

Education Bureau Circular Memorandum No. 103/2019

From: Secretary for Education	To: Supervisors and Heads of all Government, Aided (including Special Schools), Caput Schools and Schools under the Direct Subsidy Scheme (DSS)
Ref: EDB(SA1)/SA/POL/6/1(IX)	
Date: 31 May 2019	

Opening up School Facilities for Promotion of Sports Development Scheme (2019/20 School Year)

Summary

This circular memorandum serves to invite applications from public sector schools (government, aided and caput schools) and schools under the Direct Subsidy Scheme (DSS) to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme” (the Scheme) in the 2019/20 school year which is jointly implemented by the Education Bureau (EDB) and the Home Affairs Bureau (HAB).

Background

2. It has been the government policy to encourage schools to open up their facilities for hire to outside organisations to foster collaboration between schools and the community. As announced in the 2017 January Policy Address, public sector schools are encouraged to further open up their facilities and review the promotion of sports development in schools to encourage students to develop a healthy sporting habit.

3. To take forward the initiative, EDB and HAB jointly launched the Scheme in the 2017/18 school year to encourage public sector schools to open up school facilities for sports organisations. The Scheme has been well received by schools and sports organisations since its launch. Various enhancement measures were implemented in the 2018/19 school year, including extending the Scheme to DSS schools and increasing the subsidy rates for schools, and they will remain in effect in the 2019/20 school year.

Details

4. Under the Scheme, schools are strongly encouraged to open up their facilities (such as school hall, activity room, open and/or covered playground with ball courts, sports ground, classroom and soccer pitch) as far as possible for sports organisations to hold sports programmes during weekends, school holidays and/or weekdays after school hours, from 1 September 2019 to 31 August 2020. In this regard, schools should open up related facilities for a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions)¹ for each programme during the aforesaid period. Schools can provide more than one facility for the sports organisations to hold separate programme(s) during the same time slots and/or at different time slots. The school facilities made available for hire should be safe and in good condition.

5. To facilitate schools to cultivate a sporting culture in a whole school approach, sports organisations using school facilities to offer programmes for members of the community are required to reserve one-fourth of the places in each sports programme for priority enrolment of students, teachers and/or parents of the participating school who have met the technical requirement(s) of the activity, if any, under the Scheme. With this arrangement, schools can enhance students' participation in sports activities and optimise the use of resources to promote sports development.

6. The “national sports associations” (NSAs), their affiliated club members, “district sports associations” (DSAs) and other sports organisations provided by HAB at Annex 3 are eligible for the Scheme. They are required to observe the conditions of use of school facilities and make necessary arrangements to protect schools against any claim, loss or damages which may be incurred due to their act of negligence. For details of the conditions of use of school facilities, please refer to Part C of Section I at Annex 1.

Application Procedures

7. Schools which intend to participate in the Scheme shall complete the form “Application for Participation” at Annex 2 and return it to their respective Chief School Development Officer on or before **21 June 2019**. Schools which have already submitted application for participation in the Scheme in the 2018/19 school year are requested to submit a NEW application for the 2019/20 school year by completing Annex 2 and return it to EDB in

¹ The minimum duration of each session is one hour.

the same manner. The consolidated information in relation to schools' facilities will be forwarded to eligible sports organisations, through HAB, for their consideration whether to apply for use of the school facilities available and direct liaison with the schools concerned.

8. NSAs, their affiliated club members, DSAs and other sports organisations provided by HAB, which are interested in hiring school facilities available at participating schools, are encouraged to contact the schools direct for more information. Schools may also discuss with the sports organisations about the intended use of the required facilities, time slots available and programmes in detail.

9. Interested sports organisations shall submit the form "Application for Hiring of School Facilities by Sports Organisation" (Section I of Annex 1) to EDB, with a copy to HAB and the schools concerned, on or before **31 July 2019**. Upon HAB's confirmation of the eligibility of the sports organisations, EDB will inform the schools concerned of the results on or before **5 August 2019**. Participating schools reserve the right and discretion to make the final decision to accept a sports organisation's application or not, or to select which sports organisation to open up to if more than one application has been received. Schools are requested to confirm their acceptance of the applications by completing Section II of Annex 1 and return it to EDB on or before **9 August 2019**. HAB will inform the sports organisations of the school's decision accordingly. The workflow of processing applications for the Scheme in the 2019/20 school year is at Annex 4.

