

## VWOs-Charities Capability Fund (VCF)

### Workshop: Risk Management for Charities

Day | Date: Thursday, 12 October 2017  
Time: 1.30pm – 5.15pm  
Venue: Event Hall 2-1, Level 2, Lifelong Learning Institute  
11 Eunos Road 8, Singapore 408601

#### STEP 1

##### CHECK ELIGIBILITY FOR VCF FUNDING

VCF funding is eligible for permanent staff and volunteers who are Board members. They must be from registered Charities/ IPCs. Volunteers who are not Board members\* are not eligible for VCF funding.

**\*The grant covers local training courses, seminars in governance and management for Board members, executive heads and management staff of charities.**

##### WORKSHOP REGISTRATION

- The application should be submitted via CSIS Online Registration Link.
- Please log in to <http://www.saicsa.org.sg/english/training/events2017.asp>

#### STEP 2

- Kindly click the following to submit VCF Funding:
- <https://www.ncssapp.org.sg/ictswb/ictswbLogin.jsp>
- Course code: Risk Management for NPOs Y2017
- VCF Reference No: PAS00001173

#### STEP 3 (Please read the following information)

##### VCF Funding Quantum

The VCF funding quantum is specified below:	Funding Quantum
Singaporeans/ PRs	80% of workshop fee
Employment Pass/ Work Permit Holders	60% of workshop fee

### Registration Details

1. Participants will pay the training provider the net workshop fee (after VCF funding).
2. The training provider will claim the VCF approved funding directly from the VCF Secretariat.
3. Participants **MUST** submit their VCF applications **online at least one month (by 11 Sept 17)** before the commencement of the workshop to be considered for funding.
4. Please send the **VCF Approval Email** to CSIS at [charities@csis.org.sg](mailto:charities@csis.org.sg).
5. No funding will be given on/after the workshop commencement date.
6. Participants will not be entitled to VCF funding if the **VCF Approval Email** is not received by CSIS. Participants will then be asked to bear the full cost of the workshop, which is \$267.50 (inclusive of 7% GST).

### Withdrawal

For withdrawal of participation after the workshop confirmation has been sent out to participant(s), the endorsing organisation will be liable to pay the full workshop fee to CSIS.

### Replacement

- For replacement of participant, the VCF funding application will have to be re-submitted under the name of the replacement participant.
- Please do the re-submission before the workshop date on 12 October 2017 and inform CSIS via email on the changes.
- No funding will be given on/after the workshop commencement date.
- Please re-submit your application via <https://www.ncssapp.org.sg/ictsweb/ictswebLogin.jsp>

### Attendance

- To eligible for VCF funding, participants must achieve full attendance by signing their attendance in the morning and upon collection of the certificate of attendance at the end of the workshop. Signing the attendance registration is **MANDATORY** to be eligible for VCF funding.
- Participants or endorsing organisations will be liable for full workshop fee if participants fail to meet the attendance and terms and conditions for VCF funding eligibility.

### Evaluation Form

- Participants with approved VCF funding must submit the completed evaluation form to CSIS at the end of the workshop. Submission of the evaluation form is **MANDATORY** to be eligible for VCF funding.
- If the completed evaluation form is not received at the end of the workshop, participants with approved VCF funding have to bear the remaining workshop fee.

### Cancellation

- CSIS reserves the right to change the date, time, and venue or cancel the workshop owing to unforeseen circumstances.



#### Please Note:

**Videography and Photography will be taken at the workshop for publicity purposes on print and electronic media.**