

## **Education Bureau Circular Memorandum No. 90/2018**

From: Secretary for Education

To: Supervisors and Heads of all Government, Aided (including Special Schools), Caput Schools and Schools under the Direct Subsidy Scheme

Ref: EDB(SA1)/SA/POL/6/1C(IV)

Date: 1 June 2018

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### **Opening up School Facilities for Promotion of Sports Development Scheme (Application for the 2018/19 School Year)**

#### **Summary**

This circular memorandum serves to invite applications from public sector schools (government, aided and caput schools) and schools under the Direct Subsidy Scheme (DSS) to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme” (the Scheme) in the 2018/19 school year which is jointly implemented by the Education Bureau (EDB) and the Home Affairs Bureau (HAB).

#### **Background**

2. It has been the government policy to encourage schools to open up their facilities for hire to outside organisations to foster collaboration between schools and the community. As announced in the 2017 January Policy Address, public sector schools are encouraged to further open up their facilities and review the promotion of sports development in schools to encourage students to develop a healthy sporting habit.

3. To take forward the initiative, EDB issued EDB Circular Memorandum Nos. 102/2017 and 202/2017 in June and November 2017 respectively to invite public sector schools to participate in the Scheme to open up school facilities for sports organisations in the 2017/18 school year. Having regard to the positive response from stakeholders and feedback collected, we are calling for applications from public sector schools and schools under the DSS for the 2018/19 school year.

## **Details**

4. Under the Scheme, schools are strongly encouraged to open up their facilities as far as possible, such as school hall, activity room, open and/or covered playground with ball courts, sports ground, classroom and soccer pitch for sports organisations to hold sports programmes during weekends, school holidays and/or weekdays after school hours, from 1 September 2018 to 31 August 2019. In this regard, schools should provide a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions)<sup>1</sup> for each programme during the aforesaid period. Schools can provide more than one facility for the sports organisations to hold separate programme(s) during the same time slots and/or at different time slots. The school facilities made available for hire should be safe and in good condition.

5. To facilitate schools to cultivate a sporting culture in a whole school approach, sports organisations using school facilities to offer programmes for members of the community are required to reserve one-fourth of the places in each sports programme for priority enrolment of students, teachers and/or parents of the participating school who have met the technical requirement(s) of the activity, if any, under the Scheme. With this arrangement, schools can enhance students' participation in sports activities and optimise the use of resources to promote sports development.

6. The “national sports associations” (NSAs), their affiliated club members, “District Sports Associations” (DSAs) and sports organisations provided by HAB at [Annex 3](#) are eligible for taking part in the Scheme. They are required to observe the conditions of use of school facilities and make necessary arrangements to protect schools against any claim, loss or damages which may be incurred due to their act of negligence. For details of the conditions of use of school facilities, please refer to Part C of Section I at [Annex 1](#).

## **New Arrangements for the 2018/19 School Year**

7. The following new arrangements will be introduced in the 2018/19 school year to further enhance the Scheme and encourage more schools to open up their facilities for sports activities, which would in turn facilitate collaboration between schools and sports organisations and strengthen promotion of sports at school and community levels:

- (a) The Scheme will be expanded to DSS schools;
- (b) The maximum number of approved programmes eligible for subsidy to schools will be increased from 5 to 6;

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<sup>1</sup> The minimum duration of each session is one hour.

- (c) The subsidy to support schools in hiring out facilities to sports organisations will be increased from \$20,000 to \$30,000 for the first programme, and from \$15,000 to \$20,000 for the second programme onwards. The subsidy cap will be increased from \$80,000 to \$130,000 per school in the 2018/19 school year;
- (d) Participating schools are encouraged to adopt reduced / concessionary rate when levying charges for hire of accommodation by the sports organisations concerned as a means to support sport development in the community; and
- (e) The number of eligible sports organisations of the Scheme will be increased by 40%, from 81 to 117, covering a wider range of sports activities.

### **Application Procedures**

8. Schools which intend to participate in the Scheme are requested to complete the form “Application for Participation” at Annex 2 and return it to their respective Chief School Development Officer on or before **22 June 2018**. Schools which have already submitted application for participation in the Scheme in the 2017/18 school year are requested to update their hiring information for the coming school year by completing Annex 2 and return it to EDB in the same manner. The consolidated information in relation to schools’ facilities will be forwarded to eligible sports organisations through HAB for their action to liaise with the schools direct and consideration whether to apply for use of the facilities concerned.

