

TOTE BOARD ENHANCED FUND-RAISING PROGRAMME (EFR)



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Updated as of 25 June 2020. Tote Board has the sole discretion to revise the contents of the document from time to time if required. Kindly refer to www.toteboard.gov.sg for the latest updates.



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EXPAND OUR SUPPORT TO CHARITIES' DIGITAL FUND-RAISING PROJECTS

TO HELP CHARITIES GALVANISE COMMUNITY GIVING DURING COVID-19

On 17 April 2020, Tote Board announced that we would **enhance our support to charities' Digital Fund-Raising Projects** held in FY2020 (1 April 2020-31 March 2021) via the following crowdfunding platforms*:

- Giving.Sg
- RayofHope.Sg
- Give.Asia
- Simplygiving.com
- Charities' Corporate Websites

These platforms have signed a Memorandum of Understanding with the Commissioner of Charities to adhere with the Code of Practice for Charitable Online Fund-raising

* Payment options can include credit card and e-payment options (e.g. Paynow, Paylah!)



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DOUBLE OUR FINANCIAL CONTRIBUTIONS FOR ELIGIBLE FUND-RAISING PROJECTS

TO BUILD A RESILIENT NON-PROFIT ECOSYSTEM

Tote Board will **DOUBLE** our contributions, from 20% to 40%, for each charity's fund-raising project as follows:

40% of actual total sum raised (excluding Tote Board's contributions),
capped at \$100,000 per project,
on condition the Expenditure/Income (E/I) Ratio of the project is $\leq 35\%$

This will apply to all supported fund-raising projects from **1 April 2020 to 31 March 2021**.



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ADDITIONAL GOVERNMENT SUPPORT FOR CHARITIES THROUGH EFR

On 26 May 20, Deputy Prime Minister, Mr Heng Swee Keat, announced that the Government will increase the EFR matching amount, to provide successful EFR applicants with a dollar-for-dollar matching, capped at \$250,000 per applicant*.

The additional Government support translates to:

60% of actual total sum raised (excluding Tote Board contributions and Government's additional EFR matching),
capped at \$150,000 per applicant,
on condition the Expenditure/Income (E/I) Ratio of the project is $\leq 35\%$

This will apply to all supported fund-raising projects from **1 April 2020 to 31 March 2021**

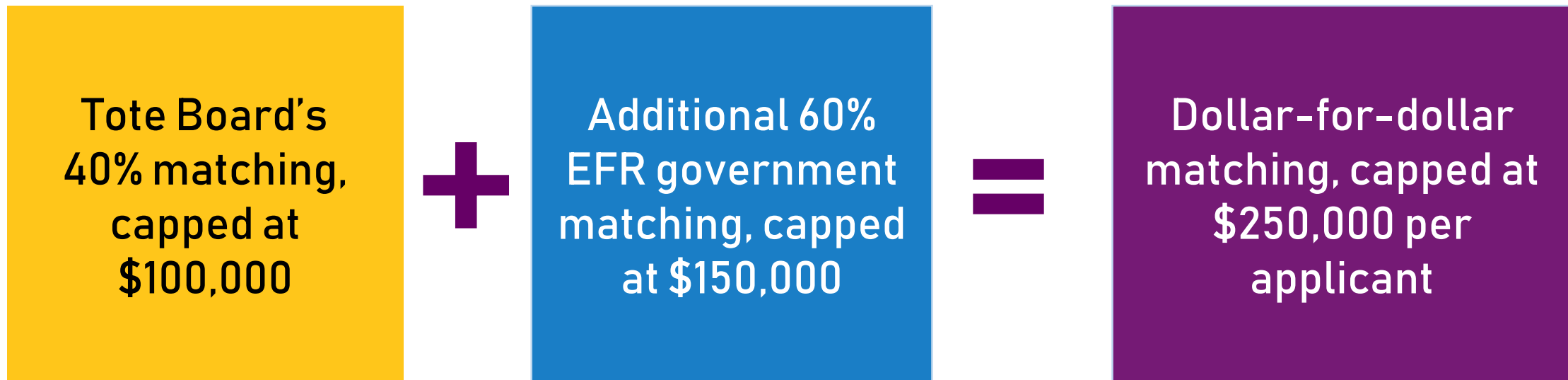
*Charities or Corporations/Community Organisations fund-raising for charities. If you are an informal group fund-raising for a charity, we recommend that you approach the charity to apply to us.



