

Education Bureau Circular Memorandum No. 89/2024

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(IV)

Date: 8 May 2024

Opening up School Facilities for Promotion of Sports Development Scheme (2024/25 School Year)

Summary

This circular memorandum serves to invite public sector schools (including government schools, aided schools 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) by Culture, Sports and Tourism Bureau (CSTB) and Education Bureau (EDB) in the 2024/25 school year.

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 refine the Scheme and encourage more schools to open up their facilities for holding sports activities with a view to facilitating collaboration between schools and the community and strengthening

the promotion of sports, starting from the 2023/24 school year, CSTB and EDB have further increased the subsidy rates for schools, included more eligible sports organisations, broadened the ambit of the subsidy, and extended the usage period of the relevant subsidy.

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 court, sports ground, classroom and soccer pitch, etc.) 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 2024 to 31 August 2025. 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 provided by CSTB, including “national sports associations” (NSAs) (including relevant affiliated club members), “district sports associations” (DSAs), sports organisations being subvented under Leisure and Cultural Services Department (LCSD)’s Pilot Scheme on Subvention for New Sports 2024-25, etc., are set out at [Annex 1](#). Sports organisations participating in the Scheme are required to sign and observe the “Conditions of Use of School Facilities” to commit their full compliance with the conditions set out 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

¹ The minimum duration of each session is one hour.

facilities, please refer to Part C of Section I at [Annex 2](#).

Application Procedures

7. Schools intending to participate in the Scheme should complete the “Application Form for Participation” ([Annex 3A](#)) and “Information Form of Facilities Available for Hiring by Sports Organisations” ([Annex 3B](#)) sent by EDB via the Fast Information Transmission System – School Messaging Module (SMM), and return (1) the scanned copy of completed application form bearing the principal’s signature and school chop ([Annex 3A](#)) and (2) softcopy (in MS Excel format) of the information form ([Annex 3B](#)) to EDB via SMM on or before **28 June 2024**. Schools that have participated in the Scheme previously and would like to participate again in the 2024/25 school year are still required to submit a *new* application by completing Annex 3A and 3B, and return them 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 **5 July 2024**.

8. We encourage eligible sports organisations 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, and discuss the intended use of the facilities concerned, time slots available and details of the planned programmes, etc. Schools may also liaise with the interested sports organisations for discussion of the above.

9. Interested sports organisations should submit the form “Application for Hiring of School Facilities by Sports Organisation” (Section I of [Annex 2](#)) to CSTB, with a copy to EDB and the schools concerned, on or before **19 July 2024**. Upon CSTB’s confirmation on the eligibility of the sports organisations, EDB will inform² the schools concerned of the results in **early August 2024**. Having regard to the school-based circumstances and needs, participating schools shall then decide whether or not to accept the application from the sports organisations. Schools are requested to complete Section II of [Annex 2](#) and return it to EDB, with a copy to CSTB, on or before **16 August 2024** to confirm their acceptance of the applications. CSTB will notify the sports organisations of the application results on or before **30 August 2024**. The workflow for processing applications under the Scheme in the 2024/25 school year is at [Annex 4](#).

² EDB generally disseminates information related to the Scheme through SMM. Please refer to the relevant SMM messages for details then.

Subsidy Arrangement

10. With the approval for hiring school facilities given² by EDB on or before **30 August 2024**, 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 2024/25 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, 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 subsidy on expenditure related to promotion of sports in the schools (such as expenditure on arrangement of additional sports activities for students, improvement of schools' sports facilities and purchase of other sports equipment).

11. To ensure proper and prudent use of the subsidy, sports organisations are required to confirm with CSTB before **30 June 2025** on the actual number of programmes organised in the 2024/25 school year before final payment of subsidy is released to participating schools³. Details of the subsidy are provided at [Annex 5](#).

