

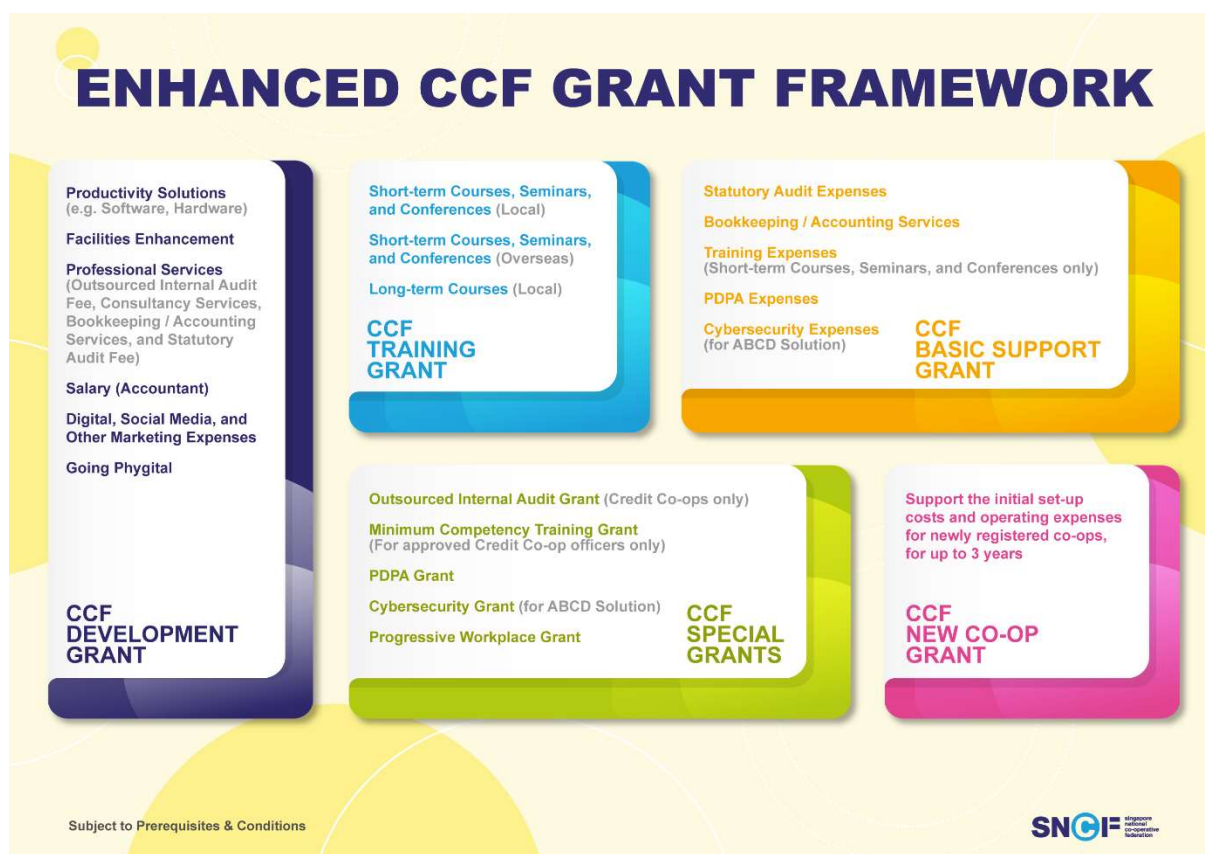
CCF GRANT FRAMEWORK

The Central Co-operative Fund (CCF) can be used to further co-operative education, training, research, audit and for the general development of the co-operative movement in Singapore. The CCF supports the development and growth of our co-operatives through the provision of CCF grants.

Effective 1 October 2021, the CCF Grant Framework has been enhanced, following a joint review by the Singapore National Co-operative Federation (SNCF) as the CCF Secretariat, and the Registry of Co-operative Societies.

