

CONFIDENTIAL

Harmony Circle Funding

The details on the IRCC funding, criteria, and reimbursement process as follows:

Harmony Circle Chairperson receives a request for funding and will assess the proposal. Funding application can be submitted to MCCY for review upon Chairperson's endorsement. The amount granted will depend on how well each project is assessed to meet the Harmony Circle's objectives:

- Build familiarity and strengthen relationship among and between ethnic, religious community leaders;
- Promote mutual understanding and appreciation of the different religions, cultures and practices among Singaporeans;
- Facilitate collaboration among and between ethnic, religious and community groups for social and community causes;

Note: "community" refers to the various ethnic, racial or religious groups in Singapore

The funding request should be submitted at least one month before the event to allow time for clarifications and/or adjustments to the programme (where applicable).

The funding will be on a **reimbursement basis** and applicant will have to submit through **Vendors@Gov**. The event organiser is required to maintain proper financial records of the Project and submit the following documents to MCCY upon the Project's completion.

- a. A copy of the Statement of Accounts (SOA) duly signed and indicating the amount of Harmony Circle funding under "Income".
- b. Certified true copies of invoices for the procurement of at least or more than the supported event items or approved amount
- c. Documentation for the income (ticket sales or otherwise, this can be a system generation income on the PA' system or bank in statement).

Note: the SOA and invoices **must** have a **certified correct stamp** (on every document).

For reimbursements, MCCY is **only** able to reimburse through Vendors@Gov.

- Religious Organisation / Community Organisation
- Community Clubs (CCs) and their sub-groups such as CCC, CCMC, RC, C2E

Note: The RO/CO and CC groups should have a Vendors@Gov account.

The reimbursement will be made within 30 days from date of submission to our finance department.

Request Form for Harmony Circle Funding

Note: Please attach proposed programme and budget

Event Title																			
Date																			
Time																			
Venue																			
Organised by																			
Guest of Honour (if any)																			
Key Partners (if any)																			
Targeted No. of Participants																			
Type of Event	One-off / recurring (e.g. annual) / pilot for a series / others																		
If recurring, what was the number of participants who attend the last event																			
Reimbursement Body (Accounting body)																			
Requested Harmony Circle Funding Amount	<u>\$xx</u>																		
If IRCC funding is to be used for a specific budget item, please state item																			
Brief Description of Event																			
Event Objective (how will this event build better religious/racial harmony)																			
Event Highlights (i.e. what activities are available encourage <u>interaction</u> among participants at the event)																			
Event Marketing/ Publicity efforts (to attach materials, if any) – (i.e <i>how to get participants of different races/ faith to attend?</i>)																			
Opportunity for IRCC branding/ messaging: Yes / No. <i>If Yes, indicate where e.g. ticket, speech, banner</i>																			
Any Media engagement/s? Pls state if any (i.e Straits Times, Today, etc)																			
<u>Draft</u> Breakdown of the budget / expenditure	<table border="1"> <thead> <tr> <th><u>No.</u></th> <th><u>Item</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td colspan="3"><u>Income</u></td> </tr> <tr> <td>1.</td> <td>Sales of Tickets</td> <td>\$100.00</td> </tr> <tr> <td colspan="3"><u>Expenditure</u></td> </tr> <tr> <td>1.</td> <td>Food</td> <td>\$50.00</td> </tr> <tr> <td colspan="2">Total</td> <td>\$50.00</td> </tr> </tbody> </table>	<u>No.</u>	<u>Item</u>	<u>Amount</u>	<u>Income</u>			1.	Sales of Tickets	\$100.00	<u>Expenditure</u>			1.	Food	\$50.00	Total		\$50.00
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