

Sir David Trench Fund for Recreation (Main Fund)

Application Guidelines for 2024-25

The “Application Guidelines” should be read in conjunction with the Important Note(s) on Project(s) for which the applicant intends to apply

About the Main Fund

The Main Fund of the Sir David Trench Fund for Recreation (“The Main Fund”) was established with a sum of HK\$3 million donated anonymously in 1970 to commemorate the governorship of Sir David Trench. The Main Fund is to be used for the provision of facilities and purchase of equipment for projects in the furtherance of the objectives of the Main Fund. In keeping with the donor's wishes, emphasis is placed on encouraging the purposeful use of leisure by young people.

Types of Projects under the Main Fund

There are three categories of grants under the Main Fund to cater for different types of projects (with details set out in the respective Important Notes) as follows:

Type of Project	Scope	Amount of Grant per Application
Non-Capital Works Project	Purchase of sports and recreational equipment for collective use	Between HK\$2,000 and HK\$90,000
Capital Works Project	Building of new recreational facilities	The ceiling of grant is HK\$700,000
Special Project	Construction and improvement of sports facilities as well as procurement of sports equipment for promotion of sports development in Hong Kong	Over HK\$700,000 up to HK\$4,000,000

Who Can Apply?

Type of Project	Eligibility of Applicants
Non-Capital Works Project	<ol style="list-style-type: none"> 1. Non-profit making organisations registered under the Companies Ordinance or the Societies Ordinance; 2. “National sports associations” (NSAs)^{Note 1} and district sports associations (DSAs); or 3. Non-government subvented sports organisations. (Written support of the respective NSAs and document specifying the arrangement of the residual assets of the organisation in case of winding up should be provided.)
Non-Capital Works Project – Neighbourhood Project	Village Offices, Rural Committees, Residents’ Associations, and Owners’ Corporations.
Capital Works Project	<ol style="list-style-type: none"> 1. Non-profit making organisations registered under the Companies Ordinance or the Societies Ordinance; 2. NSAs and DSAs; or 3. Schools^{Note 2} which have approved by the Education Bureau (EDB) to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme 2023/24”.
Special Project	<ol style="list-style-type: none"> 1. NSAs and DSAs; 2. Non-governmental organisations receiving government subvention from Social Welfare Department (SWD), Culture, Sports and Tourism Bureau (CSTB) or Home and Youth Affairs Bureau (HYAB) (including their subsidiary centres); 3. Schools^{Note2} which have approved by the EDB to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme 2023/24 or 2024/25”^{Note3}.

Note 1: NSAs refer to the local sports governing bodies recognised by the Sports Federation and Olympic Committee of Hong Kong, China and affiliated to either (a) the respective international sports federations; or (b) the respective Asian sports federations.

Note 2: Schools which are granted funding from the Main Fund must continuously join the “Opening up School Facilities for Promotion of Sports Development Scheme” in the five school years ensued.

Note 3: Schools which have approved by the EDB to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme 2023/24” are only eligible for the 1st batch of Special Project in 2024, while schools which have approved by the EDB to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme 2024/25” are only eligible for the 2nd batch of Special Project in 2024.

What Projects Are Eligible?

1. In general, projects must fall within the scopes of the three categories of grants and must also:
 - (a) be directly for the organisation of activities which encourage the purposeful use of leisure by the young people;
 - (b) be of long-term benefit and reach out to the widest possible cross-section of the community;
 - (c) involve “once-for-all” grants and non-recurrent commitments. The grants are expected to be spent within the specified period towards the project and must be self-financing thereafter; and
 - (d) be assessed on the basis of the best use of the fund.
2. The services or the facilities provided by the applicants under the application should be open for use of general public.
3. Priority will be given to worthwhile projects and applications from first-time applicants, in particular, those who have no access to other funding sources. Low priority will be accorded to those applicants who have other funding sources.
4. The Sir David Trench Fund Committee (the Committee) and the relevant government departments will consider both the scope and the amount of grant requested in each application and decide whether the project will be supported in full or in part.
5. To enable a reasonable number of applications to be approved each year, applicant who has obtained grants from the same project type in the preceding three consecutive years will **NOT** be considered.

Items NOT Supported

1. Projects requesting retrospective grants;
2. Requests for supplementary grant;
3. The financing of summer holiday activities;
4. Bids from teaching institutes, including clubs of schools/institutes, except special schools offering boarding care service and schools approved by the EDB to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme”;
5. Projects from government-supported uniformed groups (except centres offering facilities for public use); and

6. Administrative expenses and service charges such as postages, rents, salaries, instructor's fees, insurance premium, remuneration for secretarial services, transportation fees (except the freight charges and VAT reflected on the quotation/tender offer for items procured outside Hong Kong), etc.

How to Apply?

1. Completed application forms together with the supporting documents should be submitted **in duplicate** before the deadlines **by post** to:

Secretariat of Sir David Trench Fund Committee
13/F, West Wing, Central Government Offices
2 Tim Mei Avenue, Tamar
Hong Kong

or by **placing into Culture, Sports and Tourism Bureau's drop-in box** in person at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The box is available for use between 8:00 a.m. and 7:00 p.m. (5:00 p.m. on the date of the deadline) from Mondays to Fridays (except public holidays).

