DIGITAL FOR LIFE FUND APPLICATION FORM

(December 2022)

|  |
| --- |
| **INSTRUCTIONS**1. Complete all items by typing or writing neatly on the form.
2. Read all instructions and prompts carefully. Any missing information may delay the processing of the application.
3. If certain items are not applicable to your project, please indicate ‘NA’ accordingly.
4. Do not change the format of the form except for the purpose of creating new lines for additional inputs.
5. Applicants may be contacted if further information is required.
 |
|  |
|

|  |
| --- |
| **A. APPLICANT / ORGANISATION INFORMATION**  |
|   |
| **1. Full Name of Applicant (as per NRIC) or Organisation (as per entity record)**  |
|  |

 |
|  |
| **B. PROJECT DETAILS**  |
|  |
| **1. Project Title** *Provide a succinct name for your project that will be used in your publicity materials. It is recommended not to include “project” or “programme” in the project title.* |
|  |
|  |
| **2. Project Synopsis***Provide a summary of the proposed project. (200 words max)* |
|  |
|  |
| **3. Project Focus***Select more than one, if applicable.* |
| [ ]  **Digital Wellness** - Promoting safe and responsible online usage to mitigate cyber harms & risks | [ ]  **Digital Skills** - Building resilience of vulnerable segments by uplifting tech adoption and digital skill levels | [ ]  **Tech for Life** - Inspiring the community to embrace digital in daily living and to create with tech for the good of society |
| **4. Target Segment(s):***You may select more than one, if applicable.*  |
| [ ]  Children (below 13yrs) | [ ]  Youths (13-25yrs) | [ ] Adults(26-59 yrs) | [ ]  Seniors (60yrs and above) | [ ]  Persons with disabilities | [ ]  Others *(pls specify):*  |
|  |  |  |  |  |
| **5. Intended Project Start Date and End Date:** | *dd/mm/yyyy to dd/mm/yyyy* |
|  |  |
| **6. Project Design** *What are the project objectives and how do they prepare citizens to be digitally ready?* |
|  |
| *How would the project be implemented? Please elaborate with details on:*1. *What needs to be prepared for the project (logistics, partnerships, etc.)*
2. *What are the activities/events/products for the project*
3. *Other information relevant to the project implementation*
 |
|  |
| *What is the publicity plan and estimated outreach number for the project?* |
|  |
|  |
| **7. Value Proposition / Outcomes***Articulate the impacts/outcomes of the project, how it supports the objectives of Digital for Life, and the key difference it will make to the beneficiaries. Describe any behavioural/mindset change in the target segment(s) that the project will bring about.* |
|  |
| *Describe the plan to collect/track data pre- and post-project to measure its impact.* |
|  |
| **8. Deliverables** |
| *Specify the deliverables and targets that must be met for the project to be completed successfully. Provide proposed performance measures to show evidence of deliverables being met.*  |
| **Deliverables with Targets** | **Measures** |
| i | *E.g. Conduct minimum 20 coding workshops for minimum 500 children (10-12 years old) by Project Year 1*, and c*umulatively minimum 40 coding workshops for minimum 1000 children (10-12 years old) by Project End.* | *E.g. List of participants for the 60 coding workshops* |
| ii. | *E.g. At least 80% of the participants score 80% and above for the quiz after attending the coding workshops by Project Year 1 and by Project End.* | *E.g. Consolidated quiz results from the participants* |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |
|  |  |
| **Number of Participants/Beneficiaries** |  |
| **Outreach number** (e.g. raising awareness for X number of people) |  |
|  |
| **9. Collaboration with Partners***Highlight efforts to collaborate with other partners.* |
|  |
| *List down who you are working with as well as their involvement in the project. (You may insert more rows in the table). Partners should already be onboarded on the project.* |
| **Name of Partner(s)**  | **Involvement in Project** |
| i | *E.g. XX association, YY school, ZZ agency* | *E.g. Partner will be providing the workshop venues for project or Partner will be registering students for the workshop* |
| ii. |  |  |
| iii. |  |  |
| iv. |  |  |
| v. |  |  |
| **10. Long Term Plans***Elaborate on plans to sustain and scale your project if it is successfully implemented.* |
|  |
|  |  |
| **C. ORGANISATION AND PROJECT TEAM** |
|  |
| **1. Organisation’s Experience** *(For Organisation applicant only)**Share relevant experience of your organisation for the proposed project. Provide recent examples of relevant work or projects carried out by your organisation.* |
|  |
|  |
| **2. Project Team’s Experience** *(For Individual and Organisation applicant)**Share the names of project team members, their roles and relevant experience for the proposed project. (You may add more items by inserting more rows in the table)* |
|  | **Name** | **Role** | **Relevant Experience** |
| i. |  |  |  |
| ii. |  |  |  |
| iii. |  |  |  |
| iv. |  |  |  |
| v. |  |  |  |
|  |
| **D. PROJECT COSTS** |
|  |
| **Project Budget** Fill in the Project Budget and Other Sources of Funding in the “DfL Fund Project Budget (Dec 2022)” and upload to the [online application](https://go.gov.sg/osfdr) as part of application submission. |  |
| **E. DECLARATIONS / UNDERTAKINGS**  |
| **1. Declarations/ Undertakings** **For Individuals:** The Applicant will have to declare and e-sign in the “Declarations” form and upload to the [online application](https://go.gov.sg/osfdr) as part of application submission.**For Organisations:** A Director named in ACRA Biz Profile or a member of the Senior Management will have to declare and e-sign in the “Declarations” form and upload to the [online application](https://go.gov.sg/osfdr) as part of application submission. |  |
| **2. Declaration on Unaudited Financial Statements** *(for organisations only)*If you are an audit exempted organisation and you are submitting an unaudited financial statement, please complete the “Declaration on Unaudited Financial Statements” and upload to the [online application](https://go.gov.sg/osfdr) as part of application submission.Note: You have to submit the latest un-audited financial statement. |  |