

DIGITAL FOR LIFE FUND FAQs (For non-profit organisations only)

1. What is Digital for Life Fund?

The Digital for Life Fund is established as part of the Digital for Life movement. It provides an avenue for those who are keen to contribute financially to the Digital for Life cause. All donations received will be matched dollar-for-dollar by the Government.

The donations will be used to support community projects as part of the Digital for Life movement, as well as co-payments of more beneficiaries under IMDA's Digital Access Programme.

2. What is the impetus for setting up the Digital for Life Fund?

COVID-19 has disrupted Singaporeans' daily lives and made evident the importance of closing the digital gap, especially among low-income families with school-going children and seniors. During the COVID-19 period, we have seen growing public and industry interest to contribute to such a cause. To harness this interest, the Digital for Life Fund is set up as an avenue for those who are keen to contribute financially to the digital inclusion cause. The funds raised will support ground-up initiatives as part of the Digital for Life movement.

DONATIONS

3. How do I contribute to the Digital for Life Fund?

Individuals can donate via <https://www.giving.sg/donate/campaign/digital-for-life>. For corporate donors, please contact Community Chest at ncss_comchest@ncss.gov.sg or 6210 2500.

4. Is there a minimum donation amount to qualify for tax deduction?

Donations of \$10 and above to Digital for Life Fund are eligible for 250% tax deduction.

5. Will my organisation receive a tax deduction for the donation to the cause?

If the donation was made by your organisation, your organisation will qualify for tax deduction.

6. Who will issue the tax-deductible receipt for my donation?

IMDA has partnered with Community Chest to facilitate community donations to the Digital for Life Fund. Regardless of the donation amount, Community Chest will help to submit your tax deduction to IRAS provided you furnish your identification number when making a donation, or as advised by personnel from Community Chest for corporate donation.

CALL FOR PROPOSALS

Eligibility

7. Who is eligible for funding support?

A non-profit organisation that is a Public Company Limited by Guarantee with the Accounting and Corporate Regulatory Authority (ACRA), or Society registered with Registry of Societies (ROS), or Charitable Trust registered with the Commissioner of Charities (COC), or Co-Operative registered with the Registry of Co-operative Societies, or Trade Union registered with Registry of Trade Unions.

8. Why is the Digital for Life Fund restricted to charities and non-profit organisations?

With the Fund comprising both donations and government matched grant, it will not be used to fund projects by commercial or for-profit organisations. Therefore, only charities and non-profit organisations are eligible to apply for the Fund.

Funding Scope

9. How much funding is given?

The Digital for Life Fund provides funding of up to 95% of supportable costs, capped at \$500,000 per project, and project duration for up to 2 years.

10. What kind of projects can the Digital for Life Fund support? What are some examples of projects that can be supported by the Digital for Life Fund?

You can refer to the objectives of Digital for Life movement on [Digital for Life Movement & Fund](#) and past projects found on [Digital for Life \(Stories\)](#). We recommend proposals to have a sizable number of beneficiaries.

11. Can I apply for other funding support for the same project?

The Digital for Life Fund does not prohibit applicants from seeking other sources of funding, except from another government entity. However, applicants will need to declare any other funding sources and/or grant(s) applied for or received and ensure that no double funding on the project cost items.

12. Can I apply for block budget while I work on the project design?

Applicants must present the project design clearly in the application form including justifications on the need for project, project execution plan and outcomes, and a detailed breakdown of cost items with quotations for review.

13. What are the types of expenses that can be supported under the Digital for Life Fund?

Expenses directly linked to outcomes aligned with Digital for Life and listed as supportable costs in [Table 1](#) below can be considered for support when stated in the budget form of application.

TABLE 1

Supportable Costs	Non-Supportable Costs
<ul style="list-style-type: none"> Manpower Equipment (hardware and software) ICT services (fee-based charges for data storage and internet connectivity e.g. hosting, data subscription fee) Materials and consumables (e.g. production of publicity materials) 	<ul style="list-style-type: none"> Indirect manpower costs (e.g. founder, senior management, clerical staff, ex-gratia, retrenchment, termination salary) Bonuses and increment (under manpower costs) Operational cost (e.g. office rental, utilities charges of office space, bank charges, legal fees)

<ul style="list-style-type: none"> • Professional services (services provided by third parties and the contractors shall not be staff of the applicant e.g., event management, editorial) • Venue rental • Transport and logistics costs • Volunteers' meals and transport costs 	<ul style="list-style-type: none"> • Organisation's assets and capital expenditure, including company registration and start-up cost • Cash prizes • Entertainment costs • Travel and accommodation costs • Expenses incurred for fund-raising activities • Goods and Services Tax (GST) • Training (e.g., upskilling) of employee(s)
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14. Can Digital for Life Fund support projects that have commenced?

Funding will only cover the qualifying period of the approved project. It is recommended that projects commence after award of funding.

15. Does the Digital for Life Fund support multiple applications by the same organisation?

It is recommended that an organisation focus on one project. If the same project scope is implemented in multiple centres operated under the same organisation, the project should be submitted as one proposal.

