## "M" Mark Event Application Budget Template

Name of Event: Date of Event:										
	Expenditure item	Breakdown	Estimated amount (\$)	Item to be met by (Please tick)		•	Actual amoun of last event ir	Actual amount of the event	Variation	
				Direct grant	Direct grant for marketing	Direct grant for venue	Year (\$)	prior to the last event in Year	between (a) and (b)	Justification for variation of +/- 5% between (a) and (b)
			(a)		maneting	subsidy	(b)	(\$)		
I.	BOARD & LODGING	1		1				I	I	
	g Accommodation	e.g. \$1,000/room x 11 rooms x 5 days	55,000				50,000	48,000	10%	The hotel room charges is higher than that of last year.
	1. Accommodation									
	2. Transport for overseas technical officials									
	3. Transport for overseas players									
	4. Meal									
-	5. Others (please specify)									
L		Sub-total:	0	_		Sub-total:	0	0	-	
	STAFF REMUNERATION & ALLOWAR	NCE					1	1	1	
	I. Coach / Lecturer / Instructor fee									
	2. Official fee									
	3. Conference speaker fee									
	4. Daily allowance for medical personnel									
2	5. Others (please specify)									
		Sub-total:	0			ub-total:	0	0		
Ш	. MAJOR EVENT-RELATED EXPENSES	-	-	-				-	-	
1	. Entry / Participation fee									
2	2. License / Right / Sanction fee									
3	3. Appearance and prize money									
2	4. Prizes (trophy and medals)									
	5. Audit fee									
6	5. Insurance									
7	7. Purchase of consumable sports equipment and hire of service / equipment									
5	3. Reception									
	(e.g. tea reception / refreshment / cocktail									
	party / banquet)									
(	9. Setting up of venue									
10	). Venue hiring charge for									
	a) LCSD venue									
1	b) Non LCSD venue									
11	1. Local transport for									
	a) overseas players and technical officials									
1	b) local athletes and technical officials									
1	c) local officials									
12	2. Transport of equipment									

Expenditure item		Breakdown	Estimated amount (\$)	(I Direct	n to be me Please tick Direct grant for	C) Direct grant for	Actual amount of last event in Year (\$)	Actual amount of the event prior to the last event in Year	Variation between (a) and (b)	Justification for variation of +/- 5% between (a) and (b)
			(a)	grant	marketing	venue subsidy	(b)	(\$)		
13.	Printing and production of publicity		()				(*)			
	materials (e.g. poster, leaflet, banner, A-									
	board, foam board, souvenir programme,									
	backdrop, website production, merchandise									
	production)									
14.	Others (please specify)									
		Sub-total:	0			Sub-total:	0	0		
IV.	MINOR EVENT-RELATED EXPENSES			-					-	
1.	Press conference									
2.	Ceremony related expenses									
	Uniform									
	Souvenirs									
	Water									
6.	Supplement of drinks / diet for local									
	athletes (include sports drinks, fruits and									
	biscuits etc.)									
	Medical services and related expenses									
	Anti-doping									
	Bank charges									
10.	Overseas fax, telephone call, mobile data									
	charge, photography and video shooting									
11.	Stationery and postage Laundry services									
12.	Laundry services									
13.	Others (please specify)									
		Sub-total:	0	_		Sub-total:	0	0	-	·
		Total:	0	=		Total:	0	0		

Income Item	Breakdown	Estimated amount (\$) (a)	Actual amount of last event in Year (\$) (b)	Actual amount of the event prior to the last event in Year (\$)	Variation between (a) and (b)	Justification for variation of + / - 5% between (a) and (b)
1. Entry fee						
2. Gate receipt (tickets in monetary payment)						
3. Sponsorship						
4. Broadcasting rights						
5. Merchandise sales						
6. Others (please specify)						

Total: 0 0 0