9. NSAs, their affiliated club members, DSAs and sports organisations provided by HAB, which are interested in hiring school facilities available at participating schools, may contact the schools direct for more information. Schools may also discuss with the sports organisations about the intended use of the required facilities, time slots available and programmes in detail. Sports organisations shall submit the form “Application for Hiring of School Facilities by Sports Organisation” (at Section I of Annex 1) to EDB, with a copy to HAB and the schools concerned, on or before **3 August 2018**. Upon HAB’s confirmation of the eligibility of the sports organisations, EDB will on or before **3 August 2018** request the schools concerned to confirm their acceptance of application from sports organisations by completing Section II of Annex 1 and returning it to EDB on or before **15 August 2018**.

10. If only one sports organisation has shown interest in hiring school facilities, the participating school has the right to make the final decision to accept or reject the application for the use of school facilities by the sports organisation. If more than one sports organisation has shown interest in hiring school facilities for the same time slots, the participating school has the discretion to select the sports organisation. HAB will inform the applicant sports organisations of the school’s decision accordingly. The workflow of processing applications for the Scheme in the 2018/19 school year is at Annex 4.

11. With approval for hiring school facilities given by EDB on or before **17 August 2018**, the participating schools will be given a subsidy of \$30,000 for launching the first programme and a provision of \$20,000 per programme for the subsequent programmes, if any, up to a maximum of \$130,000 per school in the 2018/19 school year. The subsidy can be used for hiring extra manpower, strengthening security measures, defraying additional utility costs, and carrying out urgent minor repair works, etc. Details of the subsidy are provided at [Annex 5](#). In addition, schools can make their own arrangements to handle the matters in relation to the hiring charges with the sports organisations concerned.

12. **On levying charges for hire of accommodation in respect of the programmes run by sports organisations under the Scheme, participating schools are strongly advised to adopt the reduced rates as specified in the respective Guidelines for Levying Charges for Hire of Accommodation in aided schools and government schools issued by EDB or concessionary rates according to school-based policy for DSS and caput schools, so as to make the charges more affordable to the non-profit making sports organisations and to show schools' support in promoting sports at the community level. If circumstances warrant, aided, caput and DSS schools may also waive the charge altogether.** Please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 respectively and the Guidelines for Levying Charges posted on EDB homepage at <http://www.edb.gov.hk/index.aspx?nodeid=2482&langno=1>

### **Enquiry**

13. For enquiries, please contact the respective Senior School Development Officer of your district.

Ms SO Yuen-yi  
for Secretary for Education

**Opening up School Facilities  
for Promotion of Sports Development Scheme  
Application for Hiring of School Facilities by Sports Organisation<sup>1</sup>  
(2018/19 School Year)**

**Section I** [To be completed by the **applicant sports organisation**; please return it by fax to School Administration 1 Section of EDB (Fax No.: 2572 5402) on or before 3 August 2018, with a copy to:

- (i) Recreation and Sport Branch of HAB (Fax No.: 2519 7404); and  
(ii) the school in Part B]

**Part A: Information of the Sports Organisation**

Name of Organisation : \_\_\_\_\_

Status of the Organisation as “national sports association” (NSA) / Affiliated club member of the at the date of this application: NSA<sup>2</sup> /District Sports Association/ sports organisation provided by HAB \* (*\*Please delete as appropriate*)  
\_\_\_\_\_

Name of Contact Person \_\_\_\_\_ ( ) Phone No. : \_\_\_\_\_  
(Position Held) : \_\_\_\_\_

Name of Responsible Person \_\_\_\_\_ ( ) Phone No. : \_\_\_\_\_  
(Position Held) \_\_\_\_\_  
(Optional) : \_\_\_\_\_

Address : \_\_\_\_\_

Email : \_\_\_\_\_ Fax No. : \_\_\_\_\_

<b>For official use of HAB:</b>	Name/Position of officer:	
Eligibility of the Organisation verified as _____	Signature: _____	Date: _____

**Part B: School Facilities Required<sup>3</sup>**

Name of School (district) : \_\_\_\_\_ ( )

