



## **GRANT APPLICATION GUIDELINES**

### **TIP PUBLIC AWARENESS GRANT**

Thank you for your interest in the TIP Public Awareness Grant (the “**TIP grant**”). Please read this document carefully before applying.

## Section I – General Information

In recognition of the threat of Trafficking in Persons (TIP), the Singapore Government formed an Inter-Agency Taskforce in 2010, co-chaired by the Ministry of Home Affairs and Ministry of Manpower. The Taskforce also includes representatives from the Singapore Police Force, Immigration & Checkpoints Authority, Ministry of Social and Family Development, Ministry of Health, Ministry of Law, Ministry of Foreign Affairs and the Attorney-General's Chambers.

2. The Taskforce aims to identify and implement Whole-of-Government strategies to combat TIP more effectively, both locally and internationally.

3. To fight trafficking, Singapore adopts a holistic strategy known as the “4 ‘P’s””: Prevention, Prosecution, Protection and Partnership. As the Taskforce recognises the importance of the public in helping to prevent and combat this crime, it has set up the TIP grant to support programmes which can help to increase public awareness on TIP and thereby promote action against this crime.

### **Objectives**

4. The Taskforce would like to invite interested individuals/organisations to submit proposals that aim to increase public awareness on TIP and shape public attitudes about their roles in combating TIP. The programme could comprise multiple initiatives/events that run concurrently.

### **Eligibility Criteria**

5. The TIP grant is open to:
- Singaporeans and Permanent Residents aged 16 years and above; or
  - Any Singapore-registered Organisations, Tertiary Institutions, Businesses or Business Associations.

### **Assessment Criteria**

6. Eligible applications are assessed based on the following criteria:

#### **(A) Merits and Innovativeness of the Proposal**

- Originality and innovativeness of proposal
- Relevance of the proposed activity with the outcomes and objectives of the National Approach against TIP [For more detailed information on the National Approach against TIP, please refer to <https://www.mom.gov.sg/trafficking-in-persons>]

#### **(B) Promotion and Development of anti-TIP work in Singapore**

- Proposed activity complements and supports anti-TIP work done by the Taskforce and NGOs in Singapore
- Proposed activity helps to increase awareness of TIP among the general public and businesses
- Effective audience engagement strategies

#### **(C) Merits of Applicant**

- Applicant's ability and/or track record in planning and conducting public education campaigns on TIP
- Applicant's ability to successfully deliver and execute proposed activity
- Applicant's ability to ensure sustainability in TIP work

**(D) Effective Project Management**

- Competency and experience of members involved in the execution of the proposal
- Applicant's ability to ensure prudence and effective use of resources for the project
- Experience of administrative and management personnel
- Relevant and measurable methods to gauge project performance

**NOTE:** Priority will be given to applicants with **new and original initiatives** that contribute to increased public awareness on TIP and are aligned with the outcomes and objectives of the National Approach against TIP.

**Funding and Grant Disbursement**

7. **The TIP grant is subject to the availability of funds, eligibility of the applicant and the merits of each proposal. Applicants may be required to deliver a presentation for further assessment.**

8. The TIP grant applies only to the delivery of the project and approved direct project expenses. The TIP grant does not cover the start-up and operational costs of an organisation, and other organisational-strengthening initiatives. Please refer to Annex A for the list of items which are not eligible for the TIP grant.

9. The Taskforce has set aside a total of \$15,000 to be awarded to all successful applicants who have accepted the TIP grant ("grant recipient"). If your application is approved, you may receive a grant of up to 50% of your actual expenditure for the delivery of the approved project scope (rounded to the nearest two decimal places), subject to a cap of 50% of the initially quoted project cost as stated in the grant application ("grant cap"). For example, if the grant recipient's initially quoted project cost is \$100, the grant cap is \$50. If the actual expenditure is \$110, the Taskforce will disburse \$50. If the actual expenditure is \$90, the Taskforce will disburse \$45.

10. The TIP grant will be disbursed on a reimbursement basis. The TIP grant may be disbursed during the course of the project if the grant recipient has **achieved/completed the key deliverables as agreed to between the Taskforce and the grant recipient**, and has submitted all required documents such as the quarterly progress reports and other supporting documents (e.g. invoices/receipts) to the Taskforce.

