

All you need
to know about the

Bicentennial Community Fund



Championing



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ALL YOU NEED TO KNOW ABOUT THE BICENTENNIAL COMMUNITY FUND

A FACTSHEET PREPARED FOR INSTITUTIONS OF A PUBLIC CHARACTER (IPC)

I BACKGROUND

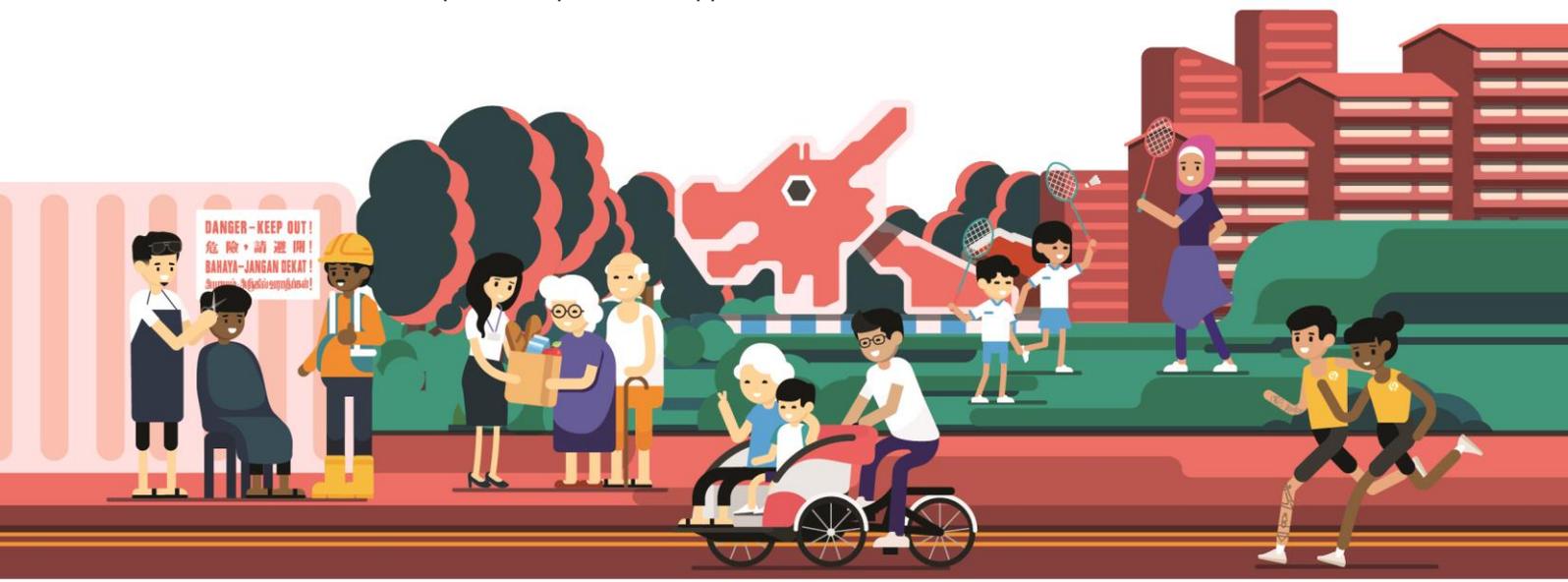
1 Singapore's success was built on the care and contributions of our forefathers, who worked together regardless of race, language or religion to make a better life for themselves and their children. The SG Cares movement aims to build on this culture of kindness by inviting everyone to put values into action through active volunteerism, ground-up efforts and everyday acts of care.

2 As we mark the Singapore Bicentennial in 2019, we reaffirm our commitment to building a caring home together. The \$200M **Bicentennial Community Fund** (BCF) encourages more Singaporeans to embrace the spirit of giving back, and is an opportunity for Institutions of a Public Character (IPCs), such as your organisation, to reach out to more donors, and widen your impact on the community.

II OBJECTIVE

3 The \$200M BCF will provide matching for cash donations which qualify for tax deduction (received via all modes of payment ¹, e.g. e-payment, cash, cheque, etc.) garnered by IPCs from 1 Apr 2019 to 31 Mar 2020. This will help to multiply the contributions and efforts of donors and IPCs for the Bicentennial year.