Address : \_\_\_\_\_

Facilities & number	Name of sports programme(s), content & target participants	Proposed dates	Proposed time & duration of each session	Total no. of sessions	Estimated no. of officials and participants using the facility each session
<i>e.g. Playground (1)</i>	<i>Basketball Training Course for teenagers aged 12 to 14</i>	<i>5/10/2018 (Fri) 12/10/2018 (Fri) 19/10/2018(Fri) 26/10/2018(Fri) 2/11/2018(Fri) 9/11/2018(Fri) 16/11/2018(Fri) 23/11/2018(Fri)</i>	<i>4:00pm to 7:00pm (3 hours)</i>	<i>8</i>	<i>Total: 25 Officials: 5 Participants: 20</i>

Facilities & number	Name of sports programme(s), content & target participants	Proposed dates	Proposed time & duration of each session	Total no. of sessions	Estimated no. of officials and participants using the facility each session

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- <sup>1</sup> Refers to (a) “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China and the NSAs which are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department; (b) registered affiliated club members of the relevant NSAs; (c) “District Sports Associations” receiving government subvention through the Home Affairs Department; and (d) sports organisations provided by HAB as specified at Annex 3.
  - <sup>2</sup> An affiliated club should provide the information issued by the NSA regarding the validity of its affiliation to the NSA concerned.
  - <sup>3</sup> Please refer to Annex 2 for the relevant hiring information including hiring charge, if any, provided by the school before completing this part.

### **Part C: Conditions of Use of School Facilities if this Application is Approved**

1. The hired facilities shall only be used for the designated programme specified in Part B, unless with prior approval of the school.
2. All users must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary. The sports organisation shall take appropriate action to safeguard the health and safety of all users.
3. The sports organisation shall be a non-profit making organisation and shall not use the school facilities for holding sports programme for profiteering. The primary purpose of programmes organised under the Scheme should be to promote sports development.
4. All users must leave the school at the end of each session specified in Part B.
5. Eating and drinking shall not be permitted inside the play areas. Smoking is strictly prohibited in school.
6. The school will close the facilities upon issue of Tropical Cyclone Signal No. 8 or the RED/BLACK Rainstorm Warning Signal. The school may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operation point of view. In such case, the school will refund the hire charge for the unused session(s).

7. If a confirmed session has to be cancelled by the school owing to inclement weather or other circumstances in accordance with Condition 6, the sports organisation may discuss with the school for reallocation of the unused session(s). However, the school does not guarantee the availability of any suitable session for reallocation.
8. The sports organisation will reserve one-fourth of places in each sports programme for priority enrollment of students, teachers and/or parents of the school who have met the technical requirement(s), if any, of the activity.
9. The sports organisation shall submit a programme report to HAB for each programme organised under the Scheme within two months after the end of the programme.
10. The sports organisation shall be responsible for meeting the cost of repairing any damage caused to the facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of school facilities.
11. The sports organisation shall take out adequate insurance policy for programmes organised under the Scheme including third party liability insurance. The sports organisation shall also purchase a third party liability insurance of a specified amount with the respective school as insured party as appropriate and make a copy of the insurance policy to school for record.
12. The sports organisation shall indemnify and keep indemnified school against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of school facilities by the sports organisation or any person so authorised by it due to the negligence on the part of sports organisation or on the part of such authorised person.
13. The sports organisation shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The sports organisation shall not expressly or by implication make reference to the school in any publicity materials without prior permission of the school.
14. The sports organisation shall not admit members of the public to the school during the use of school facilities as spectators, without the prior approval of the school.
15. The school reserves the right to reject or cancel the hiring of facility by giving reasonable prior notice to the sports organisation and also to restrict the number of users entering the school or to refuse entry of any person upon health ground or any other reasons.
16. The school may refuse the sports organisation from using the facilities if the sports organisation does not observe the Conditions of Use in Part C.

**Part D: Declaration**

I, on behalf of \_\_\_\_\_ (Name of the sports organisation), undertake to observe the Conditions of Use of School Facilities in Part C.