Main Fund of the Sir David Trench Fund for Recreation

12. 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 2024-25, 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 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 30 August 2024**. 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

³ Schools are held responsible to verify and duly sign the "Programme Report" prepared by the sports organisations by 30 June 2025 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.

the community, with a view to promoting sports in the community. Application results will be announced by December 2024. 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>Application Guidelines</u>		
Capital Works Project	<u>Important Notes</u>	<u>Application Form</u>
Special Project	<u>Important Notes</u>	<u>Application Form</u>

Levying Charges for Hire of Accommodation

13. 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 the 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 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

14. 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
(2024/25 School Year)
List of Eligible Organisations ^{Note}
(As at April 2024)**

(a) National Sports Associations¹ (NSAs)

No.	Organisation Name
1.	Archery Association of Hong Kong, China
2.	Badminton Association of Hong Kong, China Limited
3.	Basketball Association of Hong Kong, China Limited
4.	Billiard Sports Council of Hong Kong China Limited
5.	Cheerleading Federation of Hong Kong China Limited
6.	China Hong Kong Mountaineering and Climbing Union
7.	Chinese Chess Association of Hong Kong China
8.	Chinese Martial Arts Dragon and Lion Dance Association of Hong Kong, China Limited
9.	Chinese Young Men's Christian Association of Hong Kong
10.	Cricket Hong Kong, China Limited
11.	DanceSport Association of Hong Kong, China Limited
12.	Dodgeball Association of Hong Kong, China Limited
13.	Esports Association of Hong Kong, China Limited
14.	Flying Disc Federation of Hong Kong, China Limited
15.	Golf Association of Hong Kong, China Limited
16.	Handball Association of Hong Kong, China Limited
17.	Hapkido Hong Kong, China Limited
18.	Health Qi Gong Association of Hong Kong, China Limited
19.	Hockey Hong Kong, China
20.	Hong Kong China Bodybuilding and Fitness Association
21.	Hong Kong China Canoe Union Limited
22.	Hong Kong China Chess Federation Limited
23.	Hong Kong China Dragon Boat Association
24.	Hong Kong China Federation of Roller Sports and Skateboarding Limited
25.	Hong Kong China Korfball Association Limited

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 April 2024 and is provided for reference only.

26. Hong Kong China Life Saving Society
27. Hong Kong China Paragliding Association Limited
28. Hong Kong China Skating Union Limited
29. Hong Kong China Softball Association
30. Hong Kong China Swimming Association
31. Hong Kong China Underwater Association Limited
32. Hong Kong Fencing Association
33. Hong Kong, China Association of Athletics Affiliates Limited
34. Hong Kong, China Automobile Association
35. Hong Kong, China Contract Bridge Association Limited
36. Hong Kong, China Gateball Association Company Limited
37. Hong Kong, China Ice Hockey Association Limited
38. Hong Kong, China Lacrosse Association Limited
39. Hong Kong, China Little League Limited
40. Hong Kong, China Rowing Association
41. Hong Kong, China Rugby
42. Hong Kong, China Shooting Association
43. Hong Kong, China Sports Association for Persons with Intellectual Disability
44. Hong Kong, China Table Tennis Association Limited
45. Hong Kong, China Taekwondo Association Limited
46. Hong Kong, China Tenpin Bowling Congress Limited
47. Hong Kong, China Tug of War Association Limited
48. Hong Kong, China Waterski Association Limited
49. Hong Kong, China Wushu Union Limited
50. Karting Association of Hong Kong, China Limited
51. Lawn Bowls Association of Hong Kong, China
52. Muaythai Association of Hong Kong, China Limited
53. Netball Hong Kong, China Limited
54. Orienteering Association of Hong Kong, China Limited
55. Physical Fitness Association of Hong Kong, China Limited
56. Sailing Federation of Hong Kong, China
57. Shuttlecock Association of Hong Kong, China Limited
58. Ski Association of Hong Kong, China Limited
59. South China Athletic Association
60. Sport for All Confederation of Hong Kong, China Limited

