**frequently asked questions (faqs) on ntuc ctc grant**

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| **S/N** | **Question(s)** | **Answer(s)** |
| 1. **About the CTC Grant and its purpose**
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| 1 | What is a CTC? | The Company Training Committee (CTC) serves as a platform for the management partners (e.g. Owner / MD / CEO / GM or key decision maker) and union representatives to work together in helping their workers to upskill and reskill in tandem with business transformation requirements. The CTC was one of the initiatives launched in April 2019 by the National Trades Union Congress (NTUC) to support workers in achieving better work prospects through company training.  |
| 2 | What is the CTC Grant? | NTUC CTC Grant is a fund managed by NTUC’s Employment and Employability Institute (e2i) to support businesses that have formed [Company Training Committees (CTC)](https://trainandtransform.ntuc.org.sg/trainandtransform/Pages/default.aspx?rd=false) to implement organisational transformation plans that would lead to better business and worker outcomes. For more information, visit e2i at [www.e2i.com.sg](http://www.e2i.com.sg)/ctc  |
| 3 | What are the key benefits of the NTUC CTC Grant? | Business transformation- businesses benefit from enhanced core capabilities, innovation and/or productivity and Worker transformation- workers benefit from improved employment outcomes such as higher wages, structured career development plans, better skills |
| 1. **Update on CTC Grant’s support for Training**
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| 1 | What is the enhancement made to the CTC Grant in 2024? | With effect from 1 August 2024, organisations can now apply to fund in-house or external training courses needed for employees to effect the transformation project, under the 'training component'. With training, the CTC Grant provides more comprehensive support for organisations where workers are upskilled/reskilled to adapt to redesigned jobs and processes.The new training support is for non-SSG-supported courses and must not receive any other funding from government sources. This new component funds *non*-OEM training so long as it is tied to the transformation project. ^Prior to August 2024, the NTUC CTC Grant only supported OEM / software training related to the transformation project. Currently, OEM training is fundable under transformation projects and not funded under the training component. |
| 2 | What is the funding for the training component and eligibility criteria for receiving funding for training?  | Funding for:1. External training: Up to 70% of course fees, applicable for non-SSG-supported courses only\*
2. In-house training: $9/hour per worker\*.

\*Subject to other funding caps/conditions where applicable.Criteria:* Training components must be tied to the transformation project.
* Organisations would also need to provide worker outcomes in terms of career development and/or wage increment and/or skills allowance.
* The quantum of the wage increment and/or recurrent/one-time skills allowance must be commensurate with the scale of the training component funding amount and as endorsed by the CTC.
* To be eligible for claims disbursement, the applicant is to meet the committed worker outcomes as stated in the Letter of Award (LOA).

