For official use

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| Application ID Number: | Proposal ID Number (if applicable): |

**SECTION A: PROJECT DETAILS**

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| **Please read these instructions carefully.** |
| 1. The applicant of the BinjaiTree CE Fund must be an existing SUSS full-time or part-time student. 2. Please email the completed application form and all required supporting documents to the BinjaiTree CE Fund Committee via [suss.slfund@gmail.com](mailto:suss.slfund@gmail.com). **Ensure that all documents are submitted. Otherwise, the application outcome will be delayed.** 3. Please indicate “N/A” in sections where not applicable. Incomplete application forms will delay application processing and application outcome. 4. Kindly submit only one application form for each project team per project year. 5. Please note that priority will be given to first-time BinjaiTree CE Fund applicants. Repeat applicants are advised to apply for external agency funding. Please [click here](https://www.suss.edu.sg/about-suss/college-of-interdisciplinary-experiential-learning/el/office-of-service-learning/resources/grants#Others) for more details. 6. Please submit your application **at least 10 weeks** before the project’s commencement date as disbursements of approved funds take approximately **6 weeks from the date of application approval**. 7. Important note: Approved funds will only be authorised to the project team’s appointed Treasurer. Payment will be done via PayNow to the Treasurer’s PayNow-NRIC. |

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| **Documents Submission Checklist (Please tick accordingly)** |
| BinjaiTree CE Fund Application Form  BinjaiTree CE Fund Project Budget Form  RAMS Template *(if applicable)*  Lesson Plans *(if applicable)*  External Agency Funding documents *(if applicable)*  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **External Agency Funding**

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| **Have you applied for any** [**external agency funding**](https://www.suss.edu.sg/about-suss/college-of-interdisciplinary-experiential-learning/el/office-of-service-learning-community-engagement/resources/grants#Others) **(e.g. oscar@sg fund, NWCDC We Care Fund)?** |
| No  Yes, but we are not utilising the external agency funding. (Please submit supporting documents **and** elaborate reasons under Section D)  Yes, we are utilising the external fund and require additional funding from the BinjaiTree CE Fund. (Please submit supporting documents **and** elaborate reasons under Section D) |

1. **Project Details**

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| **Project Name** |
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| **Title of Community Engagement Initiative as originally proposed to the SUSS Office of Service-Learning** |
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1. **Personal Details**

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| **Project Leader** | |
| **Name (as per NRIC):** | |
| **Student P.I. No:** | |
| **Mobile: (+65)** | **SUSS Email:** |
| **Project Treasurer** | |
| **Name (as per NRIC):** | |
| ***NRIC No:*** | |
| **Student P.I. No:** | |
| **Mobile: (+65)** | **SUSS Email:** |
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1. **Community Partner**

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| **Name of Partnering Organisation** | **Address & Contact Person(s)** |
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| **Brief Background of Organisation (Mission, Vision and Key Activities)** | |
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| **Community Partner Endorsement**  **(only applicable for applications without existing community partner endorsed CE Initiative Proposal)** | |
| Signature and Stamp | Date |

1. **SUSS Staff Advisor Endorsement (if applicable)**

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| **Name of SUSS Staff Advisor** | |
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| **SUSS Staff Advisor Endorsement** | |
| I confirm that I have reviewed the details of:   1. BinjaiTree CE Fund Application Form 2. BinjaiTree CE Fund Project Budget Form 3. RAMS document (if applicable) 4. Lesson Plans (if applicable) 5. External Agency Funding documents (if applicable)   Signature | Date |
| **Comments (if any)** | |
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1. **Type of Project**

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| **A1. Please give a brief description of the project (You may want to consider the following pointers).** |
| * *Introduction about the Project* * *Target Audience* * *Scale of event (no. of SUSS students involved, no. of community participants, outreach effort)* * *Objectives* * *Please attach more details (e.g. lesson plan, social media plan if applicable)* |
| **A2. Please state the duration of your project.** |
| * Date of Commencement: * Date of Completion: * Type of Activities:   + Short term (e.g. Excursion, celebratory events)   + Long term (e.g. Structured programme for the year) |
| **A3. In what ways can you measure the impact and success of this project?** |
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| **A4. How will this project be executed?** |
| *Please attached a detailed RAMS, wet weather plan (if any) and programme flow.* |