2. **Applications submitted by fax or e-mail will not be accepted.**
3. Application forms can be downloaded from the website of Culture, Sports and Tourism Bureau (<https://www.cstb.gov.hk/tc/councils-boards-and-committees/sir-david-trench-fund-committee.html>).
4. The applicants must submit all the detailed information and documents required as specified in the application form, this Guidelines and the Important Note(s) on Project(s) for which the applicants intend to apply. Please assume the Committee and the relevant government departments hold no prior knowledge of the applicants and/or the projects.
5. The applicants may be required to provide supplementary documents and information in respect of the application. Failure to provide such information within the specified time will result in the application being deemed to having been withdrawn without further notice.
6. Each applicant can only submit one application under each category of projects within the same application year (normally of a 12-month period). For an organisation with different service centres, each centre is counted as an individual applicant.
7. District branches or centres of an organisation should submit applications through their headquarters. Applications direct from the district branches or centres will **NOT** be considered.
8. For Non-Capital Works Project, headquarters of an organisation should enclose a summary listing out the names of centres, amount requested and the priority of the applications if more than one centre submits applications at the same time.

9. For Capital Works Project and Special Project, headquarters of an organisation should decide which application to support and submit only **ONE** application to the Secretariat if more than one centre submits applications at the same time.

Points to Note

1. Only applications submitted on the correct forms will be processed.
2. Upon receipt of an application, the Secretariat will conduct a **preliminary screening** and may seek clarification or supplementary information from the applicants. The application will not be processed if the applicant fails to provide such information within the specified time.
3. If a project is worthy of support in principle, the applied item(s) and/or the amount of subsidy granted may be revised/adjusted taking into account the factors such as the available information submitted by applicants, the available budget of the Main Fund as well as the project cost recommended by the Committee and/or the relevant government departments, etc. The Committee and the relevant government departments do not guarantee that the applied item(s) and/or amount will be approved in full for successful applications.
4. The Committee and the relevant government departments will grant funding to the successful applicants based on the price quotations provided by them for the proposed projects. In this connection, at least three quotations containing detailed items, quantities and amount should be provided. The Committee may **NOT** consider the applications if the required information is incomplete.
5. Procurement of stores and services for the proposed projects should be made through competitive bidding as far as possible. Applicants should note that single quotation/tendering should be fully justified and used only under specific circumstances subject to prior approval. Applicants are required to seek the advice from the Secretariat in advance for the arrangement of single quotation/tendering.
6. All subsidy granted will be paid in Hong Kong dollars. Generally, applicants should quote in Hong Kong dollars. When a foreign currency is used due to unavoidable situation, the price quotations in foreign currency shall be converted to Hong Kong dollars based on the opening selling rate of the concerned currency as announced by the Hong Kong Association of Banks on the quotations closing time. Relevant supporting documents shall be submitted to the Secretariat for record.
7. For applications under Capital Works Project and Special Project, quotations/tenders provided by applicants during the application stage are for initial cost estimation reference only. Successful applicants must invite tenders afresh before carrying out the approved projects. Such details together with other relevant terms and conditions for procurement/tender to be followed are set out in the "Procedural Guidelines for Successful Applicants of Capital Works Project and/or Special Project" (the Guidelines).

8. Disbursement methods:

Non-Capital Works Project	Successful applicants should procure the approved items with their own funds in the first instance before seeking disbursement.
Capital Works Project	Successful applicants should seek disbursement only after the approved project works are satisfactorily completed and/or the approved items are procured. For cases that meet the stipulated criteria set out in the Guidelines, successful applicants concerned may claim interim payments (in the form of disbursement), subject to a ceiling of 60% of approved grant.
Special Project*	

(*Successful applicants of Special Project may apply for advance payment with invoices **in case of financial difficulty** and such applications will be considered on a **case-by-case basis**.)

9. The successful applicant must submit quarterly progress reports according to the schedule set by the Secretariat before completion of the approved project. The successful applicant must also submit annual reports after completion of the project until end of the proposal (normally it would be a three to five-year plan). Non-compliance and irregularities found may result in the withdrawal of the grant and affect future applications.

Deadlines for Application

Type of Project	Deadline
Non-Capital Works Project	28 March 2024 at 5:00 p.m. Hong Kong Time
Capital Works Project	28 March 2024 at 5:00 p.m. Hong Kong Time
Special Project	1 st batch : 28 March 2024 at 5:00 p.m. Hong Kong Time; and 2 nd batch : 30 August 2024 at 5:00 p.m. Hong Kong Time

Late applications (to be determined by the date of postal chop) will **NOT** be considered.

Application Results

Applicants will be informed of the results of their applications in writing in August 2024 the earliest. Applicants of 2nd Batch of Special Project will be informed of the results of their applications in writing in December 2024 the latest.

The decision on whether an application is successful or on the item(s) approved and amount of subsidy shall be final and absolute, and there is no appeal process open to the applicants.

Change of Circumstances

After submission of applications and prior to receipt of application results, applicants are required to notify the Secretariat of Sir David Trench Fund Committee in writing (to the address as specified above) within two weeks of any change of circumstances (which are different from those set out in their applications).

Enquiry

For further information, please contact the Secretariat of the Sir David Trench Fund Committee at:

Telephone No.: 3509 7068 or 3509 8039

Fax No.: 2519 7404

Secretariat, Sir David Trench Fund Committee
January 2024