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

QUICK NAVIGATION OF YOUR SGNFP JOURNEY

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1. 🌱 BEFORE YOU APPLY

1.1 What is the Singapore Global Network Funding Programme (SGNFP)?

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 events that expand and foster engagement with the network, strengthening connections between global communities and Singapore.

1.2 Who can apply?

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), Friends of Singapore community groups, and Singapore alumni associations overseas.

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1.3 What types of ground-up events are supported?

Ground-up events should promote meaningful community building and networking between Singaporeans and friends of Singapore, and facilitate sharing of opportunities related to Singapore and Southeast Asia.

Some examples of events include (but are not limited to) cultural or festive celebrations, topical webinars, industry networking sessions, professional meetups, or knowledge-sharing events.

These events may be conducted physically or virtually and should be executed on a voluntary basis to serve the interests of the community being engaged, without intent to profit from the execution of the event.

1.4 What is the application journey?



📌 ***Reminder:*** *Time references are tracked based on Singapore's time zone (SGT / UTC+8). All applications and reports must comply with these timelines.*

1.5 What are SGNFP's objectives?

Your event must meet at least one of the following:

- ❑ Celebrate social connections and a sense of community with Singapore (e.g. festive celebrations, intervarsity games);
- ❑ Promote industry networking and sharing between overseas Singaporeans and/or friends of Singapore;
- ❑ Share industry opportunities and developments in Singapore and Southeast Asia (e.g. events related to ASEAN); or
- ❑ Promote collaboration among Singaporean professionals and/or friends of Singapore working in tech, innovation or sustainability.

Events may be considered more favourably if they:

- ✓ Aim for large potential outreach
- ✓ Engage both Singaporeans and friends of Singapore
- ✓ Align with more than one SGNFP objective
- ✓ Showcase new ideas, opportunities or perspectives around ASEAN, tech, innovation or sustainability themes

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1.6 Can non-Singaporean individuals or organisational representatives apply?

Yes, as long as their events align with SGNFP's objectives. See 1.3 and 1.5.

1.7 Can businesses apply?

Businesses may apply through an organisational representative if their event is executed on a voluntary basis to serve the interests of the community being engaged, without intent to profit from the execution of the event. As SGNFP is not intended to support the conduct of commercial activities, funding support for the event should not be used to subsidise regular business operations.

1.8 Can non-Singaporeans participate in my event?

Yes, SGNFP supports this.

1.9 My event is in Singapore and targeted at Singaporeans. Can I apply?

Yes, with the following caveats:

- The event cannot be social in nature (e.g. festive celebrations) and must engage a mix of Singaporeans and non-Singaporeans to be eligible for SGNFP, with at least 30% of attendees being non-Singaporeans. You will incur a non-compliance strike if the attendee mix is not met.
- The above restriction does not apply to Singaporean student associations of overseas universities who are conducting pre-departure activities in Singapore to engage their incoming cohorts (e.g. orientation mixers).

1.10 Is there a minimum number of attendees?

Yes. Events must involve at least 30 attendees aged 17 and above. Minors (aged 16 and below) do not count toward this number and should not be factored into the projected number of attendees, although they may still participate.

📌 ***Reminder:*** *Children under 17 should not be included for purposes of registration data submission.*

1.11 How much funding can I receive?

SGNFP supports up to 80% of qualifying costs, capped on a per-head basis. The final reimbursement amount will be the lower of:

- The allocated quantum communicated in the outcome email; or
- 80% of net costs (i.e. total supported expenditure minus total actual income, where income includes sponsorships outside of SGNFP funding and fees collected from attendees).

The exact quantum allocated at the point of approval will be based on SGN's assessment of how well the proposed event meets the SGNFP objectives and the supporting documents provided. Funding will not be supported for ineligible line items. See section 3: What's Funded for more information.

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Applicants should exercise fiscal prudence, avoid extravagant options, and ensure costs are critical to the success of their event.

📌 ***Funding formula in a nutshell:*** *SGNFP reimbursement = lower of allocated amount OR 80% of net costs*

2. 📝 PREPARING YOUR APPLICATION

2.1 How do I apply?

Submit an application via the SGN website at least 21 calendar days before your event begins. All applications are processed in Singapore time (SGT / UTC+8), so please account for time zone differences. SGN cannot accept late submissions (i.e. applications submitted fewer than 21 calendar days before the event); they will be rejected. Watch our step-by-step video guide for submitting your application.

📌 ***Reminder:*** *Applications are processed in Singapore time (SGT / UTC+8), e.g. if your event starts on 30 May, you must submit by* ***9 May, 11:59 PM SGT****, not your local time.*

2.2 What should I include in the application?

- ❑ Description of event (including how it aligns with SGNFP's objectives)
- ❑ Proposed budget (Using the budget template)
- ❑ Expected number of attendees (aged 17+ only)
- ❑ Declaration of any potential conflict of interest (COI) - *See 2.9 for what to do when declaring a COI*

2.3 What if I don't have a confirmed number of attendees?

You should provide a conservative projection of the number of attendees, as a significant shortfall in actual attendance will be considered non-compliance. Minors (i.e. aged 16 and below) do not count towards attendance.

