DIGITAL FOR LIFE FUND

APPLICATION FORM

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| **Useful Notes**   1. Complete all items by typing or writing neatly on the form. Any missing information may delay the processing of the application. 2. If certain items are not applicable to your project, please indicate ‘NA’ accordingly. 3. Do not change the format of the form unless for the purpose of creating new lines for inputs. 4. Applicants may be contacted if further information is required. 5. Shortlisted applications may be requested to prepare a presentation on their project proposals to a panel of assessors after the submission of the application. 6. Applications to the Digital for Life Fund will be evaluated by a combination of IMDA and external assessors. | | | | | | | | | | | | | | | | | | |
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| **A. ORGANISATION INFORMATION** | | | | | | | | | | | | | | | | | | |
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| **1. Full Name of Organisation (as per entity record)** | | | | | | | | | | | | | | | | | | |
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| **2. Type of Organisation**  *Select more than one, if applicable.* | | | | | | | | | | | | | | | | | | |
| Charity/ Charitable Trust  *(registered with the Commissioner of Charities)* | | | Company Limited by Guarantee *(registered with ACRA)* | | | Society  *(registered with Registry of Societies)* | | | | | | | Co-Operative *(registered with Registry of Co-operative Societies)* | | | | Trade Union *(registered with Registry of Trade Unions)* | |
| **3. Organisation’s Mission**  *Provide an overview of the organisation and its mission. (Limit within 100 words)* | | | | | | | | | | | | | | | | | | |
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| **B. PROJECT DETAILS** | | | | | | | | | | | | | | | | | | |
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| **1. Project Title**  *Provide a succinct name for your project that will be used in your publicity materials. Recommend not to include “project” or “programme” in the title.* | | | | | | | | | | | | | | | | | | |
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| **2. Project Synopsis**  *Provide a summary of the proposed project. (Limit within 200 words)* | | | | | | | | | | | | | | | | | | |
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| **3. Project Focus**  *Select more than one, if applicable.* | | | | | | | | | | | | | | | | | | |
| **Digital Wellness** - Promoting safe and responsible online usage to mitigate cyber harms & risks | | | | | **Digital Skills** - Building resilience of vulnerable segments by uplifting tech adoption and digital skill levels | | | | | | | | | | **Tech for Life** - Inspiring the community to embrace digital in daily living and to create with tech for the good of society | | | |
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| **4. Target Segment(s) :**  *You may select more than one, if applicable.* | | | | | | | | | | | | | | | | | | |
| Children (below 13yrs) | | Youths (13-25yrs) | | | Adults(26-59 yrs) | | | | Seniors (60yrs and above) | | | | | | Persons with disabilities | | | Others *(pls specify):* |
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| **5. Intended Project Start Date and End Date :** | | | | | | | | | *dd/mm/yyyy to dd/mm/yyyy* | | | | | | | | | |
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| **6. Landscape Scan & Needs Assessment for Project**  *Provide an overview of the current landscape and identify the gaps or needs, with supporting data/evidence and information on how the data/evidence is gathered.* | | | | | | | | | | | | | | | | | | |
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| **7. Project Design**  *What are the project objectives?* | | | | | | | | | | | | | | | | | | |
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| *Who are the project beneficiaries and how would they be identified?* | | | | | | | | | | | | | | | | | | |
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| *How would the project be implemented?* | | | | | | | | | | | | | | | | | | |
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| *What is the publicity plan?* | | | | | | | | | | | | | | | | | | |
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| **8. Value Proposition / Outcomes[[1]](#footnote-2)**  *Articulate the impacts/outcomes of the project, how it supports the objectives of Digital for Life, and the key difference it will make to the beneficiaries. Describe any behavioural/mindset change in the target segment(s) that the project will bring about.* | | | | | | | | | | | | | | | | | | |
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| *Describe the plan to collect/track data pre- and post-project to measure its impact.* | | | | | | | | | | | | | | | | | | |
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| *Specify the deliverables and targets that must be met for the project to be completed successfully. Provide proposed performance measures to show evidence of deliverables being met.*  *Note: Projects with duration of 18 months or more* ***must*** *breakdown each deliverable to show the target to be achieved by: (1) the 12-month mark (“Project Year 1”), and (2) the end of the project (“Project End”). (You may add more items by inserting more rows in the table)* | | | | | | | | | | | | | | | | | | |
| **Deliverables with Targets** | | | | | | | **Measures** | | | | | | | | | | | |
| i | *E.g. Conduct minimum 20 coding workshops for minimum 500 children (10-12 years old) by Project Year 1*, and c*umulatively minimum 40 coding workshops for minimum 1000 children (10-12 years old) by Project End.* | | | | | | | | | *E.g. List of participants for the 60 coding workshops* | | | | | | | | |
| ii. | *E.g. At least 80% of the participants score 80% and above for the quiz after attending the coding workshops by Project Year 1 and by Project End.* | | | | | | | | | *E.g. Consolidated quiz results from the participants* | | | | | | | | |
