Hong Kong Paralympians Fund
(2027-28)

Time-defined Funding Support for Developing Target Sports

Proposal Form

Objectives

To strengthen support for athletes with disabilities in their pursuit of sporting excellence in international events of sports, with effect from 2026-27, the Hong Kong Paralympians Fund (the Fund) continues to provide Time-defined Funding Support for eligible sports organisations[1] with a view to developing a wider variety of target sports programmes and paving way for athletes with good potentials to attain participation qualifications for international sports competitions.

Notes to complete this Proposal Form:

The information you provide in this designated proposal form is the basis for assessing eligibility for the Time-defined Funding Support for Developing Target Sports of the Hong Kong Paralympians Fund. **Please submit one proposal form for each target sports programme to be developed.** However, **for application of Administrative Overhead, please submit only ONE application** regardless the number of applications for Time-defined Funding Support for Developing Target Sports and/or Development of Target Sports (please refer to **Annex**). **The Guidelines on Application of the Fund and its annexes should be read when completing this proposal form.**

Proposal form and Guidelines can be downloaded from the Social Welfare Department website (https://www.swd.gov.hk/en/pubsvc/rehab/cat_fundtrustfinaid/hkpf/).

Please submit the completed proposal form either by post (according to postmark) or by hand to the following address on or before **4 January 2027 (Monday), 5:00 pm**. **Late submissions or incomplete proposal form will NOT be considered.**

The Secretariat, Hong Kong Paralympians Fund
Rehabilitation and Medical Social Services Branch
Social Welfare Department
Unit 201, 2/F, THE HUB
23 Yip Kan Street
Wong Chuk Hang, Hong Kong

[1] Eligible sports organisation refers to well-established sports organisation in Hong Kong having sanctioned by the International Sports Federations to have the authority in developing target sports for athletes with disabilities.

Part A: Applicant Sports Organisation

I. Name and address of Sports Organisation

II. Eligibility

Applicant sports organisation shall be well-established sports organisations in Hong Kong having **sanctioned** by the International Sports Federations to have the authority in developing target sports for athletes with disabilities.

III. Entry Requirement

Sports programme do not fulfil/have not fulfilled the selection criteria[2] of "Development of Target Sports" of the Fund but meeting either item (a) to (c) listed below will be considered from 2026-27 to 2029-30 for a maximum of four years in total of funding support for developing target sports from the Fund[3]. To indicate whether the proposed target sports programme has met the entry requirement, please "✓" in ☐ and delete for "#" below as appropriate –

(a) ☐ the proposed target sports programme is under Category B competitions[4]; or

(b) ☐ the proposed target sports programme is under Category A competitions but has not yet achieved world-wide level and the qualifications in participating into Category A competitions in last two years; or

(c) ☐ the proposed target sports programme is under Category A／Category B[#] competitions and held on quadrennial basis and has no achievements in the last two years.

[2] The proposed sports programme has achieved world-wide level and being qualified to participate into Category A Competitions, i.e. Paralympic Games, World Championships, Global Games, CPE-DI4* or has been qualified for Asia Para Games in last two years (applicable to the proposed sports programme qualified for Asia Para Games on and after 2014).

[3] The first application shall not be more than two years and subsequent application(s) shall not be more than one year each time. From 2026-27 to 2029-30, a maximum of 4 years in total of funding support could be granted for each target sports programme subject to the proposal of the target sports programme, its actual performance and regular review by the Management Committee of the Fund. SWD reserves all rights to accept or disqualify a successful applicant, terminate the grant or ask for a refund.

[4] Category B competitions include Regional Championships, World Cup Series, World Games, Special Olympics World Games (overall results), Asian Games for the Disabled Youth and CPE-DI3*.

Part B: Details of Proposed Target Sports Programme

I. Target Sports Programme to be developed

(a) Name of Target Sports Programme :

(b) Has it been approved for 2-year Time-defined Funding Support for Developing Target Sports ?