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WHAT DOES THIS MEAN FOR SUCCESSFUL EFR APPLICANTS?

Successful EFR applicants will enjoy the following matching:



EFR applicants who have fully utilised their \$250,000 dollar-for-dollar matching cap can continue to qualify for Tote Board's 40% matching, capped at \$100,000 per project, for eligible fund-raising projects during the qualifying period.

FREQUENTLY ASKED QUESTIONS



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GENERAL QUESTIONS

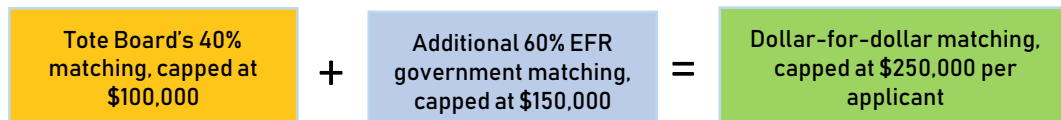
1. How much more would charities enjoy from the Enhanced Fund-Raising Programme (EFR)?

Prior to April 2020, the fund-raising formula was 20% of the actual total sum raised (excluding Tote Board's contribution), capped at \$50,000, on the condition it fulfils Expenditure/Income ratio of not more than 35%.

On 17 April 2020, Tote Board announced that from 1 April 2020 to 31 March 2021, under EFR, we would revise the formula to 40% of the actual total sum raised (excluding Tote Board's contribution), capped at \$100,000 per project, on condition the Expenditure/Income (E/I) ratio of the fund-raising project is $\leq 35\%$. This would be double of our previous contribution.

On 26 May 2020, Deputy Prime Minister, Mr Heng Swee Keat, announced that the Government will provide additional support by increasing the matching amount to provide successful EFR applicants with a dollar-for-dollar matching, capped at \$250,000 per applicant*. The additional government contribution translates to 60% of actual total sum raised (excluding Tote Board's contribution and the additional government matching), capped at \$150,000 per applicant, on condition the Expenditure/Income (E/I) Ratio of the fund-raising project is $\leq 35\%$.

Taken together, successful applicants will enjoy the following matching:



EFR applicants who have fully utilised their \$250,000 dollar-for-dollar matching cap can continue to qualify for Tote Board's 40% matching, capped at \$100,000 per project, for eligible fund-raising projects, during the qualifying period.

The illustrated examples are as follows:

Additional government matching: **60% of the actual total sum raised** (excluding Tote Board's contribution and additional government matching), **capped at \$150,000 per applicant**, on the condition **Expenditure/Income (E/I) ratio $\leq 35\%$**

Tote Board's contribution: **40% of the actual total sum raised** (excluding Tote Board's contribution and additional government matching), **capped at \$100,000 per project**, on the condition **Expenditure/Income (E/I) ratio $\leq 35\%$**

Example 1:

Applicant A fund-raises \$200,000 for its first EFR project and another \$100,000 for its second EFR project (assuming all funds raised qualify for matching)

| | | |
|------------------------------------|-------------------------|-----------------|
| | MATCHING FUNDS | |
| 1st EFR Project: | Funds Raised: \$200,000 | Govt: \$120,000 |
| | TB: \$80,000 | |
| 2nd EFR Project: | Funds Raised: \$100,000 | Govt: \$30,000 |
| | TB: \$40,000 | |

As Applicant A has received \$120,000 of additional government matching for the first EFR project, it will only receive \$30,000 of additional government matching for the second EFR project.

