

CMF 2020 Application Updates

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1. Overview of Cultural Matching Fund

Overview of Cultural Matching Fund

- Established in 2013 with an initial tranche of \$200m to provide dollar for dollar (1:1) matching for private cash donations to arts and heritage charities and Institutes of Public Character (IPC).
- First application window was in May 2014.
- Primary objective when the CMF was set up was to encourage cultural philanthropy and thereby develop a sustainable arts and culture ecosystem in Singapore.

Key Milestones of CMF

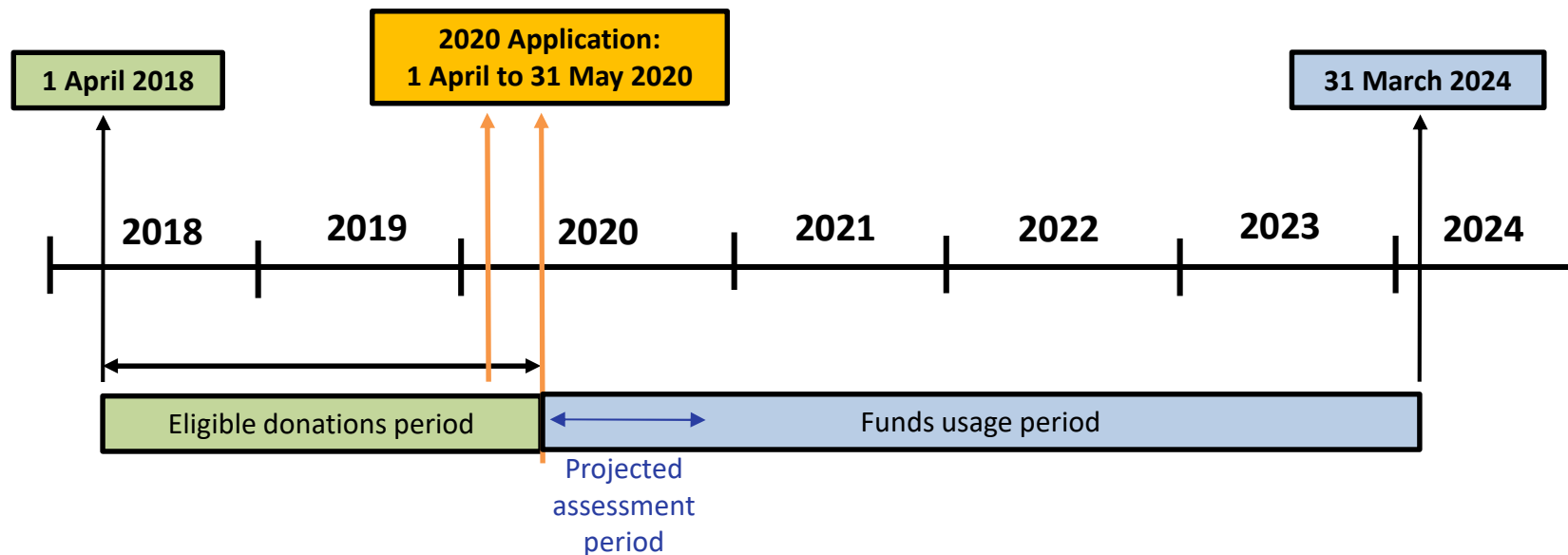
2013	2014	2015	2016	2017	2018	2019	2020
<ul style="list-style-type: none"> Establishment of CMF with \$200m injection 	<ul style="list-style-type: none"> 2 applications: <ul style="list-style-type: none"> -May 2014 -Sep 2014 	<ul style="list-style-type: none"> 2 applications: <ul style="list-style-type: none"> -Mar 2015 -Sep 2015 	<ul style="list-style-type: none"> 2 applications: <ul style="list-style-type: none"> -Mar 2016 -Sep 2016 	<ul style="list-style-type: none"> CMF top-up of \$150m from MOF Review of CMF scheme <ul style="list-style-type: none"> 1 application: <ul style="list-style-type: none"> -Mar 2017 	<ul style="list-style-type: none"> 1 application: <ul style="list-style-type: none"> -Apr 2018 	<ul style="list-style-type: none"> 1 application: <ul style="list-style-type: none"> -Apr 2019 	<ul style="list-style-type: none"> 1 application: <ul style="list-style-type: none"> -Apr 2020

