

APPLICATION FORM PRESIDENT'S CHALLENGE 2024

Notes to Applicants:

1. This application is open to Social Service Agencies that have an Institute of Public Character (IPC) status that remains valid in the financial year when the funds are disbursed.
2. This application form contains different sections for the President's Challenge and Empowering for Life Fund applications. Please refer to the instructions below for the sections relevant to your applications.
3. Only completed application forms with a full set of supporting documents will be considered.
4. Only one application form is to be submitted by each applicant to its Sector Administrator. Duplicative applications will not be considered.
5. Only successful applicants will be informed by March 2025 via email.
6. The Singapore Totalisator Board is a major donor of President's Challenge.

Application for President's Challenge (PC) Funding:

1. Applicants need to provide the information required in **Sections A to E** and the relevant Annexes, according to the areas applied for.
2. Applicants should submit the following documents, via email, to their respective Sector Administrator, **copying** PC Secretariat at ncss_pc@ncss.gov.sg
 - a. The **soft copy** of the completed and duly signed application form
 - b. The agency's latest audited financial statements
3. **Applicants with MSF and MCCY as Sector Administrators**, should send their applications to **NCSS** at fos@ncss.gov.sg **copying** PC Secretariat at ncss_pc@ncss.gov.sg.
4. Applicants from the **Disability** sector, should send their applications to **SG Enable** at sge.pc@sgenable.sg **copying** PC Secretariat at ncss_pc@ncss.gov.sg

Application for President's Challenge Empowering for Life (PC-ELF) Funding:

1. Applicants need to furnish all the information required in **Sections A to B**, and **Sections F to G**.
2. Applicants should submit the following documents to the **NCSS** at fos@ncss.gov.sg **copying** the **PC Secretariat** via email at ncss_pc@ncss.gov.sg:
 - a. The **soft copy** of the completed and duly signed application form
 - b. The agency's latest audited financial statements
 - c. Any other relevant supporting documents
3. Applicants from the **Disability** sector, should send their applications to **SG Enable** at sge.pc@sgenable.sg **copying** PC Secretariat at ncss_pc@ncss.gov.sg
4. Shortlisted applications may be requested to present their proposed programme to a panel of assessors after the submission of the application.

My agency is applying for:

Please check both boxes if you would like to apply for both PC and PC ELF funding.

☐ **President's Challenge (PC) Funding**

☐ **President's Challenge Empowering for Life (PC-ELF) Funding**

Section A – Particulars and Brief Description of Social Service Agency

Name of Social Service Agency	
Address	
Telephone Number	
Contact person	
Designation	
Email Address	
Please select your agency's primary subsector(s)	<input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Children and Youth-at-Risk <input type="checkbox"/> Families in Need <input type="checkbox"/> Persons with Mental Health Conditions <input type="checkbox"/> Vulnerable Seniors
Year of Set-up	
Background of Agency	

<p>Please provide a brief overview of all the programme(s) run by your agency and the objective(s) of the programme(s)</p> <p>e.g. Programme A: The programme aims to help seniors age with dignity through befriending services.</p> <p>(Elaboration of programmes applying for PC Funding could be given in Annex A)</p>															
<p>Total Number of service users in latest financial year</p> <p>(Unique headcounts only)</p>															
<p>Funding</p>	<p><u>Confirmed Funding Source(s)</u></p> <p>In FY2024, the agency will be funded by:</p> <table border="1" data-bbox="494 1064 1356 1176"> <thead> <tr> <th><u>Funding Source(s)</u></th> <th><u>Amount of Funds (\$)</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p><u>Potential funding source(s)</u></p> <p>Please provide information on the estimated amount of funds (inclusive of donations) to be received in FY2024 [e.g., funding application(s) made but pending approval, or funds expected to be raised through fund-raising events, etc.]:</p> <table border="1" data-bbox="494 1400 1356 1579"> <thead> <tr> <th><u>Funding Source(s)</u></th> <th><u>Estimated Amount to be received (\$)</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	<u>Funding Source(s)</u>	<u>Amount of Funds (\$)</u>					<u>Funding Source(s)</u>	<u>Estimated Amount to be received (\$)</u>						
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<p>Sector Administrator</p>	<p>*MOE / MOH / MCCY/ MSF¹/ Yellow Ribbon SG / Sport Singapore / Singapore Prison Service/ Not Applicable /</p> <p>Others: _____</p> <p><i>* Please delete where applicable.</i></p>														

¹ PC Applications from Social Service Agencies under Sector Administrators MSF and MCCY will be assessed by NCSS. Please send a soft copy of this application form and the audited financials to NCSS, cc. PC Secretariat.