📌 ***Example:*** *Planning a National Day celebration for 120 total guests, including 30 minors? Only list the* ***90 adults aged 17+*** *in your application as the projected attendance.*

2.4 Why might my application be rejected?

Possibilities include your event not meeting SGNFP's objectives, or your application was submitted less than 21 calendar days before your event.

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 Economic Development Board (EDB) or the Government of Singapore's position on non-partisanship, which may potentially bring EDB or the Government of Singapore into disrepute, or which in EDB's reasonable opinion is prejudicial to the interests of EDB or the Government 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 Singapore.

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2.5 Can I apply for funding after the event has taken place?

No, retrospective applications are not allowed, so please plan your application submission in advance and submit at least 21 calendar days before the event takes place.

2.6 When can I apply?

You may apply at any time, but your application must be submitted at least 21 calendar days before the event takes place. Late applications will be rejected.

📌 ***Tip:*** *Apply early. Processing time may be longer for cases with incomplete/unclear information, or where the case is complex.*

2.7 Can I save my application and return to it later?

No, the pre-event application form does not allow saving, so please prepare the necessary information to complete your application in one sitting.

2.8 Can I apply for multiple events?

Yes, but each event should be a separate application. SGN will also take into consideration your past applications and track record of compliance with SGNFP terms and conditions when reviewing future applications.

2.9 Do I need to declare a conflict of interest (COI)?

Yes. You must declare any COI at both the application and post-event stages. The respective forms will ask for this declaration.

- Actual — A conflict that already exists (e.g. you are hiring your spouse's company as a vendor for the event).
- Potential — A conflict that doesn't exist yet but could develop (e.g. you are considering using your own restaurant for the event).
- Perceived — A situation that may appear to be a conflict, even if it isn't one in practice (e.g. you hire a vendor who happens to be a member of a community group that you manage).

Should there be any COI, you will also need to submit two quotations from other vendors for similar goods or services, allowing SGN to check that pricing is fair and in line with the market.

Declaring a conflict of interest does not automatically disqualify your application. SGN will assess each case individually. However, if you fail to declare a COI or to submit the comparative quotations, SGN reserves the right to withdraw funding, recover funds already disbursed, and/or affect your eligibility for future applications.

3. 🎯 WHAT'S FUNDED

3.1 What types of costs are supported?

SGNFP supports direct, event-specific costs, including:

- Catering served during the event
- Marketing/publicity materials
- Rental of venue, AV equipment or furniture
- Photography/videography
- Short-term event digital tool subscriptions or rental for the period of event planning/execution
- Printing (e.g. signage, name tags)

3.2 What types of costs are not supported?

Examples include:

- Cash prizes
- Salaries and per diem allowances
- International/domestic travel for organisers or guests
- Billing of general admin, planning, or event management fees to self or affiliated vendors
- Billing for other purposes from the applicant's own company or an affiliated company without COI declaration and comparative quotes to confirm price reasonableness
- Accommodation for organisers or guests (e.g. hotel, dormitory)
- General daily operational costs (e.g. rent, office software, website maintenance and hosting)
- Equipment or furnishings intended for permanent use (e.g. cookware, laptops, chairs)
- Long-term subscriptions (e.g. Zoom, Canva)
- Contingency or buffer line items (e.g. "emergency reserve" costs)
- Donations
- Other long-term physical assets are not directly related to executing an event.

If in doubt, please seek clarification from us at funding@singaporeglobalnetwork.sg. Expenditure items that are not supported will be excluded from the evaluation of the funding application, and this decision is final.

3.3 Can I take out an annual subscription to a digital tool if I have reasonable justification?

Please provide more information and SGN will evaluate the request.

3.4 Can I collect fees from participants?

You may collect fees, but these are considered income that will be offset against your expenditure, and the event cannot turn a profit overall. All income, including fees planned to be collected, must be declared in the pre-event application (as projected amounts), as well as in the post-event reporting (as actual amounts).

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3.5 Can I receive co-funding from others?

Yes, but you must declare any other funding sources in the pre-event application (as projected amounts), as well as in the post-event reporting (as actual amounts). SGNFP does not fund events already fully funded by other sources.

3.7 What if I receive other funding after approval?

Inform SGN immediately, and also include the actual amounts received as part of your post-event reporting. Failure to declare post-approval funding may result in funding clawbacks, penalties, or disqualification from future applications.

3.8 Can SGN disburse funding before the event?

No. SGNFP is strictly reimbursement-based, upon successful completion of the event and SGN's acceptance of the post-event submission of supporting documentation.

4. 📥 AFTER YOU SUBMIT

4.1 How will I know if my pre-event application has been received?

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

4.2 How long does the pre-event application process take?

Processing typically takes 21 calendar days from submission to approval. Apply early to allow for possible clarifications or resubmissions.

4.3 What happens if my event is less than 21 days away?

You will not be eligible to apply for SGNFP for such an event. Please plan ahead and submit your application as early as possible.

4.4 What happens after my event is approved?

You will receive a confirmation email. SGN will share templates, brand guidelines, and other relevant materials to support your planning and reporting.

4.5 Can I make changes to my pre-event application after my event is approved?

Once submitted, the funding application form does not allow for changes. If changes will materially affect your event's scope and costs, you must void your existing application and reapply.

