# DIGITAL FOR LIFE

Digital for Life Fund Briefing Session 27 Apr 2022







## WELCOME TO THE DIGITAL FOR LIFE MOVEMENT!

Digital for Life movement brings the whole nation together to help all Singaporeans develop the necessary digital tools, skills and habits to succeed in the future.

It is a platform that brings corporates, community organisations, government agencies and individuals together to play their part in coordinating efforts, co-creating solutions and catalysing change.

## **DFL PILLARS - AREAS OF FOCUS**



**Digital Literacy & Wellness** 



#### **DIGITAL WELLNESS & SAFETY**

Promoting safe and responsible online usage to mitigate cyber harms & risks

#### **Digital Technology & Inclusion**

Low Income



#### **DIGITAL RESILIENCE**

Building resilience of vulnerable segments by uplifting tech adoption and digital skill levels



#### **TECH FOR LIFE**

Inspiring the community to embrace digital in daily living and to create with tech for the good of society

• Parents & Youths

• Women • Seniors

ors • PwDs •

Community

## **POSSIBLE PROJECT IDEAS TO CONSIDER**



- Intergenerational Digital Initiatives How can we promote the mutual exchange of skills and knowledge where all parties are able to both contribute and benefit (e.g. through inter-generational learning activities and projects)?
- Balance in Real & Virtual Worlds How can we maintain a healthy relationship with technology in a balanced and socially responsible way?
- **Digital Empowerment** How can we better manage one's digital well-being by being aware of ways to take control of it? (e.g. using gamification to strengthen bonds in families or friends, leverage crowd-sourced big data to create useful web/mobile applications)?





#### **Eligibility – Non-profit organisations**

- Company Limited by Guarantee registered with ACRA
- Society registered with ROS
- Charity or Charitable Trust registered with CoC
- Co-Operative registered with Registry of Co-operative Societies
- Trade Union registered with Registry of Trade Unions



## **Project Duration**

• Up to 24 months



### **Funding Support**

- Up to 95% of qualifying costs, capped at \$500,000 per year
- Projects will be reimbursed based on the actual costs incurred

# DIGITAL FOR LIFE FUND APPLICATION FORM



## **PROJECT SCOPE**

## DIGITAL

#### 3. Project Focus

Select more than one, if applicable.

Digital Wellness - Promoting	Digital Skills - Building	Tech for Life - Inspiring
safe and responsible online	resilience of vulnerable	the community to embrace
usage to mitigate cyber harms	segments by uplifting tech	digital in daily living and to
& risks	adoption and digital skill levels	create with tech for the good
		of society

Project scope should focus on <u>at least one</u> of the Digital for Life themes above

## PROJECT START/END DATE AND LANDSCAPE SCAN



#### 5. Intended Project Start Date and End Date

- This is known as the <u>"qualifying period" of the project</u>
- Funding will only cover costs incurred during this period, e.g. if the project start date is Dec 2022, costs incurred in Nov 2022 will not be covered.
- Recommend to start the project after it has been approved, estimated to be October onwards

#### 6. Landscape Scan & Needs Assessment for Project

Provide an overview of the current landscape and identify the gaps or needs, with supporting data/evidence and information on how the data/evidence is gathered.

- This should be the basis of the project by articulating the <u>gaps or needs</u> in the community
- The gaps should link back to the chosen beneficiaries of the project. If a digital literacy gap has been identified amongst seniors, beneficiaries should be senior-related.
- How does the proposed project compare to similar programmes in the landscape? This helps to show how the project is different or improves on existing programmes.



## **PROJECT DESIGN**



#### 7. Project Design





#### Objectives

What does the project aim to achieve?

#### **Beneficiaries**

 Who are the beneficiaries? (e.g. youths-at-risk aged 14 – 20, seniors without data plans, etc.) and how to ensure they are correctly identified? E.g. beneficiaries could be sourced from SSAs who specifically look at youths at risk.

#### Implementation

Elaborate <u>how the project will be implemented (e.g.</u> Content/curriculum of the workshop, how, when and where the workshops/event will be conducted, what and how content or app is produced, etc)

#### Publicity

• How to reach your intended beneficiaries to sign up for the event/workshop, or general public to create awareness

## **PROJECT DESIGN**



#### 8. Value Proposition/Outcomes – Project Impact

Articulate the impacts/outcomes of the project, how it supports the objectives of Digital for Life, and the key difference it will make to the beneficiaries. Describe any behavioural/mindset change in the target segment(s) that the project will bring about.

