

Overview of CSI Fund

What is the Corporate Social Integration (CSI) Fund about?

With the Community Development Councils (CDCs)'s strong community and corporate network as well as National Integration Council (NIC)'s resources to promote quality and sustainable workplace integration, the partnership aims to support Corporate Social Responsibility (CSR) and volunteerism efforts in the community through projects which:

- Create platforms for local/ foreign employees from corporate organisations and the local community to interact;
- Raise awareness of workplace integration among corporate organisations & Trade Associations and Chambers (TACs); and
- Encourage and support corporate organisations & TACs in developing sustainable projects that promote engagement with, and contribution to, the community.

CDCs / Corporate organisations can tap on the CSI Fund to support projects which involves promoting engagement with, and contribution to, the community through:

- Organising of, and participation in, activities which contribute to the community;
- Contribution of effort (but not limited) to a Voluntary Welfare Organisation (VWO); and
- Involvement of residents and members of local community.

The desired outcomes of the CSI Fund are:

For Employers	For Employees
<ul style="list-style-type: none"> • Practices to promote fairness and trust among employees • Training for supervisors to be culturally sensitive • Sustained efforts to promote workplace integration and community involvement 	<ul style="list-style-type: none"> • Increased awareness on the benefits of being culturally aware and sensitive • Increased openness to interact with those from different cultural and nationality backgrounds • Encourage fellow employees to support workplace integration

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The following project is eligible for funding:

Corporate Social Responsibility Project
<p>(a) Raises awareness of workplace integration</p> <p>(b) Encourages sustainability in the programme to promote engagement with and contribution to the community</p> <p>(c) Minimum of 20 unique count of Participating Staff* per project</p> <p>(d) Minimum of 30% non-local Participating Staff per project</p> <p>(e) Capped at \$100 per Participating Staff</p> <p>* Participating Staff refers to the staff from a company who are organising or participating in the CSR project.</p>

What is the level of funding support under this scheme?

The CSI Fund supports up to \$100 per Participating Staff involved, covering qualifying costs such as direct expenses (e.g. refreshments, venue, speakers, etc) related to the project.

Costs not supported include capital/ infrastructure/ manpower cost, overseas and travel-related expenditure, donations, or annual dinner & dances or corporate family days, where local/ foreign interactions for most participants are superficial, or where CSR elements are not the central purpose. Fund raising projects are also not supported.

Subject to availability of funds, the funding quantum will be awarded based on the following:

- Strength of the proposed project;
- Capacity and commitment to execute the proposed project.

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Funding Eligibility

Who is the CSI Fund for?

The CSI Fund is open to all corporate organisations who recognise the value of integration projects for their staff, and hope to promote the engagement with, and contribution to, the community.

What is not supported under the CSI Fund?

The CSI Fund will not be able to support your application if the project:

- Has already commenced prior to the time of application;
- Has received funding from National Integration Council's Community Integration Fund (CIF);
- Has pending/ outstanding evaluation reports on the use of previous funds administered by CDCs;
- Does not have a clearly defined integration component;
- Is primarily aimed at promoting religious causes or held at a religious venue;
- Is intended for fund-raising purposes; and
- Is intended specifically for academic purposes.

A note on funding guidelines

As a government body disbursing public funds in line with Government policies, CDCs will not consider proposals which:

- Advocate or lobby for lifestyles seen as objectionable by the general public;
- Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society; and
- Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

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Application and Assessment Process

How do you apply for the CSI Fund?

Corporate organisations can email your application using **Annex E** to the relevant Community Development Council (CDC) in your district:

Central Singapore CDC	Jude Ong – Jude_Ong@pa.gov.sg Cher Jin Zhi – Cher_Jin_Zhi@pa.gov.sg
North East CDC	Ma Ka Lok – Ma_Ka_Lok@pa.gov.sg Serene Tan – Serene_KH_Tan@pa.gov.sg
North West CDC	Cheryl Wee – Cheryl_Wee@pa.gov.sg
South East CDC	Steph Dong – Steph_Dong@pa.gov.sg Audrey Liew – Audrey_Liew@pa.gov.sg
South West CDC	Kristal Low - Kristal_LOW@pa.gov.sg

Your application should include the following:

- Project Proposal – type of project, objectives, no. of Participating Staff, duration, venue etc.
- Details of corporate personnel involved
- Budget

What happens after you submit an application?

