

# OPEN DOOR FUND

Companies can seek funding to subsidise the following components.

- **Redesign of Job Scope/Process**  
Redesign the job scope or process, such as breaking up the work process into smaller components to make it more suitable for persons with disabilities.
- **Workplace Modification**  
Make building modifications and install equipment at the workplace to make the environment more accessible.
- **Training Programmes**  
Provide job-specific external and/or internal training for the persons with disabilities to facilitate effective learning.
- **Integration Programmes**  
Organise orientation briefings/programmes and training for company supervisors and co-workers on how to effectively interact and communicate with persons with disabilities. Furthermore, companies can tap on the Fund to engage the services of job coaches, for up to a maximum of 12 months, to support the persons with disabilities as part of their integration programme.
- **Outsourcing Feature**  
Companies can tap on the Fund when engaging the services of persons with disabilities employed by outsourcing firms that provide services to the company.

This is subjected to the following;

- a) The persons with disabilities are placed at the company's premises (so that workplace modification and/or improvements are justified);
- b) The persons with disabilities are employed on at least a one-year contract or more; and
- c) The company, and not the outsourcing firm, pays the co-funding component.

## **Eligibility Criteria for Companies**

- Company registered or based in Singapore.
- Commitment to employ persons with disabilities, who are Singaporean/Singaporean PRs, on at least a one-year contract or more.
- A minimum of 4 persons with disabilities have to be hired. Existing persons with disabilities can be included as part of the 4 persons with disabilities in order for companies to qualify for the Fund, although the Fund can only be tapped for new hires.

- Thus, if Employer A has previously employed 1 person with disability, the company will need to employ only 3 more to qualify for the Fund. Employer A, however, would only be able to obtain funding for the 3 new employees.

### **General Information on Persons with Disabilities**

- Persons with disabilities are those whose prospects of securing, retaining places and advancing in education and training institutions, employment and recreation as equal members of the community are substantially reduced as a result of physical, sensory, intellectual and developmental impairments.
- In Singapore, persons with disabilities are classified under four broad categories of disabilities – sensory disabilities (hearing and visual impairment), intellectual disabilities (with an IQ of 70 and below), physical disabilities (e.g. amputee, polio) and other developmental impairments (e.g. Autism Spectrum Disorder, Attention Deficit Hyperactive Disorder).

### **The fund can be used to subsidize**

- Up to 30% funding of actual cost of IPR (Intellectual Property and Rights) such as licensing and royalties;
- Up to 70% funding of salaries of company staff engaged in the job redesign and consultancies paid to third parties;
- Up to 90% funding of actual cost of leasing (up to 12 months) or purchase cost of equipment and building modifications;
- Up to 90% funding for the training cost of persons with disabilities (including internal and external training) and the basic salary cost while the persons with disabilities undergoes training; and
- Up to 90% funding for other items such as mentorship, engagement of job coaches or other adjustment programmes to integrate the persons with disabilities into the company.

**Fund Disbursement Schedule:**

<b>Disbursement Schedule</b>	<b>Job Redesign Incentive (% of disbursement)</b>	<b>Training Incentive (% of disbursement)</b>
1st Disbursement (Commencement of Project)	40%	Nil
2nd Disbursement (Completion of project and hiring of persons with disabilities committed by the employer)	40%	80%
3rd Disbursement * (Retention of staff 3 months after commencement of work, with at least 50% of new persons with disabilities still in employment with the company)	20%	20%

**Contact Details:**

If you have any further enquiries, please contact John Quek at 67841482 (DID) / 97668717 (mobile) or email: [john@greatworksolutions.com](mailto:john@greatworksolutions.com)