Signature of Responsible Person : \_\_\_\_\_

Name of Responsible Person : \_\_\_\_\_

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



**Section II [To be completed by the school; please return it by fax to School Administration 1 Section of Education Bureau (Fax No.: 2572 5402) with a copy to Recreation and Sport Branch of Home Affairs Bureau (Fax No.: 2519 7404) on or before 15 August 2018]**

To: School Administration 1 Section of Education Bureau

I, on behalf of \_\_\_\_\_ (Name of the school), confirm acceptance / rejection\* (please specify reason in case of rejection: \_\_\_\_\_ e.g. clash with school activities etc.) of the application of \_\_\_\_\_ (Name of the sports organisation) for the use of school facilities as specified in Part B of Section I.

\* Please delete as appropriate

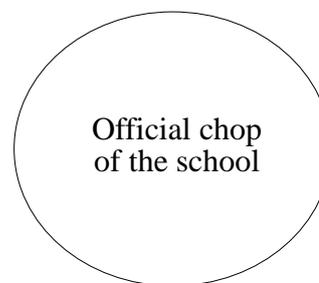
The school facilities to be hired by the sports organisation are as follows:

No.	Name of programme(s) & target participants	Facilities & number	Dates	Time & duration of each session (a)	No. of sessions (b)	Duration of programme C=(a)x(b)	Total Charges
e.g.	Basketball Training Course for teenagers aged 12 to 14	Playground (1)	5/10/2018 (Fri) 12/10/2018 (Fri) 19/10/2018(Fri) 26/10/2018(Fri) 2/11/2018(Fri) 9/11/2018(Fri) 16/11/2018(Fri) 23/11/2018(Fri)	5:00pm to 7:00pm (2 hours)	12	24 hours	\$285 (2-hour per session) x 12 = \$3,420
1							
2							
3							

Signature of School Representative : \_\_\_\_\_

Name of School Representative : \_\_\_\_\_

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



<b>For official use of HAB:</b>	Name/Position of officer:
Applicant sports organisation is informed of the result.	Signature: _____ Date: _____

**Section III** (to be completed by **School Administration 1 Section of EDB**)

To: \_\_\_\_\_ (School in Section II)

With verification by HAB, approval is given for your school to hire out the facilities to  
\_\_\_\_\_ (Name of sports organisation )  
with details specified in Section II.

Signature of EDB Representative : \_\_\_\_\_

Name of EDB Representative : \_\_\_\_\_

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



**Opening up School Facilities  
for Promotion of Sports Development Scheme  
Application for Participation  
(2018/19 School Year)**

To: Chief School Development Officer ( \_\_\_\_\_ ) (Please fill in the name of district)  
(Please return by fax **on or before 22 June 2018**)

Name of School (District): \_\_\_\_\_ ( \_\_\_\_\_ )

Address: \_\_\_\_\_

Our school wishes to apply for the above Scheme in the 2018/19 school year and the relevant hiring information of our school is given below:

Facilities and Number [Note 1]	Area (m <sup>2</sup> )	Amenities and Number (such as ball courts, space set aside for table tennis, etc.)	Utilities (such as air- conditioning, lighting, etc.)	Hiring Charge per session (please specify the duration of each session) [Note 2] (\$)	Available Dates [Note 3] (from/to) (excluding public holidays and dates with scheduled school events)	Available Time (from/to)
<i>e.g.</i> <input checked="" type="checkbox"/> Open Playground (1)	About 550	<i>A multipurpose court with marking lines which can be used as basketball court with basketball rims or volleyball court with volleyball net (1)</i>	<i>Without lighting</i>	285 per 2-hour session	(1) 6/10/2018 to 29/12/2018 Every Saturday except 22/12/2018;	10:30 am to 12:30 pm and 3:30 pm to 5:30 pm
<input checked="" type="checkbox"/> Covered Playground (1)	About 600	<i>Table tennis tables (2)</i>	<i>With lighting</i>	290.5 per 2-hour session	(2) 17/4/2019 to 28/4/2019 and (3) 6/7/2019 to 24/8/2019 Every Saturday and Sunday except 13/7/2019	
<input type="checkbox"/> School Hall						
<input type="checkbox"/> Activity Room						
<input type="checkbox"/> Covered Playground						
<input type="checkbox"/> Open Playground						
<input type="checkbox"/> Others (e.g. sports ground, classroom, soccer pitch)  -----						

Signature of Principal: \_\_\_\_\_

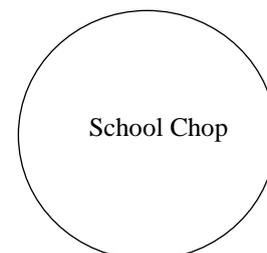
Name of Principal: \_\_\_\_\_

Contact Person (Position Held): \_\_\_\_\_ ( \_\_\_\_\_ )

Phone No. / Fax No.: \_\_\_\_\_ / \_\_\_\_\_

Email of Contact Person: \_\_\_\_\_

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



Note 1: Please put a ✓ in the appropriate box for the facilities available for hire and fill in the relevant information. Use separate sheets if required.

