

## Community Engagement Fund (CEF)

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For any enquiries, please email to [community.engagement@nus.edu.sg](mailto:community.engagement@nus.edu.sg).

### **Fund Purpose**

1. The Community Engagement Fund (CEF) provides financial assistance to support NUS students in organising
  - a. Community engagement projects.
  - b. Events and programmes that will strengthen the culture of volunteerism and community engagement in NUS.
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"> <li>• Full-time NUS students           <ul style="list-style-type: none"> <li>› Applicant/Project leader should complete the project before graduating from the University</li> </ul> </li> </ul>
How are proposals evaluated?	<ul style="list-style-type: none"> <li>• Extent to which project meets or addresses goal(s) and objective(s)</li> <li>• Cost effectiveness</li> <li>• Potential impact - in terms of reach, impact to beneficiary (if any), impact over an extended period of time</li> <li>• Extent to which project demonstrates innovativeness</li> <li>• Extent to which project demonstrates sustainability</li> <li>• Extent to which project contributes to students' learning journey</li> </ul>
What kinds of initiatives will not be considered for funding?	<ul style="list-style-type: none"> <li>• Initiatives that are aimed at, or will result in, financial or material gain for the organising committee</li> <li>• Initiatives that lack a clear community angle, or where the community angle is tangential to the project</li> <li>• Organising of conferences and fund-raising events</li> </ul> <p>Note: 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"> <li>› Improvements can be in the form of methodology/implementation plan, or lessons learned</li> </ul>

As at 30 June 2017

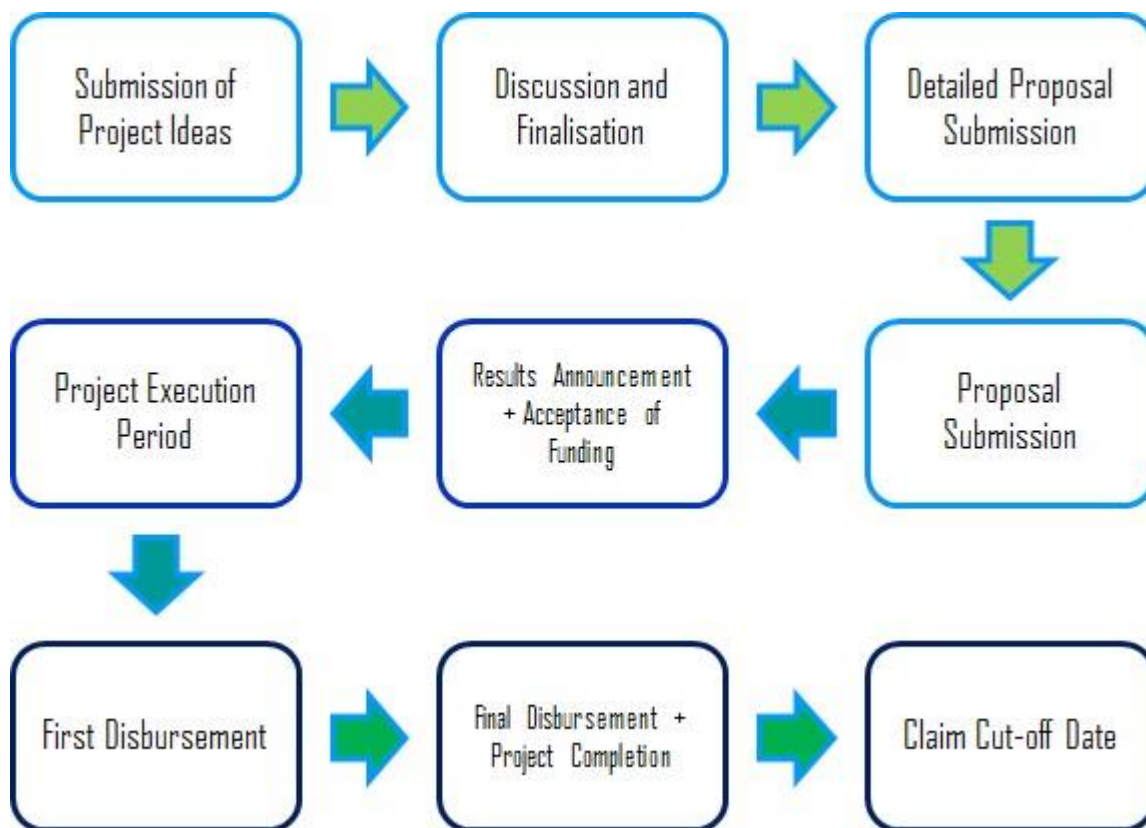
What kinds of expenditure will not be supported?	<p>The following kinds of expenditure will not be supported, even if the project as a whole is approved:</p> <ul style="list-style-type: none"> <li>• General operating expenses or start-up costs of student clubs, societies, and interest groups</li> <li>• Purchase and maintenance of equipment and other fixed assets</li> <li>• Cash prizes or outright donations to beneficiaries</li> <li>• Goodie bags and door gifts</li> <li>• Overseas travel expenses</li> <li>• T-shirts</li> <li>• Vendor fees</li> </ul>
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 \$10,000 of project expenditure.** 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 subject to change.



Cycle 2 , 2017	
Submission of Project Ideas	<p>Submission of project ideas is now open at this <a href="#">link</a></p> <p><b>Closing date is 20<sup>th</sup> August'17</b></p> <p>A CEF project advisor may be allocated to you once your project idea has been approved. The project advisor will guide the organising committee to ask the right questions, to develop the purpose(s) and objective(s) of project, to determine appropriate evaluation techniques, to prepare a realistic budget, to act as a sounding board to explore ideas and issues, etc. <b>Applicants are expected to work closely with their project advisors through to proposal submission.</b></p> <p><b>Funding is not guaranteed at any level, until results announcement.</b></p>
Detailed Proposal Submission	<p><b>Invitation to submit a detail proposal to be sent by 23<sup>rd</sup> Aug</b></p> <p>Detailed proposals are by invitation only.</p>

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Discussion and Finalisation between Project Advisors and Project Teams	23 <sup>rd</sup> Aug to 10 <sup>th</sup> Sept (2.5 weeks)	
Proposal Submission	Detailed proposal to be submitted latest by 10 <sup>th</sup> Sept	
Detailed Proposal Review Process	11 <sup>th</sup> Sept to 29 <sup>th</sup> Oct (7 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 by 31 <sup>st</sup> Oct  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'17 – Jun'17	Aug'17 – Dec'17
	* Please note that your project must fall within this period to qualify for this cycle.	
Claim Period	Jul'17 – Aug'17	Dec'17 – Jan'18
	*Including first disbursement, final disbursement and project completion	
Cut-off Date	15 Sep'17	31 Dec'17

**(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.

**(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 project end date, 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.