

GRANT APPLICATION

Information For Grant Applicants

- Applications must be submitted at least 8 weeks prior to the commencement of the project requiring support.
- Fill out Section 1 of this application form completely.
- In your narrative for Section 2, provide as much information but as concisely as possible. Limit to no more than 2 pages (Arial font, size 11, single line spacing).
- Include a one-page cover letter on your organisation's official letterhead.
- Enclose all relevant supporting documents.

Section 1 : Applicant Particulars

Name of Organisation:	<input type="text"/>
Mailing Address:	<input type="text"/>
Postal Code:	<input type="text"/>
Website URL (if any):	<input type="text"/>
Cheque Payee Name:	<input type="text"/>
Contact Person:	<input type="text"/>
Telephone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Mobile Telephone Number:	<input type="text"/>
Email:	<input type="text"/>

Section 2 : Proposal Narrative

In not more than 2 pages (Arial font, size 11, single line spacing), please tell us about:

- Description and mission of the organization
- Description of the specific programme / project for which funding is requested, including target audience, expected reach, timeline, publicity plan and fundraising mechanisms, where appropriate. If the programme / project has been implemented before, please provide information on audience turnout and outcomes of the previous event.
- Statement of key programme / project goals that will be attained and evaluated (Objectives should be “SMART” – Specific, Measurable, Actionable, Results-oriented, Time-bound)
- Projected Income and Expenditure of programme / project, including list of projected and committed alternative funding sources (eg. sponsorships and ticket sales etc) and dollar amounts for the programme / project
- Total amount requested from the SPH Foundation and indicate what this amount will be used for

You may email your grant applications and all relevant supporting documents to sphfdn@sph.com.sg or mail it to:

The General Manager
Singapore Press Holdings Foundation
1000 Toa Payoh North
Singapore 318994