

Application For Talent Assistance

1. All fields in this application form must be filled, do not leave blanks.
Fill in "NA" where applicable.

2. All necessary supporting documents must be submitted together with this application. The completed application can be submitted via email to "MDA_Schemes@mda.gov.sg" or mailed to:
 - MDA Schemes
 - Media Development Authority
 - 3 Fusionopolis Way, #16-22 Symbiosis
 - Singapore 138633

MDA Official Use
Application number :

For Individual (Including Freelancers)

To Attend Specialised Media Training Programme

(complete section 1 & 2)

Amount Requested

S\$

To Apply for Local and Overseas Work Attachment

(complete section 1 & 3)

S\$

For Organisation

To Support Employee for Local and Overseas Work Attachment

(complete section 1 & 3)

Amount Requested

S\$

Section 1 – APPLICANT DETAILS		
Name:	NRIC:	Designation:
Email:	Tel:	Fax:
Mailing Address:		
Primary Sector (select all that are applicable)	<input type="checkbox"/> Animation <input type="checkbox"/> Broadcast <input type="checkbox"/> Film <input type="checkbox"/> Games <input type="checkbox"/> Interactive Media <input type="checkbox"/> Music <input type="checkbox"/> Publishing	

If you are applying under an organisation, please complete the following:

Company :

Unique Entity Number (UEN):
(also known as ACRA Registration Number)

Paid-up Capital: S\$

Primary SSIC Code:

Secondary SSIC Code:

KEY / SENIOR MANAGEMENT (eg CEO, CFO, COO, CIO)

Designation	NRIC	Name

Section 2 – TO ATTEND SPECIALISED MEDIA TRAINING PROGRAMME

Programme Title:

Name of the Organiser/ Training Institution:

Location of the Training: Local
 Overseas. Please specify:

Programme Fee: S\$

Programme Date: From: To: Duration:

Amount Approved for from January to December: S\$
(Amount, including the amount applying for, cannot exceed S\$15,000 per year)

Section 3 – TO APPLY / SUPPORT EMPLOYEE FOR LOCAL AND OVERSEAS WORK ATTACHMENT

Hosting Organisation Name:
(if applicable)

UEN:

Mailing Address of Hosting Organisation:

Contact Person's Email :

Contact Person's Tel :

Name of Mentor(s):

Designation(s):

Name of Candidate:
(if applicable)

NRIC:

Location of the Attachment: Local
 Overseas. Please specify:

Period of the Attachment: From: To: Duration:

Please attach a separate list if you are applying under the organisation for more than one candidate

DECLARATION	
1. The information contained in this application is accurate, complete and true.	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify:
2. No material information has been withheld from or distorted in this application.	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify:
3. The Organisation is free from any material litigation, pending litigation, claims or demands, has not entered into or is not entering into receivership, judicial management, insolvency, composition/arrangement with its creditors, or has not passed a resolution for winding up.	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify:
4. The Organisation is not in receipt of nor has the Organization applied to Media Development Authority of Singapore, the Government of Singapore, any statutory, quasi government or government agencies in, for any form of financial assistance for the proposed project.	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify:
5. No officer or employee of the Organisation is associated with or otherwise related to any officer or employee of the Media Development Authority of Singapore.	<input type="checkbox"/> Yes <input type="checkbox"/> No, please specify:
In addition to the above, I acknowledge that it is an offence to dishonestly procure funding by means of false or misleading information and that the Media Development Authority of Singapore may immediately withdraw its funding and recover all monies so disbursed.	
Signature of Applicant	
Name of Applicant/ Organisation	
Date	

SUMMARY CHECKLIST

Please ensure that the following documents are submitted together with the application form (Please tick if the documents are enclosed in your application):

For Individual:

To Attend Specialised Media Training Programme

- Copy of candidate's NRIC
- Write-up of candidate's learning objectives and outcome to achieve (*in approximately 1000 words*)
- Description the programme, and profile of the trainer and training institution and/ or organiser
- Copy of the programme marketing material

To Apply for Local and Overseas Work Attachment

- Copy of candidate's NRIC
- Candidate's resume (for male candidates, please indicate if you have completed National Service)
- Write-up of the attachment, which include skills to acquire and outcome to achieve (*in approximately 1000 words*)
- Profile of the mentors
- Breakdown of the estimated cost of return economy airfare, accommodation and insurance (applicable for overseas attachment only)

For Organisation:

To Support Employee for Local and Overseas Work Attachment

- Copy of candidate's NRIC
- Candidate's resume (male candidates have to indicate if they have completed national service)
- Details of the attachment, which include project to be involved, role of the candidate, skills to impart to candidate (*in approximately 1000 words*)
- Profile of the mentors
- ACRA business profile
- Breakdown of the estimated cost of return economy airfare, accommodation and insurance (*applicable for overseas attachment only*)

