

1d) Business Activity:

* Industry: Business Services / Construction / Community, Social & Personal Services / Hotels & Restaurants/ Manufacturing / Transport & Communications / Wholesale & Retail/ Others (specify)
Description

1e) Shareholding Details of Applicant:

Name of shareholders/ sole proprietors/ partners (individual or company)	Nationality (Individual) or Country Registered (Corporate Shareholder)	% Share (Name the 5 biggest shareholders of the applicant)

Does the applicant hold 50% or more shares in any company? If so, please provide details below

Name of company	Business Activity	Country Registered	% Share

1f) Past Performance:

	Year (20 ____)	Year (20 ____)	Latest FY (20 ____)
Sales (S\$'000)			
Net Profit Before Tax (S\$'000)			

2 DETAILS OF PROJECT OFFICERS

2a) Details of Project Leader:

The project leader will oversee the implementation of the work-life project and will serve as the main contact person with the Ministry of Manpower (MOM). The project leader must complete a work-life training course approved by MOM.

Name		Designation	
Tel	Fax	Email	

2b) Details of Work-Life Champion:

Each applicant must identify a work-life champion at **senior management** level who will be committed to the success of the project. It will be the champion's responsibility to ensure that government funds are used responsibly, and that declarations and claims made are true to the best of his/her knowledge.

Name		Designation	
Tel	Fax	Email	

2c) Details of Consultant (If any):

The consultant is an external 3rd party engaged by the applicant to provide assistance and advice on work-life issues. It is **not compulsory** to engage a consultant. It will be the consultant's responsibility to ensure that the applicant understands the intention behind the WoW! Fund, as well as implications of the project and acceptance of the grant. The consultant is also expected to perform basic checks that the company has genuine intentions on work-life, and that the company is bona-fide.

Details on approved consultants can be found in MOM website

Name of Consulting Company		Address of Consulting Company	
Name of Primary Consultant		Designation of Primary Consultant	
Tel	Fax	Email	

3 DETAILS OF PROJECT

3a) Title of Project:

--

3b) Project Details

Please attach the following project details as part of the **Project Proposal**
 (Please check against the box when items have been included in the proposal)

Project Details	Check-box
1. Objectives and describe why project is needed <ul style="list-style-type: none"> • include staff profile • include details of employee needs assessment <i>Note: If Work-Life intention is not clearly demonstrated in the proposal or subsequent contact with MOM officers, the application will be rejected</i>	
2. Current work-life practices	
3. Project Plan <ul style="list-style-type: none"> • Describe individual work-life programmes • Provide time frame for project • Names and Designations of employees benefiting from the project <i>Note: entire duration of the project should not exceed one year</i>	
4. Projected Benefits <ul style="list-style-type: none"> • Include measurable business outcomes • Current figures for the indicators <i>Note: A set of compulsory indicators and recommended indicators will be provided</i>	
5. Project Expenditure <ul style="list-style-type: none"> • Itemise all costs • Provide details/ justification for each purchase • Quotations for the purchase <i>Note: Expenditure for work-life training for project leader and deployed staff must be included.</i>	
6. Consultancy <ul style="list-style-type: none"> • Details of consultant • Consultancy proposal/ scope of consultancy project listing key recommendations and outcomes must be enclosed 	
7. For employed/ deployed staff: <ul style="list-style-type: none"> • Name, qualification of staff and proof of monthly pay (eg payslip) • Scope of work including overall length of staff involvement in man-days. <i>Note: The staff must have completed a work-life training course approved by MOM</i>	

4 DECLARATION BY APPLICANT

4a) Please list any tax/financial incentives or grants that your company is currently enjoying for the same project:

Name of Incentive or Grant received	Agency offering Incentive/Grant (Contact Officer)	Item Funded (Amount Funded)