11. Upon the completion of the project, and receipt of all required documents such as the project closure report and supporting documents (e.g. invoices/receipts), the Taskforce will take at least six weeks to process the disbursement of the TIP grant.

12. For the purposes of the disbursement of the TIP grant under paragraphs 10 and 11, grant recipients must submit all required documents including invoices/receipts to the Taskforce within a month after the agreed key deliverables have been achieved/completed or the completion of the project.

### **Contact information**

13. For enquiries, please contact:

**Ms Cai Jialing**

**Principal Manager, Joint Ops Division, Ministry of Manpower**

**Tel: (65) 6317 1141**

**Email: [cai\\_jialing@mom.gov.sg](mailto:cai_jialing@mom.gov.sg)**

**Mr Leow Xian Zu**

**Assistant Director, Joint Ops Division, Ministry of Manpower**

**Tel: (65) 6499 6480**

**Email: [leow\\_xian\\_zu@mom.gov.sg](mailto:leow_xian_zu@mom.gov.sg)**

## Section II – Application Procedure

14. Applications for the TIP Public Awareness Grant are open from **15 May 2024 to 15 July 2024 and the closing date is 15 July 2024**. Interested applicants have to complete the application form enclosed in Section IV.

15. In addition to the application form, the following information is also required:

- a) **For Individuals:** The curriculum vitae of the individual including activities the applicant had participated in/organised in the last 2 years, indicating date, venue, attendance, sponsorships, etc.
- b) **For Organisations:** Brief history of the organisation, the latest list of office bearers/Board of Directors/management staff with designation and occupation stated, where applicable. Organisations applying for the first time should submit a copy of the organisation's or company's memorandum, whichever is applicable.
- c) Portfolio or sample of past relevant works, including collaterals, press cuttings or articles, if available.

16. **Upon submission of the application, the applicant is taken to agree to the terms and conditions set out by the Taskforce under this TIP grant (as stated in Section III).**

17. Applications must be completed and submitted with the official Application Form (Section IV) and supporting documents (if any) either by mail or electronic mail **at least six weeks before the commencement of any initiatives/project to:**

**Attn to:** TIP Taskforce Secretariat  
Joint Operations Division, Ministry of Manpower

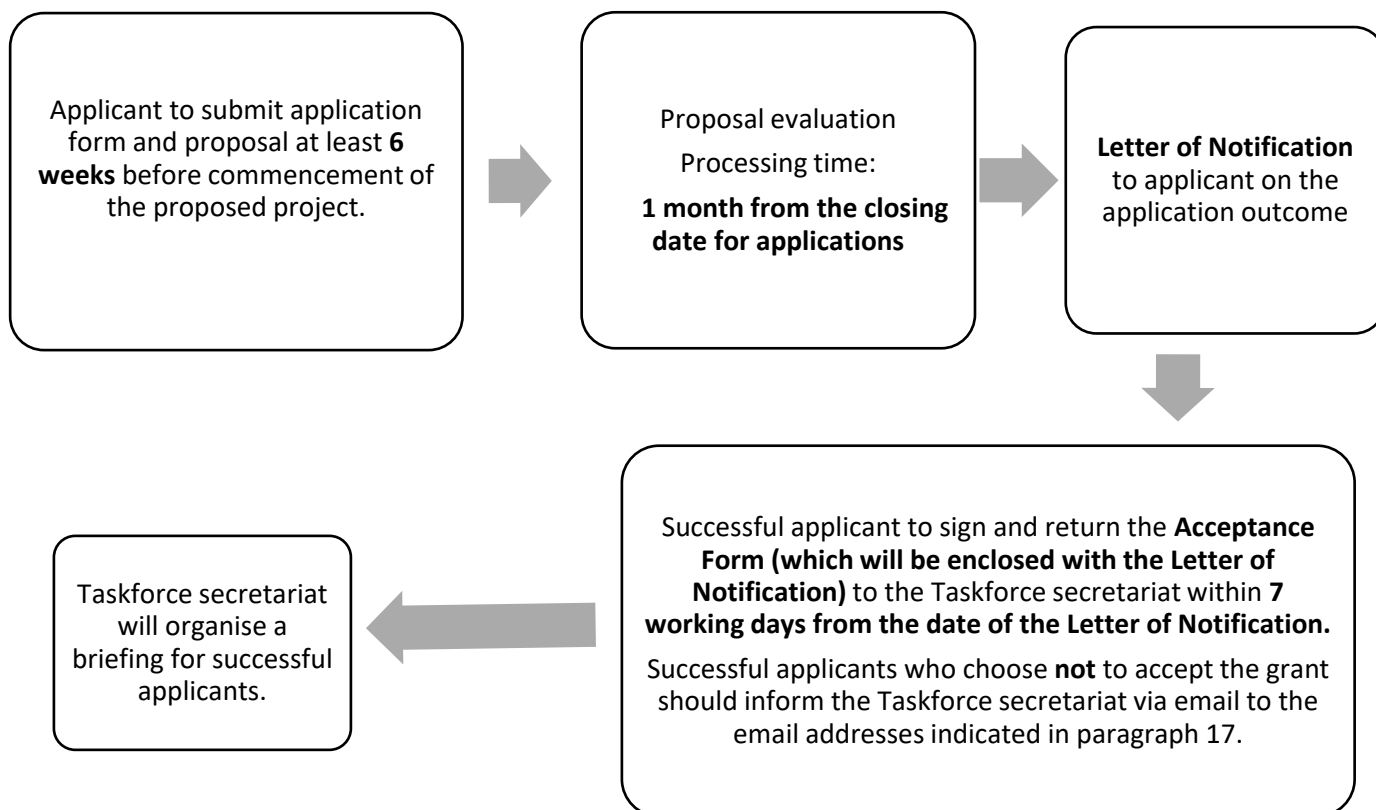
**Address:** 18 Havelock Road #06-01  
Singapore 059764