61. Sports Association for the Physically Disabled of Hong Kong, China
62. Sports Medicine & Sports Science Association of Hong Kong, China Limited
63. Squash Association of Hong Kong, China
64. The Aviation Club of Hong Kong, China Limited
65. The Baseball Association of Hong Kong, China Limited
66. The Boxing Association of Hong Kong, China Limited
67. The Cycling Association of Hong Kong, China Limited
68. The Equestrian Federation of Hong Kong, China
69. The Football Association of Hong Kong, China Limited
70. The Go Association of Hong Kong, China Limited
71. The Gymnastics Association of Hong Kong, China
72. The Hong Kong Society for the Deaf
73. The Hong Kong, China Tennis Association Limited
74. The Hong Kong, China Weightlifting and Powerlifting Association Limited
75. The Judo Association of Hong Kong, China
76. The Karatedo Federation of Hong Kong, China Limited
77. The Kendo Association of Hong Kong, China Limited
78. The Miniature Football Association of Hong Kong, China Company Limited
79. The Schools Sports Federation of Hong Kong, China
80. The University Sports Federation of Hong Kong, China
81. Triathlon Association of Hong Kong China Limited
82. Victoria Recreation Club
83. Volleyball Association of Hong Kong, China Limited
84. Windsurfing Association of Hong Kong, China
85. Woodball Association of Hong Kong, China Limited

(b) The registered affiliated club members of the aforesaid NSAs²

² 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.

(c) District Sports Associations³

No.	Organisation Name
86.	The Central and Western District Recreation and Sports Association
87.	Eastern District Recreation and Sports Advancement Association Limited
88.	Islands District Sports Association
89.	Southern District Recreation and Sports Association Limited
90.	Wan Chai District Arts, Cultural, Recreational and Sports Association Limited
91.	Wanchai Sports Federation Limited
92.	Kowloon City District Recreation and Sports Council Limited
93.	Kwun Tong Sports Promotion Association Limited
94.	Sai Kung District Sports Association Limited
95.	Sham Shui Po Sports Association Limited
96.	Wong Tai Sin District Recreation and Sports Council
97.	Yaumatei and Tsimshatsui Recreation and Sports Association Limited
98.	Mong Kok District Cultural, Recreational and Sports Association Limited
99.	North District Sports Association
100.	Sha Tin Sports Association Limited
101.	Tai Po Sports Association Limited
102.	Kwai Tsing District Sports Association Limited
103.	The Federation of Tsuen Wan District Sports and Recreation Association Limited
104.	Tuen Mun Sports Association Limited
105.	Yuen Long District Sports Association Limited
106.	The New Territories Regional Sports Association

³ Refers to the 21 district sports associations currently funded by the Home Affairs Department under the “Community Sports Subvention Scheme” (CSSS).

**(d) Sports Organisations Subvented under Leisure and Cultural Services Department 's
"Pilot Scheme on Subvention for New Sports 2024-25"**

No.	Organisation Name
107.	Floorball Federation of Hong Kong, China Limited
108.	Hong Kong Kin-Ball Association Limited
109.	Multi Bowls Association of Hong Kong, China
110.	Sepaktakraw Federation of Hong Kong, China Limited
111.	Hong Kong Surf and Standup Paddle Association Limited
112.	Tchoukball Association of Hong Kong, China Limited
113.	Hong Kong Dodgeball Association Limited
114.	Hong Kong China Kabaddi Federation Limited
115.	The Kurash Federation of Hong Kong China Limited
116.	Hong Kong Kyudo Association
117.	Molkky Association of Hong Kong, China Limited
118.	World Nunchaku Association (HKNA) Limited
119.	Pickleball Sport Association of Hong Kong, China Limited
120.	Sambo Federation of Hong Kong China Limited
121.	Hong Kong Sport Stacking Association Limited
122.	Sports Performance and Functional Fitness Federation of Hong Kong, China Limited
123.	Hong Kong VX Association Limited

(e) Other Eligible Sports Organisations

No.	Organisation Name
124.	Happy Valley Athletic Association Limited
125.	Hong Kong Chinese Amateur Swimming Association
126.	Hong Kong Dance Federation Limited
127.	Hong Kong Darts Association
128.	Hong Kong Rope Skipping Association, China Limited
129.	Hong Kong Tai Chi Association
130.	Hong Kong Teachers' Association
131.	Kowloon Miniature Football Association Limited
132.	Sail Training Association of Hong Kong Limited
133.	The Chinese Football Association of Hong Kong Limited
134.	The Citizen Athletic Association Limited
135.	The Hong Kong Winter Swimming Association
136.	The Outward Bound (Alumni) Association of Hong Kong Limited
137.	The Scout Association of Hong Kong

