

**HKRU Tertiary Rugby Development Grant & Subvention**  
**香港欖球總會大專欖球發展補助金及資助金**

**Application Form 申請表 (Year 年度 : 2018 / 2019)**

**Application Deadline 申請截止日期: 28/2/2019**

**To be completed by Institute rugby society/team chairperson**  
由院校欖球學會/球隊主席填寫

Chairperson Personal Particulars 學會/球隊主席個人資料:

Full Name in English

英文姓名

Name in Chinese

中文姓名

Mobile No.

手提電話號碼

Email Address

電子郵件

Other contact person 其他聯絡人:

Full Name in English

英文姓名

Name in Chinese

中文姓名

Mobile No.

手提電話號碼

Email Address

電子郵件

Institute Particulars 院校資料:

Full Name in English

英文名稱

Name in Chinese

中文名稱

**Declaration:** I, the undersigned, declare that the information given in this application is correct to the best of my knowledge, complete and accurate. I have read and fully understand the terms and conditions of the Tertiary Rugby development grant and Subvention for which I am now applying. I understand and agree that my personal data will be used for HKRU

**聲明:** 本人, 即下開簽署人, 謹此聲明, 此申請表內所填報的資料均屬正確無誤。本人已閱讀及完全明白申請大專欖球發展補助金及資助金之各項條款及細則。本人亦明白及同意本人之個人資料僅作為香港欖球總會之所用。

Applicant's Signature

申請人簽署

Date

日期

### Purpose of Development Grant & Subvention

With the growing number of participants in Hong Kong's universities and to assist in the development and sustainability of the sport of rugby union within the universities, the Hong Kong Rugby Union would like to put forward a proposal for the provision of sponsorship in the way of a subvention to Universities and Tertiary institutes for the upcoming 2018-19 University rugby season.

The subvention will act as additional funding on top of what the university rugby society / club already receives from their respective institutes. Furthermore the subvention will solely be used for rugby union related activities and the development of rugby union within the University.

For collecting the development Grant & Subvention, there are three options and they are:

**Option 1  : The development grant and subvention will be injected directly to a non-profit bank account.**

The applicant has to complete following procedure before the application dead line:

- 1.) Fill in and submit the "HKRU Tertiary Rugby Development Grant & Subvention application form"
- 2.) Sign the HKRU TERTIARY TEAM SUBVENTION AGREEMENT
- 3.) Fill in and **submit Form T1 and provide the original receipt for the expenses**

**Option 2  : The development grant and subvention will be paid for the coaching fee.**

The applicant has to complete following procedure before the application dead line:

- 1.) Fill in and submit the "HKRU Tertiary Rugby Development Grant & Subvention application form"
- 2.) Sign the HKRU TERTIARY TEAM SUBVENTION AGREEMENT
- 3.) Fill in and submit **"Attendance Sheet" – Form T2**
- 4.) Submit letter to HKRU (agreement between coach and institute)

**Option 3  : The development grant and subvention will be paid for equipment / any expense related to institute rugby development**

The applicant has to complete following procedure before the application dead line:

- 1.) **Fill in and submit** the "HKRU Tertiary Rugby Development Grant & Subvention application form"
- 2.) Sign the HKRU TERTIARY TEAM SUBVENTION AGREEMENT
- 3.) Submit the **INVIOCE** to HKRU.

# Form T1

## Bank account information

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

## Allocation of Development and Subvention

Item	description	Amount
e.g. transportation allowance	e.g. Allowance for player's transportation	e.g. \$5000

Total: \_\_\_\_\_

# Form T2

## Attendance Sheet

### Tertiary Coaching Timesheet – 大專教練出席紀錄

Institute Name: \_\_\_\_\_

Name of Coach: \_\_\_\_\_

Training Venue: \_\_\_\_\_

Coach Fee: \$ \_\_\_\_\_ per hour / Session

Lesson:	1	2	3	4	5	6	7	8	9	10	11	12
Date:												
Duration:												
Coach Signature:												
Chairman Signature:												

Lesson:	13	14	15	16	17	18	19	20	21	22	23	24
Date:												
Duration:												
Coach Signature:												
Chairman Signature:												

Lesson:	25	26	27	28	29	30	31	32	33	34	35	36
Date:												
Duration:												
Coach Signature:												
Chairman Signature:												

**Total Coaching Hours:** \_\_\_\_\_

**Total Coaching Fee:** \_\_\_\_\_

### Coach bank account information

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_