# ELIGIBILITY CRITERIA

Applicants must fulfil the following criteria to apply:

1. For Non NCSS members, your organisation must be a registered Charity and/or Valid IPC.
2. Project should not have commenced.
3. Project should not have received other sources of government funding, unless specifically allowed.

Note: For **Digitalisation Consultancy only (excluding Data Protection, and Cyber Security Consultancy)**

It is mandatory for your charity to attend a clinic session with your charity’s preferred pre-appointed consultant before submission of application on the OurSG Grants Portal. During this clinic session, the consultant will understand your charity’s digital needs, define a consultancy scope that will benefit your charity, and guide you on the application process. Please book a clinic with your preferred consultant:

* **Design Sojourn:** Sign up for a clinic session [here](https://go.gov.sg/tac-ds).
* **ThunderQuote:** Sign up for a clinic session [here](https://go.gov.sg/tac-tq).

# THINGS TO NOTE

* Funding Level for Consultancy Services based on Charity Size[[1]](#footnote-2):
  + **For Small and Medium size Charities:** Up to 80% of consultancy fee capped at $100,000 per Charity over 5 years.
  + **For Large size Charities:** Up to 80% of consultancy fee capped at $50,000 per Charity over 5 years.
* Refer to page 4 of the [Charities Capability Fund brochure](https://www.charities.gov.sg/PublishingImages/Resource-and-Training/Guides-Templates-Awards/Guides/Documents/Charities%20Capability%20Fund%20Brochure.pdf) for more details on funding caps based on Charity Size.
* Approval of application will be made on a first come first served basis, subject to budget availability and consultant capacity.
* Please submit one Consultancy Service per application.
* The outcome of this funding request will be communicated within 6 weeks.

## **HOW TO APPLY**

Complete and submit the following to the relevant sections of your application on OurSG Grants Portal:

|  |  |  |
| --- | --- | --- |
| Consultancy Type | Charities from Arts and Heritage, Community, Education, Health, Sports and Others Sectors | Charities from Religious Sector |
| * Digitalisation | N/A | 1. Complete and submit the following under the **Proposal Section** of your application on OurSG Grants Portal:  * **This Word document** * Your charity’s **Post-Clinic Report,** which the pre-appointed consultant will provide after the clinic session. |
| * Data Protection (DP) * Cyber Security (CS) /   IT Audit | Proposal Section:   * **This Word document** * **Proposal** from your agency’s preferred white-listed service provider * [**Annex A**](https://go.gov.sg/tng-npsc-annexa)(Only applicable for **IT Audit**, **Cyber Trust Mark**, and **Data Protection Trust Mark** applications above $6k).   Budget Section**:**   * **Quotation** from your selected assessment body (if applicable) | |

# DECLARATION

|  |  |
| --- | --- |
| Charity Name: | Enter text. |
| Charity UEN: | *Enter text.* |

We declare that:

|  |  |
| --- | --- |
|  | We have NOT made any payment to a supplier, vendor or third party in relation to the consultancy service applied here. |
|  | We have NOT signed or confirmed any contract of the consultancy service applied here. |
|  | The consultancy service in this application is solely for the purpose of the Agency and its programmes, and will not be used for entities with different UEN from the Agency. Exceptions to be declared to NCSS and are subject to approval. |
|  | Our agency is free from any form of litigation. |
|  | We hereby agree that the contents of this application form are STRICTLY CONFIDENTIAL. We undertake not to disclose any of the terms, conditions and/or information contained in this application form to anyone, other than to our officers, employees, volunteers and agents (on a need to know basis). If we do inform our officers, employees, volunteers and agents, we shall ensure and procure that they keep the contents of this application form STRICTLY CONFIDENTIAL; and |
|  | We hereby agree and consent to NCSS collecting, holding, disclosing, transferring and processing such personal data (as defined in the Personal Data Protection Act 2012) (“PDPA”) (including keeping file copies of Singapore NRICs) in relation to our officers, employees, volunteers, agents, beneficiaries and such other relevant persons, for purposes in relation to this application form and/or for such other purposes as required under the PDPA. |

**INFORMATION ON ORGANISATION**

1. Gross Annual Receipts

Please indicate the gross annual receipts for the 2 financial years (FYs) immediately before the current FY. Gross annual receipts include all income, grants, donations, sponsorships, and all other receipts of any kind.

|  |  |
| --- | --- |
| Gross Annual Receipts for FY *YYYY* | S$ *Enter an amount.* |

|  |  |
| --- | --- |
| Gross Annual Receipts for FY *YYYY* | S$ *Enter an amount.* |