**SECTION B: PROJECT SUSTAINABILITY PLAN**

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| **B1. Please elaborate on the team’s plans for project continuity (e.g., how is this project part of a larger sustainable plan, how can the community or future successors continue the team’s efforts independently after the team leaves, etc.)** |
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| **B2. Please elaborate on whether the current project is linked and/or is an enhancement to previous effort by including: - *Previous Project Title, Date of Project, Description of Project*** |
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**SECTION C: PROJECT FUND PRE-DISBURSEMENT**

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| **Does your project require pre-disbursement of project fund?**  Pre-disbursement is **80%** of the total approved amount disbursed upon fund approval. The remaining amount (20% or up to the final utilised amount) will be disbursed after the project is completed with the submission of post-project documents.  If pre-project disbursement is **not** required or not applicable, 100% of the final utilised amount will only be disbursed after the project is completed and the post-project documents have been submitted. |
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**SECTION D: ADDITIONAL INFORMATION / APPEAL**

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| **Please provide justification/reasons for applications that do not adhere to the current BinjaiTree CE Fund guidelines.** |
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By submitting this form, you are consenting to the collection, use and disclosure of your personal data by SUSS as follows:

1. Data collection and tracking in connection with SUSS Office of Service-Learning and BinjaiTree Foundation programmes; and
2. Publicity and promotional activities and initiatives by SUSS and BinjaiTree Foundation, including use, distribution, display of any photograph, tape, video footage or digital media containing your likeness, image and/or voice, video and/or voice interviews (Material) and to include or incorporate the Material with the likeness, image and/or voice of others, sound effects, special effects, music and/or other copyrighted material and to the use of your name and/or to quote you.

**SECTION E: TERMS UPON RECEIVAL OF FUNDING**

* + - 1. In the event of funding surplus or any failure to achieve the project deliverables or fulfil the grant conditions, SUSS reserves the right to seek refund of the grant amount disbursed, or withhold or adjust the remaining grant amount at its sole discretion.
      2. The following items must be submitted to SUSS Office of Service-Learning within **1 month** of project completion:
         1. Project Evaluation Report
         2. Signed and Endorsed Statement of Accounts with:
         3. All receipts of the project expenses, clearly labelled and arranged in accordance with the statement of accounts to be submitted electronically.

For thermal receipts, please provide a scanned copy of the original receipt to ensure legibility.

For invoices, please also attach the original payment receipt, or make sure the invoice is signed ‘paid’ and/or signed and stamped by the Vendor.

For purchases in foreign currency, please attach the supporting bank statement that shows the amount paid in SGD.

* + - * 1. Please provide us with the online link for download containing 10 of your best project photos with captions.

*Photos may be used for SUSS’s social media platforms, media coverage, publications and dissemination to external partners. Please ensure that consent has been obtained from the individuals in the photos for usage for the purposes listed above.*

* + - * 1. A thank you note to the fund donor, BinjaiTree Foundation. The note should be written in prose form (max. 300 words) and include the following:
* Your thanks and appreciation
* Brief explanation of the project
* The achieved impact (e.g., number of people engaged)
* Learning outcomes

You may submit it as a word document or use your own designed template.

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| **Applicant Endorsement** | |
| I confirm that I have read the terms above and all information submitted are accurate.  Name & Signature | Date |

Supported by BinjaiTree Foundation

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| **FOR 1. BINJAITREE CE FUND COMMITTEE USE ONLY** | |
| Names of Evaluation Panel Members: | This application is Approved / Not Approved |
| Date: | Pre-disbursement: Approved / Not Approved / Not Applicable |
| Summary of Evaluation Panel discussion: | |

Updated as of 23 January 2024.