

GRANT APPLICATION FORM

Building Name : _____
& Address

Organisation Name : _____

For Fibre Ready Scheme (2014-2018)



**INFO-COMMUNICATIONS MEDIA
DEVELOPMENT AUTHORITY**

10 Pasir Panjang Road
#10-01 Mapletree Business City
Singapore 117438
Tel : (65) 6211 1800

E-mail : broadband@imda.gov.sg
Website : www.imda.gov.sg/frs

For IMDA Internal Use

Date Received :

Officer-in-charge :

**ALL INFORMATION PROVIDED WILL BE
HELD IN STRICTEST CONFIDENCE**

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) and soft copy in PDF via email (broadband@mda.gov.sg) needs to be submitted. Please send it to:

Info-communications Media Development Authority
10 Pasir Panjang Road
#10-01 Mapletree Business City
Singapore 117438
Attention: Fibre Ready Scheme

(2) **Structure of the Application Form**

The application form consists of 4 parts : -

- Part I:** Organisation Data
- Part II:** Details of Proposed Project
- Part III:** Project Costs
- Part IV:** Declarations

(3) IMDA reserves the right to conduct interviews and on-site visits during the evaluation of the application.

(4) The Organisation, by submitting this Application Form, undertakes not to disclose, divulge or communicate to any person or party any Confidential Information, without first having obtained the written consent of IMDA.

“Confidential Information” means information in whatever form (oral, written, electronic, etc.) and documentation pertaining to IMDA, the Government of the Republic of Singapore, any third parties or the grant applied hereunder, that is disclosed to or obtained by the Organisation in relation to or in connection with the grant applied hereunder, including this Application Form.

(5) Generally, IMDA grant received by organisations are taxable unless it is capital in nature (ie. funding for infrastructure and fixed asset). In addition, the GST is not claimable.

PART I - ORGANISATION INFORMATION

1. Organisation Data

Organisation Name			
Mailing Address (if different from registered address)			
Telephone		Fax	
Country of Incorporation		Corporate Web Site URL	
ACRA Number / Unique Entity Number (UEN)		Date of Registration	
Paid -up Capital (S\$)			

Organisation Registration: (please tick one)

- Sole Proprietorship
- Partnership
- Private Limited (non-exempt limited by shares)
- Public Limited (limited by shares)
- Research Institute / Institute of Higher Learning
- Others (please specify): _____

Supporting Documents to be submitted

- (a) **Latest** ACRA search of the Organisation's business profile or UEN search, if organisation is not ACRA registered. (Not more than 6 months)
- (b) Certified copies of 3 years of FULL set of **latest** audited financial management report (unless Organisation is exempted from audit under Companies Act)
- (c) Tenant listing (at least 5 tenants (existing building) or 5 potential tenants (new building))
- (d) Contractor Technical Proposal and Project Costings

2. Other Grants Awarded To/ Application In Process By The Organisation**

Awarding Organisation	Description of Grants / Awards	Period (MM/YY to MM/YY)	S(\$)

** 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.

PART II – DETAILS OF PROPOSED PROJECT

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

1.1 In-building Deployment Overview

Describe the scope of the infrastructure enhancement, including:

- *In-building cable trays, metal trunking, etc*
- *Ceiling openings to allow fibre access*
- *Other works required to allow fibre service providers to bring fibre services to the tenants*

1.2 Building Background, Tenant Make Up & Additional Infrastructure

Background information on the building

- *Building Type (e.g. office, industrial, mall) : _____*
- *Building planned for demolition: Yes / No**
- *If the above is yes, please provide estimated date of demolition: _____ (mm/yyyy)*

Tenant Make Up

- *Number of current units : _____*
- *Number of proposed units¹ : _____*

*Additional Infrastructure Required (if necessary): Yes / No**

- *State quantities : _____*
- *State locations (e.g. management office, FCC, carpark) : _____*

Building Owner's Declaration (Justification for Proposed Units) ¹

Note: a) For existing building, please submit the tenant list (at least 5) to IMDA.

b) For building under construction, please submit the list of potential tenants (at least 5) that have expressed interest in leasing the units in the building.

1.3 Project Scope

Describe the scope of the project in accordance to the following sections or attach technical proposal (including project cost):

*Technical proposal attached (including project cost): Yes / No**

Date of site survey conducted by the contractor: _____ (dd/mm/yyyy)

¹ Where no. of proposed units differs from no. of current units, BO must justify with reasons under the 'Building Owner's Declaration' section.

Deployment Methods (where ABF tubes are provided)

Describe the methods, i.e. direct and break-point methods, that have been proposed by the contractors, and the Organisation has made its decision to adopt.