Applicant A will continue to receive Tote Board's 40% contribution for each EFR project, capped at \$100,000 per project.

Example 2:

Applicant B fund-raises \$300,000 for its first EFR project and another \$100,000 for its second EFR project (assuming all funds raised qualify for matching)

| | | |
|------------------------------------|-------------------------|-----------------|
| | MATCHING FUNDS | |
| 1st EFR Project: | Funds Raised: \$300,000 | Govt: \$150,000 |
| | TB: \$100,000 | |
| 2nd EFR Project: | Funds Raised: \$100,000 | TB: \$40,000 |

As Applicant B has received its full \$150,000 additional government matching for the first EFR project, it will not receive any additional government matching for the second EFR project.

Applicant B will continue to receive Tote Board's 40% contribution for each EFR project, capped at \$100,000 per project.

Note: Projects supported must meet the Expenditure/Income ratio of 35% or less

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2. What do we mean by “Fund-Raising Project”?

This refers to a project that seeks to fund-raise for a charity within a fixed time period. This can come in the form of one or a series of:

- Physical event(s) where people come together to fund-raise (e.g. Charity Walk, Gala Dinners, Fun Fair, Walkathon, Charity Auction, Charity Golf, Flag Day etc); and/or
- Digital fund-raising project.

3. What do we mean by “Digital fund-raising project”?

A digital fund-raising project is one that takes place on a digital crowdfunding platform. For EFR, Tote Board will only support digital fund-raising on the following digital crowdfunding platforms:

- Crowdfunding platforms which have signed a Memorandum of Understanding with the Commissioner of Charities to adhere with the Code of Practice for Charitable Online Fund-raising. Currently, as of April 2020, there are four platforms, namely, giving.sg, rayofhope.sg, give.asia and simplygiving.com. Please note that each of the platforms have differentiated charges.
- Charity’s corporate website with a digital fund-raising platform.

In addition, the digital fund-raising project should be time-bound, not longer than one year. Tote Board will not match funds raised on a perennial basis with indefinite time frames.

MINIMUM AMOUNT OF FUNDS-RAISED

4. Is there a minimum amount to be raised before Tote Board would match the funds raised?

The amount raised should be at least \$2,500, Assuming the applicant has not fully utilised the \$250,000 cap, this minimum amount raised will qualify for a \$2,500 matching (\$1,000 from Tote Board’s 40% contribution; and \$1,500 from the Additional 60% EFR Government Matching).

ELIGIBILITY CRITERIA

5. How can my charity’s fund-raising project or my company’s fund-raising project for a charity be eligible?

- Your fund-raising projects for local charitable causes should have well-defined outcomes that support Tote Board’s strategic outcomes:
 - Equitable Opportunities for Vulnerable Groups
 - Cohesive and Caring Community
 - Vibrant and Liveable Home
- The following will not be eligible:
 - Debt/loan repayment
 - Religious, political, and/or ideological activities
 - Commercial projects for the sole purpose of profit-making
 - Project(s) that benefit only an individual
- The fund-raising project is for one or more of the following charitable causes, namely Arts and Culture, Community Development, Community Health, Education, Social Service, Sports and Others.
- The total expenditure for your fund-raising project should be no more than 35% of the total funds raised, excluding Tote Board’s contribution and Government’s additional EFR matching.
- Only funds that have not been matched from other Government matching grants (e.g. Bicentennial Community Fund, Community Silver Trust, Community Capability Trust, Cultural Matching Fund, One Team Singapore Fund) will be considered for EFR matching.
- In light of the COVID-19, you may also wish to consider using a digital platform to fund-raise as indicated in Question 3.



6. My fund-raising project expenditure exceeds 35% of the funds raised. Am I still eligible for the matching from Tote Board?