The CCF Grant Framework is made up of five components:

1. CCF Development Grant
2. CCF Training Grant
3. CCF Special Grants
4. CCF Basic Support Grant
5. CCF New Co-operative Grant



CCF DEVELOPMENT GRANT

To help enhance co-operatives' capabilities, governance and operational efficiency, the CCF Development Grant will be available every year. It provides co-funding to co-operatives to cover various qualifying expenses. The funding quantum and caps are specified below:

Qualifying Expenses	Funding Quantum	Capped at (per co-op, per annum)
Productivity Solutions (e.g. software, hardware)	80% of the actual expenditure	Tier A: \$30,000 Tier B: \$40,000 Tier C: \$50,000 Tier D: \$100,000
Facilities Enhancement		
Professional Services (outsourced internal audit fee, consultancy services, bookkeeping/accounting services, and statutory audit fee)		
Salary (full-time accountant)		
Digital, Social Media and Other Marketing Expenses		
Going Phygital - valid till 31 Mar 2023		

The total amount of CCF Development Grant that can be claimed by a co-operative each year is capped according to the applicable Tier A, B, C, or D. The tiering is based on the co-operative's latest CCF contribution. The CCF Contribution Tiers are as follows:

Co-operatives with positive net worth and made contributions to CCF ¹	
Contribution Tier	Contributions to the CCF
Tier A	up to \$25,000
Tier B	above \$25,000 and up to \$200,000
Tier C	above \$200,000 and up to \$500,000
Tier D	above \$500,000

Prerequisites and Conditions

- The Co-operative must be registered with the Registry of Co-operative Societies.
- The Co-operative is not receiving or has not received any other grants from CCF (except for the Special Grants), a government agency and/or other organisation for the same expense item.
- Endorsement from the Co-operative's Committee of Management indicating their support for application.
- For goods or services above \$3,000 in value, the Co-operative needs to show that it has obtained a minimum of three quotations from vendors of comparable scope.
- Grant applications submitted are for expenses incurred not more than 12 months ago.

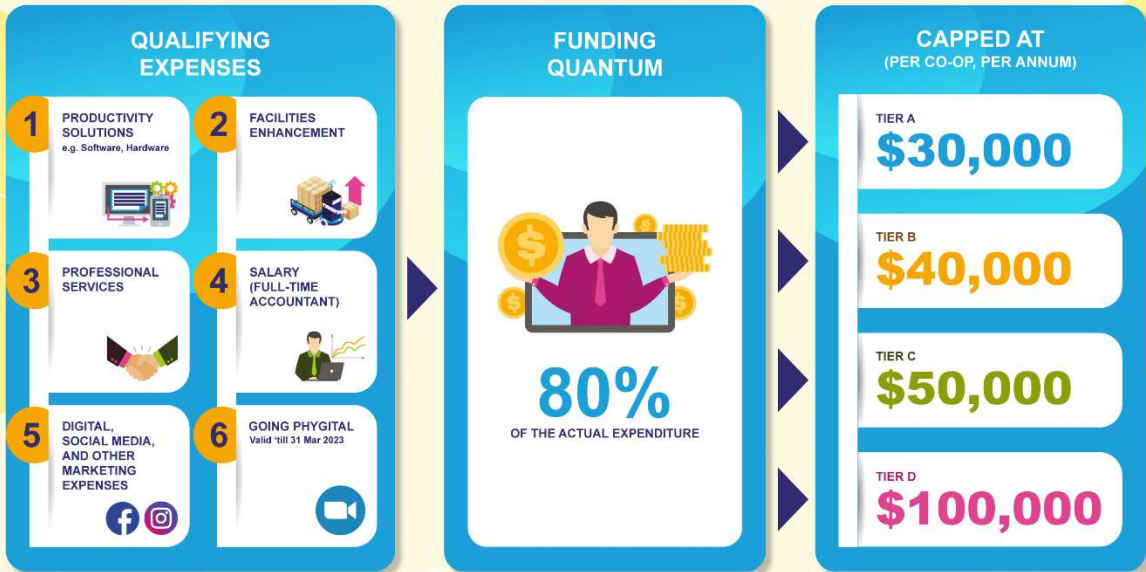
¹ Or would have made contributions to CCF if not for any waivers of CCF contribution granted.

