

**Leisure and Cultural Services Department**  
**Application Form of the Community Sports Club Subsidy Scheme**

CSC-24  
Annex 4

Please return the duly completed application form to the respective National Sports Association (NSA) at least 4 months in advance of the date of the proposed programme. Please use a separate application form for each programme.

**(I) Particulars of Applicant Organisation**

Applicant organisation shall be an affiliated club of

\_\_\_\_\_  
(Name of the NSA)

Name of Community Sports Club (CSC):

\_\_\_\_\_  
\_\_\_\_\_

(Please write in BLOCK letters. The name provided will be used as the payee name on the cheque.)

Name of Contact Person : \_\_\_\_\_ Daytime Contact No. : \_\_\_\_\_

Post Title : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Fax No : \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Correspondence Address :

\_\_\_\_\_  
\_\_\_\_\_

Name of Chairman: \_\_\_\_\_ Signature : \_\_\_\_\_

Name of Secretary : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of Treasurer : \_\_\_\_\_ Signature : \_\_\_\_\_

Note:

- (1) The information provided by the applicant organisation will only be used for purposes relating to applications for the Community Sports Club Subsidy Scheme, statistical analysis, further correspondence and promotion of activities. Only staff duly authorised by the Leisure and Cultural Services Department (LCSD) will be given access to the personal information provided.
- (2) For correction of or access to the personal information submitted via this form, please contact staff of the Community Sports Club Unit of the LCSD.
- (3) The applicant organisation must provide the required personal information in this form. Otherwise, the application will not be accepted.

**(II) Proposed Programme****1. Details of Programme**

Name of Programme	Date	Day of the Week	Time	Venue	Eligibility Criteria (e.g. age limits)	Estimated No. of Attendance (including participants of skill test(s) and training course(s))	Total No. of Training Course(s) and Lesson(s)/ Match(es) to be Held

2. Objective(s) of the Proposed Programme : \_\_\_\_\_

3. Joint Organiser(s) (if any)

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

4. Co-organiser(s) (if any)

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

5. Other Sponsor(s) (if any)

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

6. Similar Programmes Held in the Past

(i) A similar programme was first held in \_\_\_\_\_.

(ii) The most recent similar programme was held in \_\_\_\_\_, with a total of \_\_\_\_\_  
\*participants/teams (\_\_\_\_\_participants in each team).

\* Please delete as appropriate

**(III) Estimated Budget****(i) Estimated Expenditure**

	Items of Expenditure	Breakdown (Please show calculations)	Estimated Amount(\$)	Approved Expenditure(\$) (To be completed by the NSA)
<b>I.</b>	<b>Boarding &amp; Lodging</b>	N.A	N.A	N.A
<b>II.</b>	<b>Staff Remuneration</b>			
	1. Coaching Fee			
	2.			
<b>III</b>	<b>Minor Event-related Expenses</b>			
<b>IV.</b>	<b>Major Event-related Expenses</b>			
	1. Venue Charge			
	2. Trophies			
	3. Medals			
	4.			
	5.			
	6.			
	7.			
Estimated Total Expenditure				

**(ii) Estimated Income**

	Items of Income	Breakdown (Please show calculations)	Estimated Amount(\$)
1.	Enrolment Fee		
2.	Commercial Sponsorship (including on-site advertisement, house programme advertisement and souvenirs etc.)		
3.	Other Income		
4.	Expenses borne by the Organiser		
Estimated Total Income			

Subsidy ceiling approved by the NSA (To be completed by the NSA)

Calculation of the Subsidy Amount:

Eligible Expenditure Approved by the NSA x Level of Subsidy

\$\_\_\_\_\_ x \_\_\_\_\_% = \$\_\_\_\_\_

(The approved subsidy ceiling is \$ \_\_\_\_\_, i.e. the maximum subsidy for each application / the subsidy amount requested by the applicant organisation / the maximum amount reserved in the Annual Programme Plan for the above programme.)

Remarks: If there is insufficient space, please use a separate sheet.

\* Please delete as appropriate

**(IV) Publicity Plan of the Proposed Programme (Please tick as appropriate)**

(i) Means of publicity:

☐ Poster, pamphlet, banner, etc.☐ Newspaper advertisement☐ Newsletter for members☐ Others (please specify) :  
\_\_\_\_\_

(ii) Printed materials:

☐ Invitation card☐ House programme☐ Others (please specify) :  
\_\_\_\_\_

(iii) Will there be a \*press conference/ceremony?

☐ Yes☐ No

(iv) If a \*press conference/ceremony is to be held, please rank the officiating guests to be invited in order of preference, and provide their names and titles as follows :-

1. \_\_\_\_\_

3. \_\_\_\_\_

2. \_\_\_\_\_

4. \_\_\_\_\_

I hereby apply to the LCSD through the respective NSA for a total subsidy of \$\_\_\_\_\_ for organising the above programme. I fully understand the content of the subsidy scheme and the budget of the proposed programme as set out in the above table. If the application is approved, please disburse the subsidy to the NSA listed in "Particulars of Applicant Organisation" under Part (I) of the application form. <sup>#Remarks</sup> **I will take out a public liability insurance for the programme in the joint names of the Government of the Hong Kong Special Administrative Region, the respective NSA and our club with an insured sum of not less than HK\$6.5 million for the occurrence of any single accident and unlimited amount for the programme. We will ensure that any public liability shall be adequately covered by the insurance policy.**

**# Remarks : Applicable to the public liability insurance to be taken out by the CSC**

Signature : \_\_\_\_\_

Name (in BLOCK letters): \_\_\_\_\_

Post Title : \_\_\_\_\_  
\*Chairman/Secretary/Treasurer\_\_\_\_\_  
Chop of the CSC

Date : \_\_\_\_\_

\* Please delete as appropriate

**(V) Comments and Recommendations from the NSA (To be completed by the NSA)****(i) Overall Comments (Please specify in details)**


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**(ii) Recommendations (Please tick as appropriate)**

☐ We support \_\_\_\_\_ to organise the above programme.

(Name of the CSC)

We are of the view that both the estimated expenditure and programme arrangement are appropriate. Our recommendations as to the estimated expenditure and programme arrangement are specified in “Approved Expenditure” under “Estimated Expenditure” in Section (i) of Part (III) and in “Overall Comments” in Section (i) of Part (V) respectively for your reference.

☐ Owing to the following reason(s), we do not support \_\_\_\_\_ to organise the above programme.

(Name of the CSC)

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

- (iii) Estimated working hours for co-ordinating the CSC's sports development programmes:

<u>Areas of Work</u>	<u>Estimated Working Hours</u>
1. To co-ordinate bookings of leisure and sports facilities	_____
2. To provide technical support for the CSC to organise sports development programmes	_____
3. To supervise the programmes	_____
4. To verify and confirm the receipts and statements of accounts submitted by the CSC	_____
Total :	_____

We hereby confirm that \_\_\_\_\_, our affiliated club, is granted a subsidy of  
(Name of the CSC)  
\$\_\_\_\_\_ for organising the above programme. In addition, we apply to the LCSD for a subsidy of \$\_\_\_\_\_ for carrying out the work listed in Section (iii) of Part (V) to co-ordinate the sports development programmes of the CSC.

Signature : \_\_\_\_\_

Name (in BLOCK letters): \_\_\_\_\_

Post Title: \*Chairman/Secretary/Treasurer

Name of the NSA: \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
Chop of the NSA

\* Please delete as appropriate