- Outcomes: What are the behavioural changes in the beneficiaries? Note that this is not about the project output (i.e. the number of beneficiaries or workshops conducted)
   E.g. Through the workshops, seniors will learn more about the benefits of communication apps like WhatsApp and Zoom and how to use them, which allows them to connect easily with their family and friends.
- 2. Impact: How will the project impact be measured? This can be done through pre-post workshop surveys or quizzes to find out if participants have picked up the digital skills or knowledge.



### 8. Value Proposition/Outcomes - Deliverables

#### **Deliverables with Targets**

i	E.g. Conduct minimum 20 coding workshops	E.g. List of participants for the 60 coding
	for minimum 500 children (10-12 years old)	workshops
	by Project Year 1, and cumulatively minimum	
	40 coding workshops for minimum 1000	
	children (10-12 yars old) by Project End.	

Measures

- Deliverables for the project. These targets must be met for the approved funds to be disbursed to the grantee.
- Projects with duration of 18 24 months must breakdown each deliverable into two periods to show the target to be achieved by: 1) the 12month mark ("Project Year 1"), and 2) the end of the project ("Project End").
- This is the evidence required to prove that the deliverables have been met (e.g. workshop photos, participant attendance)

## COLLABORATION WITH PARTNERS AND PROJECT RISKS



#### 9. Collaboration with Partners



- List partners that the project team will be working with and how they will be involved in the project (e.g. SSA to provide workshop participants, XX CC to provide classrooms for workshops).
- Project owners should preferably get buy-in from most of the partners on the project idea <u>before</u> applying for the fund. (e.g. Project team has reached out to the CC who is agreeable to provide support)

### **10. Risks Identification and Mitigation Plans**



- Elaborate on risks which directly impact the completion of the project deliverables
- For example, if a critical partner backs out of the project, how will the team be able to continue achieving the project deliverables? How will the team ensure that the project is able to recruit the required number of participants/volunteers?

# DIGITAL FOR LIFE FUND PROJECT BUDGET



## **BUDGET FORM**



#### **General Notes on Project Budget**

- Related Party Costs: To be declared in the Related Party Transactions Disclosure form, refer to the disclosure form for more details. (Under Section D - Project Costs)
- Internal costs: To be declared in the Internal Cost form. E.g. Material, venue rental costs from other departments of the same company
- **GST:** All costs listed in the budget form should exclude GST as it is <u>not supportable</u>.
- Quotation source and validity: This can include quotations, invoices or receipts for similar items or services in the past, links to published rates, etc. Quotations will help the team to estimated the cost required for the project, and should preferably have a 6 months validity. This will ensure that the quotation is still valid when the project funding is approved.
- Projects that are 18 24 months will need to provide the costs for 1) the first 12 months of the project, and; 2) the 13<sup>th</sup> month to the end of the project
- Budget: Budget in all the cost items required for the project. Only approved cost items can be claimed.

## **BUDGET FORM**



#### Manpower Costs

- Manpower costs should only be for the man months spent on the project, and need to be justified with the work scope of the staff. Only basic salary and employer's CPF can be funded.
- <u>Not supported</u>: Bonuses, increments, or indirect manpower costs (e.g. founder, senior management, stakeholder, clerical staff, ex-gratia, retrenchment, termination salary)

#### **Professional Services**

• Services provided by third parties, e.g. web designers, events company, advertising, production, editorial fees etc.

#### **Equipment (Hardware and Software)**

- This covers purchase or rental of equipment such as laptops, mobile phones, software licenses, etc.
- <u>Not supported</u>: Organisation's assets and capital expenditure, including company registration and start-up cost are not supported

## **BUDGET FORM**



#### **Materials and Consumables**

• Workshop materials, advertising or publicity collaterals, training materials

#### **ICT Services**

• Fee-based charges for data storage and internet connectivity e.g. website hosting, data/connectivity subscription fee