- f. The Co-operative must not have outstanding CCF contributions or late payment penalties.
- g. Grant must only be used for the Co-operative's expenses. It cannot be used for its subsidiary (if any) that is registered as a company.
- h. The Co-operative must submit the invoice and proof of payment to the vendor.
- i. For consultancy and other professional services, the Co-operative must provide the contract or agreement with the vendor.
- j. For the Salary (Accountant), the Co-operative must provide:
 - Certified true copy of degree/diploma certificate or any other documentary proof;
 - Copy of employment contract;
 - Letter from the Co-operative's Chairman/CEO/CFO/COO to confirm employment status;
 - Diploma holder needs to have a minimum three years of accounting experience; and
 - Grant is only applicable for salary expense of one full-time accountant.
- k. For claims under the "Going Phygital" category (valid till 31 Mar 2023), the following conditions apply:
 - The phygital event should be for the purpose(s) of:
 - building a new capability or strengthening a capability (such as talk or seminar); and/or
 - promoting the co-operative's goods and services.
 - The co-op can claim expense items related to the phygital event with supporting documents.
 - Types of phygital events that are **not eligible**:
 - where the main objective of the event is to reward staff or members (e.g. Dinner & Dance);
 - general meetings of members (e.g. annual general meetings); and
 - events related to business operations (e.g. staff training).

Application

To apply, please contact the CCF Secretariat (Singapore National Co-operative Federation) at Tel: 98205730 or email to: contactus@sncf.org.sg.

CCF DEVELOPMENT GRANT



Subject to Prerequisites & Conditions



CCF TRAINING GRANT

The CCF Training Grant provides funding for courses, seminars and conferences to help co-operative officers improve their knowledge and learn relevant skills for the running of their co-operative. The funding quantum and caps are specified below:

Co-operatives with positive net worth and made contributions to CCF²		
Qualifying Expenses	Funding Quantum	Capped at (per co-op, per annum)
Short-term Courses, Seminars and Conferences (local)	80% of the actual expenditure	\$10,000
Short-term Courses, Seminars and Conferences (overseas)		\$10,000
Long-term Courses (finance, banking, accounting, business or marketing)		\$15,000
Long-term Courses (professional studies)		\$15,000
Long-term Courses (other courses)		\$5,000

Prerequisites and Conditions

- a. The Co-operative must be registered with the Registry of Co-operative Societies.
- b. The Co-operative is not receiving or has not received any other grants from the CCF, government agency and/or other organisation for the same expense item.
- c. Endorsement from the Co-operative’s Committee of Management indicating their support for application.
- d. Grant applications submitted are for expenses incurred not more than 12 months ago.
- e. The Co-operative must not have outstanding CCF contributions or late payment penalties.
- f. Grant must only be used for the Co-operative’s expenses. It cannot be used for its subsidiary (if any) that is registered as a company.
- g. The Co-operative must submit the invoice and proof of payment to the training provider.
- h. Training courses (short-term or long-term) must be relevant to the co-operatives’ business and operations. The CCF Secretariat has the right to reject claims for courses that are deemed irrelevant.