IPC Status²	IPC UEN: _____ IPC Name: _____ Latest IPC Approval Period: from _____ to _____ (dd/mm/yy) <i>You may check your agency's latest IPC Approval Period at http://www.charities.gov.sg</i>
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Section B – Financial Information of Agency (Please provide the latest available financial statements)

Please provide a breakdown of the information below:

		Please provide the figures from the latest audited financial statements (\$)	Current Budget (FY24) (\$)
a	Income from Donations (including fundraising)		
b	Income from Grants ³		
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)		

² IPC status is a pre-requisite for all PC applications. You are required to apply for a renewal of your IPC status, if it expires in 2024/2025.

³ Grants include funding from MSF, NCSS (Community Chest), Tote Board, Community Capability Trust, Charities Capability Fund, ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc.

		Please provide the figures from the latest audited financial statements (\$)	Current Budget (FY24) (\$)
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	(j)	
k	Reserves Ratio (Total Unrestricted Reserves divided by Total Operating Expenditure) (j/h)		

**SECTIONS C TO E
APPLIES FOR PRESIDENT'S CHALLENGE (PC) FUNDING**

**FOR PRESIDENT'S CHALLENGE EMPOWERING FOR LIFE (PC-ELF) FUNDING
PLEASE PROCEED TO SECTION F ON PAGE 14**

Section C – Application Guidelines

1. The maximum funding per applicant agency is capped at \$250,000, regardless of the number of applications and sector(s) applied for.
2. Programme and Capital Funding supported by PC can be funded as follows:

Programme Type	Description	Funding Guideline
Programme Funding	New initiative	Support 95% of amount not covered, capped at \$250,000 whichever is lower
	Existing Programme/ Expansion of Existing	Support 50% of amount not covered, capped at \$250,000 whichever is lower
Capital Funding	Building/ Renovation Works	Support 75% of amount not covered, capped at \$250,000 whichever is lower
	Furniture and Equipment/ Specific Equipment	Support 75% of amount not covered, capped at \$50,000 whichever is lower
	Vehicle Purchase/ Maintenance	Support 75% of amount not covered, capped at \$100,000 whichever is lower

3. Funds will be disbursed to benefitting agencies of **President's Challenge 2024 (PC24)** in two tranches:

S/N	Description	Percentage of Funding
1.	1 st Tranche – to be disbursed in April 2024	30%
2.	2 nd Tranche – to be disbursed in Mar 2025	70%

4. Applicants must ensure that their **IPC status** remains valid in the financial year when the funds are disbursed.
5. Applicants shall acknowledge that if the PC Secretariat and President's Office are informed of any governance issues that arises during the point of application till the disbursement, PC's funds may be withheld till the case is satisfactorily resolved.
6. Donations contributed towards the PC are tax-deductible. Hence, the PC funds can only be used for programmes covered under the Applicants' IPC status.
7. Applicants shall ensure that the provision of direct social services for critical and/or strategic programmes is in line with this set of Guidelines. For the avoidance of doubt, Critical and Strategic programmes are respectively defined as follows: -
 - a) **Critical programmes** are those that have immediate impact and serve the basic needs of the service users.
 - b) **Strategic programmes** are those that serve long term needs of the service user. Though not critical, the lack of its provision will have adverse consequences on the service user and the sector in the long run.

8. Applicants shall ensure that any and all requests for **capital funding** (i.e., for building or assets) that have been granted, do serve the benefitting agency's charitable objects, as declared in the application for the PC funding.
9. Applicants shall ensure that any and all funding received are utilised in accordance with what was declared in the application for PC funding, and as approved by the President's Office.
10. PC funds are not intended as a form of recurrent funding. Applicants need to ensure the sustainability of the area(s) supported after the full utilisation of the PC funds. For example, if PC had supported an Applicants to hire additional staff under a supported initiative, the Applicants should ensure that it is capable of securing other funding source(s) to support the hiring of the staff subsequently.
11. All funding must be utilised by the Applicants within the following **three (3) years** after receiving the 1st disbursement, for the purposes approved.
12. A Fund Utilisation Report should be submitted in **March 2026** to account for the use of the funds. If there are funds unutilised, subsequent Fund Utilisation Reports should be submitted **according to the submission schedule below, until funds have been fully utilised.**

1	1 st Fund Utilisation Report	Mar 2026	Fund Utilisation Period = 3yrs (April 2024 – Mar 2027)
2	2 nd Fund Utilisation Report	Sept 2026	
3	Final Fund Utilisation Report	Mar 2027	

