

Education Bureau Circular Memorandum No. 82/2023

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(SA3)/SA/POL/6/1/1(II)

Date: 3 July 2023

Opening up School Facilities for Promotion of Sports Development Scheme (2023/24 School Year)

Summary

This circular memorandum serves to inform the public sector schools and schools under the Direct Subsidy Scheme (DSS) of the enhancement measures under the “Opening up School Facilities for Promotion of Sports Development Scheme” (the Scheme) implemented by Culture, Sports and Tourism Bureau (CSTB) and Education Bureau (EDB) in the 2023/24 school year and invite the schools to participate in the Scheme.

Background

2. The Government has all along been encouraging schools to open up their facilities for hire to outside organisations to foster collaboration between schools and the community. According to the Policy Address announced in 2017, public sector schools are encouraged to further open up their facilities so as to encourage students to develop a healthy sporting habit.

3. To take forward the initiative, the former Home Affairs Bureau and EDB jointly launched the Scheme in the 2017/18 school year to encourage public sector schools to open up school facilities for sports organisations to hold sports programmes. Various enhancement measures have been implemented since the 2018/19 school year, which include extending the Scheme to DSS schools; increasing the subsidy rates for schools; allowing non-profit organisations with track records of running sports programmes in schools and the community to participate in the Scheme; and inviting participating schools to apply for subsidies under the Sir David Trench Fund to set up or improve sports facilities of the schools to further promote sports development at the community level.

Details

4. Under the Scheme, schools are encouraged to open up their campus 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 use by sports organisations to hold sports programmes during weekends, school holidays and/or after school hours from 1 September 2023 to 31 August 2024. Within the aforesaid period, participating schools should open up the facilities concerned 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. Participating schools may also 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 facilities made available for hire must be safe and in good condition.

5. To enhance and cultivate a sporting culture in schools, sports organisations offering programmes under the Scheme for members of the community are required to reserve at least one-fourth of the places in each sports programme for priority enrolment of students, teachers and/or parents of the participating school who meet the technical requirement(s) (if any) of the sports programme. This arrangement enables schools to enhance students' and relevant stakeholders' participation in sports and would optimise the use of resources for the promotion of sports development.

6. Eligible sports organisations, including “national sports associations” (NSAs) (including relevant affiliated club members), “district sports associations” (DSAs), other sports organisations provided by CSTB and sports organisations being subvented under Leisure and Cultural Services Department (LCSD)’s Pilot Scheme on Subvention for New Sports 2023-24, are set out at [Annex 1](#). Sports organisations participating in the Scheme are required to observe the conditions on the use of school facilities and make necessary arrangements to protect schools against any claims, losses or damages which may be incurred due to the hirers’ act of negligence. For details of the conditions on the use of school facilities, please refer to Part C of Section I at [Annex 2](#).

¹ The minimum duration of each session is one hour.

Enhancement Measures for the 2023/24 School Year

7. To further enhance the Scheme and encourage more schools to open up their campus facilities for sports activities with a view to facilitating collaboration between schools and community and strengthening the promotion of sports, CSTB and EDB will introduce the following enhancement measures in the 2023/24 school year:

- (a) The subsidy to support schools in opening up facilities to sports organisations will be increased from \$30,000 to \$40,000 for the first programme, and from \$20,000 to \$30,000 for each subsequent programme. The subsidy cap will be increased from \$130,000 to \$190,000 per school in each school year;
- (b) Sports organisations being subvented under LCSD's "Pilot Scheme on Subvention for New Sports" in 2023-24 will be included in the list of sports organisations that are eligible for the Scheme;
- (c) The ambit of the subsidy disbursed to each school would be expanded to cover expenditure related to the promotion of sports in the school (such as expenditure spent on the arrangement of additional sports activities for students, improvement of the school's sports facilities and purchase of other sports equipment); and
- (d) Schools are allowed to retain the subsidies up to an accumulated level not exceeding the total provision of the subsidies disbursed for the school year (applicable to aided, caput and DSS schools)/ financial year (applicable to government schools) and carry it forward for use in the subsequent school year/ financial year.

