

Leisure and Cultural Services Department
“Community Sports Club Subsidy Scheme” Application Form

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) Particulars of the Applicant

Name of Community Sports Club :

(Please write in BLOCK letters as the English name will be used on cheques for payment purpose.)

Contact Person : _____ Tel No. : _____ (day time)

Post Title : _____ Mobile : _____

Fax No. : _____

Address :

Name of Chairman: _____ Signature : _____

Name of Secretary : _____ Signature : _____

Name of Treasurer : _____ Signature : _____

- Note:
- (1) The information provided will only be used for the application, statistical analysis, further correspondence, and promotion of activities purpose. Apart from staff duly authorized by the Department, no one will be given access to your personal information.
 - (2) For correction of or access to personal data collected by means of this form, please contact staff of the Community Sports Club Unit of Leisure and Cultural Services Department.
 - (3) The provision of your personal data in this form is obligatory. If you do not provide the required personal data, your application will not be entertained.

(II) Proposed Programmes

1. Details of Programmes

Name of Programme	Date	Day	Time	Venue	Entry Requirement/ Age	Estimated No. of Participants including participants of skill test(s) and training course(s)	Total No. of Training Course(s) and Lesson(s)/ Match(es) Held

2. Objectives of the Proposed Programme : _____

3. Co-organizer(s) (if any)

(i) _____ (ii) _____

4. Supporting Organizer(s) (if any)

(i) _____ (ii) _____

5. Other Sponsor(s) (if any)

(i) _____ (ii) _____

6. Previous Programmes of Similar Nature

(i) Similar programme was first held in _____.

(ii) _____ participants / teams (of _____ players each) took part in the similar programme previously held in _____.

(III) (Estimated Budget)

(i) (Estimated Expenditure)

	Items of Expenditure	Breakdown (Please provide details of calculation)	Estimated Total Amount(\$)	Approved Expenditure(\$) To be completed by NSA)
I.	Boarding & Lodging	N.A	N.A	N.A
II.	Staff Remuneration			
	1. Instructor Fee			
	2.			
III.	Printing & Publicity Expenses			
	1. Banner			
	2. Poster/Leaflet			
	3.			
	4.			
IV.	Event-related Expense			
	1. Venue Charges			
	2. Trophies			
	3. Medals			
	4. Insurance			
	5.			
	6.			
	7.			
		Total Estimated Expenditure		
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 _____ % = \$ _____ (Approved ceiling subsidy is \$ _____, i.e. ceiling subsidy per application/subsidy requested by the applicant.)				

(ii) (Estimated Income)

	Income Item	Breakdown (Please provide details of calculation)	Estimated Total Amount(\$)
1.	Entry Fees		
2.	Commercial Sponsorship (On-site advertising, house programme advertising, souvenir, etc.)		
3.	Other Income		
4.	Expenses Borne By Organizer		
		Total Estimated Income	

Remarks: If space is not enough, please use a separate sheet.

* Please delete as appropriate

(IV) Publicity Plan of the Proposed Programme (please tick as appropriate) :

(i) Means of publicity :

☐ Poster, pamphlet, banner, etc.☐ Newspaper advertisement☐ Newsletter for members☐ Others (please specify) :

(ii) Printed matters :

☐ Invitation cards☐ House programmes☐ Others (please specify)

(iii) Will there be a* press conference/ ceremony?

☐ Yes☐ No

(iv) 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. _____

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 subsidy scheme 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.

Signature : _____

Name (in BLOCK letters): _____

Post Title :

Chairman/Secretary/Treasurer_____
Official Seal of the Community Sports Club

Date : _____

* Please delete as appropriate

(V) Comments and Recommendations of NSA (to be completed by NSA)

- (i) Overall Comments (please provide in details)

- (ii) Recommendations (Please tick as appropriate)

☐ We support _____ to organize this programme.
(Name of Community Sports Club)

The estimated expenditure and programme arrangement of the programme are acceptable. The recommendations for the estimated expenditure of the programme and programme arrangement are listed in the column of Approved Expenditure by the National Sports Association under Part III Section (i) Estimated Expenditure and Part V Section (i) "Overall Comments" for your reference.

☐ Due to the following reasons, we do not support _____
(Name of Community Sports Club)
in the organization of this programme.

(i) _____

(ii) _____

- (iii) The estimated man-hour(s) required in coordinating all the work for Community Sports Club (CSC) sports development programmes:

<u>Area of Work</u>	<u>Estimated Man-hour(s) required</u>
1. To co-ordinate block booking of the leisure and sports facilities	_____
2. To provide technical support for CSCs to organize sport development activities	_____
3. To carry out supervision of programme	_____
4. To check and certify the receipts and statement of accounts submitted by CSCs	_____
Total :	_____

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.

Signature : _____

Name (in BLOCK letters): _____

Post Title: *Chairman/Secretary/Treasurer

Name of National Sports Association : _____

_____ Date : _____

Official Seal of the National Sports Association

* Please delete as appropriate