13. Successful applicants are required to submit their **annual audited financial statements** together with the Fund Report or at its earliest availability. The audited financial statement should include the PC funds as a separate line item, stating the specific area(s) PC has supported, the amount received and how it is being utilised.
14. In the event that the PC Secretariat and/or National Council of Social Service ("NCSS") is made aware of any breach of this set of Guidelines, PC Secretariat and/or NCSS is entitled to take the necessary disciplinary and/or legal action(s) in order to recover part or all the sums of funding previously disbursed to the Applicant in question. PC Secretariat and/or NCSS may, at its sole discretion, forbid the Applicant from applying to be a benefitting agency of PC for a period of two (2) years, or such other period deemed fit by the Secretariat and/or NCSS. All decision by the PC Secretariat and/or NCSS is final and binding on all Applicants.
15. In the event that a donor designates any donations to any specific benefitting agency (who is a Recipient), PC Secretariat reserves the right to direct such designated donations to other causes supported by the PC accordingly, if the amount of such designated donation has exceeded the recommended allocation for that Applicant.
16. Acceptance of the respective funding to Applicants is hereby deemed as acceptance to this set of Guidelines.
17. Secretariat and/or NCSS reserves the right to update this set of Guidelines from time to time, and all updated versions shall be informed to the Applicants as soon as practicable. Secretariat and/or NCSS further reserves the right to issue any further directions or regulations to Applicants in relation to and/or in connection with the use of the respective funding to Applicants, which shall be binding on Applicants. Continued acceptance of the respective funding to Applicants is hereby deemed as acceptance to any and all revised versions of this set of Guidelines and/or said further directions or regulations, for the respective time being in force.

Declaration

I have read, understood, and agree to undertake the requirements provided in **Section ‘C’**. I declare that the information provided by my agency is complete and accurate.

Name of Executive Director/ Head of Agency	
Email of Executive Director/ Head of Agency	
Signature of Executive Director/ Head of Agency	
Date	

Section D – President’s Challenge Application and Funding History

President’s Challenge Application	<p>Has your agency made any application(s) to President’s Challenge in the past 5 years? * Yes / No</p> <p>If yes, please state the year(s) of application(s) in the table below:-</p> <table border="1" data-bbox="480 450 828 591"> <thead> <tr> <th>Year(s) of Application</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table> <p><i>* Please delete where applicable.</i></p>	Year(s) of Application											
Year(s) of Application													
President’s Challenge Funding History	<p>Has your agency received any funding from President’s Challenge in the past 5 years? * Yes / No</p> <p>If yes, please state the year(s) and the amount(s) received in the table below:</p> <table border="1" data-bbox="480 864 1358 1005"> <thead> <tr> <th>Year(s)</th><th>Amount(s) Received</th><th>Area(s) Supported</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p><i>* Please delete where applicable.</i></p>	Year(s)	Amount(s) Received	Area(s) Supported									
Year(s)	Amount(s) Received	Area(s) Supported											
<p>If you have received funding from President’s Challenge, please describe how the latest funding has benefitted your agency e.g., outcome story.</p> <p>Please indicate the year of funding.</p>													

Section E – President’s Challenge (PC) Funding Request(s)

Please fill up Section E-1 if you would like to apply for **programme** funding.

Please fill up Section E-2 if you would like to apply for **capital** funding.

Items	Amount of Fund Requested from President’s Challenge (\$)
Programme (Please provide description in Section E-1)	
Capital (Please provide description in Section E-2)	
Total Amount of Funds Requested (\$)	

Section E-1 Programme Funding

Note: Each table captures information on ONE programme. If you are applying to PC for more than one programme, please duplicate the table accordingly. As PC funding is not designed as a form of recurrent funding, please ensure that there are measure(s) put in place to ensure the sustainability of new headcount/ new initiative(s) after the funding is fully utilised.

Please indicate no. of programmes that your agency is applying for President’s Challenge Funds:

Is this a new initiative or an existing programme	Please indicate by putting a tick (✓): <input type="checkbox"/> New Initiative <input type="checkbox"/> Existing Programme/Expansion of Existing Programme
Programme Name	
Brief Description of the programme including the activities, services or interventions to be conducted	
Objectives	
Target Service Users (Profile of service users)	
Targeted number of service users benefitting from this programme	

