



**USER MANUAL**  
*on* **APPLICATION of**  
**CYCLICAL MAINTENANCE**  
**ON-LINE**  
*for*  
**VWO CHILD CARE CENTRE**

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*(Updated on 1 March 2014)*

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## **1. INTRODUCTION**

The Early Childhood Development Agency funds eligible organisations for cyclical maintenance works. To facilitate applications, the agency has developed a web-based portal on Child Care Link ([www.childcarelink.gov.sg](http://www.childcarelink.gov.sg)) for all eligible Child Care Centre (CCC) operators to apply for Cyclical Maintenance (CM) grants on-line.

## **2. CYCLICAL MAINTENANCE SCHEME**

This user manual will provide you with the details of the CM Scheme and on-line application procedures.

### **2.1 Eligibility Criteria for CM Grants**

Applications received from the organisations which meet the following criteria are eligible for the grants:

- a) organisations which have received capital funding under the Government Financial Assistance Scheme for setting up the centres;
- b) the centre must have been in operation for at least 5 years; and,
- c) organisations which had not received CM funding for the past 5 years for the centres proposed for the CM works stated in the application.

### **2.2 Scope of Works**

Cyclical Maintenance (CM) is carried out to spruce up, repair and renew an element or component necessitated from frequent breakdown, obsolescence and expiry of its serviceable life.

Cyclical works will generally include:

- a) repainting of premises in 5-year cycle internally and externally (internally only for HDB premises as external painting and common property are maintained by Town Councils);
- b) structural repairs caused by fair wear and tear; and,
- c) replacement of building elements that have outlived their economic lifespan or are beyond economic repair, e.g. electrical re-wiring, replacement of roof membrane.

CM funding will not cover:

- a) improvement works such as upgrading;
- b) renovations such as conversion of use;
- c) additions such as building extensions and new structures;
- d) minor repairs and replacements (these must be carried out regularly under general housekeeping); and,
- e) replacement of furniture and equipment.

Please refer to Annex A for the list of the possible CM works and exclusions before seeking the quotations.

### **2.3 Assessment of Cost**

The organisation is to submit at least 3 quotations for the proposed CM works. The building assessor (BA) appointed by ECDA will verify all the quotations.

The lowest quotation, which is verified by the BA to be fair and necessary, will be used to compute the grant. The VWO will be advised to appoint the contractor who offers the lowest CM quotation to carry out the works.

### **2.4 Funding**

The government capital grant shall be based on 90% of the costs as assessed by the appointed BA to be fair and necessary, or 90% of the total sum of the approved invoices submitted, whichever is lower.

### **2.5 Conditions for Receipt of CM Grant**

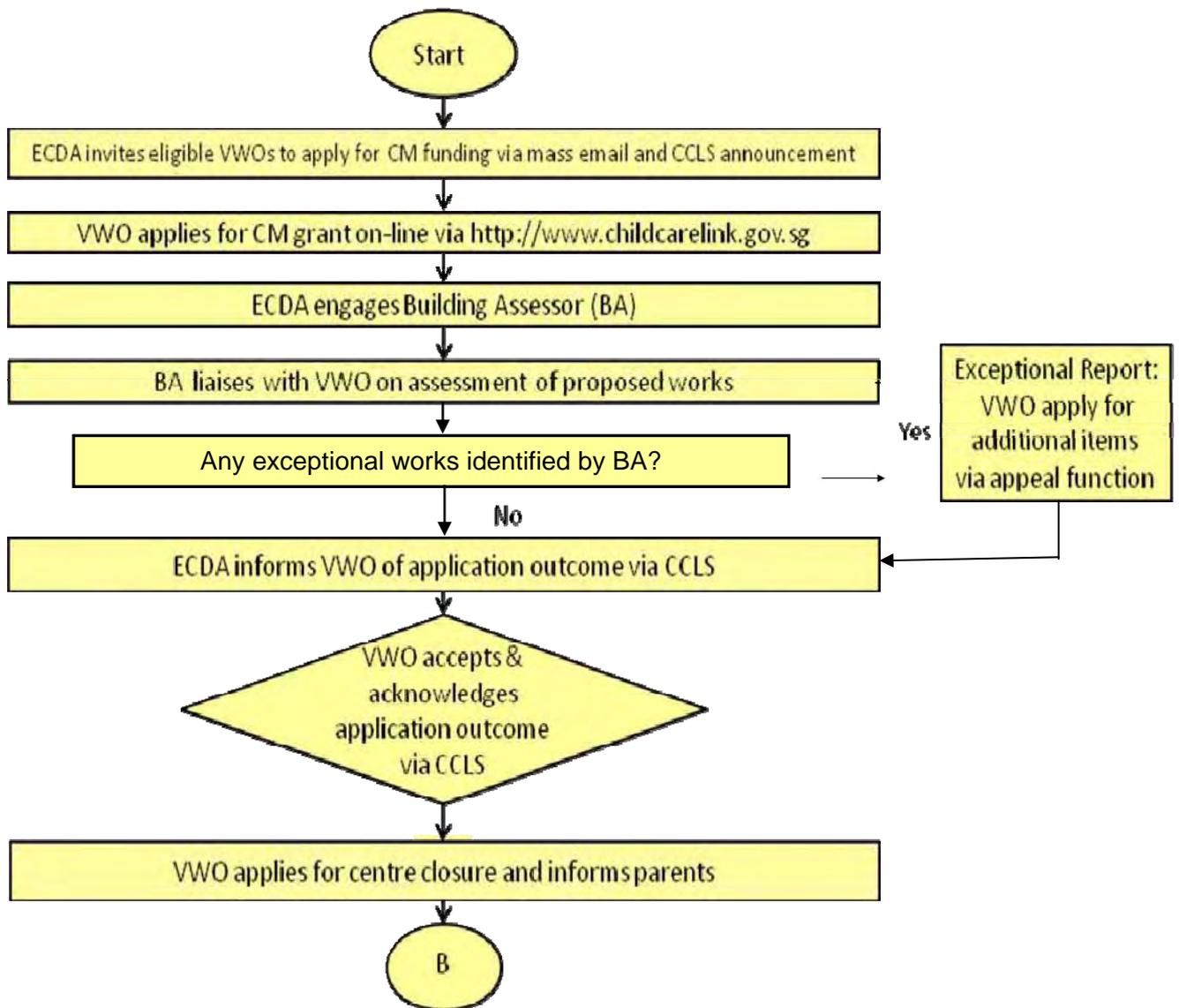
Upon acceptance for financial support for CM, the organisation is required to enter into an agreement with the Agency to continue operating the centre according to the conditions specified in Annex B.

