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**PROJECT APPLICATION FORM**

Relating to

**MARITIME INNOVATION AND TECHNOLOGY (MINT) FUND**

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**APPLICATION GUIDELINES FOR PROJECT PROPOSAL**

**UNDER THE**

**MARITIME INNOVATION AND TECHNOLOGY (MINT) FUND**

**(1) SCOPE**

The Maritime Innovation & Technology (MINT) Fund was established by the Maritime and Port Authority of Singapore (“**MPA**”) to offer development research funding to encourage local companies and classification societies appointed as Recognised Organisations to undertake maritime-related R&D, proof-of-concept projects, test-bedding and establishing commercial viability in Singapore.

There are two schemes under the MINT Fund namely, the **MINT Research and Development (MINT-RD),** and the **MINT Product and Development** **(MINT-PD)**. Each scheme provides funding support to qualifying organisations that seek to carry out projects with the following scope: -

|  |  |  |
| --- | --- | --- |
| **MINT-RD** |  | **MINT-PD** |
| * Research & development (R&D) and test-bedding of technology relevant to the maritime industry
 |  | * Development, engineering & design of technology products and solutions for the maritime industry
 |
| * Creation of knowledge, capabilities and Intellectual Property (IP) in maritime technology
 |  |  |

**(2) QUALIFYING ORGANISATIONS**

Organisations eligible to apply for a grant under the MINT Fund are:

* Companies incorporated under the Companies Act (Cap. 50) [and operating] in Singapore, with a minimum paid-up capital of 50% of the total project costs; or
* Classification societies appointed as Recognised Organizations under the Merchant Shipping (Authorised Organisations) Regulations,

that will use funds to engage in either R&D or test-bedding in Singapore[[1]](#footnote-1) for new or better products, processes and applications relevant to the maritime industry.

**(3) QUALIFYING PROJECTS**

For a project to qualify for a grant under the MINT Fund, it has to: -

* Be technology oriented with innovative content;
* Be relevant to the maritime industry;
* Develop or test-bed products and services that have commercialisation potential; and
* Satisfy either the MINT-RD or MINT-PD Project Scope (as set out above in Para (1)).

**(4) CO-FUNDING**

The MINT Fund will co-fund up to 50% of the total qualifying project costs[[2]](#footnote-2) , comprising of manpower and equipment either engaged or acquired for the purposes of the project , and other operating expenditure incurred for the purposes of the project, (Refer to Appendix V for a detailed guide on qualifying project costs). Though the total project cost could include the cost of existing staff and equipment and use of the qualifying organisation’s Intellectual Property (IP), the funding generally will not cover such costs. However, if the project is undertaken mainly by the qualifying organisation’s research, technology development and engineering staff, the co-funding of the staff directly involved in the project could be considered on a case-by-case basis. Nevertheless, the decision of MPA on the qualifying project cost items shall be final.

**(5) DISBURSEMENT**

If approved, the funds will be disbursed on a reimbursement basis at six-monthly intervals or upon successful completion of the project, if earlier, and in accordance with the Terms of Funding (Schedule B).

**(6) TECHNOLOGY PROFILING**

The project may be selected for profiling in MPA-sponsored publications, or be showcased at conferences, exhibitions or other publicity efforts organised by MPA. Any project profiling shall be subject to parties’ mutual agreement, and will not compromise the applicant’s IPR filing process, if any.

**(7) APPLICATION AND APPROVAL**

To apply for a grant under the MINT Fund, please:

1. mail the duly completed Application Form set out in Schedule A, a copy of the Terms of Funding (signed on each page), the signed project proposal and supporting documents, to the following address:

Maritime and Port Authority of Singapore

Innovation, Technology & Talent Development Division

460 Alexandra Road

#20-00 PSA Building

Singapore 119963

**AND**

(b) email a softcopy of all of the items described in sub-paragraph (a) above, to MINT Fund mailbox at mint@mpa.gov.sg copying the Project Manager in charge.