Subsidy Arrangement

10. With approval for hiring school facilities given by EDB on or before **13 August 2019**, participating schools will be given a subsidy of \$30,000 for launching the first programme and \$20,000 for each subsequent programme, if any, up to a maximum of \$130,000 per school in the 2019/20 school year (i.e. a maximum of 6 programmes will be subsidised). The subsidy can be used for hiring extra manpower, strengthening security measures, defraying additional utility costs, and carrying out urgent minor repair works, etc.

11. To ensure proper and prudent use of the subsidies by schools, sports organisations are required to confirm with HAB on or before **30 June 2020** on the actual number of programmes organised in the 2019/20 school year before final payment of subsidies is released to participating schools. Details of the subsidy are provided at Annex 5.

Main Fund of the Sir David Trench Fund for Recreation

12. To further promote sports in the community and to incentivise more schools to open up their facilities under the Scheme, schools which have *successfully hired out* their facilities to sports organisations under the Scheme in the 2019/20 school year are eligible to apply for Special Project grants under the Main Fund of the Sir David Trench Fund for Recreation (the Fund). Interested schools shall submit their applications directly to the Secretariat of the Fund with deadline on **31 July 2019** (second batch of application)². Subject to approval, a grant ranging from \$700,000 to \$4,000,000 will be provided for each successful application for their construction and improvement of schools' sports facilities as well as procurement of sports equipment for promotion of sports in schools. Application results of the second batch of Special Project will be announced in December 2019 the latest. Details of the Fund and the application form are available at https://www.hab.gov.hk/en/public_forms/forms.htm.

13. On levying charges for hire of accommodation in respect of the programmes run by sports organisations under the Scheme, participating schools are strongly advised to adopt the reduced rates as specified in the respective Guidelines for Levying Charges for Hire of Accommodation in aided schools and government schools issued by EDB or concessionary rates according to school-based policy for DSS and caput schools, so as to make the charges more affordable to the non-profit making sports organisations and to demonstrate schools' support in promoting sports at the community level. If circumstances warrant, aided, caput and DSS schools may also waive the charge altogether. Please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 respectively and the Guidelines for Levying Charges posted on EDB homepage at <http://www.edb.gov.hk/index.aspx?nodeid=2482&langno=1>

Enquiry

14. For enquiries, please contact the respective Senior School Development Officer of your district.

Ms Karen LAU
for Secretary for Education

c.c. Heads of Sections – for information

² Schools are required to submit applications to the Fund before the application results of the Scheme are announced (i.e. by 13 August 2019). For schools which fail to hire out their facilities to sports organisations in the 2019/20 school year, their applications submitted to the Fund earlier will not be processed further.

**Opening up School Facilities
for Promotion of Sports Development Scheme
Application for Hiring of School Facilities by Sports Organisation¹
(2019/20 School Year)**

Section I (To be completed by the **applicant sports organisation**)

Please return this form by fax to Education Bureau (EDB) on or before **31 July 2019**, with a copy to (i) Home Affairs Bureau (HAB) and (ii) the school in Part B.

To: School Administration 1 Section, EDB Fax no.: 2572 5402
cc: Recreation and Sport Branch, HAB Fax no.: 2519 7404
The school in Part B

Part A: Information of the Sports Organisation

Name of Organisation :

Status of the Organisation as “national sports association” (NSA) / affiliated club member of the
at the date of this application: NSA² / district sports association / other sports organisation provided
by HAB * (**Please delete as appropriate*)

Name of Contact Person () Phone No. :
(Position Held) :

Name of Responsible Person (Position Held) () Phone No. :
(Optional) :

Address :

Email : Fax No. :

For official use of HAB:	Name/Position of officer:	
Eligibility of the Organisation verified as _____	Signature:	Date:

Part B: School Facilities Required³

Name of School (District) : ()

Address :

Facilities & number	Name of sports programme(s), content & target participants	Proposed dates		Proposed time & duration of each session	Total no. of sessions and total hours	Estimated no. of officials and participants using the facility each session
<i>e.g.</i> Playground (1)	<i>Basketball Training Course for teenagers aged 12 to 14</i>	<i>4/10/2019 (Fri)</i> <i>11/10/2019 (Fri)</i> <i>18/10/2019 (Fri)</i> <i>25/10/2019 (Fri)</i> <i>1/11/2019 (Fri)</i> <i>8/11/2019 (Fri)</i>	<i>15/11/2019 (Fri)</i> <i>22/11/2019 (Fri)</i> <i>29/11/2019 (Fri)</i> <i>6/12/2019 (Fri)</i> <i>13/12/2019 (Fri)</i> <i>20/12/2019 (Fri)</i>	<i>5:00pm</i> <i>to</i> <i>7:00pm</i> <i>(2 hours)</i>	<i>12</i> <i>(24 hours)</i>	<i>Total: 25</i> <i>Officials: 5</i> <i>Participants: 20</i>

