

## **Terms and Conditions of the Maritime Outreach Fund (MOF) Grant**

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## Section 1: Overview

### 1.1 What is the Maritime Outreach Fund?

The Maritime Outreach Fund (“**MOF**”) is a public funding initiative where the Maritime and Port Authority of Singapore (“**MPA**”) collaborates with the community to bring maritime ideas to life. Through the MOF Grant (the “**Grant**”), we aim to encourage ground-up development of the maritime industry and fund projects that inspire people and help cultivate their interest in Maritime Singapore.

### 1.2 Which proposals are eligible for consideration?

Your proposal must be maritime-related and can be, but is not limited to, any of the following activities:

- Exhibitions;
- Workshops, talks, conferences, seminars, forums;
- Competitions;
- Publications;
- Interactives with gaming components, such as digital apps, board games etc.; or
- Events with strong education and outreach components.

The proposed activity or activities must target at least one of the following groups:

- Students
- Educators
- Members of the public with an interest in the maritime industry
- Families with young children.

Proposals must be non-profit in nature.

### 1.3 What is the level of funding support under the Grant?

1.3.1 The Grant may cover the following costs and expenses relating to the execution of the proposed activity:

- a. Third-party professional services (e.g. project development costs, event management fees, speaker fees in the form of honorarium, tokens of appreciation etc.), capped at 35% of the proposed budget;
- b. Production costs (e.g. one-off artist fees, competition prizes, other associated production costs etc.), capped at 35% of the proposed budget;
- c. Rental (e.g. rental of equipment and venue), capped at 15% of the proposed budget;
- d. Marketing & Publicity (e.g. website hosting, poster design, social media marketing, videography, photography), capped at 20% of the proposed budget;
- e. Refreshments on the day of the event itself, capped at 10% of the proposed budget; and
- f. Public transportation, capped at 10% of the proposed budget.

1.3.2 The above are guidelines to help you in your budgeting, and the awarding of any component shall be at MPA's sole discretion.

1.3.3 You need not budget for components which your proposal does not require.

## **Section 2: Eligibility**

### 2.1 Who can apply for the Grant?

We welcome the following to apply:

- Individuals who are Singapore citizens or Permanent Residents (“PRs”) (proposals that involve collaborations with foreigners are eligible, as long as the lead applicant (as indicated in Annex A) is a Singaporean or PR);
- Educational institutions registered with the Ministry of Education;
- Organisations registered under the Registrar of Society or Accounting & Corporate Regulatory Authority (“ACRA”); and
- Interest groups.

### 2.2 Who is not eligible for the grant?

2.2.1 Applications will not be considered if:

- a. The applicant is a group/organisation/society:
  - Constituted for non-secular purposes;

- Which has pending/outstanding evaluation reports and/or financial reports on the use of previous grants from MPA; or
- Has outstanding debts with MPA.

b. The application relates to a project that:

- Has already commenced prior to the time of application;
- Is primarily aimed at promoting religious/political causes;
- Is unable to obtain the relevant licenses necessary for the project to function (e.g. Entertainment Licence etc.);
- Is already being supported by the MPA or other organisations through other schemes or grants;
- Denigrates or debases a person, group or class of individuals on the basis of race or religion, or creates conflict or misunderstanding in our multicultural and multi-religious society; or
- Undermines the authority or legitimacy of the government or other public institutions, or threatens the nation's security or stability.

2.2.2 Any decision regarding the eligibility of any application shall be subject to MPA's sole discretion.

### **Section 3: Application and Assessment Process**

3.1 How do you apply for the grant?

3.1.1 Interested applicants must complete the form in Annex A.

3.1.2 You may submit your proposal in the following way:

- a. **Email** your application to [mof@mpa.gov.sg](mailto:mof@mpa.gov.sg);

3.2 When must you apply by?

3.2.1 The MOF is open for applications on a rolling basis. Applications must be submitted at least 8 weeks before the Proposed Commencement Date of the project. Please allow for 4 weeks from the time of application to be notified of the results. E.g. if you submit a grant application on 1 February 2019, you should be notified of the results by 1 March 2019. Please ensure that your

application form is duly completed as incomplete forms may delay the application process.

### 3.3 What happens after you submit an application?

3.3.1 MPA will assess your application within the abovementioned timeframe. We may contact you if we need more information. Please note that your application may be rejected if you are unable to provide MPA with the requested information.

