


# **The Tote Board Community Healthcare Fund - TBCHF**

# Outline

- Introduction
  - HPB's Category
  - Fundable and Non-Fundable
  - Grant applications
  - FAQs
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# Introduction

Health Promotion Board (HPB) is the Fund Administrator for Cat 1B of the Tote Board Community Healthcare Fund (TBCHF). Cat 1B funds support community-led public health education and preventive care programmes.

The Tote Board Community Healthcare Fund (TBCHF) seeks to build a healthier nation, enhance the quality of life patients and improve the affordability and accessibility of healthcare services.

This fund was launched on 2006 by:



It is jointly administrated by:

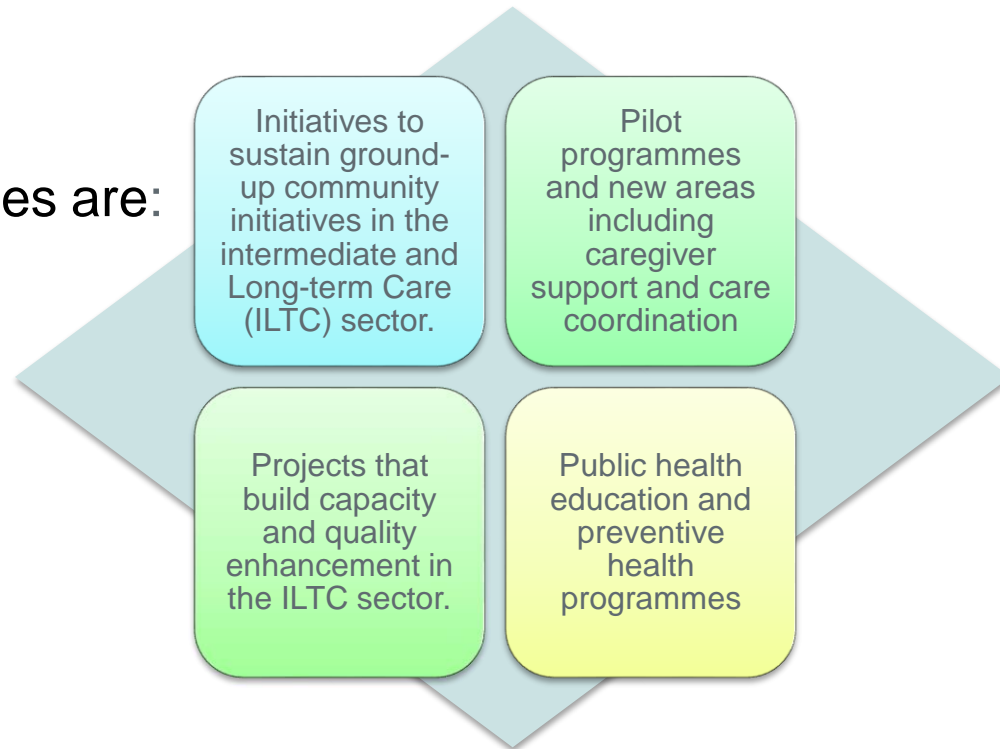


# Introduction - Cont.

## Eligibility Criteria

If you are a non-profit organisation and have a programme that can strengthen preventive health, community care and / or build the capabilities of healthcare services, you can apply for the TBCHF.

The eligible programmes are:



# TBCHF Cat 1B

TBCHF Cat 1B funding supports public health education and preventive care programmes based in the community. Applications are submitted to HPB, who is the Fund Administrator for this category of funding.

To find out more about the HPB Cat 1B fund, please download the following documents.

- [Factsheet](#)
- [Application](#)
- [FAQs](#)

*For more information on other Tote Board categories, please refer to AIC website <url>*

# Factsheet

## Outline

1. What is TBCHF?
2. Who can apply?
3. What are the programmes supported by TBCHF?
4. What can be funded?
5. When to apply?
6. How do I apply?
7. When will I know if my application is approved?

