To : Sports Funding Office
2/F, Leisure and Cultural Services Headquarters,
1-3 Pau Tau Street, Sha Tin,
New Territories, Hong Kong
Email : ssns@lcsd.gov.hk

(Official Use Only)
Application No.: _____
Date of Receipt: _____

Leisure and Cultural Services Department
Subvention Scheme for New Sports
Application Form

(for applications for 2027-28)

PARTICULARS OF THE APPLICANT				
1. Information about the Sports Organisation				
Name of Sports Organisation	(Eng)			
	(Chi)			
Address	(Eng)			
	(Chi)			
Company Registration No.			Name of Sport	
Name of President/ Chairperson*	(Eng)			
	(Chi)			
Telephone No.			Website	
Email Address				
2. Contact Person of the Applicant				
Name	(Eng)			
	(Chi)			
Post Title	(Eng)	(Chi)		
Telephone No.	(Office)	(Mobile)		
Email Address			Fax No.	

*Please delete as appropriate.

Notes：

1. Please read the Prospectus before completing the application form.
2. If the space here is insufficient, you may use separate sheet(s), but it is a must to specify this in the application form or the appendix form.
3. The applicant sports organisation shall provide all information and attach the relevant documentary proof as requested, whenever possible, and check to see if the documents and information are complete against the "Checklist of Documents and Information Required for the Application" in the application form to facilitate our vetting of the application. The application in question may not be considered in the case of failure to provide the documents and information requested.

Checklist of Documents and Information Required for the Application

Checklist for the Application		
1.	☐	Part A, B and C are completed, with the original of the application form signed.
Documents and information required in Part A:		
2.	☐	Documentary proof of the organisation's registration (together with the Certificate of Incorporation of the organisation registered as a company limited by guarantee and its articles of association) and documents proving organisation of relevant sports programmes in the past two years (including but not limited to their photos, attendance records and publicity materials).
3.	☐	A short video not longer than 3 minutes in MP4 format to introduce the relevant sport, being copied to a disc / an external storage device (e.g. a USB memory stick) for submission.
4.	☐	Documentary proof, such as an Affiliation / Membership Certificate of the International Federation / Asian Federation / Regional Federation / General Administration of Sport of China or equivalent.
5.	☐	Certificate of Incorporation, a list of the board of directors / members of the commission and office-bearers, and an organisation chart of the applicant organisation.
6.	☐	Documentary proof showing that the applicant sports organisation is a non-profit-making organisation, such as articles of association stipulating that it is run on a non-profit making basis.
Documents and information required in Part B:		
7.	☐	Documentary proofs, including the development frameworks, accreditation policy, training plans, registration record at all levels for coaches and referees etc.
8.	☐	Documentary proof of contribution from sponsors (potential or secured), other public bodies or other sources (if applicable).
9.	☐	Proven records on organising relevant sports programmes in the past three years (including but not limited to photos, attendance records and publicity materials).
10.	☐	Documentary proofs, including but not limited to the articles of association, Code of Conduct, Procurement Guidelines, Accounting and Payment procedures, selection procedures for recruitment and employment, anti-sexual harassment policy, membership system and all internal guidelines and procedures.
11.	☐	Documentary proof showing that the applicant organisation has one of the following statuses: a. The International Federation / Asian Federation / Regional Federation of the applicant sports organisation is a member of International Olympic Committee / Olympic Committee of Asia; b. The applicant organisation is a member with Observer status of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC); or c. The affiliated Federation of the applicant sports organisation is a member of Association of IOC Recognised International Sports Federations or Alliance of Independent Recognised Members of Sport but yet to be a member of SF&OC or eligible for applying Sports Subvention Scheme under the LCSD.

☑ put a tick in the appropriate box(es).

Remarks

1. Each successful application will be offered a maximum of $200,000 or 85 per cent of the total eligible expenditure of individual activity, whichever is lower.
2. The Scheme, only for those sports event to be held locally, will provide subvention to eligible sports organisations on an individual project basis.
3. Elementary training programmes must be included in this application.
4. If the sports organisations apply for subvention to organise either free promotional programmes including fun days and play-in sessions or those free programmes such as training courses and play-in sessions designated for low-income earners, the underprivileged and persons with disabilities, such applicant organisations may be granted subvention equivalent to 100 per cent of the total eligible expenditure.

