DIGITAL
FOR LIFE

PLAY IT FORWARD

Digital for Life Fund
Briefing on 25 March 2026

Fund Eligibility: Non-profit organisations only

To Attendees:
Do download the Application Overview here or via the link in the chat.
We will start session with a group photo. Please turn on your camera.

Agenda

DIGITAL FOR LIFE

PLAY IT FORWARD

Digital for Life (DfL) movement empowers Singaporeans to embrace digital as a lifelong pursuit and enrich their lives through digital technology

" **The movement is not just hardware or software. It is giving people, particularly the elderly, confidence with digital technologies to live life fully.** "

President Tharman Shanmugaratnam
Patron, Digital for Life movement
November 2023

DIGITAL FOR LIFE
PLAY IT FORWARD

Digital for Life's Impact at a Glance

More than **400** partners
People, Private, Public

12 Champions
38 Catalysts

Over **200** projects
initiated

55 DfL projects funded

Over **$11m** raised

More than **400,000** beneficiaries
>178k (indicative) beneficiaries from the Fund projects across different population segments

DfL Partners Making a Difference

Dfl's Large And Growing 3P Partner Network

DfL Movement Promotes Digital Inclusivity In 3 Key Pillars Through A Range Of Offerings Curated For Different Segments Of Our Society
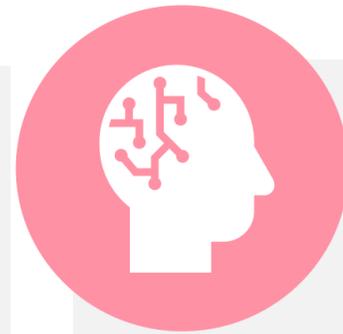
Digital Access

Ensuring low-income families and seniors have access to digital devices and internet connectivity

Digital Access@Home
(subsidised broadband and devices)

Mobile Access for Seniors
(subsidised smartphones and data plans)

Digital Proficiency & Future Readiness

Equipping Singaporeans with essential digital skills – from basic smartphone navigation to emerging tech like Gen AI – to enrich their daily living and help them thrive in an increasingly digital world

Digital Skills for Life (DSL)

Seniors Go Digital Programme

Digital Upskilling@Workplace

Digital Safety & Security

Empowering children and youth to navigate online spaces safely while supporting parents to adopt actionable skills to guide their children's digital journey

Practising Healthy Digital Habits

- Set Boundaries Online
- Think Before You Act
- Report Inappropriate Content
- Engage & Support Your Child

Digital for Life Festival & Community Events

Digital for Life Fund

Digital for Life Funded Projects

Digital For Life Funded Projects That Made A Difference

DIGITAL FOR LIFE
PLAY IT FORWARD

Target Segment: Children / Youths

Cyber Youth Singapore (CYS)
Cyber Outreach, Engagement & Education Programme (COEE)

- Successfully equipped more than **30,000 secondary school students** with digital resilience through comprehensive educational programmes.
- Developed and delivered curriculum covering **Cyber Safety, Media Literacy, and Cybersecurity** via workshops, assembly talks, and classroom engagement sessions across participating schools.

Hatch Youth Services
Digital ASPirations For All

- Empowered approximately **1,900 at-risk youths** from disadvantaged backgrounds to pursue meaningful careers by conducting seminars to educate them on topics like digital transformation.
- Equipped youths **with digital skills and facilitated their entry into the field of digital marketing** through a train-and-place programme.

Cybersports & Online Gaming Association (Singapore)
SHIELD – Developing Resilient Digital Natives

- Aims to educate **1,200 youths** to navigate the online world safely through **gamified learning workshops powered by generative AI.**
- The workshops will include simulated scenarios featuring **AI personas that represent real-world online threats, including cyberbullying, unwanted contact, and misinformation.**

Digital For Life Funded Projects That Made A Difference

DIGITAL FOR LIFE
PLAY IT FORWARD

Target Segment: All

Focus on the Families
Raising Future Ready Kids
in the Digital World

- Enhanced **media literacy and digital intelligence** in at least **1,200 parents and children** through talks, webinars, and workshops that focused on media literacy and provided practical tools and tips for parents.
- Offered **one-to-one parent coaching sessions** for those requiring extra support with digital challenges in their households.

Association of Information Security Professionals (AiSP)
Future-Ready: Mastering AI & Digital Skills for Every Generation

- Aims to educate **3,700 members of public** about **AI benefits and risks**, including misinformation, and internet safety.
- Employs outreach strategies including **roadshow booths, workshops, webinars with schools and businesses**, and targeted sessions near rental flats to reach disadvantaged groups, supported by an **internet safety e-guidebook**.