<p>Benefits of the programme</p> <p>Please explain how the programme benefits service users and sectors and meet a critical or strategic need in the sector.</p> <p>For existing programme, please also explain how the additional PC funding will benefit the service users and sector.</p>																											
<p>Please state the <u>desired outcomes</u> of the programme.</p>	<ul style="list-style-type: none"> • Agencies are encouraged to refer to the Sector Evaluation Framework (available here from 19 July 2023 onwards) and use the recommended metrics to measure the programme outcomes, where relevant. • Agencies are also encouraged to adhere to the NCSS Service Standards (available here) to ensure good quality in service delivery. 																										
<p>Projected Income and Expenditure for Programme in the Year</p>	<table border="1"> <thead> <tr> <th data-bbox="547 992 1161 1032">Item</th><th data-bbox="1161 992 1428 1032">Amount (\$)</th></tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="547 1032 1428 1072">Projected Expenditure</td></tr> <tr> <td data-bbox="547 1072 1161 1113">a</td><td data-bbox="1161 1072 1428 1113">Expenditure on Manpower</td></tr> <tr> <td data-bbox="547 1113 1161 1153">b</td><td data-bbox="1161 1113 1428 1153">Other Operating Expenditure</td></tr> <tr> <td data-bbox="547 1153 1161 1193">c</td><td data-bbox="1161 1153 1428 1193">Total Projected Expenditure (a)+(b)</td></tr> <tr> <td colspan="2" data-bbox="547 1193 1428 1234">Projected Income</td></tr> <tr> <td data-bbox="547 1234 1161 1319">d</td><td data-bbox="1161 1234 1428 1319">Income from Grants⁴ (please provide breakdown and specify each type of grant)</td></tr> <tr> <td data-bbox="547 1319 1161 1359">e</td><td data-bbox="1161 1319 1428 1359">Income from Donations</td></tr> <tr> <td data-bbox="547 1359 1161 1400">f</td><td data-bbox="1161 1359 1428 1400">Income from Programme Fees</td></tr> <tr> <td data-bbox="547 1400 1161 1440">g</td><td data-bbox="1161 1400 1428 1440">Others, please specify</td></tr> <tr> <td data-bbox="547 1440 1161 1480">h</td><td data-bbox="1161 1440 1428 1480">Total Income (d)+(e)+(f)+(g)</td></tr> <tr> <td colspan="2" data-bbox="547 1480 1428 1520"></td></tr> <tr> <td data-bbox="547 1520 1161 1561">g</td><td data-bbox="1161 1520 1428 1561">Amount not covered (c) - (h)</td></tr> </tbody> </table>	Item	Amount (\$)	Projected Expenditure		a	Expenditure on Manpower	b	Other Operating Expenditure	c	Total Projected Expenditure (a)+(b)	Projected Income		d	Income from Grants ⁴ (please provide breakdown and specify each type of grant)	e	Income from Donations	f	Income from Programme Fees	g	Others, please specify	h	Total Income (d)+(e)+(f)+(g)			g	Amount not covered (c) - (h)
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g	Others, please specify																										
h	Total Income (d)+(e)+(f)+(g)																										
g	Amount not covered (c) - (h)																										
<p>Amount Requested from PC</p>																											

⁴ Grants include funding from MSF, NCSS (Community Chest), Tote Board, Community Capability Trust, Charities Capability Fund, ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc.

<p>Please provide a breakdown of how the requested amount will be utilised</p> <p>(e.g., \$xx for additional programme expenses, \$xx for training etc)</p>	
<p>If applicable, please state measure(s) which will be put in place to ensure the sustainability of the new initiative after the funding is fully utilised.</p>	

Section E-2 Capital Project Funding

Please indicate the type of capital project you are applying for by putting a tick (✓):

<input type="checkbox"/>	Building/Renovation Works	Please fill up Part A
<input type="checkbox"/>	Furniture and Equipment/Specific Equipment Request	Please fill up Part B
<input type="checkbox"/>	Vehicle Purchase/ Maintenance	Please fill up Part C

Part A: Building/Renovation Works

Items	Details
<p>Description & Purpose of Project</p> <p>Please list the designated purposes or goals of this project and how it will enhance or improve the current programmes</p>	
Who owns the land/ building on which the Project will take place?	
What is the remaining lease period of the existing land and building (if applicable)?	
<p>Have you obtained all required permits and approval (such as from HDB for void deck space, SLA for land, etc.) from relevant authorities to secure the land/ space/ building?</p>	<p>Yes/ No*</p> <p>If No, please state when required permits and approvals will be obtained:</p> <p><i>* Please delete where applicable</i></p>
Estimated Gross Floor Area	
Address of Proposed Site	

Items	Details	
Estimated Date of Completion		
Projected Income and Expenditure (specific to project)		
Projected Expenditure according to name of Item** – please specify (e.g. Building costs, equipment)	Quantity	Amount (\$)
Total Capital Expenditure (i)		
Projected Income	N.A	Amount (\$)
Income from Grants (if any)		
Income from Funds Raised/ Donations (if any)		
Other sources of income (if any)		
Total Projected Income (ii)		
Amount not covered (i) – (ii)		
Amount Requested from PC		

Please provide a breakdown of how the requested amount will be utilised	
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* Please add on rows to reflect items that are applicable.