MPA reserves the right to reject any application in the event of failure of the Applicant to fulfil any of the eligibility criteria. If approved, MPA will notify the Applicant by way of a Letter of Offer. If rejected, MPA will notify the Applicant.

**(8) SUPPORTING DOCUMENTS TO BE SUBMITTED**

Applicant to fulfil and provide:

1. Latest Organisation’s ACRA business profile dated not more than 6 months from the date of

application submission;

1. Certified copies of 2 years of the latest audited financial statements or company management accounts (if Organization is exempted from audit under Companies Act);
2. Signed Letter of Collaboration from all project partners, the letter should include description of each collaborators’ roles and contribution towards the project.

**Schedule A**

**APPLICATION FORM**

**FOR**

**MINT FUND**

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| **PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION FORM:** |
| * You will need the Applicant’s information and Project details to complete this Application Form. All fields are to be completed. Please indicate “N.A.” where information is not applicable.
* Incomplete submissions may result in a delay in processing or an application rejection.
* To qualify for a grant under the MINT Fund, the Project shall only commence after the application has been approved by MPA.
* The approval of the application is at the sole discretion of MPA. MPA is not obliged to state the reasons for its decision.

**ALL INFORMATION PROVIDED WILL BE HELD IN STRICT CONFIDENCE** |

|  |
| --- |
| **A. Project Title** |
|        |
| **B. Project Description** (Please describe in detail the proposed project in Appendix I) |
|       |
| **C. Summary of Project Objectives** |
|       |
| **D. Summary of Project Deliverables** |
|       |
| **E. Practical Relevance to the Maritime Industry** |
|       |
| **F. Funding Scheme**  |
| MINT Research and Development (MINT-RD) | [ ]   |
| MINT Product Development (MINT-PD) | [ ]   |
|  |
| **G. Project Team** (Please include details of all the team members in Appendix II) |
| Team leader  |       |
| List of team members |       |
|  |
| **H. Applicant Information**  |
| Name of Applicant |       |
| Primary Nature of Business |
| Registered as:  |
| Private Limited | [ ]   |
| Public Limited | [ ]   |
| Others (please specify) |  |
| Unique Entity Number (UEN):       |
| Corporate Grouping / (SSIC) code:       |
| Date of Registration (DD/MM/YYYY) :       |
| Country of Incorporation:       |
| Registered Address:       |
| Correspondence Address (if different from registered address):       |
| Paid-up capital:       | Tel (Office):       | Fax:       |
|  |
| **H. Collaborator(s) Information** (To include additional rows if more than 1 collaborator) |
| Number of Collaborator(s) |       |
| Name of Company |       |
| Primary Nature of Business |       |
| Corporate Grouping / (SSIC) code (if applicable)  |       |
| Country of Origin |       |
| **H. Project Schedule** (Please provide detailed project schedule in Appendix III) |
| Estimated project duration:       months |
| Target Commencement Date (DD/MMM/YYYY):       |
|  |
| **I. Summary of Project Cost** (Please attach detailed breakdown of budget estimates and description of costs in Appendix IV) |
| **Project Item** | **Project Costs ($)** |
| Manpower |       |
| Equipment  |       |
| Other Operating Expenditure |       |
| Total  |       |
|  |
| **J*. Other* S*ources of* F*unding*** *(Have* you attempted, applied for or obtained any other forms of incentives/funding for this project or similar projects?)       |
| If yes, please provide details.      |
|  |
| **K. Declaration by Applicant**  |
| We, the Applicant, hereby declare that the information provided in this Application Form, including the supporting documents attached hereto, are true and correct. We have read and understood the terms set out herein, including the Terms of Funding and we agree to be bound thereby.  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Signatory:      Designation:      For and on behalf of      (Applicant Name)Date:        |
| **L. Undertaking by Applicant in relation to Collaborator(s)** (where applicable) |
| We, the Applicant hereby undertakes to MPA to ensure that any agreement or arrangement entered or to be entered into between ourselves and each of the Collaborators shall not conflict or contravene any of the terms and conditions of the Agreement as defined in the Terms of Funding. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Signatory:      Designation:      For and on behalf of      (Applicant Name)Date:       |

**APPENDICES I – IV**

|  |
| --- |
| **APPENDIX I: PROJECT DETAILS** |
| Please provide details on the following:1. Project Background

     1. Objective(s) and Scope

     1. Project Description
	1. Description and Methodology

     * 1. Innovation content, technical features and specifications

     * 1. What are the commercially available technologies/products?