Please note that changes to the event must be notified and approved by SGN before the event commences. Write in to us immediately at funding@singaporeglobalnetwork.sg

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4.6 Why do I need SGN's approval if I change the event date after approval, even if there are no other changes to the event scope?

A change in your event date must be notified and approved by SGN before the event takes place, so that our system records and reporting deadlines can be updated. The post-event report submission automatically closes 60 days from and including the date of the event and cannot be reopened once expired. Hence, it is important that the event date is accurately captured in the system.

The revised event dates must still comply with SGNFP's application timeline, where the new event date is at least 21 days from the original application submission date. To reflect the new event date, SGN will update your event date before the event begins.

📌 *If SGN is not informed and the change is not updated in the backend before the event, the system will still uses the original deadline and the post-event report submission link will close 60 days from the original event date and cannot be reopened even though the event was postponed.*

Processing is done in Singapore time (SGT / UTC+8) so please account for time difference if you are overseas.

If you have contacted us and have not received confirmation of your date change, please contact SGN to follow up before proceeding with your event.

5. 📄 BEFORE THE EVENT

5.1 How can I prepare for my event to avoid any non-compliance with SGNFP terms and conditions?

After receiving approval, you must account for the SGNFP post-event reporting requirements in your planning. This will help you avoid delays or non-compliance during the post-event reporting process.

A) Registration Data List

Use the SGN Excel registration template to collect your participant data in soft copy.

- ❑ Complete all fields marked with an asterisk (*).
- ❑ Do not override drop-down fields – use options from the list provided. Seek clarification if necessary.
- ❑ Submit all data as requested. Incomplete or incorrectly formatted data will be deemed non-compliant.
- ❑ Scans of hardcopy registration forms are not acceptable so please plan the data submission accordingly.
- ❑ SGN does not accept data for minors aged 16 and below. Minors also do not count towards the total attendance. You may wish to remind your attendees not to submit data of minors.
- ❑ Remind each attendee to provide their personal email address as duplicate email do not count towards the attendance.
- ❑ Ensure that your event is able to reach your estimated number of attendees. Include a note to notify your attendees that the event is sponsored by SGN and attendee will receive a newsletter from SGN after agreeing to the privacy statement. *(Continued on the next page)*

B) Digital documentation

As you must provide visual proof of your event, please plan to:

- ❑ Capture at least one group photo or video showing event turnout.
  - Refer to the projected attendee numbers at the point of application
  - For larger events, clear visual proof of at least 50% of the attendees should be provided.
- ❑ Include SGN's logo in publicity materials or on-site collateral to acknowledge SGN's support:
  - If SGN branding will be shown at the venue, capture photos of banners, brochures or backdrops.
  - If SGN branding will be used online, take screenshots of emailers or social media posts.
  - Plan for publicly accessible post-event coverage on social media, such as a LinkedIn post.
  - Please tag @SingaporeGlobalNetwork in your social media posts if you are sharing highlights from the event.
  - At the event, or in the social media post, you may use the following liner to share about SGN:

    Supported by Singapore Global Network (SGN), a community of changemakers, professionals and friends globally. Born out of a desire to build meaningful relationships across borders, SGN exists to connect people to opportunities that Singapore and its network of members have to offer. Join SGN to become a member of our global community of professionals and friends with Singapore at its heart. Learn more at www.singaporeglobalnetwork.gov.sg

    By signing up for the programme and agreeing to the privacy statement, you will be invited to activate your account to receive SGN's newsletter with inspiring stories, events, job opportunities and to access the community.

Upon approval of your application, you will also receive an email with a list of resources to support your marketing and publicity initiatives. Please refer to the email for more information.

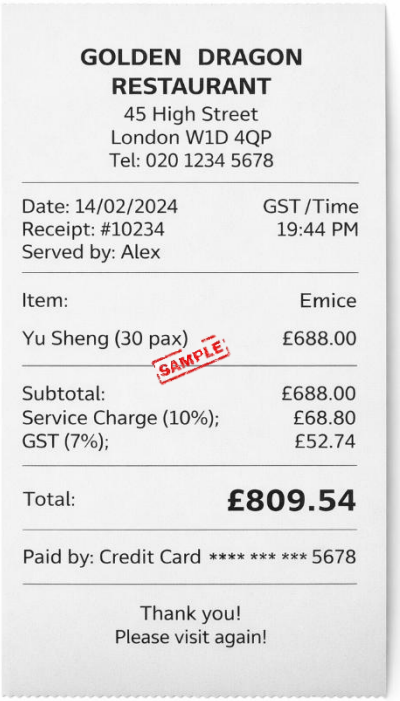
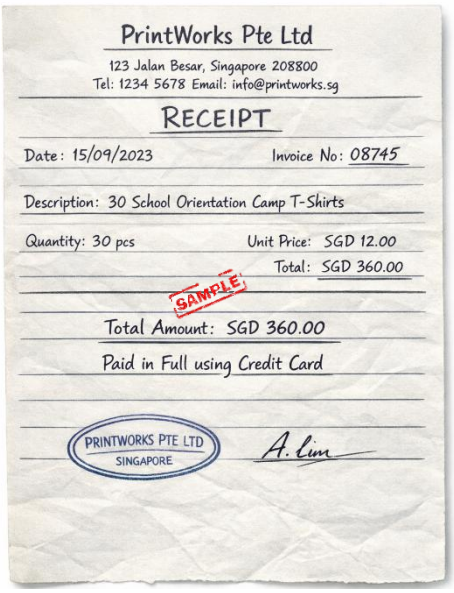
C) Receipts