Application Process

16. What do I need to submit during my application for Digital for Life Fund?

CorpPass is required to make a submission. Kindly include the following documents as part of your submission:

- Completed project proposal form and budget form
- Organisation's latest audited financial statements (Audited financial statements that are not more than 2 years from the current financial year-end of the company.)
- Copy of entity registration with the respective regulatory bodies (Latest Organisation's ACRA business profile dated not more than 6 months from the date of application submission, or other forms of registration documents bearing UEN of the organisation, such as ROS annual returns for societies, that is dated not more than 6 months from the date of application submission, if organisation is not ACRA registered.)
- Cost items in Budget should be supported with quotations with preferably 6 months validity; or invoices or receipts for past items or services; or links to published rates.
- Any other relevant supporting documents

17. What do I state in the budget form if I propose to hire a new headcount for the project or have not decided on the Supplier to engage?

Indicate "TBC" for Name of Personnel and Name of Supplier. Quotations or alternative documents showing the basis of proposed cost should still be provided when Name of Supplier is "TBC".

18. Can I submit my application without the complete set of documents and/or after the application window closes?

Please ensure all required documents stated in the application form are submitted before the application window closes. Application without the complete set of documents and/or submitted after the application window closes may be rejected by IMDA.

19. How should I state my deliverables targets in the application form?

Project teams of proposals reaching out to multiple population segments e.g., 150 children and 150 parents attending 2 workshops on digital wellness should state 300 participants as target number of deliverables instead of 600 participants.

20. How are applications evaluated?

The applications are evaluated by a committee comprising representatives from the People, Private and Public sectors based on merits of the project, organisation capacity and track records to execute the project. Selected applicants may be required to present about their project to the Digital for Life Fund steering committee. Please refer to ANNEX A for the list of committee members.

21. When will applicants receive the results of their applications?

Results are estimated to be made known 4 months from the end of application window.

Disbursement Schedule and Claims

22. What are the disbursement schedules for projects less than 18 months and projects between 18 – 24 months?

Projects will be reimbursed based on the actual costs incurred.

- a. Disbursement schedules for projects less than 18 months:
 - First milestone: Up to 30% of total approved project costs will be disbursed upon acceptance of Letter of Offer.
 - Second milestone: Up to 70% of total approved project costs will be reimbursed based on actual costs incurred, subject to achievement of deliverables and submission of required documents.
- b. Disbursement schedules for projects between 18 - 24 months:
 - First milestone: Up to 15% of total approved project costs will be disbursed upon acceptance of Letter of Offer.
 - Second milestone: Up to 50% of total approved project costs will be reimbursed based on actual costs incurred, subject to achievement of deliverables and submission of required documents.
 - Third milestone: Up to 35% of total approved project costs will be reimbursed based on actual costs incurred, subject to achievement of deliverables and submission of required documents.

23. How long is the fund disbursement period?

The disbursement period may take 3 months after all required documents are completed and submitted for claim submission. Refer to TABLE 1 for Supportable and Non-Supportable Costs under the Digital for Life Fund.

24. For other enquiries, please email to DfL_Fund@imda.gov.sg

ANNEX A
DIGITAL FOR LIFE FUND STEERING COMMITTEE

Role	Name	Designation, Organisation
Chairperson	Mr Ng Cher Pong	Chief Executive, Infocomm Media Development Authority
Members	Mr Mohamed Fareez Bin Fahmy	Chief Executive Officer, Allkin Singapore
	Dr Jenny Tan	Head, Group of Internal Audit, CapitaLand Investment Ltd
	Dr Paul Tan	Chief Executive Officer, Community Foundation of Singapore
	Mr Shekaran Krishnan	Partner, Ernst & Young LLP
	Mr Glen Francis	Strategic Advisor, Google Cloud, Google Asia Pacific
	Mr Bernard Toh	Deputy Chief Executive, Strategy, Corporate & Governance, Government Technology Agency
	Mr Steve Loh	Executive Director, Lien Centre for Social Innovation, Singapore Management University
	Ms Cynthia Leow	Deputy Secretary (Community and Youth), Ministry of Culture, Community & Youth
	Mr Tan Pei-En	Deputy Secretary (Digital Society and Development), Ministry of Digital Development and Information
	Mr Lim Shung Yar	Chief Executive Officer, National Council of Social Service
	Ms Ong Bee Lee	Assistant Chief Executive, Content & Services Group, National Library Board
	Mr Nicholas Lee	Chairman, SGTech
	Mr Sam Liew	Past President and Fellow, Singapore Computer Society
	Dr Chew Han Ei	Associate Director (Impact), Office of Impact, Singapore Management University; Adjunct Senior Research Fellow, Institute of Policy Studies, National University of Singapore
	AP Dr Razwana Begum Abdul Rahim	President, Singapore Muslim Women's Association (PPIS)
Mr Sng Ren Yeong	Chief Executive Officer, Temus Pte Ltd	
Mr James Tan	Chief Executive Officer, TOUCH Community Services	
Secretariat	Ms Wong Shiow Pyng	Director, Digital for Life Fund, Infocomm Media Development Authority