



Lee Kuan Yew Fund for Bilingualism

Application Guide for General **Calls for Proposals (CFP)**

Updated 5 October 2023

BEFORE APPLYING: IMPORTANT POINTS TO NOTE

- Applicants are required to source for their own language experts or consultants to ensure suitability and quality of projects. Please include the resumes of core team members in your application submission. Examples of core team members with key roles: language consultant, writer, illustrator, etc.
- The approved funding amount for each project will depend on the nature and scope of the project, as well as the availability of funds.
- Applicants are advised to keep the Fund informed if he/she intends to seek co-funding support from other organisations/agencies.

Compulsory production of a video clip for publicity of proposed resource

For further outreach of resources that are supported by the Fund, it is **a requirement** for all applicants to include within the budget, the production of one social media video clip (of less than a minute), in vertical format.

APPLICATION GUIDE OVERVIEW

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OBJECTIVES OF THE FUND

Bilingual education is a cornerstone of our education system. Learning English and the Mother Tongue Languages (MTLs) helps prepare our children to navigate a globalised world and strengthen links to our Asian heritage. Our MTL, heritage and culture form an integral part of Singapore's identity and asset.

The Fund has been set up to supplement efforts by the Ministry of Education (MOE) in the teaching and learning of English and the MTLs. **The Fund supports proposals that encourage bilingualism and the learning of our MTLs as a living language and lifelong endeavour.**

KEY CONSIDERATIONS

- The Fund is likely to support proposals that encourage engaging approaches to language learning from the following categories:

- **Events and Programmes**

Examples of event/programme types:

- Plays/dramas
- Booths/exhibitions
- Competitions
- Social Media Campaigns

- **Teaching and Learning resources**

These resources are encouraged to reflect Singapore's local context and culture.
Examples of resource formats:

- Print
- Digital Media
- Non-digital Media (Games and Teaching Aids)

ELIGIBILITY & APPLICATION PROCESS

- The Fund is open to individuals and organisations/institutions with the relevant experience and expertise to implement the project.
- All submitted proposals should promote the learning of:
 - English Language (EL) and any one, two or three official Mother Tongue Languages (MTLs)
 - Single MTL (e.g. Chinese Language, Malay Language or Tamil Language)
 - English Language
- The **Application Form and Proposed Budget (Annex I)** should be completed in English language.
- Only proposals with a completed **Application Form** will be evaluated for funding consideration. The form should include information on the specific deliverables, timeline, milestones and project costing.

Refer to **page 13** for a list of required application and supporting documents.

ELIGIBILITY & APPLICATION PROCESS

- The Fund has specific periods for Calls for Proposals (CFP) each year in **January and July**.
- Applicants are advised that the Fund requires grantees to take in the Fund's input to meet the Fund's objectives and expectations.
- Applicants are encouraged to factor in additional time for vetting and printing/production before launch date, especially for print and digital resources, and submit your applications in the appropriate CFP period of January or July.
- Proposals that are received outside of the CFP period will only be evaluated during the next CFP.

ELIGIBILITY & APPLICATION PROCESS

- If you have questions for clarification, please email us at MOE_LKYFB@moe.gov.sg or contact any of our officers listed:

Name of Officer	Contact Number
Ms Teo Hui Wen Nicholyn	6879 6975
Mdm Murugeswathy d/o Ramasamy	6879 6834
Mdm Regina Wun Lai Ying	6879 6946
Ms Patricia Sin	6879 6665
Ms Izzalina Mohamad Ali	6879 6843

FUNDING: NON-FUNDABLE ITEMS

Non-fundable Items	Examples
Manpower-related expenses (including salaries, CPF and fringe benefits such as medical, dental, contribution to welfare fund, bonuses, incentive payments etc.)	<ul style="list-style-type: none">• Salaries and compensation for existing employees on the organisation's staff payroll, including clerical and support staff• Staff overtime, recruitment and related cost• Staff insurance
Purchase of equipment	<ul style="list-style-type: none">• General purpose IT and communication equipment (e.g. computers, printers, mobile devices)• Software/software licenses• Office equipment, office furniture and fittings• Cost of repair/renovation, refurbishment works and general infrastructure
Other operating-related expenses	<ul style="list-style-type: none">• Professional membership fees, staff retreat, fines and penalties• Attending local/overseas conferences• Overhead expenses – rental, utilities, telephone and internet charges

FUNDING: VALIDITY & DISBURSEMENTS OF GRANT AWARD

- The maximum time-validity for the funds awarded to each project will typically be up to three years, and projects should be completed within this time frame.
- Approved funds will be disbursed to successful applicants in tranches set at suitable milestones of project implementation, and subject to completion and submission of all project deliverables. In general, grants are disbursed in three tranches, as summarised in the table below:

For Example:

1 st Tranche	2 nd Tranche	3 rd Tranche
40% of grant quantum upon signing of Project Agreement	30% of grant quantum at a suitable milestone.	30% upon submission of all project deliverables and requirements, and submission of audited statement of accounts.