Deployment method adopted: **Direct / Break-point***

*(delete where appropriate)

Horizontal Infrastructure Enhancements (if required)

Describe the horizontal infrastructure added to improve deployments of fibre cables to the tenant unit. Examples are:

- Additional trays laid from riser to individual tenant premise
- Air-blown fibre (ABF) tubes (define capacity of ABF) laid to tenant premise (define quantity of tubes to each tenant premise, if spares are catered at individual floor, etc.)
- Fibre Tube Distribution System (define capacity) installed in riser at every floor
- Ceiling openings at 6m intervals and at every turning point
- Drilling into every individual tenant premises.

Vertical Infrastructure Enhancements (if required)

Describe the vertical infrastructure added to ease fibre operators' ability to bring fibre to each floor of the building, serving non-residential tenants. Examples are:

- Additional vertical cable tray (include size of tray) from MDF to every floor through the riser
- Coring through every floor and closing with fire stop
- Laying of ducts/pipes through every floor, with sub-ducts and draw strings
- Provisioning of ABF tubes

MDF to Riser Enhancements (if required)

Describe the infrastructure added to ease pulling of fibre from the MDF(s) to the riser(s). Examples are:

- Additional trays to increase capacity for fibre cables
- Alternate route from MDF to risers to bypass congested route

Support and Facilitation of Fibre Service Operators' Marketing Efforts

Describe, in detail, the support or facilitation provided to the Fibre Service Operators in their marketing efforts to the tenants. Examples are:

- Space of []m² reserved at lobby for fibre service providers to conduct roadshows over a period of 3 years at no cost
- Listing of Fibre Service Providers contact on building's website

2. PROJECT TEAM

Outline the composition of the project team including Organisation and contractor’s staff managing this project. At least one of the persons listed must be the project manager.

Name	Organisation	Job title	Role in Project

3. PROJECT DELIVERABLES

Date of Commencement^{##}: _____ (dd/mm/yyyy)

Date of Completion^{##}: _____ (dd/mm/yyyy)

^{##} - Please check with IMDA project manager on proposed start date.

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

Deliverables	Due Date (dd/mm/yyyy) ^{##}
i) Ensure that the Building is provided with in-building infrastructure, e.g. ABF microducts, access panels openings, etc. under this Project. ii) Ensure that all information of the infrastructure provided under this Project are recorded in the form of BIM drawings. iii) Ensure that submitted reports include site inspection report, fibre assignment table, ABF microducts test report and site completion report.	As per completion date

4. IMPACT OF PROJECT IMPLEMENTATION

4.1 Quantitative & Qualitative Impact

Performance Indicators (In Relation to that Project)	Upon Completion of the Project	1 st Year After End of Project#
Reduction of fibre deployment duration and timing of installation	E.g. Moderate time & cost savings	E.g. Significant time & cost savings
Eliminate the need to incur additional cost by Tenant	E.g. \$500 - \$1000 deposit due to ceiling works might cause damage	E.g. \$0 - \$100 due to no ceiling works

Figures indicated (if applicable) are Non-Cumulative

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

Note that this project subsidises up to 90% of the cost of new in-building infrastructure capped at \$300,000 per building for Organisation which facilitates access to fibre services for non-residential subscribers.

PART IV – DECLARATIONS / UNDERTAKINGS

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 organisation 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 acknowledge and agree that after IMDA acknowledges receipt of the complete set of grant application form via email, the Organisation may start the project. Claims for eligible items under the grant will be for costs it incurs from the commencement date of the qualifying period (which may be later than the project's actual start date) as stated in the letter of offer issued by IMDA. In the event that no letter of offer is issued by IMDA for any reason whatsoever, I acknowledge and agree the Organisation shall bear all costs and expenses incurred and shall not make any claims against IMDA for such costs and expenses incurred.
4. I understand that if the organisation obtains the offer of a grant by false or misleading statements, IMDA may withdraw the grant and recover immediately from the organisation any amount of the grant that may have been disbursed.
5. By submitting this Application Form, the Organisation undertakes not to disclose, divulge or communicate to any person or party any Confidential Information (as defined hereinabove) without first having obtained the written consent of IMDA.

Signature of CEO/MD/Chairman
(or equivalent)#

Signature of CFO / Treasurer
(or equivalent)#

Name (in BLOCK LETTERS)

Name (in BLOCK LETTERS)

Organisation Stamp

Date

Please delete and indicate accordingly. Letter of authorization must be obtained for signing on behalf of respective highest ranking officer under each category.

Contact Person For Future Correspondence

Name			
Designation			
DID		Fax	
Mobile No.		Email Address	