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| **APPLICATION FORM**  Project Name : NEU PC PLUS PROGRAMME  School Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **For *Economic Competitiveness Scheme*** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  |  | |  | | | |  | | --- | | **INFOCOMM MEDIA**  **DEVELOPMENT AUTHORITY** | | Infocomm Media Development Authority  10 Pasir Panjang Road  #10-01 Mapletree Business City  Singapore 117438  Tel : (65) 6377 3800  Fax : (65) 6577 3888  E-maiI : [info@imda.gov.sg](mailto:info@imda.gov.sg)  Website : www.imda.gov.sg | | | | | | | | s |
| **s** | | | | | | | | | | | | | |
| **For IMDA Internal Use** | | | | | | | | | | | | | |
| Date Received | | : |  |  |  | |  |  |  |  |  |  | |
| Officer-in-charge | | : |  |  |  | |  |  |  |  |  |  | |
| **ALL INFORMATION PROVIDED WILL BE**  **HELD IN STRICTEST CONFIDENCE** | | | | | | | | | | | | | |

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|  | **USEFUL NOTES**   1. **Application**   To assist us in evaluating your application speedily, please provide the requested information as completely and accurately as possible. If the space provided is insufficient, a separate sheet may be used. Where information is not yet available or not applicable, please indicate accordingly.  You are advised to contact us should you have any difficulties in completing the form or if you need any further information.  Only **one** copy of this application (together with any relevant supporting documents) needs to be submitted. Please send it to:  Infocomm Media Development Authority  10 Pasir Panjang Road  #10-01 Mapletree Business City  Singapore 117438 | |  |
|  | 1. **Structure of the Application Form**   The application form consists of 4 parts : - | |  |
| **Part I:** | – School Data |
| **Part II:** | – Details of Proposed Project |
| **Part III:** | – Project Costs |
| **Part IV:** | – Declarations |
|  |  |  |  |
|  | 1. **IMDA reserves the right to conduct interviews and on-site visits during the evaluation of the application.**   **(4) The School, in submitting this Application Form, undertakes not to divulge or communicate to any person or party any Confidential Information, including but not limited to any documents that may be forwarded from IMDA to you subsequently, without first having obtained the written consent of IMDA.** | |  |

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| **PART I - SCHOOL DATA** |
| **1. GENERAL** (Compulsory)   1. School Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Mailing Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   (if different from  registered address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Level Of Education:   Primary Mixed Level Others (pls specify):\_\_\_\_\_\_\_\_\_\_\_\_\_        Secondary Junior College/Centralised Institute |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. OTHER GRANTS AWARDED TO/ APPLICATION IN PROCESS BY THE SCHOOL\*\*** | | | |
| **Awarding Organisation** | **Description of Grants/Awards** | **S$** |
|  |  |  |
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*\*\* Please indicate incentives, grants and/or loans awarded to you by Infocomm Media Development Authority (IMDA), and/or other government agencies and other financial institutions.*

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| **PART II – DETAILS OF PROPOSED PROJECT** |

**1. PROJECT DESCRIPTION** (Please use the following sections as a guide)

* 1. **Project Objective**

*Describe the goals and reasons for conducting the project.*

* 1. **Background**

*Describe the background and context of project in terms of the following:*

* Current IT adoption rate in your school and pervasiveness of IT learning
* *Are there new opportunities for your school to explore?*
* *Extensiveness of IT Learning in school and at home*
* Brief description of proposed project/curriculum which requires the use of IT
* *Provide analysis on the potential demand on the proposed. (i.e., establish why there is a compelling need to embark on the project).*
* *Indicate how the project/curriculum will address any possible gaps/problems.*
  1. **Project Scope**

*Describe the scope of the project in accordance to the following sections:*

Overview of Project

* *Provide an overview of the project and describe the technology (e.g., hardware, software, connectivity, etc) that will be implemented to support this project / curriculum. Describe the application scenario(s).*
* *Details of infocomm devices (if applicable)*

|  |  |  |
| --- | --- | --- |
| **Types of Infocomm Device** | **Detailed specification** | **Quantity** |
|  |  |  |
|  |  |  |

