

SEEDS OF CHANGE APPLICATION GUIDELINES
(as of 30 April 2019)

1. General Definitions

In these guidelines, unless the context otherwise requires:

Word	Definition
Application/ Application Form	Shall mean any and all documents and information, submitted by the organisation for the purpose of a particular funding call.
Approved Project	Shall mean the application submitted by the Closing Date and approved by the Selection Panel under “Approval of Projects” under Section 4.4 herein.
Deliverables	Shall mean the tangible outcomes of the project to be achieved by the organisation specified in the approved project.
Funding Call	The period where the application window is open for SCWO member organisations to send in their applications.
Grant	Shall mean the quantum of funding awarded to the Grant Recipient for the Approved Project
Grant Agreement	Shall refer to the Grant Agreement that Grant Recipient organisation would have to endorse with MSF after the project has been approved.
Grant Recipient	Shall refer to the member organisation whose application is approved and accepted in the manner referred to the under “Approval of Projects” under Section 4.4 herein.
In-Principle Approval	Shall refer to the approval email that SCWO will send to the Grant Recipient of the Approved Project under Section 4.4 herein
Member Organisation	Refers to member organisations registered with SCWO as of time of application
MSF	Ministry of Social and Family Development
OWD	Office for Women’s Development
Post-project report	Shall mean the documents required from the member organisation to be eligible for the remaining tranche of the funding, including but not exclusive to a post-project report and project financial statement.
Project Proposal	Shall mean a detailed proposal submitted by the member organisation on the objectives and deliverables of the project.
Project	Shall mean the project submitted by the member organisation
SCWO	Singapore Council of Women’s Organisations, also the appointed Agency by MSF to administer the SOC fund.
Selection Panel	The selection panel for SOC fund
SOC	Shall refer to the Seeds of Change Fund

2 Objectives

- 2.1 SOC is a new seed fund introduced in March 2019 to support women’s organisations to pilot or scale up women’s development programmes.

It is supported by the Office for Women’s Development (OWD), Ministry of Social and Family Development, and administered by the Singapore Council of Women’s Organisations (SCWO).

3. Eligibility Criteria

- 3.1 For the first year, only SCWO Member Organisations can apply for the SOC fund. Member Organisations may enter into partnership and collaboration for the SOC but only one member organisation need to apply for the SOC fund.
- 3.2 The Fund aims to build up the capability of women's organisations, and is not intended to benefit any specific person in the organisation. Hence, only women organisations are allowed to apply for the fund.
- 3.3 The primary target of the programmes/ projects should be women and girls who are Singaporean/ Singapore Permanent Residents.
- 3.4 Each project should fall under at least one of themes of the current funding call.

For the first funding year, the theme is:

- i. **Invest in Self** - Projects that impact women's employment (eg. women returning to work); or encourage training and career development
 - ii. **Invest in Health** – Projects that advocates or address health matters that impact women
- 3.5 **Cost supported by the Grant**

The Grant will only fund the costs and expenses directly related to the projects. These will need to be substantiated with a proof of payment as part of the Post-Project Report. Example of such costs and expenses are:

- Production cost of activities inclusive of materials
- Logistics
- Venue
- Marketing and publicity
- Meals expended during the event
- Transport costs expended for the event except

3.6 **Cost Not Supported by the Grant**

1. Administrative, start-up and operation costs of an organisation, and other organisational -strengthening initiative (e.g. manpower and other recurring internal costs)
2. Capital expenditures and purchase of assets. For e.g. property
3. Costs that have been incurred before the signing of the Form of Agreement
4. Entertainment fees.
5. Fees expended for tokens of appreciation

3.7 **Projects not supported by Seeds of Change Fund**

1. Projects put up by non-SCWO Members
2. Projects that have personal, political or religious agenda or proselytise any particular faith;
3. Advocate or lobby for lifestyles, or have content that risks being or is likely to be held as objectionable by the general public;
4. Projects that are intended or likely to cause conflict or misunderstanding in Singapore's multicultural and multi-religious society;

5. Projects that undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.
6. Profit making projects
7. Overseas projects
8. Projects that are purely for fundraising

4 Application Procedure

4.1 Submission of Application

All applicant organisations have to submit the following items prior to the closing date for their applications to be considered.

- 1) Application form
- 2) Project proposal
- 3) Project Budget - you may use the provided template

All applicant organisations are to read and agree by the guidelines before proceeding with their application. All applicants can approach SCWO for clarifications by email at seedsofchange@scwo.org.sg.

All completed application forms and supporting documents must be endorsed and submitted to SCWO via email to seedsofchange@scwo.org.sg; or by post to SCWO Centre, 96 Waterloo Street, Singapore 187967 (Attention to SOC) by **30 September 2019 (2359hrs)**.

Applications will not be considered if:

- i. Application is late
- ii. Incomplete; and/ or
- iii. Irrelevant projects

4.2 Grant Quantum

The SOC is a seed funding to help to pilot or scale-up projects. The Selection Panel reserves the discretion and rights to determine the grant quantum per approved projects.

