



# NATIONAL UNIVERSITY OF SINGAPORE STUDENTS' UNION

NUSSU Secretariat, Yusof Ishak House, 31 Lower Kent Ridge Road, #05-01, S119078  
Telephone: 6601 1345 | Website: <http://www.nussu.org.sg/> | Email: [feedback@nussu.org.sg](mailto:feedback@nussu.org.sg)

## 42nd NUSSU Council COUNCIL FUNDING GUIDELINES AY20/21

*Last updated: Oct 2020*

### I. GENERAL BACKGROUND

The NUSSU Council Funding Guidelines is developed to facilitate the administration of the NUSSU Council Funding Scheme (“**NUSSU Council Funding**”). Funding is open to all NUS undergraduates and facilitated by the NUSSU Finance Standing Committee appointed by the NUSSU Council.

<b>Funding Scheme</b>	<b>Funding Amount</b>	<b>Target Student Organizations</b>
NUSSU Council Funding	Not exceeding 50% of the total project cost, or up to \$1,500, whichever is lower	All student groups*, except NUSSU EXCO Committees or Projects

The above-mentioned funding scheme is geared towards students' interests in spearheading their own initiatives, and in doing so, it encourages a spirit of community vibrancy and dynamism. The plurality of student initiatives benefiting may include social and environmental causes and development projects for the NUS community at large – reflective of our Union's commitment to developing potential in every student, encouraging creativity and self-expression. It is hoped that with greater funding, students would be able to organize events of a higher quality and benefit more undergraduates across NUS.

This funding scheme is not acting as a safety net for projects but as an indication of support from the NUSSU Council and a form of encouragement for other NUS student groups to be involved in student-led activities. We hope that by this means, a more vibrant campus life could be created and hence promote events **for students, by students**.

*\*Examples of student groups: Constituent Clubs, Junior Common Room Committees, Residence College Student Committees, Interest Groups, Academic Societies and Independent Students*



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## II. ELIGIBILITY

- Any current NUS undergraduates (i.e. team of organisers must be NUS students)
- The last day of submission for the application will be **31<sup>st</sup> August 2021**. The project can happen after August 2021.
- The following table lists the special considerations for the priority of prospective applicants.

<b>Funding Scheme</b>	<b>Objectives</b>	<b>Examples of Events/Activities</b>
NUSSU Council Funding	Projects focused on engaging and benefiting NUS-wide undergraduates will be given priority.	<ul style="list-style-type: none"><li>• Talent competitions</li><li>• Concerts, performances</li><li>• Carnivals</li><li>• Enrichment programmes</li></ul> <p><i>Note:</i> the above list is not exhaustive</p>



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## III. ASSESSMENT CRITERIA

The application will be assessed based on the following criteria:

Criteria
<b>Engagement Level</b> <ul style="list-style-type: none"><li>- To what extent are participants engaged in the project?</li></ul>
<b>Participant Outreach</b> <ul style="list-style-type: none"><li>- What is the potential of the project to reach a significant number of NUS undergraduate students?</li></ul>
<b>Impact to the NUS Community</b> <ul style="list-style-type: none"><li>- To what extent does the project impacts the NUS community?</li></ul>
<b>Originality and Creativity</b> <ul style="list-style-type: none"><li>- To what extent does the project have the potential to be implemented in an original and creative way?</li></ul>
<b>Cost Effectiveness</b> <ul style="list-style-type: none"><li>- How cost effective is the proposed budget?</li></ul>
<b>Operational Effectiveness</b> <ul style="list-style-type: none"><li>- How sound are the project management plans and milestone?</li></ul>
<b>Collaboration Beyond Disciplines</b> <ul style="list-style-type: none"><li>- How many groups are collaborating in this project?</li></ul>
<b>Outreach Beyond Disciplines</b> <ul style="list-style-type: none"><li>- How interdisciplinary is your expected audience?</li></ul>



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## IV. APPLICATION PROCEDURES

### Step 1:

Check if your project is eligible for the above-mentioned funding scheme. Please feel free to clarify with the NUSSU Finance Standing Committee at [funding@nussu.org.sg](mailto:funding@nussu.org.sg).

### Step 2:

Fill up the **Application Form** (refer to Annex A for the Application Form).

### Step 3:

Send the Application Form to the Finance Standing Committee at [funding@nussu.org.sg](mailto:funding@nussu.org.sg) **8 weeks** prior to the actual commencement date of the event. For any enquiries, please kindly email [funding@nussu.org.sg](mailto:funding@nussu.org.sg) as well. We would be glad to answer your queries.

### Step 4:

Shortlisted applicants will be informed of **interview dates within 2 weeks** of receipt of application by the NUSSU Finance Standing Committee.

