## Eligibility Criteria

Applicant must fulfil the following criteria to apply for the Tech-and-GO! Charities Grant:

1. Not an NCSS member
2. Applicant is an Exempt/Registered Charity or Institution of a Public Character (IPC) from Arts and Heritage, Community, Education, Health, Social and Welfare (excluding NCSS members), Sports and Others sectors only.[[1]](#footnote-2)
3. Project should not have commenced.
4. Project should not have received other sources of government funding, unless specifically allowed.

For NCSS members, submit your application under the Community Capability Trust (CCT) Grant. For more information, please contact NCSS Digitalisation Programmes (Pumpkin Squad) at Tech-and-GO@ncss.gov.sg.

Note: For **Go Digital (Tech Subsidies)**

It is mandatory for applicants to submit the filled preliminary assessment document for assessment [here](https://www.go.gov.sg/tngprelim) before submission of application on the OurSG Grants portal. Please note that if your agency has not submitted a preliminary assessment, your application runs the risk of being rejected. Your agency is not required to complete the preliminary assessment if you have completed Tech-and-GO! Charities Technical Advisory.

### **Things to note**

* Funding Level for IT Solutions: Up to 80% of the approved project cost or actual expenditure, whichever is the lower, capped at $300,000 per charity. Refer to our [Tech-and-GO! website](https://www.ncss.gov.sg/our-initiatives/tech-and-go/funding-support/charities---tech-subsidy) for more details on funding and support.
* Note that approval of application will be made on a first come first served basis, subject to budget availability.
* Applicants are free to divide funding between different solutions, to cater for their varying needs.

### **How to Apply**

|  |  |
| --- | --- |
| OSG Section | Documents Required |
| Proposal Section | * **This Word document**
* **Cleared Preliminary Assessment**[[2]](#footnote-3) or **Completed Technical Advisory Report**

* **Key Performance Indicators (KPIs)\***
 |
| Budget Section  | * **3 Comparable Vendor Quotations** (Attach vendor endorsed [**Go Digital (Tech Subsidies) Cost Breakdown template**](https://go.gov.sg/tng-vendor-quotation-template-go-grow-digital) for each quotation)
* [**Annex B: Summary of Quotations and Vendor Evaluation Matrix**](https://go.gov.sg/tng-charities-go-digital-tech-subsidies-annex-b)(Vendor Evaluation Matrix is only required if preferred vendor is NOT the lowest quote)
 |

\*For the **Key Performance Indicators (KPIs)** table in the Proposal Section of the OSG application:

* [**Refer to this document**](https://go.gov.sg/tng-charities-refer-for-kpis) for KPI requirements.
* You are **not required to submit** this reference document.

## DECLARATION

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

We declare that:

|  |
| --- |
|[ ]  I have NOT made any payment to a supplier, vendor or third party in relation to the purchase/lease/subscription of the solution or equipment applied here. |
|[ ]  I have NOT signed or confirmed any contract or purchase/lease/subscription of the solution or equipment applied here. |
|[ ]  The solution(s) in this application is solely for the purpose of the Charity and its programmes, and will not be used for entities with different UEN from the Charity. Exceptions to be declared to NCSS and are subject to approval. |

## information on the proposed project

1. Details of IT Solution:
*Include the name, preferred vendor and functional specifications of the non-pre-scoped IT solution.*

|  |  |  |
| --- | --- | --- |
| a. | IT Solution Category | *E.g. Customer Relationship Management System (CRMS)* |
| b. | Name of Preferred Vendor | *E.g. ABC Pte Ltd* |
| c. | Name of IT Solution / Infrastructure | *E.g. Salesforce, Microsoft Dynamics 365* |
| d. | Type of IT Solution / Infrastructure | *E.g. Software-as-a-Service, open source, proprietary solution, etc.*  |
| e. | Functional Specifications*List out the list of specifications in bullet points. You may follow the specifications listed in your preferred vendor’s quotation or indicate your charity’s list of requirements.*  | *E.g.* *a. Donation Tracking* *b. Volunteer Recruitment* *c. Donor/Volunteers Portal*  |

