

## HeritageCares



### *What is it?*

HeritageCares is a philanthropic initiative by the National Heritage Board (NHB) that reaches out to Social Service Agencies (SSAs) and the underserved through a wide range of heritage programmes at NHB Museums and Heritage Institutions. HeritageCares also serves as a platform for volunteering opportunities for corporate organisations and members of the public, who are keen to get involved as befrienders or guides for the various programmes.

For CIF WRe, companies who sign up for HeritageCares will be paired with participants from a suitable SSA, on programmes at NHB's Museums and Heritage Institutions.

Please note that your company and/or participating staff will be required to complete a mandatory site recce with NHB. This site recce is to ensure that all staff are kept informed of the location and programme details, as it is essential for you to ensure the safety of your own staff and your partner beneficiary/SSA group throughout the programme.

## What to do?

1. Decide which NHB Museum or Heritage Institution you wish to visit (refer to Table 1 below). Please note that you will be required to partner with a beneficiary or SSA for these activities. If you already have a preferred organisation or adopted charity, please indicate in the application form.
2. Complete and submit the CIF Application Form with all necessary information, including your choice of venue, beneficiary you wish to be paired with (if applicable), number of participants, and your event date.
3. Once we received your application, we will put you in touch with NHB who will work with you on the programme details. RSVP will also pair you with a charity organisation or SSA if you have not indicated one.
4. Update us with the finalised details so we can evaluate your application. Once approved, we will send you the approval email with the necessary documents\* for your follow-up.

\*Includes a Pre-Programme Questionnaire which has to be completed to qualify for WIRe fund reimbursement.

Table 1 – List of NHB Museums and Heritage Institutions (Non-exhaustive)

Name	Location
Asian Civilisations Museum	1 Empress Place, Singapore 179555
Indian Heritage Centre	5 Campbell Lane, Singapore 209924
Malay Heritage Centre	85 Sultan Gate, Singapore 198501
National Museum of Singapore	93 Stamford Road, Singapore 178897
Sun Yat Sen Nanyang Memorial Hall	12 Tai Gin Road, Singapore 327874

### Post-Programme Reflection Session

You should also allocate time for a post-programme reflection session for participants, as it is **mandatory for WIRe Funding**. A facilitation guide for the session is provided in **Annex A** below. It is recommended that you do this on the same day, at the end of the programme. You can choose to gather at a suitable location to do the reflection session. If you plan to cater refreshments for this session, they can be supported by CIF WIRe.

## How much would it cost?

Your likely costs are for food, transport, admission costs to the heritage centres for non-locals, and other miscellaneous items. CIF WIRe is able to support programme costs which do not constitute capital costs. CIF WIRe will support 80% (capped at \$100/head or \$30,000 whichever is lower) of the project costs for approved applications.

## Company of Good (by National Volunteer and Philanthropy Centre)

When you sign up for CIF WIRe to run a CSR project, you are already a corporate giving practitioner. We encourage you to sign up and become a part of the Company of Good network to tap on available resources, and to share best practices.

National  
Integration  
Council



National  
Heritage  
Board

Company of Good empowers businesses in Singapore to give in strategic, sustainable and impactful ways. Its network of over 1,000 corporates comprising both large enterprise as well as small and medium-sized ones, had benefitted from the National Volunteer and Philanthropy Centre's (NVPC) giving resources, events and workshops. Its various initiatives include 1) Champions of Good, a recognition framework for companies, 2) the Company of Good Fellowship, a network of corporate leaders, 3) the Company of Good Practitioner's Network, a community of practice and support for corporate giving practitioners, and 4) Business Leaders Giving Network, for C-suite business leaders to advocate corporate giving.

<https://www.nvpc.org.sg/programmes/company-of-good>

## ANNEX A

### Guide for Post-Programme Reflections

Participants can take about 5 to 10 minutes to discuss among themselves (e.g. in small groups) their personal takeaways from the project. They can also write down their experiences on a piece of paper.

Participants can consider how the activities had:

- a) Created opportunities for interaction and forging bonds
- b) Encouraged better understanding of local culture or workplace norms
- c) Encouraged effective communications between local and non-local colleagues
- d) Provided opportunities to give feedback or reflect on the inclusivity of the workplace and effectiveness of workplace integration initiatives.

Participants can then be encouraged to share their reflections with the larger group. This portion may take about 10 to 15 minutes.

Before concluding the session, please distribute the Post-Programme Questionnaire for Employees to the attendees to complete. This will take another 5 minutes.