

**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



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
- PwDs
- Low Income
- 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

3. Project Focus

Select more than one, if applicable.

<input type="checkbox"/> Digital Wellness - Promoting safe and responsible online usage to mitigate cyber harms & risks	<input type="checkbox"/> Digital Skills - Building resilience of vulnerable segments by uplifting tech adoption and digital skill levels	<input type="checkbox"/> Tech for Life - Inspiring the community to embrace digital in daily living and to create with tech for the good of society
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Project scope should focus on at least one 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 “qualifying period” of the project
- 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 gaps or needs 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.

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 how the project will be implemented (e.g. 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

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.

1. **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

Measures

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

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 not supportable.
- **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 13th 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.

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.
- Not supported: 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.
- Not supported: Organisation's assets and capital expenditure, including company registration and start-up cost are not supported

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
- Not supported: 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)

Acceptance of Letter of
Offer

Project Duration
(less than 18 months)

End of Project

FIRST TRANCHE:

**30% of total approved
project costs** will be
disbursed

SECOND TRANCHE:

70% of total approved project costs will be
disbursed subject to the following:

1. Submission of required documents;
2. Project has met the deliverables agreed on

DISBURSEMENT SCHEDULE (FOR PROJECTS BETWEEN 18 – 24 MONTHS)

SECOND TRANCHE:

70% of project costs for first 12 months and 30% of project costs for subsequent 13 – 24 months will be

disbursed subject to the following:

1. Submission of required documents;
2. Project has met the deliverables for the **first 12 months**

Acceptance of Letter of Offer

Month 0 - 12

Month 13 - 24

End of Project

FIRST TRANCHE:

30% of project costs for first 12 months will be disbursed

THIRD TRANCHE:

70% of project costs for project costs for 13 – 24 months will be disbursed subject to the following:

1. Submission of required documents;
2. Project has met the deliverables for the **subsequent 13 – 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

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

4/23/2020

Organization Profile

Organisation Profile

Financial Information

Annual Report

Code Compliance

Organisation Information

Address:	
Website:	
Email Address:	
Telephone No.:	
Fax No.:	
Contact Person:	
Type of Entity:	
UEN No.:	
Charity Status:	
Date of charity registration:	
IPC Status:	
IPC Period:	
Sector Administrator:	


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
- https://www.ros.mha.gov.sg/egp/eservice/ROSES/FE_SocietySearch

9/16/2021

MHA | Registry of Societies

[A Singapore Government Agency Website](#)

 **Registry of Societies**

Search Search

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Society Name:

Society Last Known Name:

UEN:

Registration Date From: DD/MM/YYYY e.g 31/12/2008

Registration Date To: DD/MM/YYYY e.g 31/12/2008

10 1 - 2 of 2 items

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No.	Society Name	Last Known Name	UEN	Society's Place of Business	Registration Date
1					
2					

10 1 - 2 of 2 items

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ACRA BUSINESS PROFILE



INFORMATION RESOURCES

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.

Business Profile (Company) of

Date: 20/05/2021

The Following Are The Brief Particulars of :

UEN	:	<input type="text"/>
Company Name.	:	<input type="text"/>
Former Name if any	:	<input type="text"/>
Incorporation Date.	:	<input type="text"/>
Company Type	:	<input type="text"/>
Status	:	<input type="text"/>
Status Date	:	<input type="text"/>

Principal Activities

- 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/>

- **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 will not be accepted 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.

Q&A

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**