1. Challenge(s) faced in current work processes:

Select and elaborate on all challenges that apply to this project:

|  |
| --- |
|[ ]  Cyber Security and Data Protection*(e.g., risk of data loss / leak, non-compliance to PDPA)* |
| Please elaborate:  | *Enter text.* |
|[ ]  Data not consolidated in one place*(e.g., data stored individually on staff computer, client data in separate files / hardcopy forms)*  |
| Please elaborate:  | *Enter text.* |
|[ ]  Fundraising, Volunteer Attractions and/or Outreach to Clients*(e.g., lack of digital platform and digital / social media presence)* |
| Please elaborate:  | *Enter text.* |
|[ ]  Manpower Crunch and Lack of In-House Capabilities |
| Please elaborate:  | *Enter text.* |
|[ ]  Manual and Labour-Intensive Processes*(e.g., using pen and paper for records, manual approval processes, hardcopy approvals instead of e-signatures, hardcopy documents, unable to automate planning of staff / client schedule or generate consolidated / specific reports for management analysis, lack of assistive devices, emotion analysis, therapy equipment etc)* |
| Please elaborate:  | *Enter text.* |
|[ ]  Online and Remote Collaboration *(e.g., lack of proper infrastructure to work from home, unable to meet teammates / clients / caregivers physically, unable to conduct physical classes / volunteer briefing / staff training, unable to capture and update info on the go etc.)* |
| Please elaborate:  | *Enter text.* |
|[ ]  Others |
| Please elaborate:  | *Enter text.* |

1. Please indicate if 2nd and 3rd Year recurrent costs reflected in the vendor quotations:

[ ]  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[[3]](#footnote-4)

If c. please explain the reasons why:

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

1. Programmes involved which will be impacted by this project:

|  |
| --- |
| *Indicate the name of the programme(s) and the stakeholders that will be affected by the project.* |

1. Does this IT Solution have potential to scale up within the organisation to enable future enhancements and integration?

[ ]  Yes [ ]  No

Please indicate examples of possible additional modules and integration:

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

1. Does this IT Solution have potential to scale up to other Charities?

[ ]  Yes [ ]  No

Elaborate on your answer above:

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

1. Team Structure

Please indicate your agency’s team structure for this project (minimally two staff). Insert more rows if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Role in this project  | Name | Team/Department | Email/Contact |
| Project Lead |  |  |  |
| IT Head (if applicable) |  |  |  |
| *Add on other roles if applicable* |  |  |  |

1. Alignment to sectoral plans (if applicable)

Please explain how this project aligns to your sector’s sectoral plans (e.g. Industry Digital Plan for Social Services[[4]](#footnote-5))

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

1. If you have applied for / received some co-funding for this project, how does your agency plan to raise the remaining funds needed to run the project?

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

1. Please 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! For Charities |
|[ ]  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. Please upload the following supporting documents via the OurSG Grants Portal:
* **Signed funding agreement**
* **Signed vendor quotation of previous similar IT solution project**
 |
| 1. IT Functionalities

*Please include the list of IT functionalities or modules of the previous project:* |
| *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. Charities in sectors not listed as eligible for Tech-and-GO! Charities may consider applying for the Charities Capability Fund ICT Grant. [↑](#footnote-ref-2)
2. Please upload a PDF of the NCSS Tech-and-GO! email informing your agency that the preliminary assessment is cleared and/or to proceed in submitting the application on OurSG Grants Portal.

If your agency has completed Technical Advisory, you are not required to complete the preliminary assessment. Please submit the Technical Advisory Report instead. [↑](#footnote-ref-3)
3. Please note that 2nd and 3rd Year funding will be calculated based on the 1st Year recurrent cost. [↑](#footnote-ref-4)
4. [Industry Digital Plan for Social Services (ncss.gov.sg)](https://www.ncss.gov.sg/press-room/publications/detail-page/industry-digital-plan-for-social-services) [↑](#footnote-ref-5)