

# Deadline for application ends on 17 December 2018



## Health Promotion Grant (Fitness Interest Groups (FIG)) Funding Guidelines 2018

### 1. OBJECTIVE

1.1 The Health Promotion Grant (Fitness Interest Groups (FIG)) serves as a seeding fund to encourage and enable individuals to initiate and implement sustainable and impactful regular physical activity programmes in the community.

### 2. ELIGIBILITY CRITERIA FOR 1<sup>st</sup> YEAR APPLICATION

2.1 Individuals who are interested in providing or implementing physical activity programmes in form of interest groups for their community/members may apply for the Health Promotion Grant (FIG).

2.2 Applicants must be at least 18 years old and above.

2.3 The target audience of the Fitness Interest Groups should be as per described below:

- a) General population including children, youth, adults and older adults; and
- b) Individuals who are previously inactive or with little opportunities for leisure time physical activity

Note: Professional or National sports groups will not be eligible for the grant.

2.4 The Fitness Interest Groups should aim to achieve the following objectives:

- a) Provide a platform for regular participation in a physical activity programme
- b) Motivate and/or facilitate change in attitude and behaviour relating to physical activity

2.5 The Fitness Interest Groups should fulfil the following:

- a) Fall under either one of the 3 physical activity categories and meet the minimum start-up number for a group (refer to Annex A for more details):

#### **Physical Activity Categories**

- (i) Individual-Based Physical Activity eg. Running / Brisk Walking / Cycling / Tennis/ Badminton/ Hiking etc. (minimum 10 pax)
- (ii) Dance Aerobics / Strength Training (minimum 15 pax)
- (iii) Team Sports eg. Soccer/ Dragonboat/ Futsal etc (minimum 20 pax)

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- b) State **SMART** objectives (Specific, Measurable, Achievable, Realistic, and Time-bound) supported by an implementation plan articulating clear objectives, manpower and resource needs, monitoring evaluation processes (comprising both output and outcome indicators as far as possible)
- c) Adherence and compliance to HPB Physical Activity Safety Standards (PASS) (please refer to attached zip file for details)
- d) Any external funding (including any funding from HPB) must be declared – This will be taken into account in establishing the final approved funding quantum to the group.
- e) Any conflict of interest and vendor-related transactions by the applicant must be declared.
- f) Any issues arising from failure to declare the requested information may result in rejection or withdrawal of funding.

### 3. ELIGIBILITY CRITERIA FOR APPLICATION FOR CONSECUTIVE YEARS

3.1 For groups who have received the Health Promotion Grant (FIG) before, applicants have to meet the following criteria to be eligible for application:

- a) Meet eligibility criteria for 1<sup>st</sup> year application, **AND**
- b) Fulfil either the “Growth Criteria” or “Renewal Criteria”

#### **Growth Criteria**

- The Fitness Interest Group needs to fulfil a growth of 50% in group membership by end of funding period. (*Required growth to be rounded off to the nearest whole number*)

#### **Example:**

A running group of 10 members (GoldRunnerz) was funded with from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

To be eligible for 2<sup>nd</sup> year funding in 2017, GoldRunnerz must grow from current 10 members to 15 members (50% growth of 10pax = 5 pax) by 31<sup>st</sup> March 2018.

To be eligible for 3<sup>rd</sup> year funding in 2019, GoldRunnerz must now grow from 15 members to 23 members (50% growth of 15 pax = 7.5 pax, rounded off to 8pax) by 31<sup>st</sup> March 2019.

#### **Renewal Criteria**

- 75% (rounded off to the nearest whole number) or more of the members of the interest group applying for the subsequent year must be new individuals (ie not from the current Health Promotion Grant database).

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**Example:**

An Ultimate Frisbee group (Name: Disc is Lifez) of 40 members was funded by HPB from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

Disc is Lifez can apply for funding in 2018 as a new Team Sports group of 20 members (min start up no. for a team sport group). In this new group of 20 members, a minimum of 15pax (75% of 20pax = 15pax) must be new individuals who are not previously funded by Health Promotion Grant. A maximum of 5 pax from the original 40 members in 2017 is allowed.

Disc is Lifez can also choose to apply for funding as a new Team Sports group of 30 members in 2018. Similarly, in this new group of 30 members, a minimum of 23pax (75% of 30pax= 22.5pax, rounded off to 23) must be new individuals who are not previously funded by Health Promotion Grant. A maximum of 7 pax from the original 40 members in 2017 is allowed.

