



# Digital for Life Fund Briefing Session

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16 April 2024

**Fund Eligibility: Non-profit Organisations only**

# Agenda

01

## **Introduction to the DfL Fund**

Details of the Fund DfL • DfL Fund focus areas

02

## **Other Resources**

1-to-1 Consultation

03

## **How to Apply for the DfL Fund**

Application form • Budget form • Disbursement schedule • Other documents



# Digital for Life (DfL) Movement

“ The Digital for Life movement and Fund brings us a step closer to achieving Singapore’s vision of becoming a digitally-inclusive society. ”

Ex-President Halimah Yacob  
Patron, DfL movement  
8 February 2021

Launched by ex-President Halimah Yacob on 8 February 2021, the DfL movement aims to galvanise the community to help Singaporeans **embrace digital learning as a lifelong pursuit**, and to **enrich their lives through digital**.

## Details of the Fund



### 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

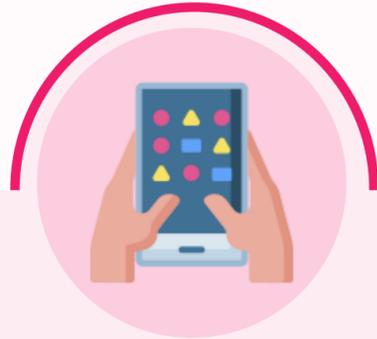
- Up to 24 months



### Funding Support

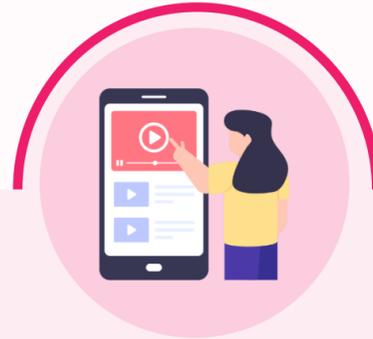
- Up to 95% of qualifying costs, capped at \$500,000 per year
- Projects will be reimbursed based on the actual costs incurred

## DfL Areas of Focus



### Digital Access

Expanding digital access among disadvantaged groups, especially lower-income families, seniors and vulnerable groups more comfortable with vernacular languages



### Digital Proficiency & Future Readiness

- Teaching digital skills, including the Digital Skills for Life to the less-digitally proficient and vulnerable groups
- Helping society appreciate emerging technology such as Generative AI, including the use of Gen AI tools in daily life while understanding their risks



### Digital Safety & Security

Promoting safe and responsible practices when going online, as well as understanding the opportunities and threats

• Parents & Youth

• Women

• Seniors

• PwDs

• Low Income

• Community

# What makes a good project?

In addition to aligning with the DfL areas of focus, projects should also have scale and impact



## Scale

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



## Impact

Projects that address the problem statements for this grant call

# Other Resources: 1-1 Consultation Session

# 1-1 Consultation Session

Request for a session by sending a draft of the application form to [DfL\\_Fund@imda.gov.sg](mailto:DfL_Fund@imda.gov.sg) by **5 May 2024**

- Ensure that project idea aligns with **DfL focus areas** and/or **problem statements**
- Submission of budget form, declaration form **not required**

DfL Fund will arrange for a one-time 1-1 consultation session

- Consultation sessions will be held within the week of 13 – 14 May
- Estimated duration: 30 mins

Revise (if necessary) and submit completed application form by **30 June 2024**

- A complete submission includes:
- Application Form
  - Budget Form
  - All other supporting documents - declaration form, entity registration, CVs, quotations, etc.

# Digital for Life Fund Application form

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QR code to download application form:



<https://go.gov.sg/df1-2024-application-form>

# Project Scope

### 3. Project Focus

Select more than one, if applicable.

<input type="checkbox"/> <b>Digital Access</b> – Expanding digital access among disadvantaged groups, especially lower-income families, seniors and vulnerable groups more comfortable with vernacular languages	<input type="checkbox"/> <b>Digital Proficiency and Future Readiness</b> – Teaching digital skills, including the Digital Skills for Life, to the less-digitally-proficient and vulnerable groups – Helping the community appreciate emerging technology such as Generative AI, such as the use of Gen AI tools for daily living while understanding its risks	<input type="checkbox"/> <b>Digital Safety and Security</b> – Promoting safe and responsible practices when going online, as well as understanding the opportunities and threats
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Project scope should focus on at least one of the Digital for Life focus areas above

## Project Start / End Date

5. Intended Project Start Date and End Date : *dd/mm/yyyy to dd/mm/yyyy*

- This is known as the “**qualifying period**” of the project
- Funding will only cover costs incurred during this period (for e.g., if the project start date is Dec 2024, costs incurred in Nov 2024 will not be covered)
- Projects should only commence after approval
- Recommend for projects to start from January 2025 onwards