Note: Applications will not be considered if

- Applicants submit incomplete applications, e.g., no estimated budget or no write-up of event.
- Applicants fail to submit applications by the deadlines above.

### Step 5:

Applicants will be informed of the outcome of application via email **within 2 weeks after the interview.**

### Remarks:

- *The application will be on rolling basis. Applicants are highly encouraged to submit their applications at least 8 weeks before the events in case of unforeseen circumstances.*
- *It is highly recommended that the applicant seeks additional external funding/sponsorships whether or not the above-mentioned funding schemes have been approved.*



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## Terms & Conditions for the Successful Applicant:

The successful applicant must:

- (a) Inform the NUSSU Council Finance Standing Committee if there are any changes to the event
- (b) Acknowledge support by the NUSSU Council on all of the project's publicity collaterals.

For NUSSU Council Funding:

- NUSSU shall be placed under title "**Supported by**"
- Event publicity should include a **NUSSU logo** on the bottom tier of sponsors when they are displayed.

<b>3mx1m banner</b>
Art Work
Corporate Sponsors
Supporting Sponsors (e.g. NUSSU)

<b>A3 poster</b>
Art Work
Corporate Sponsors
Supporting Sponsors (e.g. NUSSU)

<b>T-shirt</b>
Art Work
Corporate Sponsors
Supporting Sponsors (e.g. NUSSU)



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After the event, please submit the following to [funding@nussu.org.sg](mailto:funding@nussu.org.sg) **within 30 days** after completion of the project:

A. For groups without WBS (i.e. Societies and Individual Students):

Payment will be on a **Reimbursement Basis** based on the receipts submitted via bank transfer through NUS Office of Financial Services

1. **Original/Certified True Copy receipts** for items funded by Council Funding. Certified True Copy receipts are only accepted when original receipts are not available, supported with email explanation of the absence of original receipts
2. **Softcopied/Photocopied receipts** for all other expenditure incurred. Photos of the receipts are also acceptable
3. Completed **Statement of Accounts** (Refer to **Annex B**) indicating all actual income and expenditure, signed by the project's Director and Treasurer
4. Completed **Post-Project Report** (Refer to **Annex B**) with all required attachments
5. **Bank details of the club**

B. For group with WBS (i.e. Constituent Clubs, Associate Bodies and Interest Groups):

Payment will be on an **Award Basis** with disbursement of grant being made via WBS transfer through NUS Office of Financial Services

1. Complete **Statement of Accounts** (Refer to **Annex B**) indicating all actual income and expenditure, signed by the project's Director and Treasurer
2. Completed **Post-Project Report** (Refer to **Annex B**) with all required attachments
3. **WBS No. of the Club** (the income WBS for the club)
4. **Screenshot of WBS Transactions** (to be obtained from club financial secretary liaising with the Office of Financial Services)

Please note that only **item A1 will be required in hardcopy** and can be dropped off at the NUSSU Secretariat at Yusof Ishak House from 10am-1pm and 2pm-6pm on weekdays. **Other items can be sent in soft copy via email to [funding@nussu.org.sg](mailto:funding@nussu.org.sg).** Funds will only be transferred after all the above documents are duly received by the NUSSU Finance Standing Committee.

Note: Funds will only be transferred after all the above documents are duly received by the NUSSU Finance Standing Committee. *In the event that the project makes a profit with the support of NUSSU Funding, the Finance Standing Committee reserves the right to retract or reduce the funding support as necessary. **Please be reminded to make provisions for cash flow as funds will only be reimbursed after the event.***



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## V. ADDITIONAL INFORMATION

The following events/activities are **NOT** eligible for support:

- Events for the sole purpose of fund-raising, or anniversary celebration
- Overseas Community Involvement Projects (OCIP)
- Freshmen Orientation projects (Orientation camp, orientation week, Rag & Flag, etc.)
- Project(s) for personal benefits
- Religious activities – for the promotion of a certain religion
- Political activities – for the promotion of a certain political ideology or party
- Commercial project(s) – for the sole purpose of profit-making
- Debt/loan repayment

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



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## **Annex A**

### **Application Form**





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## **NUSSU Council Funding AY2020/21 Application Form**

### **Instructions to Applicants and Team Leaders**

1. Please go through the fund information before applying for NUSSU Council Funding AY2020/21.
2. Please ensure the application form is completed before submitting it to the NUSSU Finance Standing Committee. All sections are compulsory unless stated otherwise.
3. The application form should be endorsed by the Project's Team Leader. If the Team Leader is the applicant, it should be endorsed by the Project's Staff Advisor or Assistant Team Leader.
4. Please submit your applications 8 weeks before the commencement of event. Shortlisted applicants will be called up for an interview.
5. For any enquiries, please email to [funding@nussu.org.sg](mailto:funding@nussu.org.sg)



