

Sir David Trench Fund for Recreation (Main Fund)
Important Notes on
Non-Capital Works Project for 2024-25

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

About Non-Capital Works Project

1. The grants of “Non-Capital Works Project” of the Main Fund are for supporting the procurement of durable equipment for collective use in activities directly with a view to encouraging the purposeful use of leisure by the young people.
2. All projects should achieve long-term benefits and the requested equipment should be durable and for collective use.

Items NOT Supported

1. Equipment purchased prior to the approval of the application;
2. Advanced sports and recreational equipment not for novice / beginners’ use, including those for the training of elite sportsmen in preparation for or attending international competitions, etc.;
3. Intellectual toys such as card games, chess, magic tools, etc;
4. Audio-visual equipment, such as TVs, video recorders, CD / VCD / DVD players, amplifiers, cameras, video cameras, etc.;
5. Computer and related equipment such as printers, multi-media projectors, etc.;
6. Musical instruments;
7. Office equipment and furniture;
8. Medical and rehabilitation equipment;
9. Massage equipment;
10. Study room equipment;
11. Nursery equipment;
12. Personal items such as uniforms, costumes, shoes, swimming caps, sleeping bags, etc.;

13. Recurrent items and consumables such as spare parts, books, computer software, CDs, VCDs, DVDs, shuttlecocks, table tennis balls, etc.; and
14. Service charges such as instructor's fees, insurance premium, remuneration for secretarial services, transportation fees (except the freight charges and VAT reflected on the quotation / tender for items procured outside Hong Kong), etc.

Supporting Information to be Provided with the Application
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1. Detailed description of each requested item, e.g. specification, diagram, etc. is required. Requests for a package of equipment without breakdown of unit cost will **NOT** be considered.
2. At least **THREE** quotations from different suppliers for requested item(s) are required for cost estimation. The lowest quotation will normally be adopted except when it is higher than the price in the average market price list of the Main Fund. In such circumstance, the average market price will be adopted.
3. For equipment involving potential risks to the participants and officials, etc., the applicant should provide information on safety precautions such as whether instructors with appropriate training will be available to supervise the activities.
4. Information of past activities / training / competitions requiring the requested equipment, if any, organised by the applicant.
5. Detailed programme of the planned activities where the requested equipment will be used, including the programme name, date, venue, age range and expected number of the beneficiaries etc.

Neighbourhood Project

The following applications should be **submitted direct to the respective District Offices of the Home Affairs Department** for processing –

1. Applications from local organisations and pertaining to neighbourhood projects; and
2. Applications from Village Offices, Rural Committees, Residents' Associations, and Owners' Corporations.

For enquiries, please contact the District Office concerned.

Funding Support

1. The amount of grant per application is from HK\$2,000 to HK\$90,000 (**The ceiling of grant for Neighbourhood Project is HK\$6,000**).
2. It involves “once-for-all” grant and not recurrent commitments.

Organisations with District Branches or Different Centres

1. Each district branch or service centre is counted as an individual applicant.
2. District branches or service centres of an organisation should submit applications through their headquarters, which are requested to enclose a summary listing out the name of centres, amount requested and the priority of the applications if more than one centre submits applications at the same time. Applications direct from the district branches or centres will **NOT** be considered.

Secretariat, Sir David Trench Fund Committee
January 2024