No. The Office of Commissioner of Charities recommends for all charities and Institutions of Public Character (IPC) to keep their fund-raising efficiency ratio below 30%. That is, the charities should not spend more than 30 cents to raise a dollar. This is to ensure that there is resource stewardship during the fund-raising. We have allowed up to 35% to take into consideration the fact that our contributions are not yet included.

7. Can funds be provided on an upfront basis?

As Tote Board would provide matching after the project is over and accounts are submitted to determine if the expenditure/income ratio is 35% or less, we are unable to provide funds upfront.

WHO CAN APPLY TO FUND-RAISE

8. Who can apply?

We will only accept EFR applications from charities* OR a company/community organisation (with a UEN number) that is fund-raising for a charity with established charitable objectives.

* We refer to Singapore registered charities

9. My friends and I (an informal group) wish to fund-raise for a charity. Is our fund-raising project eligible for the matching?

Thank you for your contribution to our community! Unfortunately, we do not accept EFR applications from informal groups. However, you may check with the charity if they have already applied to us for the cause that you are supporting. If they have not, please encourage them to apply to Tote Board for our consideration so that your fund-raising efforts can be maximised.

SUPPORTABLE PLATFORMS

10. My fund-raising project has a mix of funds raised on physical platforms and digital platforms. Am I still eligible?

Yes. Please include all funds raised on both physical and digital platforms in your application and claim forms. You should maintain proper accounting records for all the funds raised and expenses incurred as Tote Board reserves the right to audit your accounts.

11. What are the digital crowdfunding platforms supported by EFR?

Tote Board will only support the digital crowdfunding platforms as indicated in Question 3. If you are not using any of the approved crowdfunding platforms in Question 3 or the charity's corporate website, Tote Board will not be able to support the funds raised. In your application, you should state the campaign ID/URL of your project on the approved crowdfunding platforms.

12. If my charity is fund-raising on its own website, can physical cheques and cash donations to the fund-raising project qualify as funds raised through a digital platform?

Yes. During application, the link to your charity's corporate website URL and project details should be included for verification. The fund-raising project on the charity's corporate website should include a clear start and end date. The relevant income and expenses should be properly accounted for the fund-raising project.



GOVERNMENT MATCHING FUNDS

13. My fund-raising project intends to seek other government matching funds (e.g. Bicentennial Community Fund, Community Silver Trust, Cultural Matching Fund, One Team Singapore Fund), or has already received another government matching fund, am I still eligible for further matching with Tote Board?

Approved EFR projects with funds raised that are not matched by government matching funds would qualify for potential matching by EFR. **We do not allow double-matching of the same dollar raised, regardless of the matching level/percentage.**

For example, if a project that raises \$500,000 and enjoys a one-for-one matching of up to \$400,000 from BCF, only the remaining \$100,000 will enjoy the EFR matching. Another example, if a project raises \$500,000 and enjoys a 20% matching on \$400,000 from a government matching fund, then only \$100,000 from the remaining unmatched funds raised is eligible for EFR matching.

START AND END DATES FOR PROJECTS

14. I had put in an application before 1 April 2020 but the event has been delayed. If I move my fund-raising project online, will my event be eligible for the enhanced matching?

If your project end date is between 1 Apr 2020 and 31 Mar 2021, and you have received our Letter of Approval (LOA) (i.e. your application had been previously approved by Tote Board), your project will automatically qualify for EFR. We will be sending out the revised LOA to you soon. Otherwise, please write in to us.

15. If my fund-raising project commences only after 31 March 2021, am I still eligible for matching?

10 **No, your FR project must start on or before 31 March 2021.**

16. If my fund-raising project had commenced before the Additional 60% EFR Government Matching was announced on 26 May 2020, can I still submit an EFR application for the project?

If your project had started on or after 1 Feb 2020 (i.e. the month that DORSCON Orange was announced), and your project end date is between 1 Apr 2020 and 31 Mar 2021, you can apply to us provided the project is ongoing at the time of application submission. All applications for such projects should reach us by 31 Jul 2020.