Application Procedures

8. Schools that intend to participate in the Scheme should complete the form "Application for Participation" at Annex 3 and return the duly completed form to their respective Chief School Development Officer on or before **31 July 2023**. Schools that participated in the Scheme previously and would like to participate again in the 2023/24 school year are still required to submit a new application by completing Annex 3 and return it to EDB in the same manner. A consolidated list of school facilities available for hire will be forwarded via CSTB to eligible sports organisations from **17 July 2023**.

9. We encourage sports organisations, including NSAs and their affiliated club members, DSAs, other eligible sports organisations, and organisations fulfilling the eligibility criteria listed in Annex 1 that are interested in hiring school facilities from participating schools to contact the schools concerned directly for detailed information on the use of the facilities. Schools may also liaise with the interested sports organisations for discussion about the intended use of the facilities concerned, time slots available and details of the programmes planned, etc.

10. Interested sports organisations should submit the form “Application for Hiring of School Facilities by Sports Organisation” (Section I of Annex 2) to CSTB and EDB, with a copy to the schools concerned, on or before **11 August 2023**. Upon CSTB’s confirmation on the eligibility of the sports organisations, EDB will inform the schools concerned of the results on or before **15 August 2023**. Participating schools reserve the right and discretion on whether or not to accept the application from the sports organisations. Schools are requested to confirm their acceptance of the applications by completing Section II of Annex 2 and return it to EDB on or before **23 August 2023**. CSTB will notify the sports organisations of the application results on or before **30 August 2023**. The workflow for processing applications under the Scheme in the 2023/24 school year is at Annex 4.

Subsidies Arrangement

11. With the approval for hiring school facilities given by EDB on or before **30 August 2023**, participating schools will be given a subsidy of \$40,000 for launching the first programme and \$30,000 for each subsequent programme (if any), up to a maximum of \$190,000 per school in the 2023/24 school year (i.e. a maximum of 6 programmes will be subsidised). The subsidies can be used for hiring extra manpower, strengthening security measures, defraying additional utility costs, replacing or acquiring equipment/appliances needed, carrying out urgent minor repair works, etc., in relation to the approved sports programmes. Schools can also spend the subsidies on expenditure related to promotion of sports in the schools (such as expenditure spent on the arrangement of additional sports activities for students, improvement of schools’ sports facilities and purchase of other sports equipment).

12. To ensure proper and prudent use of the subsidies, sports organisations are required

to confirm with CSTB before **28 June 2024** on the actual number of programmes organised in the 2023/24 school year before final payment of subsidies is released to participating schools². Details of the subsidy are provided at [Annex 5](#).

Main Fund of the Sir David Trench Fund for Recreation

13. Schools that have successfully hired out their facilities to sports organisations will be eligible to apply for subsidies under the two categories of the Sir David Trench Fund for Recreation (Main Fund) in 2023-24, namely (i) Capital Works Project and (ii) Special Project. The Capital Works Project provides a grant up to \$0.7 million for schools to build new sports facilities, while the Special Project provides a grant ranging from \$0.7 to \$4 million for schools to carry out minor works for the construction and improvement of their sports facilities, as well as to purchase sports equipment. Interested schools should submit their completed applications, together with the supporting documents, directly to the Secretariat of the Fund **before 31 August 2023**. Each school is only allowed to submit an application for either funding category per school year. Depending on the application results, successful applicants must enlist the facilities subsidised by the Fund to be opened up under the Scheme for three consecutive years upon completion of works. The arrangement fosters the collaboration between the schools and the community, with a view to promoting sports in the community. Application results will be announced by December 2023. Schools may download the funding guidelines and application form of the Sir David Trench Fund for Recreation (Main Fund) from the links below.

Details for the Sir David Trench Fund for Recreation (Main Fund)		
<u>Guidelines for Application</u>		
Capital Works Project	<u>Important Notes</u>	<u>Application Form</u>
Special Project	<u>Important Notes</u>	<u>Application Form</u>

² Schools are held responsible to verify and duly sign the “Programme Report” prepared by the sports organisations by 28 June 2024 to confirm the number of completed programme(s), the respective number of hours and the number of participants under each completed programme. CSTB will provide the sports organisations with the template of the Programme Report.