For Official Use
(to be filled in by MDA Officer)

Application Number			
Date of Submission of Completed Application Form			
Project Status	Approved / Rejected If approved, amount approved for: <ul style="list-style-type: none"> • Attending of Specialised Media Training Programme: S\$ • Applying for Local and Overseas Work Attachment: S\$ • Supporting Employee for Local and Overseas Work Attachment: S\$ 		
Date of Notification of MDA's Funding Decision to Applicant			
Payment Schedule			
Milestones	Disbursement Date	Disbursement Amount (S\$)	Disbursement Percentage
1.		S\$	
2.		S\$	
3.		S\$	
4.		S\$	
TOTAL			

Talent Assistance

OPERATING GUIDELINES

This document provides the Operating Guidelines.

Media Development Authority (MDA) reserves the right to change the guidelines from time to time. Please ensure you check the website or with the respective MDA Industry Officer for the latest version.

Note: This document has 2 sections

Section A of this document provides operating and administrative guidelines for Talent Assistance, including the eligibility criteria, funding quantum, expected deliverables, application procedure, claim procedure etc.

Section B of the document provides the contact information.

Section A: Operating Guidelines for Talent Assistance

1. Eligibility Criteria

- 1.1 Companies/ Organisations must be Singapore-registered (at least one Media SSIC code) except for special cases such as Institutions of Higher Learning.
- 1.2 Individual applicants must be Singaporean or Permanent Residents, who are fresh graduates from media related studies, existing media professionals, and working professional making career switch to media.
- 1.3 Applicants for attachments should have fulfilled any existing commitment for receiving other government funding (such as scholarships, subsidised courses).

2. Application

- 2.1 Funding application must be made by completing and submitting the official MDA Application Form “Application Form for Talent Assistance”.
- 2.2 Funding decision (except for scholarship applications) will be made and conveyed to applicants within 8 weeks upon receipt of completed application form and all supporting documents. MDA will strive towards informing the applicant of decision earlier, whenever possible.
- 2.3 For successful application, a Letter of Offer would also be provided by MDA, and the applicant would need to formally accept the offer (by completing/ signing the Letter of Acceptance and submit to MDA) within 14 working days from the date of Letter of Offer.
- 2.4 Letter of Offer/Acceptance or Agreement needs to be duly signed and executed before milestone claim(s) can be made.

3. Milestone Claims

- 3.1 Milestone Claims will be based on deliverables and quantum found in Section 5 of this document.
- 3.2 MDA does not give retrospective funding. The milestone deliverables should not be items that have already been carried out prior to the effective start date of the training programmes or work attachments stated in the Letter of Offer.
- 3.3 In the event that the funding recipient fails to deliver the milestone deliverables stated in the Letter of Offer, MDA shall have no obligation to provide any further grants, and monies disbursed by MDA to the funding recipient training programmes or work attachments shall be immediately recoverable against the funding recipient upon MDA's demand.
- 3.4 Disbursement of grants would be made via GIRO. The GIRO Direct Credit Authorisation Form must be filled and submitted to MDA before the first claim training programmes or work attachments.

4. Variations

- 4.1 If there are any variations to the training programmes or work attachments such as changes in timelines, scope and milestone deliverables, the funding recipients must obtain MDA's approval, before making the variations.

5. Funding Quantum and Guidelines

5.1 For Individual (including freelancers)

5.1.1 For application to **attend specialised media training** in creative, technical and entrepreneurial programmes, please refer to Table 1 below:

Table 1

Requirement for Application Submission	Funding Quantum	Milestone Deliverables	Milestone Disbursement
(a) Completed Application Form (b) Copy of candidate's NRIC (c) Write-up of candidate's learning objectives and outcome to achieve (<i>in approximately 1000 words</i>) (d) Description the programme, and profile of the trainer and training institution and/ or organiser (e) Copy of the programme marketing material	Up to 70% of the training course fee capped at \$15,000 per year	(a) Letter of Acceptance from individual (b) Proof of Registration	50% of the grant
(c) Report on how the training programme has been beneficial (to include skills acquired, outcome achieved, relevance to work) within one month upon completion of the training programme (d) Completed Claim Form (e) Original payment receipt/ any other proof of payment for attending the training programme.		50% of the grant	