3.3.2 All proposals will be treated in the strictest confidentiality.

### 3.4 How will your application be assessed?

3.4.1 Our assessment will be guided by the following criteria:

<b>Assessment Criteria</b>	<b>Weightage</b>
<p><b>Merit of Proposal</b></p> <ul style="list-style-type: none"> <li>• Is the Proposal well thought-through and planned?</li> <li>• Is the Proposal original, creative and innovative?</li> <li>• [Where applicable] Is there potential for the proposal to grow beyond the first year?</li> <li>• [Where applicable] Does the proposal have the ability to attract community partners?</li> </ul>	35%
<p><b>Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Does the proposal attract MPA's target audiences?</li> <li>• Does the proposal generate greater awareness and appreciation of the maritime industry?</li> <li>• Does the proposal help to enhance MPA's branding and outreach efforts?</li> </ul>	35%
<p><b>Track Record</b></p> <ul style="list-style-type: none"> <li>• Potential/Demonstrated ability to execute programme/proposal, including sound financial planning, effective marketing and sales strategies etc.</li> </ul>	20%
<p><b>Engagement with Maritime Stakeholders</b></p> <ul style="list-style-type: none"> <li>• Does the Proposal feature collaborations with Maritime stakeholders?</li> </ul>	10%

### 3.5 How many proposals can you submit?

3.5.1 Non-profit organisations (as registered with ACRA), educational institutions (as registered with MOE) and interest groups may submit as many proposals as they like. However, funding is capped at a maximum of \$30,000 per project and we only allow applicants to submit one project proposal at a time. If you wish to apply for a new project, please complete the previously approved project successfully before you do so.

3.5.2 For all other organisations and companies, funding application can only be done twice within a three-year period. For e.g., if your project commences on 1 March 2016, you may apply for the Maritime Outreach Fund for no more than two times from 1 March 2016 – 1 March 2019.

## **Section 4: After the Grant is Awarded**

### 4.1 How will I be notified of the results of my application?

4.1.1 If your application is successful, congratulations! You will receive an email confirmation informing you of the results and an invitation to accept MPA's offer ("**MPA's Offer**"). These Terms and Conditions, your application as contained in Annex A, and MPA's Offer will constitute the full set of terms and conditions binding you (collectively, the "**Terms of the Grant**").

4.1.2 MPA's Offer will be valid for 2 weeks from the date of our email (unless we write to you indicating otherwise). If you do not accept the offer within this period of time, [the offer will be deemed to have lapsed].

4.1.3 Unsuccessful applicants will be notified within the timeframe stated in Clause 3.2.1 above.

### 4.2 Can I appeal to MPA to reconsider an unsuccessful application?

4.2.1 No, we will not accept appeals from unsuccessful applicants.

### 4.3 What am I expected to deliver?

4.3.1 You must, using due diligence and care, execute the plans you have articulated in your proposal.

4.3.2 In particular, you will be required to:

- Work closely with MPA's community engagement team to shape the proposed project;
- Include the MPA branding (e.g. logo etc.) in any marketing/publicity efforts for its collaterals and allow MPA rights to use your project, including but not limited to photos, videos etc., for MPA's education, outreach and publicity purposes;
- Deliver the stated objectives of the project through the measurement of key milestones and indicators, to be mutually agreed on.

4.4 How will MPA disburse to me the Grant?

4.4.1 Successful applicants will be awarded funding in two (2) stages:

- a. The first **20%** of the total approved budget will be disbursed to you 30 days upon your acceptance of MPA's Offer;
- b. The remaining **80%** of the total approved budget will be disbursed to you on a **reimbursement** basis, **after** the completion of the project. Your claims for reimbursement must be submitted within two (2) months of the date of completion of your project, and must be accompanied with proper documentation evidencing completion of the project and actual expenditure (e.g. statement of account, receipts, etc.).

4.4.2 MPA reserves the right to not reimburse any claim or part of such claim which, in MPA's view, is not reasonably supported with proper documentation.

4.4.3 All **cash** disbursements (e.g. competition prizes, speaker fees etc.) must be accompanied with proper documentation proving to MPA's reasonable satisfaction that the cash has been **awarded** and **received**.

4.4.4 Any claim that you fail to submit to MPA within one (1) year of the date of completion of your project shall be deemed to have completely lapsed, and MPA shall not be obliged to reimburse, whether in part or in whole, any such claim.

#### 4.5 What if I failed to execute my proposal to completion?

4.5.1 If you fail to execute your proposal to completion as a result of your lack of due diligence and care in carrying out the project or due to reasons attributable to you, MPA may, at its sole discretion, claw-back the first 20% disbursed to you, and may not reimburse you for any costs and expenses you may have incurred for the purposes of your proposal.

#### 4.6 What happens after completion of the project?

4.6.1 Once the project is completed, you must submit an evaluation report (refer to Annex B) that includes a review of what you have accomplished and the challenges you faced. Please submit as well, supplementary materials of the activity, such as videos and photos.

4.6.2 Projects will be required to have an authority equivalent of a Financial or Administrative Head-of-Department to sign-off.

### **Section 5: Termination**

5.1 MPA reserves the right to terminate the Grant if:

- a. there are no available funds in the MOF; or
- b. you are found to be in material breach of any of the Terms of the Grant, and have, despite written notice by MPA requiring you to remedy the breach, failed to do so within seven (7) days of said notification.

5.2 If the Grant is terminated due to a lack of available funds in the MOF, MPA will not claw back the first 20% already paid to you, even if your project is incomplete at the point of termination.

5.3 If the Grant is terminated due to your material breach of any of the Terms of the Grant and failure to remedy said breach, MPA may claw back all monies paid to you for the purposes of the Grant, without prejudice to our rights to take all other legal remedies as may be available to us against you, for breach of the Terms of the Grant.



