



Health Promotion Grant (Fitness Interest Groups (FIG)) Funding Guidelines 2017

1. OBJECTIVE

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

2. ELIGIBILITY CRITERIA FOR 1st YEAR APPLICATION

2.1 Individuals, organisations or HPB Health Ambassadors 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 any of these described below:

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

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) Running / Brisk Walking / Cycling / Hiking etc. (minimum 10pax)
- (ii) Dance Aerobics / Strength Training (min 15 pax)
- (iii) Team Sports (Minimum 20 pax)

- 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.
- e) Any conflict of interest and vendor-related transactions by the applicant must be declared

3. ELIGIBILITY CRITERIA FOR APPLICATIONS FOR SUBSEQUENT YEARS

3.1 To be eligible for application in subsequent years, applicants have to meet the following criteria:

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

Growth Criteria

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

Example:

A running group of 10 members (GoldRunnerz) was funded with from 1st Jan 2016 to 31st Dec 2016.

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

To be eligible for 3rd year funding in 2018, GoldRunnerz must now grow from 15 members to 22 members (50% growth of 15 pax = 7.5 pax, rounded down to 7pax) by 31st Dec 2018.

**Growth Criteria is not applicable for parent volunteers-led children fitness interest groups.*

Renewal Criteria

- 75% of the members of the interest group applying for the subsequent year must be new individuals (i.e. no more than 25% of interest group members can be from current Health Promotion Grant database) *(no. of previously-funded members to be rounded down to the nearest whole number)*

Example:

An Ultimate Frisbee group (Name: Disc is Lifez) of 40 members was funded by HPG from 1st Jan 2016 to 31st Dec 2016.

Disc is Lifez can apply for funding in 2017 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 maximum of 5pax (25% of 20pax) from the original 40 members in 2016 are allowed. The remaining 15 members (75% of 20 pax) must be new individuals who are not previously funded by Health Promotion Grant.

Disc is Lifez can also choose to apply for funding as a new Team Sports group of 30 members. Similarly, in this new group of 30 members, a maximum of 7 pax (25% of 30 pax) from the original 40 members in 2016 are allowed. The remaining 23 members (75% of 40pax) must be new individuals who are not previously funded by Health Promotion Grant.

**Renewal Criteria for parent volunteers-led children fitness interest group is modified to become 15% of members of interest group applying for subsequent year must be new individuals.*

**** For Fitness Interest Groups funded within the period of 1st April 2017 to 31st March 2018, please refer to Annex B for details on modified eligibility criteria**

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. In general, for individual organisation/ group grants with funding period of one full Financial year, it is at:

- (a) Up to \$2,000 for Running/ Cycling / Outdoor adventure groups
- (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 and tennis
- (d) Up to \$15,000 for Parent-volunteers led Children Fitness Interest Groups

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, with each session having attendance of at least 75% of the number of members registered at point of application (Please refer to Annex C for details). Each weekly Fitness Interest Group session should be at least 1 hour long in duration.
- (b) The Fitness Interest Group must align with HPB's objectives 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 D for details).
- 4.4 Upon approval of the funding, organisations/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, duration or activities of the Fitness Interest Group (e.g. session postponed/cancelled/delayed due to unforeseen circumstances), HPB must be notified immediately. HPB reserves the right to review whether the said funding will continue, and if any amendments should supersede the previous arrangements.
- 4.5 The applicant must declare all other sources of funding for the Fitness Interest Group during application process.
- 4.6 All Fitness Interest Groups must be carried out in Singapore.
- 4.7 Each weekly Fitness Interest Group session should be at least 1 hour long in duration.
- 4.8 A grant award letter (Sample in Annex E) 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 sent back to HPB.

5. FUNDING PERIOD

- 5.1 Depending on timeline of applications, the maximum funding period for Health Promotion Grant 2016 will be from 1st April 2017 to 31st March 2018.
- 5.2 The start date of the funding period will always be on the 1st of the subsequent month while end date will always be 31st March 2018 (e.g. if an application is submitted on 3rd of April 2017 and is subsequently approved, the funding period for this FIG would be from 1st of May 2017 till 31st March 2018)
- 5.3 The funding period will be stated clearly in the grant award letter which will be issued to successful grant applications.