**Subject title:** Application for TIP Public Awareness Grant <insert name of organisation>

**Email to:** [cai\\_jialing@mom.gov.sg](mailto:cai_jialing@mom.gov.sg)  
[leow\\_xian\\_zu@mom.gov.sg](mailto:leow_xian_zu@mom.gov.sg)

18. Decisions by the evaluation committee are final. The Taskforce reserves the right not to award any grants if the applications are deemed to be unsuitable.

19. The Taskforce reserves the right not to disclose the reasons for awarding or not awarding the TIP grant, and the amount of grant approved for disbursement to any grant recipient.



### Section III – Terms and Conditions for Funds Disbursement

20. All grant recipients shall implement the project activities as indicated in the proposal, and cannot vary or alter any part of the proposal without first obtaining written approval from the Taskforce. The disbursement of the TIP grant may also be reduced or withheld if the grant recipient fails to carry out the approved project to the satisfaction of the Taskforce.

21. **The Taskforce reserves the right to review, withdraw, suspend or recover the disbursement in full or in part if any of the following conditions are not complied with:**

- a) The Taskforce’s support must be acknowledged and the Taskforce logo must be reproduced on all related publicity and project materials, including but not limited to, posters, electronic direct mailers, event backdrop.
- b) The grant recipient is required to seek endorsement from the Taskforce if any fact/figures/quotes/statements issued by the Taskforce are used/referenced/cited in full or in part for any programme/event/collateral.
- c) The grant recipient is required to seek approval from the Taskforce for any changes to the proposed project activities at least **four weeks prior to its execution date**. This includes any changes to the programme, key stakeholders/partners/ speakers and Guest(s) of Honour,

and/or date of the project delivery. **A project activity may not be postponed more than once. Grant recipients shall inform the Taskforce in writing four weeks in advance of any postponement and/or cancellation, with detailed explanation of the reasons for the postponement and/or cancellation.**

- d) The Taskforce must be invited to all project activities.
- e) The grant recipient is required to submit quarterly reports to the Taskforce as an update on their progress, the outcomes they have delivered and accountability on costs which have been incurred.
- f) A project closure report must be submitted **within one month** of the end of the entire project.
- g) **Individuals and Organisations** must submit a certified statement of accounts which has been externally audited by an accounting firm. You are also required to submit all relevant invoices and receipts within **one month** of the end of the project.
- h) Receipts and invoices submitted must clearly state the vendor's name, item(s) purchased, and amount(s) paid.

