

APPLICATION FORM PRESIDENT'S CHALLENGE 2023

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. 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 [EWE Wen Hui@ncss.gov.sg](mailto:EWE_Wen_Hui@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 and 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	
Please provide a brief overview of all the programme(s) run by your agency and the objective(s) of the programme(s) e.g. Programme A: The programme aims to help seniors age with dignity through befriending services (Elaboration of programmes applying for PC Funding could be given in Annex A)	

Total Number of service users in latest financial year (Unique headcounts only)															
Funding	<p><u>Confirmed Funding Source(s)</u></p> <p>In FY2023, the agency will be funded by:</p> <table border="1" data-bbox="494 481 1356 593"> <tr> <th><u>Funding Source(s)</u></th> <th><u>Amount of Funds (\$)</u></th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </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 FY2023 [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="494 828 1356 1008"> <tr> <th><u>Funding Source(s)</u></th> <th><u>Estimated Amount to be received (\$)</u></th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </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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Sector Administrator	<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>														
IPC Status²	<p>IPC UEN: _____</p> <p>IPC Name: _____</p> <p>Latest IPC Approval Period: from _____ to _____ (dd/mm/yy)</p> <p><i>You may check your agency's latest IPC Approval Period at http://www.charities.gov.sg</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.

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 2022/2023.

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 (FY22) (\$)
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)		
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)		

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

**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. Funds will be disbursed to benefitting agencies of **President's Challenge 2023 (PC23)** in two tranches:

S/N	Description	Percentage of Funding
1.	1 st Tranche – to be disbursed in April 2023	30%
2.	2 nd Tranche – to be disbursed in Mar 2024	70%

2. Applicants must ensure that their **IPC status** remains valid in the financial year when the funds are disbursed save for those Applicants that have been exempted from this requirement by the President's Office.
3. 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.
4. Donations contributed towards the PC are tax-deductible. Hence, the PC funds can only be used for programmes covered under the Applicants' IPC status.
5. 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.
6. 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.
7. 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.
8. 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.
9. All funding must be utilised by the Applicants within the following **three (3) years** after receiving the 1st disbursement, for the purposes approved. For the avoidance of doubt, any intended deviation from the approved funding in any way or time extension to utilise the funds shall first be communicated to PC Secretariat for the President's Office's consideration and approval, which

approval shall be in the President's Office's sole discretion. Any request for deviation or extensions should be made known to the PC Secretariat, in writing, at least six (6) months before the fund utilisation deadline.

10. A Fund Utilisation Report should be submitted in **February 2025** 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	Feb 2025	Fund Utilisation Period = 3yrs (Mar 2023 – Feb 2026)
2	2 nd Fund Utilisation Report	Aug 2025	
3	Final Fund Utilisation Report	Feb 2026	

11. 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.
12. 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.
13. 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.
14. Acceptance of the respective funding to Applicants is hereby deemed as acceptance to this set of Guidelines.
15. 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											
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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 (\$)	

Bank Details:

Account Name	
Name of Bank	
Bank Account Number	

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 Clientele (Profile of service users)	
Targeted number of service users benefitting from this programme	
Benefits of the programme Please explain how the programme benefits service users and sectors and meet a critical or strategic need in the sector. For existing programme, please also explain how the additional PC funding will benefit the service users and sector.	
Please state the <u>desired outcomes</u> of the programme.	

Projected Income and Expenditure for Programme in the Year	<table border="1"> <thead> <tr> <th>Item</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td colspan="2">Projected Expenditure</td> </tr> <tr> <td>a</td> <td>Expenditure on Manpower</td> </tr> <tr> <td>b</td> <td>Other Operating Expenditure</td> </tr> <tr> <td>c</td> <td>Total Projected Expenditure (a)+(b)</td> </tr> <tr> <td colspan="2">Projected Income</td> </tr> <tr> <td>d</td> <td>Income from Grants⁴ (please specify the type of grant)</td> </tr> <tr> <td>e</td> <td>Income from Donations</td> </tr> <tr> <td>f</td> <td>Income from Programme Fees</td> </tr> <tr> <td>g</td> <td>Others, please specify</td> </tr> <tr> <td>h</td> <td>Total Income (d)+(e)+(f)+(g)</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td>g</td> <td>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 specify the 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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Amount Requested from PC																											
Please provide a breakdown of how the requested amount will be utilised (e.g., \$xx for additional programme expenses, \$xx for training etc)																											
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.																											

