

VWOs-Charities Capability Fund (VCF)

Workshop: Risk Management for NPOs Y2018 Workshop

Day:
Thursday
Date:
18 October 2018

Venue:
Event Hall 2-2, Level 2
Lifelong Learning Institute
11 Eunos Road 8, Singapore 408601

Start Time:
1.30pm
End Time:
5.30pm

WORKSHOP FEE

| Fee (before VCF funding) : \$267.50 per participant (including 7% GST) | |
|--|-------------------------------------|
| VCF funding is available for Board Members, Heads, Management Staff and Manager of Charities | Funding Quantum |
| Singaporeans/ PRs \$267.50 - \$214.00* = \$53.50 inclusive GST (after VCF funding) | 80% of Seminar fee Singapore/PRs |
| Employment Pass/ Work Permit Holders / S Pass Holders \$267.50 - \$160.50* = \$107.00 inclusive GST (after VCF funding) | 60% of Seminar fee |

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, heads and management staff of charities.**



Click the following to read more on VCF Funding:

<https://www.charities.gov.sg/Grants/VWOs-Charities-Capabilities-Fund/Pages/VCF%20Training%20Grant.aspx>



Click here to submit VCF Funding:

<https://www.ncssapp.org.sg/ictsweb/ictswebLogin.jsp>

VCF Ref No.: PAS00001658

Seminar Title: Risk Management for NPOs Y2018

STEP 2 : 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>



Please register after you get the VCF Approval Email from VCF Secretariat.

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. Please attach the **VCF Approval Email** when you register for the seminar.
4. No funding will be given on/after the workshop commencement date.
5. Participants will not be entitled to VCF funding if CSIS does not receive the VCF Approval Email. 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 **18 October 2018** 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/ictswweb/ictswwebLogin.jsp>

Attendance

- To eligible for VCF funding, participants must achieve full participation by signing their attendance "in" 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 will 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 seminar for publicity purposes on print and electronic media.