CORPORATIONS/ COMMUNITY ORGANISATIONS FUND-RAISING FOR CHARITIES

17. Charity A has organised an approved fund-raising Project 1 to raise funds for itself; Project 1 has raised \$300,000. Separately, Company B has also organised an approved fund-raising Project 2 to raise funds solely for Charity A; Project 2 has raised \$100,000. How much matching can Charity A receive for the two projects?

Assuming neither Charity A nor Company B has exhausted their respective \$250,000 dollar-for-dollar matching caps:

For Project 1

Charity A will receive a total matching of \$250,000, comprising Tote Board's contribution of \$100,000 (capped) and the Additional EFR Government Matching of \$150,000 (capped).

For Project 2

Separately, Company B will receive a total matching of \$100,000, comprising Tote Board's contribution of \$40,000 and the Additional EFR Government Matching of \$60,000. And this \$100,000 monies will be distributed to Charity A.

In total, Charity A will receive a total matching of \$350,000 for the two projects. Do note that EFR matching funds will be channelled directly to the charities.



BEST PRACTICES FOR ONLINE FUND-RAISING

18. What are some of the best practices for online fund-raising that my organisation should adhere to?

The Charities Unit in Singapore has a set of best practices for online fund-raising activities: <http://www.charities.gov.sg/Fund-Raising/Pages/Online-Fundraising.aspx>

We recommend that you adhere to their set of best practices.

APPLICATION & CLAIMS PROCESS

19. How do I submit an application for EFR?

You may apply at Tote Board's website:
<http://www.toteboard.gov.sg/grants/apply-to-us/fund-raising-programme>

The application process online may take approximately 30-45 minutes to complete.

20. What are the required documents for me to make a claim?

For successful applicants, we will send you a claim form along with our Letter of Approval and Terms and Conditions. Please submit your claim using the claim form provided by emailing it to grants@toteboard.gov.sg.

During claims, the dollar-to-dollar matching cap will be allocated (until fully utilised) to each in the order Tote Board receives the claim submissions for the respective approved EFR projects.

For matters relating to Enhanced Fund-Raising Programmes, please email the Grant Management Division at: grants@toteboard.gov.sg.

Please note that each project application is subject to Tote Board's approval and we reserve the right to reject any application at our sole discretion. To allow more charities to benefit from the EFR Programme, we may withhold approvals for multiple applications that we deem to be fund-raising solely for the same charity.

Tote Board takes a serious view of, and will take enforcement action against, any abuses of its EFR Programme.



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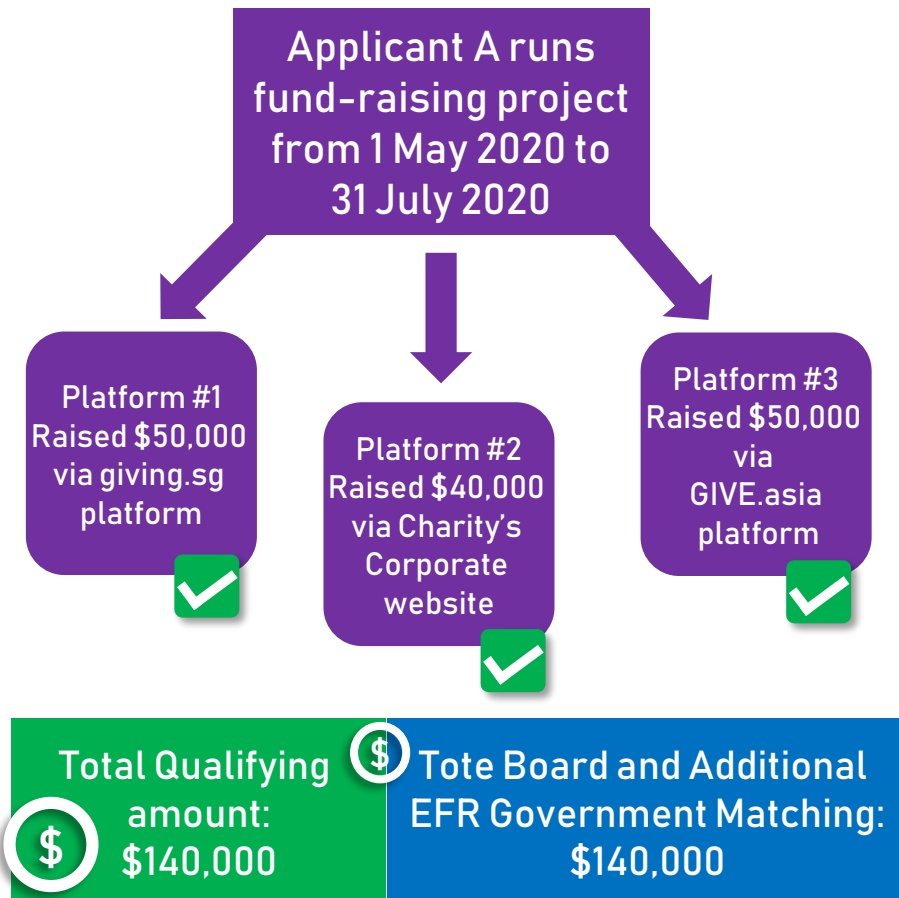
WORKED EXAMPLES