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## Application Form

### (I) Applicant / Organization Details

<b>Name of Organization: (If Applicable)</b>	
<b>Name of Applicant:</b>	
<b>Designation:</b>	
<b>Matriculation Number:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	



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## (II) Project Details

<b>Title:</b>	
<b>Date(s) of Event:</b>	
<b>Venue:</b>	
<b>Project Summary (Please describe the event in no more than 300 words)</b>	
<b>Collaboration (Please list collaborative details with Project Partners, if Applicable) [E.g. Other student groups, external community partners] (Word limit: 300 words)</b>	
<b>Project Justification (Why is the event needed? How does it address target community needs?) (Word limit: 300 words)</b>	



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**Project Objectives (What outcomes will the event achieve? Ensure your objectives are in line with your identified needs) (Word limit: 300 words)**

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**Project Creativity (If it is a seed event, please describe aspects of innovation. If it is a repeated event, please explain how this is significantly different/better than the previous event) (Word limit: 300 words)**

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## (III) Event Outreach

<b>Expected no. Of Participants: (Excluding team members)</b>	
<b>No. Of Team Members:</b>	
<b>Breakdown of Team Members: (Youths/Non-youths, Singaporeans/Foreigners, NUS/Non-NUS)</b>	
<b>Participant Engagement (Please describe how team members will be developed and participants will be involved in the organization of the event and the event itself respectively) (Word limit: 300 words)</b>	



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## **(IV) Project Management**

**Project Timeline/ Implementation Plan (Please explain how the project planning will be, and list key milestones and stages, in no more than 300 words)**

**Project Publicity Plan (Please detail your event publicity plan in no more than 300 words)**

**Project Evaluation (Please explain how you intend to assess and determine if the event has achieved its service and learning outcomes in no more than 300 words)**



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<b>Project Budget Breakdown</b>		
Total Requested Amount:		
S/N	Item	Projected Expenditure
Total Projected Expenditure:		
Please list items requiring funding:		



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**Project Funding (Please list other sources of funding you intend to apply for to support this event. These may include sponsorships (cash or in-kind), grants, donations, etc.)**

Name of Sponsor	Total Requested Amount	Funding Status (Pending/ Confirmed)





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## **(V) Contact Details of Organizing Committee Members**

S/N	Name	Designation	Email Address	Contact Number	Faculty/ Year (Please state if member is not from NUS)



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## (VI) Declaration

- I, \_\_\_\_\_ (name of applicant),
- Declare that the information in this application is true to the best of my knowledge, and I have not wilfully suppressed any material facts. I understand that any inaccurate, incomplete, or false information given shall render this application invalid.
  - Understand that the Finance Standing Committee reserves the right to:
    - a. Set conditions and provisions for approved proposals;
    - b. Place a cap on categories of expenditure deemed extravagant or not integral to the event; and
    - c. Adjust, withdraw, or recover the funding, in full or part thereof, awarded if:
      - › The funding is not required in its entirety
      - › The funding exceeds the approved percentage of the eventual event expenditure
      - › The terms and conditions of the funding are not met, or contravened
      - › There are other extenuating circumstances that warrant a review of the approved funding
  - Agree to share the information in this application with the relevant NUSSU personnel for the purpose of administering the NUSSU Council Funding.
  - Agree to the collection, use and disclosure of my personal data by the NUSSU Finance Standing Committee and other relevant NUSSU personnel for the purposes of:
    - a) Processing the NUSSU Council Funding application;
    - b) If successful, administration of the NUSSU Council Funding; and
    - c) Any other purpose reasonably incidental to the above.

Prepared by

Endorsed by

\_\_\_\_\_  
Name of applicant / Date

\_\_\_\_\_  
Name of endorser / Date

\_\_\_\_\_  
Designation of endorser



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## **Annex B**

### **Post-Project Report Template**



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## NUSSU Council Funding AY2020/21 Post-Project Report

### Instructions to Applicants and Team Leaders

Within **30 days** of the event's completion, all recipients of the Council Funding AY20/21 are required to submit the following to the NUSSU Finance Standing Committee:

#### A. For groups without WBS (i.e. Societies and Individual Students):

Payment will be on a **Reimbursement Basis** based on the receipts submitted via bank transfer through NUS Office of Financial Services

