



Seed Funding Application Form

This document contains 5 sections. Applicant will need to articulate all sections stipulated in the proposal. The proposal will be assessed based on the evaluation form to determine the percentage of funding for each proposal.

Please complete and submit ALL sections.

Section A: Type of Initiative

Type of Initiative	Please tick (✓)
Research	
Product Innovation (e.g. prototype, software)	
Process Innovation [(e.g. new initiative for persons with disability (including the frail elderly)]	
Any others: (please elaborate)	

Section B: Main Contact Details

Particulars of main contact person	
Name	
Designation	
Organization	
Contact Details (telephone no and email add)	

Section C

(Please do not exceed **two (2)** pages for this section)

1. Details of Proposed Initiative

Name of Initiative	
Planned Total Duration	
Target Group <i>(Please circle where appropriate)</i>	<ul style="list-style-type: none"> • Elderly • People with Disabilities • Elderly and People with Disabilities
Which CEL Seed Funding Objectives were met <i>(Please circle where appropriate)</i>	<ul style="list-style-type: none"> • Decrease institutionalization • Enhance quality of life • Foster co-operation between private and public sector
List of Participating Organizations <i>(if any)</i>	

Section D

(Applicant to complete this section if the initiative is more than 4 months)

1. Initiative Implementation Schedule

Applicants will have to indicate clearly the cost and implementation schedule for the duration of the initiative.

Period ¹	Milestones / Deliverables	Cost Components	Cost (\$)
e.g. Q1	Screening and Recruiting of professional trainer	Manpower	2500 ^a
e.g. Q2	Facilitator for training course	Manpower	2500 ^b
Grand Total			

Note: $a + b = c$

1. Summary of Funding

Project funding will be provided on a co-funding basis. Funding percentage is capped at 95% of the requested seed funding². The requested seed funding should include the auditor's fees at a capped amount of \$500. Successful applications will be responsible for the remainder of the total project cost (in cash or kind).

Note: Please provide the funding amount for the duration of the initiative

Planned Cost	Cost Components	Details	Total (\$)
Requested Seed Funding (inclusive of GST)	e.g. Manpower	Recruitment of professional trainer to conduct the initiative	5000 ^c
	e.g. Computer Software	XXX software programme is needed to conduct the initiative	450
	e.g. Research and Development	To work towards prototyping	1000
	e.g. Market Feasibility Studies	Survey on satisfaction	300
	e.g. Auditor's fees	Audit account of funding expenditure	500
Total Funding Requested			7250
Costs by participating organization(s) / other funding source (if funding is obtained from other source, please indicate the source and the amount)	e.g. EQPT (equipment)	Purchasing of computer	2000
	e.g. EOM (expenditure on manpower, e.g. salary)	Administrative staff (using 15% of the time to maintain records of trainees)	350
Total Cost Borne by Applicant Organization			2350
Grand Total Project Cost			9600

¹ CEL Seed Funding programme follows the financial year.

Q1 = Apr –Jun, Q2 = Jul-Sept, Q3 = Oct – Dec, Q4 = Jan-Mar

² Requested Seed Funding refers to providing fund to components pertaining to the initiative only

Section E: Declaration of Main Contact Person

Name	Signature	Date

Endorsement of Application

(to be completed by Head of the applying organization)

Name	Designation	Signature	Date

Acknowledgment of Application

(to be completed by one Board Member of the organization)

Name	Signature	Date