



The Early Childhood Development Agency (ECDA) invites nominations for the 2023
Early Childhood Innovation Award.

This award recognises Early Childhood Development Centres (ECDCs) which have nurtured a culture of innovation and implemented innovative practices that have improved existing programmes, processes, or services in the centre. These practices support and benefit the children and the families.

We invite Centre leaders and HQ personnel to nominate centres with innovative practices for this Award. Parents interested in supporting the nominations may liaise with your child's preschool.

Eligibility

- Centres must be a licensed Early Childhood Development Centre (ECDC);
- The nominated project must have been implemented in 2022 or 2023 and completed at the time of submission.

Centres on the Roll of Honour for Early Childhood Innovation Mentor Centre will not be eligible to apply for the Award.

How to Apply

- Complete Sections A to D of the nomination form. Ensure that the nomination text highlights the innovative practices of the centre and provides clear evidence to support the nomination text.
- Submit the supporting documents listed in Section E to support the nomination.

Notes:

- Incomplete (i.e., blanks on nomination form, non-submission of any supporting document and video clip) or late submissions will **not** be accepted.
- All submitted supporting documents shall not be altered after the submission deadline.
- For duplicate submission, the latest submitted form will be used.

Award Quantum

- The Award quantum will be as follows:
 - **Centres with Distinction Award:** The centres will each receive \$2,000 for professional development and \$1,000 for centre's teaching and learning resources, a trophy and a certificate.
 - **Centres with Merit Award:** The centres will each receive \$1,000 for professional development and \$500 for centre's teaching and learning resources, a plaque and a certificate.
 - **Centres with Commendation Award:** The centres will each receive \$800 for professional development, a plaque and a certificate.
- Centre leaders of winning centres are required to submit a proposal on how the grant will be used for the professional development of his/her staff.
- Winners will be notified in October 2023. Details of the Award ceremony will be shared at a later date.
- Winners may be invited to share their award-winning practices at early childhood sharing platforms (e.g. Early Childhood Conference, Grow@Beanstalk Portal, Beanstalk Magazine).
- The judges' decisions are final. Any correspondence regarding the panel's decision will not be entertained.

Code of Conduct

The winning centre of the Early Childhood Innovation Award is to adhere to the following Code of Conduct.

Staff of centre that wins the award shall:

- manage media inquiries with respect to the ECDA Awards in a fair, polite and non-partisan manner;
- be expected to work with their centre to ensure, to the best of their ability, the proper, effective, and efficient use of public funds; and
- conduct themselves in a professional manner in accordance with the standards set by their centre. Failure to do so will be seen as undermining the credibility, integrity, or relevance of the ECDA Awards, or to detract from the original conditions upon which the Award was given.

Staff of centre that wins the award shall not:

- exploit their status as award winners for commercial gain;
- use the ECDA Awards title without the explicit permission of ECDA;
- endorse or market products for commercial purposes other than for the centre that they are currently employed in; and
- abuse their status to advance or promote political views.

Staff of centre that wins the award must not have been convicted of a criminal offence in which they have not received a pardon for.

The above Code of Conduct is fundamental to being selected as an award winner. If an award winner fails to abide by this code, ECDA reserves the right to:

- remove the centre's name from its website and from any other publication that is used to promote centres with innovative practices in early childhood education in Singapore, and / or
- revoke the ECDA Award. This will immediately apply to cases where a teaching or early childhood education certification of any staff in the winning centre has been withdrawn for reasons of professional misconduct and instances in which any staff member has been convicted of a criminal offence.

Enquiries

For enquiries, please email ECDA_Awards@ecda.gov.sg with the subject "ECDA Awards 2023 (Early Childhood Innovation)".

FOR REFERENCE ONLY.
Only nomination forms submitted online will be accepted.

2023 ECDA Awards - Nomination Form for Early Childhood Innovation Award

60 mins estimated time to complete

Instructions

Please read the terms and conditions of the ECDA Awards at www.go.gov.sg/ecda-awards before filling up the nomination form.

The closing date and time for submitting nominations is 31 March 2023 (Friday), 5pm.

Eligibility

Upon submission of the nomination package, all nominees must meet the following criteria:

- Centre must be a licensed Early Childhood Development Centre (ECDC); and
- The nominated project must have been implemented in 2022 or 2023 and completed at the time of submission.

Centres on the Roll of Honour for Early Childhood Innovation Mentor Centre will not be eligible to apply for the Award.

How To Apply

- Complete Sections A to D of the nomination form. Ensure that the nomination text highlights the innovative practices of the centre and provides clear evidence to support the nomination text.
- Submit the supporting documents listed in Section E to support the nomination.

Notes:

- Incomplete (i.e., blanks on nomination form, non-submission of any supporting document and video clip) or late submissions will **not** be accepted.
- All submitted supporting documents shall not be altered after the submission deadline.
- For duplicate submission, the latest submitted form will be used.

1. Terms and Conditions

Please read the terms and conditions of the ECDA Awards at www.go.gov.sg/ecda-awards before you proceed to fill up the nomination form.

Yes, I have read and understood the terms and conditions pertaining to the ECDA Awards.

