



Supported and resourced by the Ministry of Community Development,
Youth and Sports (MCYS)

APPLICATION FOR BUSINESSES for FAMILIES GRANT

<ol style="list-style-type: none"> 1. This form will take about 15 minutes to complete. All fields in this application are compulsory. Where information is not applicable, a “N.A.” is necessary. 2. Each qualifying applicant company – regardless of number of outlets) can only apply multiple times, up to a maximum cap of \$50,000 for businesses with single business outlet, or \$80,000 for businesses with multiple business outlets, subject to the availability of funds. 3. MCYS reserves the right not to disclose reasons for rejection of applications. 4. All necessary documents must be submitted together with your application. 5. Prior approval is required before commencement of the project. 6. MCYS reserves the right to audit successful applicants at any point in time during, and up to 2 years after completion of the project to ensure that the grant disbursed is used appropriately. 	<p>For official Use:</p> <p>Partner Stamp</p> <p>Partner Consultant</p> <p>Case ID</p> <p>Case Officer</p>
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SUBMISSION CHECKLIST

Please ensure that the following documents are submitted	Yes / No
1. Parts 1-4 of Application form	<input type="checkbox"/>
2. Latest ACRA search or instant information of applicant company (applicable if corporate shareholders holds 20% or more of the total shareholding)	<input type="checkbox"/>
3. Latest audited accounts and financial statements (not more than 1 year ago)	<input type="checkbox"/>
4. Appendix A (if applicable)	<input type="checkbox"/>
5. Project Proposal	<input type="checkbox"/>
6. Consultant’s CV (if applicable)	<input type="checkbox"/>

Completed applications and accompanying materials should be addressed to:

Businesses for Families Grant and Mark Administrator

c/o Singapore Productivity Association (SPA)

#04-01, 2 Bukit Merah Central

Singapore 159835

PART 1. PARTICULARS OF ORGANISATION		
1a) Registered Name of Company (with ACRA):		
1b) Contact Details of Applicant Company		
Address:		No. of Outlets:
Tel:	Fax:	Email:
1c) Registration Details:		
RCB Ref No. (if any):		Date of Registration:
* Registered as: Public Company/ Private Limited / Sole Proprietorship/ Partnership/ Non-Profit/Others (specify)		
No. of Staff	Authorised Capital S\$	Paid-up Capital/ Invested Capital S\$
1d) Business Activity		
*Industry: Business Services/ Construction/ community, Social & Personal Services/ Hotels & Restaurants/ Manufacturing/ Transport & Communications/ Wholesale & Retail/ Others (specify)		
Description		
1e) Shareholding Details of Applicant Company:		
Name of shareholders/ sole proprietors/ partners (individual or company)	National (Individual) or Country Registered (Corporate Shareholder)	% Share (Names the 5 biggest shareholders of the applicant)

Does the applicant company hold 50 % or more shares in any company? If yes, please provide details below.			
Name of company:	Business Activity:	Country Registered:	% Shared:
Financial Activities (pls complete below)			
	Year (20__)	Year (20__)	Latest FY (20__)
Sales (S\$'000)			
Net Profit Before Tax (S\$'000)			
PART 2. DETAILS OF PROJECT OFFICERS			
2a) Details of Project Leader			
The project leader will oversee the implementation of the project and will serve as the main contact person with the Businesses for Families Mark Secretariat. The Project Leader must complete a training course on the implementation of the Businesses for Families Mark framework approved by MCYS.			
Name		Designation	
Tel	Fax	Email	
2b) Details of Project Sponsor			
Each applicant must identify a senior management level project sponsor who will be committed to the success of the project. He/ she has to ensure that government funds are used responsibly, and that declarations and claims made are true to the best of his/ her knowledge.			
Name		Designation	
Tel	Fax	Email	
PART 3. DETAILS OF PROJECT			
3a) Title of Project:			
3b) Project Details			
3c) Objective(s) of Embarking on the Project			

Commencement Date of Project (DD/MM/YYYY)		Estimated Completion Date of Project (DD/MM/YYYY)	
Project Duration		Consultancy fees (exclude GST)	
PART 4. DECLARATION BY APPLICANT COMPANY			
4a) Please list any tax/financial incentives or grants that your company is currently enjoying for the same project			
Name of incentive/grant received		Agency offering incentive/grant (Contact Officer)	Item Funded (Amount Funded)
4b) I declare that			Yes/No
1. This is the first time the company, or any shareholding affiliated companies, is applying to the Businesses for Families Grant.			
2. The company is free from any litigation pertaining to the proposed project.			
3. The company has not applied, obtained or will be obtaining any other tax/financial incentives for the proposed consultancy project.			
4. The facts stated in this application and the accompanying information are true, complete and correct to the best of my knowledge and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted, and in addition, the MCYS may, at its discretion, withdraw the grant and recover immediately from my company and amount of the grant that may have been disbursed..			
Signature & Company Stamp			
Note: Only the sole proprietor, partner or company director of the applicant company, as registered with ACRA, may sign this declaration		Name	
		Designation	
		Date	

APPENDIX A (To be completed if your company is engaging a consultant)		
1a) Details of Consultant		
The consultant engaged by the applicant to provide assistance and advice on the project and issues. The consultant will be responsible to ensure that the applicant understand the Terms and Conditions of the Grant, as well as implications of the project. It is also expected of the consultant to perform basic checks that the company has genuine intentions on being pro-family and to submit progressive reports for the project. Details on the list of approved consultants can be found in the MCYS website. Should an in house Project Leader be used instead, all the said conditions would also apply.		
Name of Consulting Company	Address of Consulting Company	
Name of Primary Consultant	Designation of Primary Consultant	
Tel	Fax	Email
1b) Consultant Declaration (To be filled in by consultants seeking funding for their fees)		
I declare that		Yes / No
(For sole proprietor) 1. I am a third party consultant and I am not in the employ of the applicant or any company affiliated to the applicant or any joint venture partner or principal or agent (in a trading/agency relationship) of the applicant. I am not and will not in future be receiving any remuneration from the applicant or its affiliate companies, partners, principals or agents other than the consultancy fee for the proposed consultancy project. The services which I provide under the said project is for a limited duration and, unless agreed by MCYS in writing, shall not lead to full time employment with the applicant or its affiliated companies for at least one (1) year from the completion of the said project.		
(For sole proprietor/company) 2. We are a consulting business that is unrelated to the applicant. None of our partners/directors or shareholders or our consultants have any interest in or are in the employ of the applicant or any company affiliated to the applicant of any joint venture partner or principal or agent (in a trading/agency relationship) of the applicant. The services which we provide under the said project is for a limited duration and, unless agreed by MCYS in writing, shall not lead to a full time employment of our partners/directors or shareholders with the applicant or its affiliated companies for at least one (1) year from the completion of the said project.		
3. The facts stated in this application and the accompanying materials are true, complete and correct to the best of my knowledge and that I/We have not withheld/distorted any material facts. I/We understand that if the grant is awarded to the applicant by false or misleading statements, including my/our declarations herein, I/we may be prosecuted.		
Signature & Company Stamp		
<i>Note: Only the sole proprietor, partner or company director of the consultant company, as registered with ACRA, may sign this declaration</i>	Name	
	Designation	
	Date	