康樂及文化事務署

「社區體育會資助計劃」申請表

Leisure and Cultural Services Department
Community Sports Club Subsidy Scheme —
Community Sports Club Enhancement Programme Application Form

申請團體必須在擬舉辦活動之日期的最少四個月前，將填妥的申請表送交所屬體育總會處理。每份申請表格只供填寫一項申請活動。
Please return the completed form to the respective National Sports Association at least 4 months in advance of the date of the proposed programme. Please use a separate application form for each programme.

(I) 申請團體資料
Particulars of the Applicant

1. 所屬體育總會名稱
National Sports Association Affiliated
中文 (in Chinese) : _____
英文 (in English) : _____

2. 社區體育會名稱
Name of Community Sports Club

中文 (in Chinese) : _____
英文 (in English) : _____
(請以正楷填寫英文名稱，以用於支票抬頭作發還資助款項用途)
(Please write in BLOCK Letters as the English name will be used on cheques for payment purpose.)

聯絡人姓名:_____
Contact Person
電話號碼 :_____(日間 day time)
Tel No.
職銜 :_____
Post Title
傳呼機/手提電話號碼 : _____
Pager/mobile
傳真號碼 : _____
Fax No.
地址 Address
中文 (in Chinese) : _____
英文 (in English) : _____

主席姓名 : _____
Name of Chairman
簽署 :_____
Signature

秘書姓名 : _____
Name of Secretary
簽署 : _____
Signature

司庫姓名 : _____
Name of Treasurer
簽署 : _____
Signature

(II) 擬舉辦的活動 Proposed Programmes

1. 活動詳情 Details of Programmes

活動名稱 Name of Programme	日期 Date	星期 Day	時間 Time	地點 Venue	參加 資格/年齡 Entry Requirement / Age	預計參加人數包括技術測試及課程人數 Estimated No. of Participants including participants of skill test and training course	訓練課程和課堂數目總數 Total No. of Training Course(s) and Lesson(s)

2. 活動目的：_____
Objectives of the Proposed Programme

3. 合辦機構(如有) Co-organizer(s) (if any)

(i) _____ (ii)_____

4. 協辦機構(如有) Supporting Organizer(s) (if any)

(i) _____ (ii) _____

5. 其他贊助機構(如有) Other Sponsor(s) (if any)

(i) _____ (ii) _____

6. 過去曾舉辦的同類活動 Previous Programmes of Similar Nature
(i) 同類活動首次在 _____ 年進行。
Similar programme was first held in _____.

(ii) 最近一次的同類活動是在 _____ 年舉行，共有 _____ 人 / 隊 (每隊 _____人) 參加。
_____ participants / teams (of _____ players each) took part in the similar programme previously held in _____.

(III) 財政預算(Estimated Budget)

(i) 預計開支(Estimated Expenditure)

	支出項目 Items of Expenditure	細目 (請詳細列明計算方法) Breakdown (Please provide details of calculation)	預計款項(元) Estimated Total Amount($)	核准開支(元) Approved Expenditure($) (由體育總會填寫 To be completed by NSA)
1.	教練費 Coaching Fee			
2.	場地/設施租金 Venue/Facilities Charges			
3.	印刷費 Printing Expenses			
4.	活動橫額/背幕 Programme Banner/ Backdrop			
5.	保險費 Insurance			
6.	其他(請列明) Others(please specify)			
		預計總支出 Total Estimated Expenditure		

體育總會批撥款額 (由體育總會填寫)
資助撥款額計算方法:
總會認可的核准開支 x 獲資助水平
_____元 x _85__% = _____元
(獲批撥的最高資助額為_____元，即*該項申請的最高資助額/申請者要求的資助額。)
Ceiling subsidy approved by the NSA (to be completed by NSA)
Method of Calculating Subsidy Amount:
Eligible Expenditure Approved by the NSA x Level of Subsidy
$_____ x __85__% = $ _____
(Approved ceiling subsidy is $_____, i.e. ceiling subsidy per application/subsidy requested by the applicant.)

(ii) 預算收入(Estimated Income)

	收入項目 **Income Item**	細目 **(請詳細列明計算方法)** **Breakdown** **(Please provide details of calculation)**	預計款項(元) **Estimated Total Amount($)**
1.	報名費 Entry Fees		
2.	商業贊助 (包括場地廣告、場刊廣告、紀念品等) Commercial Sponsorship (On-site advertising, house programme advertising , souvenir, etc.)		
3.	其他收入 Other Income		
4.	由主辦機構承擔的費用 Expenses Borne By Organizer		
		預計總收入 Total Estimated Income	

備註：如表格不敷應用，請加紙填寫。
Remarks: If space is not enough, please use a separate sheet.