## Landscape Scan & Needs Assessment

### 6. Landscape Scan & Needs Assessment for Project

*Provide an overview of the current landscape and identify the gaps or needs, with supporting data/evidence and information on how the data/evidence is gathered. If your project proposal addresses any of the latest Digital for Life Fund problem statements, please state them.*

- The identified **gaps or needs in the community** should form the basis of the project
- The gaps identified should be consistent with **the intended beneficiaries** of the project. If a digital literacy gap has been identified among seniors, the beneficiaries stated should be seniors
- Consider how the proposed project **compare to similar programmes** in Singapore. Demonstrate how the project differs or enhances existing programmes
- State the DfL problem statement that the project intends to address and elaborate on how the project does so

# Project Design



## Objective

- What does the project aim to achieve?



## Beneficiaries

- Who are the beneficiaries?  
E.g., youth-at-risk aged 14 – 20, seniors without data plans
- How to ensure they are correctly identified?  
E.g. collaborate with SSAs who work with youth-at-risk



## Publicity Plans

- How you will reach your intended beneficiaries for the event/workshop, or general public for awareness



## Implementation

- How the project will be implemented
- (e.g., Content/curriculum of the workshop; how, when and where the workshops/event will be conducted; what and how content or app is produced, etc.)

# Value Proposition / Outcome

## 8. Value Proposition / Outcomes<sup>1</sup>

*Articulate the impacts/outcomes of the project, how it supports the objectives of Digital for Life, and the key difference it will make to the beneficiaries. Describe any behavioural/mindset change in the target segment(s) that the project will bring about.*

### Outcomes

- What **behavioral changes** are expected of the beneficiaries?
- E.g. through workshops, seniors will gain a better understanding of the benefits of communication apps like WhatsApp and Zoom, enabling them to easily connect with their family and friends.

### Impact

- How will the project impact be measured?
- This can be achieved through **pre- and post-workshop surveys** or **quizzes** to determine if participants have acquired digital skills or knowledge.

# Value Proposition / Outcome – Project Impact

	Deliverables with Targets	Measures
i	<p><i>E.g. Conduct minimum 20 coding workshops for minimum 500 children (10-12 years old) by Project Year 1, and cumulatively minimum 40 coding workshops for minimum 1000 children (10-12 years old) by Project End.</i></p>	<p><i>E.g. List of participants for the 60 coding workshops</i></p>



- This section refers to **project deliverables**, i.e. proposed targets for fund disbursement



- **Supporting documents to demonstrate that deliverables have been met** (e.g. participant attendance list, workshop photos, emails from community partners)

# Engaging with Partners & Managing Project Risks



## Collaboration with Partners

- List partners that the project team will collaborate with and **specify their roles** in the project (e.g., SSAs to reach out to xxx participants, xx Community Centre to provide classrooms for workshops)
- Project owners should preferably first establish relevant partnerships for the project before applying for the fund (e.g., xx Community Centres providing classrooms)



## Risk Identification & Mitigation Plans

- Describe risks that affect the **completion of the project deliverables** and mitigation plans
- E.g., if an important partner withdraws from the project, how will the team continue to meet the project deliverables? Or how will the team ensure that the project is able to recruit the minimum number of participants or volunteers?

# Digital for Life Fund Budget Form & Disbursement Schedule

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QR code to download application form containing budget form:



<https://go.gov.sg/df1-2024-application-form>

# General Notes on Project Budget

## Related Party Costs

To be declared in the **Related Party Transactions Disclosure form**, refer to the disclosure form for more details.  
(Under Section D - Project Costs)

## Internal Costs

To be declared in the **Internal Cost form**. E.g., Material, venue rental costs from other departments of the same company.

## GST

All costs listed in the budget form should **exclude GST** as it is not supportable.

## Quotation Source & Validity

Include quotations, invoices, receipts, and published rates to support project budget. Quotations should have **6-month validity** to allow sufficient time for funding approval.

## Budget

Include all necessary project costs in the budget. Only approved items are eligible for reimbursement.

# Budget Form



## Manpower Costs

Manpower costs should only cover the **man-months spent on the project** and must be justified by the staff's work scope. Only **basic salary and employer's CPF** can be funded.

Not supported: Bonuses, increments, or indirect manpower costs (e.g., founder, senior management, stakeholder, clerical staff, ex-gratia, retrenchment, termination salary).



## Equipment (Hardware & Software)

This covers **purchase or rental of equipment** such as laptops, mobile phones, software licenses, etc.

Not supported: Organisation's assets and capital expenditure, including company registration and start-up cost are not supported.



## ICT Services

**Fee-based charges** for data storage and internet connectivity e.g., website hosting, data/connectivity subscription fee.

