SINGAPORE GLOBAL NETWORK FUNDING PROGRAMME (SGNFP)
FREQUENTLY ASKED QUESTIONS (FAQ)

General

What is the Singapore Global Network Funding Programme?

The Singapore Global Network Funding Programme (SGNFP) supports efforts to grow and strengthen Singapore's global network of family and friends.

To do this, SGNFP provides funding support for ground-up initiatives that expand and foster engagement with the network, strengthening connections between global communities and Singapore.

Before I apply

What types of initiatives are supported under SGNFP?

SGNFP provides funding support for ground-up initiatives that promote a sense of community and connection to Singapore, promote networking between Singaporeans and friends of Singapore, as well as sharing about opportunities in Singapore and Southeast Asia.

Some examples of initiatives include (but are not limited to): festive celebrations, webinars, informal gatherings, industry networking events etc. Initiatives may be conducted physically or virtually.

Organisers can apply for SGNFP if their ground-up initiatives meet at least one of the following objectives:
   a) Celebrate social connections and a sense of community with Singapore (e.g. festive celebrations, intervarsity games);
   b) Promote industry networking and sharing between Singaporeans and/or friends of Singapore (e.g. networking sessions); and
   c) Promote sharing about industry opportunities and developments in Singapore and Southeast Asia (e.g. events related to ASEAN)
   d) Promote industry networking or collaboration amongst Singaporean and/or friends of Singapore professionals working in tech or in overseas tech communities.

These ground-up initiatives must have a minimum group size of 30 attendees.

Please note that SGN reserves the right to withhold or deny reimbursement if the applicant or applicant's organisation commits any act and/or exhibits any purpose, agenda or behaviour which is inconsistent with EDB or the Government of the Republic of Singapore's position on nonpartisanship, which may potentially bring EDB or the Government of the Republic of Singapore into disrepute, or which in EDB's reasonable opinion is prejudicial to the interests of EDB or the Government of the Republic of Singapore. SGN also has the discretion not to support applicants who have displayed actions or behaviours which in EDB's reasonable opinion are detrimental to the interests of EDB or the Government of the Republic of Singapore.

Who can apply for SGNFP?

Both Singaporeans and non-Singaporeans may apply for SGNFP, as individual applicants or as organisational representatives. Organisations may include (but are not limited to) Overseas Singaporean associations (including overseas university Singaporean student associations), informal friends of Singapore community groups, and Singapore alumni associations overseas.

Can I include non-Singaporeans in my events? Will SGNFP cover the cost for non-Singaporean participants in my events?

Non-Singaporeans may be included in your events.

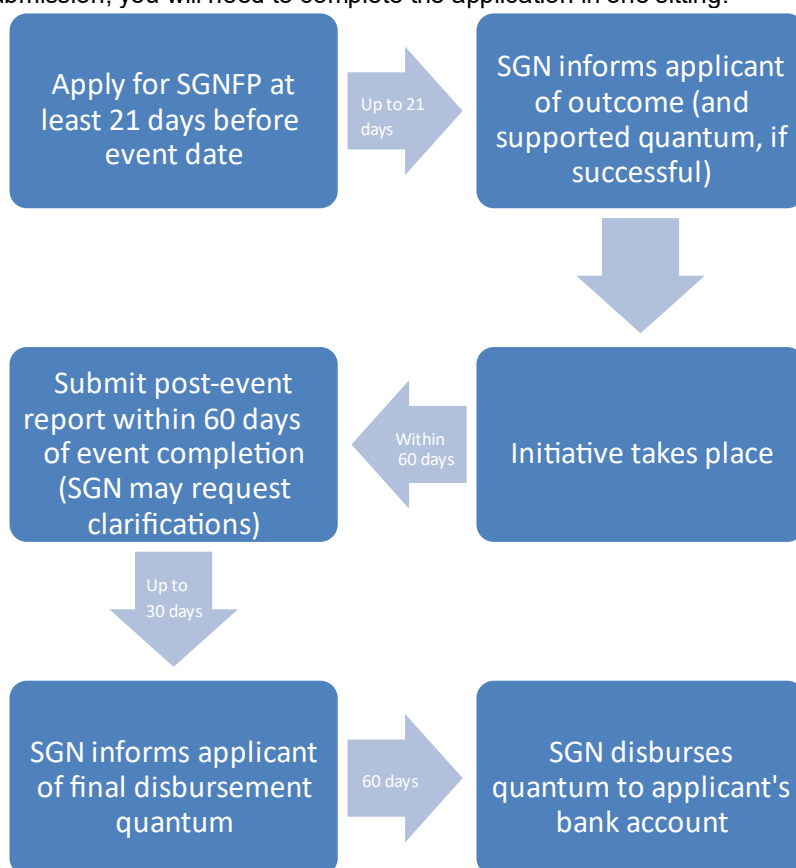**Can non-Singaporean organisations apply for this funding?**

