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
• Practices to promote fairness and trust among employees • Training for supervisors to be culturally sensitive • Sustained efforts to promote workplace integration and community involvement	• 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
(a) Supports workplace integration outcomes.
(b) Encourage sustained engagement with and contribution to the community.
(c) Minimum 20 unique count of **Participating Staff*** per project.
(d) A good mix of local and non-local staff i.e. Non-local staff with a minimum of 20% onwards.
(e) Capped at $100 per Participating Staff
* Participating Staff refers to the staff from a company who are organising or participating in the CSR project.

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	Joash Phang (Joash_Phang@pa.gov.sg) Ysabela Goh (Ysabela_Goh@pa.gov.sg)
North East CDC	Tan Hui Ting (TAN_Hui_Ting@pa.gov.sg)
North West CDC	Darren Peng (Darren_PENG@pa.gov.sg)
South East CDC	Sharon Lin (sharon_lin@pa.gov.sg)
South West CDC	Joan Lai (Joan_LAI@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 MCCY 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:
- Statement of account, i.e. **Annex E(ii);**
- Feedback Form 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 statement of accounts, feedback form and original/ certified true copy of invoices.

NATIONAL INTEGRATION COUNCIL-COMMUNITY DEVELOPMENT COUNCIL CORPORATE SOCIAL INTEGRATION (CSI) FUND

APPLICATION FORM

(1) INFORMATION OF PROJECT

Details of Project	
Project Title:	
Start & End Date:	
No. of Sessions/ Frequency:	
Time:	
Venue:	
No. of Participants (residents):	
Name of Company:	
Ratio of Locals, Immigrants and Foreigners among Participating Staff:	☐ We confirm that the profile of participating staff has a good mix of local and non-local staff *i.e. minimum 20% of participants are non-local staff*

%	Residency Status
≤80	Locals (i.e. Singapore citizens)
≥20	Immigrants (i.e. Permanent residents, new citizens)
	Foreigners (i.e. employment pass holders, work permit holders)

Brief Description of Project	
Introduction and background of the project: *Describe the project – what is the objective and outcome? What will the corporate staff and participants be doing?*	

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Describe how the project meets the integration outcomes *E.g.* • *Awareness of the benefits of being culturally aware and sensitive.* • *Creates opportunities to interact and forge bonds with those from different cultural and nationality backgrounds.* • *Sustained interest in contributing to the local community*	

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(2) PROPOSED BUDGET

Income (if any)	Amount ($)	Remarks (if any)
(E.g. ticket sales, sponsorships, etc.)		
Expenditure	**Amount ($)**	**Remarks (if any)**
Final Deficit Amount:		
Cost per Head:		

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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.

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(3)   APPLICATION

I would like to apply for the CSI Fund for the above CSI project.

_____   _____   _____

Name & Designation of   Signature   Date

Officer

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(4)   VERIFICATION
 I have checked against the funding eligibility criteria and confirmed that the CSI project fulfilled all the following eligibility criteria (*to tick the checkboxes accordingly*):

Corporate Social Responsibility Project	Promotional Project
☐ Supports workplace integration outcomes ☐ Encourages sustained engagement with and contribution to the community ☐ *Minimum 20 unique count of participating staff per project ☐ *A good mix of local and non-local staff i.e. Non-local staff with a minimum of 20% onwards ☐ Cap at $100 per participating staff	☐ Is an outreach activity (e.g. Roadshow, Seminar) using new or existing platforms ☐ Promotes awareness and benefits of CSR, and the importance of sustained integration efforts ☐ Capped at $100 per Participating Staff

* To seek MCCY s approval if either of these are not fulfilled

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Available Funds:	
Total Funds Committed (as at application date):	
Funds Required for Project:	
Remaining Funds:	

_____ _____ _____

Name & Designation of   Signature   Date

CSI Officer

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(5)   APPROVAL

I *approve/ not approve the above application.

_____ _____ _____

Name & Designation of   Signature   Date

Approving Officer

*delete as appropriate

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STATEMENT OF ACCOUNT

Details of Project	
Project Title:	
Start & End Date:	
No. of Participating Staff:	

INCOME	AMOUNT ($)	REMARK
Total		
EXPENDITURE	**AMOUNT ($)**	**REMARK**
Total		
Final Deficit Amount		

* Please also attach a minimum of 5 photographs from the project.

The SOA is prepared by:	The SOA is certified correct by:
Name:	Name:
Designation:	Designation:
Date:	Date:

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FEEDBACK FORM

***To be completed by corporate representative and submitted to CDCs.*

Profile of Participants

Total Number of Participating Staff: _____

Profile of Participating Staff:

Item	Proportion		In Percentage
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%

Project Outcome

Achieved outcomes and objectives:	*What were the desired outcomes of the project? Were they fulfilled? How?*
Challenges and learning points:	

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Survey Questions

Please provide aggregated feedback from at least 20% of your staff who had participated in the project in the table below. You may wish to do a feedback/ sharing session to get the below responses.

Please tick based on aggregated feedback.

	Strong Disagree	Disagree	Agree	Strongly Agree	Not Applicable
(a) The Programme gave participants opportunities to interact with people of different cultural and nationality backgrounds.					
(b) The Programme enabled participants to make friends with people of different culture and nationality backgrounds.					
(c) The Programme helped participants understand more about Singapore's values, purpose and/or cultures; and appreciate the different cultures, and the shared commonalities between people of different cultural and nationality backgrounds.					
(d) Participants are more likely to contribute and have a greater sense of belonging to the local community.					
Please provide examples and further comments, if any, on how the project achieved integration outcomes (not limited to those listed above).					
Please share feedback if there are any areas for improvement/ suggestions for the project.					

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

☐ Yes   ☐ No

<u>Quotes</u>

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

Participating Staff 1	
Name:	
Residency Status: *i.e. SG/ New Citizen/ PR/ Foreigners)*	
Contact No:	
Quote/ Feedback:	
Participating Staff 2	
Name:	
Residency Status: *i.e. SG/ New Citizen/ PR/ Foreigners)*	
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.