22. **The Taskforce reserves the right to review, withdraw, suspend or recover the disbursement in full or in part thereof, should any of the following acts/events occur:**

- a) The proposed project which has been approved to receive funding was changed significantly without prior written approval from the Taskforce.
- b) The TIP grant was not used for the purpose for which it was awarded.
- c) Misrepresentation or false or misleading statements given by or on behalf of the grant recipient. This includes claims that appear to be fraudulent or inflated.
- d) Commencement of any proceedings at any time during the funded project, relating to liquidation, insolvency, bankruptcy, receivership, winding up or judicial management (where applicable) of the grant recipient.
- e) Illegal, or negligent acts committed by the grant recipient or its officers, agents or representatives in the course of the project delivery, which will adversely affect the reputation of the Taskforce, any Government agencies, public institutions, national leaders or the grant recipient.
- f) The Taskforce considers the project content to be offensive or carry any racial, political or religious intonations.

23. Failure to comply with any of the conditions stated in Paragraph 21 and/or the occurrence of any of the acts/events stated in Paragraph 22, may also result in the grant recipient being disqualified from applying for future grants of a similar nature.

24. The Taskforce has set aside a total of \$15,000 to be awarded to all successful applicants who have accepted the TIP grant ("grant recipient"). If your application is approved, you may receive a grant of up to 50% of your actual expenditure for the delivery of the approved project scope (rounded to the nearest two decimal places), subject to a cap of 50% of the initially quoted project cost as stated

in the grant application (“grant cap”). For example, if the grant recipient’s initially quoted project cost is \$100, the grant cap is \$50. If the actual expenditure is \$110, the Taskforce will disburse \$50. If the actual expenditure is \$90, the Taskforce will disburse \$45.

25. Any claims made by the grant recipient must make reference to the Letter of Notification or any subsequent agreement(s) made by the parties in writing varying the proposal’s details. Any expenditure incurred must be within the proposed scope and stipulated duration of the approved project.

26. Any disbursement shall only be made upon achievement of key deliverables agreed between the Taskforce and grant recipient. **No advance payment of funds will be made.**

27. Grant recipients shall adhere to the procedures and deadlines for the disbursement of funds. The procedures and deadlines shall be made available upon request. The Taskforce reserves the right to reject the claims should there be a failure to adhere to submission procedure and/or deadlines.

28. The grant recipient shall exercise due diligence to ensure that a best-value quotation had been obtained for any expenditure incurred.

29. The Taskforce reserves the right to conduct random audits on the grant recipient and its claim submissions.

30. The terms and conditions stated herein are legally binding on the parties.



**SECTION IV  
APPLICATION FOR TIP PUBLIC AWARENESS GRANT**

**Part 1 – Contact Information**

<b>Contact person's details</b>	
Salutation	Designation in the organisation, if any
First name	Family name
Phone (office)	Fax
Mobile	Email

<b>Organisation's details (if applicable)</b>	
Name	
Mailing address	Postal code
Organisation's website	Year organisation was formed

## Part 2 – Profile of Organisation

### Brief description of applicant

i.	Please state the general types of activities conducted by you/your organisation.
ii.	What other similar public awareness and education projects have you/your organisation engaged in?

### Organisation structure (Please ignore this section if you are applying as an individual applicant)

	Full-time	Part-time	Total
No. of salaried staff			
No. of administrative staff			
No. of volunteers			

### Partners (Please ignore this section if it is not applicable)

Are there any other individuals/organisations that you would be partnering with to conduct the project? If yes, please provide details of project partners and their proposed involvement.
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## Part 3 – Project Proposal

If you wish to discuss your proposal or seek clarifications, you may contact our Taskforce secretariat via the contact details in paragraph 17 of Section II. A discussion can let us better explain the objectives of the TIP grant to you, and you can also help us better understand your thoughts and ideas.

### **Description of project**

In this section, we require a detailed proposal of the project which should include the objectives of the project, the timeframe, evaluation of outcomes, budget, and the impact envisioned by you or your organisation over the next year compared to where it is now. Please describe the programmes you or your organisation intend to implement during the term of the TIP grant, highlighting any developments relevant to the desired outcomes according to the 4 'P's strategy.

You may also choose to use the questions in the table below to help structure your proposal.

