

"M" Mark Event Application Budget Template

Name of Event: _____

Date of Event: _____

Expenditure Item	Breakdown	Estimated expenditure of this event in Year____ (a)	For sustainable event only		For one-off event only		Actual expenditure of last event in Year____. (b)	Actual expenditure of the event prior to the last event in Year____. (c)	Variation between (a) and (b) (%)	Justification for variation of +/- 5% between (a) and (b)
			To be met by Direct Grant (Please tick)	To be met by one-off Direct Grant for Marketing (Please tick)	To be met by Direct Grant (Please tick)	To be met by Matching Fund (Please tick)				
I. BOARD & LODGING										
<i>e.g</i> Accommodation	<i>e.g. \$1,000/room x 11 rooms x 5 days</i>	<i>\$55,000</i>					<i>\$50,000</i>	<i>\$48,000</i>	<i>10%</i>	<i>The hotel room charges is higher than that of last year.</i>
1. Accommodation										
2. Local Transport										
3. Transport for Overseas Technical Officials (by air, train or ferry as appropriate)										
4. Meal										
5. Others (please specify)										
Sub-total:			\$0				\$0	\$0		
II. STAFF REMUNERATION & ALLOWANCE										
1. Referee fee										
2. Official fee										
3. Others (please specify)										
Sub-total:			\$0				\$0	\$0		
III. PUBLIC RELATION & MARKETING EXPENSES										
1. Printing, Publicity & Production (e.g. Poster, Leaflet, Souvenir Programme, Banner, Foam Board, A-board, Backdrop, Website Production, Merchandise Production)										
2. Advertising										
3. TV Broadcasting										
4. Press Conference										
5. Official Functions (e.g. Reception, Welcome Dinner)										
6. Public Relation & Promotion Campaigns										
7. Agency Service Fee										
8. Others (please specify)										
Sub-total:			\$0				\$0	\$0		
IV. EVENT RELATED EXPENSES										
1. Hire of Service / Equipment										
2. Purchase of Consumable Sports Equipment										
3. Transport of Equipment										
4. Setting of Venue										

Expenditure Item	Breakdown	Estimated expenditure of this event in Year ____. (a)	For sustainable event only		For one-off event only		Actual expenditure of last event in Year ____. (b)	Actual expenditure of the event prior to the last event in Year ____. (c)	Variation between (a) and (b) (%)	Justification for variation of +/- 5% between (a) and (b)
			To be met by Direct Grant (Please tick)	To be met by one-off Direct Grant for Marketing (Please tick)	To be met by Direct Grant (Please tick)	To be met by Matching Fund (Please tick)				
5. Venue Charges										
a. LCSD venue charges										
b. non LCSD venue charges										
6. Ceremony Related Expenses										
7. Insurance										
8. Audit Fee										
9. License Fee										
10. Entry / Participation Fee										
11. Medical Services and Related Expenses										
12. Overseas Fax & Telephone Call										
13. Photography / Video Shooting										
14. Prizes & Souvenirs										
15. Stationery and Postage										
16. Uniform										
17. Water										
18. Event Management Agency Fee										
19. Players Appearance Fee										
20. Photocopying										
21. Laundry Services										
22. Bank Charges										
23. Others (please specify)										
Sub-total:			\$0				\$0	\$0		
V. OTHERS (Please specify)										
Sub-total:			\$0				\$0	\$0		
Total:			\$0				\$0	\$0		

Income Item	Breakdown	Estimated amount of this event in Year ____. (a)	Actual amount of last event in Year ____. (b)	Actual amount of the event prior to the last event in Year ____. (c)	Variation between (a) and (b)	Justification for Variation of +/- 5% between (a) and (b)
<i>e.g.</i> Entry Fee	<i>e.g.</i> \$100/head x 110 pax.	\$11,000	\$10,000	\$80,000	10%	The expected number of participants is more than that of last year (i.e. 110 vs 100).
1. Entry Fee						
2. Gate Receipt						
3. Sponsorship						
4. Broadcasting Rights						
5. Merchandise Sales						
6. Others (please specify)						
Total:		\$0	\$0	\$0		