

# Frequently Asked Questions For Project Network (IHL Network)

## I. Is there a funding scheme for students' events? What is Project Network Funding Scheme?

Yes, there is. Project Network (PN) is a funding scheme introduced by SDN to co-fund programmes organized by universities and student bodies to promote social skills and to create gender-balanced social interaction opportunities on campus.

## II. What are the criteria for funding?

We only fund projects which are in line with our funding criteria, mainly:

- 1) Target audience must be **balanced in gender ratio** (at least 60:40%),
- 2) Presence of **deliberate social interaction between the guys and girls** in your programme(s). Full Programme and description of deliberate guy-girl interaction game / activities are to be included, together with the detailed budget breakdown (projected income and estimated expenditure for the project(s)).

There are more details which can be found in 'PN Funding Guidelines'

## III. What are the conditions for Social Interaction games/activities?

Physical contact during games and/or interaction segments must be kept minimal and comfortable for all participants. Please ensure that games involving body contact are restricted to the limbs, example the elbows, knee, shoulders and etc. Games that involve close contact actions between the opposite genders such as twister like games, piggybacking, performing push-ups or rolling on top of each other, sitting on each other's laps or removing items from each other's body using the mouth, are prohibited. In addition, games that require the participants to 'wheel-barrow' sit on top of someone's shoulders or require participants to stand in very close proximity with each other are strongly discouraged. If water games are involved, participants should be dressed in dark clothes and they are not to remove their tops. We encourage deliberate interaction but not physical interaction!

Do note that any intimate games or games that outrage the participants' modesty in anyway will not be tolerated and your funding will immediately be retracted.

#### **IV. How do I apply for the fund? What should I include in my proposal?**

You have to submit a proposal (you may wish to follow the format in Annex B of "PN Templates for Funding') **2 months prior** to your event, to **mcys\_projectnetwork@mcys.gov.sg** with this information:

- (1) Brief explanation of games/activities with the deliberate male-female interaction.
- (2) Detailed budget of your event/project.

The budget of your event should include:

- (a) Estimated Expenditure (for materials for games, or decoration, etc. please specify major items used)
- (b) Projected Income (Items that come under Income will be income from Ticket sales, fees, grants from school, canvassing for funds and sponsorship from other organizations etc.)

For your information, the main objective for funding is to enable student bodies to carry out the proposed event or project with sufficient funds. Therefore, we do not fund events that break-even at budget planning.

#### **V. Do I have to include SDN's logo on all my publicity materials?**

For posters, backdrop and/or T-shirt items to be partly funded, our SDN logo (can be in 1 colour) **must** be included.

For flyers and programme booklets, although we do not specifically co-fund the cost of these items according to our funding guidelines, we would expect a general acknowledgement of our support to be stated on at least one of these items.

#### **VI. Can I request funding for more than one event?**

Yes, you can, but please submit separate proposals for each event, including those projects that involved a series of events.

#### **VII. Will I get the fund before my event?**

No. Our funding is based on reimbursement only.

**VIII. What must I do after my event has taken place?**

You will have to:

(a) Write a simple post-event report (you may follow the format found in Annex C's template for Submission for Reimbursement);

(b) Submit the report with pictures showing the social interaction segment(s) in your programmes; and pictures of T-shirt, posters and/or backdrop with SDN logo if we have earlier on approved the funding for these items.

(d) Collate invoices and/or receipts pertaining to items that SDN has previously approved for funding, have them photocopied, and stamped and signed as **"Certified True Copies"** by the Student Affairs Office of your university. If there are many receipts, please provide a simple summary statement for the receipts collated.

All reimbursement documents should be sent via post to SDN's office at:  
2 Orchard Link, #05-02 SCAPE, Singapore 237978, Attn: Mui Wah (Ms)

**IX. Can the receipts/invoices be certified as true copies by my Club's president/ Hall Master, etc.?**

No. For auditing purposes, only the Student Affairs Office and/or the Finance Department of your university are recognized according to the Funding Guidelines as 'third party'.

**X. Can I email you these reimbursement documents instead?**

You can send the post-event report with the pictures as part of your report via email to [mcys\\_projectnetwork@mcys.gov.sg](mailto:mcys_projectnetwork@mcys.gov.sg).

However, the certified true copies of receipts/invoices must be sent via post or delivered to SDN's office. No scanned and faxed copies will be accepted.

**XI. For submission of invoices/receipts for reimbursement, can I submit originals?**

We prefer to accept photocopies (each with "certified true copies" stamp and signature of the officer from Student Affairs) due to our past experiences with students coming for the originals months after the reimbursement process had been completed.

**XII. How will I get the fund? How long must I wait before I get the fund?**

Once all proper documents for reimbursement are received and the reimbursement processed, it will take within 30 days (usually less) for the approved funding amount to be electronically remitted into the university's generic account.

You will be informed of the impending remittance via email and you should be able to retrieve the fund from your university after 30 days or when given the instruction to do so from your Student Affairs office. Please refer to details in Funding Guidelines under 'Reimbursement' section.

**XIII. Can the fund be remitted directly to my society/club/hall?**

No. Only your university is recognized as eligible vendor by Accountant-General's Department (AGD) and has bank account with AGD through which the funding amount can be electronically transferred into.

For other queries, please feel free to email: [mcys\\_projectnetwork@mcys.gov.sg](mailto:mcys_projectnetwork@mcys.gov.sg).  
Thank you.