# 1. What is TBCHF?

The Tote Board Community Healthcare Fund (TBCHF) is a joint initiative by the Tote Board and Ministry of Health (MOH) that aims to



Enhance Quality of life of patients



Build a Healthier Nation



Improve the Affordability and Accessibility of healthcare for the needy and disadvantaged

## 2. Who can apply?

Social Enterprises which are members of the Singapore Centre for Social Enterprise (raiSE)

Non-Profit Organisations  
(Companies Limited by Guarantee, Charity Trusts and Societies)

Co-operatives

Grassroots Organisations

Regional Healthcare Systems/  
Public Hospitals

Academic Institutions



# 3. What are the programmes supported by TBCHF?

Category 1B: Community-led Programmes



To support community-led public health education and preventive care programmes.

# 4. What can be funded?

## 1B : Community- Led Programmes

### Funding Types

- ✓ Programme start-up and operating expenses
- ✓ No capital expenses

### Funding Parameters

- ✓ TBCHF (Cat 1B) may fund up to 50% of the programme cost. If the initiative is a pilot, TBCHF may fund up to 80% of the programme cost.

# TBCHF Category 1B

TBCHF Cat 1B funding supports public health education and preventive care programmes based in the community. Applications are submitted to HPB, who is the Fund Administrator for this category of funding.

To find out more about the HPB Cat 1B fund, please download the following documents.

- Factsheet
- Application
- FAQs

# 5. When to apply?

- Grant Calls are conducted 3 times each year

<b>Apply by</b>	<b>For projects starting from</b>
<b>31<sup>st</sup> March</b>	1 August of same year
<b>31<sup>st</sup> July</b>	1 December of same year
<b>30<sup>th</sup> November</b>	1 April of following year

# 6. How do I apply for Cat 1B?

## Application Process

Interested in applying for funding? Please email us at [HPB\\_TBCHF\\_SECRETARIAT@hpb.gov.sg](mailto:HPB_TBCHF_SECRETARIAT@hpb.gov.sg) and we will send you an application form.

Please ensure the following details are included in your email to [HPB\\_TBCHF\\_SECRETARIAT@hpb.gov.sg](mailto:HPB_TBCHF_SECRETARIAT@hpb.gov.sg):

- ❖ Brief description of the programme
- ❖ Estimated start date
- ❖ Target beneficiary
- ❖ Estimated cost

1. A hard copy of the fully completed and signed Application Form and Proposed Budget Spreadsheet is to be mailed to:

**Health Promotion Board  
Attn: TBCHF Secretariat  
Regional Health System & Community Engagement  
3 Second Hospital Avenue Level 6  
Singapore 168937**

2. Please also email a softcopy to [HPB\\_TBCHF\\_SECRETARIAT@hpb.gov.sg](mailto:HPB_TBCHF_SECRETARIAT@hpb.gov.sg)

# 7. When will I know if my application has been approved?

You will be informed approximately 2 months after the close of the Grant Call. For example, for Grant Call ending in Nov 2016, you will be informed of the results by the end of Jan 2017.

# TBCHF Category 1B

TBCHF Cat 1B funding supports public health education and preventive care programmes based in the community. Applications are submitted to HPB, who is the Fund Administrator for this category of funding.

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# FAQs

## 1) Does the grant support community events?

Yes, TBCHF Category 1B funding is available to non-profit organisations which organise preventive care programmes targeting the community. One-off events are discouraged as the focus should be on longer-term, more sustainable programmes.

## 2) What percentage of programme costs does the grant co-fund?

TBCHF (Category 1B) works on a co-funding scheme and will fund

- up to 50% of the programme cost if it is not a pilot programme;
- up to 80% of the programme cost if the initiative is a pilot



# FAQs

## 3) What are the components for Expenditure on Manpower (EOM) and Other Operating Expenses (OOE) funded by TBCHF Cat 1B?

