

Capability Development Scheme for the Arts (CDSA-NHB)
Guidelines and Application Form

Annex A

The application window is from 15 June 2020 to 14 September 2020, 5pm, for training programmes that take place from 15 June 2020 to 31 March 2021. Each organisation can submit up to two (2) applications during the open call period, with the total funding per organisation capped at \$6,000 or 90% of the programme fees and absentee payroll, whichever is lower.

Please include an additional table for programme details and submit separate budget form if you are applying for more than one course in this application.

Organisation Profile

Name of applying organisation		UEN No.	
Name(s) and designation(s) of organisation's representative(s)	Name of main coordinator: Email: Mobile No: Name of alternate contact 1: Email: Mobile No: Name of alternate contact 2: Email: Mobile No:		
Brief description of organisation (please			

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include the organisation's website as well).	
Area(s) which your organisation wishes to develop skills in.	

Programme Details [Please duplicate this table if you are applying for more than one course in this submission]

Programme title	
Description of programme	
Describe the programme objectives and how will it be helpful to the organisation and the staff	

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Total cost of programme	S\$		
Start date		End date	
Programme organiser			
Programme website			
Training venue			
Have you received funding (e.g. course fees subsidy, training allowance etc.) for this programme from other sources?			
Have you applied for funding (e.g. course fees, training allowance) for this programme from other sources?			

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If you answered Yes to either question above, please include this in your budget and indicate if the other funding sources are pending or confirmed.

SUBMISSION CHECKLIST

Please include the following documents in your submission:

- ☐ Application Form
- ☐ Budget Form
- ☐ For organisations engaging external trainer(s) to conduct customised training for employees, Curriculum Vitae of trainer(s).

Employees Involved in Training

Please fill in information about your employees who are Singaporeans and Permanent Residents only. This is for the purposes of claiming for absentee payroll and should document only the staff who are attending the training. Please include additional rows where applicable.

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	Employee Name	Job Designation	Full-Time or Part-Time Employee
1			
2			
3			
4			
5			

For organisations engaging external trainer(s)

Please provide the CVs for each external trainer.

	Name	Role in the Heritage Sector
1		
2		
3		

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4		
5		

Declaration:

- ☐ I certify that the information given above, additional attachments and the budget form are *to the best of my knowledge and belief, accurate and complete*. I also understand that providing false or misleading statements with this submission may amount to a criminal offence.
- ☐ I agree for NHB to use any of the information I have provided for the purposes of assessing my grant application.

Signature:**Name:****Date:**