Levying Charges for Hire of Accommodation

14. Participating schools are 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 caput schools and DSS schools, so as to make the charges more affordable for the non-profit making sports organisations and to demonstrate schools' support in promoting sports at the community level. If circumstances warrant, schools may also waive the charge altogether. Please refer to the EDB Internal Circular No. 6/2005, EDB Circular No. 5/2011 and the Guidelines for Levying Charges for Hire of Accommodation in Aided Schools posted on EDB homepage at <https://www.edb.gov.hk/en/student-parents/sch-info/fees-charges-in-sch/aided-sch/index.html>.

Enquiry

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

Ms Rio CHEUNG
for Secretary for Education

c.c. Heads of Sections – for information

**Opening up School Facilities
for Promotion of Sports Development Scheme
List of Eligible Organisations ^{Note}
(2023/24 School Year)
(As at June 2023)**

National Sports Associations¹

1. Cheerleading Federation of Hong Kong China Limited
2. China Hong Kong Mountaineering and Climbing Union
3. Chinese Young Men's Christian Association of Hong Kong
4. Cricket Hong Kong, China Limited
5. DanceSport Association of Hong Kong, China Limited
6. Esports Association of Hong Kong, China Limited
7. Flying Disc Federation of Hong Kong, China Limited
8. Golf Association of Hong Kong, China Limited
9. Handball Association of Hong Kong, China Limited
10. Health Qi Gong Association of Hong Kong, China Limited
11. Hong Kong Archery Association
12. Hong Kong Aviation Club Limited
13. Hong Kong Badminton Association Limited
14. Hong Kong Basketball Association
15. Hong Kong Billiard Sports Control Council Co. Limited
16. Hong Kong Boxing Association
17. Hong Kong Canoe Union
18. Hong Kong Chess Federation Limited
19. Hong Kong China Bodybuilding and Fitness Association
20. Hong Kong China Dragon Boat Association
21. Hong Kong China Korfball Association Limited
22. Hong Kong China Paragliding Association Limited
23. Hong Kong China Shooting Association
24. Hong Kong China Skating Union Limited
25. Hong Kong China Swimming Association

¹ Refers to “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China, including the NSAs that are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department. The list of NSAs at Annex 1 is as of June 2023 and is provided for reference only.

26. Hong Kong Chinese Chess Association
27. Hong Kong Chinese Martial Arts Dragon and Lion Dance Association Limited
28. Hong Kong Contract Bridge Association Limited
29. Hong Kong Equestrian Federation
30. Hong Kong Federation of Roller Sports Limited
31. Hong Kong Fencing Association
32. Hong Kong Ice Hockey Association Limited
33. Hong Kong Kendo Association Limited
34. Hong Kong Little League Limited
35. Hong Kong Miniature Football Association Limited
36. Hong Kong Netball Association
37. Hong Kong Rugby Union
38. Hong Kong Sailing Federation
39. Hong Kong Shuttlecock Association Limited
40. Hong Kong Softball Association
41. Hong Kong Sports Association for Persons with Intellectual Disability
42. Hong Kong Sports Association for the Physically Disabled
43. Hong Kong Squash
44. Hong Kong Taekwondo Association
45. Hong Kong Tenpin Bowling Congress Limited
46. Hong Kong Tug of War Association Limited
47. Hong Kong Underwater Association Limited
48. Hong Kong, China Association of Athletics Affiliates Limited
49. Hong Kong, China Automobile Association
50. Hong Kong, China Gateball Association Company Limited
51. Hong Kong, China Lacrosse Association Limited
52. Hong Kong, China Rowing Association
53. Hong Kong, China Table Tennis Association Limited
54. Hong Kong, China Waterski Association Limited
55. Hong Kong, China Wushu Union Limited
56. Karting Association of Hong Kong, China Limited
57. Lawn Bowls Association of Hong Kong, China
58. Muaythai Association of Hong Kong, China Limited
59. Orienteering Association of Hong Kong
60. Physical Fitness Association of Hong Kong, China Limited
61. Ski Association of Hong Kong, China Limited

