

National Integration Council

COMMUNITY INTEGRATION FUND

Guidelines for Qualifying and Non-Qualifying Costs

The following provides guidelines for qualifying/non-qualifying direct costs for projects supported by the Community Integration Fund (CIF).

Important Note:

All projected costs are subject to evaluation by NIC Secretariat and must be clearly specified and justified during the application process. **Costs declared after funding approval will not be supported.**

All costs incurred must also be critical to the project and/or relevant to desired integration outcomes and must be within reasonable market rates. NIC Secretariat reserves the right to reject expenditures as it deems fit. Applicants are encouraged to seek clarification prior to the event, if uncertain.

Qualifying Costs

S/N	Type of Expenses	Description
1.	Event management	Costs for the engagement of an events management company or the equivalent.
2.	Venue rental	Please see exclusions under "Non-Qualifying Costs".
3.	Development of education / training materials	Supportable if a detailed description of content for assessment of relevance is provided and approved by the panel.
4.	Equipment rental	This includes stage set-up, audio-visual equipment, etc. Applicants should indicate the purpose of the equipment.
5.	Vehicle Rental	Supportable only during the duration of the project and if proper justification is provided and approved by the panel. (Please see exclusions under "Non-Qualifying Costs".)
6.	Local travel expenses	Supportable as long as it is specifically related to the project. The purpose of each trip must be clearly stated with the submission of receipts. (Please see exclusions under "Non-Qualifying Costs".)
7.	Food and beverage (F&B)	Applicants should provide a breakdown of the cost per person in the projected expenditure statement. (Please see exclusions under "Non-Qualifying Costs".)

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8.	Engagement of professionals / vendors	<p>This includes professional fees for performers, trainers, facilitators, consultants or other services required for the project.</p> <p>Supportable if requirements for each service are provided individually and approved by the panel.</p> <p>(Please see exclusions under “Non-Qualifying Costs”.)</p>
9.	Volunteer allowances	<p>This includes out-of-pocket expenses incurred by volunteers including meals and transportation. Staff members of the applicant organisation are not eligible.</p> <p>Applicants must describe the general duties of the volunteers, which must be directly related to the project.</p> <p>Applicants are to submit a list of volunteers with their full name, identification number, contact number and their signed acknowledgement of receipt of the allowance. This list must be endorsed by the organisation or project chairperson and treasurer.</p> <p>Volunteer allowances are capped at \$20.00 per pax/day.</p>
10.	Miscellaneous costs	<p>This refers to small cost items that are not indicated in the projected expenses during the application process. As a guide, miscellaneous expenditure should not exceed 10% of the total qualifying costs, or \$3,000, whichever is lower.</p> <p>The purpose of each cost item should also be clearly stated and is subject to approval by NIC Secretariat during the reimbursement phase. Miscellaneous cost items must also not fall under the “Non-Qualifying Costs” listed below.</p>

Non-Qualifying Costs

S/N	Type of Expenses	Description
1.	Expenditure on Manpower	This includes all forms of internal manpower expenditure.
2.	Foreign goods and services	Includes purchases made overseas or procured directly from non-locally registered businesses, fees for foreign professionals, flight/train tickets, accommodation costs and any costs related to such procurement, <u>including but not limited to</u> , shipping charges, insurance and taxes.
3.	Accommodation	This includes local and overseas accommodation costs.
4.	Rental for venue owned by applicant or its associate	Not supportable.
5.	Transport related expenditure	<p>Vehicle rental for personal transportation is not supportable.</p> <p>Claims for the top-up of EZ-Link cards, cash cards and other prepaid cards are not supportable.</p>
6.	Fuel and parking costs	Not supportable.

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7.	Cash prizes	Not supportable.
8.	Honorariums	Includes cash gifts and other non-cash gifts.
9.	Donations	This includes direct cash donations or gifts. Examples include welfare packs for charity organisations.
10.	Fund-raising related expenditure	Funds raised that would directly cover the cost of the project should be classified as an income. Costs related to general fund-raising for the applicant organisation are not supportable.
11.	Reciprocation expenses	Includes reciprocation in kind to sponsors such as advertising space, valuable gifts, or gifts that constitute a value that is significant to the value of the sponsorship. Applicants should note that "barter trade" arrangements are not supportable.
12.	Capital Expenditure	Includes purchase of equipment.
13.	In-house printing peripherals	Includes purchase of printer cartridges and paper.
14.	Fines and penalties	Includes bank charges for late payments, etc.
15.	Insurance premiums	Includes insurance premiums for manpower and equipment, e.g. third party liability insurance.
16.	Legal fees	Not supportable.
17.	Utilities and telecommunications costs	Includes utilities and mobile and landlines set-up for the project or otherwise.
18.	Audit fees	Not supportable unless requested by NIC Secretariat
19.	Tobacco products and alcohol	Not supportable.
20.	Personal consumption	Any private or personal consumption, including but not limited to F&B, is not supportable.