Part B: Furniture and Equipment/Specific Equipment Request

Items	Details								
Description & Purpose of Request Please list the designated purposes or goals of this request and how it will enhance or improve the current programmes									
How long will the furniture/ equipment be valid for, before it needs to be replaced?									
Has the agency received other funds (e.g. Tote Board Capital Funding, President's Challenge) for similar furniture and equipment/ upgrading work in the last 5 years? If yes, please state when.	Yes/ No * <table border="1"> <thead> <tr> <th>Year</th><th>Amount Received (\$)</th></tr> </thead> <tbody> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> <tr> <td></td><td></td></tr> </tbody> </table>	Year	Amount Received (\$)						
Year	Amount Received (\$)								

Items		Details	
Projected Income and Expenditure (specific to project)			
Projected Expenditure according to name of Item** – please specify (e.g. Building costs, equipment)		Quantity	Amount (\$)
Total Capital Expenditure (i)			
Projected Income		N.A	Amount (\$)
Income from Grants (if any)			
Income from Funds Raised/ Donations (if any)			
Other sources of income (if any)			
Total Income (ii)			
Amount not covered (i) – (ii)			
Amount Requested from PC			
Please provide a breakdown of how the requested amount will be utilised			

* Please add on rows to reflect items that are applicable.

Part C: Vehicle Purchase / Maintenance

Please indicate the type of funds you are applying for by putting a tick (✓):

<input type="checkbox"/> Vehicle Maintenance Costs	Due Date for Vehicle Maintenance:	
<input type="checkbox"/> Purchase of New Vehicle	Expiry of Lease: Expiry of COE:	
Breakdown of Funds		
Projected Income and Expenditure (specific to project)		
Projected Expenditure according to name of Item** – please specify	Quantity	Amount (\$)
Total Capital Expenditure (i)		
Projected Income	N.A	Amount (\$)
Income from Grants (if any)		
Income from Funds Raised/ Donations (if any)		
Other sources of income (if any)		
Total Income (ii)		
Amount not covered (i) – (ii)		
Amount Requested from PC		
Please provide a breakdown of how the requested amount will be utilised		

* Please add on rows to reflect items that are applicable.

SECTIONS F TO G
APPLIES FOR PC EMPOWERING FOR LIFE (PC-ELF) FUNDING

FOR PRESIDENT'S CHALLENGE (PC) FUNDING
PLEASE PROCEED TO SECTION C TO E F ON PAGE 5

Section F – Application Guidelines

At the President's Challenge 2018 launch, President Halimah Yacob rallied for more support to empower the vulnerable in society, in the area of employment.

The PC ELF supports innovative initiatives that:

- a) **Empower** people to be **self-reliant**;
- b) Enable service users to **sustain employment**; and
- c) Holistically address the needs of its target group(s) by collaborating with and leveraging on existing schemes and community resources.

Initiatives supported by PC ELF can be funded at **up to 95%** of total operating expenditure, capped at **\$500,000** per year. Programmes are supported for a minimum of **one year** and a maximum of **three years**. All programmes are required to start by **1 July**.

Initiatives supported by PC ELF **must** meet the outcomes below:

Outcomes	Elaboration
People live independently in their communities and have the ability to sustain employment	Proposals must aim to meet a clear service gap that is preventing the target group from achieving sustainable employment. Proposals should either introduce evidence-informed solution that is more effective than existing programmes or address systems level barriers to sustainable employment. Applicants are encouraged to put up a joint application.
People participate in developing solutions and make decisions for their own well-being	Proposals should involve target service users in either the development of the solution or in delivery of the solution or both.

1. Funds for the first year will be disbursed in two tranches to successful Applicants of President's Challenge Empowering for Life Fund 2024 (PC ELF 24) – 1st tranche (30% of approved funding) no less than 2 months after return of complete/signed Programme Addendum (estimated September 2024) and 2nd tranche (balance 70% of approved funding) no later than 2 months after complete submission of the PC ELF Outcome Reports and certified income and expenditure statement (estimated September 2025).
2. Funds for each of the second and third year, if applicable, will be disbursed in two tranches as well – 1st tranche (30% of approved funding) by July 2025 (for second year) and July 2026 (for third year), and 2nd tranche (balance 70% of approved funding) no later than 2 months after complete submission of complete submission of the PC ELF Outcome Reports and certified income and expenditure statement (estimated September 2026 and September 2027 for second and third years respectively).