1. **Original/Certified True Copy receipts** for items funded by Council Funding. Certified True Copy receipts are only accepted when original receipts are not available, supported with email explanation of the absence of original receipts
2. **Softcopied/Photocopied receipts** for all other expenditure incurred. Photos of the receipts are also acceptable
3. Completed **Statement of Accounts** (Refer to **Annex B**) indicating all actual income and expenditure, signed by the project's Director and Treasurer
4. Completed **Post-Project Report** (Refer to **Annex B**) with all required attachments
5. **Bank details of the club**

#### B. For group with WBS (i.e. Constituent Clubs, Associate Bodies and Interest Groups):

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1. Completed **Statement of Accounts** (Refer to **Annex B**) indicating all actual income and expenditure, signed by the project's Director and Treasurer
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4. **Screenshot of WBS Transactions** (to be obtained from club financial secretary liaising with the Office of Financial Services)

Please note that only **item A1 will be required in hardcopy** and can be dropped off at the NUSSU Secretariat at Yusof Ishak House from 10am-1pm and 2pm-6pm on weekdays. **Other items can be sent in soft copy via email to [funding@nussu.org.sg](mailto:funding@nussu.org.sg)**. Funds will only be transferred after all the above documents are duly received.

Note: *In the event that the project makes a profit with the support of NUSSU Funding, the Finance Standing Committee reserves the right to retract or reduce the funding support as necessary.*



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## Post-Project Report

### (I) Applicant / Organization Details

<b>Name of Organization: (If Applicable)</b>	
<b>Name of Project Leader:</b>	
<b>Matriculation Number:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	

### (II) Project Details

<b>Title:</b>	
<b>Date(s) of Event:</b>	
<b>Venue:</b>	
<b>Project Summary (Word limit: 300 words)</b>	



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**Collaboration (Please list collaborative details with Project Partners, if Applicable, in no more than 300 words)**

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**Has the Project met its Project and Development objectives? (Word limit: 300 words)**

Projected Objectives	Actual Outcomes



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## (III) Event Outreach

<b>Actual no. Of Participants: (Excluding team members)</b>	
<b>Demographic Breakdown of Participants: (Youths/Non-youths, Singaporeans/Foreigners, NUS/Non-NUS)</b>	
<b>Actual no. Of Volunteers:</b>	
<b>Demographic Breakdown of Volunteers: (Youths/Non-youths, Singaporeans/Foreigners, NUS/Non-NUS)</b>	



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## **(IV) Project Implementation**

**Was the Project carried out according to the proposal? Why or why not? (Word limit: 300 words)**

**Was the Project successful? Why and in what aspects? (Word limit: 300 words)**





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**What are some areas for improvement?**

***What were some of the lessons learnt while developing and implementing the Project? (Word limit: 300 words)***



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## **(V) Publicity and Media Coverage**

### **Publicity Plan Summary (Word limit: 300 words)**

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### **\*Kindly attach the relevant documents:**

1. Event Photos (At least 10 high-resolution photos); and
2. Pictorial Evidence of Acknowledgements (E.g. Posters, Emails, Event Banners, Event Tees, Event Website, Ticket Design etc.)



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## (VI) Funding Feedback

<b>How did you learn about the NUSSU Council Funding?</b>
<b>What improvements to the NUSSU Finance Standing Committee would you suggest?</b>
<b>Any other comments or feedback?</b>



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## (VII) Statement of Accounts

**Project Title:**

**Date of Project:**

Income		
Item	Amount	Remarks (If Any)
<b>Total Income (A) :</b>		
Expenditure		
Item	Amount	Remarks (If Any)
<b>Total Expenditure (B) :</b>		
<b>Total Surplus/ Deficit (A-B):</b>		

Prepared by:

Verified by:

\_\_\_\_\_  
(Name)  
Financial Secretary/ Treasurer  
(Name of Project)

\_\_\_\_\_  
(Name)  
Project Director  
(Name of Project)



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## **\*Kindly attach the relevant documents (for groups without WBS):**

A) **Original/Certified True Copy receipts** for items funded by NUSSU Council Funding. Certified True Copy receipts are only accepted when original receipts are not available, to be supported with email explanation of the absence of original receipts

## **(VIII) Declaration**

- I declare that the information in this completion report is true and accurate to the best of my knowledge, and I have not omitted any facts or furnish any false information.
- I agree to share the information in this completion report with the relevant NUSSU personnel for the purpose of the NUSSU Council Funding.
- I agree to the collection, use and disclosure of my personal data by the NUSSU Finance Standing Committee and any other relevant NUSSU personnel for the purposes of administering the NUSSU Council Funding.

Prepared by

Endorsed by

\_\_\_\_\_  
Name of applicant / Date

\_\_\_\_\_  
Name of endorser / Date

\_\_\_\_\_  
Designation of endorser