#### 4. FUNDING GUIDELINES

4.1 The funding of Fitness Interest Group would be on an output-based mode (no receipts required). The approved quantum of funding will be determined based on the merit and scale of each application, subject to the eligibility criteria. Approved groups based on funding period of one full financial year will be granted:

- (a) Up to \$2,000 for Individual-Based Physical Activity eg. Running / Brisk Walking / Cycling
- (b) Up to \$3,000 for Dance Aerobics / Strength training groups.
- (c) Up to \$5,000 for Team Sports groups such as soccer/ futsal/ basketball

4.2 In order to receive fund disbursement by HPB, the Fitness Interest Group must meet the following funding criteria:

- (a) Achieve a minimum total of 30 weekly sessions over a 1-year funding period,
- (b) Each of the 30 weekly session (over 1-year funding period) must attain 75% (rounded off to the nearest whole number) or more in attendance in accordance to number of members submitted upon application (Group size/participation at actual session). Please refer to Annex B for details.
- (c) Each weekly Fitness Interest Group session must be at least 1 hour long in duration.
- (d) The Fitness Interest Group must align with HPB's objectives of increasing physical activity engagement and eligibility criteria of this funding framework.

4.3 Both **funding quantum and funding criteria would be pro-rated** if funding period is less than one full Financial Year (Refer to Annex C for details).

4.4 Upon approval of the funding, groups are expected to implement the Fitness Interest Group as per proposed in the application form. If there are any changes to the venue, schedule,

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duration, activities or membership of the Fitness Interest Group (e.g. session postponed/cancelled/delayed due to unforeseen circumstances), HPB must be notified prior to the change. HPB reserves the right to review whether the said funding will continue, and if any amendments should supersede the previous arrangements.

4.5 All Fitness Interest Groups must be carried out in Singapore.

4.6 A grant award letter (Sample in Annex D) together with Terms and Conditions will be issued to the successful grant applicants upon the approval of the application. Grant award letter & Terms and Conditions are to be acknowledged and original or scanned signed copies are to be sent back to HPB.

### **5. FUNDING PERIOD**

5.1 Depending on timeline of applications, the maximum funding period for Health Promotion Grant 2018 will be 8 months from 1<sup>st</sup> August 2018 to 31<sup>st</sup> March 2019. The minimum funding period is 3 months. Application closes on 17 December 2018.

5.2 The start date of the funding period will always be on the 1<sup>st</sup> of the subsequent month while end date will always be 31<sup>st</sup> March 2019 (e.g. if an application is submitted on 3<sup>rd</sup> of August 2018 and is subsequently approved, the funding period for this FIG would be from 1<sup>st</sup> of September 2018 till 31<sup>st</sup> March 2019)

5.3 The funding period will be stated clearly in the grant award letter which will be issued to successful grant applicants.

### **6. DELIVERABLES & MONITORING DURING FUNDING PERIOD**

6.1 Group leaders are to submit attendance and photos for every session conducted via a mobile phone app which they are required to download. More details will be shared prior to funding commencement. For sessions that are not captured via the digital system due to negligence, it will not be counted as part of the stipulated number of sessions.

6.2 Should there be technical issues causing the failure to capture the required information and attendance digitally, group leaders are to provide manual tracking as supporting in excel format within 24 hours after the session to HPB, subjected to HPB's approval.

6.3 Random audits in the form of onsite visits and telephone calls may be implemented by HPB throughout the course of funding period.

6.4 For enquiries, kindly contact the following:

Email: [tan\\_weiqiang@hpb.gov.sg](mailto:tan_weiqiang@hpb.gov.sg) & [joanna\\_goh\\_from.TP@hpb.gov.sg](mailto:joanna_goh_from.TP@hpb.gov.sg)

Attn: Mr Tan Wei Qiang & Ms Joanna Goh

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## 7. FUNDING PROCEDURE & DISBURSEMENT