62. South China Athletic Association
63. Sport for All Confederation of Hong Kong, China Limited
64. Sports Medicine & Sports Science Association of Hong Kong, China Limited
65. The Baseball Association of Hong Kong, China Limited
66. The Cycling Association of Hong Kong, China Limited
67. The Football Association of Hong Kong, China Limited
68. The Go Association of Hong Kong, China Limited
69. The Gymnastics Association of Hong Kong, China
70. The Hong Kong Hockey Association
71. The Hong Kong Life Saving Society
72. The Hong Kong Schools Sports Federation
73. The Hong Kong Society for the Deaf
74. The Hong Kong Weightlifting and Powerlifting Association Limited
75. The Hong Kong, China Tennis Association Limited
76. The Judo Association of Hong Kong, China
77. The Karatedo Federation of Hong Kong, China Limited
78. The University Sports Federation of Hong Kong, China
79. Triathlon Association of Hong Kong China Limited
80. Victoria Recreation Club
81. Volleyball Association of Hong Kong, China Limited
82. Windsurfing Association of Hong Kong, China
83. Woodball Association of Hong Kong, China Limited

District Sports Associations²

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

² Refers to the 21 district sports associations currently funded by the Home Affairs Department under the Community Sports Subvention Scheme (CSSS).

Other Eligible Sports Organisations Provided by Culture, Sports and Tourism Bureau (CSTB)

1. Happy Valley Athletic Association Limited
2. Floorball Federation of Hong Kong, China Limited
3. HK Chinese Amateur Swimming Association
4. Hong Kong Dance Federation Limitedng Kong Dance Federation Limited
5. Hong Kong Darts Association
6. Hong Kong Kin-Ball Association Limited
7. Hong Kong Rope Skipping Association, China Limited
8. Hong Kong Surf and Standup Paddle Association Limited
9. Hong Kong Tai Chi Association
10. Hong Kong Teachers' Association
11. Hong Kong Tug-of-War Association Limited
12. Kowloon Miniature Football Association Limited
13. Multi Bowls Association of Hong Kong, China
14. Sail Training Association of Hong Kong Limited
15. Sepaktakraw Federation of Hong Kong, China Limited
16. Tchoukball Association of Hong Kong, China Limited
17. The Chinese Football Association of Hong Kong Limited
18. The Citizen Athletic Association Limited
19. The Hong Kong Winter Swimming Association
20. The Outward Bound (Alumni) Association of Hong Kong Limited
21. The Scout Association of Hong Kong
22. Unicycling Association of Hong Kong, China

Sports Organisations being Subvented under Leisure and Cultural Services Department's "Pilot Scheme on Subvention for New Sports 2023-24"

1. Dodgeball Association of Hong Kong, China Limited
2. Hong Kong Dodgeball Association Limited
3. Hong Kong Kabaddi Federation Limited
4. Hong Kong Kyudo Association
5. Hong Kong Paragliding Association Limited
6. Hong Kong Sport Stacking Association Limited
7. Hong Kong Sports Performance and Strength & Conditioning Association Limited
8. Hong Kong VX Association Limited
9. Molky Association of Hong Kong, China Limited
10. Pickleball Sport Association of Hong Kong, China Limited
11. Sambo Federation of Hong Kong China Limited
12. The Kurash Federation of Hong Kong China Limited
13. World Nunchaku Association (HKNA) Limited

Other organisations that intend to participate in the Scheme have to fulfil the eligibility criteria below -

- (1) registered under the Companies or Societies Ordinance, and has Articles of Association or club constitution;
- (2) a non-profit-making organisation;
- (3a) running school sports programmes in 3 consecutive years within the recent 5 years (i.e. since 2017/18 school year) in at least 5 schools (not necessarily the same school) with at least 5,000 participants in total each year; **OR**
- (3b) running territory-wide sports programmes in 3 consecutive years within the recent 5 years (i.e. since 2017) with a total of 10,000 participants each year, including programmes in 2 schools with at least 1,000 participants in total each year; **AND**
- (4) able to provide supporting letter(s) or written recommendation from partnering schools to demonstrate the applicant organisation's ability to run sports programmes in schools satisfactorily.