#### **Intellectual Property Costs**

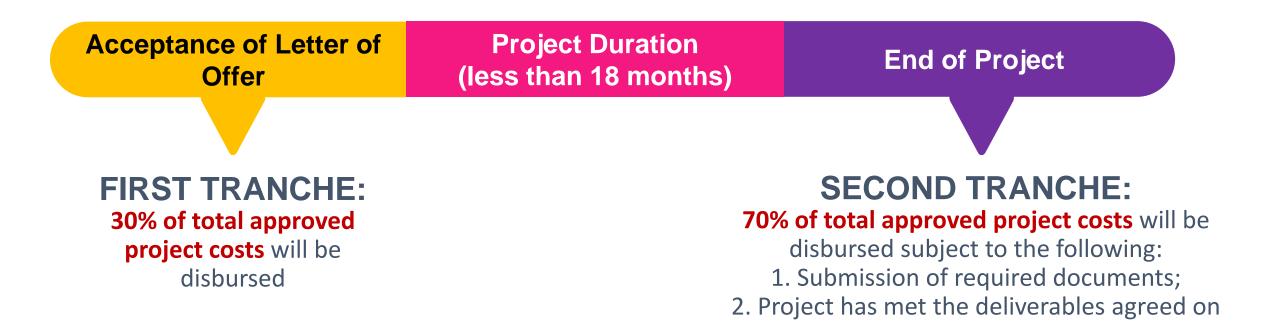
• Public Entertainment Licence, Copyright Licence, Trade Fair Permits

#### **Other costs**

- Venue rental, transport and logistics costs, volunteers' meals and transport costs
- <u>Not supported</u>: Operational costs (e.g. office rental, utilities charges of office space, bank charges, legal fees); cash prizes; entertainment costs; travel and accommodation costs; expenses incurred for fund-raising activities; GST

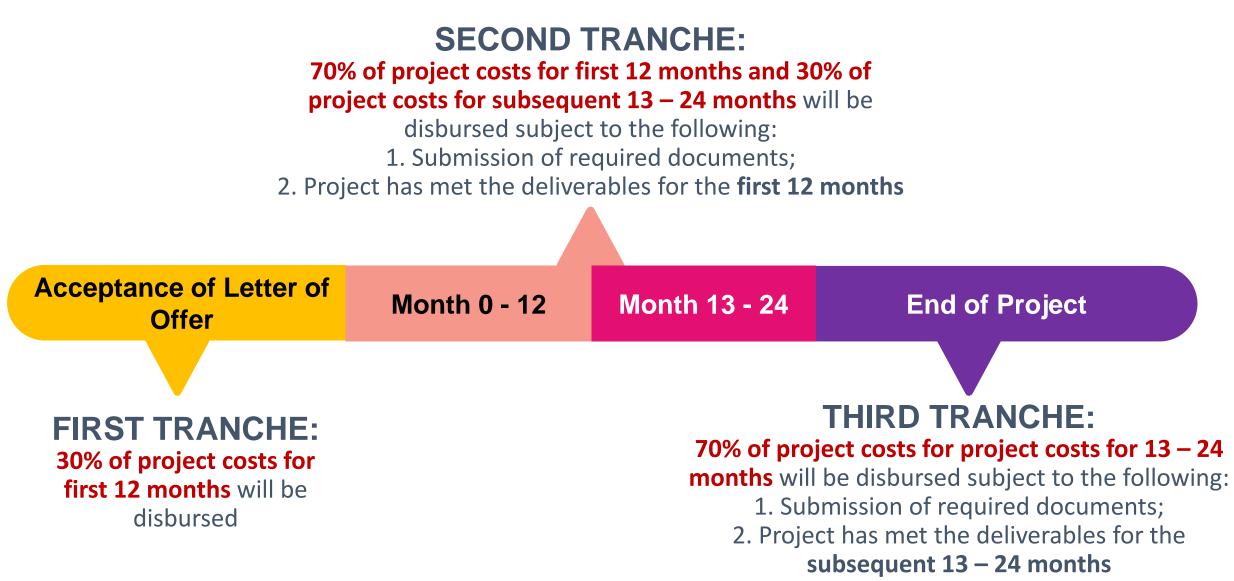
## DISBURSEMENT SCHEDULE (FOR PROJECTS LESS THAN 18 MONTHS)





## DISBURSEMENT SCHEDULE (FOR PROJECTS BETWEEN 18 – 24 MONTHS)





## LIST OF DOCUMENTS REQUIRED FOR COMPLETE APPLICATION\*



1) **Completed Digital for Life Fund Application Form** in Word format with relevant declarations in Section E endorsed, and all relevant documents attached

2) Entity registration with the respective regulatory bodies, dated no older than 6 months from the application date. (More examples in the following slides)

