

Fund Allocation Guidelines

Tote Board Social Service Fund (TBSSF)

Fund Allocation

- 1 TBSSF funding for programmes/projects is dependent on programmes/projects needs and Tote Board's approved TBSSF budget entrusted to NCSS to administer. TBSSF may co-fund programmes with government funding, or solely fund programmes.
- 2 TBSSF's scope of funding and funding quantum is as follows:

Funding	Funding Quantum
Direct and/or Preventive Social Services	<ul style="list-style-type: none"> • Up to 50% of approved total operating expenditure (TOE) not covered by the government and/or other funding sources • For programmes co-funded by Government, the funding quantum is dependent on the programme type, funding formula and Government funding portion
New Programmes	<ul style="list-style-type: none"> • 90% of Approved TOE; for new programme which <ol style="list-style-type: none"> i. Serves an <u>unmet need</u> and; ii. Uses a <u>new method or approach</u> which aims to achieve <u>transformative</u> impact in the landscape. • 70% of Approved TOE; for new programmes which <ol style="list-style-type: none"> i. Serves an <u>unmet need</u> and; ii. Is an existing intervention rolled out to a <u>new target group</u>.

The funding can be supported up to 3 years and renewal for funding is not automatic. Only programmes serving an enduring need, for which the service provider is best equipped and/or positioned to sustain the service, will be considered for funding renewal

- 3 There are 2 main components under the approved TOE:
- a) **Expenditure on Manpower (EOM)**, which includes provisions for recommended mid-point salaries (12-months), bonuses (3-months, encouraged to be performance-based) and employers' Central Provident Fund contributions (17%); and
 - b) **Other Operating Expenditure (OOE)**, which includes provisions for rental of building and equipment, utilities, supplies and materials, maintenance, audit fees, etc.
- 4 Programmes are funded based on:
- a) **Per capita funding** - funding is based on per capita cost of funding each client and average muster or number of clients served (usually applies for programmes for which muster or number of clients can be readily defined and tracked); and/or
 - b) **Programme funding** – funding is based on projected fixed cost of operating the programme and is not dependent on muster or number of clients served (usually applies for programmes for which muster or number of clients cannot be defined or easily tracked).
 - c) **Tiered funding** – funding based on a combination of a fixed baseline funding, and an additional sum tiered based on caseloads.

Fund Disbursements

- 5 The Funding shall be disbursed on a regular basis, as determined by the NCSS at its sole discretion, to meet the Agency's recurrent expenditure.
- 6 Where the Funding is Per-capita or Variable Funding, the Funding disbursed shall be adjusted in accordance with the actual Musters and capped at the Programme's projected Musters.
- 7 Funding beyond the projected Musters is subject to the NCSS's discretion and the availability of budget, capped at the Programme's maximum service load.

Annual Adjustments

- 8 Overall TBSSF funding for per capita funded programmes for the year will be adjusted based on the audited muster. For programmes that are overfunded, the overfunded amount will be offset from the 4th quarter disbursement and vice versa.
- 9 Agencies are required to submit their appeal regarding the annual adjustment computations **within 2 months from the date of notification by NCSS.**

Acknowledgement

- 10 For matters relating to acknowledgement of Tote Board's contribution and the use of logos, please email the Corporate Communications team at: corporate_communications@toteboard.gov.sg).