**APPLICANT-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 Applicant-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

Applicant-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 (%)** | **Committed Job Role(s) for CDP** | | 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(s) (CDP)[[3]](#footnote-4) to staff | Yes / No | *E.g. 2* | *E.g. 4* |  | *E.g. Human Resources Executive* | | *E.g. Corporate Finance Executive* | | **Total number of unique local workers to benefit** |  |  |  |  |  |   **Wage increment is calculated based on the before and after comparison of workers’ monthly salary which consists of basic salary and fixed allowances.**  **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.* * *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.** | **Total est. cost excl. GST[[4]](#footnote-5) (S$)** | **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. | | |  |  |  |  |  |  |  | | **Grand 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 sole provider and/or related entity, please indicate which component and provide reason(s) why the component must be purchased from them. (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) |  |

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)