

**Public Education for Active Ageing (PEA)
Partnership Programme**

-Application Kit for Funding of up to \$20,000

CONTENTS

1	FUNDING OPPORTUNITY DESCRIPTION	3
2	ACTIVITY INFORMATION	4
3	FUNDING INFORMATION	4
4	ELIGIBILITY	5
5	APPLICATION AND SUBMISSION	6
6	APPLICATION REVIEW	8
7	AWARD ADMINISTRATION	8

The **Public Education for Active Ageing (PEA) Partnership Programme** provides grants to organizations for activities that promote active ageing to seniors.

A wide variety of public education and outreach activities are eligible for funding, as long as they fulfill the fundamental objective of promoting active ageing.

I. FUNDING INFORMATION

Funding Priorities

Projects that have as their primary aim supporting the adoption of one or more of the following behaviours/ mindsets will be given preference for funding:

- Step out of the house/ try new things
- Active ageing is for everyone – even I can become an active ager
- Look better, feel better, live better

Amount of Funding

The PEA partnership Programme will fund up to 80% of the total cost of the project for which funding is sought, or \$20,000, whichever is lower.

The quantum of funding awarded will be determined at the sole discretion of C3A. The Council also reserves the right to fund only discrete activities, portions or phases of proposed projects, or to award no grant.

Funding Components

The PEA Partnership Programme will fund the direct costs of running the project i.e. expenses incurred by the grantee as a direct result of it undertaking the activity.

a. Personnel

This refers to the basic salaries of project staff who are employees of the applicant and who are working directly on the proposed project. The salaries should be pro-rated for the estimated time spent on the project.

Salary claims should be backed up by certified true copies of the pay slips of relevant staff, or a statement from authorized persons e.g. HR, Payroll, Finance stating that the amount claimed is correct.

b. Equipment

This refers to tangible, non-expendable items that have been specifically procured for the duration and for the purpose of undertaking the project, e.g. exhibition panels, slide projectors, and tentage.

The grant does not cover the procurement of equipment that are not dedicated to the use of the funded project. This would include in general, all office equipment e.g. photocopiers, fax machines, laser pointers, coffee-makers etc.

c. Supplies

This refers to direct materials and supplies that are consumable and expendable within the duration of the project, e.g. media buys, signage at event grounds, refreshments for participants

d. Services

This refers to direct services e.g. professional fees for the design and copywriting of publicity materials, reimbursements for the services of volunteers, trainers and speakers fees

e. Others

This refers to all other direct costs which are not included in the above categories e.g. rental of venue grounds, door gifts and prizes

In general, the PEA grant does not fund expenses that is not directly attributable to the funded project; items that do not attract an actual expense¹; and expenses incurred as a result of preparing and submitting a grant proposal for PEA grants.

APPLICATION AND SUBMISSION

Format and Contents of Proposals

The proposal must contain the following information:

- Project summary
- Project description
- Target audience
- Project deliverables and method of evaluation
- Detailed budget
- Contact details of organization and person-in-charge

As funding decisions are made based on the merits of the application, applicants will be required to re-work and re-submit proposals that are vague, ambiguous or incomplete. This will lengthen the processing period and create an unnecessary administrative burden.

Submission Date

There is no closing date. Applications are accepted throughout the year. However, projects must run within the period of C3A's financial year, i.e. from 1 April to 31 March.

Please allow 2 months for the application to be processed.

Submission Method

Applications are to be submitted online at: <http://www.c3a.org.sg/page/pea.html>

¹ These include items paid through internal billing, and items the use of which may cause the applicant to forego income or incur opportunity cost, but which does not attract out-payment. For example, hosting an event at the applicant's own premises: although the applicant may charge external parties a fee for the use of those premises, the applicant should not levy that fee to his own project, since no actual expense is incurred

Submission Assistance and Communications

C3A can respond to requests from potential applicants for the following:

- Clarify the prospectus
- Clarify whether the organization or proposed activity meets threshold criteria
- Clarify/ explain administrative details pertaining to the submission of applications

However, C3A will not discuss, comment on or vet draft proposals, or provide advice on how to respond to evaluation criteria.

Applicants are responsible for the contents of their applications.

APPLICATION REVIEW

Selection Process

The PE Manager will first review proposals for threshold eligibility.

Proposals that meet threshold eligibility will go through the following selection process:

- The PE Manager will review the proposals based on the evaluation criteria and recommend whether the project should be funded
- If yes, the PE manager recommends the quantum of funding
- The project is forwarded to the AD, PE to endorse the recommendation
- Once endorsed, the project is forwarded to a Selection Panel for approval

At any point in time during the selection process, the PE Manager may request the applicant to clarify or modify the proposal. To avoid delays in processing, applicants are advised to provide clear and unambiguous information and to follow the recommended application format.

