

**GetActive! Singapore
Active Enabler Programme
Frequently Asked Questions (FAQs)**

Application Guidelines

1. What is the application process like?

Applicants will need to fill in an online application form from the OSG Portal (link: <https://oursgrants.gov.sg/>). Applicants who are applying for funding support (under Project Grant) will have to provide additional details i.e.,

- Risk Management Plan
- Project/event budget
- Other relevant documents (if any)

The Active Enabler Programme Grant Officer will contact you once your application has been evaluated. Should your application be successful, you will be required to enter into an Active Enabler Programme Agreement with Sport Singapore.

2. When can I apply for the Active Enabler Programme?

Type of Support	Application Period
Endorsement / Project Grant / Mass Event Grant	31 March to 29 May 2022, 2359hrs

3. What are the projects that fall into the walk/run project grant category?

The walk/run project grant category will only evaluate proposals involving walk/run events. Gamification elements in the walk/run events are acceptable, e.g., Pokémon Go Walk/Pokémon Go Run. For events that include other sports/activities, e.g., triathlon, they will be assessed under the project/mass event grant instead.

4. How do I indicate that I'm applying for the walk/run project grant?

Please include (walk/run) as part of your project title. This will allow to team to be aware that you are applying for the walk/run grant.

5. Can I apply for the Active Enabler Programme more than once?

Yes, you may, as long as your proposals are for different events/projects, targeting at different groups of participants. Please submit separate applications for different proposals.

6. Can I apply for two or more types of support within the Active Enabler Programme for the same project/event, which are held on different days?

Each project/event is only entitled to one type of support, even if the project/event has activities spanning across different days. For each project/event, you can choose only one of the following types of support:

- Project Grant – Walk/Run
- Project Grant – Sports other than Walk/Run
- Mass Event Grant – Walk/Run
- Mass Event Grant – Sports other than Walk/Run

Funding Criteria for Project/Mass Event Grant

7. What are the qualifying and non-qualifying costs?

Refer to the Annex for list of examples of qualifying and non-qualifying costs. This list is non-exhaustive. Sport Singapore reserves the right to reject cost items that do not meet the objective and eligibility criteria of the grant.

8. How can I include the element of “Care”/ “Give Back” in my project/event?

The element of “Care”/“Give Back” in events/projects can be shown in various ways. Examples include jointly organizing your event with the voluntary welfare organisations, targeting your project/event at the vulnerable communities/groups, or having a corporate social responsibility component in your project/event.

9. How do I include the element of green initiatives in my project/event?

You can refer to the MSE environmentally friendly event [guidelines](#) for more details.

10. How do I include the National Day elements in my project/event?

National Day elements such as wearing of Red/White outfits, Singing/Dancing to the National Day Songs, taking of pledges, using red/white back drops etc. can be included as part of the National Day elements.

11. How can my project/event be part of the Active Enabler Programme if it is already funded?

Support will only be provided to events/projects that are not funded by any other entity to ensure that there is no “double dipping”, and that more participants can benefit. However, you may apply for support if you are able to introduce any component into your event which fulfils any of the criteria set for the Active Enabler Programme. You will have to indicate your

current funding details (e.g., funding organisation, funding amount and funding status) in your application under the section “Budget Details”.

Sport Singapore will assess each application on a case-by-case basis. Please note that to qualify for funding support, all project/event proposals must be non-profit in nature.

12. How do I acknowledge “GetActive! Singapore” during my event?

You will be provided with the acknowledgment guidelines for your necessary project/event deliverables along with the GetActive! Singapore Active Enabler Programme brand guide and starter kit once your application has been approved.