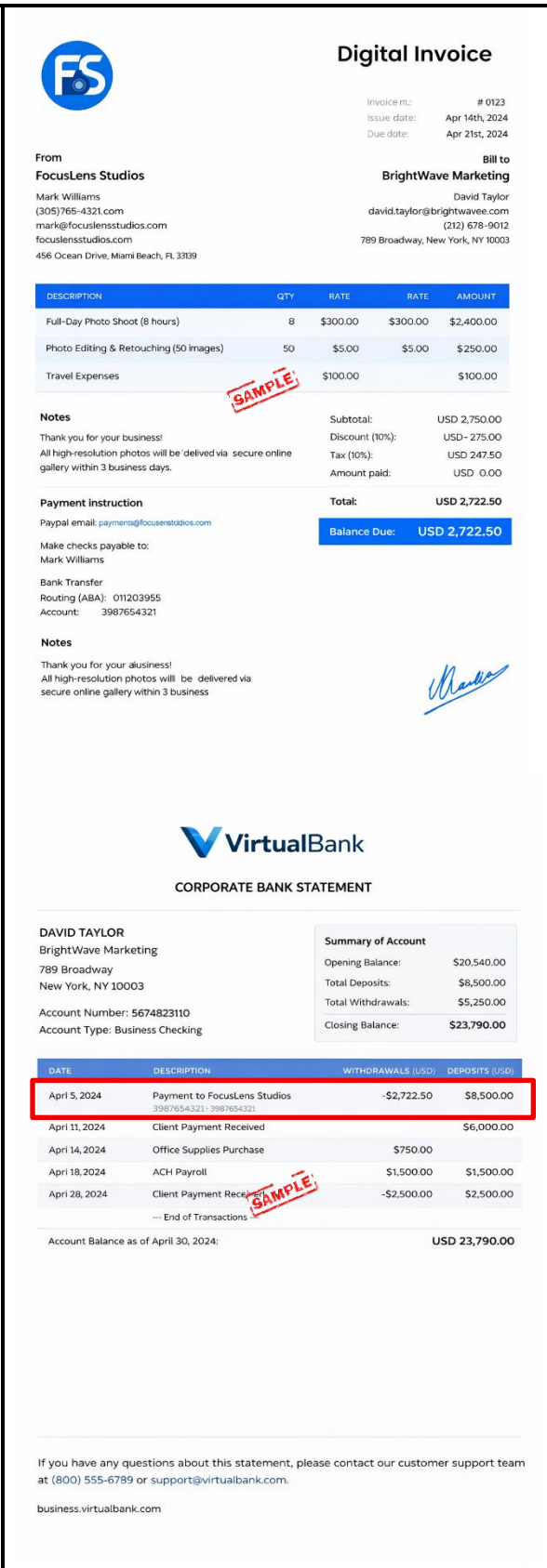
Obtain valid receipts, which must meet the following criteria:

- ❑ Issued by the vendor
- ❑ Includes details of the vendor (company name, address, contact number, email)
- ❑ Includes transaction details (date, itemised breakdown, total cost, payment method, and currency)
- ❑ Proof that payment was made (e.g. bank statements showing the applicant's name and the receipt amount)

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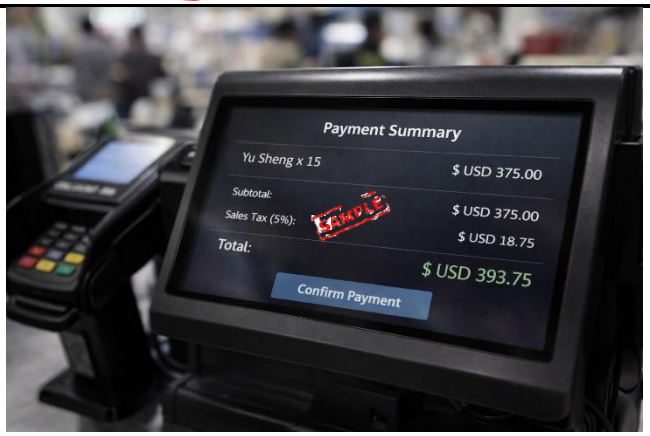
Examples of valid receipts below:

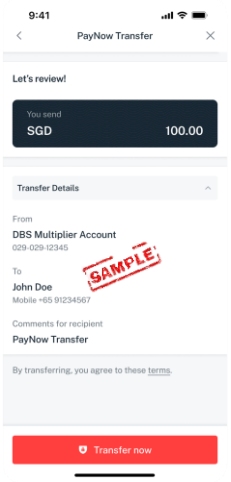
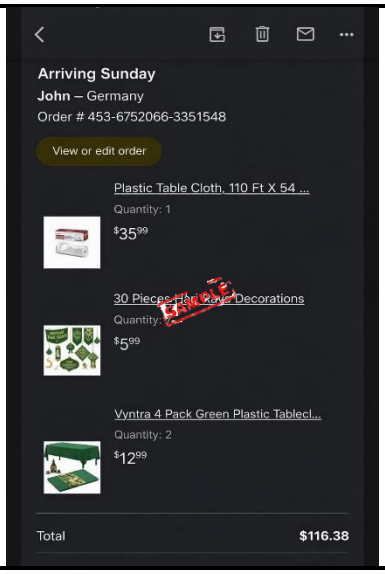
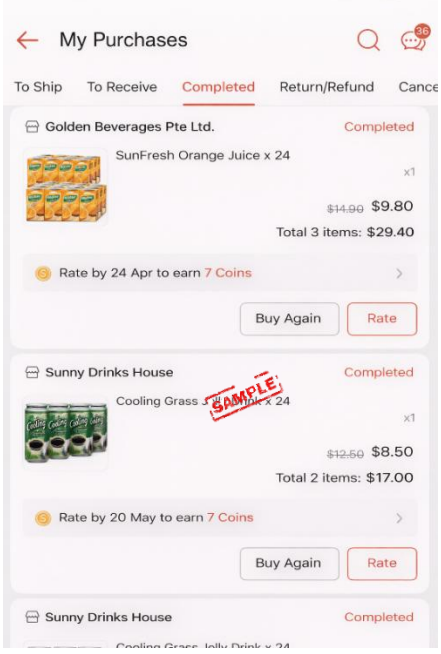
	✓
Official printed receipts generated from a POS system	
Handwritten receipts with all required details (vendor name, date, itemisation, total amount) and company stamp or signature. Supported by proof of payment (e.g. bank or card statement)	  *(Continued on the next page)*

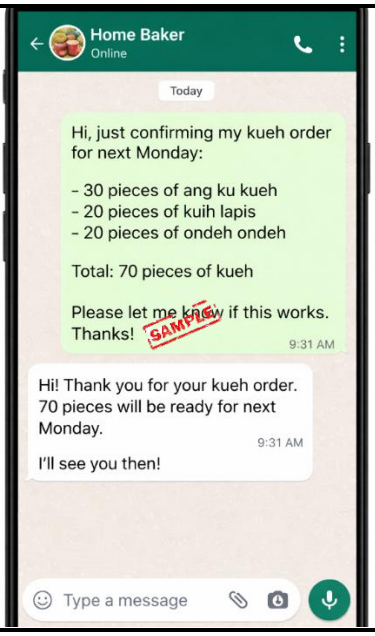
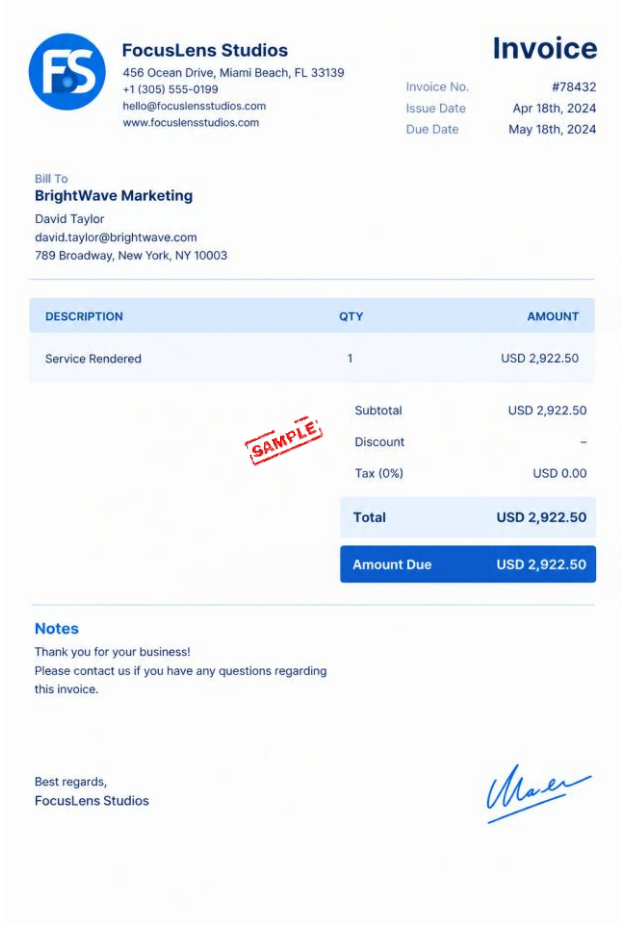
Digital invoices/receipts that include: • Full itemised breakdown • Transaction or invoice ID • Vendor details Supported by proof of payment (e.g. bank or card statement)	 **Digital Invoice** Invoice m.: # 0123 Issue date: Apr 14th, 2024 Due date: Apr 21st, 2024 **From** **FocusLens Studios** Mark Williams (305)765-4321.com mark@focuslensstudios.com focuslensstudios.com 456 Ocean Drive, Miami Beach, FL 33139 **Bill to** **BrightWave Marketing** David Taylor david.taylor@brightwavee.com (212) 678-9012 789 Broadway, New York, NY 10003 DESCRIPTION QTY RATE RATE AMOUNT Full-Day Photo Shoot (8 hours) 8 $300.00 $300.00 $2,400.00 Photo Editing & Retouching (50 images) 50 $5.00 $5.00 $250.00 Travel Expenses $100.00 $100.00 SAMPLE **Notes** Thank you for your business! All high-resolution photos will be delived via secure online gallery within 3 business days. Subtotal: USD 2,750.00 Discount (10%): USD - 275.00 Tax (10%): USD 247.50 Amount paid: USD 0.00 **Payment instruction** Paypal email: payments@focusenstddios.com Make checks payable to: Mark Williams Bank Transfer Routing (ABA): 011203955 Account: 3987654321 **Total: USD 2,722.50** **Balance Due: USD 2,722.50** **Notes** Thank you for your aiusiness! All high-resolution photos will be delivered via secure online gallery within 3 business VirtualBank CORPORATE BANK STATEMENT DAVID TAYLOR BrightWave Marketing 789 Broadway New York, NY 10003 Account Number: 5674823110 Account Type: Business Checking **Summary of Account** Opening Balance: $20,540.00 Total Deposits: $8,500.00 Total Withdrawals: $5,250.00 Closing Balance: $23,790.00 DATE DESCRIPTION WITHDRAWALS (USD) DEPOSITS (USD) Apri 5, 2024 Payment to FocusLens Studios 3987654321 › 3987654321 -$2,722.50 $8,500.00 Apri 11, 2024 Client Payment Received $6,000.00 Apri 14, 2024 Office Supplies Purchase $750.00 Apri 18, 2024 ACH Payroll $1,500.00 $1,500.00 Apri 28, 2024 Client Payment Received -$2,500.00 $2,500.00 SAMPLE --- End of Transactions --- Account Balance as of April 30, 2024: USD 23,790.00 If you have any questions about this statement, please contact our customer support team at (800) 555-6789 or support@virtualbank.com. business.virtualbank.com *(Continued on the next page)*