3) Latest audited **financial statements** 

4) **CV** of each member of the project team

5) Any other supporting documents (e.g. quotations, research materials, presentation slides, etc)

\*Incomplete applications may be rejected

## **CHARITY/IPC STATUS**

4/23/2020

DIGITAL

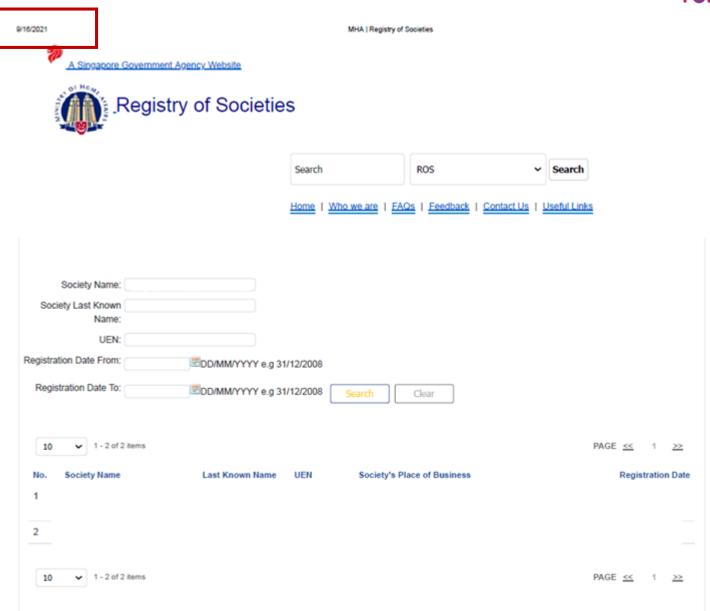
- Save the webpage as a PDF to show the date, which should be dated no older than 6 months from the application date
- <u>https://www.charities.gov.sg/Pag</u>
   <u>es/BasicSearch.aspx?q=</u>

Organisation Profile	
Organisation Name:	
Organisation Profile	Financial Information     Annual Report     Code Compliance
Organisation Information	
Address:	
Website:	T 1
Email Address:	T 1
Telephone No.:	T 1
Fax No.:	Ι ]
Contact Person:	T 1
Type of Entity:	I ]
UEN No.:	I ]
Charity Status:	I ]
Date of charity registration:	[ ]
IPC Status:	[ ]
IPC Period:	[ ]
Sector Administrator:	T 1

Organization Profile

## **REGISTRY OF SOCIETIES**

- Save the webpage as a PDF to show the date, which should be dated no older than 6 months from the application date
- <u>https://www.ros.mha.gov.sg/eg</u> p/eservice/ROSES/FE\_SocietySe arch



## **ACRA BUSINESS PROFILE**

WHILST EVERY ENDEAVOR IS MADE TO ENSURE THAT INFORMATION PROVIDED IS UPDATED AND CORRECT. THE AUTHORITY DISCLAIMS ANY LIABILITY FOR ANY DAMAGE OR LOSS THAT MAY BE CAUSED AS A RESULT OF ANY ERROR OR OMISSION.

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY

**Business Profile (Company) of** 

**Principal Activities** 

INFORMATION RESOURCES

#### The Following Are The Brief Particulars of :

Company Name. :	
Former Name if any :	
Incorporation Date.	
Company Type :	
Status :	
Status Date :	

Date here should be no older than 6 months from the application date

- You may obtain the business • profile from the ACRA site: https://www.acra.gov.sg/
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Date: 20/05/2021

(ACRA)

## **APPLICATION TIPS**



- Application window: The grant call will be open from 9 May 4 July 2022. Applicants are
  encouraged to send in their applications early to avoid missing the deadline.
- Ensure that applications are complete: Applications submitted without the complete set of documents or after the application window closes <u>will not be accepted</u> by IMDA.
- Application results: Application results are estimated to be made known 3 months from the end of application window (i.e. around Oct).
- Declare other funding support for the same project: The Digital for Life Fund does not prohibit applicants from seeking other sources of funding. However, applicants will need to declare any other funding sources and/or grant(s) applied for or received, and ensure no double funding on the project cost items.





## WE CAN ALL PLAY A PART







Let's imagine a future where every Singaporean is empowered to embrace the digital way of life. A future where every citizen's quality of life is enriched through technology. A future where everyone belongs.



## THANK YOU

## INFOCOMM MEDIA DEVELOPMENT AUTHORITY