# Lee Kuan Yew Fund for Bilingualism

Application Guide for General Calls for Proposals

bilingualism.sg
LEE KUAN YEW FUND FOR BILINGUALISM

# Outline

## Objectives of Fund

- Bilingual education is a cornerstone of our education system. Learning English and the Mother Tongue Language (MTL) helps prepare our children to plug into a globalised world and strengthen links to our Asian heritage. Our MTL, heritage and culture forms an integral part of Singapore's identity and asset.

- The Fund has been set up to supplement efforts by the Ministry of Education (MOE) in the teaching and learning of English and the Mother Tongue Languages. **The Fund supports proposals that encourage bilingualism and the learning of our MTLs as a living language and lifelong endeavor.**

## Key Considerations

- The Fund is likely to support proposals that encourage engaging approaches to language learning from the following categories:

  ➢ teaching and learning resources;

  ➢ events; and

  ➢ programmes

- In particular, the Fund would like to encourage proposals on teaching and learning resources that are reflective of Singapore's local context and culture.

## Eligibility & Application Process

- The Fund is open to individuals and organisations / institutions with the relevant experience and expertise to implement the project.

- All submitted proposals should promote the learning of English Language (EL) and / or the three official Mother Tongue Languages (MTLs).

- The Application Form should be completed in English Language.

- Only proposals with a completed Application Form will be evaluated for funding consideration. The form should include information on the specific deliverables, time-line, milestones and project costing.

# Application Process

- The Fund has specific periods for Calls for Proposals (CFP) each year in January and July each year. Applicants are advised that the Fund requires Grantees to take in the Fund's input to our satisfaction. Please factor in additional time for vetting and printing/production before launch date, especially for print and digital resources, and submit your applications in the appropriate CFP period of January or July. Proposals that are received outside of the CFP period will only be evaluated during the next CFP.

- If you have questions, or wish to discuss your application in detail, please email us at moe_lkyfb@moe.gov.sg or contact any of our officers listed below:

| Name of Officer | Contact Number |
|---|---|
| Ms Teo Hui Wen Nicholyn | 6879 6975 |
| Mr Danapal Kumar | 6879 6834 |
| Ms Luo Chun Yin | 6879 6946 |
| Mrs Florence Hoo | 6879 6665 |
| Ms Sharifah Yasmine Syed Taher | 6879 6843 |
| Mdm Sri Rahayu Zainal | 6879 5702 |

# Funding

- The Fund encourages co-ownership of projects with a preference for projects that are co-funded. The Fund may fully fund projects on a case-by-case basis, based on the merit of the proposal and its potential outcome/impact on the teaching and learning of English Language and / or the Mother Tongue Languages in Singapore.

- Where applicable, applicants should consider sourcing for their own language experts or consultants to ensure suitability and quality of projects. Please include the resumes of such language experts and consultants, as well as the resumes of writers and illustrators in your submission.

- The approved funding amount for each project will depend on the nature and scope of the project, as well as the availability of funds.

# List of Non-Fundable Items

| Non-fundable Items | Examples |
|---|---|
| **Manpower-related expenses** (including salaries, CPF and fringe benefits such as medical, dental, contribution to welfare fund, bonuses, incentive payments etc.) | • Salaries and compensation for existing employees on the organisation's staff payroll, including clerical and support staff.<br>• Staff overtime, recruitment and related cost<br>• Staff insurance. |
| **Purchase of equipment** | • General purpose IT and communication equipment (e.g. computers, printers, mobile devices)<br>• Software/software licenses<br>• Office equipment, office furniture and fittings<br>• Cost of repair/renovation, refurbishment works and general infrastructure. |
| **Other operating-related expenses** | • Professional membership fees, staff retreat, fines and penalties<br>• Attending local/overseas conferences.<br>• Overhead expenses – rental, utilities, telephone and internet charges. |

# Funding

- The maximum time-validity for the funds awarded to each project will typically be up to three years, and projects should be completed within this time frame.

- Approved funds will be disbursed to successful applicants in tranches set at suitable milestones of project implementation, and subject to completion and submission of all project deliverables. In general, grants are disbursed in three tranches, as summarised in the table below:

Example

| 1st Tranche | 2nd Tranche | 3rd Tranche |
| --- | --- | --- |
| 40% of grant quantum upon signing of Project Agreement | 30% of grant quantum at a suitable milestone. | 30% upon submission of all project deliverables and requirements, and submission of audited statement of accounts. |

## Funding

- In line with the Fund's mandate to provide quality Fund-supported resources to benefit the sector, the Fund will work with the applicant on the provision and distribution of such complimentary resource copies.

- Applicants must declare other sources of funding for the proposed project and related work. This includes funding that has been received, as well as funding that the applicant is in the process of applying for, or is intending to apply for.

# Evaluation Criteria

| | |
|---|---|
| **Relevance** | • Proposal meets the objectives of the Fund, and contributes to the teaching and learning of EL and / or MTLs. |
| **Impact** | • Proposal has wide potential outreach, creates high interest in learning and is suitable for the target group (e.g. age-appropriate, user-friendly, engaging and interesting). |
| **Scalability** | • Proposal has the potential to benefit the larger community at reasonable cost. |
| **Sustainability** | • Proposal has a plan for monitoring and evaluating the progress made. Proposal must be implementable over time without requiring additional funding resources. |
| **Standing of Applicant** | • Applicant demonstrates good potential and or possesses good track records(s) and the relevant experience and expertise to implement the proposal. Organisations should be of sound financial standing. |

## Submission

- The **Application Form** can be downloaded from [www.bilingualism.sg](www.bilingualism.sg). Applicants must complete all sections and submit the form together with all supporting documents required or deemed necessary by the applicants. Applicants may refer to the [Applicant Checklist](Applicant Checklist) for the list of documents required.

- Applications may be submitted in the following ways:
  - a. Email to: [MOE_LKYFB@moe.gov.sg](MOE_LKYFB@moe.gov.sg)
  - b. Mail or deliver in person to:
    Ministry of Education, Singapore
    1 North Buona Vista Drive Singapore 138675
    Attention: Lee Kuan Yew Fund for Bilingualism
    Mondays – Fridays: 8.30 am to 5.30 pm

# Notification of Outcome and What's Next?

- Applicants who submit their full proposals can expect to receive notification of their application outcome in about six months.

- Successful applicants will receive a **Letter of Offer** with the approved funding quantum, as well as terms and conditions of funding support. Unsuccessful applicants will receive **Letter of Notification** within the same period.

- For successful applicants, the grant offer will be valid for two weeks from the time the Letter of Offer is sent out. If the offer is not accepted within this period of time, the offer will lapse.

## Notification of Outcome and What's Next?

- Applicants who accept the Fund's offer will proceed to sign a Project Agreement with the Fund, detailing the funding quantum, deliverables and terms of the contract. An Expenditure and Progress Report is to be submitted to the Fund at each tranche disbursement.

- Once the project is completed, applicant will have to submit the Final Progress Report, together with the actual expenditure and statement of accounts to a professional accountant for certification. This report is to be submitted to the Fund.