Yes, such organisations may apply for SGNFP if their ground-up initiatives meet at least one of the following objectives:

a) Celebrate social connections and a sense of community with Singapore (e.g. festive celebrations, intervarsity games);

b) Promote industry networking and sharing between Singaporeans and/or friends of Singapore (e.g. networking sessions); and

c) Promote sharing about industry opportunities and developments in Singapore and Southeast Asia (e.g. events related to ASEAN)

d) Promote industry networking or collaboration amongst Singaporean and/or friends of Singapore professionals working in tech or in overseas tech communities.

How do I submit my application?

Applications are open throughout the year and must be submitted to SGN <u>at least 21 days before the initiative commences</u>. The processing timeline required may be longer for complex cases or cases with incomplete information (including incomplete submission or further clarifications required at the post-event reporting stage).

Please access the application form ==here== and follow the steps below if you wish to apply. As you will not be able to save your submission, you will need to complete the application in one sitting.

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┌─────────────────────┐            ┌─────────────────────┐
│ Apply for SGNFP at  │  Up to 21  │ SGN informs applicant│
│ least 21 days before│→  days   → │ of outcome (and      │
│ event date          │            │ supported quantum, if│
│                     │            │ successful)          │
└─────────────────────┘            └─────────────────────┘
                                              │
                                              ↓
┌─────────────────────┐            ┌─────────────────────┐
│ Submit post-event   │  Within    │                     │
│ report within 60 days│← 60 days ←│ Initiative takes place│
│ of event completion │            │                     │
│ (SGN may request    │            │                     │
│ clarifications)     │            │                     │
└─────────────────────┘            └─────────────────────┘
          │
    Up to 30 days
          ↓
┌─────────────────────┐            ┌─────────────────────┐
│ SGN informs applicant│  60 days  │ SGN disburses        │
│ of final disbursement│→         →│ quantum to applicant's│
│ quantum             │            │ bank account         │
└─────────────────────┘            └─────────────────────┘
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Can my project receive other sources of sponsorship in addition to SGNFP?

Your project may receive sponsorship from other sources. However, you are required to disclose the relevant sponsorship information in your pre-event application (including quantum, if already known) and post-event reporting. Please note that discount rates offered to you on a standard commercial basis (e.g. early bird price, bulk discounts) should not be declared as sponsorship.

Can I receive SGN funding upfront before my event to help cover costs?

SGNFP operates on a reimbursement basis, upon successful completion of the initiative and SGN's acceptance of post-event submission of supporting documentation.

How much funding will I receive? / Can initiatives be wholly funded by SGNFP?

Successful applications will receive an approved funding quantum of up to 80% of qualifying costs. (Examples of non-qualifying costs include daily operational costs and purchasing of hardware.)

Applicants must exercise fiscal prudence, avoid extravagant options and ensure that the proposed costs are critical to the success of the ground-up initiatives.

The final reimbursement amount will be calculated by taking total actual income (i.e. before including SGNFP funding, but including revenue earned from activities such as selling tickets and other sponsorships received) and deducting total supported expenditure (i.e. based on supporting documents such as receipts).

The final amount you will receive will thus be either the approved funding quantum communicated as part of the application outcome or 80% of net costs (i.e. total supported expenditure less total actual income), whichever is lower.

Can I generate profit for my project?

Initiatives applying for SGNFP should not generate profits. As the final reimbursement amount will be calculated by deducting total supported expenditure from total actual income (i.e. before including SGNFP funding), initiatives that show a profit based on this calculation will not be eligible for reimbursement, even if an approved funding quantum was previously communicated.

What expenses are covered under SGNFP?

Committed costs for the purpose of organising or running physical or virtual/digital initiatives, as well as resources (including digital tools) to enable these initiatives are covered under SGNFP.

Some examples of digital tools are subscriptions to conferencing and virtual meeting tools e.g. Zoom, GoToMeeting, Livestorm, etc. Applications proposing the use of digital tools should make clear their purpose for the initiative.

Costs for daily operations, including digital tools required for daily operations, will not be supported.

Can I subscribe to digital tools for my daily operations using SGNFP?