Facilities & number	Name of sports programme(s), content & target participants	Proposed dates	Proposed time & duration of each session	Total no. of sessions and total hours	Estimated no. of officials and participants using the facility each session

¹ Refers to (a) “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China as at 30 April 2019, including NSAs which are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department; (b) registered affiliated club members of the relevant NSAs; (c) “district sports associations” receiving government subvention through the Home Affairs Department; and (d) other sports organisations specified at Annex 3.

² An affiliated club member of NSA should provide the information issued by the respective NSA regarding the validity of its affiliation to the NSA concerned.

³ Please refer to Annex 2 for the relevant hiring information including hiring charge, if any, provided by the school before completing this part.

Part C: Conditions of Use of School Facilities (if Application is Approved)

1. The hired facilities shall only be used for the designated programme(s) specified in Part B, unless with prior approval of the school.
2. All users must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary. The sports organisation shall take appropriate action to safeguard the health and safety of all users.
3. The sports organisation shall be a non-profit making organisation and shall not use the school facilities for holding sports programme for profiteering. The primary purpose of programmes organised under the Scheme should be to promote sports development.
4. All users must leave the school at the end of each session specified in Part B.
5. Eating and drinking shall not be permitted inside the play areas. Smoking is strictly prohibited in school.
6. The school will close the facilities upon issue of Tropical Cyclone Signal No. 8 or the RED/BLACK Rainstorm Warning Signal. The school may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operation point of view. In such case, the school will refund the hire charge for the unused session(s).
7. If a confirmed session has to be cancelled by the school owing to inclement weather or other

circumstances in accordance with Condition 6, the sports organisation may discuss with the school for reallocation of the unused session(s). However, the school does not guarantee the availability of any suitable session for reallocation.

8. The sports organisation undertakes to reserve one-fourth of places in each sports programme for priority enrolment of students, teachers and/or parents of the school who have met the technical requirement(s), if any, of the activity.
9. The sports organisation shall submit a programme report to HAB for each programme organised under the Scheme within **two months** after the end of the programme.
10. The sports organisation shall confirm with HAB the actual number of sports programmes organised by the specified deadline (i.e. 30 June 2020) as set out in this EDB's Circular Memorandum, and to report to EDB and HAB as soon as possible in case of cancellation of sports programme(s).
11. The sports organisation shall be responsible for meeting the cost of repairing any damage caused to the facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of school facilities.
12. The sports organisation shall take out adequate insurance policy for programmes organised under the Scheme including third party liability insurance. The sports organisation shall also purchase a third party liability insurance of a specified amount with the respective school as insured party as appropriate and make a copy of the insurance policy to school for record.
13. The sports organisation shall indemnify and keep indemnified school against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of school facilities by the sports organisation or any person so authorised by it due to the negligence on the part of sports organisation or on the part of such authorised person.
14. The sports organisation shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The sports organisation shall not expressly or by implication make reference to the school in any publicity materials without prior permission of the school.
15. The sports organisation shall not admit members of the public to the school during the use of school facilities as spectators, without the prior approval of the school.
16. The school reserves the right to reject or cancel the hiring of facility by giving reasonable prior notice to the sports organisation and also to restrict the number of users entering the school or to refuse entry of any person upon health ground or any other reasons.
17. The school may refuse the sports organisation from using the facilities if the sports organisation does not observe the Conditions of Use in Part C.

Part D: Declaration

I, on behalf of _____ (Name of the sports organisation), undertake to observe the Conditions of Use of School Facilities in Part C.

Signature of Responsible Person : _____

Name of Responsible Person : _____

Date : _____



Section II (To be completed by **the school**)

Please return this form by fax to Education Bureau (EDB), with a copy to Home Affairs Bureau (HAB) on or before **9 August 2019**.

