



## Scout Development Funding Scheme (SDFS)

*This Circular substitutes Administration Circular No. 10/2018 issued on 1 January 2018.*

### Objective of the Scheme

The Association has been fortunate to have some donors of valuable prizes for the Raffle Campaign in the past few years and therefore accumulated some surplus from its Raffle expenditure. The fund will be used to finance Scouting activities with the purpose to retain and/or expand Scout membership, and community service projects organized by Scout Units.

### Eligibility

1. The Scheme is open to all Branches, Regions, Districts and Scout Groups of the Association.
2. Applicants could only apply for the subsidy twice for every year and once for every term.

### Funding Criteria

The following nature of activities/projects would be considered:

1. Activities aimed at retention and/or expansion of membership.
2. Community service projects organized by Scout Units.
3. Scouting activities / projects in response to the youth policy of the Government of the Hong Kong Special Administrative Region.

### Application Procedures

1. The SDFS Committee will examine applications according to the schedule below:-

<b>Deadline:</b>	15 March	15 June	15 September	15 December
<b>Approval date:</b>	3 April	3 July	3 October	3 January

Applicants shall send the completed application form together with relevant information to the Administration Branch, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon. (Please indicate "Application for Scout Development Funding Scheme" on the envelope).

The proposed activities/projects should be held after the SPFS Committee date of approval.

2. Scout Groups should send a copy of the application to respective District Commissioner. Districts should send a copy of application to respective Regional Commissioner/Deputy Chief Commissioner (Operations) [for Silver Jubilee District].
3. If the District Commissioner or Regional/Branch Commissioner does not support any application, he/she should inform Deputy Chief Commissioner (Operations) immediately and give written reasons within one month.
4. Application result will be available in about two months.

### Eligibility Criteria

1. Amount of subsidy per application will normally not exceed HK\$50,000. The SDFS Committee has full discretion to approve partial or full subsidy. The nature of the activity/project and the financial condition of the applicant are the major consideration in examining applications. Applicant should submit the programme details, budget, financial situation of scout groups, requested amount and state the reason.
2. Priority is given to fund youth members to participate in activities/projects in Hong Kong. Expenses on catering, air-ticket fee and transportation fee outside Hong Kong are generally not covered. Applicants should not regard the funding as the main source of activity/project income and the amount of subsidy generally does not exceed the unit's funding.
3. Partial or full payment of subsidy will be directly credited to the successful Unit's bank account. In case of partial payment, the balance will be released when the activity report and financial report have been submitted.
4. Any surplus of subsidy over expenditure should be refunded to the Association.
5. In the event of cancellation of the activity, the full amount of subsidy should be refunded to the Association unless there are sufficient grounds.

**Reports**

1. The subsidized units should submit to the SDFS Committee a report of the activity, records, such as photos and related information etc, publications and financial reports together with receipts within one month after the activities. Original receipts for subsidy items and photocopy of receipts for non-subsidy items should be submitted and certified by the Leader-in-charge.
2. The subsidized units should submit explanation on the details of activity/project and its statement of account upon receiving SDFS Committee request. Otherwise, the SDFS Committee reserves the right to cancel the partial or full subsidy of the activity/project.
3. The subsidized units which fail to submit the above reports and related receipts before the deadline may be disqualified and would be required to refund the subsidy to the Association.

**Enquiry**

For enquiry, please contact the District Clerical Support Team at 2957 6390.



Wilson LAI  
Deputy Chief Commissioner (Operations)