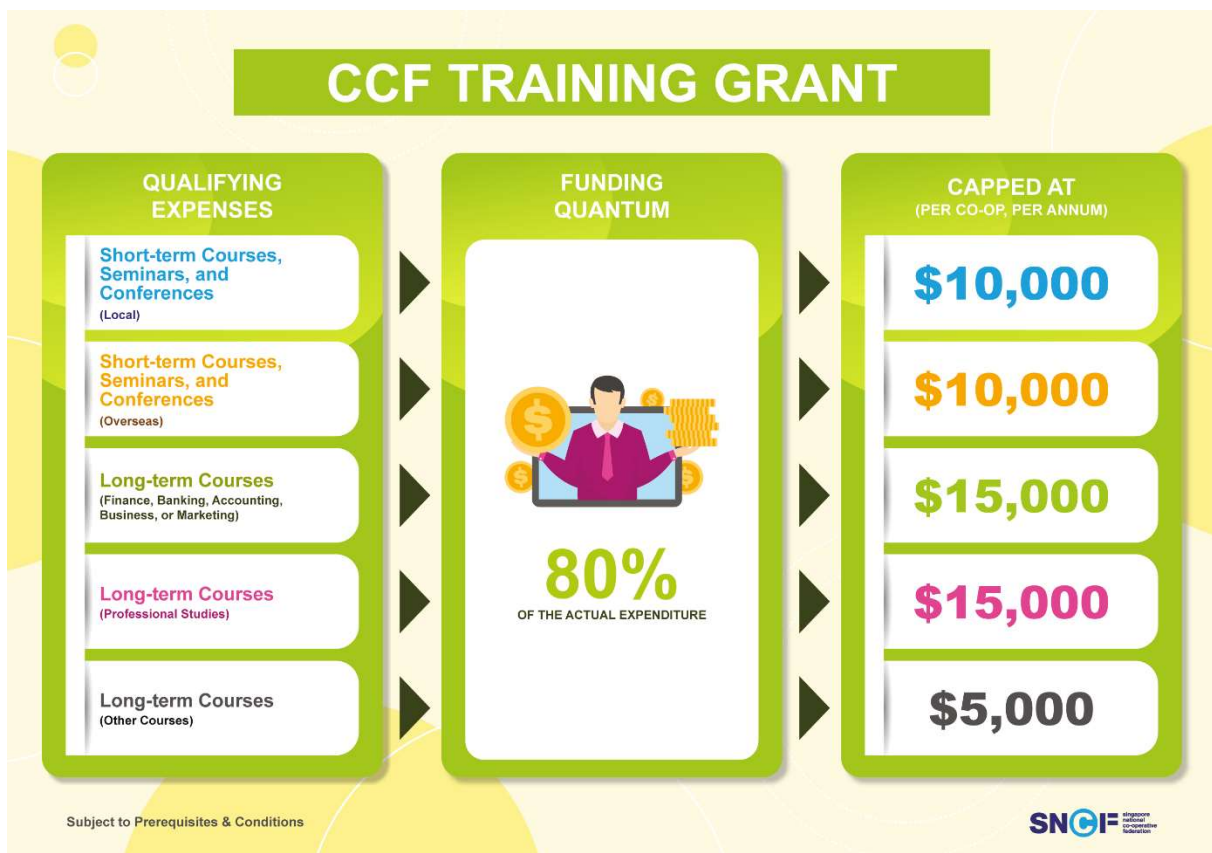
² Or would have made contributions to CCF if not for any waivers of CCF contribution granted.

- i. For short-term courses:
 - Applicable to courses:
 - By Institutes of Higher Learning (IHL);
 - By training providers listed in SkillsFuture SG website; or
 - Supported by government agencies.
 - The Co-operative is to provide a certificate of attendance or other documentary proof upon completion of the course.

- j. For long-term courses (for staff and Committee of Management):
 - Officers must have worked or served in the Co-operative for at least one year.
 - The Co-operative can only claim for expenses incurred while the officer is serving or working in the Co-operative.
 - The Co-operative is to provide a certified true copy of degree or diploma.
 - Letter from the Co-operative's Chairman, CEO, CFO or COO to confirm employment, or position held in the case of Committee of Management, and length of service.
 - Copy of the employment contract.

Application

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CCF SPECIAL GRANTS

The CCF Special Grants provide co-funding for specific schemes and projects. The funding quantum and caps are specified below:

Applicable Grants	Funding Quantum	Capped at (per co-op)
Outsourced Internal Audit Grant (credit co-operatives only)	80% of the actual expenditure	Tier A: \$8,000 Tiers B, C & D: \$15,000 (per annum)
Minimum Competency Training Grant (for approved credit co-operative officers only) - for expenses incurred till 1 Nov 2022	100% of the actual expenditure	No cap
PDPA* Grant - valid till 31 Mar 2023 <ul style="list-style-type: none"> • Credit co-ops - to co-fund qualifying PDPA expenses incurred from 1 Apr 2019; and • Non-credit co-ops - to co-fund qualifying PDPA expenses incurred from 1 Feb 2020 	80% of the actual expenditure	No DPTM* certification: \$30,000 (cumulative) DPTM certification: \$40,000 (cumulative)
Cybersecurity Grant (for ABCD solution)	80% of the actual expenditure	\$10,000 (per annum)
Progressive Workplace Grant - valid till 31 Dec 2023	Not Applicable	\$4,000 (one-time)

* PDPA refers to Personal Data Protection Act 2012 and DPTM refers to the Data Protection Trustmark (issued by Infocomm Media Development Authority).

PDPA Grant - To underscore the importance of complying with the PDPA and to better support credit co-operatives in managing members' personal data, the PDPA grant is available to credit co-operatives from 1 April 2020 to co-fund PDPA-related expenditure, such as consultancy, audit, legal advice and DPTM expenses. To recognise credit co-operatives' earlier efforts to implement PDPA measures, credit co-operatives can claim for PDPA expenses incurred from 1 April 2019.

