



Leisure and Cultural Services Department
Application for Pilot Scheme on Subvention for New Sports
(for applications for 2023-24)

Information of the Sports Organisation

Name of Sports Organisation: (Eng) _____
 (Chi) _____

Address: _____

Contact Person (Eng): _____ (Chi): _____

Post Title: _____ Tel No.: _____ Fax No.: _____

Email: _____

Programme Plan (Please fill in detailed information for each programme in Appendix II)

(for programmes to be held during the period from April 2023 to March 2024)

(Remarks: Only for up to FIVE (5) sports programmes to be held locally)

Priority	Name of Programme	Date & Time	Venue	Estimated Total Expenditure (including Venue Charges) HK\$	Income (Enrolment Fee and Grants) HK\$	Sponsorship HK\$	Subvention Applied HK\$
1.	(Eng)						
	(Chi)						
2.	(Eng)						
	(Chi)						
3.	(Eng)						
	(Chi)						
4.	(Eng)						
	(Chi)						
5.	(Eng)						
	(Chi)						
Total:							

I hereby apply for subvention from the Leisure and Cultural Services Department for the above programme(s) and the budget(s) of the proposed programme(s) is/are specified in Appendix II.

Signature: _____

Name (Block Letter): _____

Post Title: _____

Date: _____

Official Chop of the Sports Organisation

Please note that upon approval of the application by the Leisure and Cultural Services Department (LCSD),

1. the sports organisation is required to take out and keep in force a public liability insurance policy during the subvention period. The sports organisation shall provide a copy of the insurance policy to the LCSD free of charge at least **3 weeks in advance of the programme**.
2. future applications of the sports organisation will be affected if the number of programmes organised and/or participants enrolled is unsatisfactory.
3. the sports organisation is required to submit the programme report, together with photos/a video clip of no more than 1 minute in MP4 format (which shall be uploaded onto an online platform for downloading and its download link should be sent to sns@lcsd.gov.hk), to the LCSD for record after completion of the programme.
4. the programme shall be cancelled if the number of enrolment is less than half of the quota 7 days prior to the commencement of the programme.