

## **Non-Capital Works Project (Neighbourhood Project)**

### **Guidelines for Application and Important Notes for Owners' Corporation and Residents' Organisation**

**(Please submit the application direct to the respective District Office )**

#### **About the Main Fund**

The Main Fund of the Sir David Trench Fund for Recreation (“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.

#### **About Non-Capital Works Projects (Neighbourhood Project)**

- ☞ The grants of “Non-Capital Works Projects (Neighbourhood Project)” 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.
- ☞ All projects should achieve long-term benefits and the requested equipment should be durable and for collective use.

#### **Who Can Apply ?**

- The following non-profit making organisations registered under the Companies Ordinance or the Societies Ordinance shall submit their applications direct to respective District Office of the Home Affairs Department :
  1. Applications from local organisations and pertaining to neighbourhood projects; and
  2. Applications from Village Offices, Rural Committees, Residents' Associations, and Owners' Corporations.
- Priority will be given to worthwhile projects and new 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.

## What Projects Are Eligible ?

Applicants may apply for grants under the category of the Non-capital Works Projects. **The ceiling of grant per application is HK\$6,000.**

Projects must –

- (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. The Sir David Trench Fund 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.

## Areas NOT supported by the Fund

- Projects requesting retrospective grants
- Requests for supplementary grants
- The financing of summer holiday activities

## Items NOT Supported by the Fund

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
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.
14. Service charges such as transportation fees, instructor's fees, insurance premium, remuneration for secretarial services, etc.

### How to Apply ?

- Each applicant can only submit one application in the same year. For organisations with different branch offices, each branch is counted as an individual applicant.
- District branches of organisations should submit applications through their headquarters, which are requested to enclose a summary listing out the name of branches, amount requested and the priority of the applications if applications are submitted by many branches at the same time. Applications direct from the branch offices will **NOT** be considered.
- 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.

### Supporting Information to be Provided with the Application

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** valid quotations 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 used.
3. For equipment involving potential risk to the participants and official, 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.

### **First Time Applicants**

First time applicants should provide the Memorandum and Articles of Association and registration certificate showing the non-profit making / charitable status of your organisation.

### **Submission of Application**

- Deadline for application is 31 March 2026.
- Late applications will **NOT** be accepted (to be determined by the postal chop).
- Completed application forms (including the soft copy, if available) and supporting documents should be submitted in duplicate direct to respective **District Office of the Home Affairs Department**.
- **For enquiry, please contact the respective District Offices.**
- Website: [https://www.had.gov.hk/en/contact\\_us/](https://www.had.gov.hk/en/contact_us/)

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