**TAMIL LANGUAGE LEARNING & PROMOTION COMMITTEE (TLLPC)**

**Application For Funds**

***Funding Eligibility***

TLLPC will support programmes that:

* Align with Core Objectives – Clearly demonstrate contribution to TLLPC’s goals in the Application Form.
* Deliver High Value – Show strong quantitative and qualitative returns relative to resources invested.
* Achieve Measurable Outcomes – Define clear, tangible benefits for participants and the wider community.
* Ensure Inclusivity – Cater to diverse demographics, learning abilities, and backgrounds to encourage broad participation.
* Innovate and Inspire – Offer creative activities that enhance Tamil Language proficiency and promote deeper understanding of its literature and culture in Singapore’s multicultural context.

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

* Digital Media (e.g. Apps, Online games)
* Games (Non-Digital)
* Workshops/Courses/Seminars
* Competition
* Event/Programme/Theatre Productions

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

* Students from Preschools, Primary Schools, Secondary Schools, Junior Colleges / 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 together with the embedded excel sheet (Part 3) **(in 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***

**Fund applications must reach the TLLPC Secretariat’s email during the application period.** **Applicants who submit their full proposals can expect to receive notification of their application outcome by end of October.**

Successful applicants will be required to sign a Letter of Acceptance (LOA) with TLLPC. Applicants who accept the TLLPC’s offer will proceed to sign a LOA with the Committee, detailing the funding quantum, deliverables and terms of the contract.

The signed LOA will need to be e-mailed back to the TLLPC Secretariat. The funded programme or activity, subject to the listed terms and conditions, can only be carried out after the LOA has been signed. As the LOA is binded by a contract, no changes are allowed after the approved LOA by TLLPC Secretariat.

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.

***Reminders:***

* 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 reiterate to partners on the following:
  + **Funding & Payment Processes**
    - **Tranche Payments:** Request only if you can meet stipulated deadlines for payment and document submission.
    - **GST:** Factor in 9% GST in all costings to avoid budget shortfalls.
    - **Line Items:** State quantities and unit amounts clearly, including GST for each item (no lump sums).
    - **Claims Submission:** Submit all claims within 30 days of the event, with complete invoices/receipts. Ensure unit amounts and quantities match those in the LOA.
    - Local purchases are preferred. If **overseas purchases** are necessary, provide detailed documentation and accurate exchange rate calculations.
  + **Venue, Speakers & Logistics**
    - **Venue:** Use free venues such as UPTLC or NLB where possible.
    - **Pre-bookings:** If a venue or speaker must be secured before funding approval, state this in the application.
    - **Speakers:** Establish a formal contract prior to engagement.
    - **Delivery Charges:** Include delivery fees in catering/refreshment costs.
  + **Letter of Agreement (LOA) Compliance**
    - No changes to the programme details after signing the LOA.
    - Ensure all commitments align with the approved budget and scope.
  + **Certificates, Prizes & Tokens**
    - Issue **e-certificates** instead of physical certificates.
    - For recognition, present **either trophies or e-certificates** (e.g., Top 4 winners).
    - Do not present **cash vouchers**; use vouchers related to teaching & learning.
    - Avoid physical tokens for TLLPC or sponsors, express appreciation in speeches or emails instead.
  + **Engagement of Service Providers**
    - **Declare** in the application form if the grant applicant is also a service provider.
    - Provide a **letter of engagement** as proof of payment (e.g., for honorarium).
  + **Publicity & Communication**
    - **Social media:** Add TLLPC as an Instagram collaborator, tag posts, and send photos/videos via WhatsApp during events for TLLPC’s social platforms.
    - **Email to Schools:** Do not send direct CPEF subsidy emails. Use the TLLPC provided email blast template (sent with the LOA) and submit it at least **4 weeks or more before the event**.
    - **Event Invitations:** Invite the TLLPC Chairperson, Deputy Chairpersons, and members directly, CC the Secretariat, and include a **QR code** for RSVPs.
  + **Feedback Collection**
    - Use the official **TLLPC feedback form** for all funded events to ensure consistent reporting.
    - Use the **quantitative and qualitative feedback** which will be shared by TLLPC within a week of your completion of programme and your internal event review to submit the activity report.

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**

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

**Thank you**

Please submit the completed application form, together with a detailed programme proposal and budget with relevant supporting documents at least 3 months before the intended date of programme.