6. DELIVERABLES & MONITORING DURING FUNDING PERIOD

- 6.1 Questionnaires & surveys will be provided by HPB and shall be administered by the funded organisations/ groups at the beginning and end of the programmes or as and when required by HPB. Completed surveys are to be returned to HPB.
- 6.2 Random audits in the form of onsite visits and telephone calls will also be implemented by HPB throughout the course of funding period.

6.3 Photos of Fitness Interest Groups, attendance/membership reports (refer to Annex F for template) are to be submitted to HPB via email once every 3 months or as and when required by HPB.

For General Public:

Email: Nurkhairah_MOHAMED@hpb.gov.sg

Attn: Ms Nurkhairah Mohamed

Subject: Health Promotion Grant (Fitness Interest Group) Attendance

For HPB Health Ambassadors:

Email: Chew_swee_seng@hpb.gov.sg & HPB_HAN@hpb.gov.sg

Attn: Mr Chew Swee Seng

Subject: Health Promotion Grant (Fitness Interest Group) Attendance

7. FUNDING PROCEDURE & DISBURSEMENT

The specific funding procedure will be determined by HPB. Funding will be disbursed in the following ways:

- 7.1 The funding will be disbursed only upon completion of Fitness Interest Group funding period and meeting of funding criteria and receiving all necessary submissions at the end of the funding period, i.e. March 2017. The amount to be disbursed will be based on the approved funding quantum and meeting of funding criteria stated in the grant award letter.
- 7.2 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) Photos, detailed membership and attendance figures of the respective Fitness Interest Groups (Annex F)
 - (iii) Completed Interbank GIRO form (where applicable) (provided by HPB)
- 7.3 All forms and documentation are to be collated and submitted to HPB and should reach HPB no later than 1 month after the completion of the grant funding period.
- 7.4 ONLY For HPB's Health Ambassadors and students (<19 y/o), there would be a half-term disbursement of 50% of the approved funding if half-term criteria is met. Funds disbursement will also be pro-rated if funding criteria is not met. (Refer to Annex G for more details)
- 7.5 HPB would require approximately 14 working days to process each disbursement 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:

- (a) 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:

For General Public:

Email: Clarice_CHNG_from.TP@hpb.gov.sg

Attn: Ms Clarice Chng

Subject: Health Promotion Grant (Fitness Interest Group) Funding Application

For HPB Health Ambassadors:

Email: Chew_swee_seng@hpb.gov.sg & HPB_HAN@hpb.gov.sg

Attn: Mr Chew Swee Seng

Subject: Health Promotion Grant (Fitness Interest Group) Funding Application

8.3 Evaluation of application

- (i) Completed applications received that meet the eligibility criteria and minimum group size will be assessed and evaluated on a first-come-first-served basis.

ANNEX A
Physical Activity Categories

Categories	Activity (e.g.)	Description
Running	Running, Brisk walking, Cycling, Outdoor adventure groups, e.g. hiking etc.	A regular running group led by group leaders <ul style="list-style-type: none"> • The programme should be a minimum of 1 hour in duration • The programme should cater to members of different fitness levels and different distances • Average minimum start up no: 10 pax per interest group
Aerobics / Strength Training	Zumba, Line Dancing, KPopX Fitness etc.	A regular instructor-led group aerobics Fitness Interest Group <ul style="list-style-type: none"> • The programme should be a minimum of 1 hour in duration • Average minimum start up no: 15pax per session
Team Sports	Soccer, Basketball, Ultimate Frisbee , Tennis, Badminton, Bowling etc.	A regular instructor/ coach-led sporting activity group <ul style="list-style-type: none"> • The programme should be a minimum of 1 hour in duration • Average minimum start up no: 20pax per session
Parent Volunteers-led Children Fitness Interest Groups	Team sports, soccer, rugby etc.	A regular sporting interest groups that targets children and are led by parent volunteers. <ul style="list-style-type: none"> • The programme should be a minimum of 1 hour in duration • Average minimum start up no: 20pax per session

- 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.

