Part I: Details of the proposed activity(ies) under the project   Order of priority___

(This Form should be sequenced as indicated in Part H.)

1.	**[Nature of Activity B3: Sports Activities]** **Name of Activity:**
2.	**Name of Collaborating School (if applicable):** (One form for <u>one collaborating school / centre</u> only. Please photocopy this page if you wish to apply for more than one collaborating school / centre.)
3.	☐**Activity for one collaborating school only** ☐**Activity for the community without collaborating school**
4.	**Briefly describe the objectives and contents of the activity:**

	Activity type (one only, e.g. ball games, swimming. Please specify no. of session for each group if they are not the same)	

5.	**Estimated no. of eligible students served (count by heads)#:** _____, including _____ non-Chinese speaking (NCS) students, _____ special educational need (SEN) students and _____ newly-arrived children (NAC). # For activity serving the community without collaborating school (refer to pt. 3) or special schools, please indicate the estimation separately: _____ primary students (including _____NCS students, _____ SEN students and _____NAC) & / or secondary students (including _____NCS students, _____ SEN students and _____NAC).
6.	**Estimated no. of fee-charging non-eligible students(vii) (count by heads):** _____students (if applicable)
7.	**Date(s): from____/____/____to____/____/_____**
8.	**No. of group(s) (x):** _____ , **Instructor-student ratio per group:** ____:_____

9.	Activities per group:	a)_____ session(s) _____ hrs per session Venue:_____	b) **Half-day** (at least 4 hrs): _____times Venue:_____ District:_____	c) **Whole day** (at least 7 hrs): _____times Venue:_____ District:_____

Breakdown of the budget for the proposed activity：

10. Breakdown of expenditure items (v) & (vi)

(a) Instructors' remuneration(viii)&(x): $_____(/hr) × _____hrs(/session) × _____sessions × _____groups =   ($) _____

  Other staff: $_____(/hr) × _____hrs(/session) × _____sessions × _____groups =   ($) _____

  (State their status and reasons for the employment: _____)

(b) Material expenses: ($) _____

(c) Camp /Admission fee: $_____ × _____persons   ($) _____

(d) **Student** meal: (Only for whole-day outdoor activities) : $_____ × _____persons   ($) _____

(e) Activity transportation fee (Only for outdoor activities or camping)

  (no. of minibus:_____/no. of coach :_____/Other:_____)   ($) _____

(f) Volunteers allowance: (No. of volunteers: _____; total no. of attendance: _____)   ($) _____

(g) Others   (Please specify:_____)   ($) _____

11. Total expenditure (A)   (=)   ($) _____

12. Breakdown of income

(a) Charge on Non-eligible students (vii) $_____ × _____persons   ($) _____

(b) Others   (Please specify:_____)   ($) _____

13. Total income (B)   (=)   ($) _____

14. Grant applied (A – B)   (=)   ($) _____

Remarks:

(v)   *For administration cost, please fill in Part J(2).*

(vi)   *If the enrolled students are less than the approved number, NGO should reduce the number of groups and all expenses on a pro-rata basis.*

(vii)   *Non-eligible students – students who have to pay fee to join an activity.   These students must pay full fee.*

(viii)   *Qualifications of instructors are specified in Guideline for Community-based Projects found in our Community-based Projects web-page.*

(x)   *The number of groups equals the number of instructors to be employed.*

(*Delete whichever is not applicable)

Confirmed by Collaborating School:
Name:_____
Signature:_____
Date:_____
Position:*School Principal / Teacher-in-charge
School Chop: