessary;
4. Any other special cases will be considered by Director of OSA.

VI. Obligations

- 6.1 To provide truthful information and declarations;
- 6.2 To use the subsidized funding for the purposes specified in the granting decision;
- 6.3 To plan and organize the subsidized activities or projects in a prudent and reasonable manner, to ensure that the implementation of the subsidized activities or projects comply with the provisions of the prevailing laws, and to bear the legal liabilities arising;
- 6.4 Submit a summary report (the activity introduction, guest list (if any), promotion poster, activity evaluation, financial report and the relevant documents for reimbursement should be included) to OSA within 30 days from the day following the completion of the relevant activities.

VII. Consequences of Violating the Obligations

- 7.1 Except for cases of unpredictable circumstances or non-responsibilities confirmed by OSA, the consequences of violating this guideline may include



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- 7.1.1 Written warning;
 - 7.1.2 Funding is not granted;
 - 7.1.3 In addition to the grants which is related to violation of the obligations, the disbursement of other funds that have been approved but not yet disbursed will be suspended or appropriate restrictions will be imposed in calculating the actual disbursed amount in accordance with the provisions of the granting plan;
 - 7.1.4 All or part of funding will be cancelled if it is involved the violations of obligations and require grantee to return relevant subsidized funding;
 - 7.1.5 Funding applications from relevant student organizations will be rejected for maximum of one year;
 - 7.1.6 Other consequences as specified in the grant decision
 - 7.1.7 Other consequences as specified in the “University of Macau Student Disciplinary Regulations”.
- 7.2 The consequences referred in items 7.1.4, 7.1.5 and 7.1.7 above especially apply to the following situations:
- 7.2.1 The recipient intentionally violates the obligations stipulated in items 6.1 and 6.2;
 - 7.2.2 The recipient violates the obligations stipulated in item 6.3 which create serious risk or damage to participants or public interests, especially public safety or social order.