- 7.1 Funding will be only be disbursed upon completion of the Fitness Interest Group funding period (ie after 31 March 2019) to groups who have met the funding criteria stated in their grant award letter and submit all the necessary documents.
- 7.2 The amount to be disbursed will be based on the approved funding quantum stated in the grant award letter.
- 7.3 To seek disbursement, please submit to HPB the following:
- (i) Completed funding disbursement/evaluation form (HPB will send this form to applicants nearing payment milestones)
  - (ii) Detailed membership, photos, and attendance figures for each session. HPB will extract these details from the system based on group leader's submission on the app for funding evaluation at the end of the funding period.
  - (iii) Completed Interbank GIRO form (where applicable, form provided by HPB)
- 7.4 All forms and documentation are to be collated and submitted to HPB; they should reach HPB within 2 months after the completion of the grant funding period. **Any submission later than 2 months will not be processed (ie after 31 May 2019).**
- 7.5 HPB would require approximately 14 working days to process each disbursement upon receiving complete disbursement supporting documents and would credit the approved funding 30 days from the date we approved the submission. All payments will be made via GIRO.

## 8. SUBMISSION OF APPLICATIONS

- 8.1 Submission must include completed application form with completed membership details (in Annex A1 of application form)
- 8.2 Completed applications (soft copies in PDF complete with signatures) should be sent to the following email addresses:

Email: [tan\\_weiqiang@hpb.gov.sg](mailto:tan_weiqiang@hpb.gov.sg) & [joanna\\_goh\\_from.TP@hpb.gov.sg](mailto:joanna_goh_from.TP@hpb.gov.sg)  
Attn: Mr Tan Wei Qiang & Ms Joanna Goh

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### ANNEX A Physical Activity Categories

Categories	Activity (e.g.)	Description
Individual-based Physical Activities	Running, Brisk walking, Cycling, Tennis, Badminton, Outdoor adventure groups, e.g. hiking etc.	<p>A regular group led by group leaders</p> <ul style="list-style-type: none"> <li>• The programme should be a minimum of 1 hour in duration</li> <li>• The programme should cater to members of different fitness levels and different distances</li> <li>• Average minimum start up number: 10 pax per interest group</li> </ul>
Aerobics-based / Strength Training	Zumba, Line Dancing, KPopX Fitness, High Intensity Interval Training (HIIT) etc.	<p>A regular instructor-led group aerobics Fitness Interest Group</p> <ul style="list-style-type: none"> <li>• The programme should be a minimum of 1 hour in duration</li> <li>• Average minimum start up number: 15 pax per session</li> </ul>
Team Sports	Soccer, Basketball, Ultimate Frisbee, dragonboat, etc.	<p>A regular instructor/ coach-led sporting activity group</p> <ul style="list-style-type: none"> <li>• The programme should be a minimum of 1 hour in duration</li> <li>• Average minimum start up number: 20 pax per session</li> </ul>

- All Fitness Interest Groups are to ensure basic risk management and safety route are met and planned in case of emergency and to comply with the recommended Physical Activity Safety Standards (refer to zip file attached) when organising physical activity sessions.

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### ANNEX B

#### Details on Funding Criteria: 30 weekly sessions with 75% (rounded off to the nearest whole number) or more attendance per session (for funding period of 1 year)

1. In order to receive funding disbursement from HPB, Fitness Interest Group must fulfil at least 30 weekly sessions (at least 1 hr each) over a funding period of 1 year, with each session having attendance of 75% (rounded off to nearest whole number) or more of the number of members registered at point of application.

#### Example:

Refer to table below on how to calculate 75% attendance (rounded off to the nearest whole number).

Example	[A] Number of members registered at point of application	[B] Minimum number of members* who need to attend the session in order to count as 75% attendance
1	20	$0.75 \times 20 = \underline{15}$
2	21	$0.75 \times 21 = 15.75 \rightarrow$ round off to <u>16</u>
3	22	$0.75 \times 22 = 16.5 \rightarrow$ round off to <u>17</u>
4	23	$0.75 \times 23 = 17.25 \rightarrow$ round off to <u>17</u>

\*Applicable to members who join the group after application (i.e. Name not submitted upon application, but joined the group subsequently). Members in [B] may include both members under [A] as well as new members.

2. To encourage regularity for Fitness Interest Groups, groups must achieve the minimum of 30 weekly sessions (at least 1 hr each) over the period of 30 weeks. Multiple sessions may be held per week (i.e. on Tuesdays and Saturdays) but they will be only considered as 1 weekly session. However, unique attendance can be combined across sessions in the week to achieve the 75% attendance of the weekly session. One week is considered as Sunday to Saturday.