## **3 APPLICATION PROCEDURES FOR CYCLICAL MAINTENANCE**

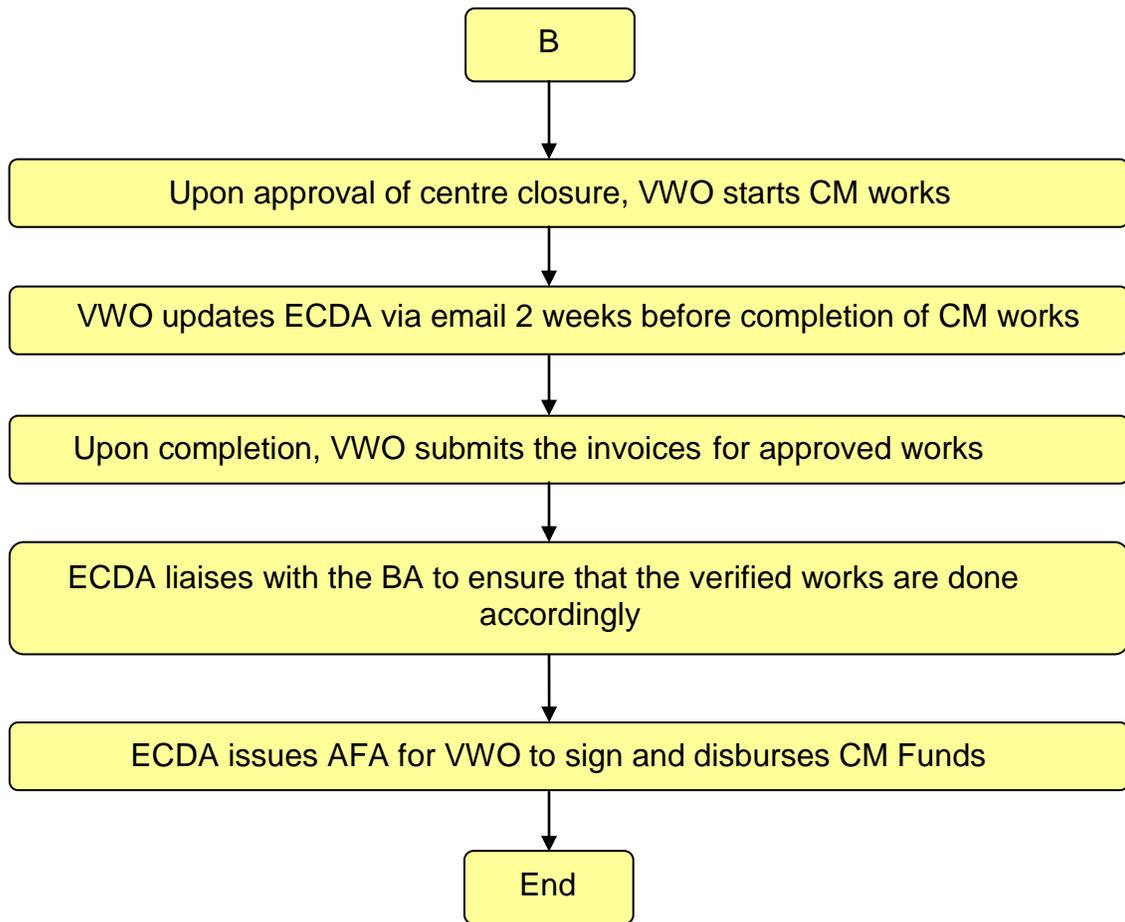
This user guide will provide you with instructions on how to log into the portal to register and submit your application on-line. If you encounter any problem using this portal, please contact us at: 6735 9213 or email us at: [Contact@ecda.gov.sg](mailto:Contact@ecda.gov.sg).