E-commerce "Order details" or PDF receipts that show: • Vendor/platform name • Item(s) purchased • Amount paid • Proof of payment and (where applicable) delivery status	 Shopee Order Confirmation **Buyer:** Adrian Chen **Address:** 123 Taipei Road, Zhongzheng District, Taii City, 100001, Taiwan **Phone:** +886 912345678 **Seller:** SG Party Supplies **Address:** 10 Anson Road, 22-01 International Plaza, Singapore 079903 **Tel:** +65 62223344 **Order Number:** 230915ABCD12345 **Payment Time:** 15/09/2023 **Shipping Method:** Overseas SAMPLE \# Product Quantity Unit Price Subtotal 1 Singapore National Day Flag Banner, 4 meter x 24 flags 1 TWD 250 TWD 250 2 100 pics Singapore Handheld Flags, 14cm x 21cm 1 TWD 340 TWD 340 3 25-pack Singapore Flag Cutouts 2 TWD 180 TWD 360 4 Set of Singapore Themed Balloon Decorations, 10 pieces 1 TWD 290 TWD 290 Subtotal of 5 products TWD 1,240 Shipping Fee TWD 150 Shopee Discount -TWD -50 **Total Payment: TWD 1,340** Page 1 of 1 End of receipt

Examples of invalid receipts below:

Photos of POS machines or cashier screens	 Payment Summary Yu Sheng x 15 $ USD 375.00 Subtotal: $ USD 375.00 Sales Tax (5%): $ USD 18.75 Total: $ USD 393.75 Confirm Payment SAMPLE *(Continued on the next page)*

Bank transfer or credit card screenshots without corresponding invoice/receipt and itemised details	
Any document missing key information (e.g. vendor name, date, itemisation, total amount)	
E-commerce "Order details" without proof of payment or delivery/fulfilment	 *(Continued on the next page)*

Confirmation messages (e.g. WhatsApp, SMS, email) without a formal invoice/receipt	
Invoices or receipts without itemised breakdown or without proof of payment	 *(Continued on the next page)*

Self-generated or altered documents without verifiable vendor details		

5.2 Do I need to follow the brand guide?

Yes, to ensure the integrity of SGN's brand, please adhere to our brand guide on how our logo should be used in publicity materials. You may also use the marketing and publicity resources in the emails.

5.3 What if I discover I cannot meet the minimum requirement of 30 attendees or provide the full details of all attendees?

The expectation is for events approved for SGNFP funding to meet all the requirements set out in this FAQ, which include meeting the minimum requirement of 30 attendees and collecting their full details. Otherwise, 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.

6. 🎉 AFTER THE EVENT

6.1 How do I submit the post-event report?

Access the post-event reporting form here. You will need to complete the post-event report submission in one sitting, so ensure that you have all the necessary information. Watch our step-by-step video guide for submitting your post-event report.

6.2 When and what documents do I need to submit?

Submit the following within **60 calendar days** of your event here:

- ❑ Final registration data using SGN's Excel template in soft copy.
  - Complete all fields marked with an asterisk (*).
  - Do not override drop-down fields – use options from the list provided. Seek clarification if necessary.
  - Ensure there are no duplicate emails; obtain individual email addresses where needed.
  - Remove data for minors aged 16 and below. Minors also do not count towards the total attendance.
  - Do note that hardcopy scans of registration data are not acceptable. Please transfer the data to Excel for submission.

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- ❑ 3 – 5 event photos or videos
  - Provide at least one group photo or video showing turnout. For larger-scale events, clear visual proof of at least 50% of the attendees should be provided.

