

**Subvention Scheme for New Sports  
for Programmes to be held in 2025-26  
Estimated Expenditure**

**Name of Sports Organisation:** (Eng) \_\_\_\_\_  
(Chi) \_\_\_\_\_

**(Please use a separate form for each programme)**

**Details of Programme**

1. Name of programme  
(Eng) \_\_\_\_\_  
(Chi) \_\_\_\_\_
2. Other Co-organiser / Joint organiser / Sponsor  
  
Co-organiser : \_\_\_\_\_  
Joint organiser : \_\_\_\_\_  
Sponsor : \_\_\_\_\_
3. Objectives  
\_\_\_\_\_
4. Eligibility  
a. Age Range : \_\_\_\_\_ b. Sex : \_\_\_\_\_  
  
c. Other entry requirements (if any, please specify): \_\_\_\_\_
5. Proposed Venue(s) and Type of Facilities : \_\_\_\_\_
6. Proposed Date(s) : \_\_\_\_\_  
(Programmes must be held during the period from April 2025 to March 2026)
7. Proposed Time : \_\_\_\_\_
8. Nature :

Training Course	Competition	Promotion Programme
No. of Training Courses :	No. of Division:	No. of Programmes:
No. of Participants per Course: _____	(Please specify the divisions) _____	No. of Participants per Programme: _____
Skill Level Required: Elementary / Intermediate / Advanced *	(e.g. Open/School) _____	Others: _____
Instructor and Participants Ratio: (Example: 1:20)	No. of Teams per Division: _____	
	No. of Participants per Team: (of _____ player(s) each)	
Others : _____	No. of Matches: _____	
	Play System: _____	
Please provide course details	You need to certify that the proposed number of referees and officials are so required under international competition rules. Please also provide a rundown and a fixture schedule.	

\* Please delete as appropriate.

Remarks: only for sports programmes to be held locally.

# Estimated Expenditure

Name of SO : \_\_\_\_\_  
 (Eng)  
 \_\_\_\_\_  
 (Chi)  
 Name of programme : \_\_\_\_\_  
 (Eng)  
 \_\_\_\_\_  
 (Chi)  
 \_\_\_\_\_

Remarks: only for sports programmes to be held locally.

Item(s)	For SO only		For LCSD only	
	Breakdown	Requested Amount (HK\$)	Approved Amount (HK\$)	Remarks
<b>A. Expenditure to be met by LCSD</b>				
<b>I. Coach / Instructor / Referee / Official fee</b>				
1. Example 1: Coach	Example 1: Elementary/ Intermediate / Advanced Class* \$ ___/hour x ___hours x ___ sessions x ___ Coaches x ___ Class			
2. Example 2: Referee	Example 2: Competition \$ ___/hour x ___hours x ___ Referees / Officials*			
3.				
4.				
5.				
Sub-total (a) :		\$0	-	
<b>II. Minor Programme-related Expenses</b>				
1. Printing and publicity materials				
a. Printing and publicity expenses (e.g. poster/ online publicity)				
b. Publicity expenses (banner)				
Example : \$ ___/no x ___ nos				
2. Insurance (Public Liability Insurance)				
3. Medical services & related expenses				
4. Stationery & postage				
a. Stationery				
b. Postage				
5. Others (Please specify)				
Sub-total (b) :		\$0	-	
<b>III. Major Programme-related Expenses</b>				
1. Purchase of consumable sports equipment & hire of service/equipment (e.g. balls, rackets etc.)				
2. Prizes				
a. Trophy (Please specify type(s) and number(s) under the column of Breakdown)				
b. Medals (Please specify type(s) and number(s) under the column of Breakdown)				
3. Setting up of venue				
4. Venue charge				
Example: \$ ___/hour x ___hours				
5. Transport of equipment (Please specify type(s) of vehicle and number(s) of trips under the column of Breakdown)				
Example: van/ lorry* x \$ ___/trip x ___no. of trip				
6. Others (e.g. hire of services, etc.) (Please specify)				
Sub-total (c) :		\$0	-	
<b>Total A (a+b+c):</b>		<b>\$0</b>	<b>-</b>	
<b>B. Estimated Income</b>				
1. Enrolment Fee				
Example: \$ ___ /participant x ___ participants x ___ class/competition*				
2. Others (Please specify)				
<b>Total B :</b>		<b>\$0</b>	<b>-</b>	
<b>C. Subvention under Application</b>				
<b>Total A - Total B</b>		<b>\$0</b>		

\* Please delete as appropriate.

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_

Post Title: \_\_\_\_\_  
 Date: \_\_\_\_\_