

BICENTENNIAL COMMUNITY FUND WORKSHOP FAQs

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A. Eligibility to apply

1) My organisation's IPC status is expiring on 30 June 2019. Is my organisation still eligible to apply for the BCF?

- Yes, however only eligible donations raised during the period 1 April 2019 to 30 June 2019 will be considered for matching. If you subsequently renew your IPC status, for example on 1 January 2020, eligible donations received from 1 January 2020 to 31 March 2020 can be considered for matching as well.

2) My organisation received our IPC status on 31 October 2019 and we missed the application window, are we still eligible for to apply for the BCF?

- Yes, however please note that only donations raised during the period your organisation is an active IPC will be considered for matching.

B. Donations

1) Are funds raised through the sale of donated/in-kind items eligible for matching under the BCF?

- No, proceeds arising from sales of donated/in-kind items will not be considered for matching under the BCF.

2) Are funds donated by a corporate donor or foundation for a specific project eligible for matching?

- If it is a cash donation that qualifies for tax deductions under IRAS guidelines and the project is for a local charitable cause, it will be eligible for matching under the BCF. Please refer to IRAS guidelines to determine if your donation qualifies for tax deduction. <https://www.iras.gov.sg/irashome/Individuals/Foreigners/Working-out-your-taxes/Deductions-for-Individuals/Donations/> Please refer to this link for all mentions of IRAS guidelines in this document unless otherwise specified.

3) We received a donation from a current vendor, will these funds be eligible for matching?

- If it is a cash donation that qualifies for tax deductions under IRAS guidelines (as per the link above), it will be eligible for matching under the BCF.

4) Are donations by non-Singapore tax residents (corporations and individuals) eligible for matching?

- If it is a cash donation that qualifies for tax deductions under IRAS guidelines (as per the link above) and the donation is meant for a local charitable cause, it will be eligible for matching under the BCF.

5) Are non-tax deductible donations eligible for matching?

- No, cash donations raised must qualify for tax deduction to be eligible for matching. Please refer to IRAS guidelines (as per the link above) for a non-exhaustive list of examples of activities that do not qualify for tax-deductions.

6) Are funds raised through flag days, donation boxes and anonymous donors eligible for matching?

- Yes, as long as the funds raised are cash donations that qualify for tax-deduction, notwithstanding the mode of appeal (for example, flag days, donation boxes, anonymous donors, etc).

7) Are funds raised at my fund-raising event eligible for matching under the BCF?

- So long as the funds raised are pure donations that qualify for tax deduction under IRAS guidelines (as per the link above), they will be eligible for matching under the BCF. In order to ascertain whether a donation is a pure donation, it has to be a donation without commercial benefits attached to it. For a non-exhaustive list of activities that are considered to have commercial benefits, please refer to the IRAS guidelines found at:

[https://www.iras.gov.sg/IRASHome/uploadedFiles/IRASHome/Individuals/etaxguideondonationswithbenefits\(3\).pdf](https://www.iras.gov.sg/IRASHome/uploadedFiles/IRASHome/Individuals/etaxguideondonationswithbenefits(3).pdf)

8) Is the matching based on the gross or net amount raised? We raised \$100,000 at our charity dinner and incurred \$15,000 in expenditure. How much do we submit as claims to the BCF?

- Matching is based on the gross amount of cash donations raised. In this example, you should declare the full donation sum of \$100,000 in your application to the BCF.

9) Are sponsorships and donations-in-kind eligible for matching?

- No, sponsorships and donations-in-kind are not eligible for matching. Only cash donations which are given voluntarily with no expectation of any benefits in return will be recognised. A contribution is deemed as a sponsorship if it is made in exchange or conditional upon benefits in return. Please refer to the IRAS guidelines linked above for a non-exhaustive list of contributions that are considered to have commercial benefits. Donations-in-kind refers to all non-cash donations and do not qualify for matching.

10) We received an online donation on 29 March 2019, but the funds were only remitted to us on 5 April 2019. Are these funds considered to fall within the qualifying period?

- We will determine if a donation falls within the qualifying period based on the audited financial statements provided by a third-party auditor engaged by the IPC.

11) We received a donation on 1 March 2019 which is placed in a restricted fund and we are only allowed to utilise the donations on a monthly basis starting from 1 April 2019. Can we use the donations recognised within the qualifying period for matching?

- We will determine if a donation falls within the qualifying period based on the audited financial statements provided by a third-party auditor engaged by the IPC.

12) We receive all our funds from an aggregator which is also an IPC. Will these funds be eligible for matching?

