

## 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 the flagship fund 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 needy 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 3P efforts and ground-up initiatives as part of the Digital for Life movement.

## DONATIONS

### 3. How do I contribute to the Fund?

To make an online donation to the Digital for Life Fund, visit <https://www.giving.sg/donate/campaign/digital-for-life-2024>.

For corporate donation to the cause, please contact Community Chest at [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg) or at 1800 210 2600.

### 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 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 as long as you provide your identification number when making a donation, or as advised by personnel from Community Chest for corporate donation.

### 7. Does Digital for Life solicit funds from individuals?

No, the Digital for Life Fund will not solicit funds from individuals. Donations must be made through [giving.sg](https://www.giving.sg).

## CALL FOR PROPOSALS

### A. Eligibility

#### **8. 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.

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

With the Fund comprising 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.

### B. Funding Scope

#### **10. How much funding is given?**

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

#### **11. 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 \(Stories\)](#).

#### **12. 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. However, applicants will need to declare any other funding sources and/or grant(s) applied for or received and ensure no double funding on the project cost items.

#### **13. 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 outcome, and a detailed breakdown of cost items with quotations for review.

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

**TABLE 1**

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

<ul style="list-style-type: none"> <li>• Materials and consumables (e.g. production of publicity materials)</li> <li>• Professional services (services provided by third parties and the contractors shall not be staff of the applicant e.g., event management, editorial)</li> <li>• Venue rental</li> <li>• Transport and logistics costs</li> <li>• Volunteers' meals and transport costs</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation's assets and capital expenditure, including company registration and start-up cost</li> <li>• Cash prizes</li> <li>• Entertainment costs</li> <li>• Travel and accommodation costs</li> <li>• Expenses incurred for fund-raising activities</li> <li>• Goods and Services Tax (GST)</li> </ul>
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**15. 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.

**16. 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.

C. Application Process

**17. What do I need to submit during my application for Digital for Life fund?**

Include the following documents as part of your submission:

- Completed project application form and budget
- Curriculum vitae of each member of the entire project team
- 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 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; or salary slips for existing manpower
- Any other relevant supporting documents

**18. 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 Vendor/Supplier to engage?**

Indicate TBC for Name of Personnel and Name of Vendor/Supplier.

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

Do 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 will not be accepted by IMDA.

**20. How are applications evaluated?**

Applications are evaluated by a committee comprising representatives from the 3P sectors based on merits of the project, organisation capacity and track records to execute the project. 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.

**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.

Disbursement schedules for projects less than 18 months:

- **First milestone:** 30% of total approved project costs will be disbursed upon acceptance of Letter of Offer.
- **Second milestone:** 70% of total approved project costs will be reimbursed based on actual costs incurred, subject to achievement of deliverables and submission of required documents.

Disbursement schedules for projects between 18 - 24 months:

- **First milestone:** 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.

**For other enquiries, please email to [DfL\\_Fund@imda.gov.sg](mailto:DfL_Fund@imda.gov.sg)**

**ANNEX A**
**DIGITAL FOR LIFE FUND STEERING COMMITTEE**

<b>Name</b>	<b>Designation, Organisation</b>
<b>Public sector</b>	
Mr Lew Chuen Hong (Chairman)	Chief Executive Officer, Infocomm Media Development Authority
Ms Hing Nguk Juon Amy	Deputy Secretary (Community and Youth), Ministry of Culture, Community & Youth (MCCY)
Mr Sim Feng-ji	Deputy Secretary, Smart Nation and Digital Government Office
Ms Tan Li San	Chief Executive Officer, National Council of Social Service
<b>People sector</b>	
Mr Aow Jia Rong	President, SCS Youth, Singapore Computer Society
Ms Hazlina Abdul Halim	President, Singapore Muslim Women's Association
Mr John Ang	President, Fei Yue Community Services
Ms Soh Swee Ping	Chief Executive Officer, Council for Third Age
Mr Tony Soh	Chief Executive Officer, National Volunteer & Philanthropy Centre
<b>Private sector</b>	
Mr Lien Choong Luen	General Manager, Gojek Singapore
Dr Mohamed Elmie Bin Nekmat	Associate Professor, Communications and New Media, National University of Singapore
Mr Quek Siu Rui	Co-Founder & Chief Executive Officer, Carousell
Ms Varsha Bipinchandra	Chief Financial Officer, Rekanext Capital
Mr William Ang	Chief Technology and Operations Officer, Singapore and ASEAN markets, Standard Chartered Bank
Mr Wong Wai Meng	Chairman, SGTech
Ms Yeo Lik Khim	Partner, KPMG