(A) Why BinjaiTree Community Engagement (CE) Fund?

1. The BinjaiTree CE Fund seeks to empower and inspire students of SUSS to continue to create sustainable endeavours for the community. Supported by BinjaiTree Foundation, the grant enables individual student groups to concentrate their efforts on delivering quality community projects, reducing the diversion of precious resources to individual group fundraising.

(B) What is the BinjaiTree CE Fund?

2. The BinjaiTree CE 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 community priority, or supporting underserved communities.

(C) Criteria for application

3. Applicable projects must be community projects that demonstrate alignment with SUSS's 5 Key Elements of Service-Learning. In addition, the project team should fulfil the following criteria:

> 3.1. The applicant must be an existing SUSS full-time or part-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 BinjaiTree CE 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 BinjaiTree CE Fund does not fund the following project costs:

- Any fixed assets (i.e. long-term tangible property or piece of equipment with continuing use)
- Gifts including cash prizes and vouchers.

- Personal travel expenditure
- Donations
- Honorariums
- Team bonding or entertainment expenditure
- Capacity building expenditure (engagement of professional trainers for SUSS students) [Students groups can consider our Learn to Serve workshop series instead]

  Considerations for purchased items:
- Minimise wastage
- Minimise non-nutritious snacks and drinks (especially when working with children & seniors)

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

12. Grant decisions will be made by an evaluation panel comprising of BinjaiTree CE 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 are as follow:

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

The following documents are required:
1. BinjaiTree CE Fund Application Form
2. Project Budget Form
3. RAMS (Endorsed by staff advisor if applicable)
4. Lesson plans ((Endorsed by staff advisor if applicable)
5. Other required supporting documents (if applicable)

You are strongly encouraged to submit your application **at least 10 weeks** before the project's commencement date. Additional documents for risk assessments may be required depending on the type of activity and upon further evaluation by the funding committee.

STEP 2: Your application will be reviewed by the Committee upon receipt of all completed documents.

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

The whole application process from the date of complete application submission to the application outcome may take approximately 1 month.

(F) How are applications assessed?

15. Eligible applications will be evaluated on the criteria as established in the Application Form Section C and D of the Information Kit

(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 and submission of required documents (please refer to clause 19 below). Applicants requiring pre-disbursement of project funding (up to 80% of approved project funding) may indicate their request in 'Section C: Project Fund Pre-Disbursement' of the application form. Approval for pre-disbursement of project funding will be granted on a case-by-case basis.

18. The Committee's approval should be sought should there be changes to the initial project outcomes after funding has been approved.

19. The fund recipient is required to submit the following to the SUSS Office of Service-Learning <u>within 1 month</u> of project completion:

(a)   Project Evaluation Report
(b)   Signed & Endorsed Statement of Accounts
(c)   All receipts of the project expenses, clearly labelled and arranged in accordance with the statement of accounts to be submitted electronically.
     i.   For thermal receipts, please ensure that they are legible (i.e. not faded).
     ii.   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 as well as the supporting bank statement.
     iii.   For purchases in foreign currency, please attach the supporting bank statement that shows the amount paid in SGD.
(d)   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.
(e)   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:
     i.   Your thanks and appreciation
     ii.   Brief explanation of the project
     iii.   The achieved impact (e.g. number of people engaged)
     iv.   Learning outcomes
    You may submit it as a word document or use your own designed template.

(H) Queries and Clarifications

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

(I) 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 are eligible for this fund as long as it is a community project for the Singapore community.

Q) Can I apply for this fund 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.

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

A: The *maximum funding* for each successful application is *$5,000*. The BinjaiTree CE Fund strives to cover 100% of total expenses, but the approved amount awarded to each project will be determined at the discretion of the Committee and the University. Factors considered include frequency of application, safety, social impact, duration of project, outreach, etc. *Students are strongly encouraged to utilise external agency funds 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 set of application documents. However, do note that priority will be given to first-time applicants.

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 project. 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 project proposal as the application form for the fund?

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

Q) When can I start making the project-related purchases?

A: You are discouraged from making any purchases before an email confirmation of the fund approval, as there is no guarantee that it can be support by the BinjaiTree CE Fund. Upon fund approval, you may proceed to purchase the necessary items, while keeping a record of all invoices and receipts. For hardcopy/thermal receipts, you are required to scan/photograph them as soon as possible before they start fading. Once your project has ended, you need to submit all the documents listed in Section G, Clause 19, to suss.slfund@gmail.com

Q) Who sits on the BinjaiTree CE Fund Committee?

A: The Committee consists of SUSS students and staff from the SUSS Office of Service-Learning. Students who are keen to serve on the Committee should write to suss.slfund@gmail.com