**EMPLOYER APPLICATION KIT**

**For NTUC Company Training Committee (CTC) Grant**

(Applications will be accepted via this application kit in the interim until the online system is ready)

This Employer Application Kit shall include Part A and Part B, to be read in conjunction and taken as a whole.

1. Part A:
   * Section 1: Eligibility checker
   * Section 2: Applicant-employer details
   * Section 3: Project details
2. Part B:
   * Section 4: Acceptance of eligibility criteria and terms and conditions
   * Section 5: Declaration by Applicant-employer

Employers are reminded to read through the document carefully. You should:

1. Furnish all required information and supporting documents, as any incomplete submission will render the application invalid;
2. Ensure declarations are accurate and agree to the requirements before proceeding to submit your project application; and
3. Complete mandatory fields indicated by asterisk (\*) in the sections below.

**Part A (to be read in conjunction and taken as a whole with Part B)**

# SECTION 1 OF 5 – ELIGIBILITY CHECKER

# To proceed with the application, you must have formed a CTC and developed a CTC-endorsed transformation plan. If your return is ‘No’, your application would not be processed. To find out how to form a CTC, please visit trainandtransform.ntuc.org.sg for more details.

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| **ELIGIBILITY CHECK** | |
| Has your organisation formed a CTC? \* | Yes / No |

# SECTION 2 OF 5 – APPLICANT-EMPLOYER DETAILS

# To apply, please complete all fields unless stated otherwise.

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| **APPLICANT-EMPLOYER INFORMATION** | | |
| Unique Entity Number  (UEN) of Organisation: \* |  | |
| Full Name of Organisation (as per ACRA/ROS): \* |  | |
| Mailing / Activity Address (if different from registered address in ACRA/ROS)[[1]](#footnote-2) |  | |
| Sector: \* |  | |
| SSIC Code: \* |  | |
| Type of Organisation: \* | SME[[2]](#footnote-3) / Non-SME / Others | |
| Name of Union(s) Involved (if unionised) |  | |
| Total employment size excluding office bearers or other personnel listed on public records of ACRA/ROS: \* | |  | | --- | |  | | |
| **APPLICANT-EMPLOYER’S PARTICULARS** | | |
| Full Name of Contact Person (as per NRIC): \* | | Contact Number of Contact Person: \* |
| Designation of Contact Person: \* | | Email Address of Contact Person: \* |
| Full Name of Alternate Contact Person (as per NRIC): | | Contact Number of Alternate Contact Person: |
| Designation of Alternate Contact Person: | | Email Address of Alternate Contact Person: |

**SECTION 3 OF 5 – PROJECT DETAILS**

The NTUC CTC Grant provides funding to support transformation projects that benefit Singapore Citizens/Permanent Residents (SC/SPR) employees. The successful Applicant-employer will be given a project duration period of 12 months to complete the project.

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| **PROJECT DETAILS** | |
| Project Title: \* |  |
| Total Estimated Project Cost: \* |  |
| **A) SUMMARY OF PROJECT: \*** (up to 1,000 words) | |
| *Provide a summary of your project*   * *Problem statement / gaps / challenges identified* * *Proposed solutions (e.g. equipment / training plan)* | |
| **B) How does the project enhance business capabilities, improve productivity, and/or innovation? \*** (up to 1,000 words) | |
|  | |
| **C) Worker Outcomes commitments: \*** | |
| Provide a minimum and target number of local (SC/SPR) workers committed to benefit from at least one of the worker outcomes below. If Applicant-employer would like to commit differentiated wage increment percentages, Applicant-employer can amend the table accordingly (e.g. including more rows for (i) wage increment).  Office bearers or other personnel listed on public records of ACRA/ROS cannot be counted towards committed local workers to benefit under the NTUC CTC Grant.  **To be eligible for claims disbursement, the Applicant-employer must achieve the committed worker outcomes and minimum number of local workers (SC/SPR) as stated in the NTUC CTC Grant Letter of Award (LOA).**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Type of worker outcomes** | **Is this an outcome of the project?** | **Minimum number of local workers to benefit** | **Target number of local workers to benefit** | **Committed Wage Increment (%)** | | i. Wage increment | Yes / No | *E.g. 5* | *E.g. 10* | *E.g. 10%* | | *E.g. 2* | *E.g. 4* | *E.g. 8%* | | ii. Implementation and communication of Career Development Plan (CDP)[[3]](#footnote-4) to staff | Yes / No |  |  |  | | **Total number of unique local workers to benefit** |  |  |  |  |   **CDP can only be committed once per unique worker. Subsequent projects that wish to impact the same worker(s) who had benefitted from a CDP must be committed for a wage increment.** | |
| **D) How does the project achieve the committed worker outcomes? \*** (up to 1,000 words) | |
| *Provide a summary:*   * *How will the transformation project impact and benefit the workers through initiatives such as job redesign and local talent development initiatives?* * *For CDP, please provide details such as the job role(s) committed for CDP, and summary of the career, skills, and wage progression plan for the job role(s). It should include the career progression pathway and the corresponding minimum wages for different job rungs.* * *Please provide a training plan (where applicable)* | |
| **E) Funding components: \*** | |
| Provide details for each item/equipment/solution seeking funding under this project. Please exclude GST from the cost as GST is not supported under the NTUC CTC Grant.  Note:   1. Attach 2 quotations for each item/equipment/solution as supporting documents. 2. If the respective component has only one quotation from a sole provider, the Applicant-employer to tick the checkbox in the last column.  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Component** | | | **Qty.** | **Est. cost excl. GST[[4]](#footnote-5) (S$) (Unit cost x Qty.)** | **Cost of quotation 1** | **Cost of quotation 2** | **Attachment for quotation 1** | **Attachment for quotation 2** | **Component is only available from a sole provider** | | 1. | | |  |  |  |  |  |  |  | | 2. | | |  |  |  |  |  |  |  | | 3. | | |  |  |  |  |  |  |  | | **Total estimated cost requested** | | | |  |  |  |  |  |  | |  | By ticking, it is confirmed that all components above are not from entities related to the Applicant-employer. | | | | | | | | | **If any of your component is from a related entity, please indicate which component and provide reason(s) why the component must be purchased from a related entity. (up to 1,000 words)** | | | | | | | | | |  | | | | | | | | | | |

# Additional documents for application

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| **Documents** | **Attachments** |
| (For companies)   * Latest ACRA Business Profile dated within 6 months from the date of Grant application \* |  |
| (For societies)   * Copies of the Certificate of Registration and Constitution / Bye-Laws \* * Latest ROS Annual Return dated within 6 months from the date of Grant application \* |  |
| More information on Transformation Plan, if applicable  (please keep to maximum of 2 pages) |  |
| Career Development Plan (CDP), if this is a committed worker outcome |  |

1. Applicant-employer to provide an alternate address if mailing / activity (where components are located/used) address is different from registered address in ACRA/ROS. [↑](#footnote-ref-2)
2. Definition of SME:

   Organisations must be registered or incorporated in Singapore; and

   Total employment size of not more than 200, based on applicant’s UEN. [↑](#footnote-ref-3)
3. A Career Development Plan (CDP) is a structured progression pathway in terms of job roles, skills, and wages. Candidates will undergo pre-determined training, pick-up new skillsets directly relevant to their job role, resulting in productivity for their employer, while also receiving remuneration calibrated based on their skill levels and new job role. [↑](#footnote-ref-4)
4. For this column, Applicant-employer to input estimated cost of respective component based on selected quotation. [↑](#footnote-ref-5)