

GetActive! Singapore Active Enabler Programme Frequently Asked Questions (FAQs)

Application Guidelines

1. What is the application process like?

Applicants will need to fill in an online application form from the OSG Portal (link: <https://oursggrants.gov.sg/>). Applicants who are applying for funding support (under Project Grant or Mass Event Grant) will have to provide additional details i.e.,

- Project/event proposal
- Project/event budget
- Other relevant documents (if any)

The Active Enabler Programme Grant Officer will contact you once your application has been evaluated. Should your application be successful, you will be required to enter into an Active Enabler Programme Agreement with Sport Singapore.

2. When can I apply for the Active Enabler Programme?

Type of Support	Application Period
Endorsement / Project Grant / Mass Event Grant	6 April to 17 June 2021, 2359hrs
Sports Expertise	4 June to 19 July 2021, 2359hrs

3. Can I apply for the Active Enabler Programme more than once?

Yes, you may, as long as your proposals are for different events/projects, targeting at different groups of participants. Please submit separate applications for different proposals.

4. Can I apply for two or more types of support within the Active Enabler Programme for the same project/event, which are held on different days?

Each project/event is only entitled to one type of support, even if the project/event has activities spanning across different days. For each project/event, you can choose only one of the following types of support:

- Endorsement only
- Sports Expertise (Fitness/Active Health Play Mat)
- Project Grant
- Mass Event Grant

5. When will I know the results of my application?

You will be informed of your application results for Endorsement / Project Grant / Mass Event Grant by early-July 2021; for Sports Expertise by end-July 2021. Applications may be assessed and approved before the closing date, hence you are encouraged to submit your applications early.

Funding Criteria for Project/Mass Event Grant

6. How will you determine the amount of funding to give to each project/event for the Active Enabler (Project) and Active Enabler (Mass Event)? What is the minimum or maximum amount of grant that any individual, group or organisation can apply for, for each project/event submitted?

All projects/events that meet the eligibility criteria for the Active Enabler (Project) and Active Enabler (Mass Event) will be considered for funding at up to 90% of qualifying costs, capped at \$10,000 (project grant) / \$50,000 (mass event grant), whichever is lower.

There is no minimum amount. We welcome all big and small events/projects as long as it meets the eligibility criteria.

Applicants must meet the following eligibility criteria to qualify for consideration:

- The project enables participants to celebrate Singapore's National Day. The project has to be executed within the period 23rd Jul – 15th Aug 2021.
- The project involves sport and/or physical activity in sync with the Get Active Singapore.
- The project is inclusive through engaging a diverse range of participants, reflecting Singapore's demography.
- The project demonstrates care for others through giving back (e.g. volunteerism or donations, etc.), engaging the special needs or vulnerable segment, etc.

Projects will be evaluated based on the following criteria:

- Quality of the content (i.e. the extent to which it meets the conditions stipulated above and the overall experience created for participants)
- Project management (i.e. event management plan and relevant experience to execute the project)
- Cost effectiveness of the project (i.e. cost per head)

7. What are the qualifying and non-qualifying costs?

Cost items that we fund:

- Professional services such as event management or medical services

- Marketing and Publicity such as social media buys or printing of promotional banners
- Direct operating costs such as venue rental or audio system rental

Cost items that we **do not** fund:

- Expenses incurred outside of Singapore
- Expenses incurred for crowdfunding events
- Event/project prize(s)
- Capital expenditure
- Expenses incurred for any form of religious/political activities

Refer to Annex for list of examples of qualifying and non-qualifying costs. This list is non-exhaustive. Sport Singapore reserves the right to reject cost items that do not meet the objective and eligibility criteria of the grant.

To qualify for funding support, all project proposals must be non-profit in nature. In addition, support will only be provided to events/projects that are not funded by any third party.

8. How can I include the element of “Care”/”Give Back” in my project/event?

The element of “Care”/”Give Back” in events/projects can be shown in various ways. Examples include jointly organizing your event with the voluntary welfare organisations, targeting your project/event at the underserved communities / persons who are differently abled, or having a corporate social responsibility component in your project/event etc.

