

Frequent Asked Questions for Tote Board Community Health Fund (TBCHF)

Q1: Am I eligible for TBCHF?

A: To be eligible for TBCHF, your organisation will need to be one of the following:

- Co-operatives
- Non-Profit Organisations (Companies Limited by Guarantee, Charity Trusts and Societies) / Social Service Agencies
- Social Enterprises which are members of the Singapore Centre for Social Enterprise (raiSE)
- Government Agencies
- Regional Healthcare Systems
- Public Healthcare Institutions
- Grassroots Organisations
- Private service providers that serve subsidised clients (e.g. private nursing homes on portable subsidy)

AND your organisation or institution has General Reserves of not more than 3 years of Total (Gross) Operating Expenditure.

Q2: What is the definition of General Reserves?

A: General Reserves refers to total reserves less building cost and net book value of buildings, excluding endowment, restricted and designated funds, and must not be more than 3 years of Total (Gross) Operating Expenditure.

Q3: What are the focus areas for TBCHF?

A: The TBCHF is renamed to Tote Board Community Health Fund as the intent of TBCHF is to co-produce health outcomes with our people. The TBCHF will support proposals that help empower people to stay healthy and engaged, help delay or reverse disease and frailty, and to support those who are unwell to live a good life. The TBCHF has the following priority areas:

Care & Support – Support the care providers to pilot new and innovative care models.

Care Integration – calls for multiple parties, in different care settings to work together, to provide seamless care for clients.

Emerging Areas – new areas or unmet needs from the ground as the healthcare landscape evolves. For example, helping seniors become active volunteers and contributors.

Q4: What does the TBCHF fund and what is the funding quantum?

A: The TBCHF will be funded based on a quarterly reimbursement basis and co-funding approach, up to 90% of supported costs.

Funding Criteria	Funding Quantum
Programme serves an unmet need and uses a new method or approach which aims to achieve transformative impact in the landscape	<u>90%</u> of total operating expenditure
Programme is an existing service model rolled out to a new target group	<u>70%</u> of total operating expenditure

Q5: What can be funded under TBCHF?

A: Capital Expenses(CAPEX) e.g. staff laptops, tables etc., Operating Expenditure (OPEX) e.g. rental costs, telecommunication & utilities, transport expenditure etc., and Expenditure of Manpower (EOM) e.g. Programme Executives, Therapists.

TBCHF adopted norm cost (e.g. EOM) and pre-established standard rate (e.g. OOE) to simplify downstream claim reimbursement for the grantees whenever possible.

Q6: What is typically not funded under TBCHF?

A: Entity incorporation and administrative fees e.g. bank charges and audit fees.

Q7: Can we tap on other funding to co-fund TBCHF programme?

A: You may tap on the Community Silver Trust (CST) to co-fund TBCHF programme. You may consider tapping on Community Care Manpower Development Award (CCMDA) and Community Care Training Grant (CCTG) to offset training and development costs.

If you wish to tap on other source of funding, please do check with the respective fund administrator if co-funding with TBCHF is allowable. Do inform us if you are co-funding with another fund.

Q8: What is the application process?

A: To start the application process, please email tbCHF@aic.sg with the programme synopsis. The programme synopsis should cover the following points:

- What are the needs and gaps that the programme is trying to meet?
- What is the desired value of the programme?
- Who are the targeted beneficiaries?
- What is the funding request and duration?
- What are the deliverables, outcome and KPIs?
- Is the programme seeking other funding or currently funded by others?

Upon receipt of the programme synopsis, TBCHF Secretariat will review if the programme synopsis fits into any TBCHF priority areas within a week, before we send you the application form and will follow-up with you subsequently on the application process and support you on any queries regarding the grant application.

The full set of signed application form¹ should reach TBCHF Secretariat before the grant call closing dates of 31 March, 31 July and 30 November every year, to be evaluated in that grant call.

Q9: What happens after we submit the application?

A: The TBCHF Secretariat may contact you for further clarifications. Applications received will be assessed by an Evaluation Panel, comprising Tote Board, policymakers and other influential non-profit figures. The Evaluation Panel meets three times a year. The results will be made known to the applicant within 2 weeks after approval, following each Evaluation Panel meeting (these are in March, July and November). For approved applications, the TBCHF Secretariat will send you the grant award letter subsequently.

Q10: Do you allow retrospective funding?

A: Retrospective funding is not allowed e.g. costs incurred before the programme start date will not be supported.

¹ Full set of signed application form refers to an application form with all fields filled in and duly signed by your organisation's CEO or equivalent. It should be paired with a completed budget template.

Q11: What are the administrative requirements after my programme has been approved and commenced? When will the fund be disbursed once my claims are submitted? What happens if I cannot meet the approved KPIs? Can I change my approved project?

A: Please refer to the “Post-Approval Administrative Requirements” [here](#).

We will partner you in this journey to understand the progress and challenges, so as to ensure the success of the programme.

Q12: When can I start my programme?

A: Upon the Evaluation Panel’s approval of the programme, you will receive a Letter of Award within two weeks. You will be given up to one month to review the terms and conditions of this award. Your programme may start after you accept the terms of the award.

Q13: Any other details I should take note when tapping on TBCHF?

A: Grantees should acknowledge Tote Board’s contribution of the grant in all associated promotional and marketing materials whenever possible. Please submit copies of all such publicity for Tote Board’s clearance before proceeding to print. The contact can be found in the grant award letter.