

# Digital for Life Fund Briefing Session

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Fund eligibility: non-profit organisations only

19 April 2023

Camera switched on!  
Group photo please!

A light blue silhouette of a group of people is positioned in the bottom right corner of the slide. One person on the right is holding up a smartphone to take a group photo. The background of the slide features a large, light orange arrow pointing to the right, set against a darker orange background.



# Digital for Life (DfL) Movement

“The Digital for Life movement and Fund brings us a step closer to achieving Singapore’s vision of becoming a digitally-inclusive society.”

**President Halimah Yacob**  
**Patron, DfL movement**  
**8 February 2021**

Launched by President Halimah Yacob on 8 February 2021, the DfL movement aims to galvanise the community to help Singaporeans embrace digital learning as a lifelong pursuit, and to enrich their lives through digital.

The flagship DfL Fund was also launched to support projects and activities promoting digital inclusion, digital literacy and digital wellness.

# DFL PILLARS - AREAS OF FOCUS

## Digital Literacy & Wellness



### DIGITAL WELLNESS & SAFETY

Promoting safe and responsible online usage to mitigate cyber harms & risks

- Parents & Youth
- Women

## Digital Technology & Inclusion



### DIGITAL RESILIENCE

Building resilience of vulnerable segments by uplifting tech adoption and digital skill levels

- Seniors
- PwDs



### TECH FOR LIFE

Inspiring the community to embrace digital in daily living and to create with tech for the good of society

- Low Income
- Community

# POSSIBLE PROJECT IDEAS TO CONSIDER

## Digital Learning for an Inclusive Society

Digital technologies have become an essential part of our everyday lives. As Singapore becomes increasingly digitalised, it is important that all Singaporeans have access to the tools and essential skills to carry out activities of daily living such as online communications, digital transactions, information search, and be safe and secure online. Some possible project outcomes are :

- Inspire self-initiated learning interest through innovative methods of self-assessment and teaching
- Reinforce learning at their own time/pace after classes
- Outreach to e.g. vernacular speaking, low-income families, to help them learn the skills to participate

## Digital Learning for Caregivers

As caregiving needs in Singapore increase in line with an aging population, the number of informal caregivers e.g. those caring for their family/friends, will grow. Due to the burden of caregiving, such individuals might be unable to leave their houses and might face caregiver burnout. It is important to ensure caregivers are equipped with the necessary digital skills and tools so that they can access available support services and improve the quality of care for the individuals they are care for. Caregivers can also play an important role in helping seniors be more digitally savvy and ensure sustainable and secure adoption. Some possible project outcomes are :

- Engage caregivers to go digital and upskill them with basic digital skills e.g. transactions on smartphone, seeking information, etc
- Provide means/ways for caregivers to support seniors in building their digital skills at home e.g. identifying online scams, cyber wellness habits



# POSSIBLE PROJECT IDEAS TO CONSIDER

## Parenting in the Digital Age

Children today are growing up in a radically different and digitally connected environment. How parents communicate, support and regulate their children's online and offline activities require a different approach. Studies have shown the need to raise awareness of online safety concerns and support parents in mitigating the risks that their children may face. This is particularly so for parents of young children and parents from low-income families. Some possible project outcomes are :

- Equip parents of young children with resources on healthy digital habits and the digital trends/harms so that parents have necessary and just-in-time knowledge to parent more effectively in this digital age
- Help parents and children understand fully the pervasiveness of online harms, and the extent to which this harm can affect children.
- Help parents understand the digital landscape and raise awareness of the support available to keep their child safe in the online space
- Help parents and children counter online risks by improving quality of Parent-Child relationships so children are willing to confide in parents when they encounter online risks

## Online Harms for Youths

While the online space has allowed children and youths to connect with their friends and like-minded peers, it also exposes them to cyber dangers. Research has highlighted that teens are limited to their own understanding and judgment when it comes to approaching online risks and this exposes them to unfamiliar aspects of various online risks, with younger teens and those from lower-income families being the most susceptible. Some possible project outcomes are :

- Educate youths on the dangers of online sexual grooming
- Support youths and children to seek help/advice when faced with harmful online incidents

# FUNDING OF COMMUNITY PROJECTS



## Eligibility – Non-profit organisations

- Company Limited by Guarantee registered with ACRA
- Society registered with ROS
- Charity or Charitable Trust registered with CoC
- Co-Operative registered with Registry of Co-operative Societies
- Trade Union registered with Registry of Trade Unions



## Project Duration

- Up to 24 months



## Funding Support

- Up to 95% of qualifying costs, capped at \$500,000 per year
- Projects will be reimbursed based on the actual costs incurred

# Digital for Life Fund Application form

QR code to Digital for Life website



# PROJECT SCOPE

## 3. Project Focus

Select more than one, if applicable.

