



## Sir David Trench Fund for Recreation (Main Fund)

### Important Notes on Non-Capital Works Projects

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

#### About Non-Capital Works Projects

- ☞ The Main Fund should be used for the purchase of durable equipment for collective use in recreational, sporting and cultural activities directly, encouraging the purposeful use of leisure by the young people.
- ☞ All projects should achieve long-term benefits and the requested equipment should be durable and for collective use.
- ☞ Successful applicants are required to keep inventory record of all the items approved by the Main Fund and conduct periodic checking to ensure that the equipment is properly kept.

#### Items NOT Supported

1. Equipment purchased prior to the approval of the application
2. Advanced sports and recreational equipment not for novice/beginners' use, including those for the training of elite sportsmen in preparation for or attending international competitions
3. Audio-visual equipment, such as TVs, video recorders, CD/VCD/DVD players, amplifiers, cameras, video cameras, etc.
4. Computer and related equipment such as printers, multi-media projectors, etc.
5. Musical instruments
6. Office equipment and furniture
7. Medical and rehabilitation equipment

8. Massage equipment
9. Study room equipment
10. Nursery equipment
11. Personal items such as uniforms, costumes, shoes, swimming caps, sleeping bags, etc.
12. Recurrent items and consumables such as spare parts, books, computer software, CDs, VCDs, DVDs, shuttlecocks, table tennis balls, etc.
13. Service charges such as transportation fees, instructor's fees, insurance premium, remuneration for secretarial services, etc.

Supporting Information to be Provided with the Application
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1. Detailed description of each requested item, e.g. specification, diagram, etc. are required. Requests for a package of equipment without breakdown of unit cost will not be considered.
2. At least **THREE** quotations for requested item(s) are required for cost estimation. The lowest quotation will normally be adopted except when it is higher than the price in the average market price list of the Main Fund. In such circumstance, the average market price will be used.
3. For equipment involving potential risk to the participants and official, etc., the applicant should provide information on safety precautions such as whether instructors with appropriate training will be available to supervise the activities.
4. Information of past activities/training/competitions requiring the requested equipment, if any, organised by the applicant.
5. Detailed programme of the planned activities where the requested equipment will be used, including the programme name, date, venue, age range and expected number of the beneficiaries etc.

Neighbourhood Projects
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The following applications should be submitted to the respective District Offices of the Home Affairs Department for processing -

- ☞ Applications from local organizations and pertaining to neighbourhood projects; and
- ☞ Applications from Village Offices, Rural Committees, Residents' Associations, Mutual Aid Committees and Owners' Corporations

First time Applicants
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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