(f) Other Eligible Organisations

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;
- (3) running school sports programmes in 3 consecutive years within the recent 5 years (i.e. since 2019/20 school year) in at least 5 schools (not necessarily the same school) with at least 5,000 participants in total each year; OR running territory-wide sports programmes in 3 consecutive years within the recent 5 years (i.e. since 2019) 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.

**Opening up School Facilities for Promotion of Sports Development Scheme
(2024/25 School Year)**

Application for Hiring of School Facilities by Sports Organisation¹

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

Please return this form by email or fax to Culture, Sports and Tourism Bureau (CSTB) on or before **19 July 2024**, with a copy to School Administration 3 Section of Education Bureau (EDB) and the school in Part B.

To: Sports and Recreation Branch, CSTB	Fax no.: 2519 7404
	Email: cstbsr@cstb.gov.hk
cc: School Administration 3 Section, EDB	Fax no.: 3188 9865
	Email: schadm3@edb.gov.hk
The school in Part B	Fax no.: _____
	Email: _____

Part A: Information of the Sports Organisation

Name of Organisation [Number]²:
(e.g. SAR Sports Association [999]) _____

Status of the Organisation*:
(as at the date of this application)
(*please tick “✓” as appropriate)

- | |
- a. national sports association (NSA)
 - b. registered affiliated club member of the NSA³
 - c. district sports association specified at Annex 1
 - d. sports organisations being subvented under LCSD’s “Pilot Scheme on Subvention for New Sports 2024-25” specified at Annex 1
 - e. other eligible sports organization provided by CSTB specified at Annex 1
 - f. other eligible organisations (Applicants are required to submit relevant supporting documents. For details, please refer to Annex 1.)

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: _____

¹ Refers to (a) “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China as at April 2024, including NSAs which are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department (LCSD); (b) registered affiliated club members of the relevant NSAs; (c) “district sports associations” specified at Annex 1; (d) sports organisations being subvented under the LCSD’s “Pilot Scheme on Subvention for New Sports 2024-25”; (e) other eligible sports organisations provided by CSTB specified at Annex 1 and (f) other eligible organisations.

² Please refer to Annex 1 and fill in the corresponding sports organization number (e.g.: SAR Sports Association [999]). For applicants without a corresponding number, please fill in [N/A].

³ 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.

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. Playground (1)</i>	<i>Basketball Training Course (Teenagers aged 12 to 14)</i>	<i>4/10/2024 (Fri) 11/10/2024 (Fri) 18/10/2024 (Fri) 25/10/2024 (Fri) 1/11/2024 (Fri) 8/11/2024 (Fri)</i>	<i>15/11/2024(Fri) 22/11/2024 (Fri) 29/11/2024 (Fri) 6/12/2024 (Fri) 13/12/2024 (Fri) 20/12/2024(Fri)</i>	<i>5:00pm to 7:00pm (2 hours)</i>	<i>12 (24 hours)</i>	<i>Total: 25 Officials: 5 Participants: 20</i>

⁴ A consolidated list of school facilities available for hire had been forwarded via CSTB to eligible sports organisations. Please refer to 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 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.
2. 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.
3. Unless with prior approval of the school, the hired facilities shall only be used for the designated programme(s) specified in Part B. The school facilities shall only be used by approved sports organisation and shall not be sublet to other organisations/individuals. All users must leave the school at the end of each session specified in Part B.
4. 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.
5. Eating and drinking shall not be permitted inside the activity areas. Smoking is strictly prohibited in school.
6. Users shall maintain cleanliness of the venue throughout the sports activity. Before returning the hired venue, users shall clean up all waste and restore all facilities to their original conditions.
7. 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).
8. If a confirmed session has to be cancelled by the school owing to inclement weather or other circumstances in accordance with Condition 7, 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.
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 **30 June 2025**. 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 school 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. CSTB may immediately terminate the programme upon the occurrence of any of the following events:
 - (a) the sports organisation has engaged or is engaging in acts or activities that constitute or cause, or are likely to constitute or cause, the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
 - (b) the continued implementation of the programme by the sports organisation is contrary to the interest of national security; or
 - (c) CSTB reasonably believes that any of the events mentioned above is about to occur.
20. If the sports organisation does not observe any of the aforementioned Conditions of Use, the school may prohibit its entry to the school and use of school facilities, or terminate the hiring of the relevant facilities at any time.