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 CSTB. 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
Application for Hiring of School Facilities by Sports Organisation¹
(2023/24 School Year)**

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

Please return this form by fax to Culture, Sports and Tourism Bureau (CSTB) on or before **11 August 2023**, with a copy to School Administration 3 Section of Education Bureau (EDB) and the school in Part B.

To: Sports and Recreation Branch, CSTB
cc: School Administration 3 Section, EDB
The school in Part B

Fax no.: 2802 0252
Fax no.: 3188 9865
Fax no.: _____

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 CSTB / sports organisations being subvented under LCSD ’s “Pilot Scheme on Subvention for New Sports 2023-24”/ other eligible organisations³ (*Please delete as appropriate)

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

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

Address : _____

Email : _____ Fax No. : _____

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

Part B: School Facilities Required⁴

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> <i>Playground</i> <i>(1)</i>	<i>Basketball Training Course (Teenagers aged 12 to 14)</i>	<i>6/10/2023 (Fri)</i> <i>13/10/2023 (Fri)</i> <i>20/10/2023 (Fri)</i> <i>27/10/2023 (Fri)</i> <i>3/11/2023 (Fri)</i> <i>10/11/2023 (Fri)</i>	<i>17/11/2023 (Fri)</i> <i>24/11/2023 (Fri)</i> <i>1/12/2023 (Fri)</i> <i>8/12/2023 (Fri)</i> <i>15/12/2023 (Fri)</i> <i>22/12/2023(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 June 2023, 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” specified at Annex 1; (d) other sports organisations provided by CSTB specified at Annex 1; (e) sports organisations being subvented under the LCSD’s “Pilot Scheme on Subvention for New Sports 2023-24” and (f) other eligible organisations.

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 Relevant eligibility criteria are specified in Annex 1.

⁴ Please refer to Annex 3 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 activity 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 at least 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 sports programme.
9. The sports organisation shall submit a programme report to CSTB for each programme organised under the Scheme within **two months** after the end of the programme.
10. The sports organisation shall confirm with CSTB the actual number of sports programmes organised and the respective number of hours completed in each of the programmes by submitting the “Programme Report” that is verified and duly signed by the partnering school before 28 June 2024. CSTB will provide a template of the Programme Report to the sports organisations via email. The sports organisation shall report to EDB and CSTB as soon as possible in case the sports programme(s) is cancelled.
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 sports organisation must follow the instructions provided by CSTB and EDB to report accurate information on any completed programme(s).

18. The sports organisation must ensure that any person being permitted to enter the school during the hired period shall observe the legal requirements under Hong Kong Special Administrative Region.
19. 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, have read and agreed with the content of Personal Information Collection Statement included in the last page of this application form.

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 Culture, Sports and Tourism Bureau (CSTB) on or before **23 August 2023**.

To: School Administration 3 Section, EDB
 cc: Recreation and Sport Branch, CSTB

Fax no.: 3188 9865
 Fax no.: 2802 0252

I, on behalf of _____ (Name of the school)
 [(4-digit Treasury School Code)], 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 (please use a separate sheet if there is not enough space):

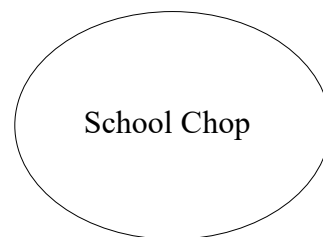
No.	Name of programme(s) & target participants	Facilities & number	Dates		Time & duration of each session (a)	No. of sessions (b)	Duration of programme C=(a)x(b)	Details of Charges & Total Charges
e.g.	Basketball Training Course (Teenagers aged 12 to 14)	Playground (1)	13/10/2023 (Fri) 20/10/2023 (Fri) 27/10/2023 (Fri) 3/11/2023 (Fri) 10/11/2023 (Fri)	17/11/2023 (Fri) 24/11/2023 (Fri) 1/12/2023 (Fri) 8/12/2023 (Fri) 15/12/2023 (Fri) 22/12/2023(Fri)	5:00pm to 7:00pm (2 hours)	12	24 hours [Note: 24 hours for each programme]	\$315 (per 2-hour session) x 12 = \$3,780
1								
2								
3								

Note: Schools are held responsible to verify and duly sign the “Programme Report” prepared by the sports organisation(s) by 28 June 2024 to confirm the number of completed programme(s), the respective number of hours and participants under each completed programme.