To: School Administration 1 Section, EDB Fax no.: 2572 5402
 cc: Recreation and Sport Branch, HAB Fax no.: 2519 7404

I, on behalf of _____ (Name of the school),
 confirm acceptance / rejection* of the application of _____
 (Name of the sports organisation) for the use of school facilities as specified in Part B of Section I
 [Please specify the reason(s) for rejection (e.g. clashed with school activities etc.):
 _____]

* Please delete as appropriate

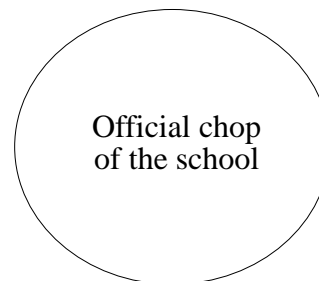
The school facilities to be hired by the sports organisation are as follows:

No.	Name of programme(s) & target participants	Facilities & number	Dates		Time & duration of each session (a)	No. of sessions (b)	Duration of programme C=(a)x(b)	Total Charges
e.g.	Basketball Training Course for teenagers aged 12 to 14	Playground (1)	4/10/2019 (Fri) 11/10/2019 (Fri) 18/10/2019 (Fri) 25/10/2019 (Fri) 1/11/2019 (Fri) 8/11/2019 (Fri)	15/11/2019 (Fri) 22/11/2019 (Fri) 29/11/2019 (Fri) 6/12/2019 (Fri) 13/12/2019 (Fri) 20/12/2019 (Fri)	5:00pm to 7:00pm (2 hours)	12	24 hours	\$315 (per 2-hour session) x 12 = \$3,780
1								
2								
3								

Signature of School Representative : _____

Name of School Representative : _____

Date : _____



For official use of HAB:	Name/Position of officer:
Applicant sports organisation has been informed of the result.	Signature: _____ Date: _____

Section III (To be completed by **School Administration 1 Section of EDB**)

To: _____ (School in Section II)

With verification by HAB, approval is given for your school to hire out the facilities to
_____ (Name of sports organisation) with
details specified in Section II.

Signature of EDB Representative : _____

Name of EDB Representative : _____

Date : _____



**Opening up School Facilities
for Promotion of Sports Development Scheme
Application for Participation
(2019/20 School Year)**

To: Chief School Development Officer (_____) (Please fill in the name of district)
(Please return by fax on or before **21 June 2019**)

Name of School (District): _____ (_____)

Address: _____

Our school wishes to apply for the above Scheme in the 2019/20 school year and the relevant hiring information of our school is given below:

Facilities and Number [Note 1]	Area (m ²)	Amenities and Number (such as ball courts, space set aside for table tennis, etc.)	Utilities (such as air-conditioning, lighting, etc.)	Hiring Charge per session (please specify the duration of each session) [Note 2] (\$)	Available Dates [Note 3] (from/to) (excluding public holidays and dates with scheduled school events)	Available Time (from/to)
e.g. <input checked="" type="checkbox"/> Open Playground (1)	About 550	A multipurpose court with marking lines which can be used as basketball court with basketball rims or volleyball court with volleyball net (1)	Without lighting	315 per 2-hour session	(1) 5/10/2019 to 28/12/2019 Every Saturday except 21/12/2019;	10:30 am to 12:30 pm and 3:30 pm to 5:30 pm
<input checked="" type="checkbox"/> Covered Playground (1)	About 600	Table tennis tables (2)	With lighting	320.5 per 2-hour session	(2) 15/4/2020 to 26/4/2020 and (3) 4/7/2020 to 22/8/2020 Every Saturday and Sunday except 11/7/2020	
<input type="checkbox"/> School Hall						
<input type="checkbox"/> Activity Room						
<input type="checkbox"/> Covered Playground						
<input type="checkbox"/> Open Playground						
<input type="checkbox"/> Others (e.g. sports ground, classroom, soccer pitch) -----						

Signature of Principal: _____

Name of Principal: _____

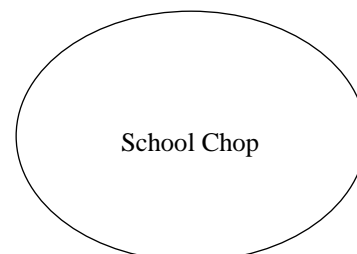
Contact Person (Position Held): _____ (_____)

Phone No. [Note 4]: _____

Fax No.: _____

Email of Contact Person: _____

Date: _____



Note 1: Please put a ✓ in the appropriate box for the facilities available for hire and fill in the relevant information. Use separate sheets if required.

