



**Leisure and Cultural Services Department**  
**Application for Subvention Scheme for New Sports**  
**(for applications for 2025-26)**

**Information of the Sports Organisation**

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

(Chi) \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person (Eng): \_\_\_\_\_ (Chi): \_\_\_\_\_

Post Title: \_\_\_\_\_ Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

**Programme Plan (Please provide detailed information for each programme in Annex II)**

**(for programmes to be held during the period from April 2025 to March 2026)**

**(Remarks: Only for up to five sports programmes to be held locally)**

Priority	Name of Programme	Date & Time	Venue	Estimated Total Expenditure (including Venue Charges) HK\$	Income (Enrolment Fee and Grants) HK\$	Sponsorship HK\$	Subvention Applied HK\$
1.	(Eng)						
	(Chi)						
2.	(Eng)						
	(Chi)						
3.	(Eng)						
	(Chi)						
4.	(Eng)						
	(Chi)						
5.	(Eng)						
	(Chi)						
<b>Total:</b>							

I hereby apply for subvention from the Leisure and Cultural Services Department for the above programme(s) and the budget(s) of the proposed programme(s) is/are specified in Annex II.

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

Name (Block Letter): \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Official Chop of the Sports Organisation

Please note that upon approval of the application by the Leisure and Cultural Services Department (LCSD),

1. the sports organisation is required to take out and keep in force a public liability insurance policy during the subvention period. The sports organisation must provide a copy of such an insurance policy to the LCSD, at its own cost, at least **3 weeks in advance of the programme**.
2. future applications of the sports organisation will be affected if the number of programmes organised and/or participants enrolled is unsatisfactory.
3. the sports organisation is required to submit the programme report, together with photos/a video clip of no more than 1 minute in MP4 format, which must be produced in the format of a CD to the LCSD for record after completion of the programme.
4. the programme should be cancelled if the number of enrolment is less than half of the quota 7 days prior to the commencement of the programme.