All applications will be assessed by the CDCs, with inputs from NIC where necessary. You may be contacted if further information is required. All proposals submitted to the CDC will be treated in the strictest confidence.

How will your application be assessed?

The assessment will be guided by the following criteria:

1. Strength of the proposed project
 - Concept and execution plan of the proposal
 - Budget requirement with regards to the proposal
 - Level of engagement with the targeted community/ beneficiaries
2. Capacity and commitment to execute the proposed project
 - Does the applicant have a clear and sound plan to execute the project? (e.g. involvement of partners, volunteers and resources)
 - Does the applicant have the necessary experience to execute the project? (i.e. subject expertise, project management)

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What happens if you are awarded the CSI Fund?

If your application is successful, you will receive a confirmation within 3 weeks of the application, with:

- Terms & Conditions of the CSI Fund
- Outcomes as agreed by the CDC and applicant

Applications that are not awarded the funding will also be made known within the same period.

What are you expected to deliver?

If you are successful, you will be expected to achieve the plan you have articulated in your proposal.

When you have completed your project, you will be required to submit the following within 2 months from the completion of the project:

- Project evaluation report, i.e. **Annex E(ii)**;
- Statement of account, i.e. **Annex E(iii)**;
- Original/ certified true copies of invoices; and
- 5 photos of the project

How will you receive the funding?

CDCs will reimburse you after the completion of the project and after the verification of the submitted project evaluation report, statement of accounts and original/ certified true copy of invoices.

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Annex E(i)

Application Form

Please note that you are required to:

- a) Fill in and submit the application form at least **8 weeks** before the commencement of the project.
- b) All proposals will be assessed and evaluated accordingly, and are subjected to approval. Applicants may be called for an interview.
- c) Submission of application will be to the relevant Community Development Council (CDC) officer in your district¹:

Central Singapore CDC	Jude Ong – Jude_Ong@pa.gov.sg Cher Jin Zhi – Cher_Jin_Zhi@pa.gov.sg
North East CDC	Ma Ka Lok – Ma_Ka_Lok@pa.gov.sg Serene Tan – Serene_KH_Tan@pa.gov.sg
North West CDC	Cheryl Wee – Cheryl_Wee@pa.gov.sg
South East CDC	Steph Dong – Steph_Dong@pa.gov.sg Audrey Liew – Audrey_Liew@pa.gov.sg
South West CDC	Kristal Low - Kristal_LOW@pa.gov.sg

1. CONTACT DETAILS

Name of Corporate Organisation:	
Name of Applicant:	
Address:	
Contact Number:	
Email Address:	
Profile of Corporate Organisation: E.g. 50% Singaporeans, 40% PRs, 10% WP holders, mostly from China, Malaysia and India	

2. PROJECT DETAILS

¹ To check which district your company is based in, please refer to “My District Locator” at the bottom of the page: <https://cdc.org.sg>

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Project Title:		
Start & End Date:		
No. of Sessions/ Frequency:		
Time:		
Venue:		
Participating Staff	No. of Participating Staff:	Ratio of Locals, Immigrants and Foreigners: E.g. 50% Singaporeans, 25% PRs and 25% Foreigners
No. of Beneficiaries/ Residents:		
Introduction of project: <i>Describe the project – what are the objectives and outcomes?</i>		
Background of Project <i>What will the Participating Staff and beneficiaries/ residents be doing?</i>		
Describe how the project meets the below desired outcomes: <ul style="list-style-type: none"> • <i>Increased awareness on the benefits of being culturally aware and sensitive.</i> • <i>Increased openness to interact with those from different cultural and nationality backgrounds.</i> • <i>Encourage fellow employees to support workplace integration.</i> 		

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3. PROPOSED BUDGET		
Have you applied for funding for this project from other sources?		Yes / No
Have you received funding for this project from other sources?		Yes / No
<i>If you answered Yes to either question above, please include this in budget below and indicate if your other funding sources are pending or confirmed.</i>		
Income (if any)	Amount (\$)	Remarks (if any)
<i>(E.g. ticket sales, sponsorships, etc)</i>		
Expenditure	Amount (\$)	Remarks (if any)
Final Deficit Amount:		
Cost per Head:		

Please note that costs which are not supported include:

- (a) Annual Dinner & Dance or Corporate Family Day event;
- (b) Capital/Infrastructure Costs (e.g. purchase of learning laptops, handphones, wheelchairs etc);
- (c) Internal Manpower Costs;
- (d) Overseas and travel related expenditure; and
- (e) Fund-raising related expenditure.

