

VWOs – CHARITIES CAPABILITY FUND (VCF) For Charities / IPCs

FUNDING PERIOD

1 April 2017 to 31 March 2022

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, including purchase contracts/engagement letters which the charity entered into with the vendor), 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 ▪ Communications on Social Media to equip charities with the knowledge to leverage on social media platforms to improve public communications of its work and hence enhancing the charity's transparency to the public. <p>Online training courses are also included.</p>	<p>Singaporeans / PRs Up to 80% of course fee, capped at \$1,000 per course or \$500/full-day (8hrs) or \$250/half-day (4hrs) per participant, whichever is lower</p> <p>Employment Pass / Work Permit Holders / S Pass Holders Up to 60% of course fee, capped at \$750 per course or \$375/full-day (8hrs) or \$187.50/half-day (4hrs) per participant, whichever is lower</p>

Grant Type	Scope	Funding Quantum
<p>Consultancy</p>	<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, overseas expenditure, volunteer management), and disclosure practices that serves to improve the charity's information disclosure practices.</p> <p>[New] Collaborative projects amongst charities that aim to enhance charities' governance, management and operational efficiency. This aims to support charities which face difficulties in managing their processes amidst the COVID-19 situation. Charities may engage an external consultant to support the project or implement the project themselves. To qualify as a collaborative project, it must involve and benefit at least 2 charities concurrently.</p>	<p><u>For Small and Medium size Charities</u> Up to 80% of consultancy fee capped at \$100,000 per charity over 5 years.</p> <p><u>For Large Charities</u> Up to 80% of consultancy fee capped at \$50,000 per charity over 5 years.</p> <p><u>[New] For All Charities</u> Up to 80% of project cost capped at \$50,000 per project. Charities which wish to seek funding for this collaborative project may appoint a Lead Charity and submit a project proposal to the VCF Secretariat for consideration anytime throughout the year. The project proposal should include details on:</p> <ul style="list-style-type: none"> • Project Objectives • Project Cost • Deliverables <p>In the project proposal, the Lead Charity should list out the Names of Charities (and UEN No.) that would benefit from the collaborative project.</p>
<p>Info-Communications Technology (ICT)</p> <p>[New] Only available to Small and Medium size Charities</p>	<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 <p>Office Automation Tools (a software package that is on a subscription basis)</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): \$1,200 per equipment ▪ Printer: \$256 per equipment ▪ Broadband (multi-user): \$1,645 per account <p>Office Automation Tools (e.g. eMail, eLeave,</p>

	<p>e.g.: per user per month)</p> <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>Website development costs (e.g. domain registration, installation and setup) on Content Management System to facilitate publishing of charity's information:</p> <ul style="list-style-type: none"> ▪ Charity's activities and programmes ▪ Financial Information ▪ Annual Report ▪ List of board members' profile <p>[New] Subscription charges of video and audio-conferencing tools</p>	<p>eForm, eNoticeboard, etc): \$120 per user</p> <ul style="list-style-type: none"> ▪ Accounting software (e.g.: Quickbook): \$3,000 per charity ▪ COTS software: 2 units per software product ▪ Website development: \$3,000 per charity <p>[New] For Small Charities only Up to 70% of the actual expenditure, capped at \$250 per charity</p> <p>Cumulative funding is capped at \$100,000 per charity over 5 years.</p>
<p>Shared Services</p>	<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> <p>[New] Up to 50% of monthly charges for 1st year and up to 25% for 2nd year, capped at \$100,000 per charity.</p>

For the purpose of determining the size of charity for VCF grant applications, the size of charity is based on the following criteria.

Size	Criteria
Small	Charity with gross annual receipts ¹ in each financial year of up to \$1 million in the 2 financial years immediately preceding the current financial year.
Medium	Charity with gross annual receipts in each financial year between \$1 million and \$10 million in the 2 financial years immediately preceding the current financial year.
Large	Charity with gross annual receipts in each financial year of not less than \$10 million in the 2 financial years immediately preceding the current financial year.

VCF APPLICATION PROCEDURES

- Charities may submit their applications for the Training, Info-Communications Technology and Shared Services Grants anytime throughout the year.
- ²With effect from January 2019, charities which wish to apply for the Consultancy Grant will need to submit their applications within the following periods:

Application Period 1	Application Period: January – March VCF Secretariat will notify applicants on outcome in May [New] Extended till 31 May 2020 to give charities more time to make decisions on their projects depending on the developments of the pandemic issue. VCF Secretariat will notify applicants on outcome in June 2020. For applications submitted between Jan 2020 to Mar 2020, VCF Secretariat will still notify applications on outcome in May 2020.
Application Period 2	Application Period: August – October VCF Secretariat will notify applicants on outcome in December

- For all other applications, interested charities can submit their VCF applications online at www.ncssapp.org.sg.
- For pre-approved local training courses conducted by the Social Service Institute (SSI), applications should be made directly through the SSI website at www.ssi.sg.

¹ Gross annual receipts include all income, grants, donations, sponsorships and all other receipts of any kind.

² In view of the high demand for consultancy grants, the application periods are implemented for more effective monitoring and assessment of grant applications; and to enable prioritisation of funding allocation. Applications for consultancy grants outside the stated windows will not be processed and applicants will be informed to submit a fresh application during the stipulated periods.

FOR MORE INFORMATION

VCF Secretariat Contact Details

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

Mr Gurdip Kumar
Tel: 6210 2551
Email: gurdip_kumar@ncss.gov.sg

National Council of Social Service : www.vcf.sg
Charity Portal : www.charities.gov.sg
Charity Council Website : www.charitycouncil.org.sg