Application Form for Environment Fund for Institutes of Higher Learning

(Environment Group Workplan Completion Report)

**What is the Environment Fund for Institutes of Higher Learning**

1. The Environment Fund for Institutes of Higher Learning (EFIHL) is a grant to support youth driven environment projects in the publicly funded IHLs and to encourage the setup of new environment groups in these IHLs.
2. Through this grant, NEA hopes to encourage:
3. Youth-driven projects in the IHLs to cultivate a pro-environment mind-set amongst the youth;
4. Environment groups in IHLs to participate and support Youth for the Environment Day[[1]](#footnote-1) (YED) activities; and
5. The setup of new environment groups in the IHLs

**Who Can Apply for the Fund**

1. The EFIHL is open to the publicly-funded Polytechnics and Universities in Singapore.

Definition of Environment Group

1. An Environment group is a group whose core objective is to implement outreach projects that aim to raise the community’s awareness of the environment and encourage environmentally-friendly behaviours.
2. To be recognised by their respective IHLs, the Environment group is required to have a staff member to serve as a staff adviser to the group.

**How to Apply for the Fund**

Environment Group

1. Environment group applicant must submit a completion report for the year within one month from the end of the academic year.
2. The completion report shall include a minimum of two environmental activities that:
3. Include at least one Youth for the Environment Day (YED) activity or the environmental focus for the year as communicated by NEA; and
4. Are aligned to NEA’s Strategic Outcomes

(Please refer to NEA website [www.nea.gov.sg](http://www.nea.gov.sg) > Menu > Our Services for an overview of the environmental themes)

1. There will be a cap of two successful Environment group applicants per IHL per year. NEA will not process new application from the same applicant that has not concluded their existing application. Applications are evaluated on a first-come-first-served basis.

**Recommended Grant Guidelines**

Environment Group

1. Each successful Environment group applicant is eligible for a maximum grant of $2,000 per year, or actual expenditure, whichever is lower.

|  |  |
| --- | --- |
| **List of IHLs** |  |
| Local Polytechnics | Nanyang Polytechnic (NYP)  Ngee Ann Polytechnic (NP)  Republic Polytechnic (RP)  Singapore Polytechnic (SP)  Temasek Polytechnic (TP) |
| Local Universities | Nanyang Technological University (NTU)[[2]](#footnote-2)  National University of Singapore (NUS)[[3]](#footnote-3)  Singapore Institute of Technology (SIT)  Singapore Management University (SMU)  Singapore University of Social Sciences (SUSS)  Singapore University of Technology and Design (SUTD) |

**Instructions**

1. Please verify that you have completed all the required fields prior to submission. The form must be endorsed by the respective staff in-charge from the Institute of Higher Learning (IHL) and must be signed*.*
2. All submissions are subject to approval by NEA. Any incomplete form will be rejected.
3. Successful applicants are required to submit evidence, such as photographs, in the completion report to show the criteria are met. Failing which, NEA reserves the right to withdraw the initial upfront disbursement.
4. NEA reserves the right to request applicant to provide expenditure supporting documentation such as receipts and invoices.
5. GST incurred by the applicant is not supported by the grant.

Part (I): Information about the IHL Environment Group

|  |  |
| --- | --- |
| Name of Institute of Higher Learning: |  |
| Name of Environment Group: |  |
| Year of Establishment: |  |
| End Date of Academic Year: |  |
| Application Date:  (Deadline is one month from end of academic year) |  |

**Part (II): Applicant Particulars**

|  |  |
| --- | --- |
| Name & Designation of Staff Adviser: |  |
| E-mail Address: |  |
| DID/HP: |  |

|  |  |
| --- | --- |
| Name & Designation of Office Bearer #1: |  |
| E-mail Address: |  |
| Contact Number (HP): |  |

|  |  |
| --- | --- |
| Name & Designation of Office Bearer #2: |  |
| E-mail Address: |  |
| Contact Number (HP): |  |

Part (III): Completion of Environmental Activities/ Events

**Compulsory** **Section A – Completed YED Project(s)**

The completed YED project must be aligned to the theme communicated by NEA. More information about YED can be found [here](https://www.cgs.gov.sg/programmes/youth-for-the-environment-day/home).

| **S/No.** | **Date of Implementation** | **Actual Expenditure, excluding GST**  **($)** | **Description (No more than 50 words)** | **Topic and**  **Reach Achieved**  (e.g. Estimated number of students from which faculty) | **Outcomes Achieved** |
| --- | --- | --- | --- | --- | --- |
| E.g. | <Example>  Apr 2021 (Semester 2) | <Example>  $1,000 | <Example>  Social media initiative on food waste, with offline publicity – Participants will be posting before and after photos of their meals on Facebook and Instagram | <Example>  Waste Minimisation,  1,000 students from Engineering faculty | <Example>  Creating greater visibility on food wastage in the IHLs and how to reduce the wastage.  XX% (XXkg) of food waste reduced |

**Section B – Completed Environmental Activities for the Academic Year**

Please insert additional rows as required

| **S/No.** | **Date of Implementation** | **Actual Expenditure, excluding GST**  **($)** | **Description (No more than 50 words)** | **Topic and**  **Reach Achieved**  (e.g. Estimated number of students from which faculty) | **Outcomes Achieved** |
| --- | --- | --- | --- | --- | --- |
| E.g. | <Example>  Sep 2021  (Semester 1) | <Example>  $1,000 | <Example>  Plastic bag tax outreach drive | <Example>  Waste Minimisation, Faculty-wide | <Example>  Introducing all the freshmen to the plastic bag tax programme |
|  |  |  |  |  |  |

**Section C – Total Actual Expenditure**

|  |  |
| --- | --- |
| **Total Actual Expenditure,**  **Excluding GST** | <Example>  $2,000 |

**Declaration**

In applying for the grant, I understand that NEA shall have the right to cease the grant and the IHL or the IHL Environment Group shall be liable to pay to the NEA on demand the total amount of the grant disbursed to the IHL if the IHL Environment Group:

1. shall without the consent in writing of the NEA abandon or change the activities or without good reason render itself unable and unsuitable to complete the activities before completion thereof; or
2. has the award of the grant revoked or terminated by the NEA on the ground that its conduct of the activities or progress is in the opinion of the NEA unsatisfactory or for breach of any of the terms or covenants contained herein; or
3. is unable to either partially or fully complete the activities within the provisions and timelines contained herein.

I declare that the given information is true at the point of the submission of this application, and that any attempt to withhold or falsify the necessary information will render it null and void. I also understand that the defiant act of withholding true information with regard to the application will subject the organisation I represent, as well as myself (the applicant), to being barred from applying for the fund, ad interim.

|  |  |
| --- | --- |
| Signature |  |
| Name of Staff Adviser |  |

|  |  |
| --- | --- |
| Signature |  |
| Name of Office Bearer #1 |  |

\*mandatory fields

1. Youth for Environment Day (YED) is a key annual platform organised by NEA to engage youths to champion environmental ownership and to renew their commitment to care for the environment. YED provides opportunities for youths to lead, organise and participate in environmental programmes to show their passion and commitment towards global and local environment issues [↑](#footnote-ref-1)
2. inclusive of National Institute of Education [↑](#footnote-ref-2)
3. inclusive of Yale-NUS College [↑](#footnote-ref-3)