DIGITAL FOR LIFE FUND

GENERAL INFORMATION FOR APPLICANTS

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| **Please read the instructions carefully*** Complete all items by typing or writing neatly on the form. Any missing information may delay the processing of the application.
* If certain items are not applicable to your project, please indicate ‘NA’ accordingly.
* Do not change the format of the form unless for the purpose of creating new lines for inputs.
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1. **OVERVIEW OF DIGITAL FOR LIFE MOVEMENT AND FUND**

The Digital for Life movement was launched in 2021 as a national movement to galvanise the community in helping Singaporeans embrace digital as a lifelong pursuit and enrich their lives using digital. The Digital for Life Fund is set up under the Digital for Life movement as an avenue for those who wish to donate to the Digital for Life cause, and to fund community initiatives in support of the cause.

The Digital for Life Fund supports community projects and activities in the following areas:

# Digital Technology and Inclusion – building digital resilience and exciting different segments of society on how new digital technologies can enrich their daily lives; or

# Digital Literacy and Wellness – promoting good digital habits as society engages in the digital domain, including in the areas of cyber safety, media literacy and mitigating the risks of online harms.

# eligibility & funding support LEVEL

The following organisations are eligible to apply for the Digital for Life Fund:

Non-Profit Organisation that is either -

1. a Company Limited by Guarantee registered with Accounting and Corporate Regulatory Authority;
2. a Society registered with the Registry of Societies; or
3. a Charity or Charitable Trust registered with the Commissioner of Charities.

All applicants must have a valid entity status with the respective regulatory bodies during the application and project implementation period.

Approvedcommunity projects will receive funding support of up to 95% of total approved project costs, capped at $500,000 per year, for project duration of up to 2 years. Projects should commence after acceptance of the Letter of Offer.

1. **SUBMISSION REQUIREMENT**

***Checklist: Required information for submission***

*Please ensure you provide the following:*

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | **Completed project proposal form** | [ ]  | **Copy of entity registration with the respective regulatory bodies**Note: Latest Organisation’s ACRA business profile dated not more than 6 months from the date of application submission, or other forms of registration documents bearing UEN of the organisation that is dated not more than 6 months from the date of application submission, if organisation is not ACRA registered. |
| [ ]  | **Curriculum Vitae of each member of the entire project team** |
| [ ]  | **Organisation’s latest audited financial statements***Audited financial statements that are not more than 2 years from the current financial year end of the company.* | [ ]  | **Any other relevant supporting documents** Note: Should your company be audit exempted and thus have no audited financial statements, please complete Annex 1 appended in the form and submit unaudited financial statements.  |

***Important note***

Only completed form with the required supporting documents submitted by the closing date will be considered.

Applicants may be contacted if further information is required.

Shortlisted applications may be requested to prepare a presentation on their project proposals to a panel of assessors after the submission of the application.

Applications to the Digital for Life Fund may be evaluated by a combination of internal and external assessors.

PROJECT PROPOSAL

DIGITAL FOR LIFE FUND

1. **PROJECT DETAILS**

If you are applying funding for more than one project, please submit separate application forms for each project.

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| **PROJECT TITLE**  |
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| **Project Objectives***Please share with us on the following:** *What does the project aim to achieve?*
* *What inspired you to champion this project?*
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| **Project SYnopsis***Please provide a summary of the proposed project.* |
|       |
| **Type of Project** *Please check the statement below that is most relevant to your project.* |
| **Project focus***You may check more than one, if applicable.*  |
| [ ] Digital Technology and Inclusion | [ ] Digital Literacy and Wellness |
| **Target segment(s)** *You may check more than one, if applicable.*  |
| [ ] Children/Young persons | [ ] Youths | [ ] Seniors | [ ] Persons with disabilities | [ ] Low income  | [ ] Others *(pls specify):*       |

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| 1. **Project Duration**

*Please check accordingly* | **[ ]** Less than 18 months | **[ ]** 18 months or more (up to 2 years) |
| 1. **Intended Project Start Date**
 |  | *dd/mm/yy* |
| 1. **Intended Project Completion Date**
 |  | *dd/mm/yy* |

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| 1. **ANALYSIS AND PROJECT STRATEGY**

