

FUND APPLICATION FORM FOR SOCIAL SERVICE AGENCY (SSA)

Please email the completed application form (s) to Southwest_CDC@pa.gov.sg.

Application for (Please tick accordingly):

- Adopt @ South West Activity Fund
 FAMGrant @ South West
 South West ECo Fund Plus
 South West Youth Fund

I PARTICULARS	
Name of SSA :	
Name of Project Organising Committee(s) :	
Details of Liaison Staff:	Name: Designation: Mobile Number: Email Address:

II PROJECT DETAILS	
Title :	
Date : Time : Venue :	
Objectives : <ul style="list-style-type: none"> • What is your project about? • What do you hope to achieve through the project? • What are the outcomes of the project? 	
<p><u>For South West ECo Fund Plus only</u></p> <ul style="list-style-type: none"> • How does the project fulfil the goal(s) of the Sustainable South West (SSW) Masterplan? Projects should fulfil at least one goal under the Masterplan: <ul style="list-style-type: none"> ○ Our Active, Gracious People ○ Our Clean, Green Living Spaces ○ Our Smart Homes ○ Our Green Rides ○ Our Zero Waste Journey <p><i>Download the SSW Masterplan for more details.</i></p> <ul style="list-style-type: none"> • How does the project build awareness and relevance of environmental issues in the community? 	

Area (s) of Focus : What are the specific areas that will be addressed?	<input type="checkbox"/> Social Wellness / Isolation		<input type="checkbox"/> Healthcare		<input type="checkbox"/> Home Safety & Improvement	
	<input type="checkbox"/> Family Life		<input type="checkbox"/> Sustainability		<input type="checkbox"/> Education & Enrichment	
Target Outreach : (Expected Number of Participants/ Beneficiaries)		Chinese	Malay	Indian	Others	
	Participants					
	Beneficiaries					
Target Number of Volunteers :						
Guest of Honour (GOH); if any :						
Funding Required :						
Name of Payee :						

III BUDGET <i>(Please insert more rows if required.)</i>		
No.	Item	Amount (\$)
INCOME (Ticket Sales, other Sponsorship(s), etc)		
1.		
2.		
3.		
EXPENDITURE (Logistics, Publicity, Refreshments, etc)		
<i>*Lucky draw prizes and Event T-shirts will not be funded</i>		
1.		
2.		
3.		
4.		
5.		
TOTAL EXPENDITURE LESS INCOME:		
PROPOSED CDC FUNDING / REIMBURSEMENT:		

IV ORGANISER'S DETAILS <i>(Please annex the committee list if there are more than five members in the team.)</i> *ONLY APPLICABLE FOR SOUTH WEST ECO FUND PLUS AND SOUTH WEST YOUTH FUND	
Organising / Committee Chairman	Name: Age: Mobile Number: Email Address:
Committee Member 1	Name: Age: Mobile Number: Email Address:
Committee Member 2	Name: Age: Mobile Number: Email Address:
Committee Member 3	Name: Age: Mobile Number: Email Address:
Committee Member 4	Name: Age: Mobile Number: Email Address:

V PROJECT PARTNERS (if any) *ONLY APPLICABLE FOR SOUTH WEST ECO FUND PLUS AND SOUTH WEST YOUTH FUND		
No.	Name of Working Partner: <i>Note: You are encouraged to partner with at least one (1) community organisation such as Social Service Organisation, Non-Profit Organisation and Grassroots Organisations.</i>	Role (s):
1.		
2.		

VI DECLARATION AND ACCEPTANCE		
<p>I certify that the information given is to the best of my knowledge and I agree to abide by all the terms and conditions of the Fund. I understand that the application will be decided at the sole discretion of South West CDC. I also understand that South West CDC has the right to reject my application should the information submitted be incomplete and/or inaccurate. The South West CDC shall reserve the right to review, suspend, terminate or withdraw the funding in accordance with the stated terms and conditions. South West CDC reserves the right to act on the breach of its terms and conditions at any point in time. Any decision undertaken by South West CDC is final.</p>		
_____	_____	_____
Name of Committee Chairman	Organisation's Stamp	Signature / Date

Consent for Data Collection

I consent to the collection and use of my personal particulars by the People’s Association and its affiliated organisations for the purposes of the aforementioned project.

I agree to receive information on other related talks, workshops, products and/or services offered by the People’s Association and its affiliated organisations via email, mobile phone text messages, mail and/or phone calls.