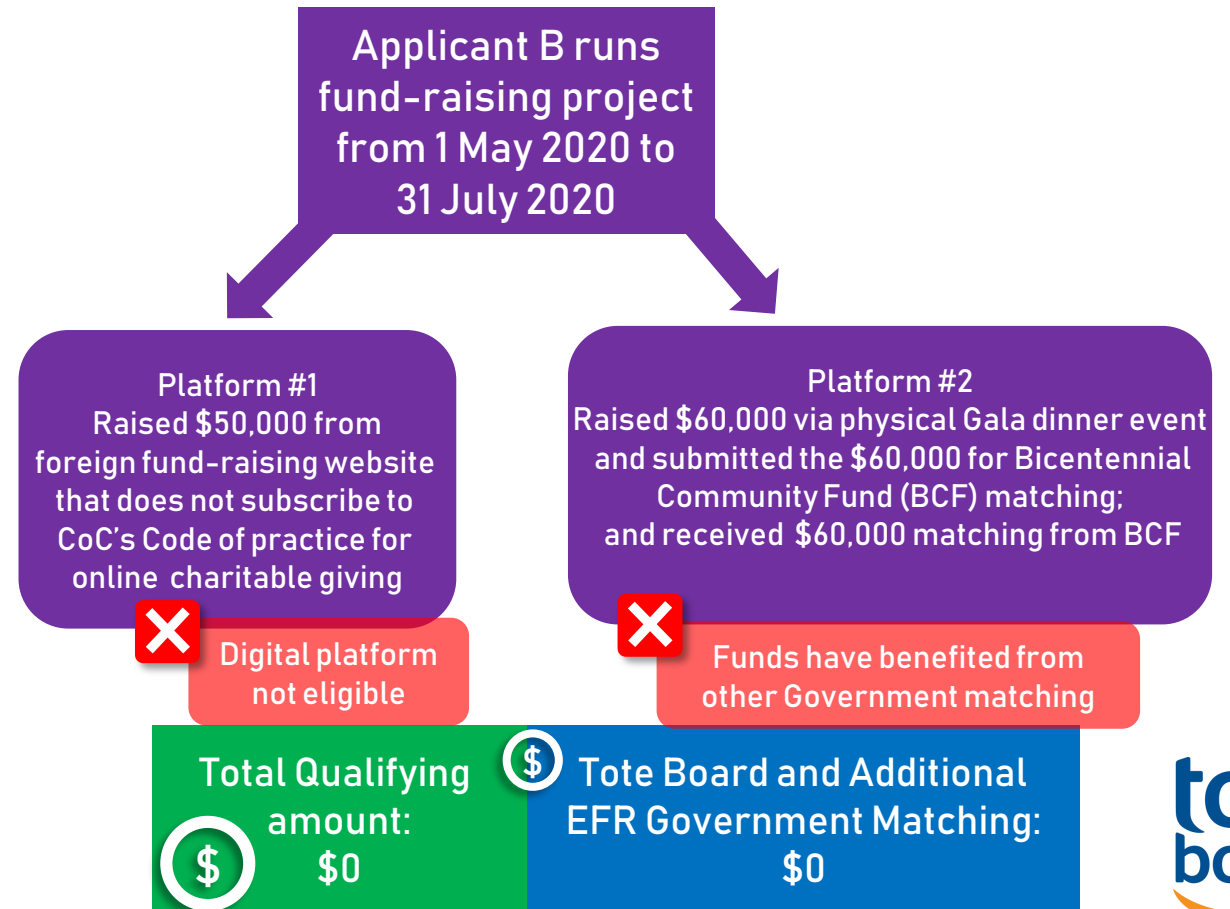
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WORKED EXAMPLES