The grant quantum would be as follows:

- a) Up to 90% per project, or
- b) Up to \$20,000 whichever is lesser

Projects of a larger scale and greater impact can be considered for higher funding support. The amount of the grant quantum will be decided by the Selection Panel.

4.3 Disbursement of Fund

Generally, the Grant will be disbursed through 2 tranches. Based on the need of the Approved Project, the Selection Panel will assess the need for more tranches of disbursement, subject to compliance to the terms and conditions.

- 1st Tranche – 50% of the approved grant quantum.
- 2nd Tranche – 50% upon the submission of the Post-project report
- Other Tranches – The selection panel will set the terms and conditions for the disbursement at interim tranches, e.g. submission of interim project report.

4.4 Timeline

Timeline	Item
23/Mar/19	Launch of SOC and commencement of funding call.
30/Sep/19	<p><u>Deadline for submission of proposals</u></p> <p>The call for Applications is opened till 30 September 2019 2359 hours ('Closing Date'). All applications must reach SCWO by the stipulated date and time. Incomplete applications without the required supporting materials and late applications sent after the Closing Date may not be accepted.</p>
4 th quarter of 2019	<p><u>Evaluation of Projects</u></p> <p>Shortlisted Applications submitted through the applications by the Closing Date may be requested to present to the SOC Selection Panel within the month of Oct 2019. The Selection Panel may request for more information from member organisations where required to help in the assessment of the projects.</p>
	<p><u>Approval of Projects</u></p> <p>SCWO will inform the Grant Recipients of the Approved Projects through an in-principle approval via email. This shall be referred to as the "In-Principle Approval".</p> <p>Member organisations of the approved projects will be required to sign a Grant Agreement with MSF 2 weeks within the date of In-Principle Approval.</p> <p>Upon signing the Grant Agreement, the first tranche of the approved funding (50%) will be downloaded.</p> <p><i>Note: MSF and SCWO reserve the right of discretion and non-disclosure of reasons for unsuccessful applications. Decisions made by the Committee are final and appeals will not be entertained.</i></p>
Deadline/ 18 months from In-Principle Approval of Projects	<p><u>Completion of Project</u></p> <p>Project must be completed within 18 months from the date of the In- Principle Approval or within the stipulated end date of the project in the Application Form, whichever is earlier.</p> <p>Grant Recipients are to submit Post-Project Reports and supported documents within one month of completion. Upon approval, last tranche of funds will be disbursed.</p>

MSF and SCWO reserve the right to make changes to the timeline.

5.1 Projects will be assessed in accordance to the following criteria:

Criteria	Description	Weightage
Align	Overall alignment with at least one of the theme of the funding call	Qualifier
Impact	The degree to which the impact can be felt by beneficiaries of the project which should be primarily women and girls (Singaporean or Singapore Permanent Residents)	30 points
Need	The extent to which the project will make a significant step towards fulfilling a specific need	30 points
Govern	The degree to which the organisation is well run and able to deliver (organisation set up and management, as well as communication and marketing resources)	20 points
Design	The degree to which the project plan is robust and feasible.	20 points

6 Terms and Conditions of Approved Project of SOC Fund

6.1 Grant recipients shall ensure that any and all funding received under the Fund? are utilised in accordance to the description of usage and declaration stated in the approved project application and grant agreement.

6.2 The Grant is not transferable from one organisation to another. It must not be used for any other purpose apart from the Approved Projects, based on the terms and conditions set out in the In-Principle Approval and Grant Agreement.

6.3 The Grant will only cover expenditures of the Approved Project that are incurred after SCWO issues the In-Principle Approval.

6.4 The Grant must be utilised within 18 months from the date of the In-Principle Approval. It is intended to fund projects that last for a duration of 18 months only.

If the duration of the Project is longer than 18 months or if the Project is part of an on-going initiative, no funding will be given beyond 18 months. Grant Recipients may re-apply for the Grant to be used for the same Project. However, any applications would have to go through the selection process.

6.5 SCWO and MSF have the rights to amend any terms and conditions of the In-Principle Approval and the Grant Agreement. Before any amendment, SCWO shall notify the Grant Recipient regarding its intention to amend the terms and conditions of the Grant at least fourteen (14) days before any amendment is made.

6.6 Changes to Approved Project

SCWO must be informed in writing of any changes to the proposed Approved Project at least 2 months before the project is executed in full (objectives, beneficiaries, timeline, scale, etc.)