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)

Upon CSTB's confirmation on the eligibility of the sports organisations, EDB will inform the schools concerned of the results in early August 2024. Please return this form (Section II) by fax/email/via the Fast Information Transmission System – School Messaging Module (SMM) to EDB, with a copy to CSTB on or before **16 August 2024**.

To: School Administration 3 Section, EDB

Fax no.: 3188 9865

Email: schadm3@edb.gov.hk

cc: Recreation and Sport Branch, CSTB

Fax no.: 2519 7404

Email: cstbsr@cstb.gov.hk

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):

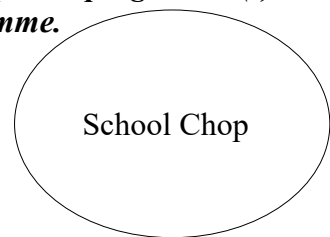
No.	Name of programme(s) & target participants	Facilities & number	Dates		Time & duration of each session (a)	No. of sessions (b)	Duration of programme C=(a)x(b)	Details of Charges & Total Charges
e.g.	Basketball Training Course (Teenagers aged 12 to 14)	Playground (1)	4/10/2024 (Fri) 11/10/2024 (Fri) 18/10/2024 (Fri) 25/10/2024 (Fri) 1/11/2024 (Fri) 8/11/2024 (Fri)	15/11/2024(Fri) 22/11/2024 (Fri) 29/11/2024 (Fri) 6/12/2024 (Fri) 13/12/2024 (Fri) 20/12/2024(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 30 June 2025 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 (2024/25 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 paragraph 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 CSTB, 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
(2024/25 School Year)
Application Form for Participation**

To: School Administration 3 Section, Education Bureau (EDB)
(Please submit (1) scanned copy of the completed application form (Annex 3A) bearing the principal's signature and school chop and (2) soft copy (in MS Excel format) of the "Information Form of Facilities Available for Hiring by Sports Organisations" (Annex 3B) to EDB via the "Fast Information Transmission System – School Messaging Module" (SMM) on or before **28 June 2024.**)

Name of School (District): _____ (_____)

Address: _____

Our school wishes to apply for the above Scheme in the 2024/25 school year to open up our school facilities to sports organisations. Please refer to the attached MS Excel document – "Information Form of Facilities Available for Hiring by Sports Organisations" (Annex 3B) for the relevant hiring information.

I have read and understood EDB Circular Memorandum No. 89/2024 regarding "Opening up School Facilities for Promotion of Sports Development Scheme (2024/25 School Year)" and agreed with the content of the Personal Information Collection Statement appended in this application form.

Signature of Principal: _____

Name of Principal: _____

Date: _____

School Chop

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for processing your application for the Opening up School Facilities for Promotion of Sports Development Scheme (the Scheme, 2024/25 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 paragraph 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 authorized/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].

開放學校設施推動體育發展計劃
Opening up School Facilities for Promotion of Sports Development Scheme

附件 3B: 可供體育團體租借設施資料表

Annex 3B: Information Form of Facilities Available for Hiring by Sports Organisations

(請於2024年6月28日或之前把(1)已填妥並附有校長簽署和學校蓋章的「參加計劃申請表」(附件3A)掃描副本及(2)「可供體育團體租借設施資料表」(附件3B)軟複本(MS Excel格式)透過「高效資訊傳遞系統-學校通訊模組」(SMM)交回教育局。)
(Please submit (1) scanned copy of completed application form (Annex 3A) bearing the principal's signature and school chop and (2) soft copy (in MS Excel format) of this "Information Form of Facilities Available for Hiring by Sports Organisations" (Annex 3B) to Education Bureau through the "Fast Information Transmission System – School Messaging Module" (SMM) on or before 28 June 2024.)