**Part 1: Applicant Details**

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| **PART I: DETAILS OF APPLICANT** | | | |
| **Type of Application** | Individual (Fill in Section A)  Organisation/School/ Institution (Fill in Section B) | | |
| **Application History** | Is this your first application to request for funding from TLLPC?  Yes  No  Remarks (If any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **SECTION A: FOR INDIVIDUALS** | | | |
| **Name of Applicant (as in NRIC)**:  Mr/Ms/Mrs/Mdm/Dr.\*  *\*delete whichever not applicable* | **Nationality**: | | **Telephone No**.:  (HP)  (H) |
| **Address**: | | | **Email:** |
| **SECTION B: FOR ORGANISATIONS/SCHOOL/INSTITUTIONS** | | | |
| **Name of Organisation /School/ Institution (as per ACRA registration records)**: | **Organisation Registration No. (ACRA/ROS)**: | **Date of Registration (DD/MM/YYYY)**: | |
| **Registered Address**: | **Type of Organisation**: | | |
| 1. **Applicant’s Details** | | | |
| **Name of Applicant (as per NRIC):**  Mr/Ms/Mrs/Mdm/Dr.\*  *\*delete whichever not applicable* | **Applicant’s Designation:** | **Telephone No. of Applicant:**  (HP)  (O) | |
| **Applicant’s Email**: | | | |
| 1. **Contact Person’s Details** Fill in only if the contact person is different from the applicant. | | | |
| **Name of Contact Person  (as in NRIC)**:  Mr/Ms/Mrs/Mdm/Dr.\*  *\*delete whichever not applicable* | **Contact Person’s Designation:** | **Contact Person’s Telephone No.:**  (HP)  (O) | |
| **Contact Person’s Email**: | | | |

**Part 2: Programme Details**

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| Title of Programme: | Title in English language:  Title in Tamil language: |
| Objectives of Programme:  (Must be aligned to TLLPC mission and vision) |  |
| Category of Proposal | ~~Publications~~  Digital Media (e.g. Apps, Online games)  Games (Non-Digital)  Workshops/Courses/Seminars  Competition  Event/Programme/Theatre Productions  Combinations, please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Format of Programme and Schedule: | Online  Hybrid  Face-to-face |
| Proposed Start and End Date of Programme: | Start date (MM/YYYY):  End date (MM/YYYY): |
| Programme time: | Start time:  End time: |
| Target Number of Participants: |  |
| Target Participant Profile: | Pre-school Students  Pre-school Teachers  Primary School Students  ☐Primary School Teachers  Secondary School Students/Teachers  Secondary School Teachers  Junior College Millennia Institute Students  Junior College Millennia Institute Teachers  Polytechnic/University Students  Parents/Community  Others (please specify, if any): |
| Is the event in conjunction with Tamil Language Festival? | Yes  No |
| Is the event in conjunction with Tamil Youth Festival? | Yes  No |
| Will there be media coverage? | Yes  No |
| Will there be any Guest-of-Honour invited? | Yes No |
| Is the event ticketed? | Yes  No  If yes, please state the ticket price and reason for ticketing: |
| Requested Funding Amount:  (In SGD) | $ |
| Progressive payment required:  \**Subject to approval* | Yes  No  If yes, select one of the following:  20%-40%-40%  30%-30%-40%  State the reason for selection: |
| Please note that progressive payment will only be made upon receiving supporting documents (e.g. invoices, receipts, vouchers, booking confirmation, order confirmation with deposit) and the deliverables for the selected progressive payment stages. | |
| **Programme Summary**  Provide a brief overview of your programme proposal in not more than 300 words. It should include the plans and activities you intend to carry out, monitor and evaluate this programme. | |
|  | |
| **Key Process Deliverables and Programme Outcome Indicators**  State the key process deliverables and impact of programme | |
| **Key Process Deliverables** | |
| **Impact** | |
| Name of other programme co-organisers, service providers and their role and tasks undertaken: (if any) |  |
| Programme Evaluation: | Please take note a **Programme Report Form and a Feedback Form must be submitted to the TLLPC Secretariat within 1 months after the completion of the programme**. Failure to do so will affect future funding. More details on Programme Evaluation will be provided upon programme approval. |

**Part 3: Budget Requested (Please include GST for each line item)**

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| After Completing the Form:   * Save your completed Excel sheet * Embed the completed Excel sheet within this table |

**Part 4: Declaration by Applicant**

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| **Declaration of Other Sources of Funding** |
| **If funds are sourced from other organisations, a declaration is to be provided. TLLPC reserves the right to withdraw funding and request for recovery of funds in case of violation.** |
| Name of Organisation/Funding Agency: |
| Amount of Funding Provided: |
| Funding will be used for:  Refreshments |
| Outcome:  Approved  Pending |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Applicant Signature)  Applicant Name: Mr XXX  Designation: Chairman of XXX Organisation |

**Part 5: Acknowledgement by Applicants**

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| I/We acknowledge that the accompanying information and documents supporting my/our application are true and correct and that the TLLPC reserves the right to reject my/our application if there is any false declaration.  I/We declare that I/we have no conflict of interest in connection with the TLLPC. A conflict of interest could arise as a result of economic, family, or any other shared interest. I/we will inform the TLLPC, without delay, of any situation considered a conflict of interest, or which could give rise to a conflict of interest. | |
| **Declaration of Interest**  Where there is an existing/potential conflict of interest, please provide a brief description of the conflict arising from the application below, for the TLLPC’s approval: | |
| Name of Applicant |  |
| Applicant’s Signature |  |
| Official Stamp of Organisation (Organisations/Institutions only) |  |
| Date of Submission (DD/MM/YYYY) |  |