Note 2: Please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 on hire of accommodation as well as the Guidelines for Levying Charges and the Schedule of Recommended Charges for Hire of Accommodation in Government Schools and Aided Schools.

Note 3: Please ensure to make up a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme during weekends, school holidays and/or weekdays after school hours. The minimum duration per session is one hour.

**List of Sports Organisations  
(2018/19 School Year)  
(As at 1 June 2018)**

**National Sports Associations<sup>1</sup>**

1. Hong Kong Triathlon Association Limited
2. Hong Kong Lawn Bowls Association
3. Hong Kong Boxing Association Limited
4. The Karatedo Federation of Hong Kong, China Limited
5. Hong Kong Fencing Association
6. Hong Kong Equestrian Federation
7. The Judo Association of Hong Kong, China
8. China Hong Kong Mountaineering and Climbing Union Limited
9. Hong Kong Badminton Association Limited
10. Hong Kong Sports Association of the Deaf Company Limited
11. Hong Kong Paralympic Committee & Sports Association for the Physically Disabled
12. Hong Kong Shooting Association
13. Hong Kong Sports Association for Persons with Intellectual Disability
14. Hong Kong Amateur Athletic Association Limited
15. Hong Kong Kart Club Limited
16. Hong Kong Muay-Thai Association Limited
17. The Gymnastics Association of Hong Kong, China
18. Hong Kong Kendo Association Limited
19. Hong Kong Skating Union Limited
20. Hong Kong China Bodybuilding and Fitness Association
21. Hong Kong Squash
22. Hong Kong Tenpin Bowling Congress Limited
23. Hong Kong Weightlifting and Powerlifting Association
24. Hong Kong Archery Association
25. The Cycling Association of Hong Kong, China Limited
26. The Hong Kong Schools Sports Federation

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<sup>1</sup> Refers to “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China and the NSAs which are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department.

27. The University Sports Federation of Hong Kong, China
28. Hong Kong Taekwondo Association Limited
29. Hong Kong Golf Association Limited
30. Orienteering Association of Hong Kong Limited
31. The Hong Kong Table Tennis Association Limited
32. Hong Kong Federation of Roller Sports Limited
33. Hong Kong Billiard Sports Control Council Company Limited
34. Hong Kong DanceSport Association Limited
35. The Hong Kong Tennis Association Limited
36. Hong Kong Chinese Martial Arts Dragon and Lion Dance Association Limited
37. Hong Kong Shuttlecock Association Limited
38. Hong Kong Wushu Union Limited
39. Handball Association of Hong Kong, China Limited
40. Hong Kong Softball Association
41. Hong Kong Amateur Swimming Association
42. Hong Kong Water Ski Association Limited
43. Hong Kong China Dragon Boat Association
44. Hong Kong Rugby Union
45. Volleyball Association of Hong Kong, China Limited
46. The Hong Kong Baseball Association Limited
47. Hong Kong Basketball Association
48. Cricket Hong Kong Limited
49. Hong Kong Canoe Union Limited
50. Hong Kong Sailing Federation
51. The Hong Kong Hockey Association
52. Windsurfing Association of Hong Kong
53. The Hong Kong Football Association Limited
54. The Hong Kong Life Saving Society
55. Hong Kong Underwater Association Limited
56. Hong Kong Ice Hockey Association Limited
57. Hong Kong Netball Association Limited
58. Hong Kong, China Rowing Association
59. Hong Kong, China Gateball Association Co. Limited
60. Hong Kong China Korfball Association