3. Applicants must ensure that their **IPC status** remains **valid** in the financial year when the funds are disbursed
4. Applicants shall acknowledge that if the PC Secretariat and President's Office are informed of any governance issues that arises during the point of application till the disbursement, PC funds may be withheld till the case is satisfactorily resolved.
5. Donations contributed towards the PC are tax-deductible. Hence, PC funds can only be used for programmes covered under the Applicant's IPC status.
6. Applicants shall ensure that any and all funding received are utilised in accordance to what was declared in the application, and as approved by the President's Office.
7. PC funds are not intended as a form of recurrent funding. Applicants need to ensure the sustainability of the area(s) supported after the full utilisation of PC funds. For example, if PC had supported an Applicant to hire a staff under a supported initiative, the Applicant should ensure that it is capable of securing other funding source(s) to support the hiring of the staff subsequently.
8. All funding must be utilised by the Applicants within the funding period for the purposes approved (i.e. 1 July 2024 to 30 June 2027).
9. An annual PC ELF Outcome Report and an income and expenditure statement certified by the **Agency's President, Treasurer, Executive Head or their equivalents** must be submitted to NCSS in **July** at the end of each programme year to report the outcomes tracked and the fund utilisation.
10. Successful applicants are required to submit their **annual audited financial statements** at its earliest availability. The audited financial statement should classify the PC ELF funds as a restricted fund. If the Programme is receiving different sources of funding for the purposes of operating the Programme, it should be itemised and disclosures on the Funding should be included.
11. In the event that the PC Secretariat and/or National Council of Social Service (NCSS) is made aware of any breach of this set of Requirements, the PC Secretariat and/or NCSS is entitled to take the necessary disciplinary and/or legal action(s) in order to recover part or all the sums of funding previously disbursed to the Agency in question. The PC Secretariat and/or NCSS may, at its sole discretion, forbid the Agency from applying to be a benefitting agency of PC for a period of two (2) years, or such other period deemed fit by the Secretariat and/or NCSS. All decision by the PC Secretariat and/or NCSS is final and binding on all Agencies.
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14. PC Secretariat and/or NCSS reserves the right to update this set of Requirements from time to time, and all updated versions shall be informed to the Agencies as soon as practicable.
15. PC Secretariat and/or NCSS further reserves the right to issue any further directions or regulations to Agencies in relation to and/or in connection with the use of the respective funding to Agencies, which shall be binding on Agencies. Continued acceptance of the respective funding to Agencies is hereby deemed as acceptance to any and all revised versions of this set of Requirements and/or said further directions or regulations, for the respective time being in force.

16. Applicants undertake to track and report all mandatory client outcome indicators under the section “Programme Outcomes” on a half-yearly basis, as well as measure and report Quality of Life using the WHOQOL-BREF FACETS (individuals aged 18 years old and above) or the KIDSCREEN-30 tool (individuals aged below 18 years old). Proposed targets in this application are subject to adjustments in relation to the approval of funding.
17. Applicants are highly encouraged to register and attend the ‘*Enhancing effectiveness of social service programmes*’ course conducted at the Social Service Institute prior to the start of the Programme. The course will equip learners with the knowledge and skills to apply the best practices to identify and organise client outcomes. The creation of measurable outcome indicators will enable holistic programme evaluation and allow learnings to be extracted to help improve services.
18. Ensure that processes are aligned to the NCSS Service Standards.
19. SG Enable Ltd is the appointed assessor and monitor for all **PC Empowering for Life Fund Disability Programmes**. Applicants that are submitting proposals for Disability sub-sector will be required to liaise directly with SG Enable to report programme achievement data, to conduct on-site activities and fieldwork, and to adopt evaluation plans proposed.

Eligibility Criteria

Before proceeding, please complete the check list below.

Eligibility Criterion (please tick where applicable)		
1.	My agency has a valid IPC status.	<input type="checkbox"/>
2.	My agency has sufficient cash flow and capacity to start the proposed programme by July 2024, prior to the first funding disbursement at the end of the first year of the programme (See Section A, Para 1).	

Declaration

I have read, understood, and agree to undertake the requirements provided in **Section ‘F’**. I declare that the information provided by my agency is complete and accurate.

Name of Executive Director/ Head of Agency :	
Email of Executive Director/ Head of Agency :	
Signature of Executive Director/ Head of Agency :	
Date :	


Section G – President’s Challenge Empowering for Life Fund (PC ELF) Funding Request(s)

Note:

1. Each sheet captures information on ONE programme. If you are applying for more than one programme, please duplicate the sheet accordingly.
2. Proposals will be assessed and scored based on the following criteria:

Service-related Criteria	
Alignment to theme	<ul style="list-style-type: none"> The proposal shows alignment to the PC focus area for the current year.
Needs Assessment	<ul style="list-style-type: none"> There is credible evidence produced through reliable methods (surveys, interviews with relevant stakeholders) to justify the need for this programme.
Landscape Scan	<ul style="list-style-type: none"> The proposal clearly explains how the programme value adds to existing employment services and schemes. The proposal clearly explains how collaborating with other partners will improve the intervention for the target population
Programme Design	<ul style="list-style-type: none"> The programme has new and/or innovative components. The intake, outreach and discharge plans of the programme are well thought out with reasonable timelines. The agency identified realistic foreseeable challenges and have proposed sound mitigation measures. The programme clearly articulates how the intervention leads to short, medium and long term intended outcomes. There is potential to scale the programme to support more service users in the long run, if the model proves to be effective. There is a clear link between the intended outcomes and the scale-up plans. The proposal includes plans to ensure the sustainability of the programme beyond the funding period.
Programme Review and Monitoring	<ul style="list-style-type: none"> The agency identified the aspects of the programme that needs close review, and has a systematic and reliable plan (tools, stakeholder engagement, etc) to perform it regularly.
Agency's Capability / Experience	<ul style="list-style-type: none"> The agency has considerable, proven experience in serving the target group and has successfully achieved the intended outcomes for other programmes. The agency has considerable, proven experience in partnering agencies. The agency has planned for a robust team with the necessary experience to deliver the proposed initiative.