註1: 請在可供租借設施的方格內加上「✓」號, 並填寫相關資料。如有需要, 請另列書寫。

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

註2: 請參閱有關租用學校校舍的教育局內部通告第6/2005號(官立學校適用)和教育局通告第5/2011號(資助學校適用), 以及教育局公布的租用官立和資助學校校舍徵收費用指引和建議收費表。

Note 2: Please refer to the EDB Internal Circular No. 6/2005 (applicable to government schools) and EDB Circular No. 5/2011 (applicable to aided schools) 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.

註3: 學校須確保開放有關設施供體育團體租用的時間為周末、學校假期及/或平日課後, 並就每項活動開放相關設施最少達24小時(例如連續12節每節2小時、連續8節每節3小時或連續3節每節8小時), 而每節最少須為1小時。

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.

註4: 請提供在暑假期間可供聯絡之用的電話號碼, 以確保體育團體可與校方代表直接聯繫。

Note 4: Please provide a contact that is reachable during the summer vacation to ensure sports organisations could reach the schools' representatives direct.

學校名稱: Name of School:	地區: (District: _____)
學校地址: School Address:	
聯絡人姓名: Contact Person:	職位: (Position Held: _____)
電話號碼 [註4]: Phone No. [Note 4]: _____	傳真號碼: Fax No.: _____
電郵: Email: _____	

本校有意在2024/25學年參加上述計劃向體育團體開放設施, 租借資料如下:

Our school wishes to apply for the above Scheme in the 2024/25 school year and the relevant hiring information of our school is given below:

編號 Number	設施及數目 [註1] Facilities and Number [Note 1]	面積 (平方米) Area (m ²)	康樂設施/設備及數目 (如球場、可設置乒乓球桌的空間等) Amenities and Number (such as ball courts, space set aside for table tennis, etc.)	其他設備 (如空調、照明等) Utilities (such as air-conditioning, lighting, etc.)	每節收費 (\$) (請註明每節的時數) [註2] Hiring Charge per Session (\$) (please specify the duration of each session) [Note 2]	可舉辦活動的日期 [註3] (由/至) (不包括公眾假期及學校預定舉行活動的日子) Available Dates [Note 3] (from/to) (excluding public holidays and dates with scheduled school events)	可舉辦活動的時間 (由/至) Available Time (from/to)
例 e.g.	<input checked="" type="checkbox"/> 露天操場 Open Playground (1)	約 550	有場地劃線的多用途球場, 可用作籃球場(附設籃球架) 或排球場(附設排球網) (1)	無照明	415 (2小時一節)	由5/10/2024至14/12/2024 (逢星期六, 不包括7/12/2024)	由上午10時30分至下午12時30分及由下午3時30分至下午5時30分
例 e.g.	<input checked="" type="checkbox"/> 有蓋操場 Covered Playground (1)	About 600	Table tennis tables (2)	With lighting	418.5 (per 2-hour session)	(1) 7/4/2025 to 18/4/2025 and (2) 5/7/2025 to 17/8/2025 (Every Saturday and Sunday except 6/7/2025)	10:30 am to 12:30 pm and 3:30 pm to 5:30 pm
1	<input type="checkbox"/> 學校禮堂 School Hall ()						
2	<input type="checkbox"/> 活動室 Activity Room ()						
3	<input type="checkbox"/> 有蓋操場 Covered Playground ()						
4	<input type="checkbox"/> 露天操場 Open Playground ()						
	其他 Others (如運動場、課室及足球場, 如有請在下列註明) (e.g. sports ground, classroom, soccer pitch, please specify below)						
5	<input type="checkbox"/> 其他 Others ()()						
6	<input type="checkbox"/> 其他 Others ()()						
7	<input type="checkbox"/> 其他 Others ()()						
8	<input type="checkbox"/> 其他 Others ()()						
9	<input type="checkbox"/> 其他 Others ()()						
10	<input type="checkbox"/> 其他 Others ()()						