FUNDING: VALIDITY & DISBURSEMENTS OF GRANT AWARD

- In line with the Fund's mandate to provide quality Fund-supported resources to benefit the sector, the Fund will work with the applicant on the provision and distribution of such complimentary resource copies.
- Applicants must declare other sources of funding for the proposed project and related work in the **Budget Proposal Form (Annex I, Part II)**. This includes funding that has been received, as well as funding that the applicant is in the process of applying for, or is intending to apply for. **A NIL response is required if the applicant does not intend to apply to any other organisations/agencies for funding.**

EVALUATION CRITERIA

Relevance	Proposal meets the objectives of the Fund, and contributes to the teaching and learning of EL and/or MTLs.
Impact	Proposal has wide potential outreach, creates high interest in learning and is suitable for the target group (e.g. age-appropriate, user-friendly, engaging and interesting).
Scalability	Proposal has the potential to benefit the larger community at reasonable cost.
Sustainability	Proposal has a plan for monitoring and evaluating the progress made. Proposal must be implementable over time without requiring additional funding resources.
Standing of Applicant	Applicant demonstrates good potential and or possesses good track records(s) and the relevant experience and expertise to implement the proposal. Organisations should be of sound financial standing.

PREPARING & SUBMITTING THE APPLICATION

- Applicants would be required to submit the following application and supporting documents:
 1. **Application Form**
 2. **Budget Proposal Form (Annex I)**
 3. **Audited Financial Statements** (For organisation/institution only)
 4. **Organisation Profile** (For organisation/institution only)
 5. **Team Profile**
 6. **Sample of Work** (e.g. synopsis, sample pages, etc.)
 7. **Application Checklist**, duly checked off per applicable item

Where can I download the application forms?

The **Application Form**, **Budget Proposal Form (Annex I)** and **Application Checklist** can be downloaded from <https://www.bilingualism.sg/funding/apply-for-grant/>.

Applicants must complete all required application documents and supporting documents deemed necessary, submitted as one set to the Fund.

PREPARING & SUBMITTING THE APPLICATION

- Application and supporting documents may be submitted in the following ways:
 - a. **Email to:** MOE_LKYFB@moe.gov.sg
 - b. **Mail or deliver in person to:**
Ministry of Education, Singapore
1 North Buona Vista Drive Singapore 138675
Attention: Lee Kuan Yew Fund for Bilingualism
- **Applicants are encouraged to submit their applications via email.** Otherwise, applicants may submit their applications to MOE @ Buona Vista's Mail Room in an envelope with the address stated in (b).

The LKYFB Programme Office's operating hours are:

- Mondays to Fridays from 8.30 am to 5.30 pm
- Closed on stipulated public holidays

The Mail Room's operating hours are:

- Mondays to Thursdays from 8.30 am to 6 pm
- Fridays from 8.30 am to 5.30 pm
- Closed on stipulated public holidays

NOTIFICATION FOR OUTCOME AND WHAT'S NEXT?

How will I be notified of the outcome of my application?

- Applicants who submit their full proposals can expect to receive notification of their application outcome within three to six months from the closure of the Calls (31 January and 31 July respectively).
- Successful applicants will receive a **Letter of Offer** with the approved funding quantum, as well as terms and conditions of funding support. The grant offer will be valid for two weeks from the time the Letter of Offer is sent out. If the offer is not accepted within this period of time, the offer will lapse.
- Unsuccessful applicants will receive **Letter of Notification** within the same period.
- The outcome of all applications are final and appeals will not be considered.

NOTIFICATION FOR OUTCOME AND WHAT'S NEXT?

What happens after I accept the grant offer?

- Applicants who accept the Fund's offer will proceed to sign a **Project Agreement** with the Fund, detailing the funding quantum, deliverables and terms of the contract. An Expenditure and Progress Report is to be submitted to the Fund at each tranche disbursement.
- Once the project is completed, applicant will have to submit the Final Progress Report, together with the actual expenditure and statement of accounts to the Fund's auditor for certification.