ANNEX B

Modified Eligibility Criteria and Funding Guidelines for Fitness Interest Groups previously funded within the period of 1st April 2016 to 31st March 2017

1. Eligibility Criteria

- a. FIGs that were previously funded within the period of 1st April 2016 – 31st March 2017 are considered 2nd year applicants and must therefore meet the eligibility criteria for applications for subsequent years.
- b. OPTION 1: Growth Criteria (modified for FIGs previously funded in 2016)
 - i. FIGs previously funded in 2016 need not meet the growth criteria to be eligible for 2016 Health Promotion Grant application
 - ii. However, upon successful application, the FIGs must meet the growth criteria (50% growth of group size applied in 2016) within the period of 6 months.
 - iii. Failure to meet growth criteria within the period of 6 months will result in disbursement of only 6 months of funding, instead of 12 months (entire funding period from 1st April 2017 – 31st March 2018). The usual funding criteria of X weekly sessions (at least 1 hr each) with 75% attendance still have to be met.

*The funding period for HPB Health Ambassadors would be from 1st August 2016– 31st March 2017.

Example

A running group of 20 pax was previously funded from 1st April 2016 to 31st March 2017. As a previously funded FIG in 2016, the applicant need not meet the growth criteria at point of application and chooses to apply for Health Promotion Grant funding again in 2017. He is successful in his application and funding period started from 1st April 2017. He must then fulfil the growth criteria (50% growth: 20pax to grow to 30pax) by 31st September 2017 (6 months). Failure to do so will result in him getting funding for only 6 months after meeting the usual funding criteria (30 weekly sessions (at least 1 hr each) with 75% attendance of registered group size). This funding will only be disbursed after 31st March 2018.

c. OPTION 2: Renewal Criteria

- i. Alternatively, FIGs previously funded in 2016 can choose to fulfil the Renewal Criteria option and apply as a new group for Health Promotion Grant 2017.

2. Funding Guidelines

- a. The funding guidelines for previously funded groups would be similar to Section 4 (Pg. 3) above.
- b. The funding quantum to be awarded to the individual groups will be based on norm costing as well as previous reimbursement amount of the group for the past year/years.
- c. The funding criteria of no. of weekly sessions with 75% attendance still has to be met for the entire duration of 12 months to receive funding disbursement of either 6 months or 12 months (if growth criteria is met, or applying as a new group with renewal criteria)
- d. Disbursement of funds (be it 6 months or 12 months) will only be disbursed at the end of funding period (i.e. after 31st March 2018)

3. Application Window

- a. All FIGs previously funded within the period of 1st July 2016 to 31st March 2017 who are interested to apply for Health Promotion Grant (FIG) in 2017 has to decide on Option 1 / Option 2 and submit the completed application form to HPB by 31st March 2017.
- b. Any applications after 31st March 2017 will not be entertained (only applicable to previously funded FIGs).
- c. HPB will evaluate all complete applications on a first-come-first serve basis and inform successful applicants before start of funding period from 1st April 2017 – 31st March 2018.

ANNEX C

Details on Funding Criteria: 30 weekly sessions with at least 75% attendance per session

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 at least 75% of the number of members registered at point of application.

Example: A running group of 20 members (GoldRunnerz) is funded with from 1st April 2017 to 31st March 2018. GoldRunnerz must fulfil at least 30 weekly sessions with each session having at least 15 members attending (75% of 20 members = 15pax).

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.

Example: A running group of 20 members (GoldRunnerz) is funded with from 1st April 2017 to 31st 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 are considered as 1 attendance) can be accumulated over sessions in a week to meeting 75% attendance requirement.

