**Eligibility Criteria**

Applicant must fulfil the following criteria to apply for ICT Cat B:

1. For Non-NCSS members, your organisation must be a registered Charity and/or Valid IPC.
2. For NCSS members, submit your application under the Community Capability Trust (CCT) Grant. For more information, please contact NCSS at Tech-and-GO@ncss.gov.sg.
3. Project should not have commenced before approval is granted.
4. Project should not have received other sources of government funding, unless specifically allowed.

**Things to note**

* Pre-scoped and Green Lane IT Solutions can be found on the [NCSS Tech-and-GO! website](https://www.ncss.gov.sg/our-initiatives/tech-and-go/it-solutions/). Charity is encouraged to select solutions from the Pre-scoped or Green Lane list.
* Funding Level: Up to 80% of the approved project cost or actual expenditure, whichever is lower, capped at $40,000 per charity.
* Refer to page 6 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.
* Approval of application will be on a first come first served basis and subject to budget availability.
* Applicants are free to divide funding between different solutions, to cater for their varying needs.
* There are no Key Performance Indicators (KPIs) for CCF ICT grant.
* On OSG, please indicate a “Project Start Date” which is at least 12 weeks from application date.

**How to Apply**

Before you proceed with your application on OurSG Grants Portal, please check that you have all the following documents ready:

|  |  |  |
| --- | --- | --- |
|  | **Mandatory documents to be submitted on OSG Portal** | **OSG Section** |
|[ ]  Completed **Project Proposal** | Proposal Section |
|[ ]  For applications with a project cost above $90k only: **Organisational Health Report (OHR)[[1]](#footnote-2)**  |  |
|[ ]  **1 Vendor Quotation[[2]](#footnote-3)** | Budget Section |
|[ ]  **1** Vendor endorsed [**cost breakdown template**](https://go.gov.sg/tng-vendor-quotation-template-green-lane) (Optional and requested on a needs basis for [Green Lane and Pre-Scoped solutions](https://www.ncss.gov.sg/our-initiatives/tech-and-go/it-solutions/))  |  |

# 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 IT solution applied here. |
|[ ]  We have NOT signed or confirmed any contract of the IT solution applied here. |
| [ ]  | We declare that there is no conflict of interest^ during the evaluation and approval of the technology vendor. Should there be a conflict of interest as defined below, the affected signatories shall declare his/her immediate supervisor to disqualify himself / herself from this evaluation and approval process.*^ An instance of conflict of interest is where a person and/or his/her spouse, is a director or other officer, whether full-time or part-time, whether paid or unpaid of a company participating in the quotation, or a company whose subsidiary is participating in the quotation.* |
| [ ]  | We have verified and validated the vendor information, service rendered and/or financial status to ensure that the vendor and quotation is legitimate. |
| [ ]   | The IT solution 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 the proposed project

1. Details of IT Solution:

Include the name of the pre-scoped IT solution package[[3]](#footnote-4) and the vendor’s name.

|  |  |  |
| --- | --- | --- |
| a. | Name of IT solution package | *E.g. Salesforce, Microsoft Dynamics 365* |
| b. | Name of Preferred Vendor | *E.g. ABC Pte Ltd* |
| c. | Type of IT Software / Infrastructure | *E.g. Software-as-a-Service, open source, proprietary solution, etc.*  |

1. Category of IT Solution:
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 2nd and 3rd Year recurrent costs are required and reflected in the vendor quotation:

[ ]  a. Yes

[ ]  b. No, my charity does not require 2nd and 3rd Year recurrent funding

[ ]  c. No, but my charity requires 2nd and 3rd Year recurrent funding[[4]](#footnote-5)

If c. please explain the reasons why:

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

1. Please indicate if your agency has applied / is in the midst of applying for / received co-funding for this project (e.g. government sponsorships / sources of funding).

[ ]  Yes [ ]  No

If Yes, please elaborate:

|  |  |  |
| --- | --- | --- |
| a. | Name of Fund/Funder | *Enter text* |
| b. | Funding Period | *Enter text* |
| c.  | Funding Amount (SGD $) | *Enter text* |

If No, how does your agency plan to raise the remaining funds needed to run the projects?

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

1. Indicate if your agency has previously received funding for a similar IT Solution in the last three years from NCSS (e.g. Tech-and-GO! Charities or the VWOs-Charities Capability Fund (VCF).

[ ]  Yes [ ]  No

If Yes, please elaborate on the previous application(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Grant
 |

|  |
| --- |
|[ ]  Tech-and-GO! |
|[ ]  VCF |
|[ ]  If Others, please specify: | Enter text. |

 |
| 1. Implementation / Go Live Date of IT Solution
 | MM YYYY |
| 1. Category of IT Solution
 | *Choose a category.*

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

 |
|  |
| 1. Reasons why your agency is applying for a new similar IT solution or enhancements to existing similar IT solution

*Please list the new modules or enhancements that will be taken up in this new application:* |
| *Enter text.* |

1. **OHR:** SSAs are required to conduct the Organisational Health Framework for Social Services [(OHFSS) Self-Assessment](https://ohfss.ncss.thunderquote.org/) no less than 3 years before any CCT application valued over $90,000. [↑](#footnote-ref-2)
2. If your charity is making a direct purchase online for a greenlane solution (e.g. purchasing online directly from Microsoft, Adobe, etc) and cannot obtain a vendor quotation, please submit a screenshot of the webpage at check-out. [↑](#footnote-ref-3)
3. *Pre-scoped and greenlane IT Solutions can be found on the NCSS* [*Tech-and-GO! website.*](https://www.ncss.gov.sg/our-initiatives/tech-and-go/it-solutions) [↑](#footnote-ref-4)
4. *Please note that this is only for instances where annual prices are not fixed and subject to change. 2nd and 3rd Year funding will be calculated based on the 1st Year recurrent cost.* [↑](#footnote-ref-5)