Annex 1

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**Application for Support Schemes for Non-Anchor Operators**

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| **Part 1: Selection of Support Schemes** |
| Please tick to indicate the Support Scheme(s) which you are applying for: *[You may select more than one]*[ ]  **Infrastructure Support Grant (ISG) [choose one of the following categories]*** Community/Sports Facilities Scheme[[1]](#footnote-2) (CSFS) [ ]

*[Only applicable for new childcare centres (CCCs) that have yet to be licensed]** Enhanced Workplace Child Care Centre (WP CCC) Scheme [ ]

*[Only applicable for new CCCs that have yet to be licensed]** Kindergarten Conversion Grant (KCG) [ ]

*[For existing Kindergartens that intend to convert to CCCs]*[ ]  **Portable Rental Subsidy (PRS)** - for kindergartens or CCCs located in areas where there is unmet demand for preschool services and not located in HDB void deck premises [Not applicable to Partner Operators and/or CSFS recipients][ ]  **Teaching and Learning Resources (T&L) Grant** – for kindergartens or CCCs [Not applicable to Partner Operators] |

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| **Part 2a: Particulars of Centre** |
| *(Please tick accordingly)*

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| [ ]  Intending to set up new centre (i.e. yet to be licensed) |  |
| [ ]  Newly-established Centre (i.e. licensed for less than 12 months) |  |
| [ ]  Existing Centre (i.e. licensed for 12 months or more) |  |

 |
| **Name of Centre** |   |
| **Centre Code, if applicable** *(e.g. PTxxxx, RCxxxx)* |   |
| **Is centre SPARK-certified?***(Please tick accordingly)* |  [ ]  Yes Please state SPARK validity period: |   |
|  [ ]  No  |
| **Is centre located in HDB void deck?***(Please tick accordingly)* |

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| [ ]  Yes [ ]  No  |

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| **Address** |   |
| **Tel No.** |   |
| **Email address** |   |
| **Centre Gross Floor Area (m2)** |   |
| **Centre's Monthly Rental ($/m2)** |   |
| **Centre’s Service Charge ($/m2)** |   |
| **Part 2b: Particulars of Licensee** |
| **Name of Licensee** |   |
| **Organisation Type (Commercial/non-profit)** |   |
| **Business Reg. No./****Unique Entity Number (UEN)**  |   |
| **GST Registration Number, if applicable** |   |
| **Address** |   |
| **Tel No.** |   |
| **Email address** |   |

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| **PART 2c IS ONLY APPLICABLE FOR APPLICANTS WHO ARE APPLYING FOR ISG (WORKPLACE) OR ISG (CSFS PREMISES)** |
| **Part 2c: Particulars of Property Developer / Owner** |
| **Name of Organisation** |   |
| **Address** |   |
| **Tel No.** |   |
| **Email address** |   |

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| **Part 3: Information on Centre** |
| **Part 3a: Fees***Please note that all Support Schemes centres are required to keep fees within fee caps*[[2]](#footnote-3)*. Applicants are to indicate their proposed fees in the table below. Proposed fees will be binding upon approval of the Support Schemes application.*  |
| **Types of Services** | **Age Group** | **Current Monthly Fees (w/o GST)***(Before deducting basic / additional subsidies provided by the Government)* | **Proposed Monthly Fees for Singapore Citizen children** **(w/o GST) if this application is approved[[3]](#footnote-4)** *(Year indicates no. of years from appointment to Support Scheme)* |
| **For Infant Care/Child Care:****(Please indicate fees for individual programme levels if varying fees are charged.)** |
| Full-day Infant Care  | 2 months - 18 months |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| Half-day Infant Care (AM) | 2 months - 18 months |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| Half-day Infant Care (PM) | 2 months - 18 months |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| Full-day Child Care | 18 months - 6 years |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| Half-day Child Care (AM) | 18 months - 6 years |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| Half-day Child Care (PM) | 18 months - 6 years |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| **For Kindergarten:****(Please indicate fees for individual programme levels if varying fees are charged)** |
| 1st Session  | 3 – 6 years |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| 2nd Session  | 3 – 6 years |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |
| 3rd Session  | 3 – 6 years |   | 1st Year:  |
| 2nd Year:  |
| 3rd Year:  |

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| **Part 3b: Capacity and Enrolment** |
| As at time of application: (MM/YY) |
| **Total Capacity** | **Total Enrolment** **(for existing centres)** |
| **Child Care:**  |   | **Child Care:**  |   |
| **Infant Care:**  |   | **Infant Care:**  |   |
| **Kindergarten:** |   | **Kindergarten:** |   |

