APPLICATION FOR FUNDING

IMPORTANT

1 This form should be submitted two months before the proposed date of the Event. Form submitted after the completion of the Event will NOT be considered.

2 Please read through the details of Vibrant Hawker Culture programme stated on the NEA website before completing this form.

3 Please verify that you have completed all the fields in this form before submission. Any willful suppression or falsification of information will render this application null and void.

4 Processing of this form takes about 2-4 weeks.

5 For this form, unless the context requires otherwise, "*Event*" refers to the final activity arising from your Project and "*Project*" refers to the entire undertaking as proposed by you, from the conception to the final execution of the event.

FOR OFFICIAL USE (To be completed by NEA officers only)		
	APPLICATION FORM RECEIVED	APPLICANT INFORMED
OFFICER-IN-CHARGE		
DATE		
REFERENCE NO.		

[All fields must be filled in and not to be left empty.]

1. GENERAL DETAILS	
Date of application:	Type of application: ☐ Individual/Group[1] (fill up Section 2A) ☐ Organisation[2]/Educational Institution[3] (fill up Section 2B)

2. APPLICANT'S DETAILS
(A) For Individual/Group All correspondence will be sent to the main contact person.
Details of Main Contact Person

Full name as in NRIC:	NRIC No.:
Email:	Phone:
Address:	
(B) For Organisation/Educational Institution	
Registered Name of Organisation with Accounting & Corporate Regulatory Authority / Registry of Societies/ Educational Institutions:	ACRA / ROS UEN:
Name of contact person (Full name as in NRIC):	Designation:
Email:	Phone:
Address:	
(C) Tell us about yourself or your Group / Organisation / Educational Institution	
(D) Provide us with the list of your other team members Please indicate their full names as in NRIC in the space below	

[1] Group in this option refers to any of the following:

- interest group.
- registered society under the Societies Act or registered charity under the Charities Act looking to start a project that would promote hawker culture and/or vibrancy at hawker centres.

For this option for Group, an individual or a legally constituted organisation should be appointed to take legal and financial responsibility for the application and administering the funding should any be awarded.

[2] This refers to any entities registered under the Accounting and Corporate Regulatory Authority of Singapore (ACRA) regardless whether they are working independently on this initiative or are working together with educational institutions, registered societies or non-profit organisations.
NEA-appointed operators of Socially-conscious Enterprise Hawker Centres are not eligible to apply for funding.

[3] This refers to any non-profit educational institutions and educational institutions under the purview of the Ministry of Education (MOE).

[All fields must be filled in and not to be left empty.]

3. PROJECT DESCRIPTION
(A) Title of Project:

(B) Are you / your Group / Organisation/ Educational Institution proposing a single or multiple event(s) in one year?

☐ Recurring – Multiple events at same Hawker Centre (Please answer 3(C))

☐ One-off event –Event is carried out once at one Hawker Centre only

☐ Others (Please answer 3(C))

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(C) Please indicate the no. of events you wish to hold and frequency of event in a year:	**(D) Proposed Hawker Centre(s)?** Please refer to the list of hawker centres managed by NEA here. Do note that the proposed hawker centre(s) must be suitable for the proposed events.

(E) Have you or any members in your Group or Organisation / Educational Institution applied for this fund before?

☐ Yes - Please provide names of Member(s)/colleagues and application date(s) ☐ No

(F) Have you or anyone in your Group or Organisation/Educational Institution carried out similar projects or performances before?

☐ Yes - fill up question (G) ☐ No

(G) Describe the previous project(s) carried out by yourself/your team member/your colleague. Do also include the level of community outreach by the project.

[All fields must be filled in and not to be left empty.]

(H) Tell us about your detailed proposal for the event(s). Details should include timeline, duration of event, how event will be carried out etc. Where possible, include relevant supporting documents (e.g. photos, videos or testimonials) to help illustrate your concept.

(I) Who are the intended target audience?

(J) Describe the set-up required / resources which you/your team will be bringing in e.g. number of volunteers, professional services, equipment or other resources.

(K) Please provide a preliminary list of the items required for the event day and its respective cost estimate. (Please refer to the NEA's website for a list of supportable and non-supportable items. Do note that items must only be acquired after the Letter of Offer has been issued by NEA.)