Programme Details

Programme Name	
Programme Address	
Programme Description and Outcomes	<ul style="list-style-type: none">• Agencies are to refer to the Sector Evaluation Framework (available here from 19 July 2023 onwards) and use the recommended metrics to measure the programme outcomes, where relevant.• Do also note that approved projects will need to collect additional monitoring indicators i.e. <i>Quality of Life and Service Quality</i>.
Description of Target Service Users	
Alignment to NCSS Service Standards	<ul style="list-style-type: none">• To the best of your knowledge, please complete the attached checklist based on the current state of the programme's processes. This checklist serves to help us identify where your programme can establish or strengthen the service standards if it is approved for funding.• Please note that current state of alignment will not be a determinant factor for approval of funding <div data-bbox="611 654 667 718"></div> <p>Service Standards Self-Assessment Chec</p>
Number of unique service user counts served over 3 years	
Cost per unique service user count	

Programme Bank Details

UEN Number	
Email Address (For payment advice notification)	

Please fill in the required information, taking reference from the explanatory notes.

Criteria	Explanatory Notes
Alignment to current year's theme	<ul style="list-style-type: none"> Which service area does your programme fall under? <i>Please check where applicable:</i> <p>NCSS-identified priority areas. Please check where applicable:</p> <p><input type="checkbox"/> Support for families to break out of cycle of intergenerational social disadvantage.</p> <p><input type="checkbox"/> Support for caregivers to manage their caregiving responsibilities and care for themselves.</p> <p><input type="checkbox"/> Support for persons with mental health conditions to attain empowerment and social inclusion.</p> <p><input type="checkbox"/> Non-NCSS priority areas. Please elaborate:</p>
Needs Assessment	<ul style="list-style-type: none"> <i>Please elaborate how the proposed programme meets a critical need in the landscape. Please indicate the estimated size of the target population, issue and/or service gap and to what extent would the proposal address the gap. Please justify the severity and magnitude of the issue with information/data/statistics.</i>
Landscape Scan	<ul style="list-style-type: none"> <i>How will the proposed programme value-add to the employment outcomes for the target service users as compared to existing employment services and schemes that meet the same need? Please compare existing services and schemes to the proposed programme.</i>

	<ul style="list-style-type: none"> Please detail your proposed plan in engaging with other partners to meet the outcomes for your target service users. You may include the projected timeline for engagement, reasons for engaging the partners, outcomes of the engagement (if any) and potential barriers to collaboration.
Programme Design	<p>Please attach the Theory of Change (TOC) to articulate the pathway of change that your service users need to undergo to achieve the intended outcomes through employment. The TOC must include the following:</p> <ul style="list-style-type: none"> The interventions that your programme will be providing to support service users on this journey; Assumptions on the service users; The outcome indicators under the section on Programme Targets
	<ul style="list-style-type: none"> Please attach a copy of the programme workflow. Please elaborate on the new and/or innovative components of the programme.
	<p><u>Intake</u></p> <ul style="list-style-type: none"> Please describe or explain the following: <ol style="list-style-type: none"> What are the publicity and outreach plans to reach the target service users? What are the eligibility criteria for the programme? How are the potential service users assessed to be eligible for the programme? How long will the intake process take? If potential service users are not applicable, describe the process to re-direct them to other suitable services.

	<p><u>Intervention</u></p> <ul style="list-style-type: none"> • Please describe or explain the following: <ol style="list-style-type: none"> 1. How long does the intervention last for a typical service user? 2. Describe how the intervention will be delivered (e.g., courses, on the job training, etc) 3. Describe how the proposed intervention will lead to the intended outcomes. 4. How are service users empowered in this process?
	<p><u>Discharge</u></p> <ul style="list-style-type: none"> • Please elaborate on the following: <ul style="list-style-type: none"> ○ Under what circumstances will clients be discharged from the programme? ○ How will the programme ensure the clients will sustain in employment for up to 6 months? How are service users empowered in this process? ○ Which industries will the service users likely be employed in?