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| **Part 4: Information to Take Note Of** |
| 1. All applicants will need to ensure their centres are publicly accessible to children of all races, languages, and religions.
2. For qualifying entities incorporated as a business, please provide a copy of your centre's business registration certificate as registered with Accounting & Corporate Regulatory Authority. For Social Service Agency (SSA) applicants, please provide documents that verify the SSA status of the qualifying entity e.g. a copy of the Certificate of Registration from the Registry of Societies, UEN for CLGs.
3. For PRS applicants, please provide a copy of the centre’s rental agreement, and documentation to verify the centre’s gross floor area (e.g. QP report, tenancy agreements with landlord).
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| **Part 5: Declaration by Person Making Application on Behalf of Centre** |
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| **Name** |   |
| **NRIC No.** |   |
| **Designation** |   |
| **Address** |   |
| **Tel No.** |   |
| **Email address** |   |
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| I hereby declare that all information submitted in this application is true. |
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| I understand that the Government reserves the right to reject my application, and that the reason(s) for which the application is rejected need not necessarily be disclosed. |
| I understand that it is a requirement to operate the centre for a minimum of 5 years from the date of centre’s licence for centre supported for ISG[[4]](#footnote-5). |
| I understand that it is a requirement to keep centre fees within the prevailing fee caps. Should this centre intend to increase fees within the stipulated fee caps, the fee increment should be kept affordable, and be subject to ECDA’s approval. |
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| I understand that it is a requirement to implement the proposed fees committed in Part 3a of this form upon approval of the Support Schemes application. I understand that it is a requirement to seek ECDA’s approval for fee increment in the 4th and 5th year for centre supported for ISG.I understand that it is a requirement to attain the following quality requirements for the Support Schemes *(Please tick accordingly)*: |
| [ ]  For new centres (i.e., yet to be licensed), 1. Obtain a licence tenure of 24 months within one year from date of centre’s licence5; and
2. Attain SPARK certification within two years from the date of centre’s licence and maintain SPARK for a duration of the 3-year contract from the date of centre’s licence.

[ ]  For existing centres that are licensed < 12 months[[5]](#footnote-6),1. Obtain a licence tenure of 24 months within one year from the date of centre’s licence; and
2. Attain SPARK certification within two years from the date of centre’s licence and maintain SPARK for a duration of the 3-year contract from the date of centre’s licence.

[ ]  For existing centres that are licensed ≥ 12 months5,1. Obtain a licence tenure of 24 months before ECDA approves my Support Scheme application; and
2. If existing centre is currently SPARK-certified, maintain SPARK for the duration of the 3-year contract from the date the application is approved, or
3. If existing centre is currently not SPARK-certified, attain SPARK certification within one year from the date the application is approved and maintain SPARK for the remaining duration of the 3-year contract.

I understand that ECDA's confirmation on this centre’s eligibility for the Support Schemes will take approximately 4 weeks to process (upon receipt of a complete application). |
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| **Signature:**  | **Date:**   |
| **Name:** |   |
| **Organisation’s official stamp** |  |

1. CCCs in CSFS premises are encouraged to work out favourable rental rates with the property developer/owner as (i) the developer/owner will benefit from bonus gross floor area provision; and/or (ii) developer/owner may be eligible for property tax exemption if the CCC in the CSFS premises is a registered charity. [↑](#footnote-ref-2)
2. Operator must keep to the following monthly fee caps (w/o GST) for Singapore Citizen children: (i) full-day child care: $850; (ii) full-day infant care: $1,450; and (iii) kindergarten: $210, for 3 years from the centre’s licencing date OR 3 years from the date the Support Schemes application is approved. For ISG recipients (i.e., CSFS, KCG and Enhanced WP CCC Scheme), Social Service Agencies (SSAs) must keep fee increment at not more than 5% increase per annum for 4th and 5th year while commercial operators must seek ECDA’s approval for fee increment for 4th and 5th year. [↑](#footnote-ref-3)
3. Fees charged by Support Scheme recipients shall at all times during the funding period be at or below the stipulated fee caps. Fee increment across the years is to be kept affordable and subject to ECDA’s approval. [↑](#footnote-ref-4)
4. ISG recipients may qualify under the following categories: Workplace, Kindergarten Conversion, or Community/Sports Facilities Schemes premises. [↑](#footnote-ref-5)
5. Applicable to centres supported for PRS and T&L Resources Grant only. [↑](#footnote-ref-6)