9. How can my project/event be part of the Active Enabler Programme if it is already funded?

Support will only be provided to events/projects that are not funded by any other entity to ensure that there is no double dipping and more participants can benefit. However, you may apply for support if you are able to introduce any component into your event which fulfils any criteria set for the Active Enabler Programme. You will have to indicate your current funding details (funding organisation, funding amount and funding status) in your application under the section “Budget Details”.

Sport Singapore will assess each application on a case-by-case basis. Please note that to qualify for funding support, all project/event proposals must be non-profit in nature.

10. How do I acknowledge “GetActive! Singapore” during my event?

You will be provided with the acknowledgment guidelines for your necessary project/event deliverables along with the GetActive! Singapore Active Enabler Programme brand guide and starter kit once your application has been approved.

As part of marketing language to denote that “event name” is part of GetActive! Singapore, and where possible apply campaign hashtags “#GetActiveSG” and “#PlayOnPlayTogether”. Where possible, to also tag campaign Facebook (using our Facebook page: <https://www.facebook.com/getactivetv> and Instagram @GetActiveTV

11. If my project/event is approved, when will I receive the funds to carry out the project/event?

Upon approval of your project/event application, you will receive the funds in 2 Tranches:

- **1st Tranche** – The first 60% of the total approved project/event cost will be disbursed upon project/event approval, after the Active Enabler Programme Agreement has been signed with Sport Singapore. This is intended to give you some funds to kick start and execute your project/event.
- **2nd Tranche** – The remaining 40% of the total approved project/event cost will be disbursed upon project/event completion, supported by end of project/event report, proof(s) of deliverables/outcomes and a Statement of Account (SOA) for the project/event. Submission of supporting document(s) such as receipts/invoices and audited/certified accounts may be requested.

The 2nd Tranche shall be calculated by taking into account the actual expenses incurred, less the amount disbursed in the 1st Tranche. Should the actual project/event cost incurred be less than the amount disbursed in 1st Tranche, the balance amount must be returned to Sport Singapore.

*If all documents are in order, applicants can expect to receive the 2nd Tranche within 1 month from the date of the documents’ submission. The total amount disbursed at the end of the project/event shall be based on the actual expenses incurred, with reference to the approved cost items.

Note:

The end of project/event report, SOA and supporting documents (if requested) have to be submitted with 1 month from project/event completion.

Active Enabler Sports Expertise

12. What is this ‘Active Enabler Sports Expertise’ about?

The ‘Active Enabler Sports Expertise’ aims to support you in your organisation of a fitness activity through the provision of instructors or curated programmes at either your own venue, SportSG’s proposed venues or even from the comfort of your own home virtually.

13. How does the 'Active Enabler Sports Expertise' work?

The 'Active Enabler Sports Expertise' can be offered at your venue or at SportSG's proposed venues (subject to venue availability). The list of SportSG venues will be confirmed at a later date. Do note that we will require our partners to ensure SMM compliance if you choose to do it at your own venue. You may sign up at:

<https://form.gov.sg/#!/6099238d0d6a0a0012dfaf8d>

You can choose your activity from the list of fitness offerings under the **Annex - Active Enabler Sports Expertise**. If you are uncertain if the activity is suitable for you, kindly email us at: ActiveEnabler@sport.gov.sg

14. Can I apply for more than one 'Active Enabler Sports Expertise'?

Each Organisation/Group can only submit one 'Active Enabler Sports Expertise' application.

15. Is there a minimum and maximum participation outreach for eligibility to apply for 'Active Enabler Sports Expertise'?

Yes, there is. There is a minimum requirement of 20 pax per session for both physical and virtual mode, subjected to prevailing SMM. Note that for a virtual session, a maximum of 100 pax per session is encouraged to ensure the experience by the participant is not compromised.

16. What is a typical Sports Expertise session like?

Your participants are encouraged to arrive/be in the call about ten to 15 minutes before the session starts so that the instructor can begin the session at the pre-agreed time. The session will typically start with a gentle warm-up session followed by the actual workout, and then a cool-down period.