☐ **Yes (please specify the period)**
(e.g. 2 years from 2026-27 to 2027-28)

_____

☐ **No**

Please "✓" in ☐

II. Length of Proposed Target Sports Programme

(please "✓" in ☐ as appropriate and insert year(s) of application)

☐ 1 Year (from 1 April 2027 to 31 March 2028)

☐ 2 Years (from 1 April 2027 to 31 March 2029)

III. Programme Details

(a) Overall objectives and measurable targets for developing the proposed target sports
(e.g. having competitions result in Regional Championships, being qualified for Paralympic Games, etc.)

(b) Objectives, measurable targets and implementation plan

Year 2027-28

(i) ***Objectives***

(ii) ***Measurable Targets***

(iii) ***Implementation plan and individual programmes for achieving the objectives and measurable targets***

(iv) ***Individual programmes***
(Please state the individual programmes in order of priority and include the following information -)

- ***Name of Programme***

- ***Number of Training Sessions***

- ***Date, Time and Venue of Training Sessions***
  (Please indicate if the venue is subvented by LCSD)

- ***List of Participating Athletes***

- ***Number of Coaches and other staff***
  (Please specify the posts of other staff and if both coaches and other staff are also serving another programme at specific time)

- ***Whether the programme is applying for / supported[#] by other source of funding***
  (Should the application be approved, the Sports Organisation would be required to acknowledge that the approved items under the Fund is not subsidised by other source of public funding)

  ☐ ***Applying for*** ☐ ***Supported by*** ☐ ***Not Applicable***

  Source of Funding: _____

  Amount with breakdown: (coach fee) _____

  (venue charges) _____

  (administration fee) _____

Please "✓" in ☐
Please delete for "#" as appropriate

Year 2028-29 (if applicable)

(i) ***Objectives***

(ii) ***Measurable Targets***

(iii) ***Implementation plan and individual programmes for achieving the objectives and measurable targets***

(iv) ***Individual programmes***
(Please state the individual programmes in order of priority and include the following information -)

- ***Name of Programme***

- ***Number of Training Sessions***

- ***Date, Time and Venue of Training Sessions***
  (Please indicate if the venue is subvented by LCSD)

- ***List of Participating Athletes***

- ***Number of Coaches and other staff***
  (Please specify the posts of other staff and if both coaches and other staff are also serving another programme at specific time)

- ***Whether the programme <u>is applying for / supported# by other source of funding</u>***
  (Should the application be approved, the Sports Organisation would be required to acknowledge that the approved items under the Fund is not subsidised by other source of public funding)

  ☐ ***Applying for*** ☐ ***Supported by*** ☐ ***Not Applicable***

  Source of Funding: _____

  Amount with breakdown:<u>(coach fee)</u> _____

  <u>(venue charges)</u> _____

  <u>(administration fee)</u> _____

Please "✓" in ☐
Please delete for "#" as appropriate

(c) Amount of grant applied for developing the target sports in Part B (I) above

Duration of Target Sports Programme		**Amount of Grant Applied (HK$)**
From (Year)	**To (Year)**	
	Total :	

(d) Calculation breakdown of the applying grant amount in (c) above

(If the proposed sports programme last more than one year, please provide breakdown by years; please use a separate sheet if additional writing space is required)

