

To : Sports Funding Office
2/F, Leisure and Cultural Services Headquarters,
1-3 Pau Tau Street, Sha Tin,
New Territories, Hong Kong

Email : ssns@lcsd.gov.hk

| | |
|---------------------|-------|
| (Official Use Only) | |
| Application No.: | _____ |
| Date of Receipt: | _____ |



**Leisure and Cultural Services Department
Subvention Scheme for New Sports
Application Form**

(for applications for 2025-26)

| PARTICULARS OF THE APPLICANT | | | |
|---|----------|---------------|--|
| 1. Information about the Sports Organisation | | | |
| Name of Sports | (Eng) | | |
| Organisation | (Chi) | | |
| Address | (Eng) | | |
| | (Chi) | | |
| Company Registration No. | | Name of Sport | |
| Name of President/ Chairperson* | (Eng) | | |
| | (Chi) | | |
| Telephone No. | | Website | |
| Email Address | | | |
| 2. Contact Person of the Applicant | | | |
| Name | (Eng) | | |
| | (Chi) | | |
| Post Title | (Eng) | (Chi) | |
| Telephone No. | (Office) | (Mobile) | |
| Email Address | | Fax No. | |

*Please delete as appropriate.

Notes :

1. Please read the Prospectus before completing the application form.
2. If the space here is insufficient, you may use separate sheet(s), but it is a must to specify this in the application form or the appendix form.
3. The applicant sports organisation shall provide all information and attach the relevant documentary proof as requested, whenever possible, and check to see if the documents and information are complete against the "Checklist of Documents and Information Required for the Application" in the application form to facilitate our vetting of the application. The application in question may not be considered in the case of failure to provide the documents and information requested.

Checklist of Documents and Information Required for the Application

| Checklist for the Application | |
|--|---|
| 1. | <input type="checkbox"/> Part A, B and C are completed, with the original of the application form signed. |
| Documents and information required in Part A: | |
| 2. | <input type="checkbox"/> Documentary proof of the organisation's registration (together with the Certificate of Incorporation of the organisation registered as a company limited by guarantee and its articles of association) and documents proving organisation of relevant sports programmes in the past two years (including but not limited to their photos, attendance records and publicity materials). |
| 3. | <input type="checkbox"/> A video clip not longer than 3 minutes in MP4 format to introduce the sport, being copied to a CD for submission. |
| 4. | <input type="checkbox"/> Documentary proof, such as an Affiliation/Membership Certificate of the International Federation/ Asian Federation/ Regional Federation/ General Administration of Sport of China or equivalent. |
| 5. | <input type="checkbox"/> Certificate of Incorporation, a list of the board of directors/members of the commission and office-bearers, and an organisation chart of the applicant organisation. |
| 6. | <input type="checkbox"/> Documentary proof showing that the applicant sports organisation is a non-profit-making organisation, such as articles of association stipulating that it is run on a non-profit making basis. |
| Documents and information required in Part B: | |
| 7. | <input type="checkbox"/> Documentary proofs, including the development frameworks, accreditation policy, training plans, registration record at all levels for coaches and referees etc. |
| 8. | <input type="checkbox"/> Documentary proof of contribution from sponsors (potential or secured), other public bodies or other sources (if applicable). |
| 9. | <input type="checkbox"/> Proven records on organising relevant sports programmes in the past three years (including but not limited to photos, attendance records and publicity materials). |
| 10. | <input type="checkbox"/> Documentary proofs, including but not limited to the articles of association, Code of Conduct, Procurement Guidelines, Accounting and Payment procedures, selection procedures for recruitment and employment, anti-sexual harassment policy, membership system and all internal guidelines and procedures. |
| 11. | <input type="checkbox"/> Documentary proof showing that the applicant organisation has one of the following statuses: <ol style="list-style-type: none"> a. The International Federation/ Asian Federation / Regional Federation of the applicant sports organisation is a member of International Olympic Committee / Olympic Committee of Asia; b. The applicant organisation is a member with Observer status of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC); or c. The affiliated Federation of the applicant sports organisation is a member of Association of IOC Recognised International Sports Federations or Alliance of Independent Recognised Members of Sport but yet to be a member of SF&OC or eligible for applying Sports Subvention Scheme under the LCSD. |

put a tick in the appropriate box(es).

