

Application for Support Schemes for Non-Anchor Operators

[Pls indicate N/A for fields that are not applicable]

Date of Application: _____

(Please tick accordingly)

- New Centre or in operations for less than 12 months Existing Centre (in operations for more than 12 months)
 SPARK Certified Currently Not SPARK Certified

Part 1a : Particulars of Centre

Name of Centre _____
Centre / Unit Entity Code _____
GST Registration Number _____
Organization Type (Private/VWO) _____
Address _____
Tel No. _____
Fax No. _____
Email _____
Is your centre located in an HDB void deck premise? Yes/No (Please delete accordingly)
Centre Floor Area _____ (Please fill in if you are applying for Portable Rental Subsidy)
Centre's Current Monthly Rental _____ (Please fill in if you are applying for Portable Rental Subsidy)

Part 1b : Particulars of Operator

Name of Operator _____
Business Reg. No./UEN No. _____
Address _____
Tel No. _____
Fax No. _____
Email _____

Operator is selected through:

Open Tender/Invitations for Quotation/ Other means (please elaborate) _____ (Please delete accordingly)

[Section Part 1c is only applicable for centres applying for the Workplace Childcare Centre (CCC) Scheme and the Community & Sports Facilities Scheme (CSFS).]

Part 1c: Particulars of Developer Setting up the Workplace CCC/CSFS CCC

Name of Organisation _____
Address _____
Tel No. _____
Fax No. _____
Email _____
For private companies:
Business Reg. No. _____

(Please attach a copy of your centre's business registration certificate as registered with Accounting & Corporate Regulatory Authority)

Part 2: Selection of Support Schemes

Please tick to indicate the support schemes which are you applying for:

- Community/Sports Facilities Scheme - Letter of Support from ECDA** (for childcare centres that have not commenced operations only)
 Workplace Child Care Centre Scheme (for childcare centres that have not commenced operations only)
 Portable Rental Subsidy (for operators in non-HDB void deck premises only)
 Kindergarten Conversion Grant (for existing kindergartens only)
 Teaching and Learning Resources
 Manpower Support from ECDA Training Award Holders*
- First application window in October-November 2013. Subsequent application windows in January every year starting from January 2015

*Please note that this is subject to the availability of recipients/graduates.

Part 3: Information on centre

(A) Fees

Please note that all centres which are awarded funding from the Support Schemes are required to commit to a fee cap which may be reviewed periodically.

Fee increases will also have to be subject to ECDA's approval. The prevailing fee cap can be found on ECDA's website (<http://www.ecda.gov.sg>)

Applicants are required to submit information on their fees in the form/breakdown they currently submit to ECDA.

Types of Services	Age Group	Current monthly Fees (w/o GST) <i>(Before deducting Govt CC Subsidy)</i>	Proposed monthly Fees (w/o GST) if application for Support Schemes is approved * <i>(Indicated N.A. if the same as current fee)</i>
For Child Care:			
Full-day Child Care	18 months - 6 years		
Half-day Child Care (AM)	18 months - 6 years		
Half-day Child Care (PM)	18 months - 6 years		
Full-day Infant Care	3 months - 17 months		
Full-day Infant Care (AM)	3 months - 17 months		
Full-day Infant Care (PM)	3 months - 17 months		
Others: (pls specify):			
Total			
For Kindergarten:			
Pre-Nursery	3 years		
Nursery	4 years		
Kindergarten I	5 years		
Kindergarten II	6 years		
Others: (pls specify):			
Total			

Hours of Operation:

	Full-day	Half-day
Mon - Fri		
Sat		

Incidental Charges:

Type	Frequency	Amount (w/o GST)	Amount (With GST)
Registration Fee			
Deposit - Preschool			
Deposit - Infant			
Uniform			
Insurance			

(B) Capacity and Enrolment:

As at _____ (MM/YY) *(Please fill in current year's enrolment)*

Total Capacity		Total Enrolment (for existing centres)	
	Child Care:		Child Care:
	Infant Care:		Infant Care:
	Kindergarten:		Kindergarten:

As at _____ (MM/YY) *(Please fill in previous year's enrolment if you are applying for Kindergarten Conversion Grant)*

Total Capacity		Total Enrolment (for existing centres)	
	Child Care:		Child Care:
	Infant Care:		Infant Care:
	Kindergarten:		Kindergarten:

Part 4: Other Information

1. For all applicants incorporated as a business, please provide a copy of your centre's business registration certificate as registered with Accounting & Corporate Regulatory Authority. For VWO applicants, please provide documents that show your status as a VWO, e.g. a copy of the Certificate of Registration from the Registry of Societies, UEN number etc.
2. For Workplace Child Care Centre Scheme applicants, please provide information (e.g. Survey) to show the level of demand for childcare service by employees in building.
3. For Portable Rental Subsidy applicants, please provide a copy of the rental agreement for the centre, and documentation to verify the floor area of your centre, e.g. QP report, tenancy agreements with HDB etc.
4. For Kindergarten Conversion Grant applicants, please provide information on the floor area, timeline for retrofitting works, and at least 6 months' advance notice to parents.

Part 5: Declaration of person making application on behalf of centre

Name _____
NRIC No. _____
Occupation _____
Designation _____
Address _____
Tel No. _____
Fax No. _____
Email _____

I, _____ hereby declare that the information submitted in this application is true.

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 and will commit to keep centre fees within the prevailing fee cap which may be reviewed periodically by ECDA for the duration of the 3-year contract.

I understand and will implement the proposed fees committed in Part III (A) of this form if and when my application for Support Schemes is approved.

I understand and will commit to the following quality requirements for the Support Schemes (Please tick accordingly):

- For existing centres that are currently SPARK certified
- i. Upon confirmation from ECDA on the centre's eligibility for the Support Schemes, I shall ensure that the centre maintain SPARK certification for duration of the 3-year contract.
- For existing centres (in operations more than 12 months) that are currently not SPARK certified
- i. Obtain a licence tenure of 24 months before ECDA approves my Support Scheme application; and
ii. Attain SPARK certification within one year of application approval, and maintain SPARK for the remaining duration of the contract.
- For new centres (not yet licensed or in operations less than 12 months)
- i. Obtain a licence tenure of 24 months, within one year of the centre becoming licensed.
ii. Attain SPARK certification within two years of centre becoming licensed, and maintain SPARK for the remaining duration of the contract.

Please note that ECDA's confirmation on your eligibility for the Support Schemes will take approximately 3 weeks to process (upon receipt of a complete application).

Signature

Date

Organization's official stamp

