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Annex I

**Leisure and Cultural Services Department**

**Application for Subvention Scheme for New Sports**

**(for applications for 2025-26)**

**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 provide detailed information for each programme in Annex II)**

**(for programmes to be held during the period from April 2025 to March 2026)**

**(Remarks: Only for up to five 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$ | SponsorshipHK$ | SubventionApplied 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 Annex 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 must provide a copy of such an insurance policy to the LCSD, at its own cost, 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 must be produced in the format of a CD to the LCSD for record after completion of the programme.
4. the programme should be cancelled if the number of enrolment is less than half of the quota 7 days prior to the commencement of the programme.
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