EXAMPLE #1



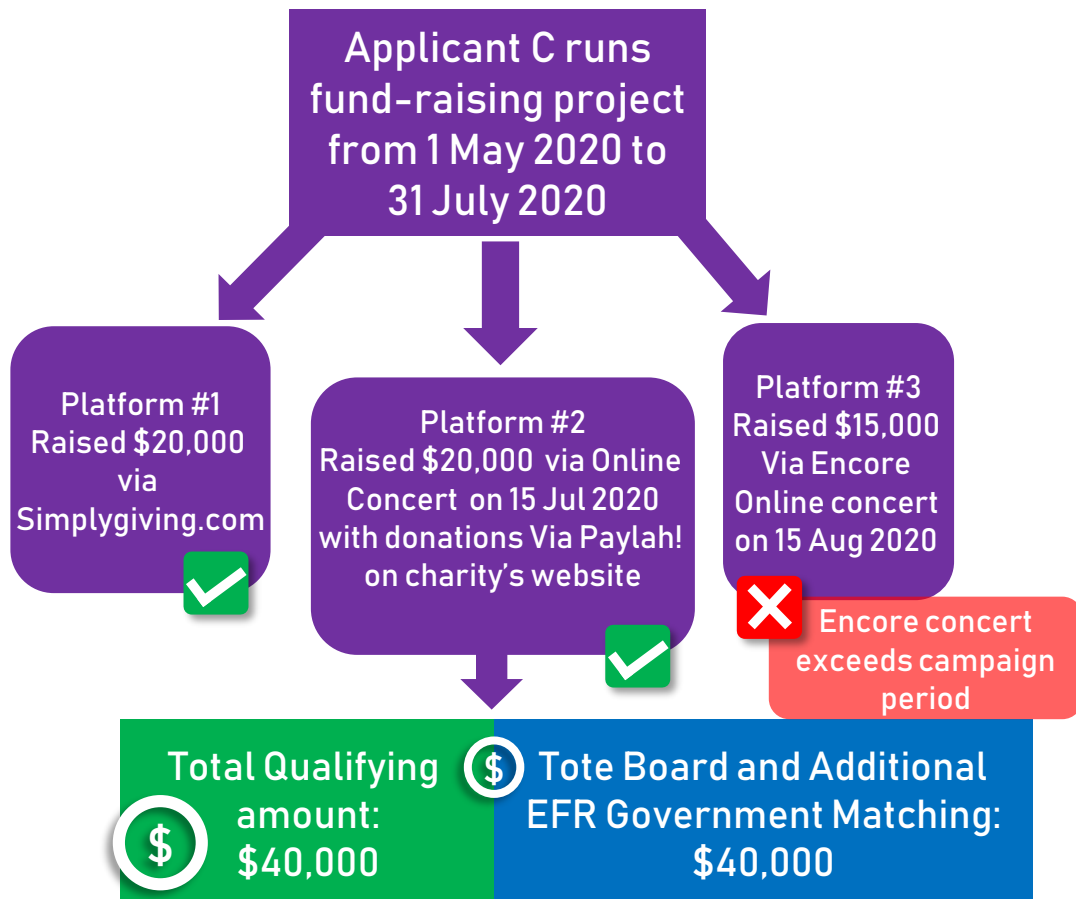
EXAMPLE #2



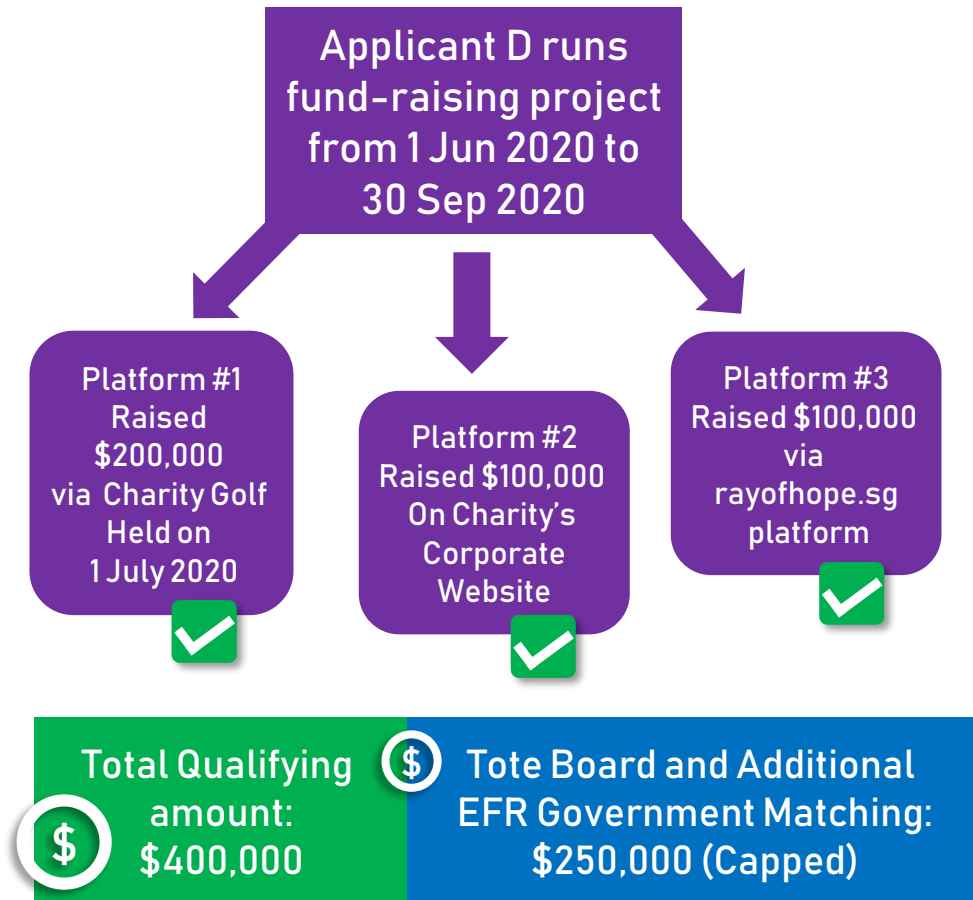
*All examples assume that the Expenditure/Income (E/I) ratio of the fund-raising project is $\leq 35\%$ and that the applicant has not fully utilised its \$250,000 dollar-for-dollar matching cap

WORKED EXAMPLES

EXAMPLE #3



EXAMPLE #4



*All examples assume that the Expenditure/Income (E/I) ratio of the fund-raising project is ≤ 35% and that the applicant has not fully utilised its \$250,000 dollar-for-dollar matching cap



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