

# **Health Promotion Grant - Health Ambassador Grant 2018**

Only for circulation to active HAs



# Grant background and objective

- Under the HPB Health Promotion Grant Scheme, the Health Ambassador (HA) Grant is only applicable for HAs to apply
- Serves as a seeding fund to encourage and enable HAs to initiate and sustain fitness Interest Groups (IGs)



# Eligibility of applicants

- Health Ambassadors who have volunteered at least 12 hours with HPB (from the point of grant application), or, attended HPB's Health Ambassador Interest Group Leader training



# IG Funding criteria and quantum

- Depends on type of Interest Group (IG)

| Type of IG                       | Criteria based on funding period of full FY |                    | Funding Quantum |
|----------------------------------|---|--------------------|-----------------|
|                                  | Minimum number of sessions                  | Minimum group size |                 |
| Running/brisk walking/cycling    | 30  | 10                 | \$2000          |
| Group aerobics/strength training |   | 15                 | \$3000          |
| Sports (e.g. soccer, badminton)  |   | 20                 | \$5000          |

Calendar year = 15 Jan 2018 – 31 Dec 2018 (~12 months)

# What can the funding be used for?

- In general, the funding shall be used by the Grant awardee to meet the intended target of his/her interest group and must be of interest to the group members e.g.
  - Hire trainer to conduct exercises i.e. use these funds to pay the trainer
  - Purchase exercise equipment/sports gear relevant to the stated activity
  - Provide incentives to motivate and retain members



# Things to note on usage of funding

- Funds must not be used for the sole interest of the grant awardee e.g.
  - Awardee must not use the funds to ‘pay’ himself/herself for leading the group
  - Awardee must inform group members that the group’s activities are funded by HPB
- Grant awardee must not charge or collect a fee from the participants
- If you are seeking/already have funding from another source (e.g. People’s Association/ CCs), you are to declare in the application form

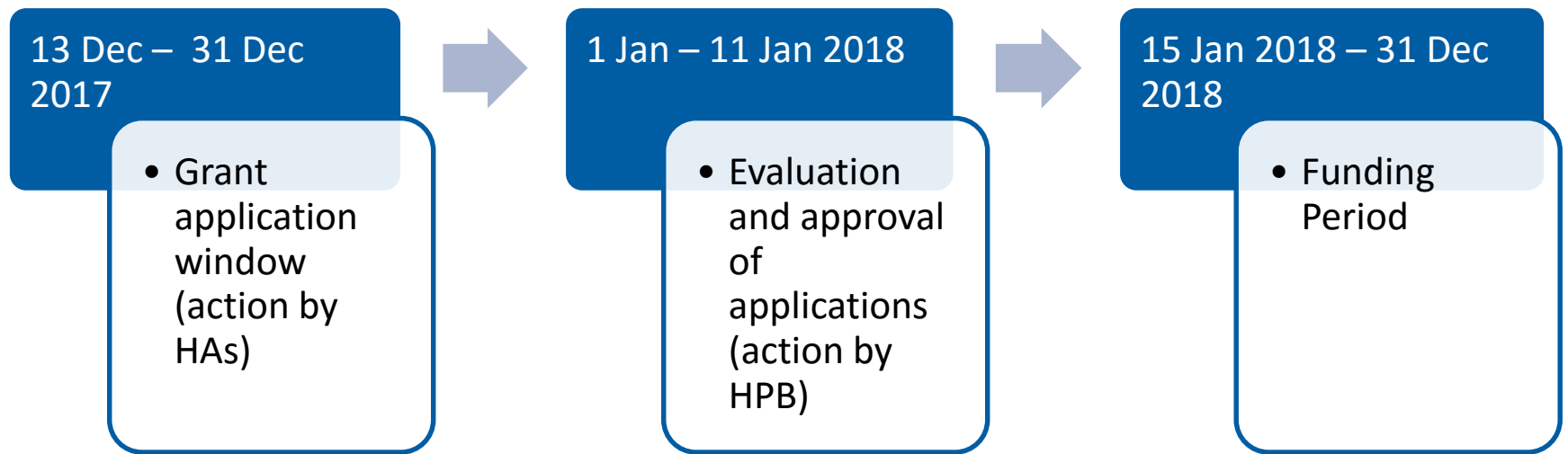


# Other sources of funding

- The Awardee shall not seek or receive funds from any other sources of funding nor incentives schemes offered by other agencies of the Government of Singapore in respect of the Project, without prior approval from HPB.
- The Awardee must disclose any other sources of funding to HPB. Should the Awardee be able to raise funds from other organisations/sponsors or reduce the cost of your project, HPB has the right to reject the new application or review our commitment on funding for approved grant application. This is to ensure prudence and optimal use of public funds for the project.



