

Application Form for Use of Event Surplus / Reserve Fund under the “M” Mark System

(Please submit the application, with the audited account of the respective “M” Mark event / Reserve Fund Account, at least three months in advance before the use of reserve fund)

Part I: Particulars

Name of National Sports Association (NSA): _____

A) Application for use of Event Surplus:

Name of Event	(\$)				
	Accumulative Reserve Fund, if any (as at (date: _____))	Approved cash grant of the event (a)	Surplus of the event* (b)	Amount proposed to deposit in the Reserve Fund Account* (c)	Event surplus applied for use of sports development (d)=(b)-(c)

* If (b) < 25% of (a) : all the event surplus should be deposited into the Reserve Fund Account unless the accumulative reserve fund amount exceeds \$10 million

If (b) ≥ 25% of (a) : at least 25% of (a) should be deposited into the Reserve Fund Account unless the accumulative reserve fund amount exceeds \$10 million

B) Application for use of Reserve Fund:

Accumulative Reserve Fund as at (_____) : \$ _____

Requested amount for use of sports development : \$ _____

(Application for use of reserve fund will only be processed if the accumulated amount of Reserve Fund exceeds \$10 million)

Part II: Purpose for Use of Reserve Fund (Please ✓ as appropriate):

- A. Personnel Expenses (Please complete Part III A)
- B. Office Expenses (Please complete Part III B)
- C. Programme Expenses (Please complete Part III C)
- D. Others Expenses (Please complete Part III D)

Part III: Details of Application

A. Personnel Expenses

Employment of Temporary Staff	Post/Pay Plan	Requested Amount (\$) (with breakdown)	Reasons/Justifications
Part-time/ Full-time/ Incentive pay plan for staff/athletes/coaches etc.		[e.g. for part time A.A. 76/hrx 50 hrs/month x 3 months x 1.05 (MPF) = 11,970]	
Total :			

B. Office Expenses

Purchase Item	Specification	Qty	Amount (\$)	Reasons/Justifications
<i>e.g. Portable Computer</i>	<i>Intel-core i5-650; 4G-bytes; 19" monitor with 1024 x 768 resolution; Windows 7-Pro</i>	<i>1</i>	<i>25,000</i>	
Total :				

C. Programme Expenses (Please ✓ as appropriate)

- (i) To organise programme
(Please attach the breakdown of the expenditure and income for the programme.)

Name of Event: _____

Date of Event: _____

Venue: _____

Purpose: _____

- (ii) To cover the deficit amount of "M" Mark Events / MLIEs / LIEs / local competitions / other events organised by NSA

Name of Events (year):	Amount of deficit to be covered (\$):

(iii) To purchase sports equipment

Purchase Item	Specification	Qty	Amount (\$)	Reasons/Justifications
<i>e.g. rowing machine</i>	<i>Indoor rower ergometer</i>	<i>10</i>	<i>100,000</i>	
Total :				

D. Others Expenses (Please provide explanation and detailed breakdown)

Item	Amount (\$)	Reasons/Justifications
1.		
Total:		

Total Amount Requested (A+B+C+D): \$ _____

Remarks:

- (a) The Reserve Fund can be used for the purposes as consistent with the terms of Memorandum and Articles of Association / Articles of Association of the NSA.
- (b) The NSA should not use or commit any part of the Event Surplus / Reserve Fund without the prior and written approval of the Home Affairs Bureau (HAB). Commitments made before the approval will be at the NSA's own risks and HAB shall not be responsible for such commitments whatsoever.
- (c) The NSA confirms that-
 - (i) all of the above purchases and procurement of services will comply with its procurement guidelines and will be endorsed by the proper authority of the NSA; and
 - (ii) no other source of government funding has been/will be sought for expenditure items covered in this application

Association's Stamp

Signature:

Name: _____

Post: (President / Vice-President / Chairman / Vice-Chairman / Treasurer)
Others*:(Please specify)_____

Date: _____

*Please delete whichever is inappropriate