Signature of School Representative : _____

Name of School Representative : _____

Date : _____



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

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for processing your application for the Opening up School Facilities for Promotion of Sports Development Scheme (2023/24 School Year), issuing relevant result notifications, future contact, statistics and event opinion surveys, as well as the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279).
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application / notification mentioned in (1) above.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureaux and departments, including Culture, Sports and Tourism Bureau, for the purposes mentioned in paragraph 1 above;
 - (b) the schools and the sports organisations in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to School Administration 3 Section of Education Bureau [Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong].

**Opening up School Facilities
for Promotion of Sports Development Scheme
Application for Participation
(2023/24 School Year)**

To: Chief School Development Officer (_____) (Please fill in the name of district)
(Please return by fax **on or before 31 July 2023** to the Education Bureau)

Name of School (District): _____ (_____)

Address: _____

Section I

Our school wishes to apply for the above Scheme in the 2022/23 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)
<i>e.g.</i> <input checked="" type="checkbox"/> <i>Open Playground (1)</i>	<i>About 550</i>	<i>A multipurpose court with marking lines which can be used as basketball court with basketball rims or volleyball court with volleyball net (1)</i>	<i>Without lighting</i>	<i>315 per 2-hour session</i>	<i>(1) 7/10/2023 to 16/12/2023 Every Saturday except 9/12/2023;</i>	<i>10:30 am to 12:30 pm and 3:30 pm to 5:30 pm</i>
<input checked="" type="checkbox"/> <i>Covered Playground (1)</i>	<i>About 600</i>	<i>Table tennis tables (2)</i>	<i>With lighting</i>	<i>320.5 per 2-hour session</i>	<i>(2) 8/4/2024 to 19/4/2024 and (3) 6/7/2024 to 18/8/2024 Every Saturday and Sunday except 7/7/2024</i>	
<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) _____						

I have read and understood EDBCM No.82/2023 regarding "Opening up School Facilities for Promotion of Sports Development Scheme (2023/24 School Year)" and agreed with the content of the Personal Information Collection Statement included in the last page of this application form.

Signature of Principal: _____

Name of Principal: _____

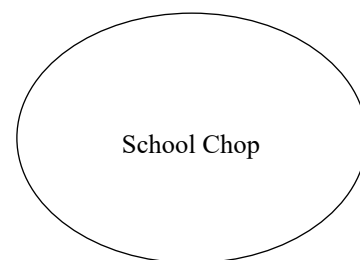
Contact Person (Position Held): _____ (_____)

Phone No. [Note 4]: _____

Fax No.: _____

Email of Contact Person: _____

Date: _____



School Chop

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 summer vacation to ensure sports organisations could reach the schools' representatives direct.

Section II (To be completed by School Administration 3 Section of EDB)

To: _____ (School in Section I)

With verification of the eligibility of the sports organisation by Culture, Sports and Tourism Bureau, approval is given for your school to hire out the facilities to the sports organisation specified below. Please refer to the table below for details on the programme and the total amount of subsidy to be received by your school.

Name of sports organisation	Type of sports	Number of programmes	Total amount of subsidy	Remarks

Signature of EDB Representative : _____

Name of EDB Representative : _____

Date : _____



c.c. Senior Treasury Accountant (Management Services)1

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for processing your application for the Opening up School Facilities for Promotion of Sports Development Scheme (2023/24 School Year), issuing relevant result notifications, future contact, statistics and event opinion surveys, as well as the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279).
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application / notification mentioned in (1) above.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureaux and departments, including Culture, Sports and Tourism Bureau, for the purposes mentioned in paragraph 1 above;
 - (b) the schools and the sports organisations in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to School Administration 3 Section of Education Bureau [Address: 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong].

