

Community Engagement Fund (CEF)

For any enquiries, please email to community.engagement@nus.edu.sg.

Fund Purpose

1. The Community Engagement Fund (CEF) is created to support NUS students in initiating and implementing
 - a. Community engagement projects that address social or community needs locally or overseas.
 - b. Events and programmes that will strengthen the culture of volunteerism and community engagement in NUS.

Through the process, NUS hopes to develop our students into individuals with a strong sense of social responsibility and integration to the communities in Singapore and globally.
2. The CEF may be used to launch a new project or strengthen an existing one.
3. Community engagement is defined as the process of working collaboratively with identified group(s) of people to address issues that impact their well-being.

Funding Considerations

4. Considerations for project eligibility and funding are as follows:

Who can apply for CEF?	<ul style="list-style-type: none"> • Full-time NUS students <ul style="list-style-type: none"> › Applicant/Project leader should complete the project before graduating from the University
How are proposals evaluated?	<ul style="list-style-type: none"> • The proposals are evaluated based on the following criteria: <ul style="list-style-type: none"> › Strong linkage on how the project meets the objectives; › Impact in terms of the beneficiaries and outreach; › Innovativeness and sustainability; › Meaningful learnings (for members of the project) including new skill development › Cost- effectiveness
What kinds of initiatives will not be considered for funding?	<ul style="list-style-type: none"> • Initiatives that are aimed at, or will result in, financial or material gain for the organising committee • Initiatives that lack a clear community angle, or where the community angle is tangential to the project • Organising of conferences and fund-raising events <p>Note: Repeated projects that have been previously funded by CEF will be considered only when there are improvements, or where there is evidence of sustained impact</p> <ul style="list-style-type: none"> › Improvements can be in the form of methodology/implementation plan, or lessons learned

As at 30 Jan 2018

What kinds of expenditure will not be supported?	<p>The following kinds of expenditure will not be supported, even if the project as a whole is approved:</p> <ul style="list-style-type: none"> • General operating expenses or start-up costs of student clubs, societies, and interest groups • Purchase and maintenance of equipment and other fixed assets • Cash prizes or outright donations to beneficiaries • Goodie bags and door gifts • Overseas travel expenses (e.g. flight tickets) • T-shirts • Vendor fees
Any other information?	<p>To promote the spirit of altruism and volunteerism to youth, project teams which partner students from secondary and/or post-secondary institutions in the planning and execution of initiatives will be given an additional grant of up to \$1,000 or 10% of approved funding, whichever is lower.</p>

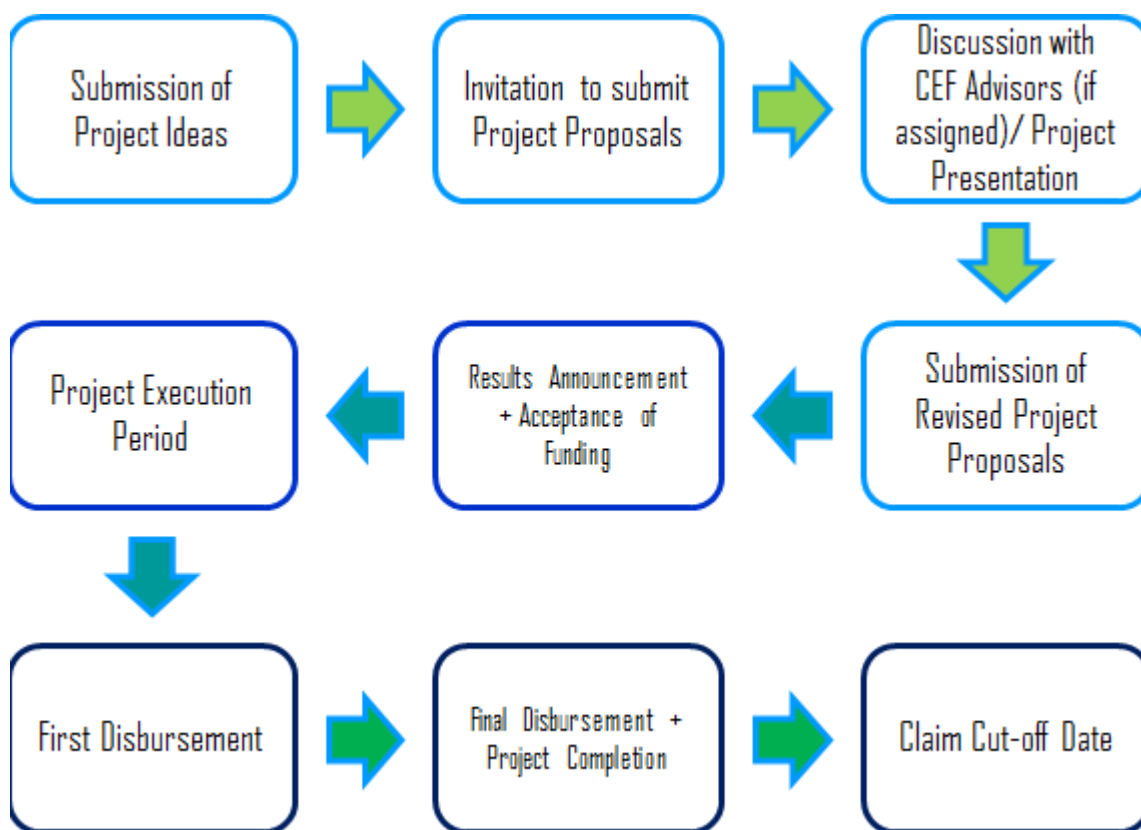
Funding Details

5. CEF will not provide full funding for projects, events, or programmes; **CEF provides funding of up to 70% of qualifying project expenditure capped at \$10,000.** Students can claim for completed projects as long as it is within the financial year of approval. The funding quantum may differ depending on whether the project
 - a. Is new or on-going; and
 - b. Is conducted locally or overseas

