

Project Network A Funding by SDN



Funding Criteria

Project Network is introduced by SDN in 2003 to develop social skills among the students and promote gender-balanced social interaction opportunities on campus through our programmes and funding scheme. We fund activities organised by Institutes of Higher Learning (IHLs) and student bodies that are in line with Project Network's objectives.

The following criteria apply toward all funding requests:

1. Projects or programmes submitted for funding must meet one of the following objectives:
 - Objectives
 - (i) Maximise opportunities for university undergraduates or students from Polytechnics to meet and interact with the opposite gender; and
 - (ii) Enrich, empower, and equip undergraduates or students with knowledge, resources, social networking and interaction skills for personal and professional development.
2. The programme or event must be secular in nature, with no religious or political element.
3. The programme should not be remedial, e.g. counselling.
4. There are generally two types of programmes – **Empowerment Programmes** and **Interaction Programmes**.
 - **Empowerment Programmes** are programmes that empower and equip undergraduates with social or communication skills, self-enhancement and knowledge of gender differences, etc.
 - **Interaction Programmes** allow maximum interaction between the two genders, and where interaction games will be introduced. Examples include interaction camps, training programmes and socialisation events, etc. The proportion of structured or planned interaction should be at least 20%, expressed in hours over the entire duration. E.g. for a 3-day 8-hour training programme, there should be at least 4.8 hours (or 288 mins) of planned interaction segment.
5. Proposed contents or programme must be endorsed by the respective University's Student Affairs Office before submission to SDN with application for approval.

6. For welfare or community based events, please ensure there is an element of social interactions and a gender-balanced of at least 60:40.

Submission

1. All projects must be submitted to SDN (Project Network) at least **2 months in advance** upon endorsement by the Student Affairs Office.
2. Full programme details and description of the meaningful guy-girl interaction segment(s) are to be included, together with the detailed budget breakdown (both projected income and estimated expenditure). Name, contact number, and email address for SDN's enquiries should also be included.
3. Project Leaders are required to sign a declaration form before the application can be processed.
4. Submissions can be submitted (either via email, or mail) to:

Social Development Network (SDN) / Project Network
2 Orchard Link
#05-02 SCAPE
Singapore 237978
DID: 6838 9351
Email: MCYS_Projectnetwork@mcys.gov.sg

Reimbursement

1. Funding will be given on a reimbursement basis. University/student clubs should submit **certified true copies** of invoices/receipts of the approved items for funding. Each invoices or pages of receipts should be stamped "Certified True Copy" and signed, and bear the official stamp of the Finance Dept or the Student Affairs Office of the university or IHL. These certified true copies of receipts/invoices should be sent via post or delivered to SDN's office. Scanned or faxed copies will not be accepted.
2. The organising body should also include a post-event report. The template for the report will be given upon the approval of the funding requested. The post event report includes the following info:
 - (i) Actual turn out of participants
 - (ii) Proportion of interaction segments reached, expressed in hours (or mins) over the entire duration.
 - (iii) Participants/attendees major take-aways from the programme/event
 - (iv) Areas done well in the programme/event (main 5 pointers)

- (v) Areas which could be improved (main 5 pointers)
 - (vi) 2-3 pictures of the interaction segment(s) in the programme. If T-shirts, posters and/or backdrop are one of the items approved for funding, pictures of these with the SDN logo must be included as well.
3. The post event report and pictures can be sent via email to Mui Wah (Ms), MCYS_Projectnetwork@mcys.gov.sg

Conditions for Funding:

1. Incorporate the SDN (at the discretion of SDN, to be advised on a case-by-case basis) in all publicity materials and platform.
2. Clear with SDN all publicity materials, pictures and video clips to be put up on websites accessible to the public E.G. blogs, facebook and etc.
3. Planned interaction should be meaningful and not in close physical contact with the opposite gender.

Funding Guidelines for Social Interaction - Activities and Programmes

Items and Components	Funding Amount	
	40 to 99 pax	100 pax or more
<p><u>Social Interaction Segments in a Programme</u> (Balanced gender ratio; interaction segment at least 20% of the entire duration of programme)</p> <ul style="list-style-type: none"> - <u>Materials/props/tools</u> essential to interaction segment 	Up to 80% of approved items or S\$1,000 whichever is lower	Up to 80% of approved items or S\$5,000 whichever is lower
<p><u>Venue Rental</u> (Student bodies are strongly encouraged to hold orientation programmes on campus)</p> <ul style="list-style-type: none"> - <i>Includes</i> refreshment & AVA equipment - <i>Excludes</i> refreshment & AVA equipment - For big interaction events of minimum 1,000 persons, or for events that stretched more than 2 days - For plays/drama/performances 	<p>Up to 50% of approved items or \$1,200 whichever is lower</p> <p>Up to 50% of approved items or \$800 whichever is lower</p> <p>N.A.</p> <p>N.A.</p>	<p>Up to 50% of approved items or \$3,000 whichever is lower</p> <p>Up to 50% of approved items or \$2,000 whichever is lower</p> <p>Up to 80% of approved items or \$6,000 whichever is lower</p> <p>Up to 25% of approved items or S\$2,000 whichever is lower</p>
<p><u>Transport</u> (Rental of vehicle to venue, for logistical purpose, etc.)</p>	Not eligible for funding	Not eligible for funding