61. Victoria Recreation Club
62. South China Athletic Association
63. Chinese Young Men's Association of Hong Kong
64. Hong Kong Minature Football Association Limited
65. Hong Kong Little League Limited
66. Hong Kong Chinese Chess Association
67. The Hong Kong Society for the Deaf
68. Hong Kong Go Association Limited
69. Hong Kong Contract Bridge Association Limited
70. Physical Fitness Association of Hong Kong, China Limited
71. Hong Kong Association of Sports Medicine and Sports Science Limited
72. Hong Kong Paragliding Association
73. Hong Kong Aviation Club Limited
74. Hong Kong Ultimate Players Association
75. Ski Association of Hong Kong, China Limited
76. Hong Kong Woodball Association Limited
77. Health Qigong Association of Hong Kong, China Limited
78. Hong Kong Tug of War Association
79. Hong Kong Lacrosse Association
80. Hong Kong Automobile Association

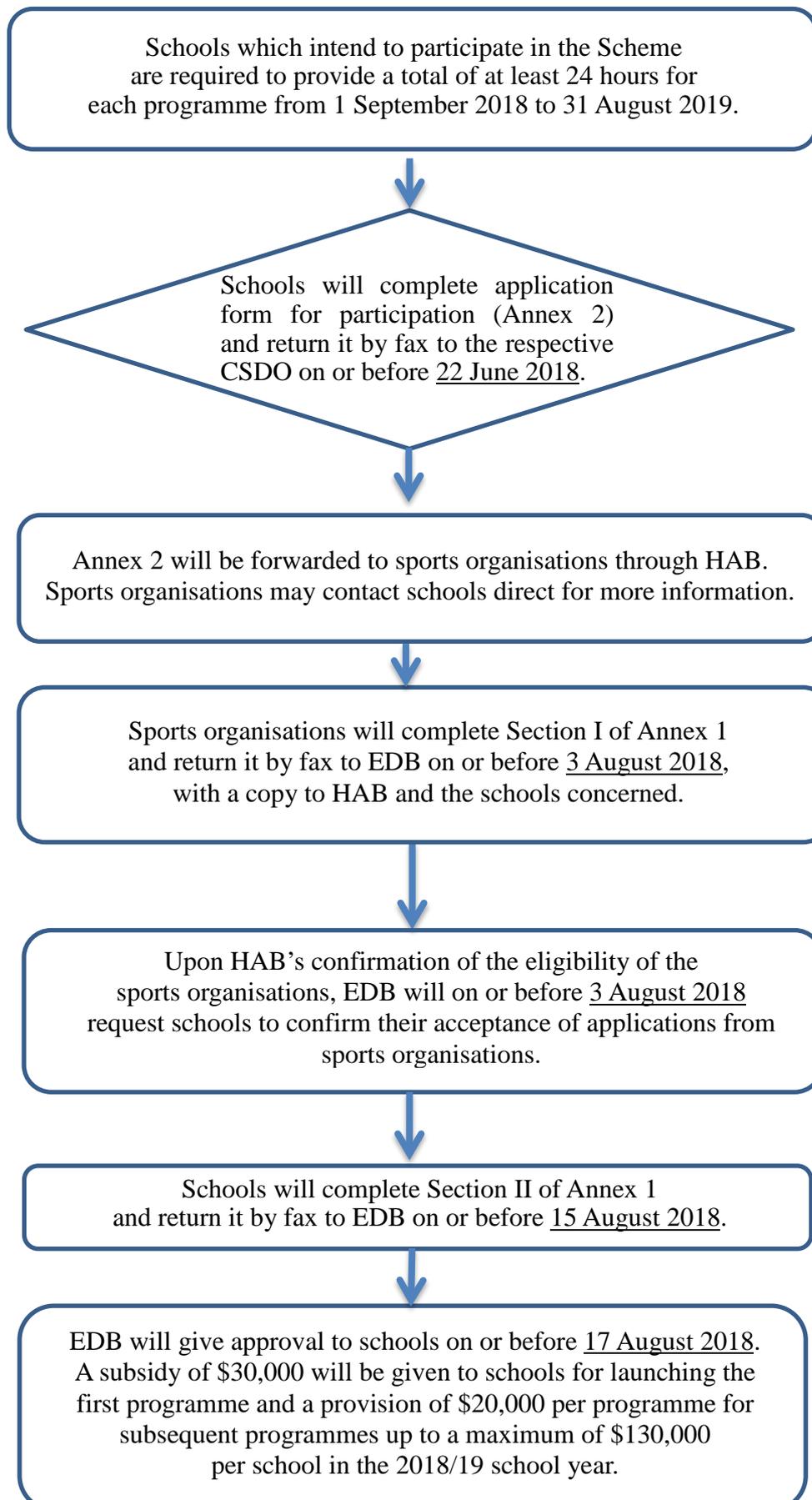
## **District Sports Associations**

1. The Central and Western District Recreation and Sports Association
2. Eastern District Recreation and Sports Advancement Association Limited
3. Islands District Sports Association
4. Southern District Recreation and Sports Association Limited
5. Wan Chai District Arts, Cultural, Recreational and Sports Association Limited
6. Wanchai Sports Federation Limited
7. Kowloon City District Recreation and Sports Council Limited
8. Kwun Tong Sports Promotion Association Limited
9. Sai Kung District Sports Association Limited
10. Sham Shui Po Sports Association Limited
11. Wong Tai Sin District Recreation and Sports Council
12. Yaumatei and Tsimshatsui Recreation and Sports Association Limited
13. Mong Kok District Cultural, Recreational and Sports Association Limited
14. North District Sports Association
15. Sha Tin Sports Association Limited
16. Tai Po Sports Association Limited
17. Kwai Tsing District Sports Association Limited
18. The Federation of Tsuen Wan District Sports and Recreation Association Limited
19. Tuen Mun Sports Association Limited
20. Yuen Long District Sports Association Limited

### **Sports Organisations provided by HAB**

1. Happy Valley Athletic Association Limited
2. Hong Kong Chess Federation Limited
3. Hong Kong Christian Service
4. Hong Kong Dance Federation Limited
5. Hong Kong Darts Association
6. Hong Kong Rope Skipping Association, China Limited
7. Hong Kong Tai Chi Association
8. Hong Kong Teachers' Association
9. Kowloon Miniature Football Association Limited
10. Sail Training Association of Hong Kong Limited
11. The Chinese Football Association of Hong Kong Limited
12. The Citizen Athletic Association Limited
13. The Hong Kong Winter Swimming Association