Note 2: Please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 on hire of accommodation as well as the Guidelines for Levying Charges and the Schedule of Recommended Charges for Hire of Accommodation in Government Schools and Aided Schools.

Note 3: Please ensure to open up related facilities to the sports organisations for a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme during weekends, school holidays and/or weekdays after school hours. The minimum duration per session is one hour.

Note 4: Please provide a contact that is reachable during the application period for sports organisations (i.e. 4 - 31 July 2019) to ensure sports organisations could reach the schools' representatives direct during the summer vacation.

List of Eligible Sports Organisations ^{Note}
(2019/20 School Year)
(As at 31 May 2019)

National Sports Associations¹

1. Hong Kong Triathlon Association Limited
2. Hong Kong Lawn Bowls Association
3. Hong Kong Boxing Association Limited
4. The Karatedo Federation of Hong Kong, China Limited
5. Hong Kong Fencing Association
6. Hong Kong Equestrian Federation
7. The Judo Association of Hong Kong, China
8. China Hong Kong Mountaineering and Climbing Union Limited
9. Hong Kong Badminton Association Limited
10. Hong Kong Sports Association of the Deaf Company Limited
11. Hong Kong Paralympic Committee & Sports Association for the Physically Disabled
12. Hong Kong Shooting Association
13. Hong Kong Sports Association for Persons with Intellectual Disability
14. Hong Kong Amateur Athletic Association Limited
15. Hong Kong Kart Club Limited
16. Hong Kong Muay-Thai Association Limited
17. The Gymnastics Association of Hong Kong, China
18. Hong Kong Kendo Association Limited
19. Hong Kong Skating Union Limited
20. Hong Kong China Bodybuilding and Fitness Association
21. Hong Kong Squash
22. Hong Kong Tenpin Bowling Congress Limited
23. Hong Kong Weightlifting and Powerlifting Association
24. Hong Kong Archery Association
25. The Cycling Association of Hong Kong, China Limited
26. The Hong Kong Schools Sports Federation

¹ Refers to “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China as at 30 April 2019, including the NSAs which are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department.

27. The University Sports Federation of Hong Kong, China
28. Hong Kong Taekwondo Association Limited
29. Hong Kong Golf Association Limited
30. Orienteering Association of Hong Kong Limited
31. The Hong Kong Table Tennis Association Limited
32. Hong Kong Federation of Roller Sports Limited
33. Hong Kong Billiard Sports Control Council Company Limited
34. Hong Kong DanceSport Association Limited
35. The Hong Kong Tennis Association Limited
36. Hong Kong Chinese Martial Arts Dragon and Lion Dance Association Limited
37. Hong Kong Shuttlecock Association Limited
38. Hong Kong Wushu Union Limited
39. Handball Association of Hong Kong, China Limited
40. Hong Kong Softball Association
41. Hong Kong Amateur Swimming Association
42. Hong Kong Water Ski Association Limited
43. Hong Kong China Dragon Boat Association
44. Hong Kong Rugby Union
45. Volleyball Association of Hong Kong, China Limited
46. The Hong Kong Baseball Association Limited
47. Hong Kong Basketball Association
48. Cricket Hong Kong Limited
49. Hong Kong Canoe Union Limited
50. Hong Kong Sailing Federation
51. The Hong Kong Hockey Association
52. Windsurfing Association of Hong Kong
53. The Hong Kong Football Association Limited
54. The Hong Kong Life Saving Society
55. Hong Kong Underwater Association Limited
56. Hong Kong Ice Hockey Association Limited
57. Hong Kong Netball Association Limited
58. Hong Kong, China Rowing Association
59. Hong Kong, China Gateball Association Co. Limited
60. Hong Kong China Korfball Association

61. Victoria Recreation Club
62. South China Athletic Association
63. Chinese Young Men's Association of Hong Kong
64. Hong Kong Minature Football Association Limited
65. Hong Kong Little League Limited
66. Hong Kong Chinese Chess Association
67. The Hong Kong Society for the Deaf
68. Hong Kong Go Association Limited
69. Hong Kong Contract Bridge Association Limited
70. Physical Fitness Association of Hong Kong, China Limited
71. Hong Kong Association of Sports Medicine and Sports Science Limited
72. Hong Kong Paragliding Association
73. Hong Kong Aviation Club Limited
74. Hong Kong Ultimate Players Association
75. Ski Association of Hong Kong, China Limited
76. Hong Kong Woodball Association Limited
77. Health Qigong Association of Hong Kong, China Limited
78. Hong Kong Tug of War Association
79. Hong Kong Lacrosse Association
80. Hong Kong Automobile Association