**Opening up School Facilities
for Promotion of Sports Development Scheme
Application Workflow for the 2023/24 School Year**

Workflow		Date / deadline
1	Education Bureau (EDB) to issue Circular Memorandum and application for the Scheme in the 2023/24 school year is open.	3 July 2023
2	<u>Schools</u> to complete application form (Annex 3) and return it by fax to the respective Chief School Development Officer.	31 July 2023
3	Culture, Sports and Tourism Bureau (CSTB) to pass the list of participating schools and facilities available to sports organisations, sports organisations may also contact schools directly for detailed information.	From 17 July 2023
4	Sports organisations to complete Section I of Annex 2 and return it by fax to CSTB, with a copy to EDB and the schools concerned.	11 August 2023
5	Schools to confirm acceptance of applications from sports organisations via EDB.	15 August 2023
6	<u>Schools</u> to complete Section II of Annex 2 and return it by fax to EDB, with a copy to CSTB.	23 August 2023
7	CSTB to announce application results to sports organisations. EDB to give approval to schools concerned to hire out facilities under the Scheme.	30 August 2023
8	Sports programmes under the Scheme in the 2023/24 school year begin. Schools concerned will be given a subsidy of \$40,000 for launching the first programme and \$30,000 for each subsequent programme, up to a maximum of \$190,000 per school in the 2023/24 school year.	1 September 2023 to 31 August 2024
9	Sports organisations to fill in the “Programme Report”. <u>Schools</u> to verify and duly sign the “Programme Report” prepared by the sports organisation(s) to confirm the number of completed programme(s), the respective number of hours and participants under each completed programme. Sports organisations to confirm with CSTB on the actual number of programmes organised in this school year.	28 June 2024

**Opening up School Facilities
for Promotion of Sports Development Scheme
(2023/24 School Year)**

Subsidy to Schools

Schools approved for hiring out school facilities under the Scheme will receive a subsidy to support hiring out their facilities to sports organisations to hold sports programmes. In the 2023/24 school year, schools hiring out their facilities to sports organisation will receive a subsidy of \$40,000 for the first programme and \$30,000 for each subsequent programme. The subsidy is capped at \$190,000 per school for the 2023/24 school year (i.e. a maximum of 6 programmes will be subsidised). Details are as follows:

Number of sports programme ^{Note}	Total amount of subsidy to be received by the school
1 programme	\$40,000
2 programmes	\$70,000
3 programmes	\$100,000
4 programmes	\$130,000
5 programmes	\$160,000
6 or more programmes	\$190,000

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 2023, April and July 2024. For government schools, the subsidy will be provided in the form of budget allocation in two batches in October 2023 and April 2024. 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 2023/24 school year as confirmed by sports organisations with Culture, Sports and Tourism Bureau by **28 June 2024**. 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, replacing or acquiring

equipment/appliances needed, carrying out urgent minor repair works, etc., should be met by the subsidy and no additional subsidy would be provided to cover such expenses. Schools are also allowed to spend the subsidies disbursed on expenditure related to the promotion of sports in the schools (such as expenditure spent on the arrangement of additional sports activities for students, improvement of schools' sports facilities and purchase of other sports equipment). Please note that only expenses incurred on the hiring out of school facilities under the Scheme to sports organisations or relevant expenditure spent on the promotion of sports development in schools 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. Aided, caput and DSS schools can retain the subsidies for use in the subsequent school year up to an accumulated level not exceeding the total provision of the subsidies disbursed in the respective school year. Any surplus in excess should be returned to EDB. Based on schools' audited annual accounts, EDB will claw back any surplus in excess. The arrangement for government schools is basically the same as that of the aided, caput and DSS schools but the subsidies will be calculated based on the financial year. Government schools can retain the subsidies for use in the subsequent financial year up to an accumulated level not exceeding the total provision of the subsidies in the respective financial year. Any surplus in excess will be cancelled by the end of the financial year concerned. Transfer of funds out of this subsidy is not allowed.