



**Leisure and Cultural Services Department**  
**Application form for Sports Subvention Scheme**  
**(Project base Subvention) 2025-26**

**Note: Applicant should read the attached prospectus to ensure that the organisation meets the eligibility criteria before completion of this application form**

Name of Organisation: \_\_\_\_\_  
(in Chinese) \_\_\_\_\_

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

Website: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (in Chinese): \_\_\_\_\_

Official Post: \_\_\_\_\_ Tel No. (office): \_\_\_\_\_ (mobile): \_\_\_\_\_

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

**Sports organisations (SO) applying for the Sports Subvention Scheme (SSS) must fulfill all of the following criteria:**

**Please Tick 「✓」 as appropriate concerning the organisation** **Yes No**

**I. Mandatory Requirements**

(a) It is a member of the Sports Federation and Olympic Committee of Hong Kong, China (SF&OC). ☐ ☐

*(If yes, please provide Affiliation Certificate/Letter to SF&OC)*

(b) It is affiliated to the International Federation / International Federation Association of the respective sport recognised by the International Olympic Committee. ☐ ☐

*(If yes, please provide Affiliation Certificate to International Federation or equivalent.)*

(c) It is a non-profit-making sports organisation registered under the Companies Ordinance and has Articles of Association (AoA). ☐ ☐

*(If yes, please provide evidence proof, such as a copy of the Registration Certificate, AoA and list of office-bearers.)*

(d) It has a proven record of successful experience in organising sports development programmes of various levels and can provide record of active participation by the public (e.g. in schools or NGOs) in the past three years. ☐ ☐

*(If yes, please provide evidence proof including current provision of programmes and business plan for using the applied "project base" subvention in coming two years.)*

(e) The sport is one of the sports / potential sports of the following Major Games: ☐ ☐

*(If yes, please provide relevant proof.)*

**Asian Level**

- ☐ Asian Games
- ☐ Asian Winter Games
- ☐ Asian Youth Games
- ☐ Asian Indoor & Martial Arts Games
- ☐ Asian Beach Games
- ☐ Asian Para Games
- ☐ Asian Youth Para Games

**World Level**

- ☐ Olympic Games
- ☐ Olympic Winter Games
- ☐ Youth Olympic Games
- ☐ Winter Youth Olympic Games
- ☐ World Games
- ☐ Paralympic Games
- ☐ Paralympic Winter Games

## II. Other Supplementary Information

- (f) It has a good organisational structure and policies in terms of accountability, transparency and control to meet the corporate governance requirements of the Companies Ordinance and the SSS. ☐ ☐  
*(If yes, please provide relevant proof, including but not limited to the Code of Conduct, Procurement Guidelines, Accounting and Payment procedures, selection procedures for the recruitment and employment, anti-sexual harassment policy, membership system and all internal guidelines and procedures of the Association.)*
- (g) It has a comprehensive strategic development and promotion plan covering organisation of mass participation programmes, nurturing of potential athletes and development of coaches and officials with practical implementation schedules to foster sustainable development of the sport. ☐ ☐  
*(If yes, please provide evidence proof including coach, referee and official development framework, accreditation policy, training plans, registration record at all levels, etc.)*

### **Declaration**

I certify that the above details given are true and accurate.

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

Name in Block Letter: \_\_\_\_\_

Post Title: President / Chairman

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

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

**\*Should be signed by the President  
or Chairman of the Organisation**

The above information provided will only be used for application for the Sports Subvention Scheme and future contact purpose. For correction of or access to personal data collected by means of this form, please contact staff of the Sports Funding Office of the Leisure and Cultural Services Department (Tel: 2601 7642).
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# **Application for the Sports Subvention Scheme (Project base) Prospectus**

## **I. Eligibility Criteria**

Sports organisations (SO) applying “Sports Subvention Scheme (Project Base)” must fulfil all of the following mandatory criteria (a) to (e) while SO applying “Sports Subvention Scheme (Block Grant)” must fulfil all mandatory criteria (a) to (e) and Other Supplementary Information (f) to (g) :

### **1. Mandatory Requirements**

- (a) It is a member of the Sports Federation and Olympic Committee of Hong Kong, China ;
- (b) It is affiliated to the International Federation / International Federation Association of the respective sport recognised by the International Olympic Committee ;
- (c) It is a non-profit-making sports organisation registered under the Companies Ordinance and has Articles of Association ;
- (d) It has a proven record of successful experience in organising sports development programmes of various levels and can provide record of active participation by the public in the past three years as well as the business plan for using the applied “project base” subvention in coming two years ;
- (e) The kind of sports it promotes is one of the sports/potential sports (except Demonstration Sports) of the following major games ;

#### **Asian Level**

- (1) Asian Games
- (2) Asian Winter Games
- (3) Asian Youth Games
- (4) Asian Indoor & Martial Arts Games
- (5) Asian Beach Games
- (6) Asian Para Games
- (7) Asian Youth Para Games

#### **World Level**

- (1) Olympic Games
- (2) Olympic Winter Games
- (3) Youth Olympic Games
- (4) Winter Youth Olympic Games
- (5) World Games
- (6) Paralympic Games
- (7) Paralympic Winter Games

### **2. Other Supplementary Information**

- (f) It has a good organisational structure and policies in terms of accountability, transparency and control to meet the corporate governance requirements of the Companies Ordinance and the SSS; and
- (g) It has a comprehensive strategic development and promotion plan covering organisation of mass participation programmes, nurturing of potential athletes and development of coaches and officials with practical implementation schedules to foster sustainable development of the sport.

#### **Subvention allocation :**

Successful applicant SO will be provided with programme subvention on “project base” for the first two financial years, during which the subvented SO must achieve satisfactory performance on development of the sports concerned and fulfilment of relevant requirements. Upon completion of two full subvented years, consideration may be given to provide the SO with subvention on “block grant base” including the provision of personnel and office expenses subject to availability of funds.

## **II. Application Procedures**

Eligible sports organisations who wish to apply for “project base” subvention shall submit a duly completed application form together with all the required documents on or before 31 August 2024 to the Sports Funding Office, 2/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin.

## **III. Application Results**

Applicant organisations will be informed of their applications results in writing on or before 31 March 2025.

## **IV. Enquiry**

For further information, please contact the Sports Funding Office of the LCSD.

Telephone No.: 2601 7642

Fax No.: 2393 8177