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

This form is for the benefitting agencies of President’s Challenge 2021.

|  |  |
| --- | --- |
| **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.** | |
| |  | | --- | |  | | Programme Funding |
| |  | | --- | |  | | Organisation/HQ 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 | Programme Funding\* |  |  |  | |  |  | | --- | --- | | **Item\*\*** | **Amount ($)** | |  |  | |  |  | |  |  | |  |  | | **Total Used** | **$** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | Organisation/  HQ Funding\* |  |  |  | |  |  | | --- | --- | | **Item\*\*** | **Amount ($)** | |  |  | |  |  | |  |  | |  |  | | **Total Used** | **$** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | Capital Funding\* |  |  |  | |  |  | | --- | --- | | **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 notethat all funds, including those for capital expenditure, must be utilised within 3\* 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 emailed to PC Secretariat at [pc\_enquiry@ncss.gov.sg](mailto:pc_enquiry@ncss.gov.sg), with valid reasons. The fund utilisation report submission schedule is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **1st Tranche of Funding** | **Mar 2021** | **Fund Utilisation Period = 3yrs**  **Mar 2021 – Feb 2024** |
| **2** | **2nd Tranche of Funding** | **Mar 2022** |
| **3** | **1st Fund Utilisation Report** | **Feb 2023** |
| **4** | **2nd Fund Utilisation Report** | **Aug 2023** |
| **5** | **Final Fund Utilisation Report** | **Feb 2024** |

**\*** With effect from PC2021, the fund utilisation period has been extended from 2 years to 3 years. Benefitting Agencies must ensure that the funds are utilised within the fund utilisation period.

1. We have embarked on a journey to digitalise our application processes. All new **Fund Utilisation Reports** need to be submitted online via email, with 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.
2. Agencies are required to ensure that the documents are properly certified and signed off by the Executive Director or his/her Authorised Representative, before scanning and submitting them to PC Secretariat at [pc\_enquiry@ncss.gov.sg](mailto:pc_enquiry@ncss.gov.sg)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Executive Director Signature of Executive Director Organisation Stamp Date**