	<p><u>Foreseeable Challenges and Proposed Solutions</u></p> <ul style="list-style-type: none"> • What are the foreseeable challenges when delivering the programme? • What measures will be put in place to address the challenges? <table border="1"> <thead> <tr> <th>Programme aspect</th><th>Foreseeable challenges</th><th>Possible measures</th></tr> </thead> <tbody> <tr> <td>Stakeholder engagement</td><td>Please indicate "N.A." if programme does not involve other stakeholders.</td><td></td></tr> <tr> <td>Service Users</td><td>Consider the issues that service users may face which can hinder the delivery of the programme or prevent the attainment of outcomes.</td><td></td></tr> <tr> <td>Intervention</td><td>Consider the intake, monitoring, and discharge processes as well as the challenges that staff may face</td><td></td></tr> </tbody> </table>			Programme aspect	Foreseeable challenges	Possible measures	Stakeholder engagement	Please indicate "N.A." if programme does not involve other stakeholders.		Service Users	Consider the issues that service users may face which can hinder the delivery of the programme or prevent the attainment of outcomes.		Intervention	Consider the intake, monitoring, and discharge processes as well as the challenges that staff may face	
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<p>Programme Review and Monitoring</p>	<ul style="list-style-type: none"> • Please describe the aspects of the programme that will reviewed and monitored internally and the junctures in which these would be done <table border="1"> <thead> <tr> <th>What aspect of the programme will your team want to review to ensure that the programme is on track?</th><th>How will the review be done? E.g., data collected, staff reflections, staff feedback, service user's feedback etc.</th><th>How often would the review be done during the programme cycle?</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>			What aspect of the programme will your team want to review to ensure that the programme is on track?	How will the review be done? E.g., data collected, staff reflections, staff feedback, service user's feedback etc.	How often would the review be done during the programme cycle?									
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Programme Targets	<ul style="list-style-type: none"> • Please input the targets for the following mandatory outcome indicators of your programme in the table below. <ul style="list-style-type: none"> ○ If your programme will not be able to track any of the mandatory indicators, please explain why. ○ You may also include other additional outputs, outcome or process indicators for your programme. <table border="1" data-bbox="504 284 1917 707"> <thead> <tr> <th data-bbox="504 284 958 352">Mandatory Outcome Indicator(s) to be measured</th><th data-bbox="960 284 1341 352">Projected Annual Target</th><th data-bbox="1344 284 1917 352">Reasons or Comments on Target Set</th></tr> </thead> <tbody> <tr> <td data-bbox="504 354 958 456">Clients participated in developing solutions and make decisions for their own well-being.</td><td data-bbox="960 354 1341 456"></td><td data-bbox="1344 354 1917 456"></td></tr> <tr> <td data-bbox="504 458 958 510">Clients gained employable skills</td><td data-bbox="960 458 1341 510"></td><td data-bbox="1344 458 1917 510"></td></tr> <tr> <td data-bbox="504 512 958 564">Clients obtain employment</td><td data-bbox="960 512 1341 564"></td><td data-bbox="1344 512 1917 564"></td></tr> <tr> <td data-bbox="504 566 958 635">Clients sustained in the job for 3 months</td><td data-bbox="960 566 1341 635"></td><td data-bbox="1344 566 1917 635"></td></tr> <tr> <td data-bbox="504 636 958 707">Clients sustained in the job for 6 months</td><td data-bbox="960 636 1341 707"></td><td data-bbox="1344 636 1917 707"></td></tr> </tbody> </table>	Mandatory Outcome Indicator(s) to be measured	Projected Annual Target	Reasons or Comments on Target Set	Clients participated in developing solutions and make decisions for their own well-being.			Clients gained employable skills			Clients obtain employment			Clients sustained in the job for 3 months			Clients sustained in the job for 6 months		
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	<p><u>Programme Staffing</u></p> <ul style="list-style-type: none"> Please indicate the proposed staffing required for all aspects of programme implementation (including programme review and monitoring as indicated in section 5). <table border="1" data-bbox="504 288 1980 633"> <thead> <tr> <th>Existing Staff (Include name of staff) or To Be Hired</th><th>Staff Designation</th><th>Job Grade⁵</th><th>Qualifications & competency</th><th>Years of experience in employment programmes and/or social service</th><th>Roles and Responsibilities</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Existing Staff (Include name of staff) or To Be Hired	Staff Designation	Job Grade ⁵	Qualifications & competency	Years of experience in employment programmes and/or social service	Roles and Responsibilities																																		
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5 Please refer to the Social Service Sector Salary Guidelines on NCSS' Website.

6 Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc.

	f	Income from Programme Fees																			
	g	Others, please specify																			
	h	Total Income <i>(d)+(e)+(f)+(g)</i>																			
	i	Amount not covered <i>(c) - (h)</i>																			
	j	Funding Request																			
<ul style="list-style-type: none"> Has your agency applied or will be applying for funding from other funders for the proposed programme? If yes, please fill in the following table: <table border="1"> <thead> <tr> <th>No.</th> <th>Grant / Funder</th> <th>Amount requested (S\$)</th> <th>Status of application</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td><i>e.g., application result will be out on 31 Jan 2025</i></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						No.	Grant / Funder	Amount requested (S\$)	Status of application	1			<i>e.g., application result will be out on 31 Jan 2025</i>	2				3			
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