Appendix I

Coach Development Programmes
Application Guideline for 2026/27

A. Programme Overview

The Coach Development Programmes, funded by the HKSAR Government and administered by the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), provide grants to eligible National Sports Associations (NSAs) for coach training and professional development.

Grant Category	Coverage	Maximum Funding
Sport-Specific Coach Education Programme	Local coaching courses, seminars and workshops; coaches attending overseas coach development programmes	Up to 100% of eligible expenses, net of entry fees and sponsorship income
Thanks Coach Scheme	Coach recognition awards and related administrative costs	Up to 100% of eligible expenses, capped at **HK$15,000 per NSA**

1. Applications will not be processed if they are submitted late, are incomplete, or if the NSA has outstanding settlement documents from previous grants.
2. SF&OC bears no responsibility for claims arising from subvented activities; NSAs assume full legal and operational liability and shall indemnify SF&OC against all related losses.

B. Financial & Audit Compliance

1. A full list of eligible expenses and standard rate caps of the Sport-Specific Coach Education Programme and Thanks Coach Scheme is set out in **Annex 1**. Expenditure incurred outside of the approved scope will not be reimbursed.
2. All income generated from the activity (e.g. entry fees, sponsorship) must be fully declared in the statement of accounts.
3. Duplicate funding from other government public funding schemes (e.g. Home Affairs Bureau, Leisure and Cultural Services Department) is not permitted.
4. The SF&OC Coaching Division reserves the right to request additional supporting documents and conduct field audits of all subvented programme accounts.

C. Application & Submission Timeline

1. Interested NSAs are required to follow the schedule below for application submission and post-event settlement:

Timeline	Required Action & Submission	Corresponding Form
One to three months before event start	Submit individual grant application with supporting documents	Form 3, Form 11 (Form 4 for overseas activities)
Two weeks before event start	Submit any required revisions to the application	–
Within one month after event completion	Submit post-event settlement documents	Form 5, Form 6, Form 11 (Form 5a/5b where applicable)

2. Any rescheduling, postponement or material changes to the approved programme must be notified to the SF&OC Coaching Division in writing at least 14 working days before the original event date.
3. All post-event submissions for the 2026/27 funding cycle must be received on or before 31 March 2027. No submissions will be accepted after the end of the fiscal year.
4. Detailed document checklists for each programme type, covering both stages, are set out in **Annex 2**.

C. Logo Requirements & Acknowledgement

1. All promotional materials must display both **SF&OC** and **"Government-funded programme" logos**.

- NSAs may use the following SF&OC Composite Emblem in their promotional materials in accordance with the SF&OC Composite Emblem Usage Guidelines set out in Appendix III:



- NSAs may use the following Government-funded programme (GFP) logo and apply in their promotional materials according to the Logo Usage Guidelines issued by the HKSAR Government (Download: GFP Logo & Guidelines):



2. The following **mandatory acknowledgement wording** must be included on all promotional materials:

   "This event (or [event name]) is funded by the HKSAR Government"

3. All design layouts must be submitted to SF&OC with Form 3 for pre-approval. Written confirmation must be obtained before publication. Non-compliance may result in partial or full forfeiture of the grant.

4. Grantees are required to submit a detailed report on the activity together with all related promotional materials (e.g. copies of media releases, photos, videos, etc.) to SF&OC within one month after completion of the activity.

Annex 1

Eligible Items for <u>Local</u> Coach Development Activities*

Eligible Items	Rates
1. Accommodation (for overseas tutors / lecturers only, per night)	HK$1,000 for single room HK$1,200 for double room
2. Banners	HK$1,000 per local events HK$1,500 per local international events
3. Camp fees *(including accommodation and meals, for live-in training only, per day / night)*	HK$200 per head
4. Transportation fees between camp site and training venues (for live-in training only)	At reasonable rates
5. Coaches / lecturers / course tutors / examiners fee	HK$467/hour/person, Mandatory Provident Fund subvention contribution inclusive
6. Assistant coaches	HK$175/hour/person, Mandatory Provident Fund subvention contribution inclusive
7. Decoration of venue	At reasonable rates
8. Departure / Government tax (for overseas tutors / lecturers only)	At the rates set by the HKSAR government
9. Equipment hire / transport	At reasonable rates (not applicable to hiring NSA's own equipment)
10. Insurance	At reasonable rates (on reimbursement basis)
11. Licence fees	For activities only. At the rate set by the authorising organization
12. Local transport (for overseas tutors / lecturers only)	At reasonable rates (not applicable to the related expenditures incurred by driving the officials' own car)
13. Meals (for overseas course tutors only)	HK$350/person/day
14. Helpers fee	HK$74/hour/person, Mandatory Provident Fund subvention contribution inclusive
15. Overseas fax and telephone calls by NSAs	HK$1,000 for local international event only

Annex 1

Eligible Items for <u>Local</u> Coach Development Activities* (Continued)