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

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 Project(s)	Please fill up Part A
<input type="checkbox"/> Renovation, Furniture and Equipment	Please fill up Part B
<input type="checkbox"/> Vehicle Purchase/ Maintenance	Please fill up Part C

Part A: Building Project(s)

Items	Details																						
Description & Purpose of Project Please list the designated purposes or goals of this project and how it will enhance or improve the current programmes																							
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)?																							
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?	Yes/ No* If No, please state when required permits and approvals will be obtained: <i>* Please delete where applicable</i>																						
Estimated Gross Floor Area																							
Address of Proposed Site																							
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)	<table border="1"> <thead> <tr> <th>Quantity</th><th>Amount (\$)</th></tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td>Total Capital Expenditure (i)</td><td> </td></tr> <tr> <td>Projected Income</td><td>Amount (\$)</td></tr> <tr> <td>Income from Grants (if any)</td><td> </td></tr> <tr> <td>Income from Funds Raised/ Donations (if any)</td><td> </td></tr> <tr> <td>Other sources of income (if any)</td><td> </td></tr> <tr> <td>Total Projected Income (ii)</td><td> </td></tr> <tr> <td>Amount not covered (i) – (ii)</td><td> </td></tr> </tbody> </table>	Quantity	Amount (\$)							Total Capital Expenditure (i)		Projected Income	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)	
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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: Renovation, Furniture and Equipment

Items	Details																																
Description & Purpose of project Please list the designated purposes or goals of this project and how it will enhance or improve the current programmes																																	
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 (\$)																														
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** Please add on rows to reflect items that are applicable.*

Part C: Vehicle Purchase and/ or 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		

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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 2023 (PC ELF 23) – 1st tranche (30% of approved funding) between May and June 2023 and 2nd tranche (balance 70% of approved funding) by August 2024. The funds for the second and third year, if applicable, will be disbursed in April 2024 and August 2025; and April 2025 and August 2026, respectively.
2. Applicants must ensure that their **IPC status** remains **valid** in the financial year when the funds are disbursed save for those Applicants that have been exempted from this requirement by the President’s Office.
3. 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.
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7. All funding must be utilised by the Applicants within the following **three (3) years** from the date of the first disbursement, for the purposes approved.
8. 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.
9. 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.
10. 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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12. Acceptance of the respective funding to Agencies is hereby deemed as acceptance to this set of Requirements.
13. 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.
14. 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.
15. 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.
16. Applicants are highly encouraged to register and attend the *'Enhancing Programme Effective through Client Outcomes & Service Standards'* 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.

17. Ensure that processes are aligned to the NCSS Service Standards.
18. 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 2022, 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	
Description of Target Service Users	
Alignment to NCSS Service Standards	<ul style="list-style-type: none">• <i>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.</i>• <i>Please note that current state of alignment will not be a determinant factor for approval of funding</i> <div data-bbox="602 592 656 649"></div> <p>Schedule 4 - Service Standards Self-Assess</p>
Number of unique service user counts served over 3 years	
Cost per unique service user count	

Programme Bank Details

Email Address (For payment advice notification)	
Name of Bank Account	
Bank and Branch Name e.g. DBS Bank Ltd, Bedok	
Bank Code	
Branch Code	
Bank Account Number	