Daughters of Tomorrow Limited
IT Literacy

- Successfully equipped **125 women aged 13-59 from low-income families** with **basic computer skills for office jobs** through comprehensive training covering email, web navigation, and Microsoft Office applications.
- Programme included a **mentorship and job-matching service component** as well.

Digital For Life Funded Projects Have Made A Difference

DIGITAL FOR LIFE
PLAY IT FORWARD

Target Segment: Seniors

Fei Yue Community Services
Community V.I.P

- Engaged **408 isolated seniors and persons with disabilities.**
- Participants learn **Instagram, photography, videography, and drone skills** while building **digital wellness knowledge**, creating meaningful online connections that extend to real-world meetups and reduced social isolation.

Lions Befrienders Service Association
Digital Legacy – The Digital Storytelling Programme

- Aims to empower **1,056 seniors to embrace digital technology** by teaching mobile app technologies for personal and community storytelling.
- Workshops cover **photography, videography, social media platforms** like TikTok and Instagram, and **essential apps** like Google Search and Maps.

RSVP Singapore The Organisation of Senior Volunteers
Silver Explorer

- Introduces **1,000 seniors and dementia patients** to digital devices through senior-friendly SilverPad tablets and apps. Develops **confidence with touchscreen gestures** whilst engaging participants with cognitive games designed to delay dementia onset.
- **Emphasis on cybersecurity and scam awareness education.**

Digital For Life Funded Projects That Made A Difference

DIGITAL FOR LIFE
PLAY IT FORWARD

Target Segment: Persons with Disabilities (PwDs)

photo from bizlink.org.sg

photo from SAVH Facebook page

BizLink Centre Singapore Ltd
Digital Skills for Employability and Inclusion

- Targets **500 persons with disabilities**, including those with intellectual disabilities such as autism and Down syndrome, and individuals recovering from mental health conditions.
- Provides essential digital skills training through **Google Workspace** and **cyber security awareness education**.

Guide Dogs Singapore Ltd
Enabling the Vision Impaired through Technology

- Aims to **enhance technology literacy and adoption** among **200 vision impaired (VI) individuals**.
- Includes one-to-one sessions on **device accessibility features, group workshops covering communication tools and mobile apps**, and **accessible podcasts** featuring technology developments and foundational concepts for the VI community.

SPD
Digital Upskilling for PwDs

- Address the widened digital gap particularly affecting persons with disabilities (PWDs) due to the Covid-19 pandemic.
- Developed a four-tier digital skills training curriculum, each comprising six modules, upskilling over **200 PWDs** and **boosting their confidence in navigating the digital environment**.
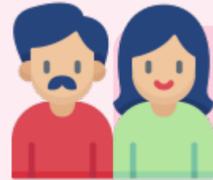
Digital for Life Fund 2026 Themes

Themes for various archetypes

Themes for Different Archetypes

Children & Youth

- Educating children and/or youths with skills to protect themselves online and be responsible online users

Parents

- Supporting parents to raise their child in a digital age (digital parenting)

Seniors

- Empowering seniors to gain digital proficiency

PWDs

- Supporting access to digital services for Persons with Disabilities (PwDs)

Low-income Households

- Supporting low-income households to gain digital access

All

- Promoting responsible online behavior among Singaporeans
- Providing opportunities for Singaporeans to learn Generative AI for daily living tasks

Educating Children And Youths With Skills To Protect Themselves Online And Be Responsible Online Users

1. Teach children and/or youths priority actionable skills and behaviours to help them build confidence and resilience to navigate technology, while protecting themselves and their peers against online harms. Priority actionable skills include:

   i.   Set boundaries online – set boundaries to manage one's screen use and online interactions;

   i.   Think before you act – be mindful and discerning before you click, post or share content to protect one's digital footprint responsibly and safely;

   ii. Report inappropriate content – report harmful content and contribute to a safer online community;

   iii. Engage & Support – reach out to a trusted person and seek support proactively.

Educating Children And Youths With Skills To Protect Themselves Online And Be Responsible Online Users

2. Assist children and/or youths directly, or together with their parents, in developing habits or skills that enable them to use technology positively and wisely. This will address issues of social media isolation and passive consumption, or over-reliance on AI tools (including AI Companions and Chatbots). Programmes should be delivered through engaging formats like games or applications that specifically develop critical thinking skills (e.g. evaluating information sources and making reasoned judgements about digital content or being too dependent on AI tools such as for companionship) or encourage parent-child or inter-youth offline interaction.

3. Reach and directly teach children and/or youths to know more about online harms such as cyberbullying and the avenues of help (including supporting peers affected by cyberbullying), and remedial measures one can take if s/he encounters cyberbullying.

Supporting Parents To Raise Their Child In A Digital Age (Digital Parenting)

Parents

Support current parents to adopt actionable digital parenting skills, enabling them to guide their children in embracing technology while practicing healthy digital habits.