District Sports Associations

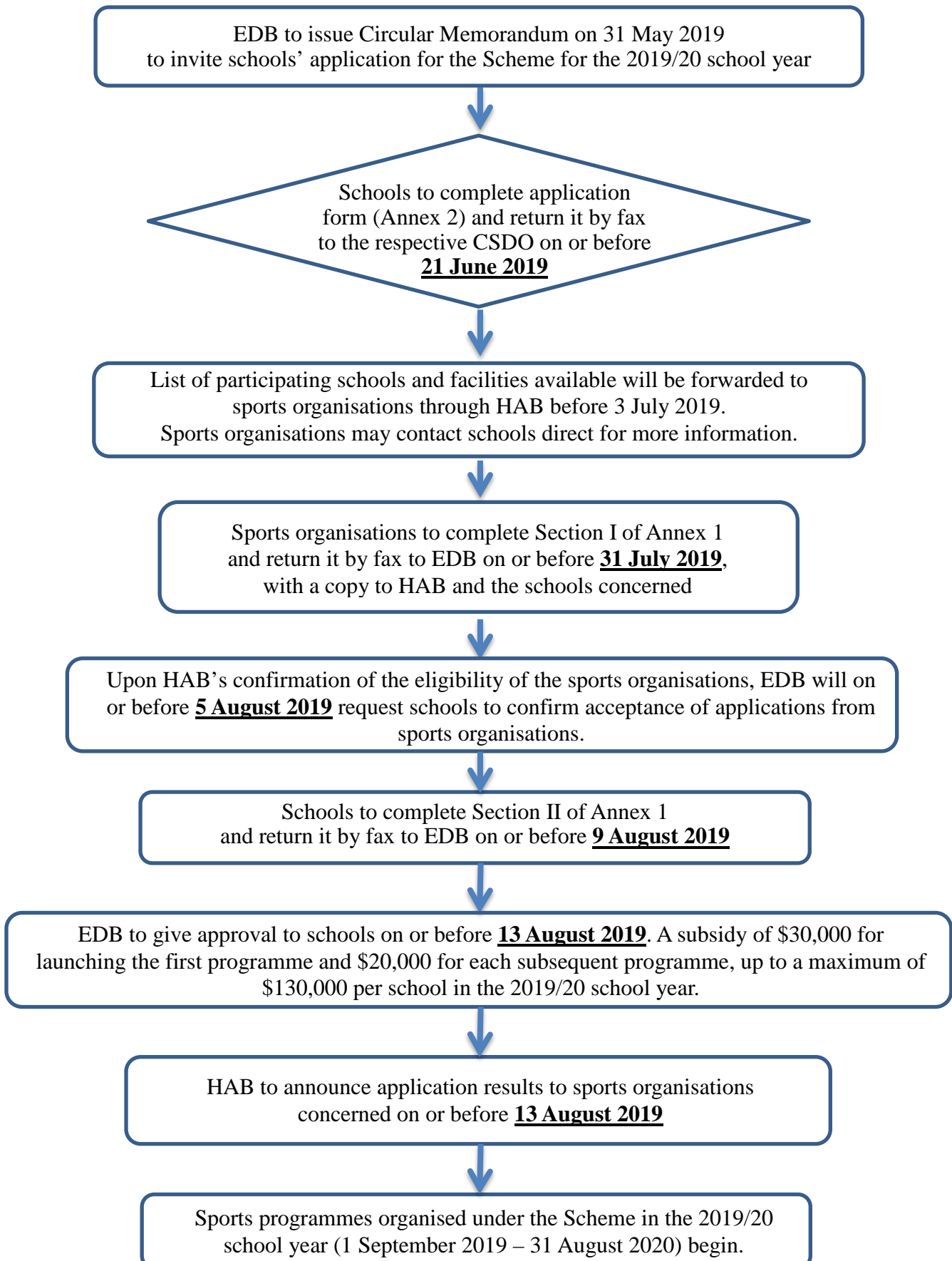
1. The Central and Western District Recreation and Sports Association
2. Eastern District Recreation and Sports Advancement Association Limited
3. Islands District Sports Association
4. Southern District Recreation and Sports Association Limited
5. Wan Chai District Arts, Cultural, Recreational and Sports Association Limited
6. Wanchai Sports Federation Limited
7. Kowloon City District Recreation and Sports Council Limited
8. Kwun Tong Sports Promotion Association Limited
9. Sai Kung District Sports Association Limited
10. Sham Shui Po Sports Association Limited
11. Wong Tai Sin District Recreation and Sports Council
12. Yaumatei and Tsimshatsui Recreation and Sports Association Limited
13. Mong Kok District Cultural, Recreational and Sports Association Limited
14. North District Sports Association
15. Sha Tin Sports Association Limited
16. Tai Po Sports Association Limited
17. Kwai Tsing District Sports Association Limited
18. The Federation of Tsuen Wan District Sports and Recreation Association Limited
19. Tuen Mun Sports Association Limited
20. Yuen Long District Sports Association Limited
21. The New Territories Regional Sports Association