(IV) 擬申請活動的宣傳計劃(請在適當的空格內填上√號)
Publicity Plan of the Proposed Programme (please tick as appropriate)

(i) 宣傳方法：
Means of publicity :

☐ 海報、單張、橫額等
Poster, pamphlet, banner etc.

☐ 報章廣告
Newspaper advertisement

☐ 會員通訊
Newsletter for members

☐ 其他(請註明):
Others(please specify) _____

(ii) 印刷品：
Printed matters :

☐ 請柬
Invitation cards

☐ 場刊
House programmes

☐ 其他(請註明):
Others(please specify) _____

(iii) 會否舉行*記者招待會/典禮?
Will there be a* press conference/ ceremony?

☐ 會
Yes

☐ 不會
No

(iv) 如舉行*記者招待會/典禮，請依次序列出擬邀請的主禮嘉賓的姓名及職銜：
If a*press conference/ceremony is to be held, please give the names and titles of officiating guests to be invited in order of preference :-

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

* 請刪去不適用者
Please delete as appropriate

本人現希望透過所屬體育總會向康樂及文化事務署申請_____元的資助額，以舉辦上述活動。本人完全明白「社區體育會延展活動資助計劃」的內容，並將有關的財政預算在上表列明。如申請獲得批准，請將資助款項發給申請表格第(I)部分「申請團體資料」所列的體育總會。
I hereby apply for a total subsidy of $_____from the Leisure and Cultural Services Department through the respective NSA for the above proposed programme. I fully understand the content of the programme and the budget of the proposed programme are specified above. If the application is approved, please pay the subsidy to the National Sports Association listed in Part(I) "Particulars of the Applicant" of the application form.

簽署 Signature :_____

姓名(請用正楷)
Name (in BLOCK Letters): _____

職銜 Post Title : *主席/秘書/司庫 *Chairman/Secretary/Treasurer

_____
社區體育會印章
Official Seal of the Community Sports Club

日期 Date : _____

(V) 體育總會的意見和建議(由體育總會填寫)
Comments and Recommendations of NSA (to be completed by NSA)

(i) 整體意見(請詳細列明)：
Overall Comments (please provide in details)

_____

_____

_____

_____

_____

_____

_____

(ii) 建議(請在適當空格內填上「✓」號)
Recommendations (Please tick as appropriate)

☐ 本會支持_____舉辦是項活動，其預計開支和活動安排也屬恰當。
(社區體育會名稱)

We support _____ in the organization of this programme.
(Name of Community Sports Club)
The estimated expenditure and programme arrangement of the programme are acceptable.

☐ 本會支持_____舉辦是項活動，有關預計開支和活動安排建議詳列於第 III 部分第(i)項財政預算內體育總會的意見和第 V 部分第(i)項「整體意見」一欄，以供參考。
(社區體育會名稱)
We support _____ to organize this programme. The recommendations for the estimated expenditure of the programme and programme arrangement are listed in the column of Comments of the National Sports Association under Part III Section (i) Estimated Expenditure and Part V Section (i) "Overall Comments" for your reference.
(Name of Community Sports Club)

☐ 本會基於以下原因，不支持_____舉辦是項活動。
(社區體育會名稱)
Due to the following reasons, we do not support _____
(Name of Community Sports Club)
in the organization of this programme.

(i)_____

(ii)_____

(iii) 統籌社區體育會所籌辦的體育發展活動預計所需的工作時數：
The estimated man-hour(s) required in coordinating all the work for Community Sports Club (CSC) sports development activities:

工作範疇 Area of Work	預計所需的工作時數 Estimated Man-hour(s) required
1. 統籌租訂康樂及文化事務署設施 To co-ordinate block booking of the Leisure and Cultural Services Department facilities	_____
2. 為社區體育會所舉辦的體育發展活動提供技術支援 To provide technical support for CSCs to organize sport development activities	_____
3. 視察活動的情況 To carry out supervision of programme	_____
4. 核對和確認社區體育會提交的收據和收支報告 To check and certify the receipts and statement of accounts submitted by CSCs	_____
總數： Total	_____

本會現批撥 _____元的資助額，作為_____ _____舉辦上述活動的用途，而本會亦
(社區體育會名稱)
向康樂及文化事務署申請_____元的資助額，作為執行上述第(V)部分第(iii)項所列的工作。
We hereby approve a subsidy of $_____ for the _____ to
(Name of Community Sports Club)
organize the above programme. We also apply for a subsidy of $_____ listed in Part (V) item (iii) for co-ordinating all the work for CSC sports development programme.

簽署 Signature : _____

姓名(請用正楷)：_____
Name (in BLOCK letters)

職銜 Post Title: _____

體育總會名稱：_____
Name of National Sports Association

_____ 日期 Date : _____
體育總會印章
Official Seal of the National Sports Association