5.4 MPA shall not be liable to you for any loss or damage of whatsoever nature, including but not limited to lost profits or any other indirect, special, economic, or consequential loss, arising out of the termination under this Section 5.

## **Section 6: MPA's Right to Audit**

6.1 MPA is entitled from time to time, through its Audit Agents, to conduct ad-hoc on-site audits to ensure that the Terms of this Grant are being, or were met and that reports and all information submitted to MPA by you are accurate, correct and not misleading.

6.2 You shall ensure that MPA's Audit Agents are given full access to all accounts, records, documents, assets and premises in connection with the Terms of this Grant, and shall provide MPA and MPA's Audit Agents with all reasonable cooperation and assistance in connection with the audits.

6.3 In the event that you are found to have:

- a. materially breached any of the Terms of the Grant,
- b. misused any part of the Grant; or
- c. suppressed any material information or made any material misrepresentation to MPA in connection with the Grant;

MPA shall be entitled, in addition to such other rights and remedies as it may have to a refund of the monies already disbursed, a reimbursement of all reasonable costs and expenses incurred by it or its Audit Agents in connection with the audit, and to withhold or terminate the disbursement of any further part of the Grant under the Terms of the Grant.

6.4 Nothing in the Terms of the Grant shall prevent or restrict the rights of the Auditor-General from carrying out any audit, examination or investigation of you, pursuant to applicable law.

6.5 For the purpose of this Section 6, the term "Audit Agents" means the Auditor-General or such other auditors, including MPA's officers, as may be appointed by the MPA.

6.6 This Clause shall survive the expiry or termination of the Terms of the Grant.

## **Section 7: Other Terms and Conditions**

7.1 Any dispute arising out of or in connection with this Agreement shall be finally resolved by formal mediation at the Singapore Mediation Centre in accordance with its prevailing prescribed forms, rules and procedures.

7.2 Any person who is not a party to the Terms of the Grant shall not have any rights under the Contracts (Rights of Third Parties) Act (Cap. 53B) to enforce any of its terms.

7.3 The validity, construction and interpretation and performance of this Agreement and the legal relationship of the Parties to it shall be governed by Singapore law.

## **Annex A**

<b>Maritime Outreach Fund Application</b>	
Please complete all fields in this form. <b>The form may be rejected if the fields are not completed.</b>	
Name of contact person (must be a Singapore citizen or Permanent Resident):	
Designation of contact person:	
Email address of contact person:	
Contact number:	
Organisation Name:	
Organisation Details: <i>Brief description of organisation. E.g. Principal business activities</i>	
Organisation Website:	
Organisation Registered as:	

<b>Project Members</b>				
<b>No.</b>	<b>Name</b>	<b>Designation</b>	<b>Email</b>	<b>Contact No.</b>

Proposed Project					
Proposed Commencement Date					
No.	Project details, including key deliverables/key performance indicators	Date of project of completion	Breakdown of estimated funds		Remarks
			Item	Estimated cost (\$)	
<b>Total estimated funds required</b>			\$		

## Track Record

What are the previous projects you have worked on?

What is the relevant experience, expertise and track record (where available) that the key project personnel bring to the project?

**Has this project applied for or received any grants/funding/sponsorship from other organisations? If no, please leave the following section blank. If yes, please specify:**

Agency	Name of Scheme	<i>Please indicate "yes" where relevant</i>		
		Granted Incentive	Submitted Application	Intending to Apply

## Other Information

Please highlight any other useful information

## Agreement

The Applicant agrees to be bound by the terms and conditions contained herein. Where relevant, the Applicant also agrees to include the MPA branding (e.g. MPA logo) in all publicity/marketing collaterals relating to the promotion of the project.

**Signature:**

**Name:**

**Designation:**

**For and on  
behalf of:**

**Date:**

**FOR MPA's OFFICIAL USE ONLY:**

MOF funding of \$\_\_\_\_\_ approved

## **Annex B**

### **Maritime Outreach Fund – Evaluation Report**

Please share your evaluation and reflections with us when your project is completed. You may use the following template as a guide:

Date of submission:	
Applicant Name:	
Project Title:	
Project Start Date:	
Project End Date:	

<b>Target key deliverables/key performance indicators</b>	<b>Actual Figures</b>

## Reflections

Please share with us your experiences in putting together this project:

- Did your project go as planned? Highlight key changes to your project (if any).
- What was your audience/participant profile like and how was their response to the project?
- What challenges did you meet along the way and how were these overcome?
- What would you have done differently with this project on hindsight?

## Additional attachments

Please also attach:

- Receipts
- Photos / recordings
- Any publicity material used
- Media clippings / press reviews, if available

Please **email** your **Evaluation Report** and **Financial Report** (e.g. the budget form submitted as part of the grant application, with actual expenditure reflected) to [mof@mpa.gov.sg](mailto:mof@mpa.gov.sg)) within 2 months from the end date of the event.

**Indicate “EVAL: Your Project Name”** in your email subject title.