2. CMF Application Process

CMF Application Process

- 1 cycle per year
- Application opens from 1 April onwards
- All applications to be submitted to CMF by 31 May
- Application are divided into two parts:
 - Part 1: First \$300,000
 - Part 2: Above first \$300,000

2020 Application Process and Timeline



3. Updates to CMF Application Form & Annexes

Changes to Application Form – Declaration by CPA

Before	<p>(B) STATEMENT OF CASH DONATIONS (to be certified by Chartered Accountant from a Certified Public Accounting firm)</p> <p>Qualifying cash donations subject to this application, to the best of our knowledge:</p> <ul style="list-style-type: none"> i) <u>are derived from private sources</u> (i.e. not from the Government or Statutory Boards, including the Tote Board, the Community Chest, the President’s Challenge or similar entities). ii) <u>are received</u> into the applicant’s bank account during the qualifying period. <li style="border: 2px solid red;">iii) <u>have not been matched previously by the CMF and/or other government grants that allocate funds based on raised income</u> (e.g. matching tertiary institution donations, conditional/ matching component within NAC and Tote Board grants specific to raised income). iv) <u>are received such that no benefits other than allowable benefits (as defined by IRAS) have been conferred on donors</u> in return for their cash donations, and <u>do not constitute sponsorships and/or grants</u>. 	<div style="background-color: #90ee90; padding: 10px; border: 1px solid black; margin: 10px auto; width: 80%;"> <p>Require CPA’s certification</p> </div>															
	<p>(C) DECLARATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> I/We certify that all the information provided by us, including the information in this application, any supporting documents, and the Annexes attached to this document, are accurate and complete to the best of my/our knowledge. <li style="border: 2px solid red;"><input type="checkbox"/> I/We certify that the cash donations submitted have not been matched previously by the CMF and/or other government grants that allocate funds based on raised income (e.g. matching tertiary institution donations, Bicentennial Community Fund, conditional/ matching component within NAC and Tote Board grants specific to raised income). <input type="checkbox"/> I/We certify that the cash donations submitted to CMF received no benefits other than allowable benefits (as defined by IRAS) have been conferred on donors in return for their cash donations, and do not constitute sponsorships and/or grants. <input type="checkbox"/> I/We have read and understood the accompanying Terms and Conditions set out at <u>Annex D</u>. <input type="checkbox"/> I/We consent to the use of the information contained herein for the purpose of assessment for eligibility to the CMF. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 25%;">Prepared by:</td> <td style="width: 25%;">Approved by CEO / Executive Director:</td> <td style="width: 30%;">Approved by Board Chairman</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">■■■■</td> <td style="text-align: center;">■■■■</td> <td style="text-align: center;">■■■■</td> </tr> <tr> <td style="text-align: center;">Date</td> <td style="text-align: center;">■■■■</td> <td style="text-align: center;">■■■■</td> <td style="text-align: center;">■■■■</td> </tr> </table>		Prepared by:	Approved by CEO / Executive Director:	Approved by Board Chairman	Signature				Name	■■■■	■■■■	■■■■	Date	■■■■	■■■■	■■■■
	Prepared by:	Approved by CEO / Executive Director:	Approved by Board Chairman														
Signature																	
Name	■■■■	■■■■	■■■■														
Date	■■■■	■■■■	■■■■														
After																	

Annex - Summary Sheet

1. Applicant to key information here and these fields will be populated across all Annexes

ANNEX - SUMMARY SHEET

Entity Name:

Unique Entity Number (UEN):

Application Window: 2020

- Instructions:
- Please submit in Excel (.xls) to the CMF Secretariat.
 - All fields highlighted in blue are compulsory and must be completed.