4b) Applicant Declaration

I declare that	Yes/No
1. The company has not applied, obtained or will be obtaining any other tax/financial incentives for the proposed consultancy project	
2. This is the first time the company, or any shareholding affiliated companies, is applying to the WoW! Fund since its inception in August 2004	
3. The company is free from any litigation pertaining to the proposed project	
4. The company and its directors, shareholders, employees or any other person related to the aforesaid persons is not given any monies, loans, rebates, discounts, refunds, liquidated damages or any other payment, whether in cash or in kind, by consultants or vendors or their directors, shareholders, employees or any other person related to the aforesaid persons, in connection to the project; and there is no intention to give such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment. I/We understand that exchange of such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment without seeking the approval of Ministry of Manpower constitute an offence under the Penal code.	
5. The facts stated in this application and the accompanying information are true, complete and correct to the best of my knowledge and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted, and in addition, the Ministry of Manpower may, at its discretion, withdraw the grant and recover immediately from my company any amount of the grant that may have been disbursed.	

Signature & Company Stamp	
	Name
	Designation
	Date
<i>Note: Only the sole proprietor, partner or company director of the applicant company, as registered with ACRA or professional bodies, may sign this declaration</i>	

5 DECLARATION BY CONSULTANT

5a) Consultant Declaration (To be filled in by consultants seeking funding for their fees)

I declare that	Yes/No
<p>(For sole proprietor)</p> <p>1. I am a third party consultant and I am not in the employ of the applicant or any company affiliated to the applicant or any joint venture partner or principal or agent (in a trading/agency relationship) of the applicant. I am not and will not in future be receiving any remuneration from the applicant or its affiliate companies, partners, principals or agents other than the consultancy fee for the proposed consultancy project. The services which I provide under the said project is for a limited duration and, unless agreed by the Ministry of Manpower in writing, shall not lead to full time employment with the applicant or its affiliated companies for at least one (1) year from the completion of the said project;</p> <p>(For sole proprietor/company)</p> <p>1. We are a consulting business that is unrelated to the applicant. None of our partners/directors or shareholders or our consultants have any interest in or are in the employ of the applicant or any company affiliated to the applicant or any joint venture partner or principal or agent (in a trading/agency relationship) of the applicant. The services which we provide under the said project is for a limited duration and, unless agreed by the Ministry of Manpower in writing, shall not lead to full time employment of our partners/directors or shareholders with the applicant or its affiliated companies for at least one (1) year from the completion of the said project.</p>	
<p>2. I/We have not given any monies, loans, rebates, discounts, refunds, liquidated damages or any other payment, whether in cash or in kind, to the applicant or its directors, shareholders, employees or any other person related to the aforesaid persons, in connection to the project; and there is no intention to give such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment.</p> <p>I/We understand that exchange of such monies, loans, rebates, discounts, refunds, liquidated damages or any other payment without seeking the approval of Ministry of Manpower constitute an offence under the Penal code.</p>	
<p>3. The facts stated in this application and the accompanying materials are true, complete and correct to the best of my knowledge and that I/We have not withheld/distorted any material facts.</p> <p>I/We understand that if the grant is awarded to the applicant by false or misleading statements, including my/our declaration herein, I/we may be prosecuted.</p>	

Signature & Company Stamp	
	Name
	Designation
	Date
<p><i>Note: Only the sole proprietor, partner or company director of the consultant company, as registered with ACRA or professional bodies, may sign this declaration</i></p>	

6 SUBMISSION CHECKLIST

6a) Please ensure that the following documents are submitted:

- Part 1-5 of application form
- Project Proposal
- Consultancy Proposal (if any)
- Latest ACRA search or instant information of applicant company
- Latest audited accounts and financial statements (not more than 1 year ago)
- CPF statements to show the staff strength

6b) Submission

Completed applications and accompanying materials should be addressed to:

Quality Workplaces Promotion Section
Labour Relations and Workplaces Division
Ministry of Manpower
18 Havelock Road
4th level
Singapore 059764