DIGITAL FOR LIFE FUND FAQs
(December 2022)

1. **What is Digital for Life Fund?**

   The Digital for Life Fund ("The Fund") aims to empower more passionate Singaporeans to play a part in spearheading community projects to prepare fellow Singaporeans to seize the benefits of a digital future. It supports community projects and activities in the areas of:
   (i) Digital Technology and Inclusion, and
   (ii) Digital Literacy and Wellness.

2. **Who are eligible for funding support?**

   - Individual who is a Singapore Citizen or Permanent Resident, aged 18 years and above, and residing in Singapore.
   - Organisation registered in Singapore with Accounting and Corporate Regulatory Authority (ACRA) or Registry of Societies (ROS) or the Commissioner of Charities (COC) or Registry of Co-operative Societies or Registry of Trade Unions.

3. **How much funding is given?**

   Eligible projects that meet the objectives of the Digital for Life Fund will receive funding at up to 50% or 80% of project qualified cost, capped at $20,000 per project for up to 1 year. Projects that merit higher funding will be assessed on a case-by-case basis.

4. **What kind of activities and examples of projects that can be supported?**

   Activities supported include, but are not limited to:
   - Exhibitions, performances, publications
   - Workshops, classes, seminars
   - Community activities and events
   - Technology initiatives for the community

   Project examples are:
   - Intergenerational learning journeys or gamified activities between youth and seniors to learn digital skills or excite them about new technologies
   - Digital apps or tools to benefit the daily lives of people with disabilities or the less digitally savvy
   - Coding workshops for students from low-income households, hackathons for primary school students, digital parenting workshops for parents, or talks on digital wellness to avoid digital burnout and addiction to digital devices
   - Campaigns or social experiments to raise awareness on online grooming, cyber-bullying, doxing, cancel culture or false online information
   - Toolkits for parents on how to talk to their children about gaming addiction or resources for youths on how to handle inappropriate online contact or harassment

   Supported past projects can be viewed on https://www.imda.gov.sg/How-We-Can-Help/our-singapore-fund-for-digital-readiness/OSF-Projects

5. **What are the types of expenses that can be supported?**

Supportable expenditures include:
- Venue costs
- Marketing and publicity costs
- Production, material, and logistics costs
- Licensing and legal fees
- Professional service fees
- Insurance costs (where applicable)
- Volunteer meal and transport costs

The fund does not support expenditures beyond the above-mentioned categories, in particular:
- Company registration and start-up costs
- Capital expenditures and purchase of assets (e.g., property, machinery, IT equipment, office furniture, office renovations, etc.)
- Internal costs*, operating costs, and other out-of-office expenditures that are incurred on an ongoing basis by the applicant (e.g., office rental, utilities, and staff salaries)
- Cash prizes
- Overseas travel costs and local accommodation costs
- Costs that have been incurred before the project period

*Internal costs refer to expenditures incurred for services rendered by the applicants themselves (e.g., manpower costs), or through engaging vendors that they have direct interests in.

6. **How will the projects be assessed?**

All proposals will be assessed against the following assessment criteria:

A	Type of Project
A1	Does the project prepare citizens to be digitally ready?
A2	Does the project demonstrate efforts to collaborate with partners?

B	Impact of Project
B1	Beyond raising awareness, does the project make a positive social impact for at least 100 participants?
B2	Will the outreach and publicity plans raise awareness for at least 1,000 participants?

C	Project Implementation
C1	Are the project plans, milestones, and deliverables feasible?
C2	Does the applicant have experience and expertise to deliver the proposed project successfully?

7. **Can projects receive other sources of funding? Can applicants generate profit for their project?**

Applicants may receive other sources of funding, but the project should not be profit generating. All necessary information on the fund/grant applied for or received from other agencies or organisations

should be declared in the application forms, and the Applicant is required to notify of any changes to such other funding. We reserve the right to reduce the Approved Amount by the amount the Applicant receives from other funding sources.

8.   Can projects that have commenced be supported?

Funding will cover the qualifying period of the approved project. It is recommended that projects commence after award of funding.

9.   Can the applicant apply for the Fund more than once?

Applicants may only submit one project proposal at a time, as resources and the ability to undertake multiple projects are important considerations to ensure the successful completion of the project.

10.   Can an existing grantee submit a new application for funding?

Applicants who wish to apply for a new project should complete any ongoing approved project first before submitting an application for a new project.

11.   I have a great idea for a project but missed the deadline for the current grant call. When will the next call for proposal take place?

If you have missed the deadline for the current grant call, you may keep a look out for the next round of grant call on the website.

APPLICATION PROCESS

12.   What do I need to submit for my application?

- Completed project application form, budget form, and declaration form
- Curriculum vitae of each member of the entire project team
- Copy of entity registration with the respective regulatory bodies
    - Latest Organisation's ACRA business profile dated not more than 6 months from the date of application submission, **or**
    - Other forms of registration documents bearing UEN of the organisation that is dated not more than 6 months from the date of application submission, if organisation is not ACRA registered.
- Quotations of expected expenditures
- Any other supporting documents (e.g., samples of past work, drawings, or mock-up of software app).

13.   When will applicants receive the results of their applications?

IMDA will inform applicants of the application outcome within 2 months after submission of application.

14.   How will the funds be disbursed?

40% of approved funding will be disbursed upon the signing of the Letter of Offer. The remainder (i.e., the lower of the remaining 60% of approved funding OR 50% / 80% of actual qualifying expenditure

incurred less initial advance) will be disbursed after the project and necessary verifications are completed.

15. How long is the reimbursement period?

As the Letter of Offer is valid for 18 months from the date the Letter if Offer is signed, please take note of the following deadlines to ensure you can claim within this time limit:
- Projects are to be completed within 12 months from the date the Letter of Offer is signed.
- All claims should be made within 15 months so that there is sufficient time for necessary verifications to be conducted before the Letter of Offer expires. We advise that you submit the claims immediately after the project is completed to minimise delays.

The reimbursement period may take up to 3 months after all required documents are completed and submitted for claim submission.

16. What are the documents that I need to submit to receive my final reimbursement?

- Project Completion Report
- Claim form
- Receipts, invoices, bank statements
- Photos or screenshots of the event, and feedback forms from participants/audience
- Any other relevant supporting documents

The documents will be verified by an independently appointed assurance firm, who may get in touch with you for clarifications. This process may take between 1 to 2 months, and your kind patience is appreciated.

Upon verification of the documents, we will inform you of the final reimbursement amount.
(i)   If you applied as an individual applicant, we would proceed to credit the final reimbursement amount to you within 30 days from the notification.
(ii) If you applied as an organisation applicant, we would need you to issue us an e-invoice to process the reimbursement.

For other enquiries, please email to osfdr@imda.gov.sg