

Service-Learning Fund Application Information Kit

Accurate as at 3rd March 2020
Please direct all enquiries to the Committee at suss.slfund@gmail.com.

(A) Why SUSS S-L Fund?

1. The SUSS Service-Learning Fund seeks to empower and inspire students of SUSS to continue to create sustainable endeavours for the community. The SUSS S-L Fund Committee represents the student body to collectively raise and disburse funds for SUSS students' community efforts. This minimises financial barriers to individual student groups, enabling student groups to concentrate their efforts on delivering quality community projects, reducing the diversion of precious time and effort to individual group fundraising.

(B) What is the SUSS S-L Fund?

2. SUSS S-L Fund provides an in-principle funding quantum of up to \$5,000, for community projects that create a significant, positive impact for a cause or current/emerging need. This includes, but is not limited to, creating awareness of a social cause, coming up with solutions for a current/emerging need, or assisting underserved communities.

(C) Criteria for application

3. Applicable projects must be community projects that demonstrate strong community engagement elements aligned with SUSS's community engagement objectives. In addition, the project team should fulfil the following criteria:

- 3.1. The project leader must be an existing SUSS full-time student.
- 3.2. The funded project should have a collaboration with external community organisation(s).
- 3.3. The team must specify how they would like to design, devise, develop and deliver their projects and their desired outcomes based on their research and needs analysis with the identified/emplaced community organisation.

(D) Terms and conditions for application

5. The application is subject to the SUSS S-L Fund Committee's (henceforth 'Committee') approval. The Committee reserves the right to accept or reject the application.

6. Project should benefit the Singapore community.

7. Project should not contain elements that are contrary to the domestic laws of the Republic of Singapore, any inflammatory and/or discriminatory religious or racial element, advance a partisan political agenda, or be contrary to the interest of the community and society at large.

8. Fund raising projects organised by youths for local beneficiaries may be supported. The funds granted are only to be utilised for direct project expenses. Any excess funds from the grant as a result of reduced expenditure should not be directed to fundraising or donation avenues. Applicants are advised to submit project evaluation reports before proceeding with any donation to beneficiaries.

9. Proposed budget should be based on deficit funding. Any other income received should be reflected in the Statement of Accounts.

10. The SUSS S-L Fund does not fund the following project costs:

- 12.1. Gifts such as cash prizes, vouchers and any fixed assets
- 12.2. Travel expenditure

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- 12.3. Donations
- 12.4. Honorariums
- 12.5. Team bonding or entertainment expenditure

11. The Committee reserves the right to disqualify any expenditure items.

12. Grant decisions will be made by an evaluation panel comprising of SUSS S-L Fund Committee members. Applicant groups may be invited to make an application pitch to the evaluation panel if deemed necessary.

13. The Committee reserves the right to withhold/adjust the amount of the approved funding and/or seek partial/full refund of the disbursed grant at its sole discretion.

(E) How do I apply?

14. The **key steps** for fund application is as follows:

STEP 1: Send in your application via email to the Committee at suss.slfund@gmail.com.

The following documents are required:

1. Fund Application Form
2. Fund Pre Budget Form

You are advised to apply for funding **at least 10 weeks** before the project's commencement. Additional documents for risk assessments may be required depending on the type of activity and upon further evaluation by the funding committee and the school.

STEP 2: Once we received your application, it will be scheduled for review the following week.

STEP 3: The applicant will be notified of application outcome by email.

The whole process from the point of application to the funding outcome may take approximately 1 month, depending on the date of application submission.

(F) How are applications assessed?

15. Eligible applications will be evaluated on the criteria as established in the Application Form.

(G) Terms and conditions upon funding approval

16. The applicant will be notified of the application outcome by email.

17. The approved funds shall, by default, be disbursed after the completion of the project. Applicant groups that require pre-project funding disbursement may submit a request to do so in 'Section D: Additional Information/Appeal' of the Application Form. Approval for pre-project disbursement may be granted on a case by case basis. Refer to the document 'Pre-project SUSS S-L Fund Budget Template' for more information.