Other Sports Organisations provided by HAB

1. Happy Valley Athletic Association Limited
2. Hong Kong Chess Federation Limited
3. Hong Kong Christian Service
4. Hong Kong Dance Federation Limited
5. Hong Kong Darts Association
6. Hong Kong Rope Skipping Association, China Limited
7. Hong Kong Tai Chi Association
8. Hong Kong Teachers' Association
9. Kowloon Miniature Football Association Limited
10. Sail Training Association of Hong Kong Limited
11. The Chinese Football Association of Hong Kong Limited
12. The Citizen Athletic Association Limited
13. The Hong Kong Winter Swimming Association
14. The Outward Bound (Alumni) Association of Hong Kong Limited
15. The Scout Association of Hong Kong
16. Unicycling Association of Hong Kong, China

Note: This list of eligible sports organisations is not exhaustive (e.g. affiliated club members of NSAs are not listed here) and will be updated from time to time by HAB. Affiliated club members of NSAs must provide proofs of their status, e.g. letter(s) issued by NSAs to indicate their validity of affiliation, to be eligible for the Scheme.

**Opening up School Facilities
for Promotion of Sports Development Scheme
(2019/20 School Year)
Workflow**



**Opening up School Facilities
for Promotion of Sports Development Scheme
(2019/20 School Year)**

Subsidy to Schools

With EDB's approval for hiring school facilities under the Scheme, participating schools will receive a subsidy to support hiring out their facilities to sports organisations to hold sports programmes. The subsidy is \$30,000 for the first programme^{Note} and \$20,000 for each subsequent programme organised by the sports organisation in the 2019/20 school year. The subsidy is capped at \$130,000 per school for the 2019/20 school year (i.e. a maximum of 6 programmes will be subsidised). Details are as follows:

Number of sports programme	Total amount of subsidy to be received by the school
1 programme	\$30,000
2 programmes	\$50,000
3 programmes	\$70,000
4 programmes	\$90,000
5 programmes	\$110,000
6 or more programmes	\$130,000

Note: At least a total of 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme. The minimum duration per session is one hour.

Disbursement Arrangement

The subsidy will be disbursed to aided, caput and DSS schools in October 2019, April and July 2020. For government schools, the subsidy will be provided in the form of budget allocation in two batches in October 2019 and April 2020. The final amount of subsidy payable to each school will be subject to the actual number of programmes **successfully organised** under the Scheme in the 2019/20 school year as confirmed by sports organisations with HAB by **30 June 2020**. Adjustment on the amount of subsidy will be made in the final instalment, if necessary.

Accounting Arrangement

Schools are required to keep a separate ledger account for the subsidy to record all allocation/income and expenditure chargeable to the subsidy. Relevant expenses incurred in connection with the hiring of school facilities under the Scheme to sports organisations such as hiring extra manpower (including salaries, Mandatory Provident Fund etc.), strengthening security measures, defraying additional utility costs, carrying out urgent minor repair works,

etc. should be met by the subsidy and no additional subsidy would be provided to cover such expenses. Please note that only expenses incurred on the hiring of school facilities under the Scheme to sports organisations could be charged to the subsidy account. Any deficit should not be charged to government funds. For government schools, expenditure should be charged to the user code assigned and the expenditure in a financial year could not exceed the allocation in that year. Unspent balance of the allocation for government schools will lapse at the end of the 2019/20 school year. For aided, caput and DSS schools, unspent balance of the subsidy in the ledger account as at 31 August each year will be clawed back based on schools' annual audited accounts. Transfer of funds out of this subsidy is not allowed.