### 3.1 Flowchart for the On-line CM Application

During the application period<sup>1</sup>, eligible child care centre operator, who meets the eligibility criteria for the CM grant (as specified in para 2.1) may proceed as follows:



<sup>1</sup> Application for FY2014 CM grants is open from 12 Mar 2014 to 9 May 2014. Applicants are advised to submit their applications early.



## 3.2 Step-by Step Guide for CM Application

### **Step 1:** Access invitation notice to register for a VWO account and apply for grants

The invitation for organisations to apply for CM on-line will be posted on the ECDA Child Care Link Portal at <http://www.childcarelink.gov.sg>. This will link you to the application page where you can register for a VWO account to apply for grants for CM or setting up a new centre.

**(i) The URL <http://www.childcarelink.gov.sg> will bring you to this page**

The screenshot shows the Child Care Link portal homepage. At the top, there is a navigation menu with links for HOME, ABOUT US, EVENTS, PUBLICATIONS, NEWS, and USEFUL LINKS. Below the navigation menu is a large banner image of a smiling child. To the right of the banner is a search bar for care centres with fields for Child Care Centre, Location / Area, Operating Hour, and Fee Range (S\$). Below the search bar is a 'SEARCH' button and an 'Advanced Search' link. In the 'Latest News' section, a red circle highlights the headline: 'For VWO Operators - Application for Cyclical Maintenance is open from 1 March 2011'. Below the news section are three main content areas: Operators, Parents, and Early Childhood Professionals. The Operators section has a red arrow pointing to the 'Register (New User)' link. The Parents section has links for 'Guide For First time Parents', 'Financial Support', and 'Search For Childcare Centres'. The Early Childhood Professionals section has links for 'Why Become An Early Childhood Professional?', 'Required Qualifications', and 'Professional Development'.

**(ii) Next, click on this link**

**(iii) Letter of invitation by ECDA**

**Cyclical Maintenance**

**CM Project Number : 006/2011**

**Application End Date: 03/05/2011**

The Ministry of Community Development, Youth and Sports (MCYS) invites applications from eligible voluntary welfare organisations, non-profit organisations and workplace child care centres, for government funding to carry out cyclical maintenance (CM) of their child care centre and student care centre premises.

Eligible organisations, which are interested to apply for the CM Funding in FY2011, can start applying for VWO on-line account starting from 25 Feb 11. Applicants are to login using Singpass to apply for the VWO on-line account and submit the CM application form with the necessary documents on-line via <http://www.childcarelink.gov.sg> from 1 Mar 11 to 3 May 11.

Size: 1104KB Type: PDF Document  [Download CM Guide](#)

[Apply](#)

[View Approval Status](#)

[Update Progress Report](#)

Don't have a VWO account? [Register here](#)

**(iv) First time applicant will need to create a VWO account by clicking on "Register here" hyperlink at the end of the invitation page before proceeding to apply for CM**

**Step 2: Log in using SingPass ID**

- (i) You will be prompted to enter your SingPass ID and Password when applying for the VWO account.

For more information on SingPass, please contact the SingPass Hotline at **Tel: 6887 7377** during office hours:

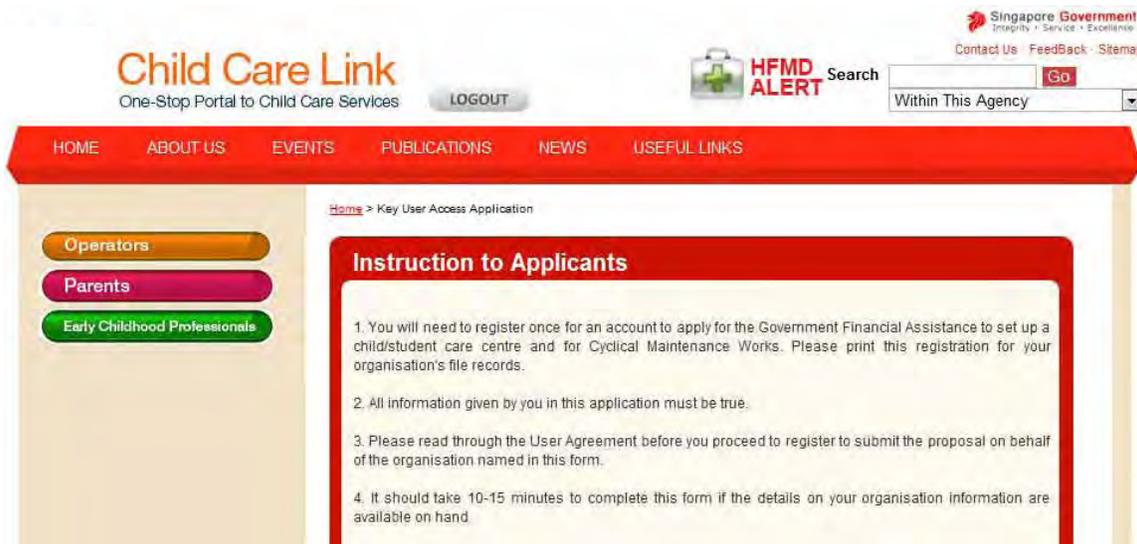
Mondays to Fridays            8:00am to 6:00pm  
Saturdays                        8:00am to 2:00pm  
(Closed on Sundays and public holidays)