Remarks

1. Each successful application will be offered a maximum of \$200,000 or 85 per cent of the total eligible expenditure of individual activity, whichever is lower.
2. The Scheme, only for those sports event to be held locally, will provide subvention to eligible sports organisations on an individual project basis.
3. Elementary training programmes must be included in this application.
4. If the sports organisations apply for subvention to organise either free promotional programmes including fun days and play-in sessions or those free programmes such as training courses and play-in sessions designated for low-income earners, the underprivileged and persons with disabilities, such applicant organisations may be granted subvention equivalent to 100 per cent of the total eligible expenditure.

Method of Submission of Application

Applicants must submit a duly completed application form together with all the required documents to the Sports Funding Office at 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin by post or via email at ssns@lcsd.gov.hk **by 13 January 2025**. For applications by post, the postmark date will be regarded as the date of submission. Late applications will not be entertained.

I. Eligibility Criteria

Sports organisations applying for the Subvention Scheme for New Sports (**only for sports events to be held locally**) under the Sports Subvention Scheme of the Leisure and Cultural Services Department (LCSD) must:

1. fulfill all the mandatory requirements specified in **Part A**;
2. provide supplementary information specified in **Part B**; and
3. provide a breakdown of the estimated expenditure on the programme applied for in **Part C**.

| Part A. Mandatory Requirements | | | |
|---|---|--|----------------------|
| (1) | The applicant sports organisation must have successful experience in organising sports development programmes of various levels and types with active participation by the public in the past two-year period of 2023 to 2024. <i>(Please provide documentary proof of the background of the Organisation, a brief introduction of the sport and the details of the programmes organised in the past two-year period of 2023 to 2024.)</i> | | |
| | Date of Establishment (dd/mm/yyyy) | | Number of Members |
| | a. Background of the Organisation: | | |
| b. Brief introduction of the sport [#] : | | | |
| [#] <i>New applicant sports organisations are required to produce a video clip of no more than 3 minutes in MP4 formats to introduce the relevant sport. Such a video clip may be produced in the format of a CD. Please specify “Application for the Subvention Scheme for New Sports”, the name of the applicant sports organisation, as well as the sports items on the CD cover.</i> | | | |

c. Details of the programmes organised **in the past two-year period of 2023 to 2024** (name, date, venue, number of the programmes of varying levels and types, such as training courses*, competitions and promotion programmes, and number of participants, as well as audited records, including but not limited to photos, attendance record and publicity materials):

| | Name of Programme | Date | Venue | Number of Programmes | Total Number of Participants |
|-----|-------------------------------|-----------------|--------------------------|----------------------|------------------------------|
| 1. | <i>eg. XX Training Course</i> | <i>1-3/2023</i> | <i>XX Community Hall</i> | <i>2</i> | <i>40</i> |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

*** The applicant sports organisation must have successful experience in organising training courses, and give an exhaustive list of all of the training programmes successfully organised while producing audited records in relation to such programmes.**

d. Any Public Liability Insurance has been purchased for organising the relevant sports programmes?

Yes (please specify details and provide a copy of the insurance policy)

No

Name of Insurance Company: _____

Year of Purchase: _____

Insurance Fee: \$ _____

put a tick in the appropriate box(es).

