

PROPOSAL TO SET UP SOCIAL COMMUNAL FACILITIES (FOR UNFUNDED PROGRAMMES/SERVICES)

Important Note:

1. Please complete all sections of this proposal and submit it together with supporting documents to facilities_support@msf.gov.sg.
2. Incomplete or illegible proposals will not be considered.
3. MSF will only assess and evaluate proposals by Social Service Agencies (SSAs) that provide social services. For all other programme/services not under MSF's purview, please approach the relevant supervisory authority/ Ministry to request for support.
4. SSAs submitting the proposal should have either Charity or IPC status. The proposed programmes/ services provided must be secular, non-political in nature and be open to all residents regardless of their race or religion. For the full evaluation criteria, please refer to the Cover Letter.

Please indicate the site you are bidding for:

Particulars of Organisation

Name of Organisation

Address of Organisation

Legal Status of Social Service Agency

Registered with Registry of Societies / Accounting and Corporate Regulatory Authority

Registration number:

Please check the relevant boxes:

☐ Registered with Commissioner of Charities as a charity

Charity Registration number: _____

☐ Acquired Institution of Public Character (IPC) Status

	<i>IPC registration number: _____</i> <i>Note: Please email us a scanned copy of relevant registration documents.</i>
Name of Requestor	
Designation	
Email	
Contact No.	

1. Summary of Proposed Programmes/Services

Please describe briefly what kind of programmes/services will be provided

2. Details of Programmes/Services

Please provide the following information on the programmes/services to be operated at the site:

Name of programme/service	Description	Target Clientele and Needs	Age group of Target Clientele	No. of clients served per year	Regularity	Desired outcomes
[Optional] If the centre serves different client groups, please breakdown in percentage (approximate) the use of the premises space / resources to service the various client groups						
Target Clientele		Age	Percentage of space / resources allocated to service this group			

Please indicate the geographical areas that the programmes/services will serve.

Please elaborate on how the programmes/services will meet the needs and address service gaps in the community?

Please list the names of similar programmes/services serving the same profile of clients in the vicinity of the requested premises i.e. within a 2-km radius from the proposed location (if any). If there are, please elaborate on your programmes'/services' value proposition and how your organisation's programmes/services differs from the other existing programmes/services in the vicinity.

Please list the other programmes/services your organisation also provides. Please also attach any supporting documents of track records in meeting the outcomes of these programmes/services over the past 3 years:

Name of Programme/Services	No. of Years the Programme/Service has been running	Government Funded (Y/N)	No. of Clients Served Yearly

Please state how the proposed programme/services will be funded e.g. through donations, charging of fees

Please indicate the composition of staff who will be required to run the proposed programmes/services as well as their skills/qualifications. Please also specify if you are tapping on volunteers.

Staff Designation	Number	Role in the Programme/Service	Relevant Qualification/Experience in the Social Service

Please indicate that your organisation has read and agrees to comply with Cover Letter Section 1.8 Conditions and Deliverables.

☐ Yes

☐ No. Please state which condition and why your organisation is unable to comply:

3. Details of Use of the Space

Please provide information on proposed space breakdown and utilisation of the selected site:

Type of room(s) required	Floor area (m ²) of room(s)	Quantity	Purpose (for programme, activity, admin, etc)	Frequency of use	Capacity per room	Space Type: Community vs Auxiliary

TOTAL	About ____m2			Community space: ____ m2 Auxiliary space: ____m2		

4. Declarations

We declare that:

- i. Our organisation is free from any litigation.
- ii. All the facts stated in this proposal and the accompanying information are true and correct to the best of our knowledge and that we have not withheld/ distorted any material facts. We understand that if we obtain MSF support by false/ misleading statements/ partial disclosure not in line with the support intent, MSF reserves the right to immediately withdraw the support.
- iii. We understand that the MSF reserves the right to reject our proposal, and that the reason(s) for rejection need not be disclosed.

SIGNATURE OF BOARD
CHAIRMAN

SIGNATURE OF REQUESTOR

ORGANISATION STAMP

NAME (IN BLOCK LETTERS)

NAME (IN BLOCK LETTERS)

DATE