AWARD ADMINISTRATION

Award Decisions

Award decisions for both successful and unsuccessful applications will be made known in writing to applicants by the PEA Manager.

Changes to the Project

Grantees who wish to alter the funded project in a material manner after an award has been made must notify C3A in writing and obtain C3A's written consent prior to making the alterations.

Alterations made without C3A's express consent are done at the grantee's own risk.

Auditing

For purposes of governance, C3A reserves the right to seek reasonable assurance from the applicant that procurement will be/ has been conducted in a competitive and aboveboard manner. This may involve obtaining from the applicant a copy of its written procurement procedures for review, and/ or auditing its procurement practices insofar as they pertain to the funded activity.

Lodging of Claims and Disbursement of Grants

Grants will be disbursed on a reimbursement basis after the end of the project. All claims for reimbursement must reach the PE Manager within ONE calendar month of the end date of the project. For projects ending after 15 February, claims must reach the PE Manager by 15 March.

To make a claim, grantees need to submit the following documents:

- Comparison of agreed project deliverables with actual results achieved
- Duly completed and endorsed claims form

As grants are awarded in the expectation that certain outcomes will be delivered at the end of the project, projects that fall short of these outcomes may receive less funds than originally granted.

Other Terms and Conditions

Grantees may be required to comply with other terms and conditions, which will be communicated at the time of awarding of the grant. For example:

- Name recognition for C3A e.g. incorporating C3A or other logos, slogans and taglines in A&P materials and educational/ resource materials funded by the grant
- Media coverage for C3A e.g. C3A and its role in the funded activity to be mentioned appropriately in all media releases, conferences and interviews, as well as any publicity related to the funded activity
- Ownership or use by C3A of Intellectual Property generated by the grantee through the funded activity

APPLICATION FORM

Note to applicants:

- There is no closing date. Applications are accepted throughout the year
- The period of funding must fall within C3A's financial year, i.e. from 1 April to 31 March
- Normally, applications will be processed in 1 month. Incomplete, vague or ambiguous applications will lengthen the processing time
- Applications are to be submitted online at: <http://www.c3a.org.sg/page/pea.html>

I. BASIC REQUIREMENTS

Please check the following boxes to see if you meet the basic requirements:

The applicant is an organization²

The primary aim of the proposed project is to enable and encourage the adoption of one or more of the following behaviours/ mindsets in seniors:

- Step out of the house/ try new things
- Active ageing is for everyone – even I can become an active ager
- Look better, feel better, live better

The proposed activity is open to everyone, regardless of race, religion or gender

The period of funding begins and ends within C3A's current financial year i.e. from 1 April to 31 Mar of the following year³

The amount of funding requested for does not exceed \$20,000

If you have answered checked ALL the above questions, please proceed with application. Projects that do not meet the basic requirements, no matter how worthy, will not be considered for selection.

²

"Organisations" include VWOs, IPCs, non-profit organizations, non-governmental organizations and student-run organizations based in schools. Companies undertaking not-for-profit active ageing projects may also be considered for funding³ For a project that runs across 2 FYs, the grantee may apply for a continuation grant in the 2nd financial year to continue the remainder of the project. But under no circumstances should a grantee assume that a continuation grant will be automatically given

II. PROJECT DESCRIPTION

Project title

Name of Organisation(s)⁴

Address of Organisation⁵

Person-in-charge

- Name :

- Organization :

- Address :

- Tel number :

- E-mail :

Other key project personnel⁶

- a. Name :

- Organization :

- Role in project :

- b. Name :

- Organization :

- Role in project :

- c. Name :

- Organization :

- Role in project :

Funding Priority

The project enables and/ or encourages the adoption of the following behaviour/ mindset in seniors:

⁴ If more than one organization is handling the project, the names of all the organizations should be listed. Indicate the name of the lead organisation

⁵ If more than one organisation is handling the project, only the address of the lead organisation need be provided

⁶ This refers to personnel organizing, managing or conducting the project. They may be staff or 3rd parties hired for the project e.g. external trainers or speakers

___ Step out of the house/ try new things

___ Active ageing is for everyone – even I can become an active ager

___ Look better, feel better, live better

Period of funding : _____

Description of project/ programme⁷

III. Marketing plans⁸

Description of target audience/s

Expected participation numbers : _____

Advertising and promotion methods

IV. Performance evaluation

Targeted deliverables/ performance measures	How measured/ evaluated
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

⁷ Description of the project/ programme that explains the concept, delivery method, goals and objectives, to build a case for the proposal

⁸ Brief description of how the applicant intends to promote the project to the target audience/s

V. Budget

Project Budget : _____

Amount of funding requested⁹ : _____

(Please attach completed Budget Form)

Name and title of authorised signatory

Date

⁹ The PEA Partnership Programme funds up to 80% of the project budget or eligible budget items. The amount of funding requested for should not exceed \$20,000