

## Frequently Asked Questions (FAQ) for RLAF Grants

### 1. Who is eligible to apply for an RLAF grant?

RLAF welcomes applications from Singapore-registered organizations, including approved Institutions of a Public Character (IPCs), charities, societies, social enterprises, voluntary or grassroots organizations, faith groups, and schools. An active Unique Entity Number (UEN) and or authorisation such as from the school is required for the application.

### 2. What types of projects does RLAF support?

RLAF funds initiatives that:

- Develop the capacity of volunteers and participants
- Serve local Singaporean beneficiaries (for e.g: Youth at Risk, Communities from underprivileged backgrounds, Elderly, Migrant Workers, Ex-Offenders etc)
- Serves overseas beneficiaries (for e.g: Through healthcare, education, awareness etc)
- Promote better understanding and stronger bonds within and among different communities in Singapore (Extra points for Multi-faith and Multi-racial teams)

For overseas projects, it is mandatory to have one pre- and one post-community involvement project (CIP) for local beneficiaries. The logistics and expenses of this CIP may be included in the budget for the entire project.

### 3. When are the application periods?

RLAF is opening four grant application windows for 2025 as below:

**Q1:** 30 December 2024 – 17 January 2025 [Completed]

**Q2:**

Application Period: 1 to 30 April 2025 (1 month)

Clarification Timeline: 1 to 16 May 2025 (2 weeks)

Application Outcome: Early June 2025

**Q3:**

Application Period: 1 to 31 July 2025

Clarification Timeline: 1 to 15 August (2 weeks)

Application Outcome: Early September 2025

**Q4:**

Application Period: 1 to 30 October 2025 (1 month)

Clarification Timeline: 1 to 14 November (2 weeks)

Application Outcome: Early December 2025

Ensure that the project's start date is at least three months after the date of submission. RLAF may consider projects if the start date is less than three months away with valid reasons.

**4. What are the new updates for RLAF Community Grants?**

This year, RLAF is seeking for more projects that create meaningful and lasting impact within local communities. As we continue to expand our reach, we aim to diversify our pool of beneficiaries to support a broader range of underserved communities. If you have initiatives that address pressing local needs and drive positive change like for migrant workers, youth at risk, children and/or the elderly, we'd love to hear from you!

**5. How do I submit my application?**

The grant application form can be downloaded from RLAF's official website under "Apply for Grant". Completed applications should be submitted via email to [rlaf@rlafoundation.org.sg](mailto:rlaf@rlafoundation.org.sg). Please ensure that your applications are completed which includes the amount from potential funding from other sources. Incomplete applications may automatically be rejected for that application period.

**6. What should be included in the grant proposal?**

Your proposal should detail the organisation, project team, the overall program, intended project outcome, proposed timeline, comprehensive budget list, social media plans and more. Additionally, it's required to seek alternative funding sources or propose your own fundraising efforts to help support the project.

For registered organisations, please ensure to submit your organisation's governing instrument or ACRA form as part of your application.

**7. How many applications can an organization submit per quarter?**

Each organization is allowed to submit ONLY one grant application per quarter.

**8. How will the organisations and proposals be evaluated?**

Proposals may be evaluated based on the following factors:

- I. Demonstrated Understanding of Targeted Beneficiaries and Their Needs. For e.g Doing prior research or partnering with organisations with knowledge on targeted beneficiaries

- II. Clear and Well-Defined Objectives and Outcomes which include specific, measurable objectives, and well-defined outcomes. For e.g Taking attendance of the number of beneficiaries attending, post programme surveys.
- III. Realistic and Transparent Budgeting. For e.g Clear budget aligned with project goals and objectives.
- IV. Strong Project and Financial Management Capacity which shows the organisation's capacity to manage both project activities and finances efficiently. For e.g seeking additional funding from other sources or fundraising for the project expenses.
- V. Ability to Attract and Engage New Participants: Projects that show the potential to attract new participants or volunteers, and effectively engage them, will be given preference. This includes initiatives that have strong outreach plans and the ability to foster community involvement and growth.
- VI. Sustainability and Long-Term Impact. Proposals should demonstrate how the initiative will continue to create positive outcomes beyond the project's immediate timeframe, whether through ongoing community involvement, financial sustainability, or replicable models.
- VII. Potential to Increase Public Awareness of the Foundation's Objectives. Projects that align with RLAF's mission and help amplify public awareness of our goals and initiatives will be evaluated favorably. For e.g sharing about RLAF's sponsorship in your social media platforms.

## 9. How can the funds be used?

The grant may be used for programme related costs such as project materials, logistics, transport, marketing and communications costs, attire and banners for expeditions which bear the RLAF logo, meals and more. Other costs may be considered on a case by case basis.

## 10. Are there any additional requirements for overseas projects?

Yes, overseas projects must include one pre- and one post-community involvement project for local beneficiaries to ensure local impact. RLAF will only accept applications for overseas projects that have proper plans for local pre and post community involvement projects. Should there be any changes to the plans afterwards, please inform RLAF with new updates.

## 11. What documents are required to be submitted after the project?

To facilitate the reimbursement of claims/expenses for the grant, we kindly request your assistance with the following documents below. Your Grant Manager will forward the documents and templates after your project has completed.

- Statement of Account Template
- Receipts & Supporting Documents
- Project Photos
- Final Project Report Template

## 12. How does RLAF ensure the proper use of funds?

For each completed project, applicants are required to submit a Statement of Account along with soft copies of all actual receipts. This ensures transparency and accountability, allowing RLAF to verify that the funds were utilized according to the approved budget and project logistics. The Statement of Account must accurately reflect and match the submitted receipts to ensure full compliance with our funding guidelines.

## 13. When and how are funds disbursed?

Grants are disbursed on a reimbursement basis, 3 months after the project's completion and upon submission of all necessary supporting documents. RLAF does not provide grants in advance therefore, it is recommended to seek alternative funding sources or conduct your fundraising to support your project's cash flow.

For further inquiries, please contact RLAF at [rlaf@rlafoundation.org.sg](mailto:rlaf@rlafoundation.org.sg) or +65 6891 4261 ([rlafoundation.org.sg](http://rlafoundation.org.sg)).