

## **Application Procedures**

### **Step 1 – Check funding principles**

Please check that your programme is in line with our Mission and Role, Strategic Thrusts and Funding Principles.

*We seek your understanding that not all programmes that meet the above requirements of the application process will be shortlisted for funding.*

### **Step 2 – Submit request for funding**

Send us a request for funding by email (preferred) or mail with a brief description of the proposed programme and your organisation. We will review your request for funding and if needed, request for a meeting or visit.

### **Step 3 – Develop full proposal**

If your funding request is shortlisted, you will need to submit a full proposal. Your proposal must include details of your programme including goals, outcomes, outputs, budget and implementation plans. Please refer to our proposal guidelines for more details.

### **Step 4 – Submit your full proposal for consideration by our Board of Directors**

The management of Temasek Foundation Cares will put forward accepted proposals for consideration and decision by our Board of Directors.

### **Step 5 – Sign the grant agreement**

Congratulations! If your proposal is approved by the Board of Directors, we will prepare a Grant Agreement for your acceptance. Once all the paperwork is completed, you will be required to submit a request for disbursement of funds and to submit progress reports according to an agreed schedule.

*Note:*

*As a guide, please apply for funding by Temasek Foundation Cares at least six months before the start of your proposed programme.*