     * 1. How does the proposed solution compare against these technologies/products?

(To provide key performance benchmarks, such as but not limited to costs, quality, efficiency, etc)     1. Market Potential
	1. Relevance to maritime industry and target customers

     * 1. Market size and market share (To describe business model and basis for targeted market share)

     * 1. Expected revenue and profits for 3 years after project completion

     * 1. Other tangible benefits

     1. Project Deliverables
2. Detailed list of proposed deliverables including but not limited to:
	* 1. New technologies introduced to the industry

     * + 1. New products and/or services developed

     1. Name and Role of Collaborators (if applicable)
	1. Name

      * 1. Brief Background on Collaborators

     * 1. Contribution to Project

     * 1. Benefits for Collaborators

     1. Assessment of Key Project Risk(s)

     1. Others

      |
| **APPENDIX II: PROJECT TEAM** (Please provide particulars of Project team members) |
| Please provide the following details in the **grey** box below:1. Name
2. Designation
3. Education / Professional Qualifications
4. Department
5. Organisation
6. Postal Address
7. Tel No.
8. Email Address

     Please provide details of Research, Scientists and Engineers (RSEs) participating in the project, indicate the Names, Citizenship and whether Existing/New hire.      |
| **APPENDIX III: PROJECT SCHEDULE** |
| Please provide details on the following:1. Detailed project work plan

     1. Overview in Gantt Chart format

(**Applicant May Submit a Separate Attachment for the Gantt Chart**)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 Q1 | Year 1 Q2 | Year 1 Q3 | Year 1 Q4 | Year 2 Q1 | Year 2 Q2 | Year 2 Q3 | Year 2 Q4 | Parties Involved |
| Task 1 |  |  |  |  |  |  |  |  | * Lead Company
* Collaborator 1
* Collaborator 2
 |
| Task 2 |  |  |  |  |  |  |  |  | * Lead Company
* Collaborator 1
 |
| Task 3 |  |  |  |  |  |  |  |  | * Collaborator 1
* Collaborator 2
 |
| Task 4 |  |  |  |  |  |  |  |  | * Lead Company
* Collaborator 1
 |

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| **APPENDIX IV: DETAILS OF PROJECT COST (To Indicate Cash or In-Kind)** |
| **Qualifying Project Costs**  | **Cost of Item** **$K** | **Collaborator Contribution (If Any)****$K** |
| **Category\*** | **Details of Items** |
| **Manpower**(Please provide itemised details and budget breakdown) | *e.g. Research Scientist $5000 x 12 months* |       |       |
| **Equipment**(Please provide itemised details and budget breakdown) | *e.g. Sensors, meters, Piping, Software Licenses* |       |       |
| **Other Operating Expenditure**(Please provide itemised details and budget breakdown) | *e.g. Chemicals, IP filing costs* |       |       |
| **Total $K** |  |  |

\*The Cost of Item indicated shall include any Collaborator Contribution(s) obtained for the same item.

\*Only qualifying expenses (see Appendix V) are eligible for co-funding.