Key skills for parents to learn include how to support and engage children to:
i.   Set boundaries online – set clear limits to create a safe online space for your child;
ii. Think before you act – remind your child to pause and think before they act online (such as click, post or share online content);
iii. Report inappropriate content – report when your child encounters online harms such as inappropriate content;
iv. Engage & Support – create a safe space to support your child in navigating online challenges.

Recognising parents' time constraints, programmes should explore leveraging events and locations where parents frequent, and integrate learning into parents' interests and routines.

Empowering seniors to gain digital proficiency

Seniors

Develop targeted programmes to help seniors learn digital skills that are useful for their daily lives. Examples of projects include helping seniors overcome psychological barriers or pain points to digital learning^ (e.g. teach them assistive technology features) and/or adoption.

i. Projects can target seniors who face challenges in attending digital learning programmes (e.g. difficulties moving around) at SG Digital Office's over 30 perm hubs and about 200 roving counters all over Singapore, such as at libraries and community centres. For such seniors, the project should refer to IMDA's Digital Skills for Life (DSL) framework so that these seniors have essential digital skills for daily living tasks.

ii. For other seniors, projects should go beyond what is already covered in DSL framework, and show how the new proposed skills taught (outside DSL framework) would be useful for the identified groups of seniors.

^Based on IMDA's survey, common reasons cited by seniors for not wanting to learn digital skills include busy schedule, no need, no interest, and lack of confidence.

Digital Skills for Life (DSL) framework guides digital proficiency development

5 competencies and 24 topics for daily living
1. **Set up and Use Smart Devices** i. Operate hardware *(Android, iOS)* ii. Personalise software settings iii. Connect to cellular and Wi-Fi securely iv. Download apps on mobile device
2. **Explore Information Online** i. Search Engines: Find & evaluate online information using mobile devices (Google Search, Yahoo Search) ii. Generative AI: Common features and steps to use GenAI tools
3. **Communicate Online** i. Email *(Gmail)* ii. Instant Messaging *(Telegram, WhatsApp)* iii. Video Conferencing *(Google Meet, MS Teams, Zoom)* iv. Social Media *(Facebook, Instagram)*

4. **Transact Online**

i. Citizen services *(Singpass)* ii. Health *(HealthHub, Health Buddy)* iii. Learn *(NLB)*	iv. Transport *(SimplyGo & Ride hailing apps)* v. Online banking & e-payment *(Digibank apps)* vi. Online shopping *(FairPrice, Shopee)*

5. **Be Safe, Smart and Kind Online**

i. Set Strong Password and Enable 2FA
ii. Identify & Protect Devices from Malicious Software *(ScamShield)*
iii. Identify & Act against Common Scams
iv. Protect Data Privacy
v. Know & Deal with False Information and Inappropriate Content
vi. Manage Screen Time and Set Device Limits
vii. Practise Netiquette
viii. Generative A.I: Basics, risks, and identifying false information

DSL

Be Safe, Smart, Kind Online 5.
Safeguard against cyber threats; Protect personal information; Develop a positive online presence.

Explore Information Online 2.
Search, view and retrieve information online.

Communicate Online 3.
Connect with others online.

Transact Online 4.
Carry out online transactions.

Set up and Use Smart Devices 1.
Set up and operate the basic hardware and software functions of your mobile device.

NEW Enhancement of framework with Gen AI content

Supporting access to digital services for Persons with Disabilities (PwDs)

PWDs

Teach PwDs skills to navigate everyday digital platforms and services, including how to use specialised software and assistive technologies, and app features, catering to their disability types and needs (e.g. Job Access With Speech, Braille equipment, Smartphone Training and Learning Support Resource Toolkit) so that they are digitally-enabled to live more independently.

Supporting Low-income Households To Gain Digital Access

Help low-income seniors and families, such as those living in 1- and 2-room HDB rental flats, gain digital access* through innovative approaches such as localised solutions that are designed and delivered by community groups. These solutions can address any psychological concerns these low-income households may have towards digital access, and assist them in applying for subsidised digital access schemes the Government provides.

*Digital access is defined as having access to the internet and/or digital devices (i.e. smartphones and/or computers which are defined as desktops, laptops or tablets).

Promoting Responsible Online Behavior And Providing Opportunities For Singaporeans To Learn Generative AI

1. Equip specific population segments with the knowledge, skills, and values to take personal responsibility for their online safety and contribute to building a safe online environment. Programmes should foster digital citizenship (including how to be kind online), promote responsible online behaviour, and empower individuals to actively safeguard themselves and their communities online or develop a support system to strengthen resilience and help seek recourse against the online harms.