17. My participants are very new to Sports Expertise. How will I know if we can keep up?

Instructor(s) may offer modifications for exercises that are too difficult for individual students, and may be able to answer questions during class as well as to provide motivation.

18. How long is the duration of a Sports Expertise session?

A Sports Expertise session is typically between 50-60 minutes, depending on the format.

19. How many Instructors will I be assigned for the Sports Expertise session?

We will assign instructors to you in accordance to the pre-determined ratio of instructor to participants based on the prevailing SMM measures and guidelines.

20. What else do I need to know before I apply for ‘Active Enabler Sports Expertise’?

You will be responsible for the following logistics preparations (unless your event is held at SportSG’s venues or virtually):

- Venue
- Booking of dance studios/event halls/courts etc for the group fitness session
- Sports Expertise can also be organised at open spaces, parks or other venues where a group of people can move around safely
- Exercise / yoga mats for selected workouts (you will be notified in advance if this provision is necessary)
- Sound system for group fitness (compatible with MP3 players, mobile phones, devices) and suitable to location
- Wireless headsets for group fitness (for outdoor settings and participation outreach of more than 50pax), subjected to prevailing SMM measures
- Sturdy platform for group fitness (for participation outreach of more than 50pax), subjected to prevailing SMM measures

21. How will I know if I will get a sports expertise at the date and time requested in my application?

Applicants will be contacted by the Active Enabler Programme Secretariat once your application has been evaluated. SportSG reserves the right to assign appropriate workout(s) under the category selected by the applicant(s) for Sports Expertise.

Active Enabler Sports Expertise – Active Health Play Mat & Workshop

22. What is the Play Mat used for?

It is a multi-purpose mat which allows you Assess for Fitness, Step for Fitness and Play for Fitness. You can discover your fitness through simple Active Health assessments (e.g. Sit-and-Reach, Curl-Up, Y-Balance), and fun activities (e.g. Sport and Ladder – a traditional Snake and Ladder games with exercises incorporated) with your family and friends. Visit go.gov.sg/activehealth-playmat for more information.

These assessments test your balance, flexibility and muscular endurance, which are essential for your daily living, while the exercises and activities help build strength, and improve sensorimotor skills and cognition.

23. Is the workshop a physical or virtual session?

Workshops for organisation will be conducted virtually. If any participant is interested in a physical session, he/she can sign up for the public workshop at our Active Health Lab, that is capped at 5 participants or as guided by the latest safe measurements advisory.

24. Do I need to pay for the workshop?

No, the workshop is complimentary.

25. Which virtual platform will be used?

Zoom platform is preferred. If the company prefers to use other platforms such as WebEx or Microsoft Teams, a dry-run will be conducted at least 2 days before the session. To ensure smooth operations, it is necessary for companies' POC to sign in at least 30 minutes before the session.

26. What is the minimum / maximum number of participants per workshop?

A minimum of 25 participants is required to start a workshop, which is capped at a maximum of 300 participants per session.

Note that this is not exclusive; more than 1 company may join the same session.

27. My company is small, and we are unable to hit the minimum requirement of 25 participants. Can we still attend the workshop?

Yes, your company may join any existing sessions. Alternatively, your staff may sign up individually as a public member.

28. My company is huge. Can I request for more than 1 session of 300 pax?

Each company is limited to 1 session or multiple sessions of up to 300 pax. Exceptions may be considered.

29. How can I apply for an exclusive session?

An option to take up an exclusive session will only be given to companies with more than 100 registered participants.

30. How many Play Mats will be given?

Each registered participant will be given 1 play mat. Play mats will be capped at 56 for each organised group.

For **corporates** who would like to pay it forward and have more play mats to show care for staff in times of change and uncertainty, please contact the AEP Outreach team at ActiveEnabler@sport.gov.sg.

31. Where and how can I collect the play mat?

Company to arrange for courier pick-up from SportSG office, or designated warehouse (address to be furnished at a later date). The courier fee will be paid for by your company.