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Section A - Particulars of Centre

2. Centre Name

(As registered on ONE@ECDA at time of nomination deadline)

3. Centre Address

4. Centre Contact No

5. Centre Email

6. Centre Code

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Section B – Project Details

7. Official Project Title

8. Project Implementation Duration

(No. of months)

9. No. of children and level involved

Class level	No. of children

10. Project Start Date

(MM YYYY)

11. Project Completion Date

(MM YYYY)

12. Is the project funded or under any ECDA programmes?

- Yes
- No

13. If the project is funded or under any ECDA programmes, please specify the name of the ECDA programme.

(e.g. Innovation Grant Project, Practitioner Inquiry Project, Professional Development Programme)

14. Is the project supported by external mentors?

- Yes
- No

15. If the project is supported by external mentors, please elaborate.

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Section C – Particulars of Nominator

16. Nominator's Salutation

- Mr
- Mrs
- Mdm
- Ms
- Dr

17. Nominator's Name

18. Nominator's NRIC / FIN

19. Nominator's Relationship with Centre

- Centre Principal
- HQ Personnel
- Others

20. Nominator's Office No

21. Nominator's Mobile No

22. Nominator's Email

23. Declaration

I, the Nominator, declare that all information contained in this nomination form is, to the best of my knowledge, accurate. I authorise ECDA to conduct a verification of the information provided in this nomination. I understand that photographs, videos, and information submitted for this award may be published and used as promotional and informational materials by ECDA in relation to the development of early childhood care and education.

- I agree.

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Section D – Nomination Text By Nominator

Nominator to provide a detailed write-up based on the criteria outlined below. Give concrete evidence and specific examples and elaborate on aspects that distinguishes the project and why it is deserving of the award. You may include any other relevant information, if applicable.

24. A - Innovativeness

Describe the innovative features of the project and why you consider these features innovative.

- If you have come across similar projects in the local / international early childhood education landscape before you started your project, provide, as a separate attachment in Section E, references you came across while planning for your project.
- If your project / idea was not original, describe how you have customized / modified the project to include new processes/creative approaches which were relevant to your centre.

(Max 1800 characters)

25. B - Processes

State the objectives of your project and describe how these help improve the quality of the programmes / processes / teaching and learning in your centre. Explain how the project activities are crafted to make them relevant to your project.

- Provide, as a separate attachment in Section E, a detailed outline of the processes of your project, e.g., plans, timeline, team members' roles, evaluation, etc.
- Provide, as a separate attachment in Section E, the lesson plans for the project, if applicable.
- Provide, as a separate attachment in Section E, all documentation of the processes, e.g., photographs, videos, record books, portfolios, products, learning environment.

(Max 900 characters)

26. B - Processes

Describe how your team gathered inputs from various stakeholders at different stages of your project.

- Provide, as a separate attachment in Section E, survey data / feedback / testimonial etc. gathered for your project.

(Max 900 characters)

27. B – Processes

Describe how your team evaluated your project, and why you selected this / these method(s). State the people involved in the evaluation and explain why they were selected for the evaluation.

(Max 900 characters)

28. B – Processes

Describe the challenges faced in the planning and implementation of the project and share how your team overcame these challenges.

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(Max 1800 characters)

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29. C - Outcomes and Impact

Share whether your project met its objectives and provide concrete evidence and specific examples of how these were met.

(Max 1800 characters)

30. C - Outcomes and Impact

Describe the value that your project has added to its intended beneficiaries. (If there is more than one value-add, list the most significant ones at the top and the less significant ones at the bottom)

(Max 900 characters)

31. C - Outcomes and Impact

If there were other people / programmes that your project has added value to (which were not part of your original objectives), please share the gains obtained by these people / programmes.

(Max 900 characters)

32. D - Potential

Share how your team intends to sustain your project and/or extend your project to impact other children / stakeholders / centres.

(Max 900 characters)

33. E – Professional Development

Share a summary of the learning points / reflection from the project members.

- Provide, as a separate attachment in Section E, these learning points / reflections.

(Max 900 characters)

34. E – Professional Development

Describe how your team has contributed to developing a culture of innovation in your centre / community.

(Max 900 characters)

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Section E – Supporting Documents

Please submit the supporting documents listed below.

Save all files in a Google Drive folder and provide the Google Drive link below.

Ensure all files are neatly placed in sub-folders and clearly named. E.g., Sub-folder “References” with the files “Research Journal”

The following are the list of supporting documents to support the nomination:

- a) References encountered / used during the project, e.g., from research journal, magazines, newsletters, consultation
- b) A detailed outline of the processes of your project, e.g., plans, timeline, team members’ roles, evaluation etc. (in chronological order).
- c) Lesson plans (or implementation plans if project is not related to teaching & learning) prepared for the project.
- d) Documentation of processes involved, e.g., photographs, videos, record books, portfolios, products, learning environment
- e) All inputs to the project from the various stakeholders, e.g., survey data / feedback / testimonials
- f) Learning points / reflections from the project team

44. Google Drive Folder Link

Please provide the link to the Google Drive Folder here.

Submission Deadline

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Enquiries

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