## 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-1)
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 at Tech-and-GO@ncss.gov.sg.

Note: For **Tech-and-GO! Charities: Pre-Scoped Project 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

* Refer to our [Tech-and-GO! website](https://www.ncss.gov.sg/our-initiatives/tech-and-go/funding-support/charities---consultancy-subsidy) and [consultancy price schedules](https://go.gov.sg/tng-charities-consultancy-pricing) for more details on funding and support.
* 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 **Proposal section** of your application on OurSG Grants Portal:
	+ **This Word document.**
	+ Your agency’s **Post-Clinic Report**,which the pre-appointed consultant will provide after the clinic session.

## 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 consultancy service applied here. |
|[ ]  I 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 SSA and its programmes, and will not be used for entities with different UEN from the SSA. Exceptions to be declared to NCSS and are subject to approval. |

## INFORMATION ON PROPOSED PROJECT

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

[ ]  **TECHNICAL ADVISORY (ta)**

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| --- |
| Suitable for charities that need support on the suitable digital solution to adopt on a specific focus area. The Charity’s first TA is fully-funded. |

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 Management1. *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 charity 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)**

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| --- |
| 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)**

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| --- |
| 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-2)  |

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)* |  |

1. Religious charities may apply for Digitalisation Consultancy under the Charities Capability Fund (CCF): Consultancy Grant. [↑](#footnote-ref-1)
2. Charities applying for Starter Pack will not be able to tap on individual DIC or DSP consultancy modules. [↑](#footnote-ref-2)