2. Develop learning programmes that reach and directly teach specific population segments (e.g. youths, homemakers, retirees, and ex-inmates) how Generative AI can enhance their daily lives, as well as responsible usage and risk awareness (e.g. AI-generated deepfakes, ability to discern when seeking emotional support or advice from AI).

Digital for Life Fund Details

Fund Parameters • Disbursement Schedule

Fund Parameters

✅ Eligibility Criteria – Non-profit Organisations

- Company Limited by Guarantee registered with ACRA
- Society registered with ROS
- Charity or Charitable Trust registered with CoC
- Co-Operative registered with Registry of Co-operative Societies
- Trade Union registered with Registry of Trade Unions

Project Duration

- Up to 24 months

Funding Support

- Up to 95% of qualifying costs, capped at $500,000 per project
- Projects will be reimbursed based on the actual costs incurred
- Supportable cost items include manpower, professional services, equipment, materials and consumables etc.

DIGITAL FOR LIFE
PLAY IT FORWARD

Disbursement Schedule (Project Less Than 18 Months)

SECOND DISBURSEMENT:
Up to 70% of approved project costs
will be disbursed based on:
1) the project meeting all deliverables in the Letter of Offer
2) Actual costs incurred; and
3) Supporting documents submitted

FIRST DISBURSEMENT:
Up to 30% of approved project costs
will be disbursed as advance

Acceptance of Letter of Offer

Project Duration (less than 18 months)

End of Project

*Disbursement schedule may vary depending on the project

DIGITAL FOR LIFE
PLAY IT FORWARD

Disbursement Schedule (Project 18 – 24 months)

Projects that are 18 – 24 months would usually have a mid-term milestone (i.e., total of 3 milestones)

FIRST DISBURSEMENT
Up to 15% of approved project costs will be disbursed as advance

THIRD DISBURSEMENT
Up to 35% of approved project costs will be reimbursed upon meeting the project deliverables, the actual costs incurred and submission of required documents

Acceptance of Letter of Offer

Project Duration (18 – 24 months)

End of Project

SECOND DISBURSEMENT (MID-TERM MILESTONE)
Up to 35% of approved project costs and 15% advance will be disbursed upon meeting the project mid-term deliverables, the actual costs incurred and submission of required documents

For example, a project awarded a grant of $100,000 will have the following disbursement schedule:

First Disbursement:
- 15% advance - $15,000

Second Disbursement:
- Reimbursement of up to $50,000 based on actual qualifying expenses incurred, on a cumulative basis
- 15% advance upon meeting the mid-term milestones - $15,000

Third Disbursement:
- Reimbursement of up to $100,000 based on actual qualifying expenses incurred, on a cumulative basis

DIGITAL FOR LIFE
PLAY IT FORWARD

What Makes A Good Project?

Scale
Projects that have a sizable number of beneficiaries (>500)

Digital Gap
Projects that address the themes for this grant call

Impact Measurement
Measure achievement of desired outcomes such as change in attitude, ability or access to resources

DIGITAL FOR LIFE
PLAY IT FORWARD

Digital for Life Fund Application

Overview of application process • Application form • Budget form • Supplementary documents

Application Timeline & Process Overview

1. PREPARE

- Download & complete project proposal form (including budget)
- Prepare supporting documents & information

2. SUBMIT

Submit your application online between **1 April to 28 June 2026**

3. EVALUATION

Selected applicants may be requested to present to the Fund's Steering Committee **(~Sept 2026)**

4. NOTIFICATION OF DECISION

Results are estimated to be made known in **Oct 2026**

Between 1 April and 10 June 2026:
Need help to refine your ideas into feasible project plans?
Submit a **draft project proposal (with budget)** and email us at
DFL_Fund@imda.gov.sg to arrange for a 1-to-1 consultation.

More resources can be downloaded on DfL Fund Website

DIGITAL
FOR LIFE
PLAY IT FORWARD

Completing Your Project Details Section

Application form:

Project Title
Provide a succinct title for your project (maximum 6 words) suitable for publicity materials. Avoid using words like "project" or "programme".

Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Project Duration (in months)
[Click to select a date.	[Click to select a date]	[

Project Scope
Describe your project's objectives, target demographic, geographical areas, digital-related focus areas and/or technology involved, content outline and delivery methods, outreach plans, and impact measurement approach.

Project Remarks
Provide your project timeline, trainer and facilitator vs beneficiary ratio, safety plan (for outdoor activities) and additional implementation details.

Title

If application is successful, same title should be used in project's publicity materials

Start & End Date

- This will be the "qualifying period" of the project
- Funding will only cover approved costs incurred during this period. E.g., if project start date is 1 Jan 2027, costs incurred in Dec 2026 will not be covered
- Recommendation: Projects to start in the following year.

