NCSS 4ST Partnership Fund - Application Form

Name of Lead Organisation	As per legal registration

Section A: Applicant Details

Select the fund category which you are applying for:	☐ Seed ☐ Grow Seed funding is for ideas which have the potential to meet a need in the sector and would like to test their concept, with funding quantum of up to $10,000 for up to 1 year. Grow funding is for initiatives which have a working proof of concept and would like to further develop and test their solution OR initiatives which have a proven model and would like to scale. Funding quantum for Grow funding is up to $400,000 per year, up to 3 years. Do note that the final funding quantum is subject to internal evaluation and approval.
Are you an NCSS member? *(For 'seed' applicants, omit if not applicable)*	☐ Yes ☐ No
Submitter's Name	First Name Last Name
Submitter's Email	
Submitter's Contact Number	
Designation	
UEN Number *(For 'seed' applicants, omit if not applicable)*	
What is your organisation's current incorporation status? *(For 'seed' applicants, omit if not applicable)*	Society/CLG/Charitable Trust/Co-op/Others (please specify)

If you answered 'IPC Charity', please state duration of IPC validity *(For 'seed' applicants, omit if not applicable)*	
Project Team	List the name(s), designation(s) and experience(s) of the key team members, and explain how the project team has the capability to deliver the proposed project (e.g. experience in driving similar projects).
Organisation Website	
Are other organisations/groups collaborating in this application?	☐ Yes ☐ No If this is a joint application, to include the details of the other organisations/groups (name, UEN, type of organisation, charity status, IPC status, key contact person(s), key organisational information) where relevant.

Section B: Project Summary

Name of Project	
Strategic Component My project falls within this area:	☐ Upstream support for low-income families ☐ Support for persons with mental health conditions ☐ Emerging needs and gaps (evolving / growing needs with room for more evidence-informed service delivery[1]) - please indicate which emerging need/gap the project is addressing Please elaborate on why your project falls within the strategic area identified.
Project Summary	Summarise your project, with the following included (please keep to 100 words if possible): • The collaborator(s) • Aim of the project • Target no. of participants, including beneficiary demographic • Time period and duration of project • Key interventions/activities • Key outcome(s) For example: *Agency X is collaborating with Agency Y to provide timely access to appropriate mental health treatment to Z youths (aged A) per year. These youths usually experience barriers to appropriate treatment (list examples of such barriers) and hence do not access or drop out of services prematurely. Key interventions include higher-tier services (e.g., psychological services) at the community level, co-management of cases, and green-lane referrals back into the hospital system with handholding by community practitioners. Proposed outcomes are (1) x% of clients show a reduction in distress and/or improvement in coping, and (2) x% of clients assessed to require higher tier treatment (psychiatric or psychological services) receive appropriate treatment.*

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[1] Proposed solution that addresses an emerging need should be based on data to demonstrate:
• How needs have evolved due to factors such as changing demographics, societal trends and technological advancements.
• How current data on the issue is insufficient to inform on the root causes of the issue.
• How current service delivery might not be supported by strong evidence or has significant room to be transformed.
• The potential magnitude and criticality of the implication/impact on service users.

Past Funding Sources Applied for your project (regardless of support/rejection) Include the funds applied for, amounts received and reasons for support or rejection. Also include funds which you have applied for but are still awaiting the outcome.	

If you have chosen "Seed", please fill in Sections C and E.
If you have chosen "Grow", please fill in Sections D and E.

Section C: Project Details for "Seed"

Project Duration	Provide the estimated start and end date of the project. (Project could start on 1 Jan, 1 Apr, 1 Jul, or 1 Oct. Do factor at least 5 months after the grant call closes.)
Problem Identification	What is the issue you are trying to solve, and why is it an important one to be solved? What is the scale of the problem? Do substantiate with research where relevant.
End Users / Target Audience **(Note: Project should directly benefit the local community)**	Describe the key target group(s), target number of end users and their profile (including age range where relevant). Include their needs, pain-points, hopes and fears (you can reference the Design Thinking framework).
Proposed Solution	How does your solution work? How does it address your target end users' needs effectively? What are the existing solutions and why are they insufficient in addressing the needs of your target beneficiaries?
Outcomes	What are the target end-user outcomes that your project seeks to achieve? How would you measure these outcomes?
Prototype	Present your prototype, if available, in your chosen format (Example: Storyboard, paper prototyping, wireframes, roleplaying, scenario desktop walk through, etc.). Indicate the feedback gathered about your prototype if available. Indicate the main areas you would like to test with the Seed grant.
Innovative Component	Explain how your project is a new idea/approach to solve the identified problem(s), compared to other similar programmes carried out within the sector.
Collaborative Component	My project involves collaboration through: ☐ Information sharing (Level 1) ☐ Joint activities or projects (Level 2) ☐ Systematic alignment of work structures / systems (Level 3) Explain who your partners[2] are, your respective roles, and how your project will achieve Level 2 and/or Level 3 collaboration. (Note that collaboration that is only at Level 1 [Information Sharing] will not be supported by the Fund.)