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> <ul style="list-style-type: none"> <input type="checkbox"/> 1. PC 2023 focus area – Caring for caregivers 2. NCSSS-identified priority areas. Please check where applicable: <ul style="list-style-type: none"> <input type="checkbox"/> Support for families to break out of cycle of intergenerational social disadvantage <input type="checkbox"/> Support for caregivers to manage their caregiving responsibilities and care for themselves <input type="checkbox"/> Support for persons with mental health conditions to attain empowerment and social inclusion <input type="checkbox"/> Non-NCSSS priority areas. Please elaborate:
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" data-bbox="506 284 1904 692"> <thead> <tr> <th data-bbox="506 284 797 320">Programme aspect</th><th data-bbox="797 284 1317 320">Foreseeable challenges</th><th data-bbox="1317 284 1904 320">Possible measures</th></tr> </thead> <tbody> <tr> <td data-bbox="506 320 797 411">Stakeholder engagement</td><td data-bbox="797 320 1317 411"><i>Please indicate "N.A." if programme does not involve other stakeholders.</i></td><td data-bbox="1317 320 1904 411"></td></tr> <tr> <td data-bbox="506 411 797 568">Service Users</td><td data-bbox="797 411 1317 568"><i>Consider the issues that service users may face which can hinder the delivery of the programme or prevent the attainment of outcomes.</i></td><td data-bbox="1317 411 1904 568"></td></tr> <tr> <td data-bbox="506 568 797 692">Intervention</td><td data-bbox="797 568 1317 692"><i>Consider the intake, monitoring, and discharge processes as well as the challenges that staff may face</i></td><td data-bbox="1317 568 1904 692"></td></tr> </tbody> </table>			Programme aspect	Foreseeable challenges	Possible measures	Stakeholder engagement	<i>Please indicate "N.A." if programme does not involve other stakeholders.</i>		Service Users	<i>Consider the issues that service users may face which can hinder the delivery of the programme or prevent the attainment of outcomes.</i>		Intervention	<i>Consider the intake, monitoring, and discharge processes as well as the challenges that staff may face</i>	
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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" data-bbox="506 794 1915 1061"> <thead> <tr> <th data-bbox="506 794 947 954">What aspect of the programme will your team want to review to ensure that the programme is on track?</th><th data-bbox="947 794 1391 954">How will the review be done? E.g., data collected, staff reflections, staff feedback, service user's feedback etc.</th><th data-bbox="1391 794 1915 954">How often would the review be done during the programme cycle?</th></tr> </thead> <tbody> <tr> <td data-bbox="506 954 947 991"></td><td data-bbox="947 954 1391 991"></td><td data-bbox="1391 954 1915 991"></td></tr> <tr> <td data-bbox="506 991 947 1027"></td><td data-bbox="947 991 1391 1027"></td><td data-bbox="1391 991 1915 1027"></td></tr> <tr> <td data-bbox="506 1027 947 1061"></td><td data-bbox="947 1027 1391 1061"></td><td data-bbox="1391 1027 1915 1061"></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="958 284 1341 352">Projected Annual Target</th><th data-bbox="1341 284 1917 352">Reasons or Comments on Target Set</th></tr> </thead> <tbody> <tr> <td data-bbox="504 352 958 456">Clients participated in developing solutions and make decisions for their own well-being.</td><td data-bbox="958 352 1341 456"></td><td data-bbox="1341 352 1917 456"></td></tr> <tr> <td data-bbox="504 456 958 512">Clients gained employable skills</td><td data-bbox="958 456 1341 512"></td><td data-bbox="1341 456 1917 512"></td></tr> <tr> <td data-bbox="504 512 958 568">Clients obtain employment</td><td data-bbox="958 512 1341 568"></td><td data-bbox="1341 512 1917 568"></td></tr> <tr> <td data-bbox="504 568 958 636">Clients sustained in the job for 3 months</td><td data-bbox="958 568 1341 636"></td><td data-bbox="1341 568 1917 636"></td></tr> <tr> <td data-bbox="504 636 958 707">Clients sustained in the job for 6 months</td><td data-bbox="958 636 1341 707"></td><td data-bbox="1341 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.

	g	Others, please specify																		
	h	Total Income (d)+(e)+(f)+(g)																		
	i	Amount not covered (c) - (h)																		
	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>e.g., application result will be out on 31 Jan 2023</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			e.g., application result will be out on 31 Jan 2023	2				3		
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