We would like to apply for the CSI fund for the above CSI project.

Name & Designation

Signature

Date

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Annex E(ii)

Evaluation Report

Please note that you are required to:

- a) Submit the soft copy of this completed evaluation report via email, within **2 months** of completion to the Community Development Council (CDC) officer in your district:

Please note that we reserve the right to withhold or reduce the funding approved in the event of failure to submit the evaluation report without official reasons within **2 months**.

1. Project Details		
Project Title:		
Name of Corporate Organisation:		
Start & End Date:		
Project Duration:		
Time:		
Venue:		
Participating Staff	No. of Participating Staff:	Ratio of Locals, Immigrants and Foreigners: E.g. 50% Singaporeans, 25% PRs and 25% Foreigners
No. of Beneficiaries/ Residents:		

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2. Project Outcome	
Achieved outcomes and objectives:	<i>What were the desired outcomes of the project? Were they fulfilled? How?</i>
Details of Press/ Media coverage, if any:	<i>Attach video clip or newspaper article where available</i>
Publicity, if any:	<i>Attach copies of publicity materials</i>
Partners/ Sponsor/ Others:	
Future or follow-up plans, if any:	
Challenges and learning points:	

3. Project Feedback

- Please note that NIC or the CDCs may contact you for more information on feedback, where needed.
- The guiding questions are for the intent of soliciting feedback. Please feel free to include any other verbal feedback or quotes from the Participating Staff.

Profile of Participating Staff

Total Number of Participating Staff: _____

Profile of Participating Staff:

Item	Proportion	In Percentage
Gender	Male	
	Female	
Total		100%
Residency Status	Locals (i.e. Singapore citizens)	
	Immigrants (i.e. Permanent residents, new citizens)	
	Foreigners (i.e. employment pass holders, work permit holders)	
Total		100%

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Survey Questions

Please provide aggregated feedback from at least 50% of your Participating Staff in the table below.

Please indicate the number of staff below.

	Very dissatisfied	Dissatisfied	Satisfied	Very Satisfied	Not Applicable
Overall experience					
Level of interaction with people of different cultures and nationality backgrounds					
Opportunities to make friends with people of different culture and nationality backgrounds					
Opportunities to learn more about Singapore's culture and social norms					
Opportunities to become more aware of the benefits of cultural awareness and sensitivity					
Opportunities to support integration in the workplace					

Do you think the project was meaningful and beneficial?

Would you/ your corporate organisation be keen to participate/ organise the project again?

Please share feedback if there are any areas for improvement/ suggestions for the project.

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Quotes

Please share with us a few quotes/ feedback from your Participating Staff on the project.

Participating Staff 1	
Name:	
Residency Status: <i>i.e. SG/ PR/ New Citizen/ Foreigners: EP holders, WP holders etc</i>	
Contact No:	
Quote/ Feedback:	
Participating Staff 2	
Name:	
Residency Status: <i>i.e. SG/ PR/ New Citizen/ Foreigners: EP holders, WP holders etc</i>	
Contact No:	
Quote/ Feedback:	

The Participating Staff may be contacted/ quoted for use of their feedback/ quotes in CDCs' publications or publicity materials.

THANK YOU FOR COMPLETING THIS FORM.

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Annex E(iii)

Statement of Account

Please note that you are required to:

- a) Submit a duly signed hard copy of this statement of account within **2 months** of completion to the Community Development Council (CDC) officer in your district.

INCOME	AMOUNT (\$)	REMARKS
Total		
EXPENDITURE	AMOUNT (\$)	REMARKS
Total		
<i>Final Deficit Amount</i>		

<p>The above report is prepared by:</p> <p>Name:</p> <p>Designation:</p> <p>Date:</p>	<p>The above report is certified correct by:</p> <p>Name:</p> <p>Designation:</p> <p>Date:</p>
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