CHARITIES CAPABILTY FUND

For all Exempt, Registered Charities and Institutions of a Public Character (IPCs)

Funding Period

1 April 2022 to 31 March 2027

Aim of the Charities Capability Fund (CCF)

CCF aims to enhance productivity, operational efficiency, governance and management capabilities of the exempt, registered charities and IPCs.

Eligibility Criteria

- All exempt and registered charities and IPCs are eligible to apply for the Fund, unless otherwise indicated.

- Applicants must not receive any funding from other government sources for the same purpose for which CCF funding is sought, unless specifically allowed.

- Approval of applications is subject to applicants' complete submission of their latest Annual Report, 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 with the vendor) before the submission and approval of the CCF application, will not be eligible for funding.

Grants Coverage & Quantum

Collaboration Grant

The grant aims to encourage ground-up collaborations and incentivise charities to consolidate their needs and build capabilities/solutions that can be shared among charities. It will support projects that enhance charities' governance, productivity, operational efficiency and capabilities development. Examples of projects are:

- Development of manuals/guidelines/ best practices for charities or charities' beneficiaries.
- Design of systems that can be co-shared to enhance charities' capabilities.

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 two charities (i.e. with 2 different UEN No.). In the project proposal, the Lead Charity should list out the Names of Charities (and UEN No.) that would benefit from the collaborative project.

Charities can apply for Collaboration Grant in addition to the other existing grants.

Funding Quantum

➢ For All Charities: 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 for consideration anytime throughout the year. The project proposal should include details on project objectives, project cost and deliverables.

Consultancy Grant

Consultancy projects by external consultants to review and draft policies and standard operating procedures for the charity, and in attaining organisational excellence certifications and accreditations in key governance and management areas such as:

- Anti-Money Laundering/Counter Financing of Terrorism
- Board Governance
- Conflict of Interest
- Crisis Management, Business Continuity Planning
- Digitalisation/Data Protection/Cyber Security
- Disclosure and Transparency
- Ethics
- Environmental, Social and Governance (ESG)
- Financial Management, Internal Controls, Risk Management
- Fundraising Practices
- Human Resource and Volunteer Management
- Impact Measurement
- Leadership and Organisational Development
- Programme Management
- Public Image/ Communications
- Strategic Planning

Funding Quantum

➢ For Small and Medium size Charities[1]: Up to 80% of consultancy fee capped at $100,000 per charity over 5 years.

➢ For Large Charities: Up to 80% of consultancy fee capped at $50,000 per charity over 5 years.

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[1] Please refer to the Application Procedures on page 8 for the definition of small, medium and large charities.

Info-Communications Technology Grant

(A) Basic infrastructure components

For Small and Medium size Charities: 80% of the supported cost or actual expenditure, whichever is lower, and capped at:

- 4 computers (Desktop or Laptop): $1,500 per equipment
- 2 Printers: $300 per equipment
- 1 Broadband Account: $1,700 per account
- Website development costs to facilitate publishing of charity's information for transparency: $3,000 per charity
- Subscription charges of video and audio-conferencing tools: $250 per charity
- Firewall devices: $3,000 per charity

(B) Digital solutions that can strengthen governance, enhance productivity and operational efficiency of charities, in areas such as those below.

For All Charities[2]: a maximum of 80% of the supported cost or the actual expenditure, whichever is lower, will be provided, with a cap of $40,000 per charity. This applies to the digital greenlane solutions, and the digital pre-scoped solutions listed on the GoBusiness Singapore website under 'Solutions for All Sectors'.

- Accounting System
- Booking System
- Case Allocation System
- Case/ Client Management System
- Church Management System
- Community Map App
- Competency Management System
- Data Analytics Solution
- Donor Management Solution
- Due Diligence Screening Platform for Anti-Money Laundering/Countering the Financing of Terrorism purposes
- Event Management System

- Human Resource Management System
- IRAS Donation API Integration Services
- Learning Management Solution
- Motorised Upper & Lower Limbs Pedal Exerciser**
- Online Survey Solutions
- Online Board Meeting Solution
- Portable Interactive Training Device
- Remote Working*
- Volunteer Management Solutions
- Telepresence Robot**
- Singpass Login*
- Singpass myInfo*
- Walking Rehabilitation Equipment*

Supportable scope are:	Non-supportable scope:
• 3-year funding (80% for 1st year, 50% for 2nd and 3rd year)	• Extended warranty
• Professional Fees & Add-on (Up to $6,000)	• Bank charges

[2]For digital solutions, Social Service Agencies will continue to receive funding support under the Community Capability Trust (CCT).
*solutions will require 3 comparable quotations if the total cost of the solution is more than $6,000.
**solutions with data capturing and analysing functions

Shared Services Grant

Outsourcing of corporate functions such as payroll, finance, accounting, human resource and information technology functions to third-party service providers in areas such as those below to improve backroom-operations efficiency.

- Accounts Payable
- Accounts Receivable
- Asset Record Management
- Audit Management
- Due Diligence Screening for purposes such as Anti-Money Laundering/ Countering the Financing of Terrorism
- Financial & Management Reports
- Human Resource Management
- Information Technology Management
- Journal Adjustment

Funding Quantum

- For All Charities: Up to 50% of monthly charges for 1st year and up to 25% for 2nd year, capped at $30,000 per charity.

Training Grant

Training courses (local classroom-based courses and local/overseas online courses) for charities' board members, staff and sub-committee members[3] in key governance and management areas.

This includes courses on:
- Anti-Money Laundering/Counter Financing of Terrorism
- Board Governance
- Conflict of Interest
- Crisis Management, Business Continuity Planning
- Digitalisation/Data Protection/Cyber Security
- Disclosure and Transparency
- Ethics
- Environmental, Social and Governance (ESG)
- Financial Management, Internal Controls, Risk Management
- Fundraising Practices
- Human Resource and Volunteer Management
- Impact Measurement
- Leadership and Organisational Development
- Programme Management
- Public Image/Communications
- Strategic Planning
- Other training courses that are aimed at improving the governance and management aspects of charities.

Funding Quantum

➢ For All Charities

➢ Singaporeans / Permanent Residents
- 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

➢ 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

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[3] Staff and sub-committee members should have served in the charities for at least 6 months.

Application Procedures

- The National Council of Social Service is the Fund Secretariat for the Charities Capability Fund.

- Charities may submit their applications anytime throughout the year.

- Charities may submit their CCF Training Grant applications online at OurSG Grants portal.

- Charities may submit their non-training applications online at: https://oursggrants.gov.sg

- For pre-approved local training courses conducted by the Social Service Institute (SSI), applications should be made directly through SSI's website at https://www.ssi.gov.sg

- Projects and purchases that cost more than $6,000 will require 3 comparable quotations. Funding will be based on the lowest comparable quote.

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

Size	Criteria
Small	Charity with gross annual receipts[4] 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.

For more information

Charities Capability Fund Secretariat Contact Details
CCF Grants: <NCSS_Grants@ncss.gov.sg>

Charity Portal: https://www.charities.gov.sg
National Council of Social Services: < https://www.ncss.gov.sg/our-initiatives/tech-and-go>

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