



Sir David Trench Fund for Recreation (Main Fund)

Important Notes on Special Projects

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

Theme of the 2008-09 Special Projects

“Higher Valued Sports Equipment for Sports Development”

Aim of the Project

To provide grants to sport organisations for the purchase of higher valued sports equipment in order to promote sports development and encourage the development of the individual and the purposeful use of leisure by young people.

Scope of Grant

- ☞ This project will only support requests for grants to purchase **higher valued sports equipment** for training of athletes in preparation for attending local and/or international sport competitions or for holding sport competitions at international level.
- ☞ All projects should achieve long-term benefits for sports development and the requested equipment should be durable and for collective use.

Items NOT Supported

1. Sports equipment purchased prior to the approval of the application
2. Sports equipment for novice/beginner’s use
3. Audio-visual and electronic equipment such as TVs, notebooks, digital cameras

etc. not directly related to the sport activities

4. Computer and related equipment such as printers, multi-media projectors, etc.
5. Musical instruments
6. Office equipment and furniture
7. Massage, medical and rehabilitation equipment not directly related to the sport activities
8. Study room equipment
9. Nursery equipment
10. Personal items such as uniforms, costumes, shoes, swimming caps, etc.
11. Recurrent items and consumables such as spare parts, shuttlecocks, table tennis balls, etc.
12. Service charges such as transportation fees, instructor's fees, insurance premium, remuneration for secretarial services, etc.

Amount of Grant Per Application

From HKD75,000 to HKD3,000,000

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. A specific training programme/plan including the programme theme, date, venue, age range, expected number of the beneficiaries and reasons for using/requiring the requested equipment etc. is required. The application without such training programme/plan will not be considered.
3. At least **THREE** quotations for the 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.
4. 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.

5. Information of past activities/training/competitions requiring the requested equipment, if any, organised by the applicant.
6. Applicants should provide the Memorandum and Articles of Association, Registration Certificate and documentary proof making status with sports promotion and development as a primary objective.

May 2008