<input type="checkbox"/> <b>Digital Wellness</b> - Promoting safe and responsible online usage to mitigate cyber harms & risks	<input type="checkbox"/> <b>Digital Skills</b> - Building resilience of vulnerable segments by uplifting tech adoption and digital skill levels	<input type="checkbox"/> <b>Tech for Life</b> - Inspiring the community to embrace digital in daily living and to create with tech for the good of society
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Project scope should focus on at least one of the Digital for Life themes above

## PROJECT START/END DATE



- This is known as the “qualifying period” of the project
- Funding will only cover costs incurred during this period, e.g., if the project start date is Dec 2022, costs incurred in Nov 2022 will not be covered.
- Recommend to start the project after it has been approved, estimated to be October onwards



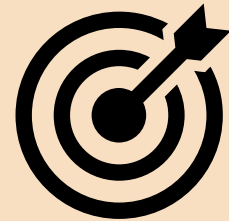
# LANDSCAPE SCAN & Needs Assessment for Project



*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.*

- This should be the basis of the project by articulating the gaps or needs in the community
- The gaps should link back to the chosen beneficiaries of the project. If a digital literacy gap has been identified amongst seniors, beneficiaries should be senior-related.
- How does the proposed project compare to similar programmes in the landscape? This helps to show how the project is different or improves on existing programmes.

# PROJECT DESIGN



## Objectives

- What does the project aim to achieve?



## Beneficiaries

- Who are the beneficiaries?  
E.g., youths-at-risk aged 14 – 20, seniors without data plans, etc.
- How to ensure they are correctly identified?  
E.g. Collaborate with SSAs who specifically look at youths-at-risk, etc.



## Implementation

- Elaborate how the project will be implemented (e.g. Content/curriculum of the workshop, how, when and where the workshops/event will be conducted, what and how content or app is produced, etc.)



## Publicity

- How to reach your intended beneficiaries to sign up for the event/workshop, or general public to create awareness

# PROJECT DESIGN

## Value Proposition/Outcomes – Project Impact

*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.*

- **Outcomes:** What are the behavioural changes in the beneficiaries? Note that this is not about the project output (i.e. the number of beneficiaries or workshops conducted)  
E.g. Through the workshops, seniors will learn more about the benefits of communication apps like WhatsApp and Zoom and how to use them, which allows them to connect easily with their family and friends.
- **Impact:** How will the project impact be measured? This can be done through pre-post workshop surveys or quizzes to find out if participants have picked up the digital skills or knowledge.

# PROJECT DESIGN

## Value Proposition/Outcomes – Project Impact

Deliverables with Targets		Measures
i	<i>E.g. Conduct minimum 20 coding workshops for minimum 500 children (10-12 years old) by Project Year 1, and cumulatively minimum 40 coding workshops for minimum 1000 children (10-12 years old) by Project End.</i>	<i>E.g. List of participants for the 60 coding workshops</i>

- **Deliverables** for the project. These targets must be met for the approved funds to be disbursed to the grantee.
- Projects with **duration of 18 – 24 months must breakdown each deliverable** into two periods to show the target to be achieved by: 1) mid-term; and 2) the end of the project.

- This is the evidence required to prove that the deliverables have been met (e.g. workshop photos, participant attendance)

# COLLABORATION WITH PARTNERS AND PROJECT RISKS



## Collaboration with Partners

- List partners that the project team will be working with and how they will be involved in the project (e.g. SSA to provide workshop participants, XX CC to provide classrooms for workshops).
- Project owners should preferably get buy-in from most of the partners on the project idea before applying for the fund. (e.g. Project team has reached out to the CC who is agreeable to provide support)



## Risk Identification and Mitigation Plans

- Elaborate on risks which directly impact the completion of the project deliverables
- For example, if a critical partner backs out of the project, how will the team be able to continue achieving the project deliverables? Or how will the team ensure that the project is able to recruit the required number of participants/volunteers?