Expenses Item	**Unit Price (i)**	**Quantity (with breakdown) (ii)**	**Total Amount (iii) =(i)x(ii)**	**Amount Supported By Other Funding Source (Please specify funding source) (iv)**	**Amount Required (v) =(iii)-(iv)**
First year (2027-28)					
e.g. Coach fee	e.g. $300 per hour	e.g. 240 hours a year (5 hours a week, 20 hours a month, 240 hours a year)	e.g. $72,000	e.g. $21,000 by Arts and Sport Development Fund (Sports Portion)	e.g. $51,000
e.g. Venue charge	e.g. $60/hour	e.g. 240 hours a year (5 hours a week, 20 hours a month, 240 hours a year)	e.g. $14,400		e.g. $14,400
				Sub-total:	**e.g. $65,400**
Second year (2028-29) (if applicable)					
e.g. Coach fee	e.g. $300 per hour	e.g. 240 hours a year (5 hours a week, 20 hours a month, 240 hours a year)	e.g. $72,000	e.g. $21,000 by Arts and Sport Development Fund (Sports Portion)	e.g. $51,000
e.g. Venue charge	e.g. $60/hour	e.g. 240 hours a year (5 hours a week, 20 hours a month, 240 hours a year)	e.g. $14,400		e.g. $14,400
				Sub-total:	**e.g.$65,400**
				Total Amount Required [Should Tally with (c)]:	**e.g.$130,800**

Expenses Item	Unit Price (i)	Quantity (with breakdown) (ii)	Total Amount (iii) =(i)x(ii)	Amount Supported By Other Funding Source (Please specify funding source) (iv)	Amount Required (v) =(iii)-(iv)
First year (2027-28)					
				Sub-total:	
Second year (2027-29) (if applicable)					
				Sub-total:	
				Total Amount Required [Should Tally with (c)]:	

Part C: Priority

Priority

(if more than one application submitted in 2027-28 under the same sports organisation, please indicate 1, 2, or 3 in order of priority)

Part D: Records of Achievement in the target sports to be developed

- **Provide information on <u>three</u> of the best performances in order of merit at <u>international competitions</u> in which your sports organisation has participated in the period between January 2022 to December 2026.**
- **Support all your achievements with <u>documentation</u> (e.g. official results, press reviews, etc.).**
- **Use a separate sheet if additional writing space is required.**

<u>Date</u>	**<u>Category of Sports</u>** **[with reference to Annex B of the Guidelines on Applications, e.g. Regional Championships, World Cup Series, etc.]**	**<u>Name of Competition & Venue</u> ^**	**<u>Event</u> ^**	**<u>Results/ Position</u>**	**<u>No. of Competing Countries/Regions</u>**	**<u>Type of Supporting Document</u>** **[official result / press review / others (please specify)]**

^ ***Please provide both English and Chinese versions for record purpose.***

Part E: Declaration

I declare that the information I have provided in this application is true and correct and that the same proposal is not used for the application for other funding. I understand that non-conformity with the objectives, measurable targets and implementation plan as listed in part (B)(III)(b) above without valid reasons, or breach of terms in the Agreement might result in cessation of funding and a refund in whole or in part of the payment.

Signature: _____ Date: _____

Name: _____(English) _____ (Chinese)

Position at the Sports Organisation:

_____

Day time contact tel. no.: _____

Email address: _____

Organisation Chop: _____

Name of Sports Organisation:
_____

Annex

Hong Kong Paralympians Fund
(2027-28)

Administrative Overhead

Application Form

This application form should be submitted together with the application form(s) of Development of Target Sports and/or proposal form(s) of Time-defined Funding Support for Developing Target Sports. Sports organisations may apply more than one item of the following seven administrative overhead items and is required to provide detailed proposed usage of each administrative overhead item applied in the box below. **Regardless the number of applications** on Development of Target Sports and/or Time-defined Funding Support for Developing Target Sports to be submitted, each sports organisation is required to **submit only ONE application for Administrative Overhead**.

i. service planning and management, coordination support and quality assurance;
ii. human resource management;
iii. accounting management and financial monitoring;
iv. risk management, internal audit and control;
v. publicity, public relations, corporate communication and service promotion;
vi. provision of office, activity venue and equipment, daily consumables; and
vii. information technology facilities and support.

Please state the item(s) applied and detailed proposed usage of <u>each</u> administrative overhead item applied **(please use a separate sheet if additional writing space is required)**