Method of Submission of Application

Applicants must submit a duly completed application form together with all the required documents to the Sports Funding Office at 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin by post or via email at ssns@lcsd.gov.hk **by 5 January 2027**. For applications by post, the postmark date will be regarded as the date of submission. Late applications will not be entertained.

I. Eligibility Criteria

Sports organisations applying for the Subvention Scheme for New Sports (**only for sports events to be held locally**) under the Sports Subvention Scheme of the Leisure and Cultural Services Department (LCSD) must:

1. fulfill all the mandatory requirements specified in **Part A**;
2. provide supplementary information specified in **Part B**; and
3. provide a breakdown of the estimated expenditure on the programme applied for in **Part C**.

<table>
<tr><th colspan="3">Part A. Mandatory Requirements</th></tr>
<tr><td>(1)</td><td colspan="2">The applicant sports organisation must have successful experience in organising sports development programmes of various levels or types with active participation by the public in the past two-year period of 2025 to 2026.
(Please provide documentary proof of the background of the Organisation, a brief introduction of the sport and the details of the programmes organised in the past two-year period of 2025 to 2026.)</td></tr>
<tr><td></td><td colspan="2"><table>
<tr><td>Date of Establishment (dd/mm/yyyy)</td><td></td><td>Number of Members</td><td></td></tr>
<tr><td colspan="4">a. Background of the Organisation:</td></tr>
<tr><td colspan="4">b. Brief introduction of the sport[#]:

[#] Sports organisations that wish to apply for the “Subvention Scheme for New Sports” are required to produce a short video of no more than 3 minutes in MP4 format to introduce the relevant sport. The video may be submitted on a disc / an external storage device (e.g. a USB memory stick). Please clearly mark on the disc / external storage device “Application for the Subvention Scheme for New Sports”, the name of the applicant organisation, and the name of the sport.</td></tr>
</table></td></tr>
</table>

c. Details of the programmes organised **<u>in the past two–year period of 2025 to 2026</u>** (name, date, venue, number of the programmes of varying levels or types, such as training courses*, competitions and promotion programmes, and number of participants, as well as audited records, including but not limited to photos, attendance record and publicity materials):

	Name of Programme	Date	Venue	Number of Programmes	Total Number of Participants
1.	***eg. XX Training Course***	***1-3/2025***	***XX Community Hall***	***2***	***40***
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**** The applicant sports organisation must have successful experience in organising training courses, and give an exhaustive list of all of the training programmes successfully organised while producing audited records in relation to such programmes.***

d. Any Public Liability Insurance has been purchased for organising the relevant sports programmes?

☐ Yes (please specify details and provide a copy of the insurance policy)

☐ No

Name of Insurance Company: _____

Year of Purchase: _____

Insurance Fee: $_____

☑ put a tick in the appropriate box(es).

(2)	The applicant sports organisation must be recognised by and affiliated to the International Federation / Asian Federation / Regional Federation / recognised by the General Administration of Sport of China; ***(Please <u>provide documentary proof</u>, such as an Affiliation / Membership Certificate of the International Federation / Asian Federation/ Regional Federation / General Administration of Sport of China or equivalent.*)**
(3)	The applicant sports organisation must be a non-profit making organisation with articles of association registered as a company limited by guarantee under the Companies Ordinance (Cap. 622). ***(Please <u>provide documentary proof</u>, including a copy of the Certificate of Incorporation, a list of directors / committee members, a list of office-bearers, an organisation chart, as well as an <u>articles of association stipulating that the organisation in question operates on a non-profit-making basis</u>)*** a. Names of Directors / Committee Members: b. Composition of office-bearers:

Part B. Supplementary Information

(1) To provide a comprehensive development and promotion plan **for the coming year**, including:

a. Organisation of training courses ranging from basic to intermediate and advanced levels / sports development programmes of competition level.
(Please provide a detailed and feasible plan, including such information as the target participants, numbers of the programmes and participants, and those illustrating how programmes ranging from the basic to intermediate and advanced / competition level are to be organised. Future applications of the applicant organisations will be affected in the event that the number of programmes organised and/or its participants are far from satisfaction.)

