**RAHMATAN LIL ALAMIN FOUNDATION (RLAF)**

**COMMUNITY PROJECT GRANT APPLICATION**

### **INTRODUCTION**

* 1. The Rahmatan Lil Alamin (RLA) or Blessings to All Committee was set up by MUIS in 2005 for the Singaporean Muslim Community to radiate compassion and kindness to poor, needy and victims of disaster regardless of the faith, race or creed.
  2. Since the unprecedented Friday collection of over $550,000 for the tsunami victims, the Committee’s initiatives continue to receive tremendous support from the Muslim community. The RLA Foundation (RLAF) was set up in 2009 to further these aims.
  3. Our Prime Minister Lee Hsien Loong officiated the inaugural launch of the RLA Foundation on 11 July 2009.

### **OBJECTIVES**

The RLA Foundation seeks to:

* 1. To bring youths of all faiths to foster strong bonds through acts of volunteerism, develop sustainable capabilities and a culture of bringing blessings to all.
  2. To support capacity building of community leaders, youth leaders and volunteers through skills upgrading and training to undertake RLA projects
  3. To promote better understanding and cultivate stronger bonds amongst people of various faiths in Singapore so as to strengthen inter-faith understanding and race relations in Singapore through humanitarian & community development work.
  4. To offer funding support to innovative efforts and initiatives of individuals, groups and institutions who are interested in conceptualising and undertaking projects that will make a real difference in the lives of challenged communities, radiate the blessings-to-all spirit and promote community bonding and humanitarian values.

### **ELIGIBILITY & GRANT CRITERIA**

Ensure you:

* 1. Are a Singapore-registered organisation with a **UEN no.**
  2. Seek alternative funding sources (eg: Youth Expedition Project Grant, Lee Foundation, Lien Foundation, etc) and carry out your own separate fundraising for your proposed project.
  3. Ensure your proposal includes all the necessary details such as programme, budget and timeline.

Ensure your proposed project:

* 1. Develops capacity of volunteers and participants of the project.
  2. Serves local Singaporean beneficiaries. For overseas projects, it is mandatory to have 1 pre and 1 post Community Involvement Projects for local beneficiaries.
  3. Promotes better understanding and cultivate stronger bonds within and amongst different communities in Singapore.
  4. The starting date is at least 3 months before the date of submission.

### **EVALUATION POINTS**

We will give **evaluation points** to projects that show:

* 1. Good knowledge of targeted beneficiary and their needs.
  2. Well defined objectives, outcomes, timelines, evaluation and success measures.
  3. Realistic budgeting for the proposed project.
  4. Strong project and financial management capacity, including fundraising.
  5. Able to attract new participants.
  6. Sustainable and enduring in its impact.
  7. Able to increase public awareness of the foundation’s objectives.
  8. More evaluation points will be given to multi-faith teams.

### **REIMBURSEMENT OF GRANT**

* 1. The foundation **does not** give grants in advance but the grant will be released on a reimbursement basis.
  2. The grant will be released **3 months** after completion of project and submission of
     1. **Post-programme report**
     2. **Certified statement of account** (Certified True Correct by treasurer or higher level member of organization / team)
     3. **High resolution pictures** of the project in Google Drive/Dropbox URL or in thumbdrive
  3. We will inform the applicant once the cheque is ready for collection.

### **PROJECT PROPOSAL**

The project proposal should address the following areas:

* 1. Project title
  2. Project synopsis/description
  3. Project timeline
  4. Project objectives and expected outcomes
  5. Project’s contribution to foundation’s objectives
  6. Applicant organisation’s contribution to the project
  7. Description and contribution of partnering / participating organisations (if any)
  8. Proposed project evaluation and success measures
  9. Proposed budget and funding support request

**PROJECT PROPOSAL**

If you are applying funding for more than one project, please submit separate application forms for each project.