# Digital for Life Fund Budget form & Disbursement schedule

QR code to Digital for Life website



## GENERAL NOTES ON PROJECT BUDGET

**Related Party Costs:** To be declared in the Related Party Transactions Disclosure form, refer to the disclosure form for more details. (Under Section D - Project Costs)

**Internal costs:** To be declared in the Internal Cost form. E.g., Material, venue rental costs from other departments of the same company

**GST:** All costs listed in the budget form should exclude GST as it is not supportable.

**Quotation source and validity:** This can include quotations, invoices or receipts for similar items or services in the past, links to published rates, etc. Quotations will help the team to estimated the cost required for the project, and should preferably have a 6 months validity. This will ensure that the quotation is still valid when the project funding is approved.

**Budget:** Budget in all the cost items required for the project.  
Only approved cost items can be claimed.

# BUDGET FORM

## Manpower Costs

Manpower costs should only be for the man months spent on the project, and need to be justified with the work scope of the staff. Only basic salary and employer's CPF can be funded.

Not supported: Bonuses, increments, or indirect manpower costs (e.g. founder, senior management, stakeholder, clerical staff, ex-gratia, retrenchment, termination salary)

## Equipment (Hardware and Software)

This covers purchase or rental of equipment such as laptops, mobile phones, software licenses, etc.

Not supported: Organisation's assets and capital expenditure, including company registration and start-up cost are not supported

## ICT Services

Fee-based charges for data storage and internet connectivity e.g., website hosting, data/connectivity subscription fee

# BUDGET FORM

## Materials and Consumables

Workshop materials, advertising or publicity collaterals, training materials

## Intellectual Property Costs

Public entertainment licence, copyright licence, trade fair permits

## Professional Services

Services provided by third parties, e.g., web designers, events company, advertising, production, editorial fees etc.

## Other costs

Venue rental, transport and logistics costs, volunteers' meals and transport costs

Not supported: Operational costs (e.g. office rental, utilities charges of office space, bank charges, legal fees); cash prizes; entertainment costs; travel and accommodation costs; expenses incurred for fund-raising activities; GST

# DISBURSEMENT SCHEDULE (LESS THAN 18 MONTHS)\*

**Acceptance of Letter of Offer**

**Project Duration  
(less than 18 months)**

**End of Project**

## **FIRST DISBURSEMENT:**

**30% of approved project costs** will be disbursed as advance

## **SECOND DISBURSEMENT:**

**Up to 70% of approved project costs**

will be disbursed based on:

- 1) Project has met all deliverables in the Letter of Offer
- 2) Actual costs incurred; and
- 3) Submission of required documents



# DISBURSEMENT SCHEDULE (18 – 24 MONTHS)\*

Projects that are 18 – 24 months would usually have a mid-term milestone (i.e., total of 3 milestones)

## SECOND DISBURSEMENT (MID-TERM MILESTONE)

Up to 35% of approved project costs and 15% of approved project costs (advance) will be disbursed based on the standard requirements

Acceptance of Letter of Offer

Project Duration  
(18 – 24 months)

End of Project

## FIRST DISBURSEMENT

15% of approved project costs will be disbursed as advance

## THIRD DISBURSEMENT

Up to 35% of approved project costs will be disbursed based on the standard requirements

### Standard requirements:

- 1) Project has met all deliverables of the associated milestone in the Letter of Offer;
- 2) Actual costs incurred; and
- 3) Submission of required documents

# Digital for Life Fund Other documents

What is considered a complete submission?

# LIST OF DOCUMENTS REQUIRED FOR COMPLETE APPLICATION

1. **Complete Digital for Life Fund Application Form** in Word format with relevant declarations in Section E endorsed, and all relevant documents attached
2. **Entity registration** with the respective regulatory bodies, dated no older than 6 months from the application date. (More examples in the following slides)
3. Latest audited **financial statements**
4. **CV** of each member of the project team
5. Supporting documents for **project costs** (quotations, pricelists)
6. Any other supporting documents (e.g. research materials, presentation slides, etc.)

