



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

### Application Guidelines for 2020-21

***The “Application Guidelines” should be read in conjunction with the Important Note(s) on Project(s) for which the Applicant intends to apply***

#### About the Main Fund

The Main Fund of the Sir David Trench Fund for Recreation (“The Main Fund”) was established with a sum of HK\$3 million donated anonymously in 1970 to commemorate the governorship of Sir David Trench. The Main Fund is to be used for the provision of facilities and purchase of equipment for projects in the furtherance of the objectives of the Main Fund. In keeping with the donor’s wishes, emphasis is placed on encouraging the purposeful use of leisure by young people.

#### Types of Projects under the Main Fund

- There are three categories of grants under the Main Fund to cater for different types of projects (with details set out in the respective Important Notes) as follows:

Type of Project	Scope	Amount of grant per application
Non-Capital Works Project	Purchase of sports and recreational equipment for collective use	Between HK\$2,000 and HK\$90,000
Capital Works Project	Building of new recreational facilities	The ceiling of grant is HK\$700,000
Special Project	Construction and improvement of sports facilities, and procurement of sports equipment for promotion of sports development in Hong Kong	Over HK\$700,000 up to HK\$4,000,000

Who Can Apply?
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Non-Capital Works Project	<ol style="list-style-type: none"> <li>1. Non-profit making organisations registered under the Companies Ordinance or the Societies Ordinance;</li> <li>2. “National sports associations” (NSAs)<sup>Note 1</sup> and District Sports Associations (DSAs); or</li> <li>3. Non-government subvented sports organisations. (Written support of the respective NSAs and document specifying the arrangement of the residual assets of the organisation in case of winding up should be provided.)</li> </ol>
Non-Capital Works Project – Neighbourhood Project	<ol style="list-style-type: none"> <li>1. Village Offices, Rural Committees, Residents’ Associations, Mutual Aid Committees and Owners’ Corporations.</li> </ol>
Capital Works Project	<ol style="list-style-type: none"> <li>1. Non-profit making organisations registered under the Companies Ordinance or the Societies Ordinance; or</li> <li>2. NSAs and DSAs</li> </ol>
Special Project	<ol style="list-style-type: none"> <li>1. NSAs and DSAs;</li> <li>2. Non-governmental organisations receiving government subvention from Social Welfare Department (SWD) or Home Affairs Bureau (HAB) (including their subsidiary centres); or</li> <li>3. Schools which successfully hire out their facilities to sports organisations under the Opening up School Facilities for Promotion of Sports Development Scheme 2020-21.</li> </ol>

What Projects Are Eligible?
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- In general, projects must fall within the scopes of the three categories of grants and must also:
- (a) be directly for the organisation of activities which encourage the purposeful use of leisure by the young people;

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Note 1: NSAs refer to the local sports governing bodies recognised by the Sports Federation and Olympic Committee of Hong Kong, China and affiliated to either (a) the respective international sports federations; or (b) the respective Asian sports federations.

- (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 services or the facilities provided by the applicants under the application should be open for use of general public.
  - Priority will be given to worthwhile projects and applications from first-time applicants, in particular, those who have no access to other funding sources. Low priority will be accorded to those applicants who have other funding sources.
  - The Sir David Trench Fund Committee (the 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.
  - To enable a reasonable number of applications to be approved each year, applicant who has obtained grants from the same project type in the preceding three consecutive years will NOT be considered.

Items NOT Supported
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1. Projects requesting retrospective grants
2. Requests for supplementary grant
3. The financing of summer holiday activities
4. Bids from teaching institutes, including clubs of schools/institutes, except special schools offering boarding care service and schools under the Opening up School Facilities for Promotion of Sports Development Scheme 2020-21
5. Projects from government-supported uniformed groups (except centres offering facilities for public use)
6. Administrative expenses and service charges such as postages, rents, salaries, instructor’s fees, insurance premium, remuneration for secretarial services, transportation fees (except the freight charges and VAT reflected on the quotation / tender offer for items procured outside Hong Kong), etc.

