

## Sir David Trench Fund for Recreation (Main Fund)

### Important Notes on Capital Works Project for 2024-25

*Please read the Notes in conjunction with  
“Application Guidelines for 2024-25”*

#### About Capital Works Project

The grants of “Capital Works Project” of the Main Fund are for supporting "brick and mortar" type construction of new recreational facilities.

#### Items NOT Supported

1. Items which are renovation in nature;
2. Recurrent and / or consumable items;
3. Items that are not directly related to sporting use; and
4. Items with no permanent base for accommodation.

#### Supporting Information to be Provided with the Application Form

1. A five-year plan for the activities to be organised by using the items requested;
2. Detailed description of the proposed project, including layout plans, photographs of existing facilities, where appropriate;
3. Documentary proof in respect of the land status;
4. Approval from relevant authorities on the proposed land use or building plans, if applicable;
5. Detailed breakdown of the estimated costs including building cost, fitting out, professional fees, etc;
6. At least **THREE** price quotations from different contractors for the requested item(s) for cost estimation; and / or
7. Schedule of construction programme, including estimated time frame for obtaining Government’s approval of building plans and calling of tenders, etc.

Funding Support
-----------------

1. The ceiling amount of grant per application is HK\$700,000.
2. Applicants will be required to bear at least 20% of the approved project cost.
3. Full funding support of the approved project cost may only be considered in very exceptional circumstances with strong and convincing justifications, including submission of audited annual financial statements and results of fund-raising attempts, if held previously, which have to be duly signed by the Chairman / Executive Director / Chief Executive Officer.
4. It involves “once-for-all” grant and not recurrent commitments.

Organisations with District Branches or Different Centres
---

District branches or centres of organisations should submit applications through their headquarters. Headquarters 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.

Secretariat, Sir David Trench Fund Committee  
January 2024