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[2] The partner(s) should be secured before applying for the grant, and specific partners should be identified (i.e. not generic e.g. "Family Service Centres", "schools").

Empowerment Component	My project empowers service users to take ownership of their issues and lives by: ☐ Building access to information about opportunities and resources ☐ Creating multiple avenues for them to participate in service design and/or delivery ☐ Creating channels to provide feedback that is used to improve service delivery and quality ☐ Growing their capabilities in addressing their own needs Explain how your project incorporates all of the above.
Project Budget Requested	
Budget Breakdown	Mandatory excel file upload with detailed breakdown and cost estimates, including operating expenses.
Key Project Milestones	Share your project implementation timeline and key milestones, including when and how you plan to develop a working model of the solution for testing and implementation with end users.
Project Theory of Change (optional)	Provide a Theory of Change to show how the activities/interventions lead to the outcomes. You may refer to Page 20 to 22 of the NCSS Service Standards Playbook: https://go.gov.sg/ncssservicestandardsplaybook

Section D: Project Details for "Grow"

Type of project/initiative	☐ Initiatives/projects have a working proof of concept and would like to further develop and test their solution ☐ Initiatives/projects have a proven model and would like to scale
Project Duration	Provide the estimated start and end date of the project. (Project could start on 1 Jan, 1 Apr, 1 Jul, or 1 Oct. Do factor at least 5 months after the grant call closes. Please note that more complex projects will require a longer lead time before funding can commence.)
Gap Identification	● What need or issue will the project address? ● What is the estimated size of the target population, issue and/or service gap and to what extent would the project address the gap? Please indicate the basis and data sources used in your estimates. ● How is this project different from existing services that meet the same need? How does it value-add to the wider sector? Do substantiate with research where relevant.
End Users / Target Audience **(Note: Project should directly benefit the local community)**	Describe the key target group(s), target number of end users and their profile (including age range where relevant) and their identified needs.
Proposed Solution	Describe your project's key approach and activities, and how they lead to the project's objectives. Share the evidence behind the proposed approach and activities.
Proof of Concept	Include evidence from previous pilots or existing proven model. If you have not tested the idea before, we would recommend applying for the "Seed" funding instead. If your pilot is still ongoing, we would recommend applying at a later grant call, which would enable you to indicate how your proposal has incorporated learning points from the pilot.
Innovative Component	My project is: ☐ An idea that is different from existing solutions and provides value-add to solve the identified problem, or ☐ An idea that improves an existing solution based on learnings and data collected from initial testing. Explain how your project achieves the innovative component identified above. Please make reference to the relevant landscape

	of services and how your proposed project value-adds to this landscape.
Collaborative Component	My project involves collaboration through: ☐ Information sharing (Level 1) ☐ Joint activities or projects (Level 2) ☐ Systematic alignment of work structures / systems (Level 3) Explain who your partners[3] are, your respective roles, and how your project will achieve Level 2 and/or Level 3 collaboration. (Note that collaboration that is only at Level 1 [Information Sharing] will not be supported by the Fund.)
Empowerment Component	My project empowers service users to take ownership of their issues and lives by: ☐ Building access to information about opportunities and resources ☐ Creating multiple avenues for them to participate in service design and/or delivery ☐ Creating channels to provide feedback that is used to improve service delivery and quality ☐ Growing their capabilities in addressing their own needs Explain how your project incorporates all of the above.
Output Indicators	Describe your project's annual output indicators and why you have proposed these indicators. e.g. No. of participants who attend weekly workshops (verification source: attendance tracking sheet)
Outcome Indicators	Indicate which of the outcome indicators and measures are the most relevant for your project, and indicate the corresponding targets. You are also free to suggest additional outcome measures for consideration. Also explain why you have proposed these indicators. **Employment** ☐ <X>% of service users who sustained employment for a period of 3 or 6 consecutive months **Early Intervention** ☐ <X>% of children who demonstrated improvement in child developmental outcomes

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[3] The partner(s) should be secured before applying for the grant, and specific partners should be identified (i.e. not generic e.g. "Family Service Centres", "schools").