*Note: Incomplete applications may be rejected*

# CHARITY/IPC STATUS

Save the webpage as a PDF to show the date, which should be dated no older than 6 months from the application date

<https://www.charities.gov.sg/Pages/BasicSearch.aspx?q=>

4/23/2020

Organization Profile

Organisation Profile

Organisation Name:

Organisation Profile

Financial Information

Annual Report

Code Compliance

Organisation Information

Address:

Website:

Email Address:

Telephone No.:

Fax No.:

Contact Person:

Type of Entity:

UEN No.:

Charity Status:

Date of charity registration:

IPC Status:

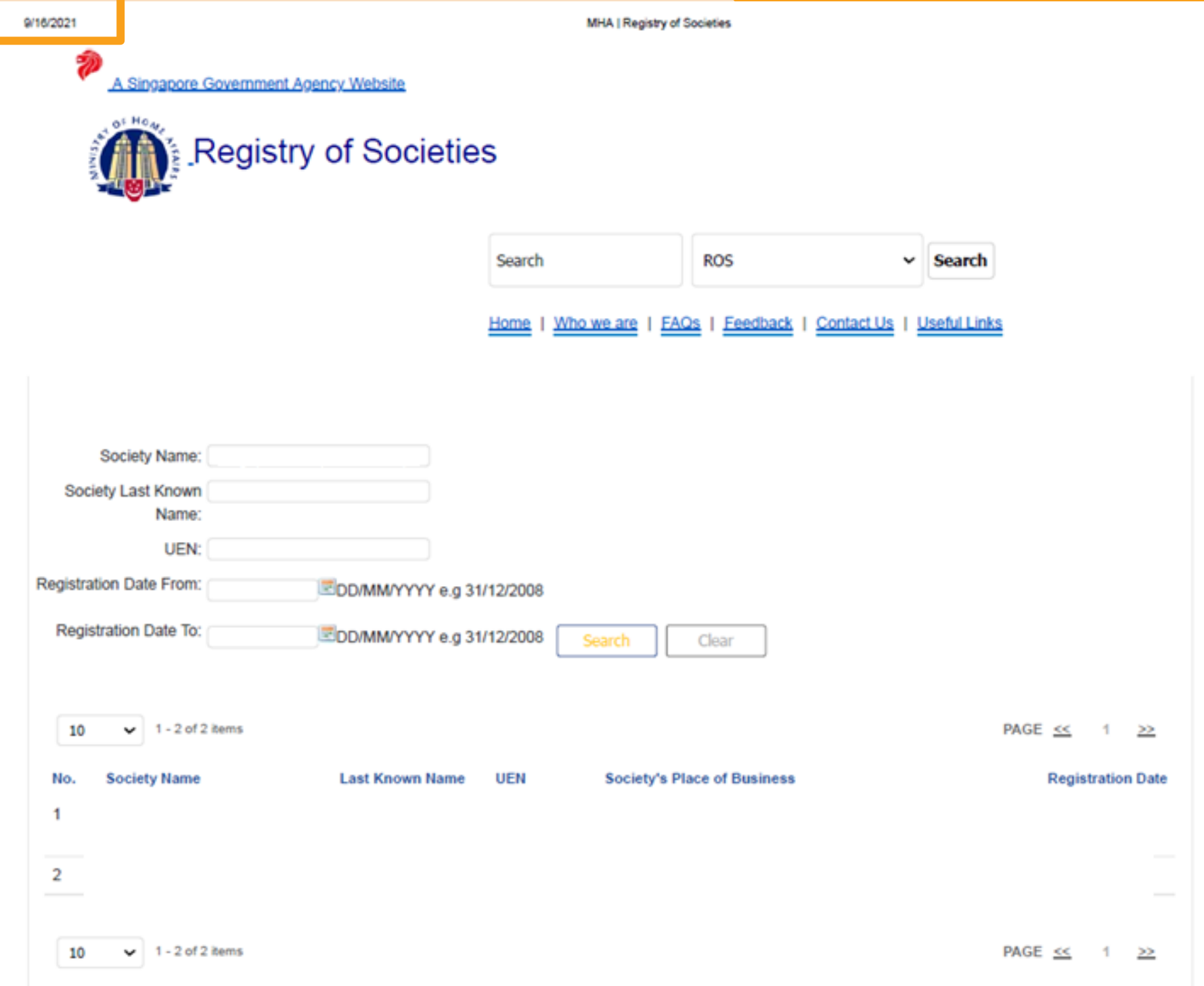
IPC Period:

Sector Administrator:

# REGISTRY OF SOCIETIES

Save the webpage as a PDF to show the date, which should be dated no older than 6 months from the application date

[https://www.ros.mha.gov.sg/egp/eservice/ROSES/FE\\_SocietySearch](https://www.ros.mha.gov.sg/egp/eservice/ROSES/FE_SocietySearch)



The screenshot shows the MHA Registry of Societies website. At the top, there is a date stamp '9/10/2021' in a box. Below it, the website header includes the Singapore Government Agency Website logo and the title 'Registry of Societies'. A search bar with a dropdown menu set to 'ROS' and a 'Search' button is present. Below the search bar, there are links for Home, Who we are, FAQs, Feedback, Contact Us, and Useful Links. The main search area contains input fields for Society Name, Society Last Known Name, UEN, Registration Date From, and Registration Date To. The Registration Date From and To fields have a date picker icon and a format example 'DD/MM/YYYY e.g 31/12/2008'. There are 'Search' and 'Clear' buttons. Below the search area, there is a table with 5 columns: No., Society Name, Last Known Name, UEN, and Society's Place of Business. The table shows 2 items. The first item is numbered '1' and the second is numbered '2'. There are pagination controls on the right side of the table, showing 'PAGE << 1 >>'.

No.	Society Name	Last Known Name	UEN	Society's Place of Business	Registration Date
1					
2					



# ACRA BUSINESS PROFILE

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY (ACRA) **bizfile<sup>+</sup>**

**INFORMATION RESOURCES**

WHILST EVERY ENDEAVOR IS MADE TO ENSURE THAT INFORMATION PROVIDED IS UPDATED AND CORRECT. THE AUTHORITY DISCLAIMS ANY LIABILITY FOR ANY DAMAGE OR LOSS THAT MAY BE CAUSED AS A RESULT OF ANY ERROR OR OMISSION.

**Business Profile (Company) of** Date: 20/05/2021

The Following Are The Brief Particulars of :

UEN	:	<input type="text"/>
Company Name.	:	<input type="text"/>
Former Name if any	:	<input type="text"/>
Incorporation Date.	:	<input type="text"/>
Company Type	:	<input type="text"/>
Status	:	<input type="text"/>
Status Date	:	<input type="text"/>
<b>Principal Activities</b>		

- Date here should be no older than 6 months from the application date
- You may obtain the business profile from the ACRA site: <https://www.acra.gov.sg/>

## APPLICATION TIPS

**Application window:** The grant call will be open from **15 April – 30 June 2023**. Applicants are encouraged to send in their applications early to avoid missing the deadline.

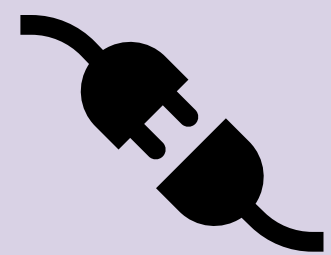
**Ensure that applications are complete:** Applications submitted without the complete set of documents or after the application window closes will not be accepted by IMDA.

**Application results:** Application results are estimated to be made known 3 months from the end of application window (i.e. around Oct onwards).

**Declare other funding support for the same project:** The Digital for Life Fund does not prohibit applicants from seeking other sources of funding. However, applicants will need to declare any other funding sources and/or grant(s) applied for or received, and ensure no double funding on the project cost items.

**For more information,  
please visit our website:**

<https://www.imda.gov.sg/digitalforlife/Funding>



If you have further  
questions, please email to  
[DfL\\_Fund@imda.gov.sg](mailto:DfL_Fund@imda.gov.sg)