Daily operational costs are not supported under SGNFP, including costs for digital tools required for daily operations. Costs for digital tools supported by SGNFP must be for the purpose of enabling physical or virtual/digital initiatives.

Can I subscribe to an annual plan instead of a monthly plan for digital tools that support my initiative?

You should include the justification for an annual (rather than monthly) plan for digital tools in your funding application.

What other expenses are not supported under SGNFP?

Other examples of expenses that are not supported include cash prizes, salaries and per diem allowances, international / inter-city domestic travel, accommodation, and capital expenditure on equipment, hardware or other physical assets meant for permanent use (e.g. laptops).

This list is not intended to be exhaustive, so contact us at funding@singaporeglobalnetwork.sg for clarifications.

Can I submit applications for initiatives that have already taken place?

Ground-up initiatives that have already taken place will not be eligible for funding.

When is the application period?

Applications are open throughout the year and must be submitted to SGN at least 21 days before the initiative commences. The processing timeline required may be longer for complex cases or cases with incomplete information. Late applications will not be accepted.

Am I allowed to budget for payments to myself, whether as an individual or an organisational representative?

Applicants should disclose any actual, potential or perceived conflict of interest (COI) in relation to their applications, whether as individual applicants or organisational representatives. COI may include applicants intending to supply goods or services to their ground-up initiative and subsequently seek reimbursement, or in the case of applications by organisational representatives, where there is intention for the organisation (or other individuals or organisations related to the applicant organisation) to do the above.

We have updated our pre-event application form to capture COI declarations directly. Please note that declaring a conflict of interest does not automatically disqualify your application. SGN will assess each case and may request supporting documentation. Failure to declare may result in funding being withdrawn or clawed back, and may affect future applications. Contact us at funding@singaporeglobalnetwork.sg for clarifications.

Do I need to acknowledge SGN's funding support for my initiative?

Yes, SGN's support should be acknowledged on all publicity materials (e.g. brochures, banners, backdrops emailers, posters and social media posts). SGN's brand guide and logo will be shared in the funding confirmation email sent to successful SGNFP applicants.

Who can I contact if I have further questions about the SGNFP application process?

You may contact us at funding@singaporeglobalnetwork.sg.

After I apply

How will I know if my application has been received?

You will receive an email notification at the email address you indicated in your application.

How will my application be assessed?

Applications will be assessed based on how well the proposed initiative meets the following SGNFP objectives:

a) Celebrate social connections and a sense of community with Singapore (e.g. festive celebrations, intervarsity games);
b) Promote industry networking and sharing between Singaporeans and/or friends of Singapore (e.g. networking sessions); and
c) Promote sharing about industry opportunities and developments in Singapore and Southeast Asia (e.g. events related to ASEAN)
d) Promote industry networking or collaboration amongst Singaporean and/or friends of Singapore professionals working in tech or in overseas tech communities.

In addition, the application will be assessed and considered more favourably if your initiative:

a) Has a large outreach;
b) Encourages connections between Singaporeans and friends of Singapore;
c) Meets more than one of the SGNFP objectives stated above; or
d) Has a focus on tech.

How will SGNFP funding be disbursed?

SGNFP operates on a reimbursement basis, upon successful completion of the initiative and SGN's acceptance of post-event submission of supporting documentation. Reimbursement will be to the bank account indicated in the bank details form submitted.

After my application has been assessed

After approval, can I make changes to timeline and deliverables?

