



Sir David Trench Fund for Recreation (Main Fund)

Important Notes on Capital Works Projects


Please read the “Guidelines for Application” and the following notes before completing the application form

Nature of the Project

Projects should be specifically of the "brick and mortar" type and for construction of new recreational facilities.

Supporting Information to be Provided with the Application

1. Detailed description of the proposed project, including layout plans, photographs of existing facilities, where appropriate.
2. Documentary proof in respect of the land status.
3. Approval from relevant authorities on the proposed land use or building plans, if applicable.
4. Detailed breakdown of the estimated costs including building cost, fitting out, professional fees, etc.
5. At least **THREE** price quotations for the requested item(s) for cost estimation.
6. Schedule of construction programme, including estimated time frame for obtaining Government's approval of building plans and calling of tenders, etc.

**** Please note that wherever the symbol "  " appears in the application form, it means that the relevant supporting documents are required and should be provided together with the application form.***

Finance

- ☞ Applicants will be required to bear at least 20% of the project cost

- ☞ Full support of the project cost may only be considered in very exceptional circumstances with strong and convincing justifications, including submission of audited annual financial statements and results of fund-raising attempts, if held previously, which have to be duly signed by the Chairman/Executive Director/Chief Executive Officer

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

May 2008