1. Charity Size

Please select your charity size according to the gross annual receipts above.

|  |  |  |
| --- | --- | --- |
|  | Small | (Charity with gross annual receipts in each FY of **up to $1 million**.) |
|  | Medium | (Charity with gross annual receipts in each FY **between $1 million and $10 million**.) |
|  | Large | (Charity with gross annual receipts in each FY of **more than** **$10 million**.) |

# INFORMATION ON PROPOSED PROJECT

Please submit one Consultancy Service per application and indicate the Consultancy Service your charity is applying for:

## **DIGITALISATION**

Note: This section is **only applicable to** **Religious Sector Charities**.

#### **TECHNICAL ADVISORY (TA)**

|  |
| --- |
| Suitable for charities that need support on the suitable digital solution to adopt on a specific focus area. |

1. Indicate why your charity is applying for Technical Advisory or the challenges your agency is currently facing in digitalisation.

|  |
| --- |
| *Enter text.* |

1. What is/are the IT Solution(s) you would like to be assessed for this consultancy?

|  |
| --- |
| *Enter text.* |

1. Indicate if your charity also requires the below assessment(s) as part of this Technical Advisory.   
   (Additional areas are chargeable and subjected to the consultant’s quote)

You may select more than 1 area.

Integration with other existing systems

|  |
| --- |
| *Provide details.* |

IT architecture review

|  |
| --- |
| *Provide details.* |

Cloud architecture review

|  |
| --- |
| *Provide details.* |

Others, please specify

|  |
| --- |
| *Enter text.* |

1. Indicate your preferred consultant:

|  |
| --- |
| *Choose a consultant.* |

1. Please list the members from your charity who will participate in this consultancy project.

|  |  |  |
| --- | --- | --- |
| Project Lead | *Name* | *Email* |
| Member | *Name* | *Email* |
|  | *(Add more rows as needed)* |  |

#### **DIGITAL IMPLEMENTATION CONSULTANCY (DIC)**

|  |
| --- |
| The consultant will support the Charity in managing the project timeline, milestones, and deliverables of their IT project. Recommended for charities who require support for the implementation of IT solutions. |

1. Describe why your charity is applying for DIC?

|  |
| --- |
| *Enter text.* |

1. Describe the challenges your charity is currently facing in digitalisation.

|  |
| --- |
| *Enter text.* |

1. Your charity is applying for the following implementation modules:  
   You may select more than 1 module.

|  |  |
| --- | --- |
|  | Project Management  *Ensures project timeline, deliverables & KPIs are satisfied.* |
|  | Process Management   1. *Streamlines and develops processes to maximise benefits of digitalisation* |
|  | Change Management  *Secures buy-in from stakeholders, especially staff who may feel threatened by work changes caused by digitalisation.* |
|  | Post-Implementation Advisory  *Provides advisory and training to SSA staff to implement the digitalisation project, in areas such as design thinking, project management, process improvement etc.* |

1. What is/are the IT Solution(s) you would like to be assessed for this consultancy? Select the Category of IT Solution(s):  
   You may select more than one category. To add more or delete categories, right click on any item below, select *“Insert Item After”* or *“Delete Item”* from the pop-up menu.

|  |
| --- |
| 1. Choose a category. |

|  |  |
| --- | --- |
| If Others, please elaborate: | Enter text. |

1. Please indicate if your agency also requires the below assessment(s) as part of this DIC. (Additional areas may be chargeable and subjected to the consultant’s quote)

You may select more than 1 area.

Integration with other existing systems

|  |
| --- |
| *Please provide details.* |

IT architecture review

|  |
| --- |
| *Please provide details.* |

Cloud architecture review

|  |
| --- |
| *Please provide details.* |

Others, please specify

|  |
| --- |
| *Enter text.* |

1. What is the estimated cost of the IT solution?

Indicate the cost in SGD.

|  |
| --- |
| $ |

1. What is the projected timeline of the IT implementation?

|  |  |  |
| --- | --- | --- |
| *Start Date (MMM-YYYY)* | to | *End Date (MMM-YYYY)* |

1. We declare that:

|  |  |
| --- | --- |
|  | Our Agency is committed to implementing an IT Solution(s) as part of the requirements for the above Consultancy Service(s). We understand and confirm that failure to implement the IT Solution(s) would require our Agency to bear any consultancy costs that have already been incurred, in partial or in full, subject to NCSS’ approval. |

