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TeamHKU Training Camp Funding

Section 1 – Background

Objective

Funding is available to HKU sports teams to facilitate a training camp either locally or overseas, providing opportunities for the team to improve their abilities, understanding, and competitiveness through high-quality, intense training.

Funding periods

Applications will be available during two phases, offering summer and winter training camps. Below is the cut-off for the latest phase.

Cut-off	Friday 1 st May 2026	Training camps held between May and August 2026
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Section 2 – Eligibility criteria and application process

Proposals can be considered for funding only if they meet all criteria noted below.

Eligibility criteria

1. The team must be an officially recognized HKU sports team under the Centre for Sports and Exercise.
2. Participants of the training camp must be full-time students of HKU/HKU SPACE and be core members of the team (for example registered for USFHK competitions).
3. All applications must be discussed with, and supported by, both the Coach(es) and Team Advisor prior to submission.
4. A detailed proposal with a clear purpose, objectives, budget, and expected outcomes must be provided as part of the application.
5. Typically, the maximum amount that will be provided to any team will be HKD 750 per person for local camps, and HKD 1,500 for overseas camps, up to a maximum of HKD 40,000 per team. The CSE may award higher amounts in exceptional circumstances. Applicants should note that successful applications may receive a lower amount based on the quality of applications received and the available funding.



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Application procedures

1. Interested teams should draft their proposal and discuss with both coach and team advisor to seek feedback prior to submission.
2. Interested teams must submit an [online application](#) prior to the appropriate deadline. Late applications will not be accepted.
3. All submitted information must be accurate at the time of submission. Teams are expected to proactively communicate with their team advisor should the application information change after submission and the team may be required to submit another application.
4. Teams may attach supporting documents as they deem relevant and appropriate.

Guidance

To give the best chance of receiving funding, it is suggested that teams:

- Notify both their coach and team advisors as early as possible about their intention to seek funding. This will help shape the best possible submission.
- Provide appropriate levels of detail within their proposal. Remember, there could be up to 26 other teams applying for funding, so your proposal needs to be detailed but succinct, clearly explaining what you plan to do and why.
- Aim to find good value-for-money with their proposal. With limited funding available, the CSE will look to be efficient in distributing its funds.
- Assume that the panel have limited knowledge about their team and sport.
- Consider both the short-term and long-term benefits of their camp and express these clearly.
- Align their proposal with any goals or objectives that have been established with coach(es) and/or team advisor(s), for example those indicating in your team development plans.

Section 3 – Review and selection process

1. All submitted applications will undergo a review process and by a panel of CSE staff members. Applications will be evaluated on a range of criteria, including:
 - a. Nature and content of the training camp.
 - b. Recent performance of the team.
 - c. Financial resources available to the team, and the feasibility of the proposal.
 - d. Any other factor the panel determine to be relevant.
2. For all successful applications, the exact amount of funding will be determined based on the evaluation of application, proposed budget plan, number of participants, and availability of funding.
3. The application outcome will be communicated via email as soon as possible following the application deadline, ideally within one week.



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Section 4 – Camp preparation and delivery

Following the notification of a successful application, teams are required to:

- Inform their coach and team members regarding their successful funding outcome.
- Coordinate and book all logistical arrangements required for the camp (e.g. travel and accommodation bookings).
 - For training camps held in Mainland China, we strongly recommend that HKU-registered undergraduate and postgraduate students apply for the China Assist Card independently through the HKU Portal. Please refer to the [FEO website](#) for further information.
 - For training camps held outside Mainland China, [a travel insurance](#) has been arranged for HKU-registered undergraduate and postgraduate students. In case of emergencies requiring medical evacuation, repatriation, or inpatient treatment, students should contact AIG's 24-hour Travel Guard Assistance Hotline at +852 3516 8699, quoting Policy Number GPP2001042. Please refer to the relevant circular and FAQ under "HKU Insurance Information" on the FEO website for further information.
 - Regarding the coach's insurance arrangement, the Team Advisor will contact the coach directly to obtain the necessary information for arranging the insurance coverage.
- Confirm the emergency contact to uniteam@hku.hk and the team advisor should the CSE need to get in contact with the team during the camp, no less than 7 days prior to departure.
- Notify uniteam@hku.hk and their team advisor if there are any significant changes to their proposal, or if the number of team members ends up being reduced compared to the original proposal. In this situation, the CSE may amend the amount of funding the team receives.
- Retain detailed and accurate records and receipts related to the camp, and ensure at least one photo of the boarding passes for every member, including coaches, is taken at both departure and return, as these are required to verify attendance. Without this, training camp funding cannot be provided.
- Ensure high-quality photos are captured of their camp. A minimum of 5 high-quality photos are required to be submitted as part of the post-camp review to help promote the success of the team and the funding.
- Inform the team advisor directly if the team would like to request an HKU Flag and TeamHKU souvenirs (limited stock). We believe these items can enhance team bonding with other institutions and promote team spirit. However, please remember that all souvenirs represent the University, so it is important to treat them with respect.





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Section 5 – Funding disbursement and camp review

Following the completion of the camp, teams are required to:

- Confirm to their team advisor that all team members (and staff) have safely returned to Hong Kong as soon as possible.
- **Within one month**, complete [this online form](#) to submit their post-camp report. This will include details around the final schedule, budget and outcomes of the trip. As part of the submission, teams will be required to upload documents including the boarding passes, as well as all receipts organized into categories such as accommodation, travel, competition entries etc. The UIDs of each attending student must also be clearly identified.
- Regarding reimbursements for coaches:
 - Usually only one accompanying coach is eligible for support, which includes reimbursement of expenses and a coaching allowance. In general, only the lead accompanying coach's transportation (departure and return) and accommodation expenses will be covered. Any other expenses without prior approval from CSE will not be supported.
 - All receipts relating to the accompanying coach should be submitted separately from team receipts within the same Qualtrics form to ensure easy reference.
 - As the coach will receive a coaching allowance separate from the regular coaching fee, please remind him/her **not** to record this allowance in UARS to avoid confusion.
- Following the submission of the post-camp report, the CSE will review the report and may ask for further information if required. Once approved, the reimbursement will be provided to the nominated recipient.
- Only approved items indicated in the proposal within the approved amount would be eligible for reimbursement.
- Teams should ensure that the evidence submitted is complete and clear to understand. Any incomplete and/or unclear receipts will not be accepted, and risks the team not receiving training camp funding.
- If any team eventually failed to organize the training camp as proposed, the approved funds will not be carried forward to the next application period. Teams wishing to apply for funding must submit another proposal.