

JCCI SINGAPORE FOUNDATION LIMITED

10 Shenton Way, #12-04/05 MAS Building, Singapore 079117 (Co. Reg. No.: 199002444H)

SPONSORSHIP APPLICATION

Background

The Japanese Chamber of Commerce and Industry (JCCI) Singapore Foundation ("Foundation") was established in 1990 with the objective of supporting the development of arts, culture, sports and education in Singapore. The Foundation aims to provide a channel through which the Japanese business community in Singapore can put forth their support in realizing Singapore's vision of a dynamic and culturally vibrant society.

Guidelines for Sponsorship

Every year in December, the Foundation gives out sponsorships to eligible organisations in support of their proposed events/projects that will take place in the following year. To qualify for the sponsorship application, the organisation (ie. the applicant) must meet the following criteria:

1. The organisation should be officially registered with Singapore government agencies (such as ACRA) and is currently actively in operation.
2. Activities of the organisation should have the objectives of promoting the development of arts, culture, sports or education in Singapore; preferably related to the enhancement of bilateral relationship between Singapore and Japan.

Application Procedure

1. Application Form

Please refer to the following pages and furnish information for sections A, B, C, D & E.

2. Proposal Letter

Please write to the attention of JCCI Singapore Foundation Advisory Committee in your organisation's official letterhead, stating the following information.

- A brief explanation of your organisation.
- Proposal objectives (describe your proposed project / event and its objectives).

3. Please EMAIL the duly signed Application Form and Proposal Letter (all in PDF format) to ringo@jcci.org.sg no later than end of September.

4. Please name the email subject as: Sponsorship Request (your organisation name)

Important Notes

1. Short-listed organisations might be requested to attend an interview with the Advisory Committee of the Foundation between October and November.
2. Organisations may be requested to provide additional documents/information during the screening process.
3. Actual sponsorship amount granted may differ from amount requested.
4. The amount of sponsorship to be granted and any condition for such sponsorship will be determined by the Foundation at its sole and absolute discretion. Decision of the Foundation is final.
5. Application for sponsorship for the following year's project / event must be received by the Foundation by end of September in the current year.

For further enquiries, please contact Ms Ringo Lee at Tel: 6221 0541 (ext 202).

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For Official Use: _____

SPONSORSHIP APPLICATION FORM

A) EVENT / PROJECT DETAILS

Organisation Name	
Official Registered Address	
Unique Entity Number (UEN)	Is your organisation IPC registered? YES / NO (*Please delete appropriately)
Event / Project Title	
Event Date / Project Execution Period (dd/mm/yyyy OR mm/yyyy ~ mm/yyyy)	
Amount Requested (in SGD)	
In less than 100 words, briefly describe the objectives of the event / project and how it would benefit the local community and (if applicable) how it would enhance the bilateral relationship between Singapore and Japan.	

B) CONTACT INFORMATION

Name of 1 st Contact Person	Designation
Email	Telephone No. (O) (Hp)
Name of 2 nd Contact Person	Designation
Email	Telephone No. (O) (Hp)

C) ITEMIZED BUDGET PLAN

Please attach the **itemized budget plan on a separate sheet of paper** showing the derivation of the “Amount Requested” you have indicated on the application form. You may follow the format as shown in the Example below.

- i) Estimated Expenditure (all the expected expenses and estimated amount)
- ii) Estimated Income (ticket sales or other sponsorships, if any)
- iii) Amount Requested from the Foundation

Example (for your reference only)

Estimated Expenditure	Amount (SGD)
Labour fee	\$10,000
Equipment fee	\$15,000
Rental of Venue (2 days)	\$10,000
Marketing (printing of banner & posters etc)	\$5,000
(A) Total	\$40,000
Estimated Income	
Ticket sales income	\$5,000
Sponsorship from ABC Company	\$25,000
(B) Total	\$30,000

Amount Requested from the Foundation	
(A) – (B)	\$10,000

D) Has your organisation ever received donation / sponsorship from the Foundation?

(Please tick the appropriate box below.)

- Yes
 No

If your answer to the above question is “Yes”, please provide the following information.

About the LAST donation / sponsorship received:-

Amount received: S\$

Project / event title:

Project / event executed date / period:

(dd/mm/yyyy OR mm/yyyy ~ mm/yyyy)

About the project / event last supported by the Foundation, please provide:-

- a) a brief description of the objectives of the project / event
- b) a self-evaluation of how the objectives had been achieved based on the results

E) DECLARATION AND UNDERTAKING

1. We declare that the information stated in this Application Form is true, accurate and not misleading to the best of our knowledge and belief.
2. In the event that we are granted the sponsorship by the Foundation ("Sponsorship"), we undertake to the Foundation that:
 - (a) the Sponsorship will only be used for the purpose of the project/ event set out in this Application Form and the Proposal Letter submitted to the Foundation ("Project");
 - (b) we will carry out the Project in accordance with the execution plan set out in this Application Form and the Proposal Letter submitted to the Foundation;
 - (c) we will promptly notify the Foundation of any changes to the Project, its execution plan or any other information provided in this Application Form or the Proposal Letter submitted to the Foundation together with reasons for such change;
 - (d) we will comply with all applicable laws in carrying out the Project;
 - (e) in carrying out the Project, we will not commit any act or omission which is contrary to public policy;
 - (f) we will submit the following reports to the Foundation within 60 days after the completion of the Project or such other date as may be designated by the Foundation, whichever is earlier:
 - (i) a post event report setting out the results of the Project; and
 - (ii) a post event financial report (based on the itemized budget plan submitted in this application) certified by an auditor or our Chief Financial Officer setting out the detailed statement of expenditure of the Sponsorship;
 - (g) we will, whether before or after completion of the Project, promptly provide information in relation to the Project (including the statement of expenditure of the Sponsorship) upon the Foundation's request;
 - (h) we will comply with all the terms and conditions as may be prescribed by the Foundation from time to time in relation to the Sponsorship;
 - (i) we will keep confidential and will not disclose to any person the amount granted by the Foundation, the terms and conditions applicable to and all other information relating to the Sponsorship; and
3. In the event that we are found to have breached any declaration or undertaking under this section in the Foundation's sole and absolute discretion, we undertake to promptly return all or part of the amount of Sponsorship to the Foundation as the Foundation may direct.

Date

Name, Designation & Signature of Authorised Person