1. How will the IT Solution(s) be funded?

|  |  |  |
| --- | --- | --- |
|  | Self-funded | |
|  | Tech-and-GO! Charities: Go Digital (Tech Subsidies) funding | |
|  | Charities Capability Fund (CCF) – ICT Category B funding | |
|  | If Other government grants, please elaborate: | *Enter text.* |
|  | If Others, please elaborate: | *Enter text.* |

1. Indicate your preferred consultant:

|  |
| --- |
| *Choose a consultant.* |

1. Please list the members from your charity who will participate in this consultancy project.

|  |  |  |
| --- | --- | --- |
| Project Lead | *Name* | *Email* |
| Member | *Name* | *Email* |
|  | *(Add more rows as needed)* |  |

#### **DIGITAL STRATEGY PLANNING (DSP)**

|  |
| --- |
| The consultant will help the Charity develop a digital strategy roadmap by identifying and prioritising resources and digital solutions required to become a future ready organisation. |

1. Describe why your charity needs a digital strategy plan and how it will contribute to your charity’s strategic goals:

|  |
| --- |
| *Enter text.* |

1. Your charity is applying for the following Digital Strategy Planning modules:  
   You may select more than 1 module.

|  |  |
| --- | --- |
|  | Facilitation Workshop  *Perform SWOT analysis at organisational level and prioritise digital solutions to meet future service needs of organisations.* |
|  | Change Management Planning  *Plan & validate change management strategies and provide change management tools to enable organisations to secure buy-in from stakeholders.* |
|  | Change Management Implementation  *Execute and refine change management implementation strategies to support organisation’s digital plan and provide change management tools to secure buy-in from stakeholders.* |
|  | Process Management  *Streamlines and develops processes to maximise benefits of digitalisation.* |

1. Indicate your preferred consultant:

|  |
| --- |
| *Choose a consultant.* |

1. Please list the members from your charity who will participate in this consultancy project.

|  |  |  |
| --- | --- | --- |
| Project Lead | *Name* | *Email* |
| Member | *Name* | *Email* |
|  | *(Add more rows as needed)* |  |

**STARTER PACK (STP)**

|  |
| --- |
| Suitable for charities that require guided support through their digitalisation journey but have limited funds. This consultancy includes selective DIC and DSP modules in a bundle.[[2]](#footnote-3) |

Starter Pack consists of the following modules:

|  |  |
| --- | --- |
| 1. | DSP – Process Management  *Streamlines and develops processes to maximise benefits of digitalisation.* |
| 2. | DIC/DSP – Change Management  *Secures buy-in from stakeholders, especially staff who may feel threatened by work changes caused by digitalisation or clients/caregivers that may not be digital savvy.* |
| 3. | DIC – Project Management  *Ensures project timeline, deliverables & KPIs are satisfied.* |

1. Describe the process area(s) your charity would like to improve on.

|  |
| --- |
| *Enter text.* |

1. What is/are the IT Solution(s) you would like to be assessed for this consultancy? Select the Category of IT Solution(s):  
   You may select more than one category. To add more or delete categories, right click on any item below, select *“Insert Item After”* or *“Delete Item”* from the pop-up menu.

|  |
| --- |
| Choose a category. |

|  |  |
| --- | --- |
| If Others, please elaborate: | Enter text. |

1. Please indicate if your agency also requires the below assessment(s) as part of this consultancy. (Additional areas may be chargeable and subjected to the consultant’s quote)

You may select more than 1 area.

Integration with other existing systems

|  |
| --- |
| *Please provide details.* |

IT architecture review

|  |
| --- |
| *Please provide details.* |

Cloud architecture review

|  |
| --- |
| *Please provide details.* |

Others, please specify

|  |
| --- |
| *Enter text.* |

1. How is your IT Solution funded?

|  |  |  |
| --- | --- | --- |
|  | Self-funded | |
|  | Tech-and-GO! Charities: Go Digital (Tech Subsidies) funding | |
|  | Charities Capability Fund (CCF) – ICT Category B funding | |
|  | If Other government grants, please elaborate: | *Enter text.* |
|  | If Others, please elaborate: | *Enter text.* |

1. What is the estimated cost of the IT solution?

Indicate the cost in SGD.

|  |
| --- |
| $ |

1. What is the projected timeline of the IT implementation?

|  |  |  |
| --- | --- | --- |
| *Start Date (MMM-YYYY)* | to | *End Date (MMM-YYYY)* |

