

## Application for Use of Event Surplus / Reserve Fund Under the “M” Mark System

*(Please submit this form together with a copy of the audited account of respective “M” Mark event and/or Reserve Fund Account to the Culture, Sports and Tourism Bureau via the Major Sports Event Committee Secretariat during the application period of each batch of application.)*

### Part I: Applicant Information

1. Name of Applicant<sup>1</sup> : \_\_\_\_\_
2. Name of “M” Mark Event : \_\_\_\_\_
3. Name of Contact Person : \_\_\_\_\_
4. Post of Contact Person : \_\_\_\_\_
5. Contact Number : \_\_\_\_\_

### Part II: Application Details

6. Balance of “M” Mark Reserve Fund Account (as \_\_\_\_\_) :  
at : \_\_\_\_\_
7. Type of Application *(Please ✓ as appropriate)*

☐ Application for use of Event Surplus *(Please fill in the table below)*

Amount (\$)			
Approved cash grant of the “M” Mark event (a)	Surplus of the “M” Mark event* (b)	Amount proposed to deposit in the “M” Mark 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 “M” Mark Reserve Fund Account unless the balance of reserve fund exceeds \$10 million. If (b) ≥ 25% of (a): at least 25% of (a) should be deposited into the “M” Mark Reserve Fund Account unless the balance of reserve fund exceeds \$10 million.

☐ Application for use of Reserve Fund:

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.)*

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<sup>1</sup> The applicant must be a “national sports association” (NSA). NSAs refer to the local sports governing bodies recognised by the Sports Federation and Olympic Committee of Hong Kong, China and affiliated to either the respective international sports federations; or the respective Asian sports federations.

**Part III: Purpose for Use of Reserve Fund and/or Event Surplus** (Please ✓ as appropriate):

- A. Personnel Expenses ☐ (Please complete item A below)  
B. Office Expenses ☐ (Please complete item B below)  
C. Programme Expenses ☐ (Please complete item C below)  
D. Others Expenses ☐ (Please complete item D below)

**A. Personnel Expenses**

Expenditure item	Objectives	Post/Pay Plan	Amount
<i>e.g. Part-time / Full-time / Incentive pay plan for staff/athletes / coaches</i>	<i>e.g. To provide incentive to concerned staff</i>	<i>e.g. Part-time A.A.</i>	<i>e.g. \$11,970 [\$76/hr x 50 hrs/month x 3 months x 1.05 (MPF)]</i>
<b>Total:</b>			

**B. Office Expenses**

Expenditure item	Specification	Objectives	Qty	Amount
<i>e.g. Notebook</i>	<i>e.g. Intel Core i7-12700H; 1TB; 19" monitor with 2560 x 1440 resolution; Windows 11</i>		<i>e.g. 1</i>	<i>e.g. \$20,000</i>
<b>Total:</b>				

**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 : \_\_\_\_\_  
Objectives : \_\_\_\_\_  
\_\_\_\_\_

- (ii) ☐ To cover the deficit amount of “M” Mark event or other sports event(s) organised by the applicant (Please attach the statement of account of the event.)

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

- (iii) ☐ To purchase sports equipment

Expenditure Item	Specification	Objectives	Qty	Amount
<i>e.g. Rowing machine</i>	<i>e.g. Indoor rower ergometer</i>	<i>e.g. To provide new equipment for use by athletes</i>	<i>e.g. 10</i>	<i>e.g. 100,000</i>
<b>Total:</b>				

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

Expenditure Item	Specification	Objectives	Qty	Amount
<b>Total:</b>				

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

**Remarks:**

- (a) The Event Surplus / Reserve Fund must 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 Culture, Sports and Tourism Bureau (CSTB). Commitments made before the approval will be at the NSA's own risks and CSTB shall not be responsible for such commitments whatsoever.
- (c) The applicant 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.

Official Stamp of Applicant Organisation
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**Signature:** \_\_\_\_\_**Name:** \_\_\_\_\_**Post:** (President / Vice-President / Chairman /  
Vice-Chairman / Treasurer)  
Others\*: (Please specify) \_\_\_\_\_**Date:** \_\_\_\_\_

*\* Please delete whichever is inappropriate.*