Annex I

Grant Claim Form

Name of Awardee	ABC Pte Ltd		
Title of Project	Paediatric Homecare		
Project Reference No.	AIC/RPDD/FY2013/0165		
Funding Duration of Project	Apr/13 (Month/Year)	to	Mar/15 (Month/Year)
Submission Period for this Claim	Apr/13 (Month/Year)	to	Jun/13 (Month/Year)
AIC Co-funding Proportion	80 %		
Is your company GST registered?	Yes		

SECTION 1 - Applicable if the Awardee is required to report revenue/donation generated from the project as stated in the Letter of Award

Project Revenue/Donation

Please provide a description for each item and attach supporting documents where applicable. Add rows if necessary.	Date of Document	Amount (100%) (Pls exclude GST if your co. is GST registered)	Claim Amount (80% Co-Funded by AIC)	Remarks
Total Amount		$ -	$ -	

SECTION 2

Project Expenditure

Please provide a description for each item and its invoice number, and attach supporting documents where applicable. Add rows if necessary. e.g. Inv A0001 - Stationery	Date of Document	Amount (100%) (Pls exclude GST if your co. is GST registered)	Claim Amount (80% Co-Funded by AIC)	Remarks
(1) Capital Cost/Start-Up				
Inv E1234 - Laptop	02/04/13	$ 10,000.00	$ 8,000.00	
Sub Total for Capital Cost/Start-Up		**$ 10,000.00**	**$ 8,000.00**	
(2) Expenditure on Manpower (EOM)				
Manpower for Apr13		$ 13,980.25	$ 11,184.20	Please refer to the manpower report
Manpower for May13		$ 13,980.25	$ 11,184.20	Please refer to the manpower report
Manpower for Jun13		$ 13,980.25	$ 11,184.20	Please refer to the manpower report
Sub Total for Manpower (EOM)		**$ 41,940.75**	**$ 33,552.60**	
(3) Other Operating Expense (OOE)				
Inv 2013/004 - Printing expenses for month of Apr13	30/04/13	$ 250.00	$ 200.00	
Inv 2013/005 - Printing expenses for month of May13	30/05/13	$ 230.00	$ 184.00	
Inv 2013/006 - Printing expenses for month of Jun13	30/06/13	$ 260.00	$ 208.00	
Inv May13/0015 - Stationery	15/05/13	$ 200.00	$ 160.00	
Transport cost for the month of Apr13		$ 1,200.00	$ 960.00	Please refer to Annex A for the breakdown
Transport cost for the month of May13		$ 1,000.00	$ 800.00	Please refer to Annex A for the breakdown
Transport cost for the month of Jun13		$ 1,100.00	$ 880.00	Please refer to Annex A for the breakdown
Sub Total for OOE		**$ 4,240.00**	**$ 3,392.00**	
Grand Total (1) + (2) + (3)		**$ 56,180.75**	**$ 44,944.60**	

We certify that the information is accurate, the expenditure has been properly incurred in accordance with the approved project and that any income/donation generated by the project has been declared and that no other grant has or will be claimed from AIC or from any other source towards these costs unless otherwise permitted.

NAME
Chief Executive Officer (or approved delegate)

SIGNATURE

DATE

NAME
Director, Finance or CFO (or approved delegate)

SIGNATURE

DATE

Annex J

Manpower Report

Name of Awardee ABC Pte Ltd

Title of Project Paediatric Homecare

Project Reference No. AIC/RPDD/FY2013/0165

Submission Period for this Claim Apr/13 (Month/Year) to Jun/13 (Month/Year)

Type of Profession (Job category)	Headcount		
	Apr/13	May/13	Jun/13
Registered Nurse (RN)	1.0	1.0	1.0
Manager	1.0	1.0	1.0
Total	2.0	2.0	2.0

Type of Profession (Job category)	Actual / Norm cost	Apr/13	May/13	Jun/13	Total
Registered Nurse (RN)	Norm	$ 3,563.58	$ 3,563.58	$ 3,563.58	$ 10,690.75
Manager	Norm	$ 10,416.67	$ 10,416.67	$ 10,416.67	$ 31,250.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
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					$ -
					$ -
					$ -
					$ -
Total		$ 13,980.25	$ 13,980.25	$ 13,980.25	$ 41,940.75

Verification by the Human Resource Director of Implementing Institution

I confirm that the above headcount have been deployed to work on the mentioned project.

NAME SIGNATURE DATE

Certification by Chief Financial Officer/ Director of Finance/ authorized Financial Controller/Finance Manager

I certify that the above expenditure is correct and that the expenditure was incurred in accordance with the approved project.

NAME SIGNATURE DATE

Annex K

Cashflow Projection

Name of Awardee ABC Pte Ltd

Title of Project Paediatric Homecare

Project Reference No. AIC/RPDD/FY2013/0165

Funding Duration of Project Apr/13 (Start Date) to Mar/15 (End Date)

SECTION 1 - To be submitted together with Q1 claim only

Q1 Submission - Cashflow Projection for CURRENT Financial Year (FY 2013)

Categories	Approved Budget for Current FY (based on the amount as stated in letter of award)	Quarter 1 Actual	Quarter 2 Projected	Quarter 3 Projected	Quarter 4 Projected	Full Year Revised	Projected FY Utilisation Rate (%)
Revenue/Donation (if applicable)	-	-				$ -	0
Capital costs/Start-Up	15,000.00	8,000.00	7,000.00			$ 15,000.00	100%
Expenditure on Manpower (EOM)	200,000.00	33,552.60	40,000.00	80,000.00	40,000.00	$ 193,552.60	97%
Other Operating Expenses (OOE)	20,000.00	3,392.00	5,000.00	5,000.00	5,000.00	$ 18,392.00	92%
Total Expenditure	$ 235,000.00	$ 44,944.60	$ 52,000.00	$ 85,000.00	$ 45,000.00	$ 226,944.60	97%

SECTION 2 - To be submitted together with Q2 claim only

Q2 Submission - Cashflow Projection for NEXT Financial Year (FY)

Categories	Projected Utilisation in Previous FY	Quarter 1 Projected	Quarter 2 Projected	Quarter 3 Projected	Quarter 4 Projected	Full Year Projected	Increase from Previous FY (%)
Revenue/Donation (if applicable)	$ -					$ -	0
Capital costs/Start-Up	$ 15,000.00					$ -	0%
Expenditure on Manpower (EOM)	$ 193,552.60					$ -	0%
Other Operating Expenses (OOE)	$ 18,392.00					$ -	0%
Total Expenditure	$ 226,944.60	$ -	$ -	$ -	$ -	$ -	0%

Endorsed by:

NAME
Chief Executive Officer (or approved delegate)

SIGNATURE

DATE

NAME
Director, Finance or CFO (or approved delegate)

SIGNATURE

DATE