- ❑ Screenshots or photos showing the SGN logo on event materials
  - Include at least one screenshot or image of publicity materials showing SGN's logo.
    - If SGN branding was shown at the venue, submit photos of banners, backdrops or brochures
    - If SGN branding was used online, submit screenshots of emailers or social media posts.

- ❑ Public link to social media coverage

- ❑ Final expenditure report (the same file submitted at the pre-event application stage)
  - Ensure that section 2 showing your final expenditure has been completed
  - Ensure that the expenditure line-items tally with the receipts.

- ❑ Valid receipts with clear images
  - All receipts should tally with the amounts in the expenditure report. If there are multiple receipts to submit, organising them with clear labels will help us in reviewing your submission.
  - Please organise multiple receipts by expenditure category as listed in the report for ease of reference.
  - If you have receipts in multiple currencies, further group them within each category by currency.

- ❑ Completed bank details form
  - The bank account must be able to receive disbursement of funds in the currency stated in the funding application. If the account details are inaccurate, SGN will not be able to disburse the funds again. SGN also reserves the right to disburse the funds in an alternative currency in line with prevailing financial regulations.

- ❑ Conflict of interest (COI) declaration and comparative quotes
  - The post-event reporting form will require you to declare any COI again.
  - If there are any changes to your initial COI declaration (e.g. additional vendors, organisers or speakers, or changes to the amounts paid) that may lead to new or additional COIs, please include the details in your COI declaration for post-event reporting.
  - Failure to disclose COI may result in rejection of reimbursement or disqualification from future funding.
  - For receipts submitted from affiliated companies or parties for eligible costs, please also provide comparative quotes to confirm price reasonableness.

📌 ***Reminder:*** *Please submit the post-event report as soon as possible. Watch our step-by-step video guide for submitting your post-event report.*

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6.3 Why can't I submit my report?

The system will automatically close your case if you do not submit a post-event report within 60 days from the date of your event, which includes the date of the event. The system tracks this in Singapore time (SGT / UTC +8), so please account for this when calculating the 60-day window. Submit your post-event reporting as soon as possible.

📌 ***Reminder:*** *Submissions are tracked in Singapore time (SGT / UTC+8), e.g. if your event date is on 9 August in the USA, you must submit by* ***8 October, 11:59 PM SGT****, not your local time.*

6.4 Can I send a file-sharing link?

No, please compress your files before uploading as file-sharing links are not accepted.

6.5 The initial applicant has changed and someone else will submit the report. What should I do?

Please contact us at funding@singaporeglobalnetwork.sg and provide contact details of the new point of contact as soon as possible to avoid any delay in processing your post-event submission. A change in point of contact will not be accepted as a reason for missing the 60-day deadline for post-event reporting.

6.6 How do I know if my post-event report has been submitted?

Upon submitting your post-event report, your case status will change to "Event Report Under Review". If there is no status change, the submission is not captured by the system. In such instances, you should also be redirected to an error page and be able to attempt your submission again.

Please note that you will not be allowed to resubmit the report once it has been successfully submitted.

7. 💸 REIMBURSEMENT PROCESS

7.1 How long does it take to receive the funds?

Reimbursement is made within 60 calendar days after SGN has verified and accepted all post-event reporting documents, and you will be notified in writing of the approved reimbursement, including the final amount to be reimbursed. Reimbursement will be made to the bank account indicated in the bank details form submitted.

7.2 What causes delays in reimbursement?

Examples of issues that will require further clarification from you as the applicant include:

- Missing or unclear receipts
- Incorrect bank information
- Incomplete or invalid registration data

(Continued on the next page)

7.3 How does SGN calculate the reimbursement amount?

SGN will reimburse the lower of:

- The allocated quantum communicated in the outcome email; or
- 80% of net costs (i.e. total supported expenditure minus total actual income, where income also includes sponsorships outside of SGNFP funding and any fees collected from attendees).

Incomplete or late submissions may lead to funding reductions or reimbursement delays, or may affect your future applications.

7.4 Can reimbursements be made to overseas bank accounts?

Reimbursements can be made to bank accounts in Singapore as well as overseas.

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

The reimbursement for each event will be based on SGN's acceptance of post-event report and supporting documents for that event. Please submit the post-event report and supporting documents for each event individually, as our funding team will review and process each submission separately.

7.6 Where do I submit the bank details form?

Submit your bank details here. If you need help completing the form, refer to this step-by-step video guide.

8. ⚠ COMPLIANCE & PENALTIES

8.1 What counts as non-compliance?

Non-compliance may include but is not limited to the following:

- Submitting incomplete registration data (e.g. missing fields, incorrect use of templates)
- Failing to meet the minimum number of attendees (30 attendees aged 17 and above)
- Failing to ensure a 30% non-Singaporean attendance for social events organised in Singapore
- A drop of more than 30% attendees aged 17 and above
- Providing duplicate or unverified contact data (e.g. fake or repeated email addresses)
- Receiving and failing to declare other sources of funding or sponsorship
- Failing to provide visual documentation of the event and SGN acknowledgement

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- Failure to declare any actual, potential, or perceived conflict of interest. This applies to both the pre-event and post-event stages of the application process. A conflict of interest may arise when an individual or organisation involved in the SGNFP-funded event could benefit personally, professionally, or financially from decisions related to the event. For example:
    - when the applicant or any of the event organisers hold a leadership, decision-making, or financial role in a vendor providing goods or services for the event;
    - when vendors providing services (e.g. catering, gifts, marketing) are owned by the applicant or their family/friends;
    - when speakers or contributors are compensated through entities in which applicant has a vested interest

8.2 What if I do not meet the requirements?

You may face one or more of the following:

- Reduced or voided reimbursement
- Application flagged as non-compliant
- Future funding applications affected

All non-compliance will incur one strike on your account. The strike will remain active for a year from the date of your event.