¹ Donations-in-kind and sponsorship are not supported.



III GRANT FORMAT

4 To ensure all IPCs receive a fair amount of support, the Fund will provide dollar-for-dollar matching, up to \$400,000/ IPC², on eligible donations received by your organisation from 1 Apr 2019 to 31 Mar 2020 (the qualifying period). The matching limit is subject to the utilisation of the fund.

	IPCs that receive donations ≤ \$400,00* during the qualifying period	IPCs that receive donations > \$400,000 during the qualifying period
Government-matched amount	Dollar-for-dollar, up to \$400,000	\$400,000

* Donations include all private cash donations. Grants from government agencies, including Tote Board, which are not donations will not qualify for matching.

IV ELIGIBILITY CRITERIA

5 You are eligible for BCF as long as:

² Community Chest (ComChest) as a fundraising arm of the National Council of Social Service (NCSS), supporting about 80 social service organisations, will not be subject to the \$400,000/ IPC cap. Instead, 20% of the total donation (net of the donation that is already matched by existing grants) received by ComChest in the qualifying period will be matched by the BCF. The same arrangement applies for donations received through President’s Challenge.



- Your organisation is a registered IPC during the period between 1 Apr 2019 – 31 Mar 2020;
- Organisations which are eligible to draw on existing matching grants from government agencies should do so first (where applicable), before the BCF; and
- Donations are intended only for local charitable causes.

6 The government may reject your submission or claw back matching funds, if your organisation is found to:

- Discriminate against, insult, or create conflict, or misunderstanding between persons or groups on the grounds of race or religion;
- Advocate for causes considered objectionable by the general public;
- Undermine the government’s authority or threaten Singapore’s security or stability; or
- Not comply with any written laws and regulatory requirements, including without limitation the Charities Act and the subsidiary legislation made thereunder.

V BCF APPLICATION PROCESS

7 Application. You should apply for BCF between **1 Sep 2019 to 30 Sep 2019**. Your application should include the progress of your organisation’s fundraising efforts up to 31 Aug 2019, the targeted amount of donations your organisation hopes to raise throughout



the qualifying period, and an estimated allocation of donations to be matched under the BCF and other existing matching grants, where relevant. You should also declare the amount of donations that were matched by existing grants in the last 2 years. We will share further details of this exercise and the application template at a later date.

8 Submission of Final Report and Audited Financial Statements. IPCs will need to submit a final report and an audited financial statement by **30 Sep 2020**:

- **The final report** should include the plans on how the funds from BCF matching will be used, and detail how your organisation engaged donors and grew its donor engagement strategy, including digital strategy. You should provide information such as the number of donors and volunteers, total donations for the previous year and over the qualifying period, and other qualitative observations regarding your fundraising/volunteering efforts and initiatives. We will share a report template at a later date.
- **The audited financial statement** shall cover the period of 1 Apr 2019 to 31 Mar 2020 and include all donations, and grants (including government matching grants) received. IPCs could leverage their existing audit processes, and include the requirements for BCF. IPCs would also have to undertake that it had not used the same donations to apply for other matching grants by government agencies.

9 Processing time might take up to 3 to 6 months, and disbursements for successfully matched donations will begin from 1 Oct 2020.

10 Your organisation will be required to sign a grant agreement with the BCF administrator before fund disbursement begins. Please see this diagram below for a chronological flow of events.



1 Apr 2019: Start of Qualifying Period

Donations received from this point onwards can be matched under BCF. Briefing sessions for IPCs will be organised between April and June.

1 Sep to 30 Sep 2019: Application window

IPCs should submit their BCF application, including target donations and history of government matching grants received.

31 Mar 2020: End of Qualifying Period

Donations from this point onwards cannot be matched under BCF.

30 Sep 2020: Submission of Final Report

This is the deadline for IPCs to submit their final report and audited statements for matching.

1 Oct 2020 Onward: Start of Disbursement Period

Disbursement will start.

VI EVALUATION OF SUBMISSIONS

11 Submissions will be assessed by the BCF administrator and approved by a BCF Committee, comprising representatives from the BCF administrator (NVPC) and MCCY.



VII FUND ADMINISTRATION

12 The BCF will be administered by NVPC with support from MCCY. Queries regarding the BCF can be directed to BCF@nvpc.org.sg.

