|  |  |
| --- | --- |
| INFORMATION ON ORGANISATION | |
| **Organisation Name** |  |
| **Mailing Address** |  |
| **Website Address** |  |
| **Contact Person** |  |
| **Contact Person’s Designation** |  |
| **Email Address** |  |
| **Telephone No.** |  |
| **Fax No.** |  |

|  |  |
| --- | --- |
| **Please indicate the type of funding you are reporting for by putting a tick (√). This should correspond to the areas President’s Challenge has agreed to fund your organisation for.** | |
| |  | | --- | |  | | Recurrent Funding |
| |  | | --- | |  | | Capital Funding |

|  |  |  |
| --- | --- | --- |
| **Amount Received from President’s Challenge:** | |  | | --- | | $ | |

| **SN** | **Type of Fund Applied for** | **Name of Project/ Programme/ Capital Programme** | **Purpose for PC Funds**  *Please include objectives of the programme, areas the fund were meant to cover, etc. This should tally with the request made in your application form.* | **Progress on Utilisation of Funds**  *Please describe how the funds were used, including a breakdown on the items the PC fund was used for.* | **Expenditure Breakdown and Amount Utilised**  *Pease submit an audited financial statement on the usage of fund together with this report.* |
| --- | --- | --- | --- | --- | --- |
| 1 | Recurrent/Capital\* |  |  |  | |  |  | | --- | --- | | **Item\*\*** | **Amount ($)** | |  |  | |  |  | |  |  | | **Total Used** | **$** | |
| 2 | Recurrent/Capital\* |  |  |  | |  |  | | --- | --- | | **Item\*\*** | **Amount ($)** | |  |  | |  |  | |  |  | | **Total Used** | **$** | |
| 3 | Recurrent (Programme)/ Organisation HQ/ Capital\* |  |  |  | |  |  | | --- | --- | | **Item\*\*** | **Amount ($)** | |  |  | |  |  | |  |  | | **Total Used** | $ | |
| **TOTAL AMOUNT UTILISED** | | | | |  |
| **TOTAL AMOUNT RECEIVED FROM PRESIDENT’S CHALLENGE** | | | | |  |
| **TOTAL AMOUNT LEFT\*\*\*** | | | | |  |

\* Please delete where applicable.

\*\* Please add on as many rows as necessary for the expenditure breakdown.

\*\*\* Please note that you would need to submit a 2nd fund report if you have not fully utilised the President’s Challenge fund at the point of submitting the 1st fund report.

Please add on as many rows as the number of areas you have applied for.

**\*\*\*\*\***

1. **Please note** that all funds, including those for capital expenditure, have to be utilised within 2 years upon receipt of the monies. Any requests to deviate from the original purpose of the funds allocated or time extension to utilise the funds must be made in writing, stating valid reasons to President’s Challenge Secretariat at the address below.
2. **Please submit:**
3. The completed form with original signature to :

**President’s Challenge Secretariat**

**National Council of Social Service**

**170 Ghim Moh Road**

**#01-02**

**Singapore 279621**

b) A scanned copy of the completed form with original signature to:

Email: ncss\_pc@ncss.gov.sg

1. An annual **audited** financial statement reflecting the usage of the PC funds as a separate line item, stating the amount received and how the amount is being utilised according to the areas PC has supported.

I have understood the above and confirm that the information submitted in this Fund Report is accurate and correct.

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Name of Executive Director Signature of Executive Director Organisation Stamp Date