**Tamil** Language Learning and Promotion Committee

FUND APPLICATION FORM FOR SUPPORTED PROGRAMME

***Funding Eligibility***

We are looking for innovative programmes and activities that broaden and enhance the Tamil Language proficiency of students and other Tamil Language users in our multicultural society. These programmes and activities should contribute to a deeper understanding and appreciation of the Tamil Language, literature and culture amongst its participants and the community at large.

The proposed programmes and activities (included, but not limited to) can be in the form of the following:

* Competitions,
* Workshops, courses, seminars,
* Publications
* Performances
* Learning Journeys

The proposed programmes and activities can be tailored for any of the following:

* Students from Preschools, Primary Schools, Secondary Schools, Junior Colleges / Centralized Institutes or Institutes of Higher Learning
* MOE-registered teachers
* Parents of students from Pre-schools, Primary Schools, Secondary Schools, Junior Colleges / Centralized Institutes or Institutes of Higher Learning.
* Non-profit organisations, schools, Institutes of Higher Learning and Indian Activity Executive Committees (IAECs).

***Funding Application***

Please submit the completed application form **(in both pdf and word document format via email),** together with a detailed proposed budget and a program proposal of not more than 3 pages to:

**Email:** [MOE\_TLLPC\_Secretariat@moe.gov.sg](mailto:MOE_TLLPC_Secretariat@moe.gov.sg)

Please provide a detailed breakdown of the expenditure that will be incurred in carrying out the programme / activity. Funding will be granted in full or partial at the discretion of TLLPC. All applications will be assessed on a case-by-case basis.

The proposed programmes and activities will be assessed on the following criteria:

* Relevance to the objectives of TLLPC
* Impact and Outreach
* Sustainability of Programmes and Activities
* Credentials of Organisation/Individual

***Application Outcome***

The approval process may take up to 2 months. Fund applications must reach the TLLPC Secretariat at least 3 months before the intended date of programme.

Successful applicants will be required to sign a Funding Agreement with TLLPC. The signed Funding Agreement will need to be mailed back to the TLLPC Secretariat. The funded program or activity, subject to the listed terms and conditions, can only be carried out after the Funding Agreement has been signed.

TLLPC reserves the right of discretion and non-disclosure of reasons for unsuccessful applications. Decisions made by the Committee are final and appeals will not be entertained.

***Other Information***

* TLLPC reserves the right to change or make modifications to the programmes or activities suggested by applicants.
* TLLPC reserves the right to allocate any amount that commensurate with the proposed programmes or activities.
* TLLPC does not provide legal advice to applicants. Applicants should seek their own independent professional advice regarding all financial and legal matters including compliance with any statutory obligations.
* TLLPC funding may only be used for the purposes specified in the application. Once TLLPC has agreed to provide funding, no substantial change to the project shall be made without the consent of TLLPC.
* Applicants are wholly responsible for their own debts.
* Public acknowledgement of TLLPC’s approved funding is expected. Publications should clearly acknowledge the support of TLLPC (TLLPC logo to be displayed).
* In the event of information request regarding the present funding application, the applicant will be consulted before any confidential information is disclosed.
* When the funding is approved, the amount of funding, the purpose for which the funds are granted and the name of the organisation receiving the funding will be regarded as public information. Photographs of events may be used for TLLPC publicity and outreach.
* TLLPC would like to thank you for taking the time to complete and submit an application for the funding.

Please submit your completed form and proposal to:

**The Secretariat**

**Tamil Language Learning and Promotion Committee**

**c/o Ministry of Education**

**Curriculum Planning and Development Division**

**1 North Buona Vista Drive**

**Singapore 138675**

**Fax no: 6775 8752**

**Email: MOE\_TLLPC\_Secretariat@moe.gov.sg**

**Thank you**

**Part 1: General Information**

|  |  |  |
| --- | --- | --- |
| Information on applying organisation | Contact Person 1 | Contact Person 2 |
| Name of Organisation: | Name: | Name: |
| Name of Proposed Programme: | Position: | Position: |
| Address: | Telephone: | Telephone: |
| Telephone: | Hand phone: | Hand phone: |
| Fax: | Fax: | Fax: |
| E-mail: | E-mail: | E-mail: |

**Please Indicate:**

|  |  |
| --- | --- |
| Is the event in conjunction with Tamil Language Festival? | Yes ☐ No ☐ |
| Will there be media coverage? | Yes ☐ No ☐ |
| Will there be any Guest-of-Honour invited? | Yes ☐ No ☐ |
| Is the event ticketed?  If yes, please state the ticket price and reason for ticketing: | Yes ☐ No ☐ |
| Has the programme been carried out before under TLLPC or any other fund?  If yes, please attach the participants’ consolidated feedback and programme owner’s evaluation. | Yes ☐ No ☐ |

**Part 2: Programme Details**

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| --- | --- |
| **Title:** |  |
| **Format of Programme :**  (Workshops , Seminars, Competitions, Talks, Conferences etc.) |  |
| **Proposed Date(s) & Time(s) of Programme:**  (Time frame – start and end date) |  |
| **Frequency of programme** :  (Single/Series) |  |
| **Programme Outcome Indicators:**  (Please state deliverables and impact of programme) |  |
| **Objectives:**  (Please provide the main objectives of the proposed programme) |  |
| **Programme Summary**:  (Please provide a brief description of the proposed programme in not more than 300 words. It should include the plans and activities of how applicants intend to conduct and monitor the programme. Applicants may attach a detailed programme proposal using A4 sized paper, typewritten with double spacing using Arial font-size 12 that do not exceed 3 pages and other supporting documents.) |  |
| **Target Level:**  (School, Cluster, Zone, National, International) |  |
| **Target Audience Size:**  (Total number of participants involved in activity/programmes) |  |
| **Profile of audience:**  (Students, teachers, parents, public, Preschool, primary, secondary, JC/Pre-U, others) |  |
| **Details of Tasks and Timeline:**  Describe the process and different stages of the programme development. |  |
| **Programme Evaluation:** | Please take note a Programme Report Form must be submitted to TLLPC Secretariat within 15 working days after the completion of the programme/event. Failure to do so will affect future funding. The template will be sent upon budget approval. |
| **Name of programme partners/service provider(s) [if any]:**  Please indicate name of person(s) or organisation(s) and types of service |  |

**Part 3: Proposed Budget**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | For Official Use Only | |
| **S/N** | Item/Activities | Unit Amount | Qty. | Total Amount | Secretariat’s Recommendation | Remarks |
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| 12 |  |  |  |  |  |  |
|  | **Grand Total** |  |  |  |  |  |

Part 4: Declaration by Applicants

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| --- | --- |
| Declaration of Other Sources of Funding | |
| Funding Agency |  |
| Amount of Fund Applied |  |
| Items Supported by the Fund |  |
| Outcome |  |

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| --- |
| I/We acknowledge that the accompanying information and documents supporting my/our application are true and correct and that TLLPC reserves the right to reject my/our application if there is any false declaration.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name Date Signature  Head of Organisation Official Stamp of Organisation |

**For Official Use Only:**

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| --- | --- |
| Date received by TLLPC Secretariat:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **TLLPC’s Fund Approving Panel:** |
| Checked by (name): | Approved  Not Approved  [please tick appropriate box]  **Amount Approved:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairman’s Signature / Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature/Date: |
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