5.1.2 For application of **local or overseas work attachment**, please refer to Table 2 below:

Table 2

Requirement for Application Submission	Funding Quantum	Milestone Deliverables	Milestone Disbursement
(a) Completed Application Form (b) Copy of candidate's NRIC (c) Candidate's resume (d) Write-up of the attachment which include skills to acquire and outcome to achieve (<i>in approximately 1000 words</i>) (e) Profile of the mentors (f) Breakdown of the estimated cost of return economy airfare, accommodation and insurance (<i>Applicable for overseas attachment only</i>)	<u>Local Attachment</u> (a) Up to 70% of trainee's monthly salary capped at S\$1,400 (excluding CPF contribution) (b) Attachment duration is from 3 to 12 months	(a) Letter of Acceptance from individual (b) Letter of Acceptance from host company confirming attachment (c) A duplicate copy of the employment contract	Disbursement for first quarter
		(d) Monthly attendance and progress report (e) Final Progress Report (endorsed by the mentor), detailing how the attachment has been beneficial (to include skills acquired, outcome achieved, relevance to work) within one month on the completion of the work attachment (f) Completed Claim Form	Disbursement for subsequent and final quarters

	<p><u>Overseas Attachment</u></p> <p>(a) Up to S\$2000 allowance per month (b) Up to S\$3000 for return economy airfare, accommodation and insurance (a) Attachment duration is from 3 to 12 months.</p>	<p>(a) Letter of Acceptance from individual (b) Letter from host company confirming attachment</p>	<p>Disbursement for first quarter</p>
		<p>(c) Quarterly attendance and progress report (d) Final progress report (endorsed by the mentor), detailing how the attachment has been beneficial (to include skills acquired, outcome achieved, relevance to work) within one month on the completion of the work attachment (e) Completed Claim Form (f) Original payment receipts for return economy airfare, accommodation and insurance</p>	<p>Disbursement for subsequent and final quarters as well as return economy airfare, accommodation and insurance</p>

5.2 For Organisation

5.2.1 For application to support employees for **local and overseas work attachment**, please refer to Table 3 below:

Table 3

Requirement for Application Submission	Funding Quantum	Milestone Deliverables	Milestone Disbursement
(a) Completed Application Form (b) Copy of candidate's NRIC (c) Candidate's resume (d) Details of the attachment, which include project to be involved, role of the candidate, skills to impart to candidate <i>(in approximately 1000 words)</i> (e) Profile of the mentors (f) ACRA business profile (g) Breakdown of the estimated cost of return economy airfare, accommodation and insurance <i>(Applicable for overseas attachment only)</i>	<p><u>Local Attachment</u></p> <p>(a) Up to 70% of trainee's monthly salary capped at S\$1,400 (excluding CPF contribution) (b) Attachment duration is from 3 to 12 months.</p> <p>Note: All disbursements would be made directly to your Singapore registered employer.</p>	<p>(a) Letter of Acceptance from individual and organisation (b) Letter of Acceptance from host company confirming attachment</p>	Disbursement for first quarter
		<p>(c) Monthly attendance, progress report and statement of salary to the employee. (d) Completed Claim Form (e) Final Progress Report (endorsed by the mentor), detailing how the attachment has been beneficial (to include skills acquired, outcome achieved, relevance to work) within one month on the completion of the work attachment.</p>	Disbursement for subsequent and final quarters
	<p><u>Overseas Attachment</u></p> <p>(a) Up to S\$2000 allowance per month (b) Up to S\$3000 for</p>	<p>(a) Letter of Acceptance from individual and organisation</p>	Disbursement for first quarter

	<p>return economy airfare, accommodation and insurance</p> <p>(c) Attachment duration is from 3 to 12 months.</p> <p>Note: All disbursements would be made directly to the employee participating in the attachment.</p>	<p>(b) Letter from host company confirming attachment</p> <p>(c) Quarterly attendance, progress report and statement of salary to the employee.</p> <p>(d) Final Progress Report (endorsed by the mentor), detailing how the attachment has been beneficial (to include skills acquired, outcome achieved, relevance to work) within one month on the completion of the work attachment.</p> <p>(e) Completed Claim Form</p> <p>(f) Original payment receipts for return economy airfare, accommodation and insurance</p>	<p>Disbursement for subsequent and final quarters as well as return economy airfare, accommodation and insurance</p>
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6. Other Requirements

- 6.1 Funding recipients must maintain full and accurate records with respect to the project. MDA must have complete access to such records (including complete and proper books and records of income and expenditure concerning the project, including all supporting vouchers, invoices and receipts thereof), as well as the right to inspect all training programmes and work attachments. The applicant must promptly furnish all data, reports, contracts, documents and other information, if requested by MDA.
- 6.2 The Company shall use its best endeavours to subscribe to and shall be a member of such professional media network(s) that may consist of a network of individuals and/or organisations in the creative industries.
- 6.3 The organisation shall use its best endeavours to comply with the relevant industry's best practices governing payment to freelancers whom it engages to conduct any specialised training programmes locally.

Section B: CONTACT INFORMATION

Applications and enquiries can be emailed or forwarded to:

- (1) Your respective MDA Industry Officer; or
- (2) MDA_Schemes@mda.gov.sg

MDA Schemes
Media Development Authority
3 Fusionopolis Way
#16-22 Symbiosis
Singapore 138633