

TAMIL LANGUAGE COUNCIL

PROGRAMME PROPOSAL &

COLLABORATION FUNDING FORM

– TAMIL LANGUAGE FESTIVAL 2020 –

**Guidelines for Applicants:**

The Tamil Language Council (TLC) spearheads the annual Tamil Language Festival. Please complete and return this Programme Proposal form via email to NHB\_TamilLanguageCouncil@nhb.gov.sg latest by **1 November 2019**. All proposals received will be evaluated and applicants may be invited for a panel interview. Successful applicants will be notified via email by **12 December 2019**.

All Registered Singaporean non-profit distributing and legally constituted group (company limited by guarantee / registered society), Individual Singaporeans or Permanent Residents and Informal Groups passionate towards the Tamil Language landscape in Singapore may apply.

The programmes will be assessed on the following criteria:

1. Effectiveness of Encouraging the use and appreciation of the Tamil language
2. Reach and Engagement of Audience
3. Creative value of the Programme
4. Credentials of Organisation/Individual (including demonstration of good planning and sound budgeting)

These projects (included, but not limited to) are **not** eligible for funding:

1. Events for the sole purpose of fund-raising, charity show, anniversary celebrations
2. Overseas training courses & study tours
3. International touring
4. Religious activities for the promotion of a certain religion
5. Political activities for the promotion of a certain political ideology or party

Note: The TLC reserves the right of discretion and non-disclosure of reasons for unsuccessful applications. Decisions made by the TLC are final and appeals will not be entertained.

**Funding Disbursement (for Approved Programmes only):**

1. All approved programmes will receive the funding amount after the completion of the programme and submission of the Post-programme Report, unless otherwise stated.
2. All approved programmes are to acknowledge support by the “Tamil Language Council” for all publicity collateral of the programme. Programmes are to include the TLC logo in all their publicity material.
3. In the event of any cancellation of programme and/or alteration of programme design, TLC reserves the right to withdraw any offer of funding support.
	1. Approved programme organisers must inform TLC immediately of the cancellation or planned cancellation of the programme.
	2. Should a programme be postponed or delayed, continued funding support will be evaluated by TLC, on a case by case basis.
4. Unless specified, no part of TLC’s contribution can be used for any other purposes such as debt/loan repayments, professional fees unrelated to the programme, speculative transactions as well as political activities.
5. Approved programme organisers must inform and declare to TLC, if they receive any other income (in cash or kind) which has contributed to the overall income for the programme. TLC reserves the right to assess and determine a revised funding amount should a programme’s overall income exceeds its expenditure.
6. TLC reserves the right to limit funding support to a maximum of two approved programmes per programme organiser, per calendar year.
7. TLC reserves the right to audit receipts and statements for expenses declared by approved programme organisers.
8. TLC has the right to amend any terms and conditions of any funding support at any time. Before any amendment under this clause, TLC shall notify the funding support applicant regarding its intention to amend the terms and conditions of the funding support at least fourteen (14) days before any amendment is made.

**Part 1: General Information of Applicant**

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| **(1A) DETAILS OF ORGANISATION** |
| **NAME OF ORGANISATION** |  |
| **MAILING ADDRESS** |  |
| **BUSINESS REGISTRATION** | [ ]  Singapore registered[ ]  Overseas (Please specify Country: \_\_\_\_\_\_\_\_) |
| **NATURE OF BUSINESS** | [ ]  Non-Profit [ ]  Commercial Entity[ ]  Government/ Statutory Board[ ]  Grant Disbursing Body |
| **INSTITUTION OF A PUBLIC CHARACTER (IPC) STATUS** | [ ]  Yes [ ]  No |
| **WEBSITE** |  |
| **SOCIAL MEDIA PLATFORMS** |  |
| **(1B) DETAILS OF CONTACT PERSON**By providing your contact details, you hereby consent to being contacted for further clarification on the proposal. |
| **NAME** |  |
| **DESIGNATION** |  |
| **TELEPHONE NUMBER** | (O) (M)  |
| **EMAIL ADDRESS** |  |

**Part 2: Summary of Programme Proposal**

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| **(2A) DETAILS OF PROGRAMME** |
| **TITLE OF PROGRAMME** |  |
| **FREQUENCY OF PROGRAMME** | [ ]  Single[ ]  Series |
| **PROPOSED DATE(S) & TIME(S) OF PROGRAMME***(Please indicate if the event will take place on more than one date)* |  |
| **PROPOSED VENUE** |  |
| **FORMAT OF PROGRAMME***(Tick wherever applicable)* | [ ]  (i) Seminar[ ]  (ii) Exhibition[ ]  (iii) Workshops[ ]  (iv) Forum[ ]  (v) Contest / Competition [ ]  Others (pleases specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*For programmes with format (i) – (ii), please fill in target audience size. For (iii) – (iv), fill in target number of participants. For (v), please fill in both participants and audience (if applicable) in* ***section (2B)****.* |
| **LANGUAGE(S) OF PRESENTATION** | [ ]  Tamil only[ ]  Tamil with English[ ]  Others (please specify) : \_\_\_\_\_\_\_ |
| **SUGGESTED GUEST OF HONOUR***(If applicable)* |  |
| **NATURE OF PROGRAMME** | [ ]  Free [ ]  Ticketed, $ \_\_\_\_\_ per ticket |
| **PROJECTED INCOME***(Please provide detailed breakdown in page 6)* | $  |
| **PROJECTED EXPENDITURE***(Please provide detailed breakdown in page 6)* | $  |
| **AMOUNT REQUESTED** | $ |
| **(2B) TARGET GROUP**For programmes with audience and participants, please fill in all fields in this section. For programmes with either audience or participants only, please fill in only the required fields. |
| **TARGET AUDIENCE SIZE***(Audiences are passive recipients of information and content)* |  |
| **TARGET AUDIENCE PROFILE***(e.g. parents, students, working adults)* |  |
| **TARGET NUMBER OF PARTICIPANTS***(Participants are required to actively participate in the programme)* |  |
| **ELIGIBILITY CRITERIA TO PARTICIPATE** |  |
| **(2C) PROGRAMME DESCRIPTION** |
| **OBJECTIVES** |  |
| **DESCRIPTION***(In no more than 500 words, please provide a brief description of the proposed programme in both Tamil and English. It should include how this programme will promote the Tamil language.)* | (English)  |
| (Tamil)  |
| **POST-EVENT SURVEY/FEEDBACK MECHANISM***(e.g. online survey)* |  |
| **TARGET NUMBER OF SURVEY RETURNS** |  |
| **(2B) MARKETING AND PUBLICITY PLANS** |
| **PROPOSED OUTREACH** | [ ]  Social Media (please specify platforms) : \_\_\_\_\_\_\_[ ]  Print and broadcast advertisements[ ]  Posters and flyers[ ]  Others (please specify): \_\_\_\_\_\_\_ |
| **EXPECTED MEDIA COVERAGE** |  |
| **LAST 3 TO 5 YEARS OF ATTENDANCE AND/OR PARTICIPATION FIGURES***(If applicable)* |  |

**Part 3: Other Sources of Funding**

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| **(3A) DECLARATION OF OTHER SOURCES OF FUNDING** |
| **FUNDING AGENCY** |  |
| **AMOUNT OF FUNDING APPLIED** | $ |
| **OUTCOME***(Please indicate if it is pending, approved or not approved)* |  |

**Part 4: Proposed Budget for Programme**

All potential sources of funding from government and/or other organizations must be included as well. All projected budget must be as realistic and accurate as possible.

*Please double-click the table to input figures.*

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