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](mailto:ncss_pc@ncss.gov.sg)
   1. The **soft copy** of the completed and duly signed application form
   2. 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](mailto:ncss_pc@ncss.gov.sg).
4. Applicants from the **Disability** sector, should send their applications to SG Enable at [sge.pc@sgenable.sg](mailto:sge.pc@sgenable.sg) **copying** PC Secretariat at [ncss\_pc@ncss.gov.sg](mailto: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](mailto:ncss_pc@ncss.gov.sg):
   1. The **soft copy** of the completed and duly signed application form
   2. The agency’s latest audited financial statements
   3. Any other relevant supporting documents
3. Applicants from the **Disability** sector, should send their applications to SG Enable at [sge.pc@sgenable.sg](mailto:sge.pc@sgenable.sg) **copying** PC Secretariat at [ncss\_pc@ncss.gov.sg](mailto: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)** | Persons with Disabilities   Children and Youth-at-Risk   Families in Need   Persons with Mental Health Conditions  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** | **Confirmed Funding Source(s)**  In FY2023, the agency will be funded by:   |  |  | | --- | --- | | Funding Source(s) | **Amount of Funds ($)** | |  |  | |  |  |   **Potential funding source(s)**  Please provide information on the estimated amount of funds (inclusive of donations) to be received in FY2023 [e.g., funding application(s) made but pending approval, or funds expected to be raised through fund-raising events, etc.]:   |  |  | | --- | --- | | **Funding Source(s)** | **Estimated Amount to be received ($)** | |  |  | |  |  | |  |  | |
| **Sector Administrator** | \*MOE / MOH / MCCY/ MSF[[1]](#footnote-1)/ Yellow Ribbon SG / Sport Singapore / Singapore Prison Service/ Not Applicable /  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\* Please delete where applicable.* |
| **IPC Status[[2]](#footnote-2)** | IPC UEN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  IPC Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Latest IPC Approval Period: from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ (dd/mm/yy)  *You may check your agency’s latest IPC Approval Period at* [*http://www.charities.gov.sg*](http://www.charities.gov.sg) |

# 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]](#footnote-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) |  |  |

**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. | 1st Tranche – to be disbursed in April 2023 | 30% |
| 2. | 2nd Tranche – to be disbursed in Mar 2024 | 70% |

1. 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.
2. 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.
3. Donations contributed towards the PC are tax-deductible. Hence, the PC funds can only be used for programmes covered under the Applicants’ IPC status.
4. 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: -
5. **Critical programmes** are those that have immediate impact and serve the basic needs of the service users.
6. **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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 | 1st Fund Utilisation Report | Feb 2025 | Fund Utilisation Period = 3yrs  (Mar 2023 – Feb 2026) |
| 2 | 2nd Fund Utilisation Report | Aug 2025 |
| 3 | Final Fund Utilisation Report | Feb 2026 |

1. 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.
2. 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.
3. In the event that a donor designates any donation~~s~~ to any specific benefitting agency (who is a Recipient), PC Secretariat reserves the right to direct such designated donation~~s~~ to other causes supported by the PC accordingly, if the amount of such designated donation has exceeded the recommended allocation for that Applicant.
4. Acceptance of the respective funding to Applicants is hereby deemed as acceptance to this set of Guidelines.
5. 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** | Has your agency made any application(s) to President’s Challenge in the past 5 years?  \* Yes / No  If yes, please state the year(s) of application(s) in the table below:-   |  | | --- | | Year(s) of Application | |  | |  | |  |   *\* Please delete where applicable.* |
| **President’s Challenge Funding History** | Has your agency received any funding from President’s Challenge in the past 5 years?  \* Yes / No  If yes, please state the year(s) and the amount(s) received in the table below:   |  |  |  | | --- | --- | --- | | **Year(s)** | **Amount(s) Received** | **Area(s) Supported** | |  |  |  | |  |  |  | |  |  |  |   *\* Please delete where applicable.* |
| **If you have received funding from President’s Challenge, please describe how the latest funding has benefitted your agency**  **e.g., outcome story.**  Please indicate the year of funding. |  |

# 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 (√):**   New Initiative   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 desired outcomes of the programme.** |  |
| **Projected Income and Expenditure for Programme in the Year** | |  |  |  | | --- | --- | --- | | **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]](#footnote-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)* |  | |
| **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.** |  |

**Section E-2 Capital Project Funding**

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

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | |  | **Building Project(s)** | | **Please fill up Part A** |
| |  |  | | --- | --- | |  | **Renovation, Furniture and Equipment** | | **Please fill up Part B** |
| |  |  | | --- | --- | |  | **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:  *\* Please delete where applicable* |
| **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) | **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** |  |

*\* 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 \*   |  |  | | --- | --- | | Year | **Amount Received ($)** | |  |  | |  |  | |  |  | |
| **Projected Income and Expenditure (specific to project)**   |  |  |  | | --- | --- | --- | | **Projected Expenditure according to name of Item\*\* – please specify**  (e.g. Building costs, equipment) | **Quantity** | **Amount ($)** | |  |  |  | |  |  |  | |  |  |  | | **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 and/ or Maintenance**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | **Vehicle Maintenance Costs** | | | **Due Date for Vehicle Maintenance:** |
| |  |  | | --- | --- | |  | **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:

1. **Empower** people to be **self-reliant**;
2. Enable service users to **sustain employment**; and
3. 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.
4. Donations contributed towards the PC are tax-deductible. Hence, PC funds can only be used for programmes covered under the Applicant’s IPC status.
5. 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.
6. 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.
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.
11. In the event that a donor designates any donations to any specific benefitting agency (who is an Agency), PC Secretariat reserves the right to direct such designated donations to other causes supported by PC accordingly, if the amount of such designated donation has exceeded the recommended allocation for that Agency.
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. |  |
| 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** | * The proposal shows alignment to the PC focus area for the current year. |
| **Needs Assessment** | * There is credible evidence produced through reliable methods (surveys, interviews with relevant stakeholders) to justify the need for this programme. |
| **Landscape Scan** | * 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** | * 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** | * 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** | * 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** | * *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* |
| **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** | * Which service area does your programme fall under? *Please check where applicable:*   1. PC 2023 focus area – Caring for caregivers  2. NCSS-identified priority areas. Please check where applicable:  Support for families to break out of cycle of intergenerational social disadvantage  Support for caregivers to manage their caregiving responsibilities and care for themselves  Support for persons with mental health conditions to attain empowerment and social inclusion  Non-NCSS priority areas. Please elaborate: |
| **Needs Assessment** | * *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.* |
| **Landscape Scan** | * *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.* |
| * *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** | *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:*   * *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* |
| * *Please attach a copy of the programme workflow.* * *Please elaborate on the* ***new and/or innovative*** *components of the programme.* |
| ***Intake***   * *Please describe or explain the following:*    1. *What are the publicity and outreach plans to reach the target service users?*   2. *What are the eligibility criteria for the programme?*   3. *How are the potential service users assessed to be eligible for the programme?*   4. *How long will the intake process take?*   5. *If potential service users are not applicable, describe the process to re-direct them to other suitable services.* |
| ***Intervention***   * *Please describe or explain the following:*   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?* |
|  | ***Discharge***   * *Please elaborate on the following:*    + *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?* |
| ***Foreseeable Challenges and Proposed Solutions***   * *What are the foreseeable challenges when delivering the programme?* * *What measures will be put in place to address the challenges?*  |  |  |  | | --- | --- | --- | | **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* |  | |
| **Programme Review and Monitoring** | * *Please describe the aspects of the programme that will reviewed and monitored internally and the junctures in which these would be done*  |  |  |  | | --- | --- | --- | | **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?** | |  |  |  | |  |  |  | |  |  |  | |
| **Programme Targets** | * *Please input the targets for the following mandatory outcome indicators of your programme in the table below.*    + *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.*  |  |  |  | | --- | --- | --- | | **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 |  |  | |
| **Agency’s Capability/ Experience** | * *Please state your agency’s experience in:*   1. *providing similar programmes to the target population*   2. *partnering with agencies* * *Please include your agency's track record in meeting the outcomes of the other programmes.* |
| ***Programme Staffing***   * *Please indicate the proposed staffing required for all aspects of programme implementation (including programme review and monitoring as indicated in section 5).*  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Existing Staff (Include name of staff) or To Be Hired** | **Staff Designation** | **Job Grade[[5]](#footnote-5)** | **Qualifications & competency** | **Years of experience in employment programmes and/or social service** | **Roles and Responsibilities** | |  |  |  |  |  |  | |  |  |  |  |  |  | |
| **Projected Income and Expenditure for Programme in the Year** | * *Please include the Projected Income and Expenditure for the programme for the three years (if applicable), in the table below.* * *Please provide a breakdown of how the requested amount will be utilised (e.g. $xx for social worker, $yy for rental expenses, $zz for training materials etc.)*  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Projected Budget** | | **Amount ($)**  **Year 1** | **Amount ($)**  **Year 2** | **Amount ($)**  **Year 3** | | **Projected Expenditure** | | | | | | a | Expenditure on Manpower |  |  |  | | b | Other Operating Expenditure |  |  |  | | **c** | **Total Projected Expenditure** *(a)+(b)* |  |  |  | | **Projected Income** | | | | | | d | Income from Grants[[6]](#footnote-6) (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)* |  |  |  | | **i** | **Amount not covered**  *(c) - (h)* |  |  |  | | **j** | **Funding Request** |  |  |  |  * *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:*  |  |  |  |  | | --- | --- | --- | --- | | **No.** | **Grant / Funder** | **Amount requested (S$)** | **Status of application** | | 1 |  |  | *e.g., application result will be out on 31 Jan 2023* | | 2 |  |  |  | | 3 |  |  |  | |
| **Potential Cost Avoidance** | * *Please provide an analysis of the potential costs that can be avoided with the implementation of the proposed programme* |

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. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
3. Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc. [↑](#footnote-ref-3)
4. Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc. [↑](#footnote-ref-4)
5. Please refer to the Social Service Sector Salary Guidelines on NCSS’ Website. [↑](#footnote-ref-5)
6. Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc. [↑](#footnote-ref-6)