1. **PROJECT DETAILS**

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| --- | --- | --- | --- | --- | --- |
| **PROJECT TITLE** | | | | | |
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| **PROJECT OBJECTIVES & EXPECTED OUTCOMES**  *Please share with us on the following:*  *- What does the project aim to achieve?*  *- What inspired you to champion this project?*  *Please explain how the project addresses the gaps or needs in the community with supporting data/evidence, the project value proposition and how it value-adds to promote better understanding and cultivate stronger bonds within and amongst different communities in Singapore.*  *Please specify the impacts and outcomes of the project, how it supports the objectives of RLAF and the key difference it will make.* | | | | | |
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| **PROJECT SYNOPSIS**  *Please provide a summary of the proposed project.* | | | | | |
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| **PROJECT TARGET SEGMENT(S)**  *You may check more than one if applicable.* | | | | | |
| ☐ Families & children | ☐ Persons with disabilities / special needs | | ☐ Elderly | ☐ Youths | ☐ Others *(pls specify):* |
| **PROJECT PERIOD** | | | | | |
| **Project duration** | |  | | | |
| **Project intended start date** | |  | | | |
| **Project intended completion date** | |  | | | |

1. **PROJECT STRATEGY**

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| **PROJECT DESIGN & TIMELINE**  *Please elaborate on the intake such as eligibility criteria and provide details on the project implementation plan, including detailed timelines, deliverables and targets.*  *Please provide details of major tasks, milestones or phases including key activities or events (e.g. workshops, online campaigns etc) or products (e.g. publications, website content, mobile app, game etc).*  *You may add more items by entering them under the last row in the table where necessary and provide further details under Additional Project Details below.* | | | | | |
| **No.** | **Key Activities, Events, Products or Milestones** | **Start date** | | **End date** | **Details**  **(including Criteria, Deliverables, Measures& Targets)** |
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| **PROJECT PUBLICITY & OUTREACH**  *Please share details on how you plan to reach out to the target segment(s) and support for the project.* | | | | | |
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| **PROJECT RISKS IDENTIFICATION & MITIGATION PLANS**  *Please identify foreseeable risks and challenges in delivering the project outcomes and actionable plans to mitigate them. You may add more items by entering them under the last row in the table where necessary and provide further details under Additional Project Details below.* | | | | | |
| **No.** | **Foreseeable Risks and Challenges** | | **Mitigation Plans** | | |
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| **PROJECT DELIVERABLES & MEASURES**  *Please describe the plan to collect/ track data pre- and post-project to measure its impact.* | | | | | |
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| *Please specify the* ***deliverables*** *to be met for the project to be completed successfully.*  *Please provide your proposed performance* ***measures and targets*** *for the deliverables.*  *You may add more items by entering them under the last row in the table where necessary.* | | | | | |
| **No.** | **Deliverables**  *(eg. Number of elderly who felt that the sessions were useful)* | **Measures and Targets**  *(eg. 50 pax)* | | | |
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| **LONGER TERM PLANS**  *Please elaborate on plans to ensure the sustainability and scalability of the project over the longer term following provision of project funding.* | | | | | |
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| **COLLABORATION WITH PARTNERS**  *Please highlight efforts to collaborate with other partners, and who you are working with on this project, if any. You may add more items by entering them under the last row in the table where necessary.* | | | | | |
| **No.** | **Partner entities** | | **Involvement in Project** | | |
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| **ADDITIONAL PROJECT DETAILS (IF ANY)**  *Please provide any other details to aid in the assessment of the project proposal.* | | | | | |
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1. **ORGANISATION AND PROJECT TEAM**

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| **ORGANISATION’S EXPERIENCE**  *Please share relevant experience of your organisation for the proposed project if any.*  *Please provide recent examples of relevant work or projects carried out by your organisation if any.* | | | |
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| **PROJECT TEAM’S EXPERIENCE**  *Please share with us the project team members, their roles and relevance experience for the proposed project. You may attach the CV of each team member listed. You may add more items by entering them under the last row in the table where necessary.* | | | |
| **No.** | **Name** | **Role** | **Relevant Experience** |
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1. **PROJECT COSTS**

*Please provide a breakdown of the cost components of your project to be funded, and the projected costs for each component. You may add more items by entering them under the last row in the table where necessary.*