The guidelines for fundable and non-fundable expenses are shown below. These lists are not exhaustive.

Guidelines for Fundable and Non-Fundable Expenses			
Expenditure on Manpower (EOM)		Other Operating Expenses (OOE)	
Fundable	Non-Fundable	Fundable	Non-Fundable
<ul style="list-style-type: none"> <li>• Basic Salary and CPF</li> <li>• Training e.g. SDF</li> <li>• Staff Medical and Dental Benefits</li> <li>• Bonus (AWS &amp; Variable)</li> <li>• Staff Benefits/Welfare (to follow organisation guidelines/policies)</li> <li>• Staff overtime (incurred for programme)</li> <li>• Staff Allowance</li> <li>• Foreign Workers Levy</li> <li>• Conferences (must be related to the purpose of the programme)</li> </ul>	<ul style="list-style-type: none"> <li>• Ex-gratia, retrenchment and termination salary</li> <li>• Other manpower costs which are not programme related</li> </ul>	<ul style="list-style-type: none"> <li>• Transportation cost for clients to attend services rendered by the organisation</li> <li>• Insurance e.g. Fire/building/office insurance</li> <li>• HQ Overhead costs (must be supported by the no.of man hours/ % OF FTE spent on the project)</li> <li>• CCTV/ Public Announcement system</li> <li>• Rental / utilities / printing (To apportion the costs if the centre is shared with other services)</li> <li>• Maintenance &amp; Repair</li> <li>• Stationary , stamps , courier</li> <li>• Medical consumables</li> <li>• Consultant fees , Research ( To evaluate the effectiveness of the programme)</li> <li>• Allowance / Honorarium for speakers / volunteers</li> <li>• Minor Assets &lt;\$500 per unit</li> <li>• Professional License</li> </ul>	<ul style="list-style-type: none"> <li>• Transport cost for caregivers / volunteers to attend training</li> <li>• Audit fees</li> <li>• Direct Patient Subsidies</li> <li>• Alarm /security system</li> <li>• Wireless subscription for laptop</li> <li>• Rental charges / fees incurred for Nets/ Visa machine for payment</li> <li>• IPC Fees, Corporate governance fees (includes consultant to evaluate whether the organisation can apply for IPC)</li> <li>• Bad Debts</li> <li>• Subscription Fees</li> <li>• Depreciation Cost</li> <li>• Bank Charges</li> <li>• Expense incurred for fund raising activities</li> <li>• Internal charging within an organisation</li> </ul>

# FAQs

## 4) How will I receive the funds?

Payment is on a reimbursement basis, with funds disbursed after claims are verified. The organisation is encouraged to submit their claims every quarter. Once your application is approved, you will be sent a set of guidelines with detailed information on reimbursement requirements.

## 5) Do I need to acknowledge anyone in the collaterals that we produce?

Yes. You need to acknowledge Tote Board and follow the guidelines on the usage of their logo. Full details are provided when your application is approved.

## 6) When can I apply?

Applications are accepted throughout the year and must be submitted to the HPB at least four (4) months prior to the implementation or commencement of the projects.

The application closing and project commencement dates are as follows:

Apply By	For projects starting from
<b>31<sup>st</sup> March</b>	1 August of same year
<b>31<sup>st</sup> July</b>	1 December of same year
<b>30<sup>th</sup> November</b>	1 April of following year

# FAQs

## 7. How do I apply?

Please email us at [HPB\\_TBCHF\\_SECRETARIAT@hpb.gov.sg](mailto:HPB_TBCHF_SECRETARIAT@hpb.gov.sg) and we will send you an application form.

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# FAQs

## **8. When will I know that my application is approved?**

You will be informed approximately 2 months after the closing of the Grant Call. For example, for a Grant Call ending in November 2016, you will be informed of the results by the end of January 2017.

**The End  
Thank You**