

## Urban Sports Funding Scheme (2024/25 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 2024/25 school year.

#### Background

To promote urban sports that are popular among young people in recent years, including 3-on-3 basketball, futsal, breaking, skateboarding and sport climbing, the Government has collaborated with HKSSF and launched the Scheme starting from 2023/24 school year. In view of the positive response, the Scheme will be extended to the 2024/25 school year.

#### Purpose

The Scheme aims to provide opportunities for at least 9 000 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. Schools can apply for organizing training courses for the five types of urban sports. The funding subsidy is as follows:
  - 1.1 For training courses on 3-on-3 basketball, futsal or breaking, the school will receive a subsidy of **\$1,000** per participating student.
  - 1.2 For training courses on skateboarding or sport climbing, the school will receive a subsidy of **\$1,500** per participating student.
2. The subsidy can be used for the following purposes:
  - 2.1 Expenses for hiring coaches and assistant coaches for the training courses;
  - 2.2 Rent of venue, sport equipment/gear, lighting equipment and sound systems;
  - 2.3 Transportation expenses for travelling between campus and off-campus training venues using collective transportation;

- 2.4 Purchase of necessary sport equipment/gear for use in training courses. The school should own and keep the sport equipment/gear for future use. The relevant expenses should not exceed 50% of the total amount of the subsidy actually dispersed;
  - 2.5 Additional insurance expenses (if necessary); and
  - 2.6 Other related expenses for the training courses.
3. The subsidy should only be used to cover the expenses incurred for organizing the training courses in the 2024/25 school year.

**Notes for Application and Principle of Course Allocation**

4. The Scheme will be implemented on a school-based manner and is open for all HKSSF member schools including secondary and primary schools. If both secondary and primary sections of the same school, who are HKSSF member schools, intend to submit applications, each section must submit application form individually and indicate clearly its category on it (i.e. whether it is the secondary or primary section).

- 4.1 Notes for Application:

- 4.1.1 There is no set limit on the number of training courses a school can organise and apply subsidy for. However, the total subsidy quota for each school is **150 students** in a school year;
- 4.1.2 Each student can get enrolled in more than one training course in the same or different types of sports;
- 4.1.3 The number of students in each training course should not exceed 20;
- 4.1.4 The minimum training hours for each course should be at least 15 hours;
- 4.1.5 All training courses should start on or after 23 September 2024 and end on or before 31 July 2025.

- 4.2 Principle of Course Allocation:

- 4.2.1 The maximum total student quota for each type of urban sport is set based on the evenly distribution of the overall target student quota, which is **1 800 beneficiary students for each type of sport**.

- 4.2.2 Extra student quota for a type of urban sport will only be available if there are any unallocated quota of another type of urban sport after the application deadline and allocation. Those student quotas will be reallocated evenly to other types of sports with insufficient quota allocations. This will allow schools to organise training classes for more students;
- 4.2.3 If a particular type of urban sport has been over-subscribed by having more enrolled students than the allocation quota, then:
- (i) the first training course indicated by the school as the first priority in the Master Application Form of that sport will be approved based on a first-come-first-served basis; and
  - (ii) if quotas are still available after re-allocation in (i) above, the second training course indicated by the schools in the Master Application Form of that sport will be approved based on a first-come-first-served basis, so on and so fourth until the total target number of participants is reached.

#### **Subsidy and Administrative Arrangements**

5. After completing each training course, the school must submit a final report (using the template downloadable from the HKSSF website), attendance record sheet and five activity photos within 40 days. 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 the approved subsidy will be disbursed to the school within 60 days after the approval. If the school fails to submit the report within the deadline and does not provide reasonable explanations, the government has the right not to disperse the subsidy.
7. The school should keep all receipts for planned expenditures and documents for any purchase of equipment/gear. HKSSF or the government may require schools to provide relevant documents and records for inspection or other related purposes. These documents and records must be kept for at least seven years for inspection when necessary.

### **Changes in Training Course Plan**

8. If a school wishes to make any changes to the training date/time/venue, coach/assistant coach (including substitute coach/assistant coach) or even cancel the training course anytime after submitting the “Individual Information Sheet”, the school must submit an “Amendment Application Form” (using the template downloadable from the HKSSF website) to HKSSF at least four working days before implementing the changes. If the government determines that the termination of the training courses is due to negligence of the school, the government has the right not to disburse the subsidy.

### **Inspection and Evaluation**

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

### **Other Conditions**

10. The school must comply with all prevailing laws and regulations in Hong Kong when organizing related training courses, including but not limited to the Law of the People’s Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region (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.
11. If the school violates any provisions of Hong Kong laws or fails to comply with the terms of the Scheme, the government has the right to suspend the subsidy disbursement. Additionally, its future applications may be affected or even be rejected.

### **Application Procedure**

12. We are now inviting applications for the Scheme for the 2024/25 school year. The application form has been uploaded to the HKSSF website (<http://usfs.hkssf-hk.org.hk>). Interested schools should complete and submit the “Master Application Form” via email to HKSSF **on or before 18 July 2024 (Thursday)**. HKSSF will send a brief reply via email within one week upon receiving the application. If the school does not receive a reply, it is advised to enquire with HKSSF as soon as possible.

13. HKSSF will notify the schools of the application results via email and upload the list of approval to the HKSSF website on 31 July 2024 (Wednesday). If a school has not received any notification by 2 August 2024, please contact HKSSF staff for further assistance.
  
14. Once the school has been allocated with the training course quota, the school should submit the “Individual Information Sheet” (using the template downloadable from the HKSSF website) for each individual course. The “Individual Information Sheet” should provide information such as the number of participating students, the name of coach (and assistant coach), dates of training, course content and estimated expenditure. The school should also submit valid coach registration certificates issued by the relevant national sports association for the coach (and assistant coach).

The deadlines for submitting the “Individual Information Sheet” are as follows:

- Phase 1 (for training session beginning between 23 September 2024 and 31 January 2025):  
schools should submit it between 1 August and 10 September 2024
  
- Phase 2 (for training session beginning on or after 1 February 2025):  
schools should submit it between 1 November 2024 and 7 January 2025

### Enquiries

15. For further enquiries, please contact the HKSSF Secretariat at 2711 6703:  
Ms. Carey Chan, Project Officer or Mr. Stephen Lee, Senior Project Officer
  
16. For any written enquiries, please email: [urbansports@hkssf.org.hk](mailto:urbansports@hkssf.org.hk), and indicate the following email title : USFS\_School Name\_Enquiry Subject.

The Schools Sports Federation of Hong Kong, China  
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