



## **Sir David Trench Fund For Recreation**

### **Guidelines for Application**

#### **About the Fund**

The Sir David Trench Fund for Recreation ("The Fund") was established with a sum of \$3 million donated anonymously in 1970 to commemorate the then governorship of Sir David Trench. The Fund is to be used for the provision of facilities and purchase of equipment for recreational, sporting and cultural related projects. In keeping with the donor's wishes, emphasis is placed on encouraging the purposeful use of leisure by young people.

#### **Who can apply ?**

Non-profit making organisations registered under the Companies Ordinance or the Societies Ordinance can apply for grants.

Priority will be given to worthwhile projects and new applicants, in particular, those who have no access to other funding sources.

#### **What projects are eligible ?**

Applicants may apply the grants under the categories of the Capital Works Projects which aim at building new recreational facilities or/and the Non-capital Works Projects that cover the purchase of equipment.

Projects must –

- (a) be directly for the organisation of physical recreation, sporting and cultural activities which encourage the purposeful use of leisure by the young people;
- (b) be of long-term benefit and reach out to the widest possible cross-section of the community;
- (c) involve "once-for-all" grants and not recurrent commitments. The grants are expected to be spent within the specified period towards the project and must be self-financing thereafter; and

- (d) be assessed on the basis of the best use of the Fund. The Sir David Trench Fund Committee will consider both the scope and the amount of grant requested in each application and decide whether the project will be supported in full or in part.

Areas NOT supported by the Fund

- Projects requesting retrospective grants
- Requests for supplementary grants
- The financing of summer holiday activities
- Bids from schools and teaching institutes (including clubs of schools/institutes, except special schools offering boarding care service)
- Projects from government-supported uniformed groups (except centres offering facilities for public use)

Type of Projects under the Fund

Type of Projects	Scope	Amount of grant per application
Capital Works Projects	Building of new recreational facilities	From HKD20,000 to HKD200,000
Non-capital Works Projects	Purchase of sports and recreational equipment for collective use	From HKD2,000 to HKD50,000
Special Projects	Higher Valued Sports Equipment for Sports Development	From HKD50,000 to HKD300,000

How to apply ?
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- Each applicant can only submit one application under each type of project in the same year. For organisations with different service centres, each centre is counted as an individual applicant.
- District branches or centres of organisations should submit applications through their headquarters, which are requested to enclose a summary listing out the name of centres, amount requested and the priority of the applications if applications are submitted by many centres at the same time. Applications direct from the district branches or centres will NOT be considered.
- To enable a reasonable number of applications to be approved each year, applicant who has obtained grants from the same project type in three consecutive years will NOT be considered.
- Deadlines for application

Capital Works Projects	31 May 2007
Non-Capital Works Projects and Special Projects	31 May 2007 and 30 November 2007 <i>(Applications will be processed in two batches according to the above two closing dates. Each applicant can submit only one application within the same year)</i>

Late applications will NOT be accepted (to be determined by the postal chop).

- Completed application forms (including the soft copy, if available) and supporting documents should be sent in duplicate to :
  - Secretariat
  - Sir David Trench Fund Committee
  - 41/F, Revenue Tower
  - 5 Gloucester Road
  - Wan Chai, Hong Kong
- Enquiry
  - Telephone No. : 2594 5664 or 2594 5660
  - Fax No. : 2519 7404
- Website: [http://www.hab.gov.hk/en/public\\_forms/forms.htm](http://www.hab.gov.hk/en/public_forms/forms.htm)