Part B. Supplementary Information

(1) To provide a comprehensive development and promotion plan **for the coming year**, including:

a. Organisation of training courses ranging from basic to intermediate and advanced levels / sports development programmes of competition level.
(Please provide a detailed and feasible plan, including such information as the target participants, numbers of the programmes and participants, and those illustrating how programmes ranging from the basic to intermediate and advanced / competition level are to be organised. Future applications of the applicant organisations will be affected in the event that the number of programmes organised and/or its participants are far from satisfaction.)

i. The type of sport belongs to:

Individual Sports

or

Team Sports

ii. Level of sports programmes includes:

Grassroots level

Intermediate and Advanced level

Competition level (including experience in organising and participating in international competitions.)

iii. Development and promotion plan for the coming year:

Description:

| Type of Programmes | Training | | Competition |
|---|----------|---------------------------|-------------|
| | Basic | Intermediate and Advanced | |
| Number of programmes | | | |
| Number of participants (for each of the training courses/competition) | | | |

put a tick in the appropriate box(es).

b. Organisation of sports promotion programmes, including those with mass participation (such as the fun day activities) and territory-wide programmes/ large scale events at international level.
(Please provide a detailed plan, including such information as the number and scale of the programmes, as well as those illustrating how the sport in question is about to be promoted through promotion programmes.)

i. Nature of sports promotion programmes:

Programmes with mass participation *(such as the fun day activities)*

Territory-wide programmes/ large scale events at international level

Description:

ii. Number of programmes and participants for different types of programmes:

| Type of Programmes | Mass Participation Programmes | Territory-wide Programmes/Large Scale events at International Level |
|---|--------------------------------------|--|
| Number of programmes | | |
| Number of participants (for each programme) | | |

put a tick in the appropriate box(es).

c. Nurturing of potential athletes and development of referees, coaches and officials through official training programmes and registration system
(Please provide documentary proof, including information on the development frameworks, accreditation policy and training plans of officials such as coaches and referees, as well as the registration records of officials of all levels)

i. Hierarchical training development for athletes (please specify details):

ii. Training for coaches:

Registration system: Yes (please specify details) No

iii. Training for referees / officials:

Registration system: Yes (please specify details) No

iv. Existing number of coaches and referees:

| Level | Elementary | Intermediate | Advanced | National | International | Others |
|--------------------|------------|--------------|----------|----------|---------------|--------|
| Number of Coaches | | | | | | |
| Number of Referees | | | | | | |
| Total: | | | | | | |

d. Development of a practicable implementation schedule to foster the development of the sport
(Please provide a detailed plan on the implementation timeline)

Description:

put a tick in the appropriate box(es).

(2) Competency in Organisation of Programmes and Arrangement:-

- a. To provide relevant information on resources **for this application**, e.g. provision and source of non-LCSD venues and non-governmental funding, and strategic plan for sustainability. *(Priority will be given to those sports to be played at private and/or self-financed/non-LCSD venues.)*

For this application:

i. Venue:

LCSD venue

Private venue (please specify: _____)

Others venues (e.g. those under the Housing Department/ district sports associations / schools, etc.)
(please specify: _____)

ii. Venue Charges:

Free

Paid

iii. Sources of funding:

Governmental funding

Membership fee/programme entry fee

Others (e.g. sponsorship) (please specify and provide initial documentary proof. Upon completion of the programme, final proof of relevant information is required to be submitted together with the programme report.)

iv. Strategic Plan:

Yes (Please give an account of such details as event date, venue, source of funding and strategic plan, etc., of the programmes)

No

Description:

put a tick in the appropriate box(es).

b. To provide relevant information on popularity of the **for this application**, such as the number of programmes and participants, and recognition and support from the local community, e.g. joint venture with or funding support from non-governmental organisations and schools, etc.

For this application:

i. Type of programmes#:

- Training course
 Competition
 Promotion programmes (please specify) _____

Organisation of elementary training programmes is mandatory for this application.

ii. Number of programmes:

- Training course: _____
 Competition: _____
 Promotion programmes: _____

iii. Number of participants for each programme:

- Training course: (for each course) _____
 Competition: (for each competition) _____
 Promotion programmes: (for each programme) _____

iv. Co-organising/supporting organisations:

- Yes (please specify the name of co-organising/supporting organisations)
 No

v. Funding from the above co-organising/supporting organisations:

- Yes No

vi. Sponsorship from commercial or other organisations:

- Yes (please specify the name of sponsors) No

vii. Programme details (please complete **Annex I** and **Annex II**)

put a tick in the appropriate box(es).