or log on to the SingPass website at **www.singpass.gov.sg** or the eCitizen portal at **www.ecitizen.gov.sg**.

### **Step 3: Register for On-line VWO Account**

A full screen print of the entire VWO Account Registration Page is available in Annex C.

The organisation must ensure that the person, who registers and applies for CM grants, is a person nominated and authorised by the organisation.



**(i) Read the instructions on the VWO Account Registration Page**

## Organisation Information

<b>Name of Organisation</b>	<input type="text"/>	
	Postal Code	<input type="text"/> <input type="button" value="Search"/>
<b>Registered Address</b>	Block No.	<input type="text"/>
	Floor No.	<input type="text"/>
	Building Name	<input type="text"/>
	<input type="checkbox"/> Select if same as Registered Address	
	Postal Code	<input type="text"/> <input type="button" value="Search"/>
<b>Correspondence Address</b>	Block No.	<input type="text"/>
	Floor No.	<input type="text"/>
	Building Name	<input type="text"/>
	Affiliated to the National Council of Social Service (NCSS) <input type="radio"/> Yes <input type="radio"/> No	
	A member of Community Chest <input type="radio"/> Yes <input type="radio"/> No	
	Registered under the Registry of Societies (ROS) <input type="radio"/> Yes <input type="radio"/> No	
<b>Registration Information</b>	Registration Number	<input type="text"/>
	Registered under the Accounting and Corporate Regulatory Authority	<input type="radio"/> Yes <input type="radio"/> No
	Registration Number	<input type="text"/>
	Gazetted as a charity under the Charities Act	<input type="radio"/> Yes <input type="radio"/> No
	Date of Registration	<input type="text"/> (dd/mm/yyyy)
<b>Contact Number(s)</b>	Telephone Number	<input type="text"/>
	Fax	<input type="text"/>
	Email Address	<input type="text"/>

**(ii) Fill in the required information of your organisation**

## Members of the Management Committee

S/No.	Name	NRIC No.	Designation	Occupation	Email
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

**(iii) Fill in the required information of your organisation's management committee**

Please provide the personal email addresses of the respective committee members. The format of the NRIC No. should be S1234567A.

## Particulars of authorised person submitting the proposal on behalf of organisation listed in this form

Name:	- click here - ▼
Nationality	- click here - ▼
Identification (NRIC/FIN)	S7916462C
Contact Number(s)	Handphone: <input type="text"/>
	Office: <input type="text"/>
	Fax: <input type="text"/>
Email Address:	<input type="text"/>
Is the organisation in this form registered with the relevant Authorities? <input checked="" type="radio"/> Yes <input type="radio"/> No	

### (iv) Fill in the particulars of the authorised person

The authorised person will need to declare that he/she understands that the government reserves the right to reject his/her application, and the reason(s) for which the application is rejected need not necessarily be disclosed.

He/She should understand that any breach of the conditions stipulated in the declaration will result in the organisation having to refund the grant given.

**Declaration**

I am the person authorised to submit the application on behalf of the organisation named in this submission.

I am aware that legal action may be taken against me if I had knowingly provided false information.

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 hereby declare that the particulars given above are true.  Yes  No

I also hereby declare that I have read the [Guide](#) on Application for the Government Financial Assistance and accept the conditions stipulated in Annex B for the receipt of financial support on behalf of the organisation, in the event that the application is successful.  Yes  No

**(v) Read the terms under “Declaration”. Click on “Yes” to accept the declaration, then “Submit” to register for the VWO account**

You will receive a system-generated email acknowledgement of your Registration upon submission of the Registration Form. Please print a copy of the form for your organisation’s reference.

The system administrator will process your registration and send you an email informing you of the outcome. You may proceed with the CM application only when your registration has been successfully processed. Please email [Contact@ecda.gov.sg](mailto:Contact@ecda.gov.sg) or call 6735 9213 to enquire on your registration status if you do not receive any reply after 3 working days.

#### **Step 4:      Apply for CM Grants**

Assess if the centre can continue to be in operation for the next 5 years.

Before accessing the on-line application, please note that you have the 3 quotations ready for each of the proposed works in pdf format.

Please refer to Annex D for the full-screen print of the entire Application Page.