<b>A</b>	<b>Objectives</b>					
	<ul style="list-style-type: none"> <li>• What do you or your organisation want to achieve with the programme(s)?</li> <li>• How do the programme(s) contribute to your organisation’s vision and objectives?</li> <li>• How relevant are your programme(s) to Singapore’s efforts to combat TIP?</li> </ul>					
<b>B</b>	<b>Initiatives/activities</b>					
	<ul style="list-style-type: none"> <li>• What are the specific projects and/or activities?</li> <li>• How will the initiatives/activities be carried out?</li> <li>• Has a similar initiative/activity been organised/implemented before? If yes, please explain how this latest project is different/better than the previous project.</li> <li>• What are the necessary resources needed to carry out the project?</li> <li>• What are the anticipated challenges? How do you intend to overcome them?</li> <li>• Does the project require any other form of support from the Taskforce? Please specify.</li> </ul>					
<b>C</b>	<b>Timeline</b>					
	Please provide a timeframe for implementing your project.					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Initiatives/activities</th> <th style="width: 50%; text-align: left;">Time period</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>		Initiatives/activities	Time period		
Initiatives/activities	Time period					
<b>D</b>	<b>Targeted audiences</b>					
	<ul style="list-style-type: none"> <li>• Who are your target audiences?</li> <li>• How can your project capture the attention of the audience?</li> <li>• What are the plans to grow your base of audience?</li> </ul>					
<b>E</b>	<b>Evaluation and Deliverables</b>					
	<ul style="list-style-type: none"> <li>• How does your project contribute to the 4 ‘P’s strategy?</li> <li>• What areas of concern would you like to build up and how do you intend to do it?</li> <li>• What platforms do you intend to use to contribute to the 4 ‘P’s strategy?</li> <li>• What are the key deliverables for the project?</li> <li>• How would you measure the impact of each of your projects? (E.g. Pre and post event survey to measure awareness, expected number of participants attending event)</li> </ul>					

[Fill in project proposal here or in a separate document.]

#### Part 4 – Performance indicators

We want to understand the targets you have in measuring the success of your project (e.g. expected number of talks/exhibitions/programmes and the corresponding attendance). Please clearly state and define the **qualitative and quantitative indicators** to specify the measure of success for each of your project. **Please note that this should also be submitted as part of the project closure report.**

Desired outcomes	Performance indicators and targets	Actual Outcome (to be completed at the end of project)
<p><b>Describe the positive impact/change expected from the events/activities</b></p> <p><i>E.g. Increased awareness on TIP issues</i></p>	<p><b>Identify the indicators to measure the positive impact/change expected from the events/activities and targets set</b></p> <p><i>e.g. Post-event survey on TIP awareness - xx% of the participants agree that they have more knowledge about TIP after the event; Number of expected attendees</i></p>	<p><b>Report on actual outcome achieved</b></p>

#### Part 5 – Grant request

Please state the detailed breakdown of the project costs.

How do you intend to fund the costs of this project? (Please state if there are other sponsors/donors)

Proposed Item	Estimated Cost
<b>Total Project Cost</b>	S\$

#### Points to take note:

1. Please ensure that all estimated costs included are based on best-value quotations.
2. Please refer to Annex A for list of items that are not eligible for the TIP grant.

**ANNEX A: LIST OF NON-CLAIMABLE EXPENSES**

<b>S/N</b>	<b>Description of items</b>	<b>Examples</b>
1.	Organisation's operating costs, including fixed assets , expenditure of manpower-related expenses	Includes salaries, CPF, utility bills, meals, personal commuting, fringe benefits such as welfare, dental, medical, and incentive payments, rental of venue within organisation's premises
2.	General furniture/office equipment	General purpose IT and communications equipment such as desktops, laptops, fax machines, scanners, printer, LCD screens, PDAs, mobile phones, external hard disks, USB thumb drives, batteries, tablet PCs
3.	Software and licence fees	Example: TV licences, software licences
4.	Legal Fees	-
5.	Personal Insurance	Includes workmen compensation, indemnity and etc.
6.	Entertainment	Appreciation lunches/dinners for Guest(s) of Honour and Speakers (subject to a cap of \$25 per head)
7.	Any fines and penalties	-
8.	Any other activities not related to the proposal scope and agreed by both parties	-
9.	Self-generated invoices will not be accepted (E.g. in-house printing costs, rental venue within organiser's own premises)	-