14. The New Territories Regional Sports Association
15. The Outward Bound (Alumni) Association of Hong Kong Limited
16. The Scout Association of Hong Kong
17. Unicycling Association of Hong Kong, China

**Opening up School Facilities  
for Promotion of Sports Development Scheme  
(2018/19 School Year)  
Workflow**



**Opening up School Facilities  
for Promotion of Sports Development Scheme  
(2018/19 School Year)**

**Subsidy to School**

With approval for hiring school facilities given by EDB, the participating schools will receive a subsidy to support hiring out their facilities to sports organisations to hold sports activities. The subsidy is \$30,000 for the first programme<sup>Note</sup> organised by the sports organisation in the 2018/19 school year and an additional \$20,000 per programme will be given to schools for the second programme onwards. The subsidy is capped at \$130,000 per school for the 2018/19 school year. Details of the subsidy are as follows:

Number of sports programme	Total amount of subsidy to be received by the school
1 programme	\$30,000
2 programmes	\$50,000
3 programmes	\$70,000
4 programmes	\$90,000
5 programmes	\$110,000
6 or more programmes	\$130,000

Note: At least a total of 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme from 1 September 2018 to 31 August 2019. The minimum duration per session is one hour.

**Payment Arrangement**

The subsidy will be provided to government schools in the form of budget allocation in October 2018 and April 2019. For aided, caput schools and DSS schools, the subsidy will be paid to the schools in October 2018 and April 2019.

**Accounting Arrangement**

Schools are required to keep a separate ledger account for the subsidy to record all allocation/income and expenditure chargeable to the subsidy. Relevant expenses incurred in connection with the hiring of school facilities under the Scheme to sports organisations such as hiring extra manpower (including salaries, Mandatory Provident Fund etc.), strengthening security measures, defraying additional utility costs, carrying out urgent minor repair works, etc. should be met by the subsidy and no additional subsidy would be provided to cover such expenses. Please note that only expenses incurred on the hiring of school facilities under the

Scheme to sports organisations could be charged to the subsidy account. Any deficit should not be charged to government funds. Unspent balance of the allocation for government schools will lapse by the end of each financial year. For aided, caput and DSS schools, unspent balance of the subsidy in the ledger account as at 31 August each year will be clawed back based on schools' annual audited accounts.