**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.* *Explain how the project addresses the gaps or needs in the community, the project value proposition and how it value-adds to existing digital literacy/inclusion, media literacy and wellness programmes.* |
|       |
| **Project Design** *Elaborate on the intake such as eligibility criteria, and provide details on the project implementation plan, including timelines, deliverables and targets.**Describe the plan to collect/track data pre- and post-project to measure its impact.**Articulate the impacts/outcomes of the project, how it supports the objectives of Digital for Life, and the key difference it will make. Describe any behavioural/mindset change in the target segment(s) that the project will bring about.* |
|       |
| **Key Activities, Events or Products***Please provide details of key activities or events (e.g. workshops, online campaigns etc) or products (e.g. publications, website content, mobile app, game etc). You may add more items by entering them under the last row in the table where necessary and provide further details under Additional Project Details below.* |
| **Key Activities, Events or Products** | **Details**  |
| 1.      2.      3.      4.      5.       |                           |
| **Publicity and Outreach** *Please share details on how you plan to reach out to the target segment(s).* |
|       |

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| **Risks Identification and Mitigation Plans***Identify foreseeable risks and challenges in delivering the project outcome. You may add more items by entering them under the last row in the table where necessary and provide further details under Additional Project Details below.* |
| **Foreseeable Risks and Challenges** | **Mitigation Plans** |
| 1.      2.      3.      4.      5.       |                           |
| *Highlight aspects of the project that require close monitoring and share your plans to monitor the identified risks.*  |
|       |
| **Longer Term Plans***Elaborate on plans to ensure the sustainability and scalability of the project over the longer term following provision of project funding.* |
|       |
| **Project Implementation Milestones***Specify key implementation milestones and timelines for the project. You may add more items by entering them under the last row in the table where necessary.* |
|  | **Description of Milestones** | **Target** **Completion Date** |
| 1.      2.      3.      4.      5.       |                           |
| **Project Deliverables and Measures***Specify the deliverables that must be met for the project to be completed successfully. Provide your proposed performance measures and targets for the deliverables. You may add more items by entering them under the last row in the table where necessary.* |
|  | **Deliverables** | **Measures** | **Targets** |
| 1.      2.      3.      4.      5.       |                           |                           |
| **Additional Project Details** (if any)*Please provide any other details to aid in the assessment of the project proposal.* |
|       |
| **Collaboration with Partners***Please highlight efforts to collaborate with other partners, and who you are working with on this project, if any. You may add more items by entering them under the last row in the table where necessary.* |
|       |
| **Partner entities** | **Involvement in Project** |
| 1.      2.      3.      4.      5.       |                           |

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| Please indicate if any member of your organisation or project team is related to the partner(s) for this project. | [ ]  Yes | [ ]  No |
| If yes, please provide details:        |

1. **ORGANISATION AND PROJECT TEAM**

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| 1. Relevant organisation experience
 | [ ]  Yes | [ ]  No |
| 1. Relevant project team experience
 | [ ]  Yes | [ ]  No |

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| **Organisation’s Experience***Share relevant experience of your organisation for the proposed project. Provide recent examples of relevant work or projects carried out by your organisation.* |
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| **Project Team***Share with us the project team members, their roles and relevance experience for the proposed project. Please attach the CV of each team member listed. You may add more items by entering them under the last row in the table where necessary.* |
| **Name** | **Role** | **Relevant Experience** |
|       |       |       |

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1. **PROJECT COSTS**

*Please provide a breakdown of the cost components of your project to be funded, and the projected costings for each component. You may add more items by entering them under the last row in the table where necessary.*

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| **Breakdown of Project Costs to be Funded** | **COSTS\****\*To provide the breakdown according to the project period* |
| **Cost Components** | **0-18 months** | **>18-24 months** |
| **1.** **2.** **3.** **4.** **5.**  |  |  |
| **Funding Request from Digital for Life Fund** | **$**  | **$**  |
| **Other Sources of Funding***Please list any other sources of funding that you have received/will be receiving for this project; indicate the quantum, whether the grant/sponsorship is a lump sum or for a specific item, and whether the grant/sponsorship application has been approved. These may include sponsorships, grants, donations from foundations/organisations, etc. You may insert more row(s) to the table where necessary.*  |
| **Name of Agency** | **Type of Funding/ Name of Grant** | **Requested/Approved Quantum** | **Status of Funding** |
| 1.      2.      3.       |                 |                 |                 |