As part of marketing to denote that “event name” is part of GetActive! Singapore, and where possible apply campaign hashtags “#GetActiveSG” and “#PlayOnPlayTogether”. Where possible, to also tag campaign Facebook (using our Facebook page: <https://www.facebook.com/getactivetv> and Instagram @GetActiveTV

13. If my project/event is approved, when will I receive the funds to carry out the project/event?

Upon approval of your project/event application, you will receive the funds in two tranches:

- **1st Tranche** – The first 50% of the total approved project/event cost will be disbursed upon project/event approval, after the Active Enabler Programme Agreement has been signed with Sport Singapore. This is intended to give you the funds to kick start and execute your project/event.
- **2nd Tranche** – Up to 50% of the remaining total approved project/event cost will be disbursed upon project/event completion, supported by end of project/event report, proof(s) of deliverables/outcomes and a Statement of Account (SOA) for the project/event. Submission of supporting document(s) such as receipts/invoices and audited/certified accounts may be requested.

The 2nd Tranche shall be calculated by considering the actual expenses incurred, less the amount disbursed in the 1st Tranche. Should the actual project/event cost incurred be less than the amount disbursed in 1st Tranche, the balance amount must be returned to Sport Singapore.

If all documents are in order, applicants can expect to receive the 2nd Tranche within 1 month from the date of the documents’ submission. The total amount disbursed at the end of the project/event shall be based on the actual expenses incurred, with reference to the approved cost items.

Note: The end of project/event report, SOA and supporting documents (if requested) have to be submitted with 1 month from project/event completion.

Active Health Warmup

14. What is the Active Health Warmup about?

The Active Health Warmup is designed to prepare individuals to engage in sport or physical activity by focusing on muscle activation, mobility, and cardiorespiratory elements. This will allow one to move well and safely.

15. How can I include this in my event/project?

All participants of the events/projects will need to begin with the Active Health Warmup before partaking in the activity itself.

16. Where can I find this resource?

The resource will be loaded for your use on [Active Health website](#) when ready.

I still have questions. Who can I speak to?

Please feel free to contact us at email: ActiveEnabler@sport.gov.sg

Annex - Examples of qualifying and non-qualifying costs

A. Qualifying Costs, include

Professional services: e.g., development cost, production cost

- Program Design
- Event Management
- Trainers/Coaches
- Facilitators/Judges/Umpires
- Security
- Traffic Management
- Medical Services
- Cleaning and Disposal
- Mascot Deployment
- AV Production House
- Emcee/ DJ/ Speakers

Direct operating costs

- Training costs of volunteers
- Registration Management
- Third party Vendors
- Part-Time or Temporary Staff directly involved in the project
- Legal Fees

Marketing & publicity: e.g., brochure design, social media marketing

- Design of artwork
- Social media marketing (e.g., Facebook ads)
- Media Buy (e.g., ATL ads)
- Printing of brochures, banners, posters, foam boards, invitations etc
- Outdoor advertising (e.g., bus stop ads)
- On-Site Branding (e.g., A-Boards, I-Boards, signages)
- Engagement of PR agency
- Engagement of Media Buying House
- Engagement of Design firm
- Engagement of Influencers (e.g., famous bloggers)

Fee and Materials: e.g., rental of facilities, equipment

- Rental of event venue/ facilities
- Building of structures like stage, backdrop, tentage, information boards and booths
- Equipment Hire (e.g., rental of Plasma TV for leader board of a challenge event)
- Equipment (non-fixed asset items)
- Sound system
- Amusement Attractions (e.g., bouncy castles to attract kids as part of fringe activities)

- Transportation of equipment and bulky items
- Items directly related to the event (e.g., number bibs for running events, blindfolds and tethers for blind-race)
- Specially made stationery
- Medals/ Trophies
- Internet access
- Labour and Delivery for Setup and Teardown
- Decorations (e.g., lighting, balloons)

B. Non - qualifying Costs, include

- Expenses incurred outside of Singapore
- Expenses incurred for crowd-funding events
- Cash and non-cash prizes, e.g., iPads, iPhones, air tickets
- Capital expenditure
- Expenses incurred from any form of religious/political activities
- Others:
 - Bidding costs of events
 - Prize money
 - Appearance fees
 - Travel expenses by teams or individuals to events
 - On-going maintenance expenses
 - Insurance premium
 - General running costs or overheads e.g., on-going staff costs. Whilst we recognise that some staff infrastructure will be required to deliver the project, this fund can only support posts or proportions of posts directly related to the project and only for the duration of the award.