1. We declare that:

|  |  |
| --- | --- |
|  | Our Agency is committed to implementing an IT Solution(s) as part of the requirements for the above Consultancy Service(s). We understand and confirm that failure to implement the IT Solution(s) would require our Agency to bear any consultancy costs that have already been incurred, in partial or in full, subject to NCSS’ approval. |

1. How will the IT Solution(s) be funded?

|  |  |  |
| --- | --- | --- |
|  | Self-funded | |
|  | Tech-and-GO! Charities: Go Digital (Tech Subsidies) funding | |
|  | Charities Capability Fund (CCF) – ICT Category B funding | |
|  | If Other government grants, please elaborate: | *Enter text.* |
|  | If Others, please elaborate: | *Enter text.* |

1. Indicate your preferred consultant:

|  |
| --- |
| *Choose a consultant.* |

1. Please list the members from your charity who will participate in this consultancy project.

|  |  |  |
| --- | --- | --- |
| Project Lead | *Name* | *Email* |
| Member | *Name* | *Email* |
|  | *(Add more rows as needed)* |  |

**DATA PROTECTION (DP)**

|  |
| --- |
| **Data Protection Essentials (Programme)**  This professional service is recommended for SSAs who would like to put in place basic data protection and security practices.  **Data Protection Trust Mark (Certification)**  This professional service is recommended for SSAs who want to build trust with their service users by demonstrating that a robust data protection regime has been implemented. |

1. Has your charity appointed a Data Protection Officer (DPO) and is the business contact information made available to the public?

Yes  No

1. Does your charity have a plan for data breach response and recovery?

Yes  No

1. Does your charity regularly review your data protection policies?

Yes  No

1. Your charity is applying for the following Data Protection programmes:

Data Protection Essentials (DPE)

Data Protection Trustmark (DPTM)

1. Indicate your preferred Service Provider (Select from [here](https://www.imda.gov.sg/dpe)):

|  |
| --- |
| *Enter text.* |

1. For DPTM, indicate your preferred Assessment Body (Select from [here](https://www.imda.gov.sg/programme-listing/data-protection-trustmark-certification)):

|  |
| --- |
| *Enter text.* |

1. Please list the members from your charity who will participate in this consultancy project.

|  |  |  |
| --- | --- | --- |
| Project Lead | *Name* | *Email* |
| Member | *Name* | *Email* |
|  | *(Add more rows as needed)* |  |

## **CYBER SECURITY (CS) / IT AUDIT**

|  |
| --- |
| **IT Audit**  This professional service is recommended for SSAs that would like to ascertain if their IT systems are adequately protected from data tempering and loss, controls are effective, and if they are compliant with applicable laws, policies, and standards.  **Cyber Essentials Mark (Certification)**  This professional service is recommended for SSAs who want to be recognised for implementing good cyber hygiene practices to protect their operations and clients against common cyber-attacks.  **Cyber Trust Mark (Certification)**  This professional service is recommended for SSAs with extensive digitised operations who wish to receive a mark of distinction for putting in place good cyber security practices. |

1. Does your charity have a plan for IT incident response and recovery?

Yes  No

1. Are your charity’s IT policies and processes constantly reviewed and updated?

Yes  No

1. Your charity is applying for the following Cyber Security Modules:  
    Cyber Security Essentials (CSE)

Cyber Security Trustmark (CSTM)

IT Audit

1. Indicate your preferred service provider (Select from our [Tech-and-GO! website](https://www.ncss.gov.sg/our-initiatives/tech-and-go/funding-support---charities/consultancy-subsidy---charities) under Eligibility, Funding, and Application):

|  |
| --- |
| *Enter text.* |

1. For **CSE** and **CSTM**, indicate your preferred Certification Body (Select from [here](https://www.csa.gov.sg/Programmes/sgcybersafe/cybersecurity-certification-for-enterprises/cyber-essentials-appointed-certification-bodies)):

|  |
| --- |
| *Enter text.* |

1. Please list the members from your charity who will participate in this consultancy project.

|  |  |  |
| --- | --- | --- |
| Project Lead | *Name* | *Email* |
| Member | *Name* | *Email* |
|  | *(Add more rows as needed)* |  |

1. Charity Size is determined by gross annual receipts (include all income, grants, donations, sponsorships, and all other receipts of any kind) in each financial year of in the two financial years immediately preceding the current financial year.

   * Small: Up to $1 million
   * Medium: Between $1 and 10 million

   Large: >$10 million [↑](#footnote-ref-2)
2. Charities applying for Starter Pack will not be able to tap on individual DIC or DSP consultancy modules. [↑](#footnote-ref-3)