How to Apply?
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- Completed application forms together with the supporting documents (including the soft copy, if available) should be submitted **in duplicate** before the deadlines **by post** to:

Address

Secretariat of Sir David Trench Fund Committee  
13/F, West Wing, Central Government Offices  
2 Tim Mei Avenue, Tamar  
Hong Kong

or by **placing into Home Affairs Bureau's drop-in box** at the 2/F Entrance, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. The box is available for use between 8:00 a.m. and 7:00 p.m. from Mondays to Fridays (except public holidays).

- Application forms can be downloaded from the website of Home Affairs Bureau ([http://www.hab.gov.hk/en/public\\_forms/forms.htm](http://www.hab.gov.hk/en/public_forms/forms.htm)).
- Each applicant can only submit one application under each category of projects within the same application year (normally of a 12-month period). 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. . Applications direct from the district branches or centres will NOT be considered.
- For Non-Capital Works Project, headquarters of the organisations should enclose a summary listing out the names of centres, amount requested and the priority of the applications if more than one centre submits applications at the same time.
- For Capital Works Project and Special Project, headquarters of the organisations should decide which application to support and submit only ONE application to the Secretariat if more than one centre submits applications at the same time.

Points to Note
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- The Committee will grant funding to the successful applicants based on the price quotations provided by them for the proposed projects. In this connection, at least three quotations containing detailed items, quantities and amount should be provided. The Committee may NOT consider the applications if the required information is incomplete.
- For applications under Capital Works Project and Special Project, quotations / tenders provided by applicants during the application stage are for initial cost estimation only. Successful applicants must invite tenders afresh before carrying out the approved projects. Such details together with other relevant procurement / tendering procedures are set out in the “Procedural Guidelines for Successful Applicants of Capital Works Project and / or Special Project” (the Guidelines). The sample Guidelines can be downloaded from the website ([http://www.hab.gov.hk/en/public\\_forms/forms.htm](http://www.hab.gov.hk/en/public_forms/forms.htm)) of Home Affairs Bureau.

- Disbursement methods:

Non-Capital Works Project	Successful applicants should procure the approved items with their own funds in the first instance before seeking disbursement.
Capital Works Project	Successful applicants should seek disbursement only after the approved project works are satisfactorily completed and / or the approved items are procured. For cases that meet the stipulated criteria set out in the Guidelines, successful applicants concerned may claim interim payments (in the form of disbursement), subject to a ceiling of 60% of approved grant.
Special Project*	

(\*Successful applicants of Special Project may apply for advance payment with invoices **in case of financial difficulty** and such applications will be considered on a **case-by-case basis**.)

- The successful applicant must submit quarterly progress reports according to the schedule set by the Secretariat before completion of the approved project. The successful applicant must also submit annual reports after completion of the project until end of the proposal (normally it would be a three to five-year plan). Non-compliance and irregularities found may result in the withdrawal of the grant and affect future applications.

Deadlines for Application
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<b>Type of Project</b>	<b>Deadline</b>
Non-Capital Works Project	5 pm, 31 March 2020
Capital Works Project	5 pm, 31 March 2020
Special Project	5 pm, 31 March 2020 (First Batch) and 31 July 2020 (Second Batch)

- Late applications (to be determined by the date of postal chop) will NOT be considered.

Notification of Results
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Applicants will be informed of the results of their applications in writing in August 2020 the earliest. Applicants of 2<sup>nd</sup> Batch of Special Project will be informed of the results of their applications in writing in December 2020 the latest.

Change of Circumstances
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After submission of applications and prior to receipt of application results, applicants are required to notify the Secretariat of Sir David Trench Fund Committee in writing (to the address as specified above) within two weeks of any change of circumstances (which are different from those set out in their applications).

Enquiry
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For further information, please contact the Secretariat of the Sir David Trench Fund Committee at:

Telephone No.: 3509 7068 or 3509 8039

Fax No.: 2519 7404

Secretariat, Sir David Trench Fund Committee  
December 2019