Scope

- Do not add tables
- Minimise usage of bulleting; Don't use ●

Remarks

- For project information not stated in scope
- If proposal includes outdoor activities, e.g., drone flying, learning journey, provide safety plan.

Setting Up Your KPIs and Deliverables

Application form:

Project KPIs

Provide at least 1 KPI on number of beneficiaries reached and 1 tracking indicator to measure project's impact. Add more rows if required.

Name of KPI	Target Type	Value
KPI example: Number of adults attending workshop on Gen AI	Number	500
Tracking indicator example: Percentage of quiz respondents score at least 80% in a quiz on Gen AI.	Percentage	80
	Select...	
	Select...	

Project Deliverables

Projects less than 18 months have at least 2 milestones and projects more than 18 month have at least 3 milestones. Ensure that the project deliverables align with the KPIs listed in the KPI table. Deliverable #1 is mandatory.

S/N	Deliverable Name	Due Date (dd/mm/yyyy)
1.	Sign and return the Acceptance of Letter of Offer to IMDA	\<project start date\>
2.	(For projects ≥ 18 months) Midterm milestone Example: Achieving or part thereof: 1) 250 adults attended workshop on Gen AI KPI Tracking Indicator: 80% of quiz respondents score at least 80% in the quiz on Gen AI	
3.	Final milestone Example: Achieving or part thereof: 1) 500 adults cumulatively attended workshop on Gen AI KPI Tracking Indicator: 80% of quiz respondents score at least 80% in the quiz on Gen AI	\<project end date\>

KPIs

- Number of beneficiaries should be unique individuals
- Factor in attrition rate when setting KPIs
- Combine target segments into 1 KPI if there is only 1 modality proposed
- Use the subheader "Tracking indicator" for clarity.

Deliverables

- Do not edit Deliverable Name of S/N 1
- Due date of S/N 1 should <u>tally</u> with proposed Start Date.
- For projects ≥ 18 months, mid-term target should be at least 50% of proposed KPI
- Due date of final milestone should <u>tally</u> with proposed End Date

Note: Due date excludes typical 3 additional months provided project's qualifying period for grantees to submit collated results

DIGITAL FOR LIFE
PLAY IT FORWARD

Defining Target Segment And Long-term Plans

Application form:

Target Segment You may select more than one, if applicable.		Number of Beneficiaries Total number should tally with the total number of beneficiaries stated under Project KPIs (excluding tracking indicators).
Children (below 13 years)	☐	
Youths (13-25 years)	☐	
Adults (26-59 years)	☐	
Seniors (60 years and above)	☐	
Persons with disabilities	☐	
Others Please specify:	☐	

Long-Term Plans
Outline strategies for ensuring project sustainability and scalability beyond the funding period. Explain how your company will maintain/continue the project after the initial funding period ends.

Target Segment

- Provide estimated breakdown of the KPI according to target segment.
- Total number of beneficiaries in the breakdown should <u>tally</u> to KPI value proposed
  e.g., if target segment breakdown is 200 children and 300 adults, KPI value should be 500.
- If age range of beneficiaries provided in template is insufficient, e.g., only sign-ups of young seniors aged 40 and above accepted, add a note to the relevant cell of "Number of Beneficiaries" column

Long-term plans

- Explain how your organisation will maintain/continue the project after the initial funding period ends, and any project sustainability and scalability plans

DIGITAL FOR LIFE
PLAY IT FORWARD

Documenting Collaborations And Experience

Application form:

Collaborations

Describe partnerships, collaborations or sponsorships integral to your project. Indicate the status of engagement with your partners: (a) Partners you are <u>planning</u> to contact, (b) Partners you have already <u>discussed</u> with, and (c) Partners who have <u>confirmed</u> their involvement in the project. Do not list any vendors in this section.

S/N	Name of Partner(s) / Sponsor(s)	Involvement in Project and/or sponsorship amount	Status (Planning/ Discussed/ Confirmed)
1.			
2.			

Company's Experience

Highlight relevant company's experience, providing recent examples of similar work or projects.

Project Period (mmyy-mmyy)	Project Details

Project Team's Experience

List key team members, their roles in the project, and relevant experience. Do not list any vendors in this section.

S/N	Name	Role in Project	Relevant Experience	Full-Time Equivalent?
1.		e.g. project coordinator	e.g. XX years of experience in liaising with community partners, recruitment of participants, preparing logistics & materials, tabulating & compiling results, and reports submission.	Yes/No
2.				

Partnerships and Collaborations

- List community partners that the project team will collaborate with and specify their roles in the project (e.g., SSAs to reach out to xxxx participants, xx Community Centre to provide classrooms for workshops) and status of partnership.
- Declare any additional sponsorship/funding for proposal and status of funding.
- Project owners should preferably establish relevant partnerships for the project before applying for the fund (e.g., Community Centres providing classrooms).