Note: An applicant may apply for a transformation project with or without a training component, and/or apply for just a training component tied to a previously approved transformation project. |
| 1. **Information on CTCs**
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| 1 | How can a company form a CTC? | **Unionised organisations or partners of U SME** are to approach your union. The formalisation of CTCs could be incorporated in the Collective Agreement (CA).**Non-unionised organisations** are welcome to work with e2i to form a CTC. An MOU (Memorandum of Understanding) may be signed between a senior management partner (e.g. Owner / MD / CEO / GM or key decision maker) of the entity, NTUC / worker rep from U SME or the relevant NTUC Cluster Group, and other partners. To set up CTCs, please contact e2i via www.[e2i.sg/ctcenquiries](https://www.e2i.com.sg/general-enquiries/?utm_source=website&utm_medium=mix&utm_campaign=ctcgrant&topic=NTUC%20CTC%20Grant#business).  |
| 2 | Does my company need to form a CTC to apply for this grant?  | Yes. The CTC serves as a platform to help workers to upskill and reskill in tandem with business transformation and requirements. It is a structured approach to ensure that targeted outcomes are effectively planned and executed before the applicant moves on to work on the transformation plan for the grant.  |
| 1. **Questions relating to entity eligibility**
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| 1 | Who is eligible for this grant?  | The applicant must meet all criteria:* Be legally registered or incorporated in Singapore. Organisation to determine eligibility:
	1. Eligible: Companies, societies, non-profit organisations such as charities and social service agencies, Restructured Hospitals, Autonomous Universities (AUs), and Social Enterprises.
	2. Ineligible: Government bodies, statutory boards, Organs of State, wholly owned subsidiaries of Government.
* Have set up a CTC
* Developed a transformation and/or training plan(s), that are endorsed by your CTC’s NTUC / Worker rep.
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| 2 | Are foreign companies eligible for this grant? | Only organisations legally registered or incorporated in Singapore are eligible. |
| 1. **Questions relating to project-committed worker outcomes**
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| 1 | What are the worker outcomes required for **transformation projects** with or without training? | For workers committed to the 'transformation project': The applicant is to fulfil *at least one* of the three conditions for every impacted worker:* Wage increase; and/or
* Implemented a Career Development Plan (CDP) that is communicated to staff; and/or
* Recurrent Skills Allowance
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| 2 | What are the worker outcomes required for workers committed to **training only** (tied to the transformation project)? | For workers committed to 'training only’: The applicant is to fulfil *at least one* of the three conditions for every impacted worker:* Wage increase; and/or
* Implemented CDP that is communicated to staff; and/or
* One-time Skills Allowance
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| 3 | Is there a minimum number of workers to commit to a project application?  | No, but worker outcomes should be commensurate with the scale of the transformation project funding amount.  |
| 4 | Can the transformation project benefit foreign workers? | Funding will only be given to local workers (Singapore Citizens / Singapore Permanent Residents) who are impacted by the transformation project.  |
| 5 | What is a Career Development Plan (CDP)? | A Career Development Plan (CDP) is a structured progression pathway curated based on a worker’s role, skills and wages. Candidates will undergo pre-determined training and acquire new skill sets which are highly relevant to their job responsibilities. This plan aims to not only increase workers’ remuneration due to their job redesign, but also increase the productivity of businesses. CDP should consist of the following three key information: (i) job role, (ii) salary range and (iii) skills required.  |
| 1. **Questions relating to funding quantum & supportable components**
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| 1 | What are the supportable items under this grant? | The transformation project must achieve both enterprise and workforce transformation. Items tied to transformation projects can be supported. Examples of supportable items include:* Equipment
* Software and related OEM
* Software training Consultancy
* In-house training and/or
* External non-SSG-supported courses tied to the transformation project.

Visit [www.e2i.com.sg/ctc](http://www.e2i.com.sg/ctc) for more details. Kindly note that all supportable components must be purchased and implemented within the project funding period (i.e. within the project's approved funding period stated in the NTUC CTC Grant's LOA). A project that has started in part or whole before the issuance of the LOA, including the downpayment paid, will be rendered invalid. |
| 2 | If my company is a recipient of other grants, can I still apply for this grant?  | Yes. However, you must not have received funding from other Government sources for the same project/components. |
| 1. **Questions relating to the project application**
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| 1 | What is a CTC-endorsed transformation plan? | A CTC-endorsed transformation plan is developed and supported by the applicant's CTC, consisting of:1. Senior management rep\* (e.g. Owner / MD / CEO / GM or key decision maker);

and1. NTUC / worker rep (i.e. President of Union, ES / GS or U SME Director or NTUC Cluster Super Lead)

\*The rep is a senior management partner who can make business and workforce decisions for the entity.The transformation plan outlines how an applicant aims to achieve enterprise and workforce transformation by enhancing business capabilities, innovation and/or productivity. It details the strategies and steps to bring about better career prospects and higher wages for local workers (Singapore Citizens / Singapore Permanent Residents) through efforts such as job redesign. The plan must include a commitment to at least one of the following worker outcomes:* Wage increase; and/or
* Implemented a Career Development Plan (CDP) that is communicated to staff; and/or
* Recurrent skills Allowance
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| 2 | What is the application window for the grant and how to apply for this grant? | Organisations can apply for funding from 1 Aug 2022 to 31 Jul 2026. The e2i Grant Portal shares step-by-step information on grant applications. All application(s) are to be submitted via <https://grants.e2i.com.sg>  |
| 3 | Who can submit project applications for the grant?  | Application for transformation project is to be sent directly to e2i via our Grant Portal. Third-party submissions such as external consultants or applicant’s representatives will be rejected. |
| 4 | How long will my company be given to complete the project, if approved? | Successful applicants will be given one year to complete the project. To illustrate, the project funding period will be stated in the LOA, and it will be for 1 year in duration e.g. 1 Oct 2022 – 30 Sep 2023. Supportable components approved and stated in the LOO must be purchased and implemented within the project funding period. |