3. Total amounts will be automatically populated based on amount keyed in respective annexes

Summary of Cultural Matching Fund Application

Annex A	Amount of qualifying cash donations applied for Cultural Matching Fund		
Annex B	Proposed uses of CMF Matching Grant for the First \$300,000		
Annex C	Proposed uses of CMF Matching Grant Above the first \$300,000		
	New project(s)		
	<-----project title 1----->	\$ -	
	<-----project title 2----->	\$ -	
	<-----project title 3----->	\$ -	
	<-----project title 4----->	\$ -	
	<-----project title 5----->	\$ -	
Annex C	Existing project(s) funded by CMF		
	<-----project title 6----->	\$ -	
	<-----project title 7----->	\$ -	
	<-----project title 8----->	\$ -	
	<-----project title 9----->	\$ -	
	<-----project title 10----->	\$ -	
Difference			

Subtotal	Total
	\$ 7,700 (A)
	\$ 10,000 (B)
	\$ - (C)=(C1)+(C2) (C1)
	\$ - (C2)

-\$ 2,300 (A)-(B)-(C)
Please check your submission.

2. Applicant to key in project title and overall amount planned for matching

4. This should be a zero balance. Applicant to check for discrepancy if error message appears.

Changes to Annex A (Breakdown of Qualifying Cash Donations Applied for Cultural Matching Fund)



Before

(B1) BREAKDOWN OF CASH DONATIONS RECEIVED (amounts ABOVE \$1,000)
Please list cash donations received in reverse chronological order (ie most recent first) and insert additional rows for each donation received.

Donor's Name	Donor's Address	Is donor an Individual or Corporation or	Date Received into	Amount (S\$)	Conflict of interest declaration details /
eg. Ms Lee Li Li	Blk 123 ABC Road #01-01 Singapore 123456	Individual	02-Nov-2013	\$ 1,000.00	Donor is a board member/ relative of staff
eg. XYZ Pte Ltd	1 XYZ Road #02-02 ABC Building Singapore 654321	Corporation	05-Nov-2013	\$ 50,000.00	Donor is also a XXX vendor of the organisation

(B2) BREAKDOWN OF CASH DONATIONS RECEIVED (amounts UP TO \$1,000)
Please list cash donations received in reverse chronological order (ie most recent first) and insert additional rows for each donation received.

Donor's Name	Is donor an Individual or Corporation or Foundation?	Date Received into Bank Account	Amount (S\$)	Conflict of interest declaration details / Remarks
eg. Ms Lee Li Li	Individual	02-Nov-2013	\$ 1,000.00	Donor is a board member/ relative of staff
eg. XYZ Pte Ltd	Corporation	05-Nov-2013	\$ 50,000.00	Donor is also a XXX vendor of the organisation

Donor's address has been removed

After

(A1) BREAKDOWN OF QUALIFYING CASH DONATIONS APPLIED FOR CMF (amounts ABOVE \$1,000)
Please list qualifying cash donations received in reverse chronological order (ie most recent first) and insert additional rows for each donation received.

Donor's Name	Donor Type	Donor Profile (not mandatory)	TDR issued	Date Received into Bank Account	Amount
TOTAL (1)					

(A2) BREAKDOWN OF QUALIFYING CASH DONATIONS APPLIED FOR CMF (amounts UP TO \$1,000)
Please list qualifying cash donations received in reverse chronological order (ie most recent first) and insert additional rows for each donation received.

Donor's Name	Donor Type	Donor Profile (not mandatory)	TDR issued	Date Received into Bank Account	Amount (S\$)	Conflict of interest declaration details / Remarks

New fields with drop down options (e.g. if the donor is an individual, they will be categorised as either Singaporeans, PR or Foreigner, if known)

Changes to Annex B (For the first \$300K)

Before

PROPOSED USES OF CMF MATCHING GRANT FOR THE FIRST \$300,000			
Please provide a breakdown of your organisation's annual budget and propose how the CMF Matching Grant will be used			
Uses of Funds	Projected Expenditure (\$\$)		Details <i>(incl. quantity, unit cost and spending timeline)</i>
	Organisation's Annual Budget <i>(without CMF Matching Grant)</i>	Proposed Uses of CMF Matching Grant	
Overhead Operating Costs			
Salaries of members of staff			
Staff Training & Development			
Other staff-related expenses <i>e.g. insurances required for work</i>			
Rental for studio/office space <i>including service/conservancy charges</i>			
Marketing & communications <i>e.g. website, press/media kit, advertising, marketing collateral</i>			
Administrative costs <i>eg. audit fee, bank charges</i>			