32. What are the workshop schedules?

Workshop dates: 19th Jul – 17th Sep (excluding 3 & 5th Aug and Public Holidays)

- Monday: 12 – 1pm
- Tuesday: 12 – 1pm
- Thursday: 12 – 1pm or 4 – 5 pm
- Friday: 4 – 5pm or 6 – 7 pm

I still have questions. Who can I speak to?

Please feel free to contact us at email: ActiveEnabler@sport.gov.sg

Annex - Examples of qualifying and non-qualifying costs.

A. Qualifying Costs, include

- **Professional services: e.g. development cost, production cost**
 - Program Design
 - Event Management
 - Trainers/Coaches
 - Facilitators/Judges/Umpires
 - Security
 - Traffic Management
 - Medical Services
 - Cleaning and Disposal
 - Mascot Deployment
 - Photography
 - Videography
 - AV Production House
 - Emcee/ DJ/ Speakers

- **Direct operating costs**
 - Training costs of volunteers
 - Food and Beverage
 - Clothing and event apparels
 - Registration Management
 - Third party Vendors
 - Part-Time or Temporary Staff directly involved in the project
 - Legal Fees

- **Marketing & publicity: e.g. brochure design, social media marketing**
 - Design of artwork
 - Social media marketing (e.g. Facebook ads)
 - Media Buy (e.g. ATL ads)
 - Printing of brochures, banners, posters, foam boards, invitations etc
 - Outdoor advertising (e.g. bus stop ads)
 - On-Site Branding (e.g. A-Boards, I-Boards, signages)
 - Engagement of PR agency
 - Engagement of Media Buying House
 - Engagement of Design firm
 - Engagement of Influencers (e.g. famous bloggers)

- **Fee and Materials : e.g. rental of facilities, equipment**
 - Rental of event venue/ facilities
 - Building of structures like stage, backdrop, tentage, information boards and booths
 - Equipment Hire (e.g. rental of Plasma TV for leaderboard of a challenge event)
 - Equipment (non-fixed asset items)
 - Sound system

- Amusement Attractions (e.g. bouncy castles to attract kids as part of fringe activities)
- Transportation of equipment and bulky items
- Items directly related to the event (e.g. number bibs for running events, blindfolds and tethers for blind-race)
- Specially made stationery
- Medals/ Trophies/ Souvenirs
- Internet access
- Labour and Delivery for Setup and Teardown
- Decorations (e.g. lighting, balloons)

B. Non - qualifying Costs, include

- Expenses incurred outside of Singapore
- Expenses incurred for crowd-funding events
- Cash and non-cash prizes, e.g. iPads, iPhones, air tickets
- Capital expenditure
- Expenses incurred from any form of religious/political activities
- Others :
 - Bidding costs of events
 - Prize money
 - Appearance fees
 - Travel expenses by teams or individuals to events
 - On-going maintenance expenses
 - Insurance premium
 - General running costs or overheads e.g. on-going staff costs. Whilst we recognise that some staff infrastructure will be required to deliver the project, this fund can only support posts or proportions of posts directly related to the project and only for the duration of the award.

Annex – List of Sports Expertise Available

		Physical	Virtual	Hybrid
1	Bokwa	✓		✓
2	Bollydazz		✓	
3	Boot Camps	✓		✓
4	Circuit Training	✓		✓
5	Fight Do		✓	
6	Fuze Fitness		✓	
7	High Intensity Interval Training (HIIT)	✓	✓	✓
8	Hot Hula	✓		✓
9	Kickboxing	✓	✓	✓
10	KPopX Fitness	✓	✓	✓
11	KPopX Lite		✓	
12	K-Kardio	✓		✓
13	Line Dancing	✓		✓
14	Low Impact Aerobics	✓	✓	✓
15	Masala Bhangra	✓	✓	✓
16	MegaDanz		✓	
17	Nirvana Fitness*		✓	
18	Pilates*	✓	✓	✓
19	Piloxing	✓	✓	✓
20	Salsation	✓	✓	✓
21	Tai Chi*	✓		✓
22	U Jam Fitness	✓		✓
23	Yoga*	✓	✓	✓
24	Zumba	✓	✓	✓
25	Zumba Gold		✓	
26	#32 Beats		✓	

Note:

*Low intensity activity