| iii. |  | | | | | | | | |  | | | | | | | | |
| iv. |  | | | | | | | | |  | | | | | | | | |
| v. |  | | | | | | | | |  | | | | | | | | |
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| Total Number of Beneficiaries (include participants and online engagements) | | | | | | | |  | | | | | | | | | | |
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| **9. Collaboration with Partners**  *Highlight efforts to collaborate with other partners, and who you are working with on this project. (You may add more items by inserting more rows in the table)* | | | | | | | | | | | | | | | | | | |
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| **Name of Partner(s)** | | | | | | | | | **Involvement in Project** | | | | | | | | | |
| i |  | | | | | | | | | |  | | | | | | | |
| ii. |  | | | | | | | | | |  | | | | | | | |
| iii. |  | | | | | | | | | |  | | | | | | | |
| iv. |  | | | | | | | | | |  | | | | | | | |
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| **10. Risks Identification and Mitigation Plans**  *Identify foreseeable risks and challenges in delivering the project outcome. (You may add more items by inserting more rows in the table)* | | | | | | | | | | | | | | | | | | |
| **Foreseeable Risks and Challenges** | | | | | | | | | **Mitigation Plans** | | | | | | | | | |
| i. |  | | | | | | | | |  | | | | | | | | |
| ii. |  | | | | | | | | |  | | | | | | | | |
| iii. |  | | | | | | | | |  | | | | | | | | |
| iv. |  | | | | | | | | |  | | | | | | | | |
| v. |  | | | | | | | | |  | | | | | | | | |
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| **11. Longer Term Plans**  *Elaborate on plans to ensure the sustainability and scalability of the project over the longer-term following provision of project funding.* | | | | | | | | | | | | | | | | | | |
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| **C. ORGANISATION AND PROJECT TEAM** | | | | | | | | | | | | | | | | | | |
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| **1. Organisation’s Experience**  *Share relevant experience of your organisation for the proposed project. Provide recent examples of relevant work or projects carried out by your organisation.* | | | | | | | | | | | | | | | | | | |
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| **2. Project Team’s Experience**  *Share the names of project team members, their roles and relevant experience for the proposed project. (You may add more items by inserting more rows in the table)* | | | | | | | | | | | | | | | | | | |
|  | **Name** | | | **Role** | | | | | | | | | | **Relevant Experience** | | | | |
| i. |  | | |  | | | | | | | | | |  | | | | |
| ii. |  | | |  | | | | | | | | | |  | | | | |
| iii. |  | | |  | | | | | | | | | |  | | | | |
| iv. |  | | |  | | | | | | | | | |  | | | | |
| v. |  | | |  | | | | | | | | | |  | | | | |
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| **D. PROJECT COSTS** | | | | | | | | | | | | | | | | | | |
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| **1. Project Budget**  Fill in the Project Budget and Other Sources of Funding in the “DfL Fund Project Budget” and insert here as part of application submission. | | | | | | | | | | | | | | | |  | | |
| **2. Related Party Transactions Disclosure Form**  If you have related party[[2]](#footnote-3) transactions indicated in the costing sheet, please declare it in Section E of this application form and complete “Related Party Transactions Disclosure Form” and insert here as part of application submission. | | | | | | | | | | | | | | | |  | | |
| **3. Details of Internal Cost Form**  If you have internal costs indicated in the costing sheet, please complete “Details of Internal Cost Form” and insert here as part of application submission. | | | | | | | | | | | | | | | |  | | |
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| **E. DECLARATIONS / UNDERTAKINGS** | | | | | | | | | | | | | | | | | | |
| **1. Declarations/ Undertakings**  A Director named in ACRA Biz Profile or a member of the Senior Management will have to declare and e-sign in the “Declarations” form and insert here as part of this application submission. | | | | | | | | | | | | | | | |  | | |
| **2. Declaration on Unaudited Financial Statements**  If you are an audit exempted organisation and you are submitting unaudited financial statement, please complete “Declaration on Unaudited Financial Statements” and insert here as part of this application submission.  Note: You have to submit the latest un-audited financial statement. | | | | | | | | | | | | | | | |  | | |
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| **FOR EVALUATOR’S USE: PROJECT COSTS** | | | | | | | | | | | | | | | | | | |
| **Cost Categories** | | | | | | | | | | | | **Proposed Costs S($)** | | | | | | |
| Manpower | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| Professional Services | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| Equipment (Hardware and Software) | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| Materials & Consumables | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| ICT Services | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| Intellectual Property | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| Others | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| **Total Costs** | | | | | | | | | | | | <PM to insert figures> | | | | | | |
| **Cost Per Beneficiary**  (Total Costs/Total Number of Beneficiaries) | | | | | | | | | | | | <PM to insert figures> | | | | | | |
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1. An in-depth impact evaluation study (either through conducting in-house or commissioning an external consultant) may be requested for projects with high funding or impact or scalability as part of project deliverables. [↑](#footnote-ref-2)
2. *Refer to “Related Party Transactions Disclosure form” for the definition of related party.* [↑](#footnote-ref-3)