i. The type of sport belongs to:

☐ Individual Sports

or

☐ Team Sports

ii. Level of sports programmes includes:

☐ Grassroots level

☐ Intermediate and Advanced level

☐ Competition level (including experience in organising and participating in international competitions.)

iii. Development and promotion plan for the coming year:

Description:

Type of Programmes	**Training**		**Competition**
	Basic	**Intermediate and Advanced**	
Number of programmes			
Number of participants (for each of the training courses / competition)			

☑ put a tick in the appropriate box(es).

b. Organisation of sports promotion programmes, including those with mass participation (such as the fun day activities) and territory-wide programmes / large scale events at international level.
(Please provide a detailed plan, including such information as the number and scale of the programmes, as well as those illustrating how the sport in question is about to be promoted through promotion programmes.)

i. Nature of sports promotion programmes:

☐ Programmes with mass participation *(such as the fun day activities)*

☐ Territory-wide programmes / large scale events at international level

Description:

ii. Number of programmes and participants for different types of programmes:

Type of Programmes	**Mass Participation Programmes**	**Territory-wide Programmes / Large Scale events at International Level**
Number of programmes		
Number of participants (for each programme)		

☑ put a tick in the appropriate box(es).

c. Nurturing of potential athletes and development of referees, coaches and officials through official training programmes and registration system
(Please <u>provide documentary proof</u>, including information on the development frameworks, accreditation policy and training plans of officials such as coaches and referees, as well as the registration records of officials of all levels)

i. Hierarchical training development for athletes (please specify details):

ii. Training for coaches:
Registration system: ☐ Yes (please specify details) ☐ No

iii. Training for referees / officials:
Registration system: ☐ Yes (please specify details) ☐ No

iv. Existing number of coaches and referees:

Level	Elementary	Intermediate	Advanced	National	International	Others
Number of Coaches						
Number of Referees						
Total:						

d. Development of a practicable implementation schedule to foster the development of the sport
***(Please provide a detailed plan on the implementation timeline*)**

Description:

☑ put a tick in the appropriate box(es).

(2)	Competency in Organisation of Programmes and Arrangement:-

a. To provide relevant information on resources **<u>for this application</u>**, e.g. provision and source of non-LCSD venues and non-governmental funding, and strategic plan for sustainability.
(Priority will be given to those sports to be played at private and/or self-financed/non-LCSD venues.)

For this application:

i. Venue:
- ☐ LCSD venue
- ☐ Private venue (please specify:_____)
- ☐ Others venues (e.g. those under the Housing Department / district sports associations / schools, etc.)
  (please specify:)
  _____

ii. Venue Charges:
- ☐ Free ☐ Paid

iii. Sources of funding:
- ☐ Governmental funding
- ☐ Membership fee / programme entry fee
- ☐ Others (e.g. sponsorship) (please specify and provide initial documentary proof. Upon completion of the programme, final proof of relevant information is required to be submitted together with the programme report.)

_____

iv. Strategic Plan:
- ☐ Yes (Please give an account of such details as event date, venue, source of funding and strategic plan, etc., of the programmes)
- ☐ No

Description:

☑ put a tick in the appropriate box(es).

b. To provide relevant information on popularity **for this application**, such as the number of programmes and participants, and recognition and support from the local community, e.g. joint venture with or funding support from non-governmental organisations and schools, etc.

For this application:

i. Type of programmes[#]:
- ☐ Training course
- ☐ Competition
- ☐ Promotion programmes (please specify) _____

[#] ***Organisation of elementary training programmes is mandatory for this application.***

ii. Number of programmes:
- ☐ Training course:_____
- ☐ Competiton: _____
- ☐ Promotion programmes: _____

iii. Number of participants for each programme:
- ☐ Training course: (for each course)_____
- ☐ Competition: (for each competition)_____
- ☐ Promotion programmes: (for each programme)_____

iv. Co-organising / supporting organisations:
- ☐ Yes (please specify the name of co-organising / supporting organisations)
- ☐ No

_____

v. Funding from the above co-organising / supporting organisations:
- ☐ Yes ☐ No

vi. Sponsorship from commercial or other organisations:
- ☐ Yes (please specify the name of sponsors) ☐ No

_____

vii. Programme details (please complete **Annex I** and **Annex II**)

☑ put a tick in the appropriate box(es).

c. To provide audited records, including but not limited to photos, attendance record, publicity materials, on the relevant sport programmes organised in the **past three years**.