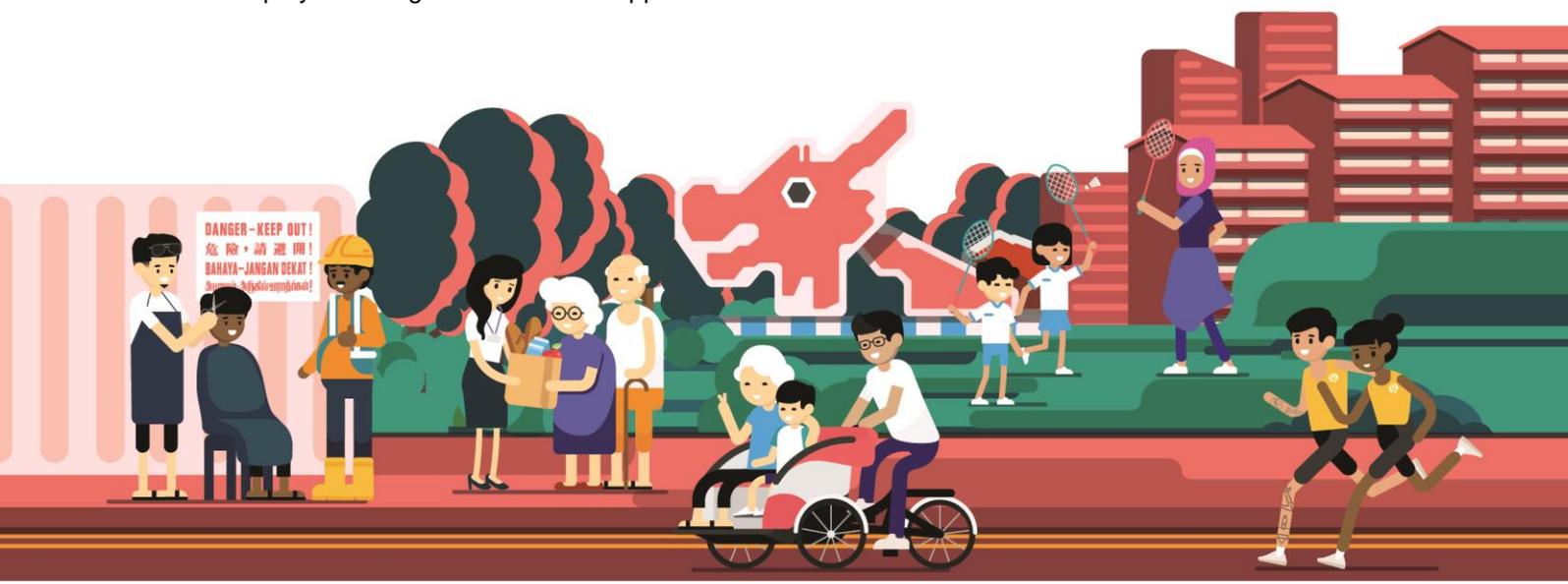
VIII SUPPORT FOR IPC'S GIVING EFFORTS

13 The BCF encourages IPCs to engage the wider community. Besides growing your donor base, we urge you to use this opportunity to promote sustained giving and increase your volunteer pool. Here are some support avenues and resources that your organisation can tap on:

- **SG Cares App and Giving.sg** – Online giving is increasingly popular. Tap on digital platforms such as SG Cares App³ and Giving.sg⁴ to reach out to new donors in the digital space. Download the SG Cares app today to get started, or visit www.giving.sg.
- **Business and IPC Partnership Scheme (BIPS)** – Corporates are important partners who can support IPCs with relevant expertise and resources. Under BIPS, businesses can qualify for 250% tax deduction on wage and related expenditures incurred when they send employees to volunteer and provide services (including secondments) to IPCs. IPCs can encourage businesses to provide general or skills-based volunteerism through BIPS.

³ SG Cares App is the “go-to” App for individuals to volunteer and donate. It enables the user to personalise the contents and track his giving journey.

⁴ Giving.sg provides a platform for IPCs to fundraise and list volunteering opportunities. These opportunities will be displayed through the SG Cares App.