** The People’s Association wishes to highlight that necessary safeguards will be taken to protect the security, integrity and confidentiality of your personal particulars.*

For South West CDC Use Only

Fund Balance to date: \$_____.

Fund Balance after this project: \$_____.

The above Fund Application is **supported / not supported**. (^Please delete accordingly)

Name / Designation of CDC Project Officer	Amount Supported	Signature / Date

The above Fund Application is **approved / not approved**. (^Please delete accordingly)

Name / Designation of CDC Approving Officer	Amount Approved	Signature / Date

TERMS & CONDITIONS

- a) Upon approval of the project funding, the organisation shall acknowledge the project as **“Supported by South West CDC”** and include **South West CDC’s logo** in the banners, posters, media releases, publications and collaterals, if any.
- b) Application shall be submitted via **Email** to South West CDC and approval shall be obtained **before project start date**.
- c) Submission of claims shall include **cover letter** (on the organisation’s letterhead and signed by the Organising / Committee Chairman), **post-project evaluation report** (except for heARTS @ South West funding) and **certified Statement of Accounts (SOA)**, endorsed by at least two signatories of Organising Committee Chairman or Vice-Chairman / Treasurer or Assistant Treasurer / Constituency Director and / or Deputy Constituency Director.
- d) Submission of claims [Refer to Point c] shall be submitted via **Email** to South West CDC within **TWO months** upon completion of the project.
- e) The Organising Committee shall ensure that all original supporting documents (e.g. Invoices) are kept intact and made available upon queries or audit.
- f) All reimbursement will be made to the bank account of the Organisation. Should the reimbursement be made to a representative of the said Organisation, a Letter of Authorisation from the Organisation must be submitted at the point of fund application.

ELIGIBILITY CRITERIA OF FUNDING

Name of Fund	Description	Maximum Funding Per Financial Year (FY)	Eligibility Criteria
Adopt @ South West Activity Fund	A CDC project fund for projects that uplift and enrich the lives of the vulnerable households living in South West District as part of the Adopt @ South West programme.	\$4,000 per precinct	<ul style="list-style-type: none"> ▪ Meet one or more of the three core needs, namely a) Social Support & Wellness, b) Education & Enrichment, and c) Home Maintenance & Improvement. ▪ Only community partners, i.e. GROs, SSAs, schools IHLs and other non-profit organisations may apply for the Adopt @ South West Activity Fund. ▪ Each SSA may apply up to \$4,000 per FY per precinct, depending on the scale and nature of the proposal, availability of the Adopt @ South West fund.
FAMGrant @ South West	A CDC project fund for pro-family programmes and talks/workshops.	One or more application, capped at \$2,000 per SSA	<ul style="list-style-type: none"> ▪ Each SSA may apply for one or more initiative, capped at \$2,000 per SSA per FY. ▪ Event can be either physical, virtual or blended. ▪ Physical events to have a minimum outreach of 100 pax whereas virtual events to have a minimum outreach of 30 pax. ▪ Only Grassroots Organisations (GROs), including Family Life Champions (FLCs), SSAs and schools may tap on FAMGrant @ South West.
South West Eco Fund Plus	A CDC project grant to promote community ownership and efforts towards environmental sustainability.	One or more initiative, capped at \$10,000 per project	<ul style="list-style-type: none"> ▪ Each project must be initiated by a team/ Organising Committee of at least five members; aged 35 and below. ▪ Projects should build awareness and relevance of environmental issues in the community. ▪ Projects should fulfil at least one goal under the Sustainable South West masterplan. Download the masterplan here. ▪ Benefit the South West community (i.e. residents, environment, beneficiaries) and recommended to achieve a community outreach of at least 100 participants. ▪ Deficit funding up to \$10,000 per project, depending on scale and nature of the proposals, i.e. sustainable, scalable and/or replicable.



Name of Fund	Description	Maximum Funding Per Financial Year (FY)	Eligibility Criteria
South West Youth Fund	A CDC project grant to facilitate and promote youth volunteerism, sense of community ownership and belonging, and enhance capabilities among the youth.	Two or more applications, capped at \$10,000 per SSA	<ul style="list-style-type: none"> ▪ Each project must be initiated by a team/ Organising Committee of at least five members; aged 35 and below. ▪ Benefit the South West community. ▪ Each SSA may apply for two or more applications capped at \$10,000 per FY, with each project capped at a maximum funding of \$5,000. ▪ Recommended to engage at least 50 beneficiaries or more in South West District.