

Urban Sports Funding Scheme (2023/24 School Year)

Application Guide

Summary

This guide aims to set out the details and funding arrangements of the Urban Sports Funding Scheme (the Scheme) and invite the member schools of the Schools Sports Federation of Hong Kong, China (HKSSF) to apply for subsidy under the Scheme in the 2023/24 school year.

Background

In the 2022 Policy Address, to further promote sports in the community, the Chief Executive announced that the Government would collaborate with the sports sector, schools and the business community to promote urban sports which have been gaining popularity among young people in recent years. These urban sports are 3x3 basketball, futsal, breaking, skateboarding, and sport climbing.

The Purpose

The Scheme aims to provide opportunities for 8,000 students (secondary and primary schools) to participate in urban sports training through the provision of direct subsidy to participating schools, and thereby encourage more young people to participate in urban sports and discover their potential; and having regard to feedback from schools and the effectiveness of the Scheme, to assist schools to set up their school teams for taking part in various inter-school competitions.

Funding Scope

1. Each school can organise training courses for the above listed five types of urban sports, and be provided a **maximum of 150 participating student quotas** throughout the school year:
 - 1.1 If a school organises training courses for 3x3 basketball, futsal, or breaking, the school will receive a subsidy of **\$1,000** per participating student.
 - 1.2 If a school organises training courses for skateboarding or sport climbing, the school will receive a subsidy of **\$1,500** per participating student.
2. The subsidies can be used for the following purposes:
 - 2.1 Expenses for hiring coaches / assistant coaches for the training courses;
 - 2.2 Venue rental, equipment rental, lighting equipment, and sound systems;
 - 2.3 Transportation expenses for travelling to off-campus venues using collective transportation means;
 - 2.4 Purchase of necessary sports equipment / gear for use in the training courses. The school should own and keep the sports equipment/gear for future use;
 - 2.5 Additional insurance expenses (if necessary); and
 - 2.6 Other related expenses.

3. The subsidy funds should be used to cover various expenses incurred for organising training courses during the 2023/24 school year, starting from 22 December 2023 (the day after the announcement of the funding approval) and ending before 31 July 2024. All training courses subsidised in Phase 1 should be started on or before 29 February 2024.

Registration Procedures and Approval Criteria

4. The Scheme will be implemented in a school-based format and is available for all member schools of the HKSSF, including secondary schools and primary schools. If both the secondary and primary sections of the same school are HKSSF member schools and intend to submit applications, they must submit separate forms and indicate the school category on the form.

4.1 The registration process is now open for application (Phase 1):
There is no limit on the number of training courses that can be applied for. However, **the number of students participating in each training course should not exceed 20**, and **each training course should have a minimum of 15 hours of training**. Each school can apply for a **maximum of 150 participating student quota** throughout the school year.

4.2 Allocation Criteria:

4.2.1 The target number of participants (8,000) for the year will be evenly distributed among the five types of urban sports, with 1,600 participating students for each sport;

4.2.2 If there are remaining quotas for a specific sport after the deadline and allocation, those quotas will be reallocated evenly to other sports with insufficient quotas. This allows schools to organise training classes for more students;

4.2.3 If the number of student participants for a particular sport exceeds the allocated quota, then:

(i) Each participating school will be granted the first training course of the respective sport based on the priority list of application; and

(ii) If quotas are still available, each participating school will be allocated for the second-listed training course based on the priority list of applications. This process will continue until the target number of participants is reached.

4.2.4 If there are quotas unallocated after the completion of Phase 1 of the application procedure, Phase 2 applications will be invited with details to be announced in due course.

Funding and Administrative Arrangements

5. After completing each training course, the school must submit a report (using the template downloaded from the HKSSF website) and 5 activity photos within 40 days. The report should summarise the arrangements of the training course, the utilisation of funding, and provide a list of participating students. The school must ensure that the attendance rate of each participating student reaches 80% or above.
6. HKSSF will review the report and confirm its compliance with the relevant terms and regulations, and then the approved funds will be disbursed to the school within 60 days after the approval.
7. If the school fails to submit the report within the deadline and does not provide a reasonable explanation, the authorities have the right to withdraw the funding.
8. The school should keep all receipts for planned expenditures and documents for any purchase of equipment/gear. The authorities may request schools to provide relevant documents and records to review the use of funds, or for other related purposes. These documents and records must be kept for at least seven years for inspection when necessary.

Changes of Training Courses

9. If a school makes any changes to the proposed training courses, including but not limited to terminating them during the preparation or implementation stages, the school must submit a written application and explanation to HKSSF before implementing the changes (using the template downloaded from the HKSSF website). If the authorities determine that the termination of the training classes is due to negligence on the part of the school, the authorities have the right not to disburse the funds to the school.

Inspection and Evaluation

10. HKSSF representatives will visit the training courses on-site to inspect and monitor the progress of the training courses. The school is responsible for assisting in arranging relevant observations and visits.

Funding Conditions

11. The school must comply with all prevailing laws and regulations in Hong Kong when organising related training courses, including the "National Security Law", "School Administration Guide", "Code of Aid for Aided Schools", relevant circulars from the Education Bureau, and Independent Commission Against Corruption's "Best Practice Checklist - Governance and Internal Control in Schools".

12. If the recipient of the funding violates any provisions of Hong Kong laws or fails to comply with the terms of the Scheme, the authorities have the rights to suspend the disbursement of funds. Additionally, when the school applies for the next phase, the application may be placed in a lower priority for consideration or even be rejected.

Application

13. We are now inviting applications for the Scheme for the 2023/24 school year. The application form has been uploaded to the HKSSF website (<http://usfs.hkssf-hk.org.hk>). Interested schools should complete the application form, providing basic information such as the number of training courses to be organised, the priority order of the courses, the number of participating students, the course content, and estimated expenses. Additionally, schools should also provide qualification certificates of the coaches/assistant coaches. The application should be submitted to HKSSF via email **on or before 14 December 2023 (Thursday)**. HKSSF will send a brief response via email within one week upon receiving the application. If the school does not receive a response, they are advised to inquire with HKSSF.
14. HKSSF will notify the schools of the application results via email and upload the results to the HKSSF website on 21 December 2023 (Thursday). If a school has not received any notification by 28 December 2023, please contact HKSSF staff for further assistance.

Enquiries

15. For further enquiries, please contact the following:

Senior Project Officer	Project Officer
Mr. Stephen Lee Kai Mou	Mr. Arthur Lam Wai Ming
Tel: 3579 8074	Tel: 3579 8054
16. For any written inquiries, please email: urbansports@hkssf.org.hk, and indicate the following email title: 《Phase 1 Application_School Name_Inquiry Subject》.

The Schools Sports Federation of Hong Kong, China
23 November 2023

