



Ref.: HAD YLDC 13/45/3/5  
Tel.: 2475 3808  
Fax: 2478 7334

5 March 2024

Dear Persons-in-charge of NGOs in Yuen Long,

**Yuen Long District Office**  
**Application for a Grant under Community Involvement Fund (2024-25)**  
**(1) Yuen Long District Funding Scheme to**  
**Implement Major Sports Promotion Activities**  
**(2) Yuen Long District Funding Scheme to**  
**Implement Major Arts and Cultural Promotion Activities**

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The Yuen Long District Office (“YLDO”) is inviting applications for the two captioned funding schemes from NGOs for organising major sports promotion activities or major arts and cultural promotion activities in Yuen Long District in 2024-25, in an effort to promote sports or arts and cultural development in the district and to benefit more residents in the district. The application deadlines for the two funding schemes are set out below:

Estimated date of activity	Deadline for application	Estimated date of issue of approval letter
May to December 2024	28 March 2024	April 2024
August to December 2024	5 July 2024	August 2024

**Eligibility Criteria**

2. Applicant organisations must meet the existing eligibility criteria for application set out in the Manual on the Use of Community Involvement Fund (“Manual”) and comply with all relevant terms therein. For applicant organisations who do not have an office in Yuen Long District, they must cater for the needs of residents in Yuen Long by reasonably providing them with an appropriate means for contact, publicity and/or application purposes. **In each financial year, each organisation may only be funded to organise one activity under each scheme** and should meet any other requirements specified in the Manual. **Should there be any change in the Manual and/or details of the application, the YLDO will timely update the information on the homepage of the Home Affairs Department (“HAD”) and notify the applicant organisations accordingly. In case of any dispute, the decision of the YLDO shall be final.**

3. Any organisation applying for the Community Involvement Fund (“CI Fund”) from the YLDO for the first time should submit a copy of the registration document(s) (e.g. certificate of registration of a society, tax exemption certificate issued by the Inland Revenue Department), a copy of its constitution and a copy of proof of address, all of which should be signed by its person-in-charge and stamped with the official chop.

### **Funding Coverage and Permissible Items of Expenditure**

4. The funding schemes form part of the CI Fund. Applicant organisations are required to organise sports-themed activities or activities with an arts and cultural theme in Yuen Long District. The objective and nature of these activities should primarily be about sports or arts and culture and be conducive to the development/promotion of sports or arts and culture in Yuen Long District. Details of eligible scope and form of activity are at **Annex**.

5. Details of permissible items of expenditure are at Annex A of the Manual. **Activities featuring a banquet will not be funded.**

### **Funding Amount Applied**

6. The funding amount applied for each activity should be at least **\$100,000**. Any application seeking a funding amount less than this will not be considered. Where necessary, the YLDO may determine the funding amount based on its internal criteria. If the funding amount applied is not granted in full, applicant organisations will have to bridge the funding gap.

7. To finance partly the total actual expenditure of an activity, applicant organisations may accept sponsorship in cash or in kind and donations, but should indicate the amount of sponsorship/donations in the application form.

8. In vetting each application and deciding on the actual amount of funding, the YLDO will follow the vetting criteria in the Manual and give special consideration to the following:

- (a) experience and track record of the applicant organisations in organising sports/arts and cultural activities which have previously been financed by Yuen Long District Council funds/CI Fund;
- (b) creativity of the proposed activity;
- (c) projected effectiveness or contribution to the development/promotion of sports or arts, culture and traditional customs in Yuen Long District (including but not limited to whether the activity is able to attract wide participation of people of different ages and strata); and
- (d) suitability of budget for the proposed activity.

9. Applicant organisations should also note the following:

- (a) For existing terms and conditions for receiving the CI Fund imposed on applicant organisations, please refer to Annex C of the Manual for details;
- (b) All publicity materials of the activity (including but not limited to backdrops, notices, posters, banners, invitation letters/cards, admission slips, coupons, flyers, game tickets, brochures, advertisements, flags and websites created by the organiser for promotion and publicity of the activity) should display the name and logo of the HAD and the logo for “Government-funded programme”, and state that the activity is financed by the CI Fund;
- (c) Applicant organisations must complete “Part 1: Basic Information” of the application form with correct and the most updated information. The YLDO may require applicant organisations to provide relevant supporting documents where necessary; and
- (d) All signatures on the documents should not be replaced by official chop/stamp.