Items	Quantity of Items	Estimated Cost
	TOTAL COST	

(L) How do you plan to publicise the project?

[All fields must be filled in and not to be left empty.]

4. DECLARATION

I/We note and accept all the terms & conditions stated in section 5 and that all members of the team agree to abide by the terms & conditions and subsequent requirements by NEA with regards to the Vibrant Hawker Culture Programme.

I/We declare that the information in this application and the supporting documents are true and correct to the best of our knowledge.

I/We undertake to give any further information and documents which may be required.

I/We declare that the proposed project is/will not be receiving any funds from any other public agencies.

I/We understand that this application may be accepted or rejected by the Agency at the Agency's sole discretion, and that the decision made is final.

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Signature, Date

5. TERMS AND CONDITIONS FOR PARTICIPATION IN VIBRANT HAWKER CULTURE PROGRAMME

By participating in Vibrant Hawker Culture Programme, you hereby agree to accept and abide by the terms and conditions set out below. The National Environment Agency ("NEA") reserves the right to change/add any of the terms and conditions at any time without notice.

1. Your participation in Vibrant Hawker Culture Programme is voluntary and at your own risks, costs and expense. You accept that you alone and no other person, organisation or authority will be responsible for your actions and their consequences.

2. You agree to co-operate fully with the instructions of the NEA and undertake to diligently comply with all safety instructions.

3. You must ensure that your proposed Vibrant Hawker Culture Programme installation, set-up and activities do not violate any law and that all necessary licences, clearances and approvals (if any) by the relevant authorities are obtained.

4. The selected hawker centre(s) shall only be used for the approved purpose(s). No commercial or fund-raising activities (be it for a cause or to defray cost of event) are allowed.

5. All publicity materials shall not contain any prints of commercial nature. The materials should also not be used to promote events other than those organised in conjunction with Vibrant Hawker Culture Programme.

6. During the proposed event, the selected hawker centre(s) shall remain open to the public for the duration of its use.

7. Your proposed activities must not cause any obstruction or disturbance to users at the hawker centre(s).

8. You must take all necessary measures to ensure that no damage is caused at the hawker centre(s) and the surrounding areas. No permanent structures are to be erected and no drilling of holes is permitted in the hawker centre.

9. The area in the hawker centre(s) used for the programme should be reinstated to a clean and satisfactory condition acceptable to NEA at the end of your specified period of use. If you fail to do so, NEA may proceed to carry out the necessary works and recover from you, on demand, the cost and expenses incurred.

10. You must at all times ensure that all persons involved in the Vibrant Hawker Culture Programme observe and comply with all directions and instructions given by NEA or its authorised officers, whether such directions or instructions are conveyed orally or in writing.

11. You must ensure that the project does not create misunderstanding in our multi-cultural and multi-religious society and are not religiously or politically sensitive or have content considered as questionable by the general public or undermine the authority of any government or public institution.

12. Disbursement of funding is made on a reimbursement basis and must be accompanied by supporting original receipts/invoices for the items. Other than supporting receipts/invoices, NEA also reserves the right to request for additional proof of purchases e.g. actual prints of brochures, pictures of purchases, where relevant. The supporting documents in the form of a report are to be submitted within 1 month after the completion of your event while the request for reimbursement is to be submitted within 2 months after the completion of your event.

Disbursement of funding is condition-precedent on the successful completion of the event and this is expected to be within 30 working days upon receipt of the complete documents and information from the Applicant.

13. There is a funding limit of **$5,000 per event** and **$10,000 per financial year** (1 Apr to 31 Mar of following year) for the same individual/organisation on reimbursement basis. Only items required for the event day will be supported by the funding. NEA reserves the right to accept/reject the items that you have requested for support in the Application for Funding.

14. Your proposed events must not be funded by other public agencies. Proposals that are funded by other public agencies will not be accepted.

15. For applicants who are carrying out recurring events, NEA will assess the outcome of the first event before disbursing funding for the subsequent events.

16. NEA reserves the right to review, withdraw or suspend the funding in full or in part if there is any adverse feedback of your event from the public or if you are found to be in breach of any of the Terms and Conditions.