Day	Tuesday	Thursdays	Accumulated into 1 weekly session
Attendance	10pax	10pax	-
Unique reach	10pax	5 pax (the other 5 attended Tuesday session)	15pax
% attendance of registered group size	50%	50%	75%
Meet 75% attendance requirement?	x	x	✓

ANNEX D

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 a running group, with funding quantum up to \$2000 for a full funding period of 1 year:

Funding Start Date	Funding End Date	Funding Duration	Funding Quantum <i>(rounded off to the nearest \$100)</i>	Funding Criteria (minimum no. of weekly sessions with 75% attendance) <i>(rounded off to the nearest whole number)</i>
1 st April 2017	31 st March 2018	12 months	\$2000	30
1 st May 2017		11 months	\$1800	27
1 st June 2017		10 months	\$1600	25
1 st July 2017		9 months	\$1500	23
1 st Aug 2017		8 months	\$1300	20
1 st Sept 2017		7 months	\$1200	18
1 st Oct 2017		6 months	\$1000	15
1 st Nov 2017		5 months	\$800	13
1 st Dec 2017		4 months	\$700	10
1 st Jan 2018		3 months	\$500	8
1 st Feb 2018		2 months	\$300	5
1 st March 2018		1 month	\$200	3

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.

Annex F - Attendance Template

S/N	Name as of NRIC	Gender	NRIC	DOB (DD/MM/YYYY)	Email	Contact number	Attendance		
							7/7/16 Farrer Park @ 9am	14/7/16 Farrer Park @ 9am	21/7/16 Farrer Park @ 9am
1	Example 1	Male	SxxxxxxxD	15/09/1977	email@gmail.com	9xxx xxxx	1	0	1
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

ANNEX G

Prorate of Fund disbursement if Funding Criteria not met (only applicable for HPB Health Ambassadors and Students (<19 y/o))

Funds Disbursement would be pro-rated if funding criteria (e.g. min 30 weekly sessions (at least 1 hr each) with 75% attendance) not met. At least 50% of minimum no. of weekly sessions has to be completed to receive any funding.

Example:

A HPB Health Ambassador running group (UncleRunnerz) was awarded a funding quantum of \$1500 for a funding period from 1st July 2017 – 31st March 2018.

According to the table below, the minimum no of weekly sessions with 75% attendance would be **23** sessions.

At the end of funding period of 31st March 2018, UncleRunnerz completed only 20 sessions. At least 50% of minimum no. of weekly sessions was completed, therefore UncleRunnerz is eligible for pro-rating of fund disbursement.

Calculation of fund disbursement = \$1500/23 sessions x 20 sessions = \$1300 (rounded off to the nearest \$100).

Funding Start Date	Funding End Date	Funding Duration	Funding Quantum <i>(rounded off to the nearest \$100)</i>	Funding Criteria (minimum no. of weekly sessions with 75% attendance) <i>(rounded off to the nearest whole number)</i>
1 st July 2016	31 st March 2017	9 months	\$1500	23
1 st Aug 2016		8 months	\$1300	20
1 st Sept 2016		7 months	\$1200	18
1 st Oct 2016		6 months	\$1000	15
1 st Nov 2016		5 months	\$800	13
1 st Dec 2016		4 months	\$700	10
1 st Jan 2017		3 months	\$500	8
1 st Feb 2017		2 months	\$300	5
1 st March 2017		1 month	\$200	3

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.

ANNEX E

Grant Award Letter

XXth June 2017

Ms XXX
<Address>
Singapore 123456

Dear Ms X

HPB Health Promotion Grant (Fitness Interest Group) 2016

I refer to the funding application proposal submitted on xx/4/2017 for the Health Promotion Grant (Fitness Interest Group) 2016.

This proposal requests a sponsorship to implement “Name of Physical Activity”, a group exercise Fitness Interest Group that ABC Organisation will be organising from **xx/xx/2017 to 31st March 2018**. 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 2017 to March 2018. Please note that you must fulfil the funding criteria of having minimum **X** no of weekly sessions with at least 75% attendance of your total registered members (**X** pax). Please also note that the Health Promotion Grant is subjected to the terms and conditions as listed in the attached (ANNEX E1), with immediate effect. Do complete the acknowledgement receipt (ANNEX E2) and submit it 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 general public, please liaise with Ms Clarice Chng for assistance at email Clarice_CHNG_from.TP@hpb.gov.sg or telephone at 6435 3750.

Thank you.

Health Promotion Board