**Premises for Cyclical Maintenance**

Type of Facility       Child Care Centre      Centre Code   
                                  Student Care Centre      Centre Code

Name of Centre

Address of premises      Block No.       Street Name   
                                 Floor No.       Unit No.   
                                 Building Name       Postal Code

Date of first occupancy  (dd/mm/yyyy)

Date of last cyclical maintenance  (dd/mm/yyyy)

**(i)      Fill in the details for your facility on which you intend to carry out CM works**

**Please note:**

- **Select the “Type of Facility” for your centre. When you enter the “Centre Code”, the name and address will be auto-populated from our database.**

**(ii) Attach files of the three quotations in pdf.**

**Please be prepared to call for a tender if the estimated project value exceeds \$60,000. This is to ensure that the principles of transparency, open and fair competition and value for money are adhered to.**

Quotation	Name of Contractor	Quotation Attachment (Only PDF, GIF or T3T format can be uploaded)
Quotation 1	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
Quotation 2	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
Quotation 3	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Please arrange to call for tender if project value exceeds \$60,000.

S/No.	Description of Work	Quotation 1 (\$)	Quotation 2 (\$)	Quotation 3 (\$)	Remarks
1	<input type="text"/>				
2	<input type="text"/>				
3	<input type="text"/>				
4	<input type="text"/>				
5	<input type="text"/>				
6	<input type="text"/>				

**(iii) Fill in the required information on the contractor and quotations.**

### Declaration

I am the person authorised to submit the application on behalf of the organisation named in this submission.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I hereby declare that the particulars given above are true.

I also hereby declare that I accept the following conditions for the receipt of financial support on behalf of the organisation, in the event that my application is successful:

- i. to apply the money for the purpose for which it is given;
- ii. to continue to operate the facility for a minimum period of 5 years from the completion of the cyclical maintenance/development project;
- iii. to open the facility to all Singapore citizens or permanent residents, regardless of race, language and religion

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 also understand that any breach of the conditions stipulated above will result in the organisation having to refund the grant given.

Yes  No

Save

Submit

**(iii) Read the terms under “Declaration”. Click on “Yes” to accept the declaration, then “Submit” to apply for CM Grants.**

You will receive a system-generated email acknowledgement of your Application upon submission of the Application Form. Please print a copy of the form for your organisation’s reference.

The system administrator will process your application and send you an email informing you of the outcome.

**Please note:**

**CM works should not commence unless the official approval is given.**

**CYCLICAL MAINTENANCE WORK SCOPE**

Cyclical Maintenance (CM) is to carry out repairs to the internal, external and common areas of existing buildings, infrastructure, facilities or capital assets to keep them in good working order or restore them to their original condition within the stipulated period. The VWO must have operated the facility for minimum period of 5 years in order to be eligible for CM grant.

Some examples of Cyclical Maintenance Works are:

- a) Non-Structural Concrete Work  
Example: Repair Vertical Expansion joint, bitumen expansion, hollow block wall, wall (internal and external wall), brick pavement, staircase / steps and damaged tiles
- b) Existing Flooring and Wall Tiling Work  
Example: Relaying of new tile to match existing
- c) Existing Aluminum, Steel and Iron Work  
Example: Replace aluminum, steel and iron casement windows to match existing; Replacement of steel and galvanized steel railing to match existing; Repair / refix / replace existing worn out handrail, nosing and balustrades back to the original position; Repair / replaced the corroded metal gates and to match existing.
- d) Carpentry and Joinery Work  
Example: Repair all decayed or damaged doors or frame including accessories to match existing; Replace new door to match the existing.
- e) Plumbing Work  
Example: Replace / repair water pipe to good working condition; Making good to all leaking joints.
- f) Glazing Work  
Example: Replace all existing broken glass sheet, or louvers to vent window and etc to match existing.
- g) Electrical Work  
Example: Repair / replace / refix PVC trucking, PVC conduit and loose wiring to their original condition; Repair / Replace / Refix electrical lightning protection system, distribution board, wiring and etc.

- h) Roofing Work  
Example: Replace / refix / Repair the roofing tiles including accessory to match the existing or replace with new tiles.
- i) Structural Concrete Work  
Example; Reconstruction of concrete drain, sunken bin bay, flooring, scupper drain and etc; Supply and install additional support brackets for external pipes and main riser due to statutory requirement; Re-render concrete screed to apron / floor and footpath; Replace existing cast iron pipe, main soil pipe and waste pipe;
- j) Repainting Work  
Example: Repaint the internal, external and common area to the original colour of building (internally only for HDB premises as external painting and common property are maintained by Town Councils)
- k) Mechanical Work  
Example: One to one replacement of approved air-conditioning system, hosereel pump, fire protection system, sprinkler and automatic fire alarm system, and etc.

#### **Examples of works that cannot be considered under cyclical maintenance**

- a) Construction, improvement, upgrading, relocation or extension of buildings or premises.  
Examples: institutional buildings and office buildings
- b) Construction of infrastructures.  
Examples: lighting systems, sewerage systems, drainage systems, monuments and public parks.
- c) Purchase of additional fixed assets.  
Examples: Air conditioning system.
- d) Rebuilding or reconstruction of buildings/infrastructures including demolition costs that are incidental to the project.
- e) Purchase of office equipment (major and minor), furniture, fixtures or fittings that are incidental or arise from the construction or replacement of the building.
- f) Purchase and/or replacement costs of major office equipment.  
Examples: computer terminals, mechanised shelving systems, heavy printers and copier machines.

