

Tote Board Community Health Fund (FY20-24) Post-Approval Administrative Requirements



Contents

[Post Approval](#)

[Programme Reporting Requirements](#)

[Disbursement Guidelines](#)

[Audit Requirements](#)

[Programme Management](#)

[Programme Variation](#)

[Acknowledgements](#)

Post Approval

- After your application has been approved by the Evaluation Panel (EP), a Letter of Award (LOA) and Acceptance Form will be issued. Unsuccessful applicants will also be informed accordingly.
- The signed Acceptance Form must be returned to the Secretariat within a stipulated timeframe. Otherwise, the offer for funding will lapse.
- The Acceptance Form must be acknowledged by the Chief Executive Officer (or equivalent) to document acceptance in accordance to terms and conditions stipulated in the LOA.
- Delegation letters are required if CEO wants to appoint others to sign on behalf and AIC needs to be kept updated whenever there is a change.

Programme Reporting Requirements - Claims and Progress Reports

- Claim and Progress Reports, in a prescribed format, stipulated in the Letter of Award (LOA), are to be submitted to TBCHF Secretariat on a quarterly* basis for reimbursement.

*Based on the calendar quarter of Jan-Mar, Apr-Jun, Jul-Sep and Oct-Dec.

Programme Reporting Requirements - Claims and Progress Reports



Step 1

- Within 1 month after the end of every quarter, email softcopies of draft claims submission (i.e. Claim Form and Manpower Report) and Programme Progress Report to TBCHF Secretariat;
- Route for signature after clarifications (if any) had been made.



Step 2

When routing for signature, all claims submission and progress report must be approved by Awardee's:

- Chief Executive Officer;
- Chief Financial Officer (not applicable for progress report);
- HR Director (if claiming for manpower, not applicable for progress report);
- Or equivalents.

*Delegation letters are required if the authorised signatories want to appoint others to sign on behalf



Step 3

- Within 2 months of quarter end, email all signed scanned copies to TBCHF Secretariat (e-signature accepted);
- The person who signs the documents must be the one submitting to AIC;
- Copy CEO and CFO (or approved delegates) in email;
- Scanned copies shall be in high resolution, colour and not exceeding 3MB for each file.

*Please do not submit any invoice or payment voucher with the claims

Disbursement Guidelines

- All claims for programmes funded by TBCHF shall be made on a reimbursement basis, i.e. a claim can only be made after the expense is incurred, within the qualifying period and approved budgets.
- Claims will only be processed after all reports and requested supporting documents are duly submitted and clarified.
- AIC and/or its authorised representatives shall also be entitled to inspect, examine and audit the Awardee's accounts and records as AIC may reasonably request to ascertain that all claims submitted are valid.

Disbursement Guidelines

AIC reserves the right to reject/withhold/suspend reimbursement due to:

- Late submission;
- Lack or insufficiency of supporting documents;
- Claims for unauthorised items not approved under the Grant;
- Expenses being incurred before or after the approved programme duration;
- Failure to submit the Quarterly Reports;
- Failure to attain or achieve targeted deliverables; and
- Failure to comply with any other applicable terms and conditions.

Disbursement Guidelines

- Reimbursements are made approximately sixty (60) days via GIRO after submission of verified signed forms.
- To set up GIRO payment, a signed Direct Credit Authorisation (DCA) form, together with a copy of Bank Statement header (showing bank logo, bank account name and account number for verification purpose). Originals should be sent directly to 1FSS, and a set of softcopy should be emailed to AIC Finance with TBCHF Secretariat in the loop.

Audit Requirements

- For projects awarded more than \$250,000, the Awardee shall submit an audited report on the statement of receipts and expenditures at the end of the Project. It shall cover the duration of the funding period and be submitted to AIC within 6 months from the Project Completion Date.
- The audit report should provide AIC with reasonable assurance on the grant claims, and that the Awardee has complied with the terms and conditions associated with the Grant. It shall be in the format as required by AIC, which will be provided nearer the Project Completion Date.
- 10% of the final 2 quarters' claims will be withheld. It will be released to the Awardee upon receipt of the audited report on the statement of receipts and expenditures and reconciliation (if any) to the claims.



Programme Management

- AIC will check in with Awardees regularly on the progress of the programmes (e.g. intervals of 6 months, 1 year, 2 years or 3 years, whichever is applicable).

Underperforming projects

- Deliverables not met for two consecutive quarters.
- AIC will work with the Awardees to explore remedial actions.
- If the situation persists even after remedial efforts have been made, suspension or termination may be considered.
- Upon termination, Awardees will be informed on cessation of funding upon giving thirty (30) days' advance notice in writing.

Project no longer meeting a service need

- Awardees will be informed on cessation of funding upon giving thirty (30) days' advance notice in writing.

Programme Variation

Awardee has to submit a variation request form before each grant call closing date¹, to the Secretariat for any changes to approved project.

Changes in any or a combination of the following nature is subject to approval:

- Increase in approved funding
- Changes to approved project scope (e.g. manpower roles, claim approach)
- Changes to approved KPIs/deliverables (e.g. revise KPI targets or change in method to measure targets)
- Changes to approved project timeline (start/end dates)
- Changes to approved project outcome(s)/objective(s)
- Withdrawal/early closure of approved projects

1. The variation request form should reach Secretariat before the grant call closing dates of 31 March, 31 July and 30 November every year, to be evaluated in that grant call.

Acknowledgements

Requirements will be stipulated in the Letter of Award (LOA). In general,

- When acknowledging the Tote Board Community Health Fund, the acknowledgement should be made towards 'Tote Board'.
- All collaterals bearing the 'Tote Board' and/or 'Agency for Integrated Care' logo or name mention **MUST** be cleared by Tote Board or AIC respectively at least fifteen (15) working days prior to its intended publication date.

For details, please contact tbchf@aic.sg.

Thank You.
Connecting You to Community Care

RESTRICTED, NON-SENSITIVE