- **Volunteer Programmes at Social Service Institute (SSI)** – SSI offers programmes to equip volunteers with the knowledge and skills to work effectively with persons with different needs and abilities. E-learning modules enable volunteers to get access to the materials anytime, anywhere, and at their convenience, before their volunteering activity takes place.
- **Share as One (SAO) grant** – The SAO grant enables IPCs to organise meaningful volunteer activities for corporates, and enhance volunteer management capabilities to provide better opportunities and experiences for corporate volunteers. IPCs that are National Council of Social Service (NCSS) members and run social service programmes can apply for the matching grant.
- **President’s Challenge Empowering for Life Fund (PC ELF)** – the PC ELF is open to Social Service Organisations with a valid IPC status and supports vulnerable groups through skills upgrading, capacity building and employment.

IX FAQs FOR IPCS

a Does an IPC need to pre-apply to qualify for BCF?

No. Your organisation just needs to submit the application form between 1 Sep 19 to 30 Sep 19. NVPC, as the BCF administrator, will engage you on the grant agreement, and the terms and conditions relating to the matching grant. NVPC will share more details on the process at a later date.

b Why is the BCF targeted at IPCs?



IPCs⁵ are dedicated to serving the needs of the community in Singapore as a whole and not confined to sectional interests or groups of persons based on race, belief or religion.

IPCs are also held to a higher standard of regulatory compliance and governance by the Commissioner of Charities. This will give donors the assurance that their donations are well administered.

c Why is there a cap for the BCF?

The cap ensures a fair distribution of funds to all IPCs. The current cap is derived from past donation trends, and considers existing matching grants for IPCs.

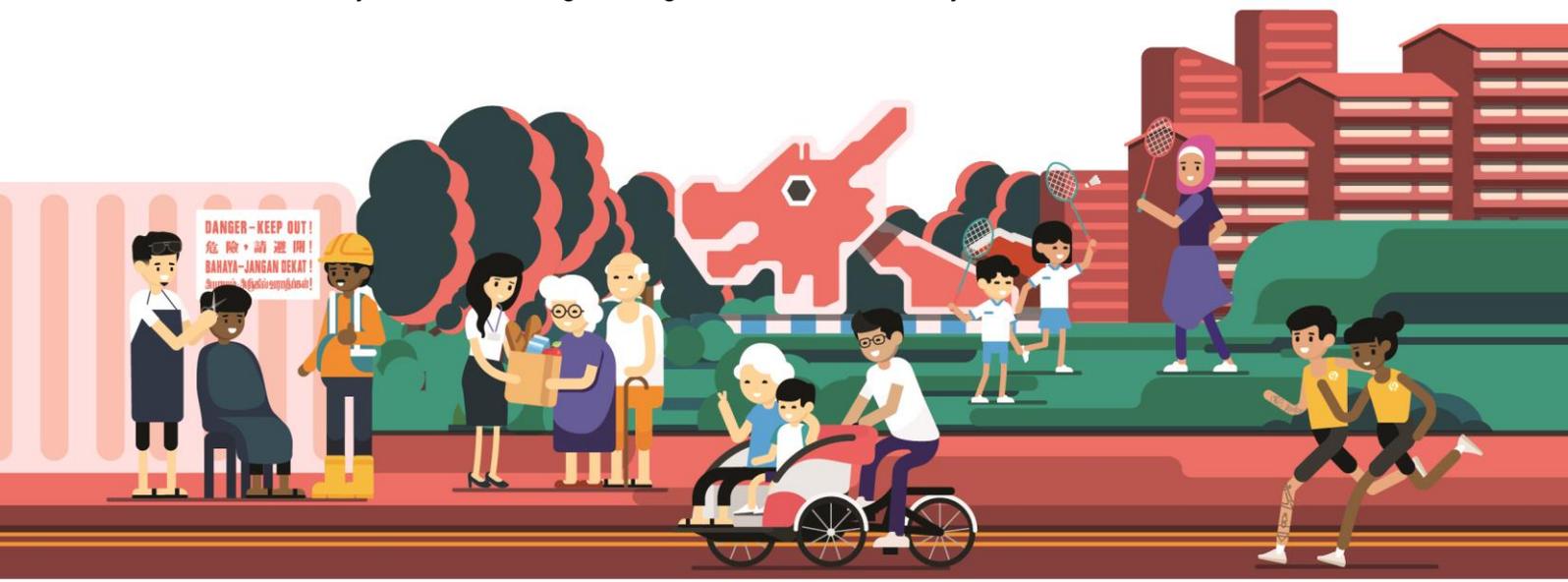
The cap also encourages small IPCs to fundraise actively, knowing that their donations will be matched dollar-to-dollar, and to engage donors and volunteers on relational and sustained giving.

d Is there any restriction on how I could use the matching funds from BCF? For example, can I put it in an endowment fund, or use it for staff bonuses?