- For the funds received from the aggregator between 1 April 2019 and 31 March 2020 to be eligible,
 - i. The funds would have to be cash donations that qualify for tax deductions under IRAS guidelines; and
 - ii. The aggregator must not have used the funds in their own application for other government matching grants and BCF.
- In such situations, the IPC is required to submit a written declaration from the aggregator stating that they did not nor intend to use the funds disbursed to IPCs during the qualifying period in any application for government matching funds and the BCF.

13) Two IPCs collaborated to organise a fund-raising event. IPC A receives all the funds raised and later disburses them equally to IPC B, less expenses incurred. How should the two IPCs submit the claim for the funds raised at this event?

- In this scenario, one IPC should be appointed to submit the claim on a gross basis on behalf of the group. There should be no multiple claims to the same fund-raising project.

C. Matching grants

1) Are funds received from government agencies eligible for matching?

- No, funds received from government agencies are not eligible for matching. Similarly, donations used to apply for other government matching grants will not be eligible for matching under the BCF.

2) Are funds received from the Community Chest and President's Challenge eligible for matching?

- No, funds disbursed by the Community Chest and President's Challenge are considered as funds received from government sources and thus not eligible for matching under the BCF. Furthermore, the funds raised by the Community Chest and President's Challenge will be separately matched by the BCF. Hence the grants disbursed from them would be deemed as having been matched before.

3) My organisation is not eligible for any government matching grants, are we still eligible for the BCF?

- Yes, the criterion for IPCs to tap on existing government matching grants first only applies for IPCs that qualify for them.

4) My organisation is eligible and has been claiming from the Community Silver Trust (CST). This year we raised \$200,000 in eligible donations and submitted this amount to CST. A total of \$80,000 was matched by CST. Can we apply for the BCF using the unmatched donations?

- No, in accordance with CST's guidelines, funds submitted to CST will be considered as matched and cannot be used for other matching grants. The BCF will only match donations that have not been deemed as matched by other government agencies.

5) Do we have to apply for the Toteboard's Fund-raising Programme before tapping on the BCF?

- While the Toteboard's Fund-raising Programme is recognised as a government matching grant, as it is a non-sector specific programme, it is up to the IPCs' discretion on which grant they would like to tap on first.

6) My organisation has applied for the Toteboard's Fund-raising Programme. We raised a total of \$100,000 of which the Toteboard grant will match \$20,000. Can we use the same \$100,000 to apply for the BCF?

- The BCF will only match cash donations that have not been matched by other government agencies. For this example, as the Toteboard has matched \$20,000 of the total donations, only the remaining \$80,000 [$\$100,000$ (*Total donations*) less $\$20,000$ (*Matched donations*)] will be eligible for matching under the BCF.

D. Audit reports

1) My organisation has a different financial year from the BCF's qualifying period (1 April 2019 to 31 March 2020). We have raised more than \$400,000 during the year. Will our usual audited financial statements suffice?

- We will require the audited financial statements to clearly state how much of the donations submitted for matching fall within the qualifying period of 1 April 2019 to 31 March 2020, and that these donations have not been used to apply for other matching grants by other government agencies.

2) What other reports will we need to submit other than the audited financial statements?

- Together with the audited financial statements, you will have to submit a final report that include the plans on how the funds from the BCF matching will be used, and detail how your organisation engaged donors and grew its donor engagement strategy, including digital strategy. It should also 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.

E. Disbursement and utilisation

1) When will the matched funds be disbursed?

- Upon receipt of the completed final report and audited financial statements, processing is estimated to take between 3 and 6 months. Disbursements are targeted to commence on 1 October 2020, upon finalisation of the matched amount for successful applications. Disbursements will be made in a single transaction and in full.

2) Do we need to maintain a separate bank account to receive the matched funds?

- No, there is no need to maintain a separate bank account for the matched funds.

3) Do we need to report on how the matched funds are utilised?

- While we require IPCs to report on how the funds will be utilised in the final report, we will not require IPCs to report on how they have utilised the funds after disbursement, unless it has been found that the IPC has breached any eligibility conditions stated in the Factsheet.

4) Can we use the matched funds for manpower?

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

F. General

1) Where can I download the Factsheet for the BCF grant?

- To download a copy of the latest Factsheet, please go to:
www.bit.ly/nvpcbcf

2) I would like to sign up for a BCF workshop, how can I register for a slot?

- NVPC as the grant administrator will be hosting a series of workshops from April through to June 2019 for IPCs to learn more about the BCF. To register for a slot, please go to www.bit.ly/bcfbriefing and select an available date.

3) I have more questions about the BCF, is there an email address I can write to?

- We welcome all questions and will strive to answer them as best as we can. Please send an email to bcf@nvpc.org.sg and we will reply them as quickly as possible.

[Updated as of 10 May 2019]