# Budget Form

## Materials & Consumables

Workshop materials, advertising or publicity collaterals, training materials

## Intellectual Property Costs

Public entertainment license, copyright license, trade fair permits

## Professional Services

Services provided by **third parties**, e.g., web designers, events company, advertising, production, editorial fees etc.

## Other Costs

Venue rental, transport and logistics costs, volunteers' meals and transport costs

Not supported: Operational costs e.g. office rental, utilities charges of office space, bank charges, legal fees; cash prizes; entertainment costs; travel and accommodation costs; expenses incurred for fund-raising activities; GST

## Disbursement Schedule (less than 18 months)

Acceptance of Letter of Offer

Project Duration  
(less than 18 months)

End of Project

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

**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

\*Disbursement schedule may vary depending on the project

# Disbursement Schedule (18 – 24 months)\*

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

## SECOND DISBURSEMENT (MID-TERM MILESTONE)

15% of approved project costs (advance) and up to 50% of approved project costs and will be disbursed based on the standard requirements



## FIRST DISBURSEMENT

15% of approved project costs will be disbursed as advance

## THIRD DISBURSEMENT

Up to 20% of approved project costs will be disbursed based on the standard requirements

For e.g., a project awarded a grant of \$100,000 will have the following disbursement schedule:

### First Disbursement:

15% advance - \$15,000

### Second Disbursement:

15% advance - \$15,000

Reimbursement of up to \$50,000 based on actual qualifying expenses incurred, on a cumulative basis

### Third Disbursement:

Reimbursement of up to \$100,000 based on actual qualifying expenses incurred, on a cumulative basis

### Standard requirements:

- 1) Project has met all deliverables of the associated milestone in the Letter of Offer;
- 2) Actual costs incurred; and
- 3) Submission of required documents

# Other Necessary Documents

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What is considered a complete submission?

## Documents Required for a Complete Submission

1. **Completed Digital for Life Fund Application Form** in Word format with relevant declarations in Section E endorsed, and budget form attached.
2. **Entity registration** with the respective regulatory bodies, dated no older than 6 months from the application date. (More examples in the following slides)
3. Latest audited **financial statements**
4. **CV** of each member of the project team
5. Supporting documents for **project costs** (quotations, pricelists)
6. Any other supporting documents (e.g. research materials, presentation slides, etc.)

*Note: Incomplete applications may be rejected*

# Documents Required for a Complete Submission: Charity / IPC Status

Save the webpage as a PDF to show the date, which should be dated no older than 6 months from the application date

<https://www.charities.gov.sg/Pages/BasicSearch.aspx?q=>

4/23/2020 Organization Profile

Organisation Profile

Organisation Name: [Redacted]

Organisation Profile | Financial Information | Annual Report | Code Compliance

**Organisation Information**

Address:	
Website:	
Email Address:	
Telephone No.:	
Fax No.:	
Contact Person:	
Type of Entity:	
UEN No.:	
Charity Status:	
Date of charity registration:	
IPC Status:	

# Documents Required for a Complete Submission: Registry of Societies

Save the webpage as a PDF to show the date, which should be dated no older than 6 months from the application date

[https://www.ros.mha.gov.sg/egp/eservice/ROSES/FE\\_SocietySearch](https://www.ros.mha.gov.sg/egp/eservice/ROSES/FE_SocietySearch)



# Documents Required for a Complete Submission: ACRA

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY (ACRA) 

## 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	:	<input type="text"/>
Company Name.	:	<input type="text"/>
Former Name if any	:	<input type="text"/>
Incorporation Date.	:	<input type="text"/>

Date here should be no older than 6 months from the application date

You may obtain the business profile from the ACRA site:  
<https://www.acra.gov.sg/>

# Application Tips



## Application Window

The grant call will be open from **1 May – 30 June 2024**. Applicants are encouraged to send in their applications early to avoid missing the deadline.



## Declare Other Funding Support

The Digital for Life Fund does not prohibit applicants from seeking other sources of funding, except from another government entity. Applicants **need to declare any other sources of funding** (applied for or received) and ensure that there is no double funding of project cost items.



## Ensure Complete Application

Applications submitted without the complete set of documents or after the application window closes will not be accepted by IMDA.



## Application Results

Outcome of application will be made known roughly 4 months after the application window closes (i.e., around Oct onwards).

**For more information,  
please visit our website:**

[www.digitalforlife.gov.sg/Contribute/Start-a-Project](http://www.digitalforlife.gov.sg/Contribute/Start-a-Project)



If you have further  
questions, please email to  
[DfL\\_Fund@imda.gov.sg](mailto:DfL_Fund@imda.gov.sg)



**THANK YOU FOR JOINING  
THE DIGITAL FOR LIFE  
BRIEFING SESSION**