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Any resemblance to real companies, persons (living or dead) or products is purely coincidental

Note: Instructions on how to complete each section are given in the boxes attached to various sections. Please do not include the boxes when submitting the proposal.

SAMPLE

WOW! FUND CLAIM FORM: Enhanced Tier					
Company Name		: Company XYZZ Pte Ltd			
Consultant (if any)		: Ms Sharon Tan, ABCC Consultancy Pte Ltd			
Items	Projected cost (\$)			Amount Spent to date (\$) (Claimable cost after cap) (\$)	
a) Server & laptops	8,000			9,000	
b) Biometric System	6,000			6,000	
c) Work-Life training course (2 pax)	1,000			1,000	
d) Consultancy	6,000			6,000	
e) Family Room	5,000			5,000	
Expenditure to date (\$)				: 27,000	
Grant Amount to claim for (\$)¹				: 10,000 (cap)	
Employees Details: Please provide at least 5 employees who are offered FWA by the company.					
NRIC	Name	Designation	Tel	Email	Involvement
S7900216Z	Andrew Lim	HR Manager	65482231	Andrew.Lim@xyzz.com.sg	Project Leader
S8034458Z	Carl Tay	Sales Manager	65482231	Carl.Tay@xyzz.com.sg	Staggered Hours, Telecommuting
S0069684J	Siow Li Seng	Technical Head	65482231	ls.siow@xyzz.com.sg	Staggered Hours
S8246910G	Audrey Chua	Admin	65482231	Audrey.Chua@xyzz.com.sg	Staggered Hours, Telecommuting
S7440585D	Stephen Teo	Engineer	65482231	Stephen.Teo@xyzz.com.sg	Telecommuting
S7639971A	Nathan P. Suresh	Marketing Manger	65482231	Nathan.Suresh@xyzz.com.sg	Telecommuting
Declaration					
I certify that the information stated in this claim and the accompanying information are true and correct and the expenses claimed have been paid by us for the implementation of the above project.					
Signature			Signature		
Name			Name		
Designation Managing Director/General Manager *			Designation Accountant/Auditor *		
Company Stamp			Company Stamp		
Date			Date		

* Please delete where applicable

¹ Amount is 80% of "Expenditure to date" minus \$10,000 claimed under the Common Tranche; or \$10,000 whichever is lower. Minimum of \$25,000 (cumulative with expenditure from Common Tranche) has to be spent before full \$10,000 can be claimed under the Enhanced Tier.

ENHANCED TIER CLAIM REPORT ON WORK-LIFE PROJECT
Company XYZZ Pte Ltd

1. Project details

Describe the project objective and what it sets out to do.

i. Project Objective

- a) To provide a flexible working environment with focus on telecommuting.
- b) To help employees be more productive at work.
- c) To recruit and retain talented staff in the competitive industry.

ii. Descriptions of Work-Life practices that improved

Include FWAs that are offered and are communicated to the employees.

a) Staggered Hours

- I. Allows employees to have varying start and end times daily to suit their work and personal commitments.
- II. Employees can now start work between 7.00am to 9.00am and finish work between 5.30pm to 7.30pm, Mondays to Fridays.

b) Telecommuting

- I. Management and sales staff are allowed to work from home for 1 day per week.
- II. Employees can decide which days to go on Telecommuting after discussion and agreement with their supervisor. Employees must report back to work on Wednesday, which is reserved for staff meeting
- III. Remote access and laptops are provided for all employees involved in Telecommuting.
- IV. Other employees may apply for Telecommuting on ad-hoc basis with approval from their supervisors, subjected to business exigencies

c) Other Work-Life Commitments

- I. Employees now work a 5-day week (5 ½-day week before the project started)
- II. With the newly set up Family Room, employees are now able to bring their children to work.

iii. Lessons learnt on Work-Life

Note: Refers to lessons learnt from implementing the Project.

- a) Though employees are fully supportive of the project, there are still some concerns raised by the senior management about telecommuting. The supervisors find it difficult to monitor the performance of employees if he or she is frequently not in the office. To resolve this, the consultant had arranged for communication sessions between management and staff involved, and arrived at a set

of performance indicators to assess performance during telecommuting.

- b) Senior management’s support has contributed significantly to the success of the programme.

2. Evaluation

i. Tracking of Key Performing Indicators

These are outcomes which the applicant will track for the project for at least 3 months.

Please refer to attached sample of the survey used to conduct Employee Opinion Survey.

Key Performance Indicators	Project Implementation	
	Pre	Post ²
	Jul 08	Jul09
a) Employee Opinion Survey Rating ³ / Staff Satisfaction	4.1	
b) Employee Turnover Rate	12 %	15 %
c) Cost savings – Transportation cost (Average cost per month)	\$1,378	\$945

Reasons for higher turnover

The shipping industry is experiencing good growth this year which had resulted in more employees looking for better prospects in bigger companies. We will continue to improve on our HR practices to reduce turnover

3. Declaration Form

Please refer to attached Declaration Forms for 6 employees placed on Flexible Work Arrangements.

Name	Designation
Andrew Lim	HR Manager
Carl Tay	Sales Manager
Siow Li Seng	Technical Head
Audrey Chua	Admin
Stephen Teo	Engineer
Nathan P. Suresh	Marketing Manger

³ EOS Score (1 to 5). Refer to the website for a copy of this survey.

4. Actual Expenditure

Items	Projected cost (\$)	Actual Expenditure (\$)	Details on how item support project ⁴
a) Server & laptops	8,000	9,000	To support telecommuting
b) Biometric System	6,000	6,000	To manage a flexible schedule
c) Work-Life training course (2 pax)	1,000	1,000	Compulsory: To have a basic understanding of Work-Life to implement the programmes
d) Consultancy	6,000	6,000	Consultant to advise and manage the project
e) Family Room	5,000	5,000	To have a comfortable holding area for children and family when staff need to deal with business exigencies
Total cost	\$27,000 (Sum of amounts in bold)		
Amount Claimed under Common Tranche	\$10,000		

5. Attachments

- i. Annex 1 – Survey Form used to conduct Employee Opinion Survey.
- ii. Annex 2 – Photos of server and 2 laptops with serial numbers attached.
Photos of the Biometric System and Family Room.
- iii. Annex 3 – Six employee declarations forms from employees who are placed on Flexible Work Arrangements.
- iv. Annex 4 – Receipts for items purchased/services engaged after the Common Tranche.

⁴ Provide details and justification how this purchase will facilitate your Work-Life project. Provide proof of purchase for your expenditure