PROGRAMME PROPOSAL FORM

Quantedge Foundation (Singapore) Ltd. ("**QFS**") believes in allocating resources based on strategic philanthropic priorities. We prefer to fund and participate in targeted, innovative programmes or projects with high social impact and measurable outcomes. Do take time to review the *Funding Criteria* section prior to commencing this proposal template. QFS reserves the right to change the criteria, and terms and conditions without prior notice.

Proposals to QFS should have well-defined and specific outcomes, with details on how the proposed programme or project could achieve these outcomes. QFS may follow up with phone interviews or visits for clarifications and further enquiries on the proposal submitted.

If the proposal is accepted, applicants will be required to follow up with reports on how the funds were applied and the outcomes achieved, providing any additional information as needed to evaluate the effectiveness of the programme or project.

Please use the following template to submit your proposal, along with any supporting documents.

Funding Criteria:

Please note that QFS seldom funds unsolicited proposals or general appeals for funding support. As a registered charity and Institute of Public Character (IPC), QFS can only fund activities which are exclusively beneficial to the community in Singapore as a whole. In addition, QFS will not consider requests in the following areas:
- Programmes that are not aligned with our charitable objects or philanthropic priorities;
- Direct donations or grants to specific individuals;
- Building or capital projects; or
- Programmes or campaigns with an underlying religious or political purpose.

SECTION A: DETAILS OF ORGANISATION

A1	Name of organisation	
A2	UEN/Company registration number	
A3	Type of organisation *(e.g. Charity with IPC status, Social enterprise, Ground-up initiative)*	
A4	Years in operation	
A5	Registered address	
A6	Name of contact person(s)	
A7	Designation(s)	
A8	Email address(es)	
A9	Contact number(s)	

SECTION B: DETAILS OF PROGRAMME/PROJECT

B1	Name of programme/project *(if different from organisation's name)*	
B2	Timeframe of funding request *(e.g. Mar 2019 – Mar 2020 (12 months))*	
B3	Is this a pilot?	☐ Yes ☐ No
B4	Total programme/project budget *(include details of the project/programme's expected income and expenditures in a separate sheet)*	S$
B5	Requested grant amount	S$
B6	Other partners involved in this programme/project	

B7	Your programme/project's priorities *(you may select more than one)*		
☐	Relief of poverty	☐	Sport
☐	Education	☐	Health
☐	Citizenship/community development	☐	Environmental protection
☐	Others. Please indicate: _____		

B8	**Beneficiaries of the programme/project** *(please select as many as applicable; also indicate the target number of beneficiaries for each category)*				
	Category	Target		Category	Target
☐	Society in general		☐	Financially disadvantaged persons	
☐	Preschool (0 to 3 years)		☐	Intellectually disabled persons	
☐	Children (4 to 12 years)		☐	Physically disabled persons	
☐	Youth (13 to 25 years)		☐	Persons with mental illness	
☐	Families		☐	Ex-offenders	
☐	Seniors (50 years and above)		☐	Environment	
☐	Women		☐	Others. Please indicate: _____	

SECTION C: PROGRAMME/PROJECT PLAN

C1. Problem statement
Describe the social issue that the project/programme seeks to address. Indicate any supporting evidence that the issue is genuine and significant.

C2. Proposed activities and outputs
Describe the main activities of the proposed programme/project and the corresponding outputs, indicating any references to documented research to support the proposed approach(es). There may be more than one output to measure each activity. **Please amend the goal periods, as relevant.**

Main Activities	Outputs *(what data to collect to show that activities were carried out)*	Year 1 Goal	Year 2 Goal

C3. Target outcomes

*Indicate the main outcomes of the programme/project, and the corresponding outcome indicators i.e. the data to collect to show whether the target outcomes have been achieved. There may be more than one indicator per outcome. **Please amend the last 2 columns and delete/add on, if necessary, to reflect the relevant periods**.*

Target Outcome	Outcome indicator *(what data to collect to show whether the outcomes have been achieved)*	Year 1 Goal	Year 2 Goal

C4. Monitoring and evaluation of outputs and outcome indicators

*Elaborate on the plan to track the outputs and outcomes indicators in the tables in section C2 and C3 above. For example: with a pre/post participant survey at the beginning/end of the programme administered by a facilitator/volunteer; observations guided by a checklist throughout the programme. **Please amend the rows, as appropriate i.e. merge rows if the same tool is used for more than one output / outcome indicator.***

Outputs / Outcome indicator *(as indicated in the tables above)*	Monitoring and evaluation plan *(when, with what (instrument/tool) and by whom)*

C5. Risks

Elaborate on risks, if any, to the successful delivery of the programme/project and explain your mitigation plan for each identified risk.

Risk	Mitigation plan

C6. Scalability and Sustainability
Describe how the programme/project could be scaled, and how it could be sustained after the period of funding support.

C7. Sources of funding
Please provide the relevant details in the table below.

	Funding category	Major government or private funders
a.	Previous sources of funding in the last 2 years	
b.	Other sources of funding secured for this programme/project	

C8. Any other comments
Please add them below, if any.

SECTION D: PROPOSED BUDGET

Please complete the following table detailing the budget for the proposed programme/project.
- *Amend the expense categories, as relevant and amend/provide the corresponding description.*
- *Include new expense categories and rows, as necessary.*
- *Amend the period columns, as appropriate and delete/add-on, if necessary. E.g. fill in only one column for a single period application or add on more columns, as relevant for a multi-period programme/project proposal.*
- *Numbers indicated below should refer to the budget for the entire proposed programme/project, not just the amount you are requesting funding support from QFS.*

Expense Category *(Update as needed)*	Details *(Please provide calculations for unit costs where relevant)*	Year 1 amount (S$)	Year 2 amount (S$)
Programme costs	*Refers to programme-related manpower, programme venue rental, programme publicity material, programme transport, etc. Insert each major category in a row below. Add extra rows if necessary.*		
Sub-total			
Overheads	*Refers to head office support cost; other manpower not directly related to the programme e.g. admin staff etc. Insert each major category in a row below. Add extra rows if necessary.*		
Sub-total			
TOTAL			
Amount requested			

Any personally identifiable data provided on this form has been provided voluntarily and with the consent of its owner. Such consent may be withdrawn at any time but the funding application will be treated as withdrawn.

QFS may, at its discretion, withdraw support and recover any amount of the funds that may have been disbursed, if any information provided in this form and accompanying documents is found to be untrue.

Submitted by		**Signature**		**Organisation Stamp** *(if applicable)*	
Designation		**Date**			