There is no restriction on the usage of the matching funds from BCF, except that it shall be used for local charitable causes. We expect IPCs to use the funds appropriately to further their charitable objectives.

e If I am a new IPC, can I qualify for BCF?

⁵ To apply for IPC status, the organisation has to be a registered charity or an exempt charity or other charity that is not required to be registered by virtue of section 5(4) of the Charities Act. The IPC's activities must be beneficial to the community in Singapore as a whole and are not confined to sectional interests or groups of persons based on race, belief or religion, unless otherwise approved by the Minister. These activities must meet the IPC's objectives under its governing instruments and the objectives of its Sector Administrator.



Yes. Donations garnered by a registered IPC will be eligible for matching throughout the qualifying period. If your organisation does not have an active IPC status for the entire period, matching can still be provided just for donations garnered during the period where the organisation had an active IPC status. For example, if the IPC had an active IPC status till 31 Dec 2019, but is no longer an IPC with effect from 1 Jan 2020, only donations collected between 1 Apr 2019 to 31 Dec 2019 would qualify for matching.

f Where can I reach out to new donors?

The Community Foundation of Singapore (CFS) matches donors' interests with causes and offers ways for them to make a greater impact through their charitable funds. CFS also collaborates with charitable organisations to identify programmes to serve a diverse range of community needs in Singapore. IPCs may approach CFS to explore programme support subject to funding criteria and donor's interests. Funds received from CFS recorded as donations may be eligible for matching by BCF. Visit www.cf.org.sg for more details.

g Under what circumstances will I not receive the matching funds?

The amount of matching funds provided will be subject to the approval of the BCF Committee. For example, an IPC might not receive any matching funds if it is found to have breached any eligibility conditions (stated in para 6 of this Factsheet).

h Do sponsorships and donations-in-kind qualify for matching?

We want to recognise cash donations which are given voluntarily with no expectation of any benefits in return. This is why sponsorships will not qualify for matching. A contribution is deemed as a sponsorship if it is made in exchange for or conditional upon



benefits in return. Donation-in-kind refers to all non-cash donations and do not qualify for matching.

i How will the BCF benefit donors?

Their donations will help their preferred IPCs qualify for the BCF, and amplify the impact on the community being served. Donors will also continue to enjoy a 250% tax deduction for qualifying donations made to IPCs.

j What are the other matching grants that are available for IPCs?

IPCs shall tap on other government matching grants before applying for BCF as these grants are more targeted and provide longer term support. These grants include:

- **Cultural Matching Fund (CMF)** – The CMF aims to encourage giving to our arts and heritage sector, and provides dollar-for-dollar matching grants for private cash donations to registered charities in the arts and heritage sector.
- **One Team Singapore Fund (OTSF)** – The OTSF is applicable to National Sports Associations (NSAs) with charity and IPC status, and is to be used for long-term sustainability of High Performance (HPS) Capability Development System of the Sport sector.

Community Silver Trust (CST) – The CST is a dollar-for-dollar donation matching grant for IPCs receiving funding support from the government for the provision of



Intermediate and Long-term Care (ILTC) sector. It is managed by the Ministry of Health (MOH) and administered by the Agency for Integrated Care (AIC).

- **Singapore Universities Trust** – the Singapore Universities Trust provides matching of endowed donations and applies to all universities in Singapore. The Ministry of Education (MOE) provides a similar matching grant for endowed donations raised by IT, polytechnics, and the Singapore Institute of Technology (SIT).

Contact your sector administrator to enquire if there are other matching grants your organisation may be eligible for.

k If my application for another matching grant gets rejected, can I apply for matching under the BCF?

As long as the BCF committee receives your final report and audited statements by 30 September 2020 and they adhere to the conditions (see Section V: Application Process) outlined in this fact sheet, they will be assessed.

Correct as of [26 Apr 2019]