**Example:** A running group of 20 members (GoldRunnerz) is funded with from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018. GoldRunnerz holds running sessions on Tuesday and Saturdays weekly. Even though there are 2 sessions held on the same week, it will only be considered 1 weekly session. Unique attendance (i.e. 1 member attending both sessions in the week is considered as 1 attendance, 1 member attends only one of the two session in the week is also considered as 1 attendance) can be accumulated over sessions in a week to meeting 75% attendance requirement.

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<b>Day</b>	Tuesday	Thursday	Accumulated into 1 weekly session
<b>Member Attendance</b>	10 out of 20pax	10 out of 20pax	-
<b>Unique reach</b>	10pax	5 pax who did not attend Tuesday session attended Thursday session (the other 5 attended Tuesday and Thursday session)	15pax
<b>% attendance of registered group size</b>	50%	50%	75%
<b>Meet 75% attendance requirement?</b>	x	x	✓



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### ANNEX C

#### Prorate of Funding Quantum and Funding Criteria

Both funding quantum and funding criteria would be pro-rated if funding period is less than one full Financial Year.

#### Example:

For Individual-based Physical Activity group, with funding quantum up to \$2000 for a full funding period of 1 year:

<b>Funding Start Date</b>	<b>Funding End Date</b>	<b>Funding Duration</b>	<b>Funding Quantum</b> <i>(rounded off to the nearest \$100)</i>	<b>Funding Criteria</b> <b>(minimum no. of weekly sessions with 75% attendance)</b> <i>(rounded off to the nearest whole number)</i>
1 <sup>st</sup> Aug 2018	31 <sup>st</sup> March 2019	8 months	\$1300	20
1 <sup>st</sup> Sept 2018		7 months	\$1200	18
1 <sup>st</sup> Oct 2018		6 months	\$1000	15
1 <sup>st</sup> Nov 2018		5 months	\$800	13
1 <sup>st</sup> Dec 2018		4 months	\$700	10
1 <sup>st</sup> Jan 2019		3 months	\$500	8

#### **Points to note:**

1. The funding quantum listed in the table serves as a general guide. The actual quantum amount to be awarded will be left to the discretion of the evaluation committee of HPB, based on merit and scale of each application.

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## ANNEX D

### Grant Award Letter

XX<sup>th</sup> July 2018

Ms XXX  
<Address>  
Singapore 123456

Dear Ms X

### **HPB Health Promotion Grant (Fitness Interest Group) 2018**

I refer to the funding application proposal submitted on xx/7/2018 for the Health Promotion Grant (Fitness Interest Group) 2018.

This proposal requests a sponsorship to implement “Name of Physical Activity”, a group exercise Fitness Interest Group that “Name of Fitness Interest Group” will be organising from **xx/xx/2018 to 31<sup>st</sup> March 2019**. Through encouraging members to exercise together, this Fitness Interest Group aims to promote a regular active lifestyle that supports healthy lifestyle in the participants, encourage them to take charge of their own health, and engage in sustained health-enhancing behaviours.

HPB will sponsor a total of **\$X,000.00** for Mrs X to organise the “Name of Physical Activity”, from xx 2018 to March 2019. Please note that you must fulfil the funding criteria of having minimum **X** no of weekly sessions with 75% (rounded off to the nearest whole number) or more attendance of the number of your total registered members (**Y** out of **X** pax). Please also note that the Health Promotion Grant is subjected to the terms and conditions as listed in the attached (ANNEX D1), with immediate effect. Do complete the acknowledgement receipt (ANNEX D2) and submit the signed copy to us.

Please also acknowledge HPB as a supporting organisation and show us the publicity materials before they go to print. If there are other organisations involved in the event, please inform us in advance. HPB reserves the right to withdraw its support should there be any conflict of interest that may arise from the participation of other organisations.

For enquiries related to grant and application, please liaise with Mr Tan Wei Qiang & Ms Joanna Goh for assistance at email [tan\\_weiqiang@hpb.gov.sg](mailto:tan_weiqiang@hpb.gov.sg) & [joanna\\_goh\\_from.tp@hpb.gov.sg](mailto:joanna_goh_from.tp@hpb.gov.sg)

Thank you.

Health Promotion Board