Past Experience:

i. Number of programmes and number of participants:

Records of programmes organised	2024	2025	2026	Total
Number of programmes				
Number of participants				

ii. Co-organising / supporting organisations:

☐ Yes (please specify the name of co-organising / supporting organisations)

☐ No

_____

iii. Funding from the above co-organising / supporting organisations:

☐ Yes ☐ No

iv. Sponsorship from commercial or other organisations:

☐ Yes (please specify the names of sponsors) ☐ No

_____

☑ put a tick in the appropriate box(es).

(3)	To put in place governance structure, policies with transparency and accountability, and composition of office bearers ***(Please <u>provide documentary proof</u>, including the articles of association, Code of Conduct, Procurement Guidelines, Accounting and Payment procedures, selection procedures for recruitment and employment, anti-sexual harassment policy, membership system, as well as all internal guidelines and procedures.)***
	a. articles of association: ☐ Yes (please specify) ☐ No
	b. Code of Conduct: ☐ Yes (please specify) ☐ No
	c. Procurement Guidelines: ☐ Yes (please specify) ☐ No
	d. Accounting and Payment Procedures: ☐ Yes (please specify) ☐ No
	e. Selection Procedures for Recruitment and Employment: ☐ Yes (please specify) ☐ No
	f. Anti-sexual Harassment Policy: ☐ Yes (please specify) ☐ No
	g. Membership System: ☐ Yes (please specify) ☐ No
	h. Other Internal Guidelines and Procedures: ☐ Yes (please specify) ☐ No

☑ put a tick in the appropriate box(es).

(4)	Current status of the applicant sports organisation: ☐ The International Federation / Asian Federation / Regional Federation of the applicant sports organisation is a member of International Olympic Committee / Olympic Committee of Asia. ☐ The applicant sports organisation is a member with Observer status of Sports Federation & Olympic Committee of Hong Kong, China (SF&OC). ☐ The affiliated Federation of the applicant sports organisation is a member of Association of IOC Recognised International Sports Federations or Alliance of Independent Recognised Members of Sport but yet to be a member of SF&OC or eligible for applying Sports Subvention Scheme under the LCSD.
(5)	Has the applicant sports organisation previously applied for the Pilot Scheme on Subvention for New Sports or Subvention Scheme for New Sports? ☐ Yes, most recently subvented in _____. ☐ Yes, applied in _____ albeit failing to meet the eligibility criteria then. ☐ No.

☑ put a tick in the appropriate box(es).

Part C. Breakdown for the Application (only for sports events to be held locally)
Please provide a breakdown of the estimated expenditure on the programme applied for in **Annex I and Annex II.**

II. Declaration

I certify that the details given above are true, up-to-date, accurate and complete in all respects. The applicant has not withheld, and is not aware of, any material facts or circumstances that have not been disclosed to the Government and which might influence the assessment of its application or the decision of the Government in considering whether or not to provide funding to the applicant. I understand that giving any false or inaccurate information, or withholding any material information will render the application null and void. If the applicant fails to comply with any provisions of this Declaration, without prejudice to any powers, rights, remedies and claims that the Government may have under this application form or in law, the Government shall be entitled to reject immediately this application.

*Signature: _____

Name (Block Letter): _____

Post Title: President/Chairperson[#]

Date: _____

_____
Official Chop of the
Organisation

***To be signed by the President or Chairperson of the Organisation**
[#] Please delete as appropriate

The above information provided will only be used for processing the applications for the Subvention Scheme for New Sports as well as future contact. For correction of or access to personal data collected by means of this form, please contact the Sports Funding Office of the LCSD on 2601 8756.