**APPENDIX V: GUIDE ON QUALIFYING PROJECT COST ITEMS**

| **Type of Costs** | **Description** | **Supportable?** |
| --- | --- | --- |
| **Expenditure on Manpower (EOM)** |
| Company Directors’/ Shareholders’ Salaries | EOM includes salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, bonuses, incentive payments etc. | No |
| Salaries, CPF and fringe benefits including medical, dental, contribution to welfare fund, incentive payments etc. for research staff of the project (excluding Company Directors and Shareholders) | As part of overall compensation to employees provided, such costs are reasonable and are incurred under formal established and consistently applied policies of the host institution. The salaries offered to staff should be reasonable, in line with local market benchmarks and comply with the formal established pay scale of the host institution that is consistently applied regardless of the source of funds. Overtime pay and bonuses are not supportable. If the staff spends only part of his/her time working on the project, the salary to be drawn from the grant should be pro-rated accordingly. Reimbursements will be based on the provision of payslips, CPF contribution or other documents indicating the salary of the staff. | Yes |
| Staff relocation cost | Staff relocation, settling-in allowances, etc.  | No |
| Staff recruitment and related cost | Examples of such costs are advertisement, recruitment agency cost, staff relocation and housing allowances. | No |
| Training | Funding for training of personnel.  | No |
| **Expenditure on Equipment** |
| New equipment  | Each piece of equipment must be individually identified and justified for the project. The equipment budget is inclusive of estimated bank charges, delivery and installation, customs and import duties, etc, if any.  | Yes, only if deemed necessary for the project |
| Repair/ refurbishment of existing equipment | Examples are equipment owned by the Applicant and/or Collaborator. | No |
| IT workstations and communication devices | Specialised workstations, PDAs and mobile phones for software or firmware development and testing  | Yes, only if deemed necessary for the project |
| Software Licenses | Examples are simulation software, 3D modelling tools, and other specialised software for the duration of the project | Yes, only if deemed necessary for the project  |
| General furniture/office equipment/ software  | Examples are fax machines, photocopier machines, word processing software, etc. | No |
| **Other Operating Expenditure (OOE)** |
| Local and overseas conferences | Dissemination of research findings through oral or poster presentations. | No |
| Publication page charges | Charges for publication in journals, conference papers and other publicity purposes. | No |
| Purchase of lab supplies, consumables, materials | The procurement of chemicals, solutions, laboratories disposables, raw materials and other supplies that are directly used for the project. A rough breakdown of the quantity required and estimated costs of such consumables must be provided. | Yes |
| Use of services or lab spaces within local Institutes of Higher Learning (IHLs)/Research Institutes (RIs) | The cost for the use of the services and central facilities owned by the IHLs such as central laboratory services, testing facilities, etc. are allowable but must be based on the IHLs’ fee schedules, which should be consistently applied regardless of source of funds. | Yes |
| Use of external consultancy and professional services or facilities  | This refers to professional services or rental of facilities that are essential in the project but not available in-house. All items classified in this category must be justified and be located in Singapore and capped at no more than 15% of the total qualifying project costs | Yes, only if deemed necessary for the project |
| Third party testing and certification | This refers to the testing and certification conducted by third party organization in compliance to Class Societies requirements | Yes, only if deemed necessary for the project |
| Bank charges | Allowable as long as it is specifically related to the payments for consumables and equipment used in the project. | Yes |
| Customs and import duties | Allowable as long as it is specifically related to import of consumables and equipment used in the project. | Yes |
| Miscellaneous costs | Examples are postage and courier services specifically required for the project, local transport for meetings or site installations with the purpose of carrying out work necessary to accomplish the project objectives etc. However, total miscellaneous costs are capped at S$2,000 per project. Stationery/printing materials for the office/laboratory are not supportable. | Yes, capped at S$2,000 per project |
| Visiting experts | This refers to honoraria or salaries of overseas experts invited to participate in the project. | No  |

1. Test-bedding in Singapore means that the pilot test is initiated in and managed from Singapore and the Intellectual Property (IP) will be registered in Singapore after successful completion of the project. [↑](#footnote-ref-1)
2. An increase in funding support level of up to 70% may be considered by MPA for projects under MINT-RD, provided such projects are deemed by MPA as strategic to its interest or have industry-wide impact. For such projects, MPA may consider being a joint owner of the Intellectual Property Rights (IPR) developed under the project. [↑](#footnote-ref-2)