GENERAl INFORMATION & FUNDING GUIDELINES

What is FamilyMatters@Community?

The Ministry of Social and Family Development’s (MSF) FamilyMatters@Community offers a variety of skills-based family education programmes to assist families in specific challenging aspects of family life.

Who may apply?

Application for funding is open only to family life education service providers who are on MSF’s approved programme listing.

What programmes are eligible for funding?

1. Family Education programmes that seek to empower individuals and families with knowledge and skills to enrich and strengthen their family life and promote positive mindsets and attitudes towards family. Programmes should meet the following criteria:

   a. Skills-based;
   b. Evidence-based or informed by evidence, research or best practices;
   c. 4 hours and above; and
   d. Cover topics on marriage, parenting, family relationships or managing multiple roles in family life.

2. Funding is limited to programmes listed in FamilyMatters@Community’s programme menu available at https://www.msf.gov.sg/familymatters.

3. The following programmes will not be supported:

   a. Programmes that are religious in nature or proselytise a particular faith in its implementation;
   b. Counselling, casework management and remedial programmes;
   c. Programmes without a strong family life education component;
   d. Programmes that are restricted to a specific organization, eg: company, preschool or enrichment centre;
   e. Programmes that are already funded more than 80% by the government or by the Singapore Totalisator Board;
   f. Fund-raising events;
   g. Family Days/ Carnivals/ Camps;
   h. Bonding Activities (e.g. parent-child activities/outing) and
   i. Programmes that involve overseas trips, e.g. overseas couples retreats.

4. Be open to all Singapore Citizens or permanent residents who require the services under the programme, regardless of race, language or religion;

5. All programmes must be delivered by trainers who have been accepted by MSF and meet the following criteria:
a. At least a basic degree in counselling/ social work/ psychology/ sociology or related fields; and

b. At least 5 years of experience in conducting family life education.

c. Trained/ Accredited in EBP (For Evidence-based programmes only)

6. Service Providers shall ensure that their trainers have provided the necessary declaration to them (Service Providers) that they (Trainers) are **not on any employment contracts that prohibit them from other forms of paid work** and that they **do not possess a criminal record**.

7. All programmes should be held at venues that are accessible to members of the public (and should exclude places of residences, for e.g. one’s own home)

8. All programmes should keep to the form, content and schedule stated in the signed Letter of Agreement, as approved by MSF. Any request for changes to the form, content and schedule must be submitted in writing to MSF at least ONE month before implementation, and subjected to MSF’s approval.

How to apply?

1. The funding application period is as follows:

<table>
<thead>
<tr>
<th>Funding Window</th>
<th>Period for funding applications¹</th>
<th>Period to run approved programmes</th>
<th>Period to submit complete reimbursement documents &amp; e-invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>1 May to 31 May</td>
<td>1 Aug to 31 Jan</td>
<td>1 Feb to 28 Feb</td>
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<tr>
<td>2nd</td>
<td>1 Oct to 31 Oct</td>
<td>1 Jan to 31 Jun</td>
<td>1 Jul to 31 Jul</td>
</tr>
</tbody>
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Note: Please refer to Annexes A and B for more details.

2. Completed application form with all supporting documents should be submitted to: familymatters@msf.gov.sg. Back-dated and incomplete application forms will not be considered.

3. Applications that are successful will be notified by email. A copy of the Letter of Agreement will be provided.

4. MSF’s decision is final and we reserve the right not to disclose reasons for approving or rejecting an application.

How will my application be assessed?

Where applicable, eligible applications will be assessed on the following criteria:

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¹ Dates subject to changes.
a. **Programme Outcomes**
How well the programme meets, immediate or in the long term, the Family Support Division’s objective of strengthening marriages and families.

b. **Programme Outreach and Engagement**
Whether the programme reaches out to the intended target group with relevant content and messages.

**How much funding can my organisation receive?**

1. FamilyMatters@Community will provide co-funding of 80%, up to $600/hour, of the total expenditure of approved programmes. The maximum funding for a programme is capped at $2,400 per session.

   **Note:** The total funding, including sponsorships and donations, should not exceed the total programme cost.

2. Funding cannot be used for the purchase of vouchers, lucky draw prizes and/or equipment/furniture (e.g. laptops, projectors, cameras, voice/video recorders, tables and chairs etc).

3. The service providers have to maintain proper financial records for the programme. There will be a window period for reimbursement in Jul or Feb. (Please refer to the table in page 2) The reimbursement template is available at [https://www.msf.gov.sg/familymatters](https://www.msf.gov.sg/familymatters), the FamilyMatters! Webpage.

4. The reimbursement submission should include all original supporting documents such as receipts with date of purchase, evaluation forms, **signed (by participants) attendance list per session**, 3 photos of participants and speaker for the programme (to indicate the number of participants per session).

   a. Original receipts/invoices from **third parties** which are certified correct by head of Agency, with organisation’s stamp.

   b. If the invoices/receipts are photocopied, they should be certified correct as true copies by head of Agency with organisation’s stamp. MSF reserves the right to request original invoices/receipts.

   c. Service Providers are also required to declare all sponsorships/donations/charging of participant fees, if any, at the point of submission of funding application and during reimbursement.

5. MSF reserves the right to withdraw or suspend funding in full or in part, or recover the disbursed funding in the event of the following:

   a. Non-compliance with MSF’s funding guidelines;

   b. Wrong and/or misleading information is provided in the application form and/or supporting documents;
c. Illegal or negligent acts that occur during any point of the funded programme, which have the potential to adversely affect the reputation of any government bodies, public institutions, or any organisation/person;

d. Content and delivery of programme is not secular;

e. Proposed programme is changed significantly without prior written approval from the Family Support Division;

f. Funding is used for purposes other than the approved programme;

g. Programme is unable to achieve at least 70% of target outreach or with less than 10 participants per session (or whichever higher) for seminars/workshops;

h. Programme is unable to achieve at least 4-6 families per session/programme or at least 70% of target outreach (or whichever higher) for group work (Evidence-based programmes only); and

i. Less than 70% of participants give the programme a satisfaction rating of “4” and above (out of a rating scale of 5).
SCHEDULE OF APPLICATIONS FOR FAMILY MATTERS@COMMUNITY PROGRAMMES
FIRST WINDOW PERIOD FOR FUNDING APPLICATION (PROGRAMMES TO RUN FROM AUGUST TO JANUARY)

**May**
Providers submit applications for co-funding of programmes listed under FM@Community programme menu by **31 May**.
Supported programmes must meet the revised criteria.

**June – July**
MSF processes applications. MSF informs providers the outcome of applications and approved funding amount by **31 July**.

**By end January**
Providers complete runs of approved programmes.

**February**
Providers submit supporting documents for reimbursement.

**March**
MSF reimburses providers.
SCHEDULE OF APPLICATIONS FOR FAMILYMATTERS@COMMUNITY PROGRAMMES
SECOND WINDOW PERIOD FOR FUNDING APPLICATION (PROGRAMMES TO RUN FROM JANUARY TO JUNE)

October
Providers submit applications for co-funding of programmes listed under FM@Community programme menu by 31 October.

Supported programmes must meet the revised criteria.

November to December
MSF processes applications. MSF informs providers the outcome of applications and approved funding amount by 31 December.

By end June
Providers complete runs of approved programmes.

July
Providers submit supporting documents for reimbursement.

August
MSF reimburses providers.