18. SUSS and BinjaiTree Foundation should be acknowledged on all media and publicity materials from date of award of grant. Please refer to Section (H).

19. The Committee's approval should be sought on changes to the proposed project outcomes.

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20. The fund recipient is required to submit the following to the SUSS Office of Service-Learning and Community Engagement within 1 month after completion of the project:

- 20.1. Project Evaluation Report
- 20.2. Signed & Endorsed Statement of Accounts
- 20.3. All original receipts of the project expenses, clearly labelled and arranged in accordance with the statement of accounts
 - 20.3.1. For thermal receipts, please provide the original and a photocopy.
 - 20.3.2. 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.
- 20.4. Please provide us with the online link for download containing:
 - 20.4.1 10 of your best project photos with captions (at least 2MB per photo):
- 20.5. 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.

(H) Acknowledgement upon Grant Approval

- 21. Please credit 'Powered by SUSS and BinjaiTree Foundation' in all media and publicity-related materials produced and/or released in conjunction with the approved project. These include, but are not limited to, online publicity such as electronic direct mailers, Facebook and websites, and traditional publicity platforms, such as banners, posters, brochures and direct mailers, as well as media-profiling opportunities such as media features and interviews.
- 22. High resolution copies of the SUSS and BinjaiTree Foundation logo in various digital formats will be provided upon approval of application.
- 23. Please include 'Powered by' beside or above the SUSS and BinjaiTree Foundation logos where possible.
- 24. All media and publicity-related materials must be approved by SUSS Office of Service-Learning before production and/or release. The materials must be sent to osl@suss.edu.sg. SUSS reserves the right to use the approved materials for publicity purposes.

(I) Queries and Clarifications

- 25. For further queries and clarifications, please contact: suss.slfund@gmail.com

(J) Frequently Asked Questions (FAQs)

- Q) Must the project I am applying for funding be the same project submitted under SUSS's Service-Learning & Community Engagement Programme?
A: No, all projects may apply so long as it is a community project for the Singapore community.
- Q) Can I apply for funds for overseas projects?
A: No, this fund is only applicable for projects in Singapore.
- Q) How long does it take to process an application?
A: Your application will take approximately 1 month to process. However, you are recommended to apply for the fund at least 10 weeks before your project commencement date.
- Q) When will I know the outcome of my application?
A: You will know the outcome of your application approximately 1 month after your submission.

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Q) How much funding can I receive for my project?

A: The maximum funding for each successful application is \$5000. SUSS S-L Fund strives to cover 100% of total expenses, but the approved amount awarded to each project will be determined at the discretion of the funding committee and the University. Factors considered includes safety, social impact, duration of project, outreach, etc. Students are strongly encouraged to utilise external resources in the execution of their service-learning/ community engagement projects.

Q) Can I apply for funding multiple times?

A: Yes, you may apply for funds more than once. For every subsequent application, please submit another application proposal.

Q) Is it a compulsory to include non- SUSS students in our projects?

A: No, it is not compulsory to include non- SUSS students in your proposal. However, do note that we would take the inclusion of non- SUSS students into consideration as an indicator of the breadth of outreach your proposal has on the community.

Q) Can I submit my community engagement/ service-learning proposal as an application for the funds?

A: No, the Committee requires the submission of the Application Form in order to evaluate every individual proposal using the same criterion. You may, however, choose to submit your community engagement/ service-learning proposal as a supporting document.

Q) Do I have any obligations upon approval of funds for my event?

A: Yes, you would need to include both BinjaiTree Foundation and SUSS logo for all publicity collaterals of your event. In addition, a report and other supporting documents are required upon completion of your project.

Q) Who forms the SUSS S-L Fund Committee?

A: The Committee consists of SUSS Full-time students and Ms Chloe Lee, Assistant Manager, Office of Service-Learning & Community Engagement. Students who are keen to serve on the Committee should write to suss.slfund@gmail.com.