No, once submitted, the funding application form does not allow changes. Please void your previously approved application by writing in to funding@singaporeglobalnetwork.sg and submit a fresh application here.
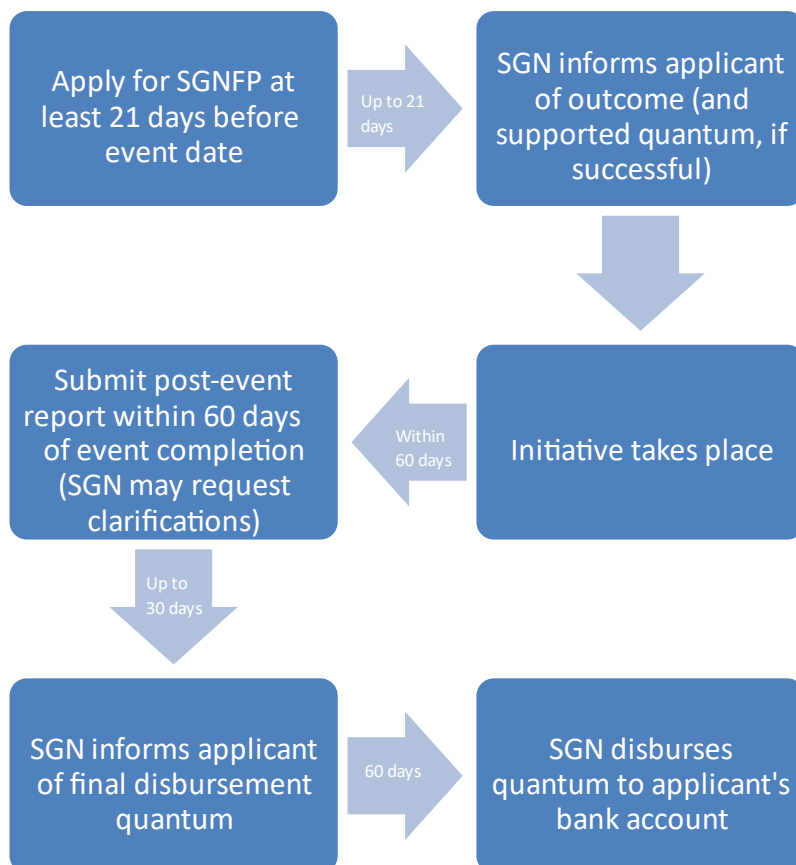
Can I apply for SGNFP more than once? / How often can I apply for SGNFP?

You may apply for SGNFP more than once. SGN is happy to support our community's efforts to organise ground-up initiatives that celebrate social connections and a sense of community with Singapore, promote industry networking between Singaporeans and friends of Singapore, as well as sharing about industry opportunities in Singapore and Southeast Asia.

After I complete my initiative

How do I submit the post-event report?

You may access the post-event report template here and follow the steps below to submit your report. As you will not be able to save your submission, you will need to complete the post-event report submission in one sitting.

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┌─────────────────────┐              ┌─────────────────────┐
│  Apply for SGNFP at │   Up to 21   │  SGN informs        │
│  least 21 days      │──  days  ──▶ │  applicant of       │
│  before event date  │              │  outcome (and       │
│                     │              │  supported quantum, │
│                     │              │  if successful)     │
└─────────────────────┘              └─────────────────────┘
                                               │
                                               ▼
┌─────────────────────┐              ┌─────────────────────┐
│  Submit post-event  │   Within     │                     │
│  report within 60   │◀─ 60 days ── │  Initiative takes   │
│  days of event      │              │  place              │
│  completion (SGN    │              │                     │
│  may request        │              │                     │
│  clarifications)    │              │                     │
└─────────────────────┘              └─────────────────────┘
         │
      Up to
      30 days
         ▼
┌─────────────────────┐              ┌─────────────────────┐
│  SGN informs        │   60 days    │  SGN disburses      │
│  applicant of final │──────────▶   │  quantum to         │
│  disbursement       │              │  applicant's bank   │
│  quantum            │              │  account            │
└─────────────────────┘              └─────────────────────┘
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What do I need to submit in my report?

Disbursement of funds will take place after successful applicants have completed and submitted the post-event report here with the following supporting documents, within 60 days after the initiative ends.

a) Registration Data Template (template here; for events in China, a Chinese version is available here). Data submitted must be complete and based on all data fields set out in the template, or the applicant will be deemed non-compliant. Non-compliance with the terms and conditions for SGNFP or late submission of post-event report and supporting documents could result in your application being voided, reduction of the disbursement amount, delay in disbursement of funds, and/or being issued warnings that may affect future SGNFP applications.

b) Digital documentation (provide link to post-event publicity and/or related social media posts) of the completed initiative, which must include clear visual proof of the scale of its outreach (i.e. taking reference from the projected attendee numbers at the point of application), e.g. a group photo of attendees for smaller events of 50 pax or less. (For larger events, clear visual proof of at least 50% of the attendees should be provided.)

c) Statement of Accounts (i.e. final expenditure and income earned, where income earned is not inclusive of the approved funding quantum communicated by SGN)*
   Receipts to be kept for one year for random audit checks by SGN

d) Completed Bank Details form (link here)

In addition, SGN's support should be acknowledged on all publicity materials (e.g. brochures, banners, backdrops, emailers, posters and social media posts). SGN's brand guide and logo will be shared in the funding confirmation email sent to successful SGNFP applicants.

Am I allowed to claim reimbursement for myself, whether as an individual or an organisational representative?