Company/Project Team Experiences

- Highlight company's relevant experience to proposed activities, providing recent examples of similar work or projects, e.g., occurring in 2025/2026.
- List key team members, their roles in the project, and relevant experience.

DIGITAL FOR LIFE
PLAY IT FORWARD

Project Budget - Cost Categories

- State all necessary project costs (excluding GST) in the budget; GST is not supported
- Only approved items are eligible for reimbursement

✅ Supportable Cost Categories	❌ Not Supported
Manpower	
• Only cover the **period spent on the projec**t and must be justified by the staff's work scope • Only **basic salary and employer's CPF**	Bonuses, increments, or indirect manpower costs (e.g., founder, senior management, stakeholder, clerical staff, ex-gratia, retrenchment, termination salary)
Equipment (Hardware & Software)	
For **purchase or rental of equipment** such as laptops, mobile phones, software licenses, etc.	Organisation's assets and capital expenditure, including company registration and start-up cost are not supported
Materials & Consumables	
Workshop materials, advertising or publicity collaterals	
ICT Services	
Fee-based charges for data storage and internet connectivity e.g., website hosting, data/connectivity subscription fee	Organisation's normal business operational cost, e.g., Office WiFi connectivity costs

Project Budget - Cost Categories

- State all necessary project costs (excluding GST) in the budget; GST is not supported
- Only approved items are eligible for reimbursement

✔ ✖

Supportable Cost Categories	Not Supported
Professional Services	
Services provided by **third parties**, e.g. events company, advertising, production, editorial, web designers	Bonuses, increments, or indirect manpower costs (e.g., founder, senior management, stakeholder, clerical staff, ex-gratia, retrenchment, termination salary)
Others	
Venue rental, transport and logistics costs, volunteer stipends, intellectual properties (Public entertainment license, copyright license, trade fair permits)	Operational costs e.g. office rental, office utilities, bank charges, legal fees, cash prizes, entertainment costs, travel and accommodation costs, expenses incurred for fund-raising activities

Budget - Manpower

(a1) MANPOWER (LOCAL) – Singaporeans and Singapore Permanent Residents only

S/No.	Name*	Designation	NRIC	Nationality	Role in the Project*	New / Existing Employees*	Monthly Salary (SGD)*	Project Involvement (In months)*	Total Submitted Cost (SGD)*	Applicant Remarks
1									-	
2									-	
3									-	
4									-	
								Total	-	

Manpower Costs

- All fields with an asterisk are compulsory.
- If staff assigned may change during project implementation, state "TBC" under "Name" and "Designation".
- Each row under MANPOWER (LOCAL) or MANPOWER (FOREIGN) refers to 1 headcount, e.g., If 2 executives performing marketing scope will be hired, fill in 2 rows under proposed manpower cost.
- Project involvement (in months) should only cover estimated involvement in project. E.g., if a full-time employee is estimated to work on project 30% of the 2-year project, state 7.2 (=30% x 24 months) and not 24.
- Further details can be stated under Applicant Remarks, e.g., Calculation for project involvement value proposed, linkage of role in the project to specific proposed activity.

DIGITAL FOR LIFE
PLAY IT FORWARD

Budget – Suppliers, Related Party Transactions, Internal Costs

	J	K	L	M	N	O	P	Q	R	S	T
			Supplier's Details				Related Party Transaction			Internal Cost	
	Has a vendor been identifed?* If yes is selected, please update Supplier's Details, Related Party Transaction and Internal Cost	Supplier Name	Local/Foreign* Use dropdown function	Entity /Individual* Use dropdown function	UEN/Registration No.	NRIC/FIN/Passport	Relation to Recipient	Basis for deriving Transaction amount	Rationale for using related supplier	Basis for deriving the amount	Rationale for charging internal costs to the Project (instead of outsourcing)
	Yes										
	No										

Vendor Identification & Supporting Documents

- If vendor engaged may change during project implementation or has not been finalised, select "No".
- Provision of quotations, screenshots of online prices, published rates, past invoices of similar service are required and should form the basis for proposed budget but does not imply that vendor has been finalized.
- Quotations provided should have **6-month validity** to allow sufficient time for funding approval

Related Party Transactions

Related parties include (but are not limited to) subsidiaries, associated companies, joint ventures, key management staff and their close family members.