6.6.1 SCWO and MSF reserve the right to review, return, or withdraw or withhold any grant quantum and disbursement in full or in part should any of the following occur:

- i. The proposed Approved Project undergoes a material change without prior written approval from SCWO. A material change shall include any changes

in the content, scale, budget, key artistic personnel, venue, and/or date of the Approved Project;

- ii. The Grant Recipient is not able to deliver the Approved Project by the proposed date;
- iii. The Grant is not used for the purpose for which it is approved;
- iv. Wrong and/or misleading information is provided in the application form, either deliberately or otherwise;
- v. Illegal or negligent acts that occur during any point of the Approved Project, which will adversely affect the reputation of SCWO and MSF, any government bodies, public institutions, national leaders or your person/organisation.
- vi. The project and or any activities undertaken in relation to the Approved Project are, in the view of SCWO and MSF, (i) offensive or obscene in nature; (ii) derogatory or defamatory of any third party; or (iii) bring dispute to or prejudice SCWO and MSF in any way whatsoever, or be construed to:
 - i. Advocate or lobby for lifestyles seen as objectionable by the general public; denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society; and/or
 - ii. Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

6.7 **Other Sources of Funding**

6.7.1 Grant recipients may seek funding from other sources. If there are already known funding, all Member Organisations must declare the details of the funding clearly at the point of submission of Application. The amount of funding from other sources will be taken into account in assessing the quantum of the Grant.

6.7.2 Grant recipients have to declare the additional sources of Funding that is secured during the execution of the Approved Project. In the event that other sources of funding come after the signing of Grant Agreement, the Grant Recipient should inform SCWO, in writing, of the amount and terms and conditions of the funding. It should also be included in the Post-Project Report and project statement.

6.7.3 If the Approved Project is also funded by other sources, the total amount of funding support (including the Grant) should not exceed 100% of total operating expenditure (TOE).

SCWO and MSF may also seek return of the disbursed fund in the event of any excess or unused funds. SCWO and MSF reserve the right to withhold or recall disbursement of funding, if Grant Recipient is found to have withheld information or provides false information.

6.8 **Licenses and Permits**

Grant recipients shall be responsible for obtaining all required licences, permits, permissions and other authorisation to use any photographs, copyright materials or other property or other rights belonging to third parties for use in the Project. Grant recipients are encouraged to foresee the expenditure and include the spending in the budget at the point of application.

6.9 **Acknowledge Receipt Of Support And Funding From SCWO And MSF And Making Reference To SCWO and/ or MSF, Use Of Logos, Etc In Publications**

- 6.9.1 SCWO and OWD's support should be acknowledged on all publicity materials that are issued from the date of In-Principle Approval. Organisations would need to credit OWD and SCWO in all media and publicity-related materials released in conjunction with the approved project.
- 6.9.2 Suggested materials include: traditional publicity platforms (banners, backdrops, posters, brochures.); Media-profiling opportunities such as media releases and interviews, collaterals distributed to participants; Online publicity channels such as Facebook, websites and Electronic Direct Mailers.
- 6.9.3 Materials should place "Supported by" beside or above the OWD and SCWO logo where possible. All media and publicity-related materials containing the acknowledgement must be approved by SCWO before production and/or release.
- 6.9.4 SCWO and/or MSF reserve the right to use the approved materials for publicity.
- 6.9.5 The Grant Recipient shall ensure that all print collaterals and online materials relating to the Approved Project include an acknowledgement that the Grant Recipient has received support from SCWO and Funding from MSF for the Approved Project, either by way of the display of SCWO and MSF's logo and/or the use of text.
- 6.9.6 Save as permitted under Section 6.9.5, the Grant Recipient shall not make reference to SCWO and/ or MSF or any of its funds and programmes, nor use any logos associated with SCWO and/ or MSF in any form of publication (including without limitation, any marketing or publicity materials, online materials, name cards, company letterheads and company brochures), unless with the prior written approval of SCWO and/ or MSF.

7 Post-Project Report

- 7.1 A Post-Project Report must be submitted to SCWO within 18 months from the date of In-Principle Approval given by SCWO and/ or 1 month after the stipulated project dateline, whichever is earlier, together with supporting documents which includes but not exclusive to project statements.
- 7.2 The Grant Recipient shall keep and maintain proper financial records for the Approved Project, including records of all income and other sources of funding received and expenditure incurred, and all miscellaneous costs, for the purpose of the post-project report. Grant recipient should exercise prudence and caution when utilising the funds. MSF and SCWO reserve the right to request for the documents where necessary, in view of audit requirements.
- 7.3 The final tranche of the Grant will only be disbursed after the post-project report and supporting documents have been submitted and approved by SCWO.

8 Disclaimer of Liability

- 8.1 SCWO shall not be liable to the Grant Recipient for any loss, damage, cost or expense of any nature whatsoever, arising from any delay, failure or refusal by the SCWO to disburse any part of the Grant, or any decision by SCWO to withhold or withdraw the Grant or part thereof or to terminate the Grant Agreement.

Acknowledgement

I, _____, on behalf of my organisation,
_____, hereby acknowledge that I have read, understood and agree to
the above guidelines in lieu of my organisation's application for the SOC fund.

<<Signature>>

<<name>>

<<designation>>

<<Member Organisation>>