6. The Office of Student Affairs (OSA) reserves the right to:
 - a. Set conditions and provisions for approved initiatives;
 - b. Place a cap on categories of expenditure deemed extravagant or not integral to the initiative; and
 - c. Adjust, withdraw, or recover the grant, in full or part thereof, awarded if:
 - The project is not completed as planned or is abandoned
 - The project completion report, including the necessary supporting documents, is not completed and submitted within four weeks after project end date
 - The grant is not required in its entirety
 - The grant exceeds 70% of the eventual project expenditure
 - The terms and conditions of the grant agreement are not met, or contravened
 - There are other extenuating circumstances that warrant a review of the approval

Application Process

Note: The timeline below may be subjected to change.



Cycle 1 , 2018	
Submission of Project Ideas	<p>Submission of project ideas is now open</p> <p>Closing date is 12th February'18 (1200hrs)</p> <p>An invitation to submit a detailed proposal will be sent out to groups whose project idea has been accepted. A CEF project advisor may be allocated to you at this stage as well. The project advisor will guide the organising committee in the preparation of the project proposal as well as to further develop and enhance elements of the project itself.</p> <p>Applicants are expected to work closely with their project advisors at least through to the proposal submission stage.</p> <p>Funding is not guaranteed at any level, until results announcement.</p>
Detailed Proposal Submission	<p style="background-color: #00FFFF; display: inline-block;">Invitation to submit a detailed proposal to be sent by 14th Feb</p> <p>Detailed proposals are by invitation only.</p>

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Discussion and Finalisation between Project Advisors and Project Teams	15 th Feb to 4 th Mar (2.5 weeks)	
Proposal Submission	Detailed proposal to be submitted latest by 4 th Mar	
Project Presentation	Groups will be invited for a project presentation between 19 th Mar to 23 rd Mar	
Revised Proposal Submission	Revised proposal after feedback from CEF advisors and presentation panel to be submitted latest by 30 th Mar	
Detailed Proposal Review Process	2 nd Apr to 4 th May (5 weeks) During the review process, applicants may be contacted for additional information. Failure to respond promptly to OSA's request for more information or greater clarity may result in having the proposal rejected.	
Results Announcement and Acceptance of Funding	Results announced between 7 th - 11 May CEF recipients, i.e. project leaders, are required to sign the grant agreement before proceeding with the project. OSA's support should be acknowledged on all publicity materials and platforms from date of award of the grant. The project should be completed as planned. Should there be any changes, OSA should be informed.	
Project Execution Period	*Jan'18 – Jun'18	Aug'18 – Dec'18 (cycle not opened for submission yet)
	* Please note that your project should fall within this period to qualify for this cycle.	
Claim Period	Jul'18 – Aug'18	Dec'18 – Jan'19
	*Including first disbursement, final disbursement and project completion report	
Cut-off Date to Submit Claims	30 Sep'18	31 Jan'18

(1) Acceptance of funding

CEF recipients, i.e. project leaders, are required to sign the grant agreement before proceeding with the project.

The Office of Student Affairs (OSA) should be acknowledged on all publicity materials and platforms from date of award of the grant.

The project should be completed as planned. Should there be any changes, OSA should be informed at the earliest possible date.

(2) First disbursement

Project teams are allowed to claim up to 50% of the approved amount upfront. This can be done via submission of original receipts with proper documentation and/or Request For Payment (RFP) forms with supporting original receipt(s).

(3) Project completion report

Within four weeks after the stated project end date in the proposals, project leaders are required to complete and submit the project completion report via softcopy (MS Words) to OSA (Attention: Lim Jun Wei). The report includes an article, which may be used for publicity and reporting purposes by the University.

OSA reserves the right to adjust, withdraw, or recover the grant, in full or part thereof, awarded if:

- The project is not completed as planned or is abandoned
- The project completion report, including the necessary supporting documents, is not completed and submitted within four weeks after project end date
- The grant is not required in its entirety
- The terms and conditions of the grant agreement are not met, or contravened
- There are other extenuating circumstances that warrant a review of the approval

(4) Final disbursement

The remaining 50% of the approved amount will be disbursed on a reimbursement basis, if necessary. The final disbursement will be based on verification that the submitted documents are in good order, and may be lower than or equal to the approved in-principle amount. **Any surpluses are to be returned to the University.**

Project teams will receive the remaining funds within 8 weeks of upon confirmation that submitted receipts (for each particular reimbursement) are in order.