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| **BREAKDOWN OF PROJECT COSTS TO BE FUNDED**  *\*To provide the breakdown according to the project period* | | | | | | |
| **No.** | **Cost Components**  *(eg. 20 team t-shirts)* | | **Cost per unit**  *(eg. $20/pc)* | | **Total cost**  *(eg. 20 x $20 = $400)* | |
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| **Funding Request from RLAF** | | | | | **$** | |
| **OTHER SOURCES OF FUNDING**  *Please list any other sources of funding that you have received/will be receiving for this project; indicate the quantum, whether the grant/sponsorship is a lump sum or for a specific item, and whether the grant/sponsorship application has been approved. These may include sponsorships, grants, donations from foundations/organisations, etc. You may insert more row(s) to the table where necessary.* | | | | | | |
| **No.** | **Name of Agency** | **Type of Funding/ Name of Grant** | | **Requested/ Approved Quantum** | | **Status of Funding** |
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1. **ORGANISATION INFORMATION & DECLARATION**

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| **APPLICANT DETAILS** | | | | |
| **Name of Organisation** | | | **Address** | |
| **Type of Non-Profit Organisation**  ☐ Charity/Charitable Trust ☐ Company Limited by Guarantee ☐ Society | | | | |
| **Institution of A Public Character (IPC) Status**  ☐Yes ☐ No | | | | |
| **IPC UEN/ UEN/ ROS/ACRA Registration Number**  *Please note that a valid status is required for the application.* | | | | |
| **Organization URL (Website, Social Media, Etc)** | | | | |
| **CONTACT DETAILS** | | | | |
| **Name** | | | **Designation** | |
| **Email Address** | | | **Contact Number** | |
| **DECLARATIONS / UNDERTAKINGS** | | | | |
| 1. | Has the organisation been or is currently –   * being investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or * subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority in any jurisdiction in the last 5 years? | | | ☐ No  ☐ Yes, please specify: |
| 2. | Has the organisation been or is currently engaged in any civil suit or proceedings in any jurisdiction in the last 5 years? | | | ☐ No  ☐ Yes, please specify: |
| 3. | Has the organisation been or is currently –   * bankrupt, wound-up or under judicial management; or * subject to any bankruptcy or winding up or judicial management proceedings; or * has a receiver or manager appointed for the organisation? | | | ☐ No  ☐ Yes, please specify: |
| 4. | Has the organisation and/or Interested Party^ applied for or obtained any other grants or tax or sponsorships or financial incentives from the Singapore Government for this project?  ^Note:   * *“Interested Party” shall mean any person, whether a legal entity or natural person, who has an interest in the project, whether through the provision of financing or Contributions in kind. “Contributions in kind” shall mean contributions to the project other than in cash, including but not limited to the provision of manpower, and the loan or use of equipment.* | | | ☐ No  ☐ Yes, please specify: |
| 5. | Do any of the suppliers and service providers engaged in this project have any relationship, connection, association or dealings with the organisation or its related companies or their directors and shareholders? | | | ☐ No  ☐ Yes, please specify: |
| 6. | Was there any negative coverage of the organisation in mainstream/social media in the last 6 months? | | | ☐ No  ☐ Yes, please specify: |
| The Applicant consents to the release of any information provided in this application or in support of this application or information on any consequential provision of grant by the Agency to other public agencies for the purposes of assessing the Applicant’s suitability for their grant or other assistance schemes or for public policy analysis or formulation or public data analytics purposes, and to external auditors.  The Applicant acknowledges that the submission of this application does not, of itself, automatically entitle the Applicant to funding, and all project funding stated in this application is purely an estimation and will be subject to evaluation. The Applicant also understands that the funding shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.  The Applicant acknowledges and agrees that it shall be undertaking the project at its own cost and risk. The Applicant agrees that in no event will the Agency be liable to the applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this Application.  The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this Application. | | | | |
| We, the Applicant, declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/distort any material facts. We understand that we have a continuing obligation to promptly notify the Agency if there is any change affecting the information set out in this application form and declaration.  We understand that we may face prosecution if we provide false or misleading statements or fail to disclose material facts, and the Agency may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.   |  |  | | --- | --- | | ☐ | **Yes, we / I agree** | | | | | |
| **Signature of a Director named in ACRA Biz Profile / a member of the Senior Management\*** \* Please delete and indicate accordingly | |  | | |
| **Name (in BLOCK LETTERS)** | |  | | |
| **Designation** | |  | | |
| **Organisation Stamp** | |  | | |
| **Date** | |  | | |