Changes to the PDPA Grant (with effect from 1 February 2021):

- The PDPA Grant is open to **all co-operatives** which fulfil the prerequisites and conditions listed below. Before 1 February 2021, the PDPA Grant was only applicable to credit co-operatives.
- Grant applications can be made for PDPA-related training expenses in addition to other qualifying expenses i.e.: (i) consultancy and audit; (ii) legal advice; and (iii) application fees and assessment fees for the DPTM. This change is retrospectively applied to credit co-operatives, i.e. applications for training expenses incurred from 1 April 2019 are eligible for reimbursement if the grant criteria are met.

- Where an expense item is partly funded by other grant(s), a co-operative can apply for 80% of the unfunded balance amount of expense under the PDPA Grant. This change is retrospectively applied to credit co-operatives, i.e. applications for unfunded balance amount of expense incurred from 1 Apr 2019 are eligible for reimbursement if the grant criteria are met.

Cybersecurity Grant - The Cybersecurity Grant provides recurring co-funding for co-operatives to subscribe to the Cyber Security Agency's ('CSA') Call for Innovation awarded Asset-Based Cyber Defence ('ABCD') Security-as-a-Service ('SaaS') cybersecurity solution.³ The ABCD solution is offered by Managed Security Service Providers ('MSSPs').⁴ MSSPs provide outsourced monitoring and management of security devices and systems (e.g. security protection, security monitoring, and responding to alerts and cybersecurity incidents).

Progressive Workplace Grant - The Progressive Workplace Grant, available from 1 January 2023 to 31 December 2023, aims to encourage co-operatives to adopt Tripartite Standards ('TS') issued by the Tripartite Alliance for Fair and Progressive Employment Practices ('TAFEP'). It also recognises the efforts of co-operatives that have already adopted the TS. A co-operative can receive the one-off grant of \$4,000 if it has adopted one or more TS before 1 January 2024 and met other qualifying conditions. TAFEP was set up by the tripartite partners, Ministry of Manpower, NTUC and Singapore National Employers Federation), to promote progressive employment practices and the TS. Please refer to <https://www.tal.sg/tafep/getting-started/progressive/tripartite-standards> for the TS and application process.

Prerequisites and Conditions

- a. The Co-operative must be registered with the Registry of Co-operative Societies.
- b. Except for the PDPA Grant and the Cybersecurity Grant, the CCF Special Grants are also available to co-operatives with negative net worth and/or did not contribute to the CCF due to operating deficits based on their latest audited financial statements.
- c. (i) For the PDPA Grant, the Co-operative shall declare if it will be applying for, has applied for, is receiving, or has received any grant from a government agency and/or other organisation for the same expense item. Where the expense item is partly funded by other grant(s), the Co-operative will only be eligible to apply for 80% of the unfunded balance amount of expense under the PDPA Grant.

(ii) For the other Special Grants, the condition is that the Co-operative is not receiving or has not received any grant from a government agency and/or other organisation for the same expense item.

(iii) The Co-operative may also tap on the CCF Development Grant to fund the portion of expense not covered by the Special Grants. For example, a credit co-operative can claim 80% of the outsourced internal audit expense from the Outsourced Internal Audit Grant under the CCF Special Grants and the remaining 20% from the CCF Development Grant.

³ ABCD is a cost-effective, holistic solution that implements the CSA Be Safe Online Essentials (which are CSA's guidelines on essential cybersecurity measures) and deals with common attacks like ransomware and phishing attacks using malicious files that are opened at an organisation's endpoints. It integrates various components such as multiple anti-virus engines, anti-malware analytics, application control engine, entity and user behavior analytics, encryption mechanism, etc.

