APPLICATION FORM

PRESIDENT’S CHALLENGE 2021

EMPOWERING FOR LIFE FUND

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. $20m has been set aside over the next 5 years, through funds raised by President’s Challenge (PC) and a matching amount from the Ministry of Finance, for the President’s Challenge Empowering for Life Fund (PC ELF).

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 2021.

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. |

Note to Applicants:

1. This application is open to Social Service Agencies that have a valid IPC status.
2. The Singapore Totalisator Board is a major donor of President’s Challenge.
3. To apply to be a benefitting agency of President’s Challenge, applicants need to furnish all the information required in Sections A to D, according to the areas applied for.
4. Agencies should submit the following documents to the NCSS and the PC Secretariats via email at [ncss\_pc@ncss.gov.sg](mailto:ncss_pc@ncss.gov.sg):
5. The **soft copy** of the completed and duly-signed application form
6. The agency’s **latest** audited financial statements
7. Any other relevant supporting documents
8. Only completed application forms with a full set of supporting documents will be considered.
9. Shortlisted applications may be requested to present their proposed programme to a panel of assessors after the submission of the application, on 13 November 2020.

# Section A – Requirements to Agencies receiving President’s Challenge Empowering for Life funding (“Requirements”)

1. Funds for the first year will be disbursed in two tranches to benefitting agencies (herein thereafter referred to as “Agencies”) of President’s Challenge Empowering for Life Fund 2021 (PC ELF 21) – 1st tranche (30% of approved funding) by April 2021 and 2nd tranche (balance 70% of approved funding) by August 2022. The funds for the second and third year, if applicable, will be disbursed in April 2022 and August 2023; and April 2023 and August 2024, respectively.
2. Agencies must ensure that their **IPC status** remains **valid** in the financial year when the funds are disbursed save for those Agencies that have been exempted from this requirement by the President’s Office.
3. Agencies shall acknowledge that if the President’s Challenge Secretariats and President’s Office are informed of any governance issues that arises during the point of application till the disbursement, President’s Challenge funds may be withheld till the case is satisfactorily resolved.
4. Donations contributed towards the President’s Challenge are tax-deductible. Hence, the President’s Challenge funds can only be used for programmes covered under the Agencies’ IPC status.
5. Agencies 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. President’s Challenge funds are not intended as a form of recurrent funding. Agencies need to ensure the sustainability of the area(s) supported after the full utilisation of the President’s Challenge funds. For example, if President’s Challenge had supported an Agency to hire a staff under a supported initiative, the Agency 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 Agencies 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 Secretariat and/or National Council of Social Service (NCSS) is made aware of any breach of this set of Requirements, the 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 Secretariat and/or NCSS may, at its sole discretion, forbid the Agency from applying to be a benefitting agency of the Presidents’ Challenge for a period of two (2) years, or such other period deemed fit by the Secretariat and/or NCSS. All decision by the 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), President’s Challenge Secretariat reserves the right to direct such designated donations to other causes supported by the President’s Challenge 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. 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. 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.
14. Agencies undertake to track and report all mandatory client outcome indicators under the section “Programme Outcomes” on a half-yearly basis. Proposed targets in this application are subject to adjustments in relation to the approval of funding.
15. Agencies 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.
16. Ensure that processes are aligned to the NCSS Service Standards Requirements~~.~~
17. SG Enable Ltd is the appointed assessor and monitor for all PC Empowering for Life Fund Disability Programmes. Agencies 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 2021, 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 ‘A’**. 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 B – 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) | : | Adults with Disabilities   Children and Youth with Disabilities   Children and Youth-at-Risk   Families in Need   Persons with Mental Health Conditions  Vulnerable Seniors |
| Background of Agency | : |  |
| Funding | : | \* **Confirmed Funding Source(s)**  In FY2021, the agency will be funded by:   |  |  | | --- | --- | | Funding Source(s) | **Amount of Funds ($)** | |  |  | |  |  |   **Potential funding source(s)**  Please provide information on the estimated amount of funds (inclusive of donations) to be received in FY2021 [e.g. funding application(s) made but pending approval, or funds expected to be raised through fund-raising events, etc.]:   |  |  | | --- | --- | | **Funding Source(s)** | **Estimated Amount to be received ($)** | |  |  | |  |  | |  |  | |
| Sector Administrator | : | \*MOE / MOH / MCCY / MSF / SCORE / Sport Singapore / Singapore Prison Service/ Not Applicable / Others: \_\_\_\_\_\_\_\_ |
| IPC Status | : | 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). |

\* Please delete where applicable.

\*\* 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 2020/2021.

# Section C – 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**  **(FY20)** |
| --- | --- | --- | --- |
| a | Income from Donations (including fundraising) |  |  |
| b | Income from Grants[[1]](#footnote-1) |  |  |
| c | Income from Programme Fees |  |  |
| d | Income from Other Source(s) |  |  |
| **e** | **Total Income** (a+b+c+d) | (e) |  |
|  | |  |  |
| f | Expenditure on Manpower |  |  |
| g | Other Operating Expenditure |  |  |
| **h** | **Total Operating Expenditure** (f+g) | (h) |  |
|  | |  |  |
| **i** | **Surplus / (Deficit) (Total Income – Total Operating Expenditure)**  **(e-h)** |  |  |
|  | |  |  |
| **j** | **Total Unrestricted Reserves**  (This includes Unrestricted Fund, General Funds, Accumulated Funds)  Unrestricted Fund refers to funds that are not specifically designated for particular use(s) by the donor, e.g. building fund. | (j) |  |
| **k** | **Reserves Ratio**  (Total Unrestricted Reserves divided by Total Operating Expenditure) (j/h) |  |  |

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

**Note:** Each sheet captures information on ONE programme. If you are applying for more than one programme, please duplicate the sheet accordingly.

**Programme Details**

|  |  |
| --- | --- |
| **Programme Name** |  |
| **Programme Address** |  |
| **Programme Description and Outcomes** |  |
| **Description of Target Service Users** |  |
| **Alignment to NCSS Service Standards Requirements** | * *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** |
| **Needs Assessment** | * *Please elaborate how the proposed programme meets a critical need in the landscape. Please justify the severity and magnitude of the* ***issue*** *with information/data/statistics. Please explain the process that was used to* ***establish the need*** *for this proposed programme, providing necessary information/data/statistics from stakeholders for this programme, especially potential service users.* |
| **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 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?* |
| ***Assumptions***   * *Please describe what were the assumptions that were made about:*   + *The service users; and*   + *The interventions* |
| ***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.*  |  |  |  | | --- | --- | --- | | **Output/ Outcome/**  **Process**  **Indicator(s)** | **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 Capacity** | * *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[[2]](#footnote-2)** | **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\* (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** |  |  |   \*Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc.   * *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 2021* | | 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. Grants include funding from MSF, NCSS (Community Chest), Tote Board, VCF (VWOs-Charities Capability Fund), ComCare, MOE, MOH, MFA, SCORE, other Foundations, etc. [↑](#footnote-ref-1)
2. Please refer to the Social Service Sector Salary Guidelines on NCSS’ Website. [↑](#footnote-ref-2)