* *Details of broadband type (if applicable)*

|  |  |  |
| --- | --- | --- |
| **Type of Broadband** | **Detailed specification** | **Quantity** |
|  |  |  |
|  |  |  |

* *Details of software (if applicable)*

|  |  |  |
| --- | --- | --- |
| **Name of Software** | **Purpose** | **Quantity** |
|  |  |  |
|  |  |  |

Users / Partners

* *Identify the type of users and partners involved in the project and clearly describe their roles and their contribution to the project in details.*

Marketing Plans/Media Schedules (If Applicable)

* *Describe the school’s current and future marketing plans for the project, including how the school intends to select and outreach to the students.*
* *Describe how the project will impact or contribute to the development and transformation of the market or industry.*
* *Describe the multiplier effect, if any, that will impact the ecosystem or players in the value chain.*
  1. **Critical Success Factors for the Project**
* *Describe the Critical Success Factors and the assumptions made to achieve successful implementation of this project.*
* *Highlight the actions or steps the school intends to take to mitigate any risk factors.*

**2. SCHOOL MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Email** | **Contact No.** |
|  | Principal |  |  |
|  | Vice-Principal |  |  |
|  | Admin Manager |  |  |
|  | Admin Executive (For application processing) |  |  |

In terms of school cohort, please supply the following existing information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Est.**  **Number** | **Number to outreach / benefit** | | |
| **Year 1** | **Year 2** | **Year 3** |
| Total No. Of Students |  |  |  |  |
| * No. of students for assistance under Tier 1 subsidy |  |  |  |  |
| * No. of students for assistance under Tier 2 subsidy |  |  |  |  |

From the figures above, please supply the following information for iNSPIRE Fund applicants:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Est.**  **Number** | **Number to outreach / benefit** | | |
| **Year 1** | **Year 2** | **Year 3** |
| Total No. Of Students |  |  |  |  |
| * No. of iNSPIRE Fund applicants under Tier 1 subsidy |  |  |  |  |
| * No. of iNSPIRE Fund applicants under Tier 2 subsidy |  |  |  |  |

1. **PROJECT DELIVERABLES**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of commencement## : |  | Duration (in months) : |  |
| Date of completion## : |  |  |  |

*## in dd/mm/yy format*

Please provide a schedule of key dates for major project deliverables.

|  |  |
| --- | --- |
| **Deliverables** | **Due Date (dd/mm/yy)** |
|  |  |
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**4. IMPACT OF PROJECT IMPLEMENTATION**

### 4.1 Quantitative Impact - Economic Competitiveness Scheme

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| --- | --- | --- |
| **Performance Indicators (In Relation to that Project)** | **Upon Completion of the Project** | **1st Year After End of Project#** |
| 1) No. of students who will benefit from the Programme |  |  |
| [ Others, please specify ] |  |  |

# Figures indicated are Non-Cumulative

**4.2 Qualitative Impact** (Please use the following sections as a guide)

**(a)** **Tangible Outcome**

Describe any qualitative outcomes or benefits resulting from the project.

**(b) New Capabilities/Competencies** that will be developed by the students.

**5. POST PROJECT PLANS AND STRATEGY**

(Please use the following as a guide.)

Describe the continuity plans and strategy for this project after the co-funding period has expired.

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| **PART III - PROJECT COSTS** |

Please attach information on separate worksheets for the following:

* **Part III (a) –** Project Cost Summary
* **Part III (b) –** Project Cost Breakdown

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| **PART IV – DECLARATIONS** |
| 1. I declare that the information provided by me in this application and the accompanying documents are true and accurate to the best of my knowledge, and that the School is free from any litigation pertaining to the project in Singapore or overseas. 2. I agree that IMDA shall have the absolute discretion to accept or reject the application made without being liable to give any reason thereof. 3. I understand that if the company obtains the offer of a grant by false or misleading statements, IMDA may withdraw the grant and recover immediately from the School any amount of the grant that may have been disbursed.     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Principal (or equivalent)# Signature of Vice-Principal (or equivalent)#  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name (in BLOCK LETTERS) Name (in BLOCK LETTERS)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_  School Stamp Date  # Please delete and indicate accordingly |
| **Contact Person (if different from above)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Designation  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number Email Address |