# Timeline





# IG Funding quantum and criteria for current FY

- In event of overwhelming number of applications, HPB shall compare among all eligible applications and decide on which to accept
- Decision is based on objective evaluation as stated above, and not by first-come-first-serve basis (e.g. eligible application that is submitted during 1<sup>st</sup> week of application window stands an equal chance of being accepted as an eligible application submitted during last week of application window)

# **IG Application: For repeated applicants**

**For HAs who have applied for HA Grant in previous years, you must meet either of these 2 criteria for your current application:**

- 1) Growth Criteria: Starting group size during application must be 50% more than starting group size at previous application
- 2) Renewal Criteria: 75% of group members must be new members as compared to previous application



# IG disbursement model

- Output-based
  - Full disbursement only if criteria is met
  - Criteria = At least 30 sessions, with each eligible session having attendance of at least 75% of starting group size approved in the application form
- Example for a running group with a starting group size of 10:
  - A session of 8 pax counts as an eligible session. Because 8 is more than 75% of group size
  - A session of 6 pax is an ineligible session. Because 6 is less than 75% of group size.

# IG disbursement model

- Failure to meet criteria of 30 eligible sessions
  - Full disbursement only if criteria is met
  - Funding to be pro-rated accordingly if HA achieves at least 15 eligible sessions
  - E.g. HA achieves 25 eligible sessions for running group. He/she would receive  $25/30 \times \$2000 = \$1,667$
  - No disbursement for HAs who achieve less than 15 sessions

# IG disbursement model

- Example for a running group:
  - First-time awardee achieves 15 sessions by mid-term (June 2018)
    - HPB disburses \$1,000 (i.e. 50% of funding quantum) to awardee at mid-term
  - In the 2<sup>nd</sup> half of funding period, HA only conducts 10 more sessions. He has 25 sessions in total. Hence in total he would only receive  $25/30 \times \$2000 = \$1,667$ 
    - HPB disburses the remaining \$667 at end of funding period

# IG disbursement model

- Disbursement milestone
  - Mid-term disbursement of 50% of approved amount if mid-term criteria is met
    - Only applicable for **1<sup>st</sup> time HA grant awardee**
    - Mid-term criteria = 15 sessions from 15 Jan to 30 June 2018
  - Remaining 50% disbursed at end of funding period if overall criteria is met
  - In event where applicant fails to achieve 15 sessions at mid-term point, or fails to submit relevant document
    - There shall not be half-term disbursement
    - Applicant shall still receive 100% of approved amount at end of funding period if the overall criteria of 30 sessions is met

# Documents to submit for IG application

- At application stage:
  - Application form and particulars of group members
  - Particulars include NRIC, Date of Birth, contact details, gender
- During and at end of funding period
  - Quarterly submission of attendance sheets of every session
  - Photos and evaluation report at mid-term and end-term disbursement



# Funding period and milestones (15 Jan 2018 – 31 Dec 2018)

- Submission of documents to be done every quarter (i.e. once every 3 months)

| Jan 18                  | Feb – Mar 18 | Apr 18  | May – Jun 18 | July 18   | Aug – Sep 18 | Oct 18  | Nov – Dec 18 | Jan 19   |
|-------------------------|--------------|---|--------------|---|--------------|---|--------------|--|
| Start of funding period |              | Submit <u>attendance sheets</u> for sessions done from <b><u>Jan to Mar</u></b> |              | Submit <u>attendance sheets</u> for sessions done from <b><u>Apr to Jun</u></b><br><br>Submit <u>photos</u> and <u>evaluation report</u><br><br>HPB action: 50% disbursement – only applicable for 1 <sup>st</sup> time applicant |              | Submit <u>attendance sheets</u> for session done from <b><u>Jul to Sept</u></b> |              | Submit <u>attendance sheets</u> for sessions done from <b><u>Oct to Dec</u></b><br><br>Submit <u>photos</u> and <u>evaluation report</u><br><br>HPB action: 50% disbursement |



## Group member and attendance (template attached in application form)

[illegible]