- g) Retrofitting of buildings, vehicles or equipment which results in an improvement, extension or enlargement of a buildings or improvement to any equipment. Such activities should be non-recurrent, durable and represent growth of the spending agency.  
Example: providing a capital asset with parts, devices, or equipment not in existence or available at the time of original manufacture.
- h) Preliminary or feasibility studies, surveys, research and development or investigations prior to the construction, acquisition, improvement, extension, enlargement or replacement of fixed assets or for the formation of any plan or scheme for the development or improvement of resources.  
Example: Site surveying.
- i) Development, replacement and upgrading of computer software, hardware and IT systems to enhance their functional capabilities.
- j) Land acquisition and reclamation.  
Legal costs arising from the carrying out of the cyclical maintenance.

**CONDITIONS FOR THE RECEIPT OF GOVERNMENT GRANT  
FOR THE CYCLICAL MAINTENANCE OF  
CHILD CARE CENTRES**

1 The organisation, which received Government financial support for the cyclical maintenance (CM) of child care centre (the Facility) shall not use the grant for:

- (a) improvement works such as upgrading or modernisation;
- (b) renovations such as conversion of purpose;
- (c) additions such as building extensions and new structures;
- (d) minor repairs and replacements;
- (e) replacements of furniture and equipment; or
- (f) emergency works

2 The organisation shall undertake to abide by the following conditions:

- (a) to use the cyclical maintenance grant for the purposes for which it is given and in accordance with the scope of works listed in Annex A;
- (b) to provide the standard of care and programmes which meets the prevailing statutory requirements, rules, regulations, guidelines and/or service model prescribed by the Early Childhood Development Agency (ECDA) for the operation and/or management of the Facility;
- (c) to operate the Facility for a minimum period of 5 years from the date of completion of CM works ('the minimum period');
- (d) to open the Facility to all Singapore citizens or permanent residents regardless of race, language or religion;
- (e) to use and occupy the premises site only for the Facility and for no other purpose, unless approved in writing by the Agency; and
- (f) not to proselytise at the Facility.

3 If the organisation is in breach of any undertakings in Clauses 2(a) to (f) the Agency shall give written notice of the breach to the organisation, whereupon:

- (i) the organisation shall refund within a period of one year, the cyclical maintenance grant or such proportion of the grant as pro-rated by the stipulated minimum period in accordance with this Agreement and the actual completed years of operation of the Facility up to the time the Agency gives notice of the organisation's breach of agreement;
- (ii) all money refundable shall be payable in one lump sum unless otherwise agreed in writing between the Agency and organisation; and
- (iii) the Agency will not be liable for any debts or liabilities incurred by the organisation.

**ON-LINE VWO ACCOUNT REGISTRATION PAGE****Instruction to Applicants**

1. You will need to register once for an account to apply for the Government Financial Assistance to set up a child/student care centre and for Cyclical Maintenance Works. Please print this registration for your organisation's file records.
2. All information given by you in this application must be true.
3. Please read through the User Agreement before you proceed to register to submit the proposal on behalf of the organisation named in this form.
4. It should take 10-15 minutes to complete this form if the details on your organisation information are available on hand.

**Organisation Information**

<b>Name of Organisation</b>	<input type="text"/>	
	Postal Code	<input type="text"/>
		<input type="button" value="Search"/>
<b>Registered Address</b>	Block No.	<input type="text"/>
	Floor No.	<input type="text"/>
	Building Name	<input type="text"/>
	<input type="checkbox"/> Select if same as Registered Address	
	Postal Code	<input type="text"/>
		<input type="button" value="Search"/>
<b>Correspondence Address</b>	Block No.	<input type="text"/>
	Floor No.	<input type="text"/>
	Building Name	<input type="text"/>
	Affiliated to the National Council of Social Service (NCSS)	<input type="radio"/> Yes <input type="radio"/> No
	A member of Community Chest	<input type="radio"/> Yes <input type="radio"/> No
	Registered under the Registry of Societies (ROS)	<input type="radio"/> Yes <input type="radio"/> No
	Registration Number	<input type="text"/>

<b>Registration Information</b>	Registered under the Accounting and Corporate Regulatory Authority	<input type="radio"/> Yes <input type="radio"/> No
	Registration Number	<input type="text"/>
<b>Contact Number(s)</b>	Gazetted as a charity under the Charities Act	<input type="radio"/> Yes <input type="radio"/> No
	Date of Registration	<input type="text"/> (dd/mm/yyyy)
	Telephone Number	<input type="text"/>
	Fax	<input type="text"/>
	Email Address	<input type="text"/>

### Members of the Management Committee

S/No.	Name	NRIC No.	Designation	Occupation	Email
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

## Particulars of authorised person submitting the proposal on behalf of organisation listed in this form

Name	- click here - <input type="button" value="v"/>	<input type="text"/>
Nationality	- click here - <input type="button" value="v"/>	<input type="text"/>
Identification (NRIC/FIN)	S7916462C	
Contact Number(s)	Handphone	<input type="text"/>
	Office	<input type="text"/>
	Fax	<input type="text"/>
Email Address	<input type="text"/>	

Is the organisation in this form registered with the relevant Authorities?  Yes  No

### Declaration

I am the person authorised to submit the application on behalf of the organisation named in this submission.