	Family Resilience ☐ <X>% of families who improved in family resilience **Family Support** ☐ <X>% of families who improved in their social and emotional needs **Family Violence** ☐ <X>% of service users with reduced occurrence of violence within a 12-month period of case closure **Marriage Support** ☐ <X>% of couples who are still intact within 3 years of attending programme **Mental Health Support** ☐ <X>% of service users who experienced reduction in psychological distress **Positive Youth Development** ☐ <X>% of children/youth who improved in positive youth development competencies **Recidivism** ☐ <X>% of service users who demonstrated reduced risk of recidivism **School Absenteeism** ☐ <X>% of service users who sustained in education for a period of 3 or 6 consecutive months **Suicide Crisis Support** ☐ <X>% of service users who showed a reduction in suicide risk **Others** ☐ <please indicate> You may also refer to the Sector Evaluation Framework metrics on NCSS' website here: https://www.ncss.gov.sg/our-work/translational-social-research/sector-evaluation-framework
Project Budget Requested	
Budget Breakdown	Mandatory excel file upload with detailed breakdown and cost estimates, including operating expenses.
Key Project Milestones	Share your project implementation timeline and key milestones. What are the risks associated with your plan and how will you mitigate them?

Project Sustainability	• Provide details on whether you are tapping on existing manpower or would recruit manpower specially for the programme, and how you plan to recruit the manpower. • How does the proposed solution demonstrate economic use of resources to meet the need? • In the event that the requested budget is not fully supported, how do you plan to raise the balance? • What are your plans to sustain the project in the longer run, given that the 4STPF funding is not recurrent funding (i.e. once-off)?
Project Scalability	• How easily can the programme be scaled to reach more individuals? In such a situation, what is the impact the programme would have for the wider sector? • Are there any possible unintended consequences or negative impact arising from the scaling of the programme? What can be put in place to mitigate these?
Project Theory of Change	Provide a Theory of Change to show how the activities/interventions lead to the outcomes. You may refer to Page 20 to 22 of the NCSS Service Standards Playbook: https://go.gov.sg/ncssservicestandardsplaybook

Section E: Additional Documents

Please upload a signed declaration from the CEO (or equivalent) of the organisation, indicating that this application is authentic.

Please download the template form (Application Confirmation and Declaration), fill up the details and have your CEO sign it, and upload the signed copy in PDF.

Signed declaration by CEO *	Acceptable file types: .pdf
Annual Report*	Acceptable file types: .doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx
Audited financial statements	Acceptable file types: .pdf

Annex A: NCSS Sector Evaluation Framework Metrics

Programme Objective	Psychometric Measure	Possible Outcome Indicators
Employment	<Objective measures>	% of service users who sustained employment for a period of 3 or 6 consecutive months
Early Intervention	<Objective measures through assessment scores or achievements of milestones>	% of children who demonstrated improvements in child developmental outcomes
Family Resilience	Walsh Family Resilience*	% of families improved in family resilience
Family Support	Family and Adult Support Tool (FAST)^	% of families who improved in their social and emotional needs
Family Violence	<Objective measures>	% service users with reduced occurrence of violence within a 12-month period of case closure
Marriage Support	<Objective measures>	% of couples who are still intact within 3 years of attending programme
Mental Health Support	Feedback Informed Therapy – Outcomes Rating Scale*	% of individuals who experienced reduction in psychological distress
Positive youth development	Achieve, Thrive, Connect! SG (ACT! SG)*	% of children/youth who improved in positive youth development competencies
Recidivism	Youth Level of Service/Case Management Inventory^ OR Level of Service/Case Management Inventory^	% of service users demonstrated reduced risk of recidivism
School Absenteeism	<Objective measures>	% of service users who sustained in education for a period of 3 or 6 consecutive months
Suicide Crisis Support	Columbia-Suicide Severity Rating Scale (C-SSRS)*	% of service users who showed a reduction in suicide risk

* Self-report tool
^ Assessor tool