Eligible Items	Rates
16. Photography / video shooting	HK$3,000 per event
17. Printing expenses	HK$5,000 per local event HK$10,000 per local international event
18. Purchase of sports equipment (consumable items only)	At reasonable rates
19 Receptions	Either ONE of the following per event: 1. Tea reception: HK$70 per head 2. Cocktail party: HK$100 per head 3. Dinner party: HK$250 per head (for international event only)
20. Souvenirs (for overseas coaches / tutors / lecturers only, or local coaches / tutors / lecturers who do not receive coach / tutor / lecturer fee)	HK$500 per souvenir HK$2,000 per local event HK$3,000 per local international event
21. Stationery and postage	HK$800 per local event HK$1,000 per local international event
22. Transport for overseas coach educator / tutor (by air, train or ferry as appropriate)	Lowest quoted price from registered travel agencies (limited to economy class only)
23. Uniforms	For helpers and volunteers at HK$200 per person For participants at HK$80 per person (for live-in training only)
24. Venue charge	At standard rates *(please specify the charges for use of various venues, not applicable to NSA's own venue)*

** The target participants of Local Coach Development Activities should include participants from Mainland China or overseas.*

Annex 1

Eligible Items for <u>Overseas</u> Coach Development Activities

Eligible Items	Rates
1. Accommodation *(per night)*	China: Standard room HK$950 Other countries: Standard room HK$1,300
2. Departure / Government tax	At the rates set by individual country
3. Entry fees / course fees	At the rates required by organizers
4. Insurance	At reasonable rates
5. Local transportation from / to airport	At lowest fare by local public transport
6. Meals	China: HK$400/person/day Other countries: HK$500/person/day
7. Overseas internal transport	At reasonable rates
8. Photography / video shooting	HK$500 per event
9. Purchase of sports equipment (consumable items only)	At reasonable rates
10. Souvenirs	HK$500 per souvenir HK$1,500 per event
11. Stationery and postage	HK$500 per event
12. Transport from / to overseas countries (by air, train or ferry as appropriate)	Lowest quoted fare from registered travel agencies (limited to economy class only)
13. Visa fees	At the rates set by individual country
14. Bank charges	At the rates set by bank

Annex 1

Eligible Items for Thanks Coach Scheme

The maximum subvention of **HK$15,000** covers the expenses for the awards and general administration:

1. The award(s)

The maximum prize value for each award is not recommended to exceed HK$2,500, cash incentive will <u>not</u> be supported.

- Trophy / Medal / Certificate
- Coach Training Opportunities e.g. attachment to overseas competitions, attendance of coaches' seminars (local and overseas)
- Other non-cash prizes e.g. sports goods, dinner vouchers, gift vouchers or cash coupons

2. Administration fee *(maximum subvention : 10%, i.e. HK$1,500)*

- Printing
- Postage
- Helpers allowance
- Banners

Annex 2

Programme Document Checklists

1. Local Coach Development Activities

Application stage

- ☐ **Form 3** (Application for Grants)
- ☐ Full programme details (dates, venue, entry requirements, teaching content, etc.)
- ☐ Programme enrolment form
- ☐ Draft promotional materials for logo pre-approval

Post-event settlement stage

- ☐ **Form 5** (Statement of Accounts)
- ☐ All **original receipts** and **one copy** thereof, numbered and cross-referenced to the Statement of Accounts
- ☐ **Form 5a** (Claims for Salary of the Coach Development Programmes)
- ☐ **Form 6** (Evaluation Report) completed by Sports Executive grade or above, with NSA chop
- ☐ Final promotional materials and activity records

2. Overseas Coach Development Activities

Application stage

- ☐ **Form 3** (Application for Grants)
- ☐ **Form 4** (Plans for Utilising Information Acquired during Overseas Programme)
- ☐ Full programme details (invitation letter, dates, location, entry requirements, etc.)
- ☐ Draft promotional materials (if applicable)

Post-event settlement stage

- ☐ **Form 5** (Statement of Accounts)
- ☐ All **original receipts** and **one copy** thereof, numbered and cross-referenced to the Statement of Accounts
- ☐ **Form 6** (Evaluation Report) completed by Sports Executive grade or above, with NSA chop
- ☐ Attendance and/ or activity records (Certificate, photos, etc.)

Annex 2

Programme Document Checklists (Continued)

3. Thanks Coach Scheme

Application stage

- ☐ **Form 3** (Application for Grants)
- ☐ Award categories, selection criteria and selection panel details
- ☐ Draft promotional materials for logo pre-approval

Post-event settlement stage

- ☐ **Form 5** (Statement of Accounts)
- ☐ All **original receipt** and **one copy** thereof, numbered and cross-referenced to the Statement of Accounts
- ☐ **Form 5a** (Claims for Salary of the Coach Development Programmes)
- ☐ **Form 5b** (Acknowledgement of Receipt of Gift Voucher / Cash Coupon)
- ☐ **Form 6** (Evaluation Report) completed by Sports Executive grade or above, with NSA chop
- ☐ Activity records (Event photos, awards presentation photos, etc.)