Internal Costs

Costs from other departments within the same company (e.g. paying your company's marketing team for publicity efforts)

DIGITAL FOR LIFE
PLAY IT FORWARD

Supporting Documents To Complete Application

- <u>1st zipped file containing:</u>
  - ❖ Completed Digital for Life Fund Project Proposal form in Word format
  - ❖ Any other supporting documents (e.g., workshop outline, research materials, presentation slides)
- <u>2nd zipped file containing:</u>
  - ❖ Completed budget form in Excel format
  - ❖ Supporting documents for project costs (e.g., quotations, pricelists, past invoices)
- <u>3rd zipped file containing</u>
  - ❖ Latest audited financial statements
    - ❑ If there is no audited financial statement, provide:
      - ▪ a copy of management accounts (e.g., Balance Sheet and Profit and Loss Statement, etc.), and
      - ▪ Signed Director's declaration of unaudited financial statement
  - ❖ Entity registration documents with the respective regulatory bodies, dated **no older than 6 months** from the application date.
    - ❑ Company Limited by Guarantee: ACRA BizFile (Refer to Image A)
    - ❑ Societies: Latest annual returns on ROS (Refer to Image B)

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY (ACRA)

bizFile⁺

INFORMATION RESOURCES

WHILST EVERY ENDEAVOR IS MADE TO ENSURE THAT INFORMATION PROVIDED IS UPDATED AND CORRECT. THE AUTHORITY DISCLAIMS ANY LIABILITY FOR ANY DAMAGE OR LOSS THAT MAY BE CAUSED AS A RESULT OF ANY ERROR OR OMISSION.

Business Profile (Company) of

Date: 20/05/2021

The Following Are The Brief Particulars of :

UEN	:
Company Name.	:
Former Name if any	:
Incorporation Date.	:

Image (A) above: ACRA Bizfile
Image (B) below: Annual returns

Registry of Societies
ICA Building 10 Kallang Road #06-00
Singapore 208718
Tel: 63916325 Fax: 62934489
www.ros.mha.gov.sg

Annual Returns

UEN:

Name of Society:

Place of Business:

Local Contact No :+65

Local Fax No :+65

Date of Annual General Meeting:

Reporting Year of Annual Returns:

Reporting Period for Statement of Accounts From:

Data deleted

Supporting Documents To Complete Application

- 3rd zipped file containing
  - ❖ Entity registration with the respective regulatory bodies, dated **no older than 6 months** from the application date.
    - ❑ Charities (that are not CLGs or Societies), Co-operatives, Trade Unions: Screenshot of entity's status.
    - Example, for charities:
      - ▪ Search for your organization on Charities portal
      - ▪ Click Organisation Profile (Refer to Image C)
      - ▪ Save the webpage containing Organization Profile as a PDF (include header option)
      - ▪ If there are multiple pages listing "Governing Board Members/ Trustees", screenshot all pages with header option selected (Refer to Image D).
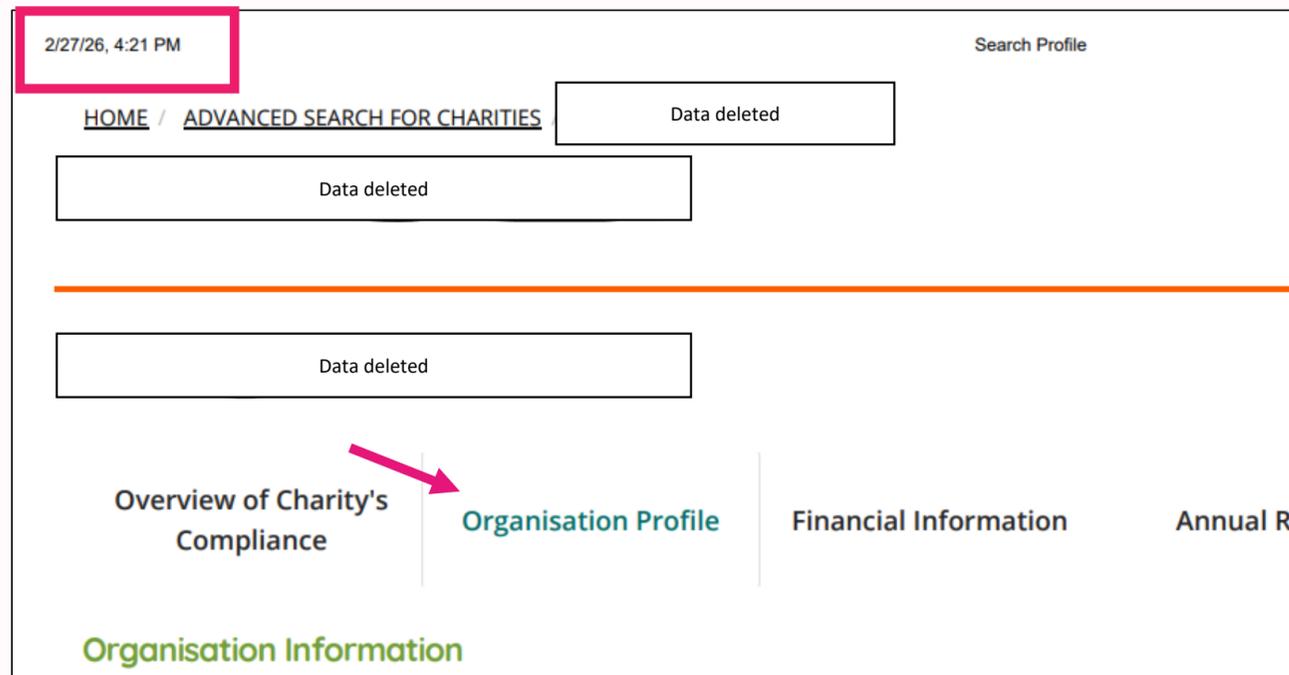
Image (C)
PDF sample of search on Charities Portal
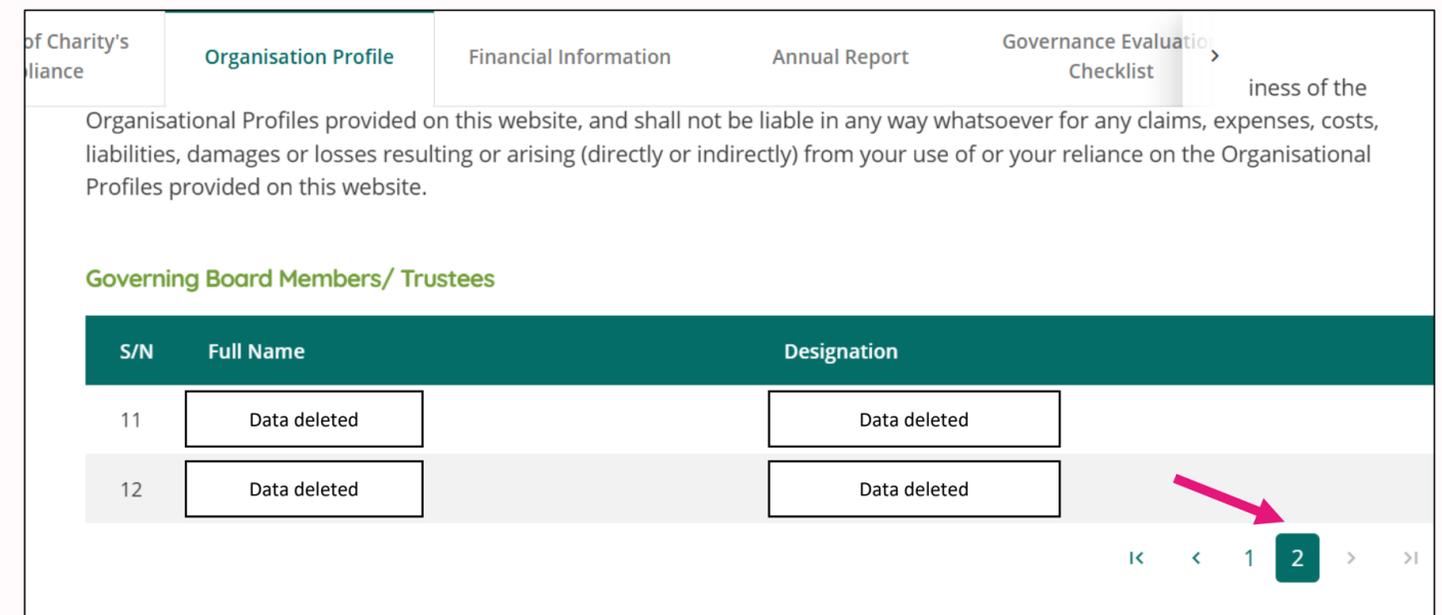
Image (D)
Screenshot sample of 2nd page of governing board members/trustees on Charities Portal

Online Submission

Submit on [Digital for Life website](#)

- Login using CorpPass
- Provide organisation details - registered name, UEN, entity type, registered address, website, description of company, principal activity, full-time staff employment size, staff turnover rate
- Select applicable Theme of the project proposal
- Provide contact details of submitter, alternate contact person and Letter of Offer Addressee (Addressee should be a Director named in ACRA Biz Profile/ a member of Senior Management)
- Upload supporting documents in 3 zipped files
- Declarations

Note: Incomplete or late submissions may be rejected.

FOLLOW US ON SOCIAL MEDIA & VISIT OUR WEBSITE

@digitalforlife.sg   digitalforlife.gov.sg

Email us at DfL_Fund@imda.gov.sg

INFOCOMM
MEDIA
DEVELOPMENT
AUTHORITY