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| **Financial Information** *Please provide the latest available financial statement with the following information:*  |
|  |  | **Please provide the figures from the latest audited financial statements ($)** | **Current Budget** **(FY21)** |
| a. | Income from Donations (including fundraising) |       |       |
| b. | Income from Grants[[1]](#footnote-1) |       |       |
| c. | Income from Programme Fees |       |       |
| d. | Income from Other Source(s) |       |       |
| **e.** | **Total Income** (a)+(b)+(c)+(d) | (e)       |       |
| f. | Expenditure on Manpower |       |       |
| g. | Other Operating Expenditure |       |       |
| **h.** | **Total Operating Expenditure** (f)+(g) | (h)       |       |
| **i.** | **Surplus / (Deficit)** **(Total Income – Total Operating Expenditure)** **(e)-(h)** |  |  |
| **j.** | **Total Unrestricted Reserves***This includes Unrestricted Fund, General Funds, Accumulated Funds.**Unrestricted Fund refers to funds that are not specifically designated for particular use(s) by the donor, e.g. building fund.* |       |  |
| **k.** | **Reserves Ratio** *(Total Unrestricted Reserves / Total Operating Expenditure)* (j/h) |  |  |

**E. ORGANISATION INFORMATION & DECLARATION**

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| **Applicant Details** |
| **Name of Organisation**      | **Address**      |
| **Type of Non-Profit Organisation** [ ]  Charity/Charitable Trust [ ]  Company Limited by Guarantee [ ]  Society |
| **Institution of A Public Character (IPC) Status** **[ ]** Yes [ ]  No |
| **IPC UEN/ UEN/ ROS/ACRA Registration Number** *Please note that a valid status is required for the application.*      |
| **Company URL**      |
| **Contact Details** |
| **Name**       | **Designation**      |
| **Email Address**       | **Contact Number**      |
| **Declarations / Undertakings** |
| **1.** | Has the organisation been or is currently –* being investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
* subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority in any jurisdiction in the last 5 years?
 | [ ]  No [ ]  Yes, please specify:      |
| **2.** | Has the organisation been or is currently engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? | [ ]  No [ ]  Yes, please specify:      |
| **3.** | Has the organisation been or is currently – * bankrupt, wound-up or under judicial management; or
* subject to any bankruptcy or winding up or judicial management proceedings; or
* has a receiver or manager appointed for the organisation?
 | [ ]  No [ ]  Yes, please specify:      |
| **4.** | Has the organisation and/or Interested Party^ applied for or obtained any other grants or tax or sponsorships or financial incentives from the Singapore Government for this project?^Note: * *“Interested Party” shall mean any person, whether a legal entity or natural person, who has an interest in the project, whether through the provision of financing or Contributions in kind. “Contributions in kind” shall mean contributions to the project other than in cash, including but not limited to the provision of manpower, and the loan or use of equipment.*
 | [ ]  No [ ]  Yes, please specify:      |
| **5.** | Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the organisation or its related companies or their directors and shareholders? | [ ]  No [ ]  Yes, please specify:      |
| **6.** | Was there any negative coverage of the organisation in mainstream/social media in the last 6 months? | [ ]  No [ ]  Yes, please specify:      |
| The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant’s suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors. The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable. The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application. The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application.  |
| We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration. We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

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| [ ]  | **Yes, we / I agree** |

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| **Signature of a Director named in ACRA Biz Profile / a member of the Senior Management\*** \* Please delete and indicate accordingly  |        |
| **Name (in BLOCK LETTERS)** |       |
| **Designation**  |       |
| **Organisation Stamp** |       |
|  |  |
| **Date** |       |

**Annex 1**

**Director(s)’ Declaration on un-audited Financial Statements**

*Please complete this Annex if your organisation is audit exempted and thus have no audited financial statements. Un-audited financial statements submitted must not be more than 2 years from the current financial year end of the organisation.*

Date

To: Infocomm Media Development Authority

**Director(s)’ Declaration**

I/We\*,      1 being the Director(s) of      2 (“Company”) with Company Registration No.      3 make this Declaration on behalf of the Company and the Directors of the Company.

This Declaration is with regard to the un-audited financial statements of the Company for the year ended on

     (DD-MM-YYYY) (“Company’s Un-audited Financial Statements”) which we submit herewith or have submitted to Infocomm Media Development Authority.

I/We\* hereby confirm that the Company’s Un-audited Financial Statements give a true and fair view of the state of affairs of the business of the Company as at the year ending       (DD-MM-YYYY).

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|       |

Signature of Director(s)

Name:

*\*Delete accordingly.*

1. Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc. [↑](#footnote-ref-1)