I am aware that legal action may be taken against me if I had knowingly provided false information.

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 hereby declare that the particulars given above are true.  Yes  No

I also hereby declare that I have read the [Guide](#) on Application for the Government Financial Assistance and accept the conditions stipulated in Annex B for the receipt of financial support on behalf of the organisation, in the event that the application is successful.  Yes  No

**ON-LINE APPLICATION FORM**

**Premises for Cyclical Maintenance**

Type of Facility  Child Care Centre Centre Code   
 Student Care Centre Centre Code

Name of Centre

Address of premises  
 Block No.  Street Name   
 Floor No.  Unit No.   
 Building Name  Postal Code

Date of first occupancy  (dd/mm/yyyy)  
 Date of last cyclical maintenance  (dd/mm/yyyy)

Quotation	Name of Contractor	Quotation Attachment (Only PDF, GIF or TXT format can be uploaded)
Quotation 1	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
Quotation 2	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>
Quotation 3	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Please arrange to call for tender if project value exceeds \$60,000.

S/No.	Description of Work	Quotation 1 (\$)	Quotation 2 (\$)	Quotation 3 (\$)	Remarks
1	<input type="text"/>				
2	<input type="text"/>				

3					
4					
5					
6					
7					
8					
9					
10					

**Declaration**

I am the person authorised to submit the application on behalf of the organisation named in this submission.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I hereby declare that the particulars given above are true.

I also hereby declare that I accept the following conditions for the receipt of financial support on behalf of the organisation, in the event that my application is successful:

- i. to apply the money for the purpose for which it is given;
- ii. to continue to operate the facility for a minimum period of 5 years from the completion of the cyclical maintenance/development project;
- iii. to open the facility to all Singapore citizens or permanent residents, regardless of race, language and religion

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 also understand that any breach of the conditions stipulated above will result in the organisation having to refund the grant given.

Yes  No

**FREQUENTLY ASKED QUESTIONS ON CYCLICAL MAINTENANCE**

**1. When can the centre commence with the CM works after submitting the application?**

The CM timeline is projected as follows:

<b>S/N</b>	<b>CM Process</b>	<b>Date</b>
1	Registration for VWO on-line Account	On-going
2	Application Submission	12 Mar 14 to 9 May 14
3	Assessment by Building Assessor (BA)	28 Mar 14 to 27 Jun 14
4	ECDA approval for centre to commence CM works	By August 2014
5	CM works in Progress	7 July 14 to 31 Dec 14
6	Submission of Invoices by VWOs	21 Jul 14 to 16 Jan 15
7	Verification of Completed Works by the BA	22 Jul 14 to 30 Jan 15
8	Release of CM Funding to VWOs	1 Sep 14 to 20 Mar 15

VWO applicants are encouraged to submit their quotations early, to allow for lead time for ECDA to seek clarifications on their submissions. The stages of CM process can be carried out as soon as the VWOs are ready with the submission (i.e. the disbursement of funding can be concluded before deadline, if the process is completed early).

**Please note that VWO must not commence with CM works, without the prior approval from ECDA.**

**2. The industrial standard for quotations from the contractors is to have a validity period of only 3 months. Can ECDA process the application faster so that centres can commence the CM works before expiry of the quotations?**

ECDA will work closely to facilitate the processing time and will engage the Building Assessor to assess the premises within a shorter time period.

VWOs can help reduce processing time by complying with the following requirements:

- i. Ensure submissions are complete and accurate, such as amount in quotations;
- ii. Submit quotations in pdf and;

- iii. Itemise the works in accordance with the format provided in the application form.

**3. Can centre request for the Building Assessor to assess first before engaging the contractors and submitting the 3 quotations on-line?**

No, centres are expected to submit their 3 quotations first to ECDA. ECDA will engage the Building Assessor (BA) to assess the quotations and to put up recommendations to ensure that the works to be carried out are fair and necessary.

**4. Why do centres need to call for a tender for project value exceeding \$60K?**

This is to ensure that the principles of transparency, open and fair competition and value for money are adhered to.

**5. Why doesn't the CM include F&E equipment?**

CM is only for structural repairs caused by fair wear and tear after at least 5 years of operation. Centres are expected to raise their own funds to replace F&E equipment.

