

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

### **Important Notes on Special Project for 2024-25**

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

#### Theme of the 2024-25 Special Project

Construction and improvement of sports facilities as well as procurement of sports equipment for promotion of sports development in Hong Kong.

#### Aim of the Project

1. To provide grants to the “national sports associations” (NSAs)<sup>Note 1</sup> to enhance the training of their elite squads and to strengthen the current feeder system.
2. To provide grants to District Sports Associations (DSAs), Non-Governmental Organisations (NGOs) and schools under the Opening up School Facilities for Promotion of Sports Development Scheme (“Opening up Scheme”) to enhance their sports training in the community so as to help identify more young people with potential to achieve sporting excellence, as well as to promote community building through sports.

#### Scope of Grant

1. NGOs 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) are eligible for application.
2. Only the schools who successfully paired up with sports organisations under the Opening up Scheme are eligible for application.
3. District branches or centres of an organisation 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.

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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.

4. Priority will be given to those applications in which the DSAs and NGOs will partner with specific NSAs to formulate and implement the projects. The services or the facilities provided by the applicants under this application should be open for use of general public.
5. The allocation of grants aims to benefit as many organisations as possible. Under this principle, high-valued items put up by the organisations may be partially supported, subject to availability of fund.
6. All projects should achieve long-term benefits in sports training and development. The requested equipment should be durable and for collective use.

Items NOT Supported
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1. Items purchased prior to the approval of the application;
2. Sports equipment for novice / beginner's use (Not applicable to School Applicants);
3. Audio-visual and electronic equipment such as TVs, notebooks, digital cameras etc. not directly related to the sport activities;
4. Computer and related equipment such as printers, multi-media projectors, etc.;
5. Musical instruments;
6. Office equipment and furniture;
7. Massage, medical and rehabilitation equipment not directly related to the sport activities;
8. Study room equipment;
9. Nursery equipment;
10. Personal items such as uniforms, costumes, shoes, swimming caps, etc.;
11. Recurrent items and consumables such as spare parts, shuttlecocks, table tennis balls, etc.;
12. 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.;
13. Items with no permanent base for accommodation;
14. Items of construction or improvement works which are renovation in nature; and
15. Items which are not directly related to the programmes proposed.

Funding Support
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1. The amount of grant per application is from HK\$700,000 to HK\$4,000,000.
2. It involves “once-for-all” grant and non- recurrent commitments.

Supporting Information to be Provided with the Application Form
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1. Applicants should provide the Memorandum and Articles of Association, Registration Certificate and / or documentary proof certifying its status as a DSA, NSA, NGO (under the subvention of SWD, CSTB or HYAB) or school under the Opening up Scheme.
2. Applicants should provide a **five-year plan**, explaining how the requested facilities or equipment would enhance sports training and / or develop youth sports and benefit in the community level.
3. Regarding the construction or improvement works, the applicants should provide the following information:
  - i) Detailed description of the proposed project, including layout plans, photographs of existing facilities (for those projects involving improvement works), where appropriate.
  - ii) Documentary proof of the land status is required for construction or improvement works.
  - iii) Approval from relevant authorities on the proposed land use or building plans, if applicable.
  - iv) For construction or improvement works, at least **THREE** quotations from different contractors for the required works are required for initial cost estimation reference. The schedule of construction programme, including estimated time frame for obtaining Government’s approval of building plans and calling of tenders, etc. is also required. <sup>Note 2 & 3</sup>
  - v) Detailed breakdown of the estimated costs including building costs, fitting out, professional fees, etc. Recurrent cost for the approved facilities will not be considered / covered by the grant.
4. For purchase of sports equipment, the applicants should provide the following information:
  - i) Detailed description of each requested item, e.g. specification, diagram, etc. are

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Note 2: For the estimated project cost of the “brick and mortar” part exceeding \$827,000, applicants are advised to invite quotations from contractors on the List of Approved Contractors for Public Works. The list is available on the website of the Development Bureau at [http://www.devb.gov.hk/en/construction\\_sector\\_matters/contractors/index.html](http://www.devb.gov.hk/en/construction_sector_matters/contractors/index.html).

Note 3: For the estimated project cost of the “brick and mortar” part exceeding \$1,983,000, applicants are advised to include the cost for the appointment of an Authorised Person (AP).

required. Requests for a package of equipment without breakdown of unit cost will not be considered.

- ii) A specific training programme / plan including the programme theme, date, venue, age range, expected number of the beneficiaries and reasons for using / requiring the requested equipment etc. is required. The application without such training programme / plan will not be considered.
  - iii) For purchase of sports equipment, at least **THREE** quotations from different suppliers for the requested item(s) are required for cost estimation. The lowest quotation will normally be adopted.
  - iv) For equipment involving potential risks to the participants and officials, etc., the applicants should provide information on safety precautions such as whether instructors with appropriate training will be available to supervise the activities.
5. Applicants are responsible for obtaining approval from the government or other relevant parties (e.g. owners, landlords, management companies, etc.) for using the site for storage and/or construction of the requested items, including modification of lease conditions, information on the tenure and terms, consent of co-owner(s) and compliance with the Deed of Mutual Covenant, etc. for using the site. Supporting documents such as tenancy agreement, correspondences / approval of land use or building plan with government / relevant parties should be enclosed. Application will not be considered if the relevant approval has not been obtained

Organisations with District Branches or Different Centres
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Subsidiary centres of NGOs 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