8.3 How is non-compliance tracked?

SGN operates a three-strikes policy for non-compliance:

- One strike issued per instance of non-compliance
- Accumulating three strikes within a one-year period (a year from the date of your event) will result in you or your organisation being temporarily ineligible to apply for SGNFP for a one-year period (calculated from the effective date of the third strike)

SGN reserves the right to audit applications at any time.

8.4 What happens if I do not meet my 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 realistic attendee targets in their funding application. A shortfall of more than 30% is an instance of non-compliance with SGNFP terms and conditions and will incur a non-compliance strike on your account.

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

Registration data submitted must be complete and based on all data fields and drop-down options set out in the template, or the applicant will be deemed non-compliant under the SGNFP terms and conditions.

(Continued on the next page)

8.6 What happens after I declare a conflict of interest (COI)?

Declaring a COI at the pre-event application or post-event reporting does not automatically disqualify your pre-event application or post-event reimbursement request respectively. SGN will assess each declaration and may request additional information from you. You should be prepared to provide such information if requested.

9. 📞 WHO TO CONTACT

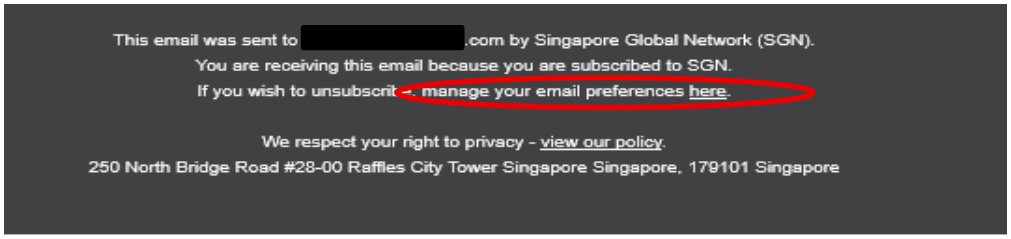
9.1 Still have questions? Write to us: funding@singaporeglobalnetwork.sg

10. 🧩 OTHERS

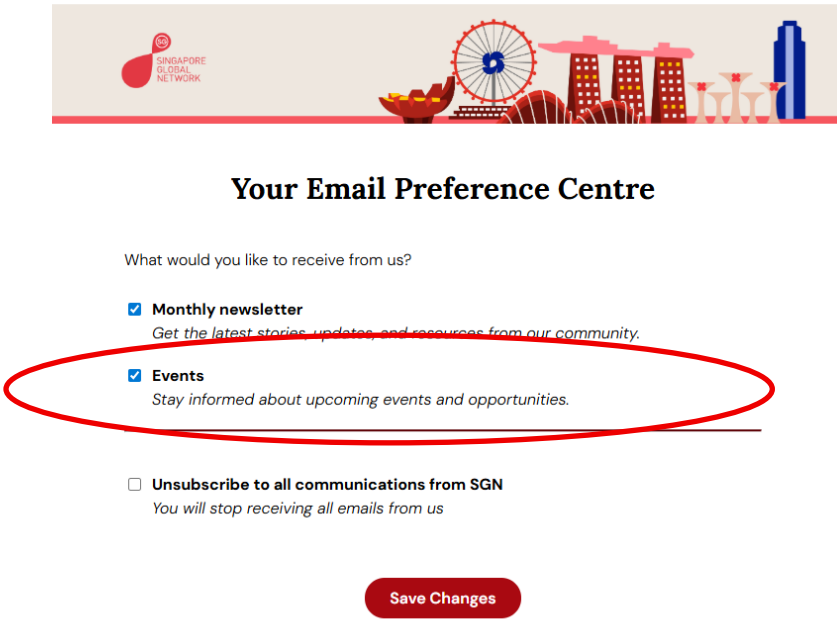
10.1 I did not receive any notification emails from SGN.

Kindly ensure that you are subscribed to SGN to receive notification emails from us. If you have unsubscribed from all communications from SGN, you will not receive any emails from us, including notifications on your SGNFP application.

a) To access the email preference centre, scroll to the bottom of the newsletter as shown in the screenshot below:



b) Ensure that the option "Events" is selected.



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10.2 Can I resubmit or replace my attendee data after submitting the post-event report?

Attendee data is processed for upload shortly after it is received. Hence, we are unable to accept resubmissions once your original submission has been made.

Please ensure that the attendee data is reviewed prior to submission and is complete and final as this also affects your final attendance captured in the system.

11. 🎥 VIDEO TUTORIALS

11.1 I am new to SGNFP. Do you have other resources?

Yes, watch our step-by-step video guides for each stage of your funding journey:

- How to apply for SGNFP
- How to submit the post-event report
- How to submit the bank details form