**6. Can I apply for CM funding to carry out extension of my centre premises?**

No, extension or upgrading works are not covered under CM scope of works. The objective of CM funding is to assist VWO/non-profit organisations in maintaining the premises in good working condition, in order to ensure the safety and security of the children/staff in the centre. (Refer to Annex A for CM scope)

**7. Can VWO centres which did not receive capital funding for setting up of the facilities receive CM funding?**

Yes, all workplaces and VWO child care centres are eligible for CM funding even if they did not receive the funding for centre development.

**8. Can centres request for CM works to be done outside the CM application period, especially when the condition needs urgent repair and could be a safety hazard to the children?**

All VWO centres will be invited to apply for CM during the annual CM application period (from Feb to Apr).

However, should there be an urgent need for structural repair works or safety hazard concerns, then special requests can be made, and ECDA may approve for the works to be done outside the CM application period.

However, we encourage VWOs to plan carefully and carry out CM works during the ECDA application period.

**9. What if my contractors cannot finish the works by the stipulated deadline?**

The CM grants are approved for the Financial Year, and need to be utilized within the FY. If there is a delay in the completion of works and submission of invoices, the disbursement of grants will also be delayed. VWOs are strongly encouraged to monitor the progress of works and submit their invoices on time.

**10. Will my application be affected if any of the contractors pull out after giving a quotation for CM works?**

No. If a contractor withdraws his quotation, consideration would be made among the remaining quotations. However, the VWO would still have to obtain 3 quotations for the CM application.

**11. Will the centre closure period for CM works affect the 5½ gazetted closure days?**

No. Nonetheless, the centre should discuss its closure request with its licensing officer-in-charge. The centre should also inform the officer of the arrangements to be made (e.g. to relocate children to another premises, if needed). The centre should only start the CM works upon approval to proceed with the CM works, and also upon approval of centre closure.

**12. During the centre closure period for CM works, will the government child care subsidy disbursement be affected?**

The government child care subsidy disbursement is determined by the enrolment in the centre. Should there be any variation due to the centre closure, the centre should discuss with its licensing officer/ subsidy officer-in-charge.

**13. How long after submission of invoices will the centre receive the disbursement?**

It may take 1 to 2 months. ECDA will engage the Building Assessor to verify the completed CM works after submission of invoices. ECDA will disburse the funds after signing of the AFA (Refer to CM timeline in Q1).

#### 14. How is the amount of grant to be disbursed calculated?

The government capital grant shall be based on 90% of the costs as assessed by the appointed BA to be fair and necessary, or 90% of the total sum of the approved invoices submitted, whichever is lower.

Take the following case example as illustration:

- (i) The amount disbursed for item `Flooring & Wall Tiling` is capped at the approved \$13,000, as the invoice amount is higher at \$15,000.
- (ii) The amount disbursed for item `Repainting` is given as \$6,000 (based on invoice amount), even though the approved amount is higher than \$7,000.

Description of Works	Approved Amt	Invoice Amt	Amt to be Disbursed (Lower of the two i.e approved or invoice amt)
Flooring & Wall Tiling	\$13,000	\$15,000	\$13,000
Carpentry	\$2,000	\$2,000	\$2,000
Plumbing	\$300	\$300	\$300
Repainting	\$7,000	\$6,000	\$6,000
<b>Total</b>			<b>\$21,300</b>
<b>Total Cost of Approved CM Works: \$21,300</b>			
<b>90% Funding: <u>\$19,170 (Amt of Grant to be disbursed)</u></b>			

#### 15. After I have submitted the registration for VWO online account, how do I know that it has been accepted?

You will receive a system-generated email acknowledgement upon submission of the Registration Form. Please print a copy of the form for your organisation's reference. The system administrator will process your registration and send you an email within 3 working days informing you of the outcome.

You may proceed with the CM application only when your registration has been successfully processed. If you have not heard from our system administrator after 3 working days, please contact our Info-line: 6735 9213 to find out the status.

#### 16. Can I convert my child care centre into a student care centre after receiving the CM grant?

No, the VWO is to use and occupy the premises site only for the Facility (in this context, student care) and for no other purpose, unless approved in writing by the Agency.

**17. Do I have to refund the CM grant, if my landlord decides not to renew my centre's lease agreement, causing me to not be able to operate at the same premises?**

One of the conditions for the receipt of the CM grant is for the VWO to operate the Facility for a minimum period of 5 years from the date of completion of CM works ('the minimum period') (refer to Annex B). Should there be any breach in the conditions, the VWO shall refund within a period of one year, the cyclical maintenance grant or such proportion of the grant as pro-rated by the stipulated minimum period.

For instance, if you have received the CM grant of \$50,000, yet the centre is not able to continue operations after initial 2 years, the centre is liable to refund the pro-rated amount of \$30,000 to the Government.

(To illustrate:  $\$50,000 / 5 \text{ years} = \$10,000 \times \text{balance of 3 years} = \$30,000$ )

However, in special circumstances, such as non-renewal of lease agreement, ECDA will review this as a special case.

We urge VWOs to assess if the centre has the commitment to remain in operations for the next 5 years, and/or to ensure the lease agreement/service contract is in order, before applying for CM grant.