### **Date of Activity**

10. The activity should be held on such date(s) as approved. Applicant organisations should inform the YLDO of any changes in advance. Under no circumstances should an activity be concluded after 31 December 2024.

### **Payment Arrangements**

11. Reimbursement of CI Fund is normally made to an NGO on completion of an activity. However, applicant organisations may apply to the YLDO for payment to be made in the form of advance payment and partial reimbursements so as to facilitate implementation of the activity. Details of the payment arrangements are at Annex E of the Manual.

12. If the approved project fund exceeds \$600,000, applicant organisations should engage a certified public accountant (practising) (“CPA”) or a corporate practice within the meaning of the Professional Accountants Ordinance (Chapter 50) for audit and submit a CPA report to the YLDO as an alternative to providing supporting receipts. Such report should include a statement that all expenses incurred are within the ambit of CI Fund and in compliance with the Manual. The amount to be spent on engaging a CPA for audit should normally not exceed 2% of the approved project fund. The amount of audit fee should be clearly stated in the proposed budget for YLDO’s consideration.

### **Application Method**

13. Applicant organisations should complete the form at Annex B of the Manual and state in the form an estimated budget and a breakdown of expenditure of the activity. A duly completed form (only the original will be accepted) **with “Yuen Long District Funding Scheme to Implement Major Sports Promotion Activities” or “Yuen Long District Funding Scheme to Implement Major Arts and Cultural Promotion Activities” marked on the cover page** should be returned to **13/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long** before the respective deadlines listed above. For any

application form submitted by mail, the date on which it arrives at the YLDO will be considered as the date of application and applicant organisations should bear all risks. Applications which are delivered belatedly, returned to the applicants, incomplete or late in submission will not be processed.

14. For enquiries, please contact Mr TANG on 3426 2732 or Ms CHEUNG on 2475 3802.

Yours faithfully,  
(signed)  
(WONG Cheuk-ying, Cherry)  
for District Officer (Yuen Long)

**Eligible scope and form of activity**

(one or a combination of the following)

**(1) Yuen Long District Funding Scheme to Implement Major Sports Promotion Activities**

A. Scope of activity

- (i) ball games;
- (ii) athletics;
- (iii) swimming/diving, life-saving;
- (iv) long distance runs (including cross-country run, steeplechase, marathon, triathlon, etc.);
- (v) cycling;
- (vi) fencing;
- (vii) contact sports (including taekwondo, judo, karate, boxing, wrestling, etc.);
- (viii) martial arts (including lion/dragon dance, etc.);
- (ix) mountaineering and climbing;
- (x) canoe/dragon boat/rowing;
- (xi) gymnastics;
- (xii) dancesport (including yoga);
- (xiii) archery/shooting;
- (xiv) freestyle skateboarding;
- (xv) artistic skipping;
- (xvi) physical training; and
- (xvii) others\* (please specify in the application for YLDO's consideration)

B. Form of activity

- (i) competition (including exhibition match);
- (ii) sports fun/promotion day;
- (iii) training programme/course; and
- (iv) others\* (please specify in the application for YLDO's consideration)

**(2) Yuen Long District Funding Scheme to Implement Major Arts and Cultural Promotion Activities**

A. Scope of activity

- (i) music;
- (ii) drama;
- (iii) dance;
- (iv) visual arts;
- (v) traditional culture and customs;
- (vi) literature; and
- (vii) others\* (please specify in the application for YLDO's consideration)

B. Form of activity

- (i) indoor/outdoor performance;
- (ii) competition;
- (iii) demonstration/appreciation;

- (iv) indoor/outdoor exhibition;
- (v) forum/seminar/workshop;
- (vi) training programme/course; and
- (vii) others\* (please specify in the application for YLDO's consideration)

(\* Save for business-related activities of the applicant organisation, such as inauguration ceremony and celebration events of the organisation, as well as those which have been financed by the CI Fund in the same year.)