**Opening up School Facilities for Promotion of Sports Development Scheme
(2024/25 School Year)
Application Workflow**

Workflow		Date / deadline
1	Education Bureau (EDB) to issue Circular Memorandum and application for the Scheme in the 2024/25 school year is open.	8 May 2024
2	<u>Schools</u> to submit a scanned copy of the completed Annex 3A and soft copy of Annex 3B (MS Excel format) to the EDB.	28 June 2024
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.	5 July 2024
4	Sports organisations to complete Section I of Annex 2 and return it to CSTB, with a copy to EDB and the schools concerned.	19 July 2024
5	Upon CSTB's confirmation on the eligibility of the sports organisations, EDB will inform the schools concerned of the results.	early August 2024
6	<u>Schools</u> to complete Section II of Annex 2 and return it to EDB, with a copy to CSTB, to confirm acceptance of applications from sports organisations.	16 August 2024
7	CSTB to announce application results to sports organisations. EDB to grant approval to schools concerned to hire out facilities under the Scheme.	30 August 2024
8	Sports programmes under the Scheme in the 2024/25 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 2024/25 school year.	1 September 2024 to 31 August 2025
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.	30 June 2025

Opening up School Facilities for Promotion of Sports Development Scheme (2024/25 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 2024/25 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 2024/25 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 schools, caput schools and DSS schools in October 2024, April and July 2025. For government schools, the subsidy will be provided in the form of budget allocation in two batches in October 2024 and April 2025. 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 2024/25 school year as confirmed by sports organisations with Culture, Sports and Tourism Bureau by **30 June 2025**. Adjustment on the amount of subsidy will be made in the final instalment, if necessary.

Financial and Accounting Arrangement

Schools are required to observe the established principles and requirements on the use of public funds promulgated by Education Bureau (EDB) when using the subsidy. Schools are required to keep a separate ledger account for the subsidy to record all 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, and 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 subsidy 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). All books of accounts, receipts, payment vouchers and invoices, etc. must be kept for at least 7 years by schools for accounting and auditing purposes. Aided schools, caput schools and DSS schools should adhere to EDB's requirements on submission of annual audited accounts set out in the relevant circular memoranda/letters as well as their appendices in preparing ledger accounts and annual accounts. EDB may request schools to provide relevant documents for auditing the use of the subsidy if necessary. Schools failing to provide relevant documents for auditing or not spending the subsidy according to the ambit stated in this circular memorandum will be required to return the disbursed amounts that do not belong to the subsidised items of the subsidy to EDB. 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 be borne by non-government funds; and should not be charged to government funds. For government schools, expenditure should be charged to the user code assigned.

Aided schools, caput schools and DSS schools can retain the subsidy for use in the subsequent school year up to an accumulated level not exceeding the total provision of the subsidy disbursed in the respective school year. Any surplus in excess should be returned to EDB. Based on the schools' annual audited accounts, EDB will claw back any surplus in excess. The arrangement for government schools is basically the same as that of the aided schools, caput schools and DSS schools but the subsidy will be calculated based on the financial year. Government schools can retain the subsidy for use in the subsequent financial year up to an accumulated level not exceeding the total provision of the subsidy in the respective financial year. Any surplus in excess will be cancelled by the end of the financial year concerned. Transfer of funds and/or unspent balance out of this subsidy is not allowed.

In procuring relevant services, items, furniture and equipment, schools are reminded to refer to the Points to Note in the Purchase of Goods/Services in EDB Circular No. 3/2022 "Acceptance of Advantages and Donations by Schools and their Staff" and follow the procurement procedures listed therein. Aided schools and caput schools are also required to follow the procedures and guidelines promulgated in EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and "Guidelines on Procurement Procedures in Aided Schools (June 2023)", while government schools should follow the store and procurement guidelines promulgated in relevant EDB Internal Circulars. DSS schools should follow the guidelines on procurement procedures of aided schools, or the school-based procurement policies formulated upon the endorsement of their School Management Committees/Incorporated Management Committees.