<p><u>Publicity</u></p> <ul style="list-style-type: none"> - Backdrop / Posters (SDN logo must be included) - Banner - Flyers / Leaflets / Postcards 	<p>Up to 50% of approved items or \$100 whichever is lower</p> <p>Not eligible for funding</p> <p>Not eligible for funding</p>	<p>Up to 50% of approved items or \$300 whichever is lower</p> <p>Not eligible for funding</p> <p>Not eligible for funding</p>
<p><u>Speakers'/Trainers' / Facilitators' / Coach's fees</u></p>	<p>Up to 50% of approved budget or S\$150 per hour per speaker whichever is lower</p>	<p>Up to 50% of approved budget or S\$150 per hour per speaker whichever is lower</p>
<p><u>Food (if not part of venue package above)</u></p> <ul style="list-style-type: none"> - <u>Refreshment / Tea / Supper</u> (Per tea break up to a maximum of 2 tea breaks per day) - <u>Breakfast / Lunch / Dinner</u> 	<p>Up to S\$2 per head</p> <p>Up to S\$3 per head</p>	<p>Up to S\$2 per head</p> <p>Up to S\$3 per head</p>
<p><u>Programme / Camp Booklets</u></p>	<p>Not eligible for funding</p> <p>Acknowledgement of SDN's support on programme cover</p>	
<p><u>T-Shirts</u> (with SDN's logo in at least 1color)</p>	<p>Up to 20% of approved budget or \$300 whichever is lower</p>	<p>Up to 20% of approved budget or \$800 whichever is lower</p>
<p><u>Others</u></p>	<p>Topics / contents must be cleared by SDN SDN will not cover any administrative, transport and incidental charges incurred.</p>	

Important Notes:

1. The main objective for the funding is to enable student bodies to carry out the proposed event or project with sufficient funds. SDN will NOT fund any events where the projected Income **equals** estimated Expenditure (breakeven), or when Income **exceeds** Expenditure (profit-making).
2. If the target outreach is not attained, SDN reserves the right to lower its funding amount. For variable items that are on per-head basis, the actual number of participants will be taken.
3. If the actual turnout is much more than the target number, organizing committee may write in to request for the cap funding amount to be exceeded for variable items that are on per-head basis.

Funding Guidelines for Creative Social Interaction Fund

The fund is especially for IHLs/student bodies with innovative social interaction ideas or programmes. (The funding amounts are higher although guidelines are similar to that of the Social Interaction Activities and Programmes as we want to motivate students to conceptualise interesting and innovative ideas in their planning of activities)

Is your project/event eligible for Creative Social Interaction Fund?

1. The project must be deemed unique and does not duplicate any existing services. If it does duplicate any existing service, justifications must be given on why it would be more beneficial and better.
2. The scale of the project should be as extensive as possible as in the project should not be limited to members of the organising student body, faculty and hall-of-residence.
3. The project has longer time impact e.g. publishing a book, setting up a students' dating portal, etc.
4. The project serves as a testing pad for a totally new concept.

Items and Components under Creative Social Interaction Fund	
<u>Social Interaction Segments in a Programme</u> (Balanced gender ratio; interaction segment at least 20% of the entire duration of programme)	
- <u>Materials/props/tools</u> essential to interaction segment	Up to 80% of approved items or S\$5,000 whichever is lower

<p><u>Venue Rental</u> (Student bodies are strongly encouraged to hold orientation programmes on campus)</p> <ul style="list-style-type: none"> - <i>Includes</i> refreshment & AVA equipment - <i>Excludes</i> refreshment & AVA equipment - For big events of minimum 5,000 persons (other than Romancing Singapore Festival) – for social interaction programmes only - For plays/drama/performances 	<p>Up to 50% of approved items or \$6,000 whichever is lower</p> <p>Up to 50% of approved items or \$1,000 whichever is lower</p> <p>Up to 80% of approved items or \$6,000 whichever is lower</p> <p>Up to 25% of approved items or \$6,000 whichever is lower</p>
<p><u>Creative Medium / Technology-based mass social interaction platform</u> (No maintenance costs will be funded)</p> <ul style="list-style-type: none"> - Development/ set up cost for: <ul style="list-style-type: none"> 1. Intra-varsity platform <p><u>Inter-varsity platform</u></p>	<p>At SDN's discretion to approve up to 100% or S\$20,000 whichever is lower</p> <p>Or S\$80,000 whichever is lower</p>
<p><u>Publicity</u> (Flyers, Leaflets, Postcards and Banners will not be funded)</p> <ul style="list-style-type: none"> - Posters - Backdrop 	<p>Up to 50% of approved items or \$1,000 whichever is lower</p>

<p><u>Speakers'/trainers' fees</u></p> <p>Does not include transport fee or accommodation for overseas speakers</p>	<p>Up to 50% of approved budget or S\$150 per hr per speaker whichever is lower</p>
<p><u>Food (if not part of venue package above)</u></p> <ul style="list-style-type: none"> - <u>Refreshement / Tea / Supper</u> (Per tea break up to a maximum of 2 tea breaks per day) - <u>Breakfast / Lunch / Dinner</u> 	<p>Up to S\$2 per head</p> <p>Up to S\$3 per head</p>
<p><u>Others</u></p>	<p>Topics / Contents must be cleared by SDN. SDN will not cover any administrative, maintenance, transport or incidental charges incurred.</p>

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