- c. To provide audited records, including but not limited to photos, attendance record, publicity materials, on the relevant sport programmes organised in the **past three years**.

Past Experience:

- i. Number of programmes and number of participants:

| Records of programmes organised | 2022 | 2023 | 2024 | Total |
|--|-------------|-------------|-------------|--------------|
| Number of programmes | | | | |
| Number of participants | | | | |

Remarks: In case no relevant sports programmes could have been organised in the past three years due to the epidemic, you may alternatively provide the records over the past five years.

- ii. Co-organising/supporting organisations:

- Yes (please specify the name of co-organising/supporting organisations)
 No

- iii. Funding from the above co-organising/supporting organisations:

- Yes No

- iv. Sponsorship from commercial or other organisations:

- Yes (please specify the names of sponsors) No

put a tick in the appropriate box(es).

| | |
|-----|---|
| (3) | <p>To put in place governance structure, policies with transparency and accountability, and composition of office bearers</p> <p><i>(Please provide documentary proof, including the articles of association, Code of Conduct, Procurement Guidelines, Accounting and Payment procedures, selection procedures for recruitment and employment, anti-sexual harassment policy, membership system, as well as all internal guidelines and procedures.)</i></p> |
| | <p>a. articles of association:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>b. Code of Conduct:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>c. Procurement Guidelines:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>d. Accounting and Payment Procedures:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>e. Selection Procedures for Recruitment and Employment:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>f. Anti-sexual Harassment Policy:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>g. Membership System:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |
| | <p>h. Other Internal Guidelines and Procedures:</p> <p><input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No</p> |

put a tick in the appropriate box(es).

| | |
|-----|---|
| (4) | <p>Current status of the applicant sports organisation:</p> <p><input type="checkbox"/> The International Federation/ Asian Federation/ Regional Federation of the applicant sports organisation is a member of International Olympic Committee / Olympic Committee of Asia.</p> <p><input type="checkbox"/> The applicant sports organisation is a member with Observer status of Sports Federation & Olympic Committee of Hong Kong, China (SF&OC).</p> <p><input type="checkbox"/> The affiliated Federation of the applicant sports organisation is a member of Association of IOC Recognised International Sports Federations or Alliance of Independent Recognised Members of Sport but yet to be a member of SF&OC or eligible for applying Sports Subvention Scheme under the LCSD.</p> |
| (5) | <p>Has the applicant sports organisation previously applied for the Pilot Scheme on Subvention for New Sports?</p> <p><input type="checkbox"/> Yes, most recently subvented in _____.</p> <p><input type="checkbox"/> Yes, applied in _____ albeit failing to meet the eligibility criteria then.</p> <p><input type="checkbox"/> No.</p> |

put a tick in the appropriate box(es).

| |
|---|
| Part C. Breakdown for the Application (only for sports events to be held locally) |
| <p>Please provide a breakdown of the estimated expenditure on the programme applied for in Annex I and Annex II.</p> |

II. Declaration

I certify that the details given above are true, up-to-date, accurate and complete in all respects. The applicant has not withheld, and is not aware of, any material facts or circumstances that have not been disclosed to the Government and which might influence the assessment of its application or the decision of the Government in considering whether or not to provide funding to the applicant. I understand that giving any false or inaccurate information, or withholding any material information will render the application null and void. If the applicant fails to comply with any provisions of this Declaration, without prejudice to any powers, rights, remedies and claims that the Government may have under this application form or in law, the Government shall be entitled to reject immediately this application.

*Signature: _____
Name in Block _____
Letter: _____
Post Title: President/Chairperson[#]
Date: _____

Official Chop of the
Organisation

***To be signed by the President or Chairperson of the Organisation**

Please delete as appropriate

The above information provided will only be used for processing the applications for the Pilot Scheme on Subvention for New Sports as well as future contact. For correction of or access to personal data collected by means of this form, please contact the Sports Funding Office of the LCSD on 2601 8756.