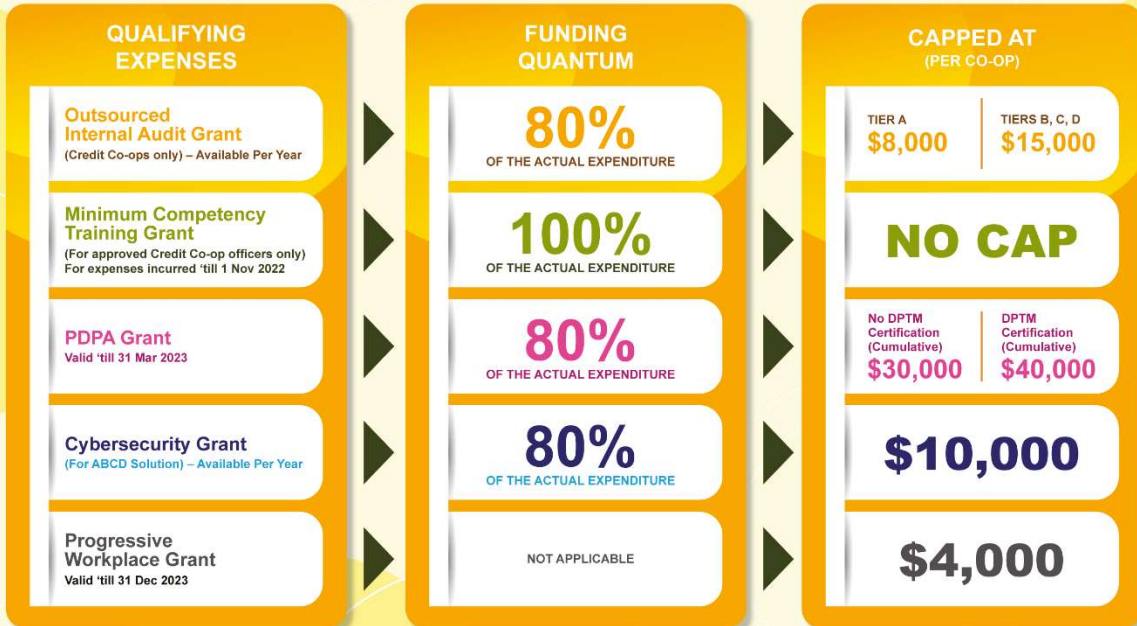
⁴ As at Jul 2021, there are two MSSPs for ABCD, Lumen Technologies and Toffs Technologies. They have different pricing policies due to their respective business models and not due to the cost of the technical solutions.

- d. Endorsement from the Co-operative's Committee of Management indicating their support for application.
- e. For goods or services above \$3,000 in value, the Co-operative needs to show that it has obtained a minimum of three quotations from vendors of comparable scope.
- f. Grant applications submitted are for expenses incurred not more than 12 months ago (except for credit co-operatives' applications for training expenses and unfunded balance amount incurred from 1 April 2019 under PDPA Grant).
- g. The Co-operative must not have outstanding CCF contributions or late payment penalties.
- h. Grant must only be used for the Co-operative's expenses. It cannot be used for its subsidiary (if any) that is registered as a company.
- i. The Co-operative must submit the invoice and proof of payment to the vendor.
- j. For legal, outsourced internal audit, consultancy, cybersecurity and other professional services, the Co-operative must provide the contract or agreement with the vendor.
- k. For Outsourced Internal Audit Grant, the scope of audit must include members' deposits and/or loans.
- l. For the Minimum Competency Training Grant, the Co-operative must provide a certificate of attendance or other documentary proof upon completion for the short-term course; and a copy of professional certification, diploma or degree for the long-term course.
- m. The Cybersecurity Grant covers expenses incurred to subscribe to the ABCD solution, including software, hardware, professional services, training, etc. The Co-operative need not submit the minimum of three quotations so long as the selected vendor is an MSSP providing the CSA's ABCD solution.
- n. For Progressive Workplace Grant, the Co-operative must provide an email confirmation from TAFEP that it has adopted one or more TS before 1 January 2024. Each standard may be adopted independently.
- o. The Progressive Workplace Grant is not available to co-operatives which have already been issued winding up orders, are currently undergoing liquidation, are dormant or have ceased operations.

Application

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CCF SPECIAL GRANTS



Subject to Prerequisites & Conditions



CCF BASIC SUPPORT GRANT

Effective 1 October 2021, the CCF Basic Support Grant is a package of essential grants for co-ops that are unable to meet the eligibility criteria which applies to most CCF grants (i.e. positive net worth and made CCF contributions)⁵. The funding quantum and caps are specified below:

Qualifying Expenses	Funding Quantum	Capped at (per co-op)	Eligibility
Statutory audit expenses	80% of the actual expenditure	\$2,000 (per annum)	Negative net worth and/or did not contribute to the CCF due to operating deficit based on latest audited financial statements
Bookkeeping/accounting services		\$2,000 (per annum)	
Training expenses (short-term courses, seminars and conferences only) ⁶		\$2,000 (per annum)	<ul style="list-style-type: none"> Negative net worth and/or did not contribute to the CCF due to operating deficit based on latest audited financial statements Must not be dormant, i.e. no reported revenue (audited) from core business for the past 2 consecutive financial years
PDPA expenses		\$5,000 ⁷ (cumulative)	
Cybersecurity expenses (for ABCD solution)		\$5,000 (per annum)	

Prerequisites and Conditions

Unless otherwise indicated, the qualifying expenses, prerequisites and conditions for the Basic Support Grant would mirror those for the similar grants under the CCF Grant Framework. For example, the same prerequisites and conditions for CCF Training Grant would apply to claims for training expenses under the Basic Support Grant. However, the cap under Basic Support Grant is lower, and claims may only be made for short-term courses, seminars and conferences.

Application

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⁵ The following Special Grants are also available to co-operatives with negative net worth and/or did not make CCF contributions – Outsourced Internal Audit Grant and Minimum Competency Training Grant.

⁶ This category can also cover claims for PDPA-related training if the co-operative has reached the cap under “PDPA expenses” category.

⁷ If a co-operative begins its PDPA project when it had a surplus and made CCF contributions (thus qualified for PDPA Grant under Special Grants) but incurs a deficit the following year, it will be subject to the lower cap under this Basic Support Grant. Thus, if the co-operative has already claimed more than \$5k for PDPA expenses, it will not be able to claim more until it starts making CCF contributions again.

CCF BASIC SUPPORT GRANT



Subject to Prerequisites & Conditions



CCF NEW CO-OPERATIVE GRANT

The CCF New Co-operative Grant, last updated on 1 April 2020, is available to newly registered co-operatives (i.e. grant application is within 24 months from the co-operative's registration date). It is used to support the initial set-up costs and operating expenses for up to three years.

It can be used to offset expenses such as:

- a) Capital expenditure - e.g. office equipment
- b) Operating expenses - e.g. staff cost relating to start the co-operative
- c) Other support areas - e.g. areas of expertise and support, endorsement, referral aspects of the business but will be subject to the CCF Secretariat's approval

The funding quantum and caps are specified below:

Year	Funding Quantum	Capped at (per co-op)
1	Up to 85% of actual expenses	\$100,000
2	Up to 70% of actual expenses	\$ 70,000
3	Up to 55% of actual expenses	\$ 40,000
Total for 3 years		\$210,000

Prerequisites and Conditions

- a. The Co-operative must be registered with the Registry of Co-operative Societies.
- b. The Co-operative is not receiving or has not received any other grants from the CCF, government agency and/or other organisation for the same expense item.
- c. Endorsement from the Co-operative's Committee of Management indicating their support for application.
- d. For goods or services above \$3,000 in value, the Co-operative needs to show that it has obtained a minimum of three quotations from vendors of comparable scope.
- e. Grant applications submitted are for expenses incurred not more than 12 months ago.
- f. The Co-operative must not have outstanding CCF contributions or late payment penalties.
- g. Grant must only be used for the Co-operative's expenses. It cannot be used for its subsidiary (if any) that is registered as a company.
- h. The Co-operative must submit the invoice and proof of payment to the vendor.
- i. The Co-operative must submit a quarterly progress report on key performance indicators listed in the Grant Agreement timely. If the Co-operative is late in submitting the progress report, a penalty of \$500 will be levied for the first late submission and a \$1,000 penalty will be levied for each subsequent late submission. Unutilised claim for the quarter will be forfeited as rolling over to the subsequent quarter is not allowed. For this purpose, the entitled claim for each quarter will be calculated based on equal distribution of maximum grant given for the year.

Application

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CCF NEW CO-OP GRANT

Year	Funding Quantum	Capped At (Per Co-op)
Year 1	UP TO 85% OF THE ACTUAL EXPENDITURE	\$100,000
Year 2	UP TO 70% OF THE ACTUAL EXPENDITURE	\$70,000
Year 3	UP TO 55% OF THE ACTUAL EXPENDITURE	\$40,000

TOTAL FOR 3 YEARS
\$210,000

Subject to Prerequisites & Conditions

SNCIF Singapore National Co-operative Federation

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