

"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 amount of last event in Year _____. (\$)	Variation between (a) and (b)	Justification for variation of +/- 5% between (a) and (b)
			Direct grant	Direct grant for marketing	Venue hiring grant for venue subsidy			
		(a)				(b)		
I. BOARD & LODGING								
1. Accommodation	<i>e.g. \$1,000/room (single or double) x 11 rooms x 5 days</i>							
a. Overseas		55,000				50,000	10%	<i>The hotel room charges is higher than that of last year.</i>
i. Players Athletes								
ii. Team Officials								
iii. Technical Officials								
iv. Officials								
v. Others (e.g guest, staff, national representatives etc.)								
b. Local								
i. Players Athletes								
ii. Team Officials								
iii. Technical Officials								
iv. Officials								
v. Others (e.g guest, staff etc.)								
2. Transport for overseas technical officials	<i>e.g. \$3,000/trip (round or single) x 22 pax</i>	66,000				50,000	32%	<i>Increase the no. of player</i>
3. Transport for overseas players athletes	<i>e.g. \$3,000/trip (round or single) x 22 pax</i>	66,000				50,000	32%	<i>Increase the no. of player</i>
4. Meal	<i>e.g. \$500/day x 22 pax</i>	11,000				11,000	0%	
a. Overseas								
i. Players Athletes								
ii. Team Officials								
iii. Technical Officials								
iv. Officials								
v. Others (e.g guest, staff, national representatives etc.)								
b. Local								
i. Players Athletes								
ii. Team Officials								
iii. Technical Officials								
iv. Officials								
v. Others (e.g guest, staff etc.)								
5. Others (please specify)								
		Sub-total:	198,000			Sub-total:	161,000	

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			Direct grant	Direct grant for marketing	Venue hiring grant for venue subsidy			
		(a)				(b)		
II. STAFF REMUNERATION & ALLOWANCE								
	<i>e.g. \$1,000/pax x 22 pax</i>	22,000				22,000	0%	<i>Determined by International Federation</i>
1. Coach / Lecturer / Instructor fee								
2. Official fee								
3. Conference speaker fee								
4. Daily allowance for medical personnel (e.g physiotherapist, doctor, first-aider)								
5. Others (please specify)								

Sub-total: 22,000

Sub-total: 22,000

III. MINOR EVENT-RELATED EXPENSES								
1. Ceremony related expenses								
2. Medical services and related expenses								
3. Overseas fax, telephone call, mobile data charge, photography and video shooting								
4. Press conference								
5. Stationery and postage								
6. Souvenirs								
7. Uniform								
8. Laundry services								
9. Water								
10. Anti-doping								
11. Bank charges								
12. Supplement of drinks / diet for local athletes (include sports drinks, fruits and biscuits etc.)								
13. Others (please specify)								

Sub-total: 0

Sub-total: 0

IV. MAJOR EVENT-RELATED EXPENSES								
1. Entry / Participation fee								
2. Purchase of consumable sports equipment and hire of service / equipment								
3. Reception (e.g. tea reception / refreshment / cocktail party / banquet)								
4. Prizes								
a. trophy								
b. medals								
5. Setting up of venue								
6. Transport of equipment								
7. Appearance								
8. Prize money								
9. Printing and production of publicity materials (e.g. poster, leaflet, banner, A-board, foam board, souvenir programme, backdrop, website production, merchandise production)								

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				Direct grant	Direct grant for marketing	Venue hiring grant for venue subsidy			
10.	Local transport for	<i>e.g. \$500/trip x 10 trips</i>	5,000				4,500	11%	<i>Increase the no. of player</i>
	a. Overseas								
	i. Players/Athletes								
	ii. Team Officials								
	iii. Technical Officials								
	iv. Officials								
	v. Others (e.g guest, staff, national representatives etc.)								
	b. Local								
	i. Players/Athletes								
	ii. Team Officials								
	iii. Technical Officials								
	iv. Officials								
	v. Others (e.g guest, staff, national representatives etc.)								
11.	Audit fee								
12.	License / Right / Sanction fee								
13.	Insurance								
14.	Broadcasting Fee								
15.	Exit survey report								
16.	Environmental friendly measures								
17.	Hire of Services								
18.	Others (please specify)								
			<i>Sub-total:</i>				<i>4,500</i>		

V. VENUE HIRING CHARGE									
1	LCSD venue								
2	Non LCSD venue								
			<i>Sub-total:</i>				<i>0</i>		

Total: 225,000

Total: 187,500

	Income Item	Breakdown	Estimated amount (\$) (a)	Actual amount of last event in Year_____. (\$) (b)	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