



VWOs - CHARITIES CAPABILITY FUND (VCF)

For Charities / IPCs

FUNDING PERIOD

1 April 2012 to 31 March 2017

AIMS OF VCF

- Enhance **governance and management** capabilities of charities and Institutions of a Public Character (IPCs); and
- Enhance **operational efficiency** of charities and IPCs to facilitate their submission of returns via the Charity Portal.

ELIGIBILITY CRITERIA

- All exempt and registered charities and IPCs are eligible to apply for the Fund.
- Applicants must not receive any funding from other government sources for the same purpose for which VCF funding is sought.
- Approval of applications is subject to applicants' submission of their latest Annual Report, audited Financial Statements and Governance Evaluation Checklist on the [Charity Portal](#).
- Training courses or projects that have commenced (or purchases made), before the submission and approval of the VCF application, will not be eligible for funding.

VCF (FOR CHARITIES / IPCS) - GRANTS COVERAGE & QUANTUM

Grant Type	Scope	Funding Quantum
Training	<p>Local training courses, seminars in governance and management for Board members, executive heads and management staff of charities in the following policy areas:</p> <ul style="list-style-type: none"> ▪ Board Governance/Conflict of Interest ▪ Strategic Planning ▪ Financial Management & Controls ▪ Human Resource Management ▪ Fundraising Management ▪ Volunteer Management 	<p>Singaporeans / PRs</p> <ul style="list-style-type: none"> ▪ Up to 80% of course fee, capped at \$1,000 per course per participant <p>Employment Pass / Work Permit Holders</p> <ul style="list-style-type: none"> ▪ Up to 60% of course fee, capped at \$700 per course per participant
Consultancy	<p>Consultancy projects by external consultants to improve key governance and management areas, e.g. review on policies (covering regulatory compliance, internal controls, governance best practices)</p>	<p>Up to 80% of consultancy fee capped at \$100,000 per charity over 5 years.</p>



Grant Type	Scope	Funding Quantum
Info-Communications Technology (ICT)	<p>Basic infrastructure components for charities which do not have the basic ICT setup:</p> <ul style="list-style-type: none"> ▪ 2 Computers (Desktop or Laptop) ▪ 1 Printer ▪ 1 Broadband Account ▪ Office Automation Tools <p>Commercial Off-The-Shelf (COTS) software for charity's basic operational capabilities (e.g. Microsoft Office, Anti-virus, Adobe Acrobat software) and for the adoption of Charities Accounting Standard (CAS).</p> <p>Conversion of accounting systems to adopt CAS.</p>	<p>Up to 70% of the supported cost or 70% of the actual expenditure, whichever is lower, and capped at:</p> <ul style="list-style-type: none"> ▪ Computer (Desktop or Laptop): \$1,100 per equipment ▪ Printer: \$256 per equipment ▪ Broadband (multi-user): \$1,645 per account ▪ Office Automation Tools (e.g. eMail, eLeave, eForm, eNoticeboard etc): \$120 per user ▪ COTS software: 2 units per software product <p>Cumulative funding is capped at \$100,000 per charity over 5 years.</p>
Shared Services	<p>Outsourcing of payroll, finance and accounting functions to third-party service providers in the following areas:</p> <ul style="list-style-type: none"> ▪ Accounts Payable ▪ Accounts Receivable ▪ Asset Record Management ▪ Journal Adjustment ▪ Financial & Management Reports ▪ Audit Management 	<p>Up to 25% of monthly charge for 2 years, capped at \$100,000 per charity</p>

VCF APPLICATION PROCEDURES

- For pre-approved local training courses conducted by the Social Service Institute (SSI), applications should be made directly through the SSI website www.socialserviceinstitute.sg.
- For all other applications, interested charities can submit their VCF applications online at www.ncssapp.org.sg. Applications for VCF grants can be submitted to the VCF Secretariat at any time of the year.

FOR MORE INFORMATION

Local Training Grant Consultancy Grant

Ms Lee Yen Wei
Tel: 6210 6698
Email: lee_yen_wei@ncss.gov.sg

ICT Grant Shared Services Grant

Ms Seri Noryanna
Tel: 6210 2555
Email: seri_noryanna@ncss.gov.sg

Charity Portal: www.charities.gov.sg
Charity Council Website: www.charitycouncil.org.sg