Applicants should disclose any actual, potential or perceived conflict of interest (COI) in relation to their applications, whether as individual applicants or organisational representatives. COI may include applicants having supplied goods or services to their ground-up initiative and now seeking reimbursement, or in the case of applications by organisational representatives, where there is intention for the organisation (or other individuals or organisations related to the applicant organisation) to do the above.

We have updated our post-event reporting form to capture COI declarations directly. Please note that declaring a conflict of interest does not automatically disqualify your reimbursement. SGN will assess each case and may request supporting documentation. Failure to declare may result in funding being withdrawn or clawed back, and may affect future applications. Contact us at funding@singaporeglobalnetwork.sg for clarifications.

How will reimbursement be made?

The final reimbursement amount will be calculated by deducting total supported expenditure from total actual income (i.e. before including SGNFP funding).

The final amount you will receive will be either the approved funding quantum communicated as part of the application outcome or 80% of net costs (i.e. total supported expenditure less total actual income), whichever is lower.

Funds will be disbursed via wire bank transfer within 60 days, after you have been notified by SGN of acceptance of post-event report and supporting documents.

Please note:

- Incomplete details provided on the bank details form may result in delays in disbursement of funds.
- Applicants must also ensure that the bank account details submitted are accurate and the bank account is able to receive disbursement of funds in the currency stated in the funding application. SGN will not be able to disburse the funds again if the account details are inaccurate and reserves the right to disburse the funds in an alternative currency based on the prevailing financial regulations.
- Registration data submitted must be complete and based on all data fields set out in the template, or the applicant will be deemed non-compliant. Non-compliance with the terms and conditions for SGNFP or late submission of post-event report and supporting documents could result in your application being voided, reduction of the disbursement amount, delay in disbursement of funds, and/or being issued warnings that may affect future SGNFP applications.

Can reimbursements be made to foreign bank accounts outside of Singapore? Will I have to absorb bank charges if reimbursements are made to foreign bank accounts?

Reimbursements can be made to bank accounts in Singapore as well as overseas. You are not required to absorb the bank charges.

When can I expect to receive reimbursement after submitting the post-event report and supporting documents?

You will hear from SGN within 30 days for confirmation on the final disbursement quantum. During this time, SGN may also request clarifications from you, as part of reviewing the post-event report and supporting documents. Funds will subsequently be disbursed via wire bank transfer within 60 days, after you have been notified by SGN of acceptance of post-event report and supporting documents.

I have multiple funding applications. Will the funds be disbursed after each event, or only after I have submitted my post-event report upon conclusion of all my funding applications?

The funds for each event will be disbursed based on SGN's acceptance of post-event report and supporting documents for the respective event. Please submit the post-event report and supporting documents for each of your events underlined individually here.

What are the penalties if I cannot meet the requirements?

Non-compliance with the terms and conditions for SGNFP or late submission of post-event report and supporting documents may negatively affect your current and future funding requests. For example, non-compliance could result in your application being voided, reduction of the disbursement amount, delay in disbursement of funds, and/or being issued warnings that may affect future SGNFP applications.

What happens if I do not meet my targeted expected number of attendees indicated in my application, and submit a lower-than-expected list of registrants in my post-event report?

We expect all applicants to submit a realistic attendee number target in your funding application. Such a shortfall as described would constitute an instance of non-compliance with the terms and conditions for SGNFP. Non-compliance with the terms and conditions for SGNFP or late submission of post-event report and supporting documents may negatively affect your current and future funding requests. For example, non-compliance could result in your application being voided, reduction of the disbursement amount, delay in disbursement of funds, and/or being issued warnings that may affect future SGNFP applications.

What happens if I cannot collect all the fields as required in the registration data template?

Registration data submitted must be complete and based on all data fields set out in the template, or the applicant will be deemed non-compliant. Non-compliance with the terms and conditions for SGNFP or late submission of post-event report and supporting documents could result in your application being voided, reduction of the disbursement amount, delay in disbursement of funds, and/or being issued warnings that may affect future SGNFP applications.

What if I discover I cannot meet the minimum requirement of 30 attendees in the course of conducting my initiative? / What if I am unable to obtain the full details of all attendees in the course of conducting the initiative?

Applicants are by default required to meet all requirements for funding, including obtaining the full details of attendees in the course of conducting the initiative. Failing which, cases will be assessed on a case-by-case basis, with applicants required to provide details of any mitigating circumstances. You may contact us at funding@singaporeglobalnetwork.sg if you have further queries on your case.

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