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## **Subsidy Scheme for Existing Groups to Set up New Units (SNU) Application Guidelines**

*This Circular substitutes Administration Circular No.56/2018 issued on 15 November 2018.*

### **1. Aims**

- 1.1 The Scheme aims to subsidize existing Scout Groups to set up new units or addition of new sections provision for more youth people to join the Scout Movement.

### **2. Eligibility**

The Scout Group should be:

- 2.1 a normal group with regular meetings; and
- 2.2 capable of meeting the minimum standards laid down on “Policy, Organization and Rules” (POR) of the Association for Scout Groups and for Sectional Units; and gained the approval by District Commissioner to apply for addition of section / unit on or after 16 November 2019; and
- 2.3 Fulfilled the requirement of holding 6 activities / meetings for the new set up section / unit (one of which shall be outdoors).

### **3. Subsidized Items**

- 3.1 Expenses on setting up new section / unit, such as purchase of training / activity materials, scout reference books, etc.

### **4. Non-Subsidized Items**

- 4.1 Personal items / Group equipment, such as Scout Group Flag, Scarf, Badge, locker, Uniform, backpack and sleeping bag, etc.

### **5. Application Procedures**

- 5.1 Group Scout Leader / Scouter-in-charge should complete the application form “Approval in Principle” Application Form (Form SNU001) together with the supporting documents for the addition of section/unit by respective District Commissioner, that is either Form S or notification issued by the Regional Headquarters, and submit to the District Clerical Support Team “DCST”.
- 5.2 Requested items for subsidy shall be list on the application form.
- 5.3 Applicants will be informed of the results of application within 2 weeks normally.
- 5.4 Deadline of application will be on 15 November 2020.

### **6. Payment**

- 6.1 When approval in principle is given to the Scout Group, the Group Scout Leader / Scouter-in-charge shall ensure the new section/unit to meet the aforesaid requirement set on paragraph 2.3 within 5 months and submit the following documents to “DCST” for reimbursement.
  - a) completed “Apply for reimbursement” application form (Form SNU002) together with the original receipts of purchase(s); and
  - b) Group meeting record (with members’ attendance record, meeting date and nature of meetings/activities etc.).

- 6.2 Reimbursement of approved items is based on actual purchase of items.
- 6.3 Subsidy will be transferred to the Scout Group's bank account by autopay.

**7. Others**

- 7.1 The Association has the right to conduct random/surprise checking on the subsidized items to ensure the items are used in a reasonable way.
- 7.2 Application form can be downloaded from [www.scout.org.hk](http://www.scout.org.hk).

**8. Enquiry**

- 8.1 For enquiry, please contact the District Clerical Support Team at 2957 6397.



Wilson LAI  
Deputy Chief Commissioner (Operations)

**Scout Association of Hong Kong**  
**Subsidy Scheme for Existing Groups to Set up New Units (SNU)**  
**“Approval in Principle” Application Form**

File No. :      /      /       
 ( for official use only )

<b>(I) General Information</b>			
Region		Group Chop	
District			
Group No.			
Section to be increased to		Group Scout Leader / Scouter-in-charge's Signature	
Unit to be increased to			
Est. number of members to be recruited			
Est. number of leaders to be recruited		Name (BLOCK CAPITAL)	
E-mail Address		Tel No.	

<b>(II) Requested Items for Subsidy (Please attach additional paper if necessary)</b>				
Items	Qty	Estimated Unit Price (HK\$)	Estimated Amount (HK\$)	Remarks

<b>(III) Approval</b>			
I hereby *Approval in Principle / Decline this application.			
DCC(O)'s Signature		Date	

<b>(IV) To the applicant [ District Clerical Support Team only ]</b>			
<input type="checkbox"/> Approval in Principle is given to the Scout Group. DCST has notified the GSL/SIC via email and sent copy to respective District Commissioner and Regional Commissioner.			
Signature		Date	

<p>Remarks:</p> <p>The personal particulars and other related information provided by you in this application form would only used by the application for the Subsidy Scheme for Existing Groups to Set up New Units (SNU). The provision of personal particulars and other related information in this application form is voluntary. However, if you do not provide adequate and accurate information, the Committee may not be able to process your application.</p>
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**Scout Association of Hong Kong**  
**Subsidy Scheme for Existing Groups to Set up New Units (SNU)**  
**“Apply for reimbursement” Application Form**

File No. :      /      /       
(for official use only)

(I) General Information			
Region		Group Chop	
District			
Group No.			
New Section / Unit		Group Scout Leader / Scouter-in-charge's Signature	
No. of Recruited Scout Members			
No. of Recruited Leaders			
Name of Bank Account		Name (BLOCK CAPITAL)	
Name of Bank		Tel No.	
Bank Account No.		E-mail Address	

(II) Apply for reimbursement of approved items						
Group Scout Leader or Scouter-in-charge is required to sign on ALL documents for endorsement.						
No.	Items	Qty	Unit Price (HK\$)	Amount (HK\$)	Approved Amount of Subsidy (HK\$)	Actual Amount of Subsidy (HK\$) (for office use only)
<b>Total (HK\$)</b>						

**Remarks:**

The personal particulars and other related information provided by you in this application form would only used by the application for the Subsidy Scheme for Existing Groups to Set up New Units (SNU). The provision of personal particulars and other related information in this application form is voluntary. However, if you do not provide adequate and accurate information, the Committee may not be able to process your application.