(1) Applicant no longer required to indicate annual budget

After

Please propose how the CMF Matching Grant will be used.		
1. Proposed funds for the First \$300,000		
Total proposed CMF support for the First \$300,000:		\$0.00
2. Description of Proposed Use		
Uses of Funds	Projected Expenditure (\$\$)	
	Proposed Uses of CMF Matching Grant	Details
Overhead Operating Costs (Salaries)		
Other Overhead Operating Costs (Excluding Salaries) <i>Includes staff training & development, other staff-related expenses, rental for studio/office space, marketing & communications, other administrative costs (pl specify which apply under 'Details' column)</i>		
Programme Costs <i>Includes core programmes, community & educational programmes, international programmes, industry development, and other activities (pl specify which apply under 'Details' column)</i>		
Capital Expenditure <i>Includes asset purchase, infrastructure development (pl specify which apply under 'Details' column)</i>		

(2) Applicant to indicate the amount used per category

Changes to Annex C (Above the first \$300K)



Before

- Annex C is currently separated into two parts – Part 1: project details in Word, and Part 2: project’s budget sheet in Excel
- Applicant is required to submit one word document and one budget sheet for each project

After

- Annex C Part 1 & Part 2 has been combined into one excel document
- Applicant to select the project name located at the top of the document which was keyed in the summary sheet

ANNEX C - PROPOSED USES OF CMF MATCHING GRANT ABOVE THE FIRST \$300,000	
Entity Name:	0
Unique Entity Number (UEN):	0
Project / Initiative Name :	<input type="text"/> <small>base select project title from the drop down list.</small>

Changes to Annex C (Above the first \$300K)



Before

PROPOSED USES OF CMF MATCHING GRANT ABOVE THE FIRST \$300,000			
Please provide a breakdown of your organisation's annual budget and propose how the CMF Matching Grant will be used For each project applied, applicants will need to fill out one set of Annex C Part 1 and Part 2			
Uses of Funds	Projected Expenditure (\$\$)		Details <i>(incl. quantity, unit cost and spending timeline)</i>
	Organisation's Annual Budget <i>(without CMF Matching Grant)</i>	Proposed Uses of CMF Matching Grant	
Overhead Operating Costs			
Staff Training & Development			

(1) Applicant no longer required to indicate annual budget

After

9. Total Proposed Budget for CMF Matching: S\$ \$0.00

Uses of Funds	Projected Expenditure (\$\$)	Details
	Proposed Uses of CMF Matching Grant	
Overhead Operating Costs (Salaries)		
Other Overhead Operating Costs (Excluding Salaries)	\$0.00	
Staff Training & Development		
Other staff-related expenses		
Rental for studio/office space		
Marketing & communications		
Administrative costs		
Programme Costs	\$0.00	
<i>Please include each programme in an individual line, and insert additional lines as needed</i>		
Capital Expenditure	\$0.00	
Asset purchase <i>e.g. for one-off purchases of fixed assets that are</i>		

(2) Programme Costs have been consolidated into one line item

Summary - Changes to Annexes (1)



Overall Changes to Annexes

Annexes A, B and C have been consolidated into a single Excel file

Applicant only required to incorporate their information into fields highlighted in blue

New summary sheet to summarise total amount of donations raised equates to amount of proposed uses

Annex file should be completed by the applicant in the following order:
Summary sheet → Annex A → Annex B → Annex C → Check against Summary sheet

Overall Changes to Annex A (Breakdown of Qualifying Cash Donations Applied for Cultural Matching Fund)

New application fields:
(1) Donor profile
(2) Whether TDR has been issued

Summary - Changes to Annexes (2)

Overall Changes to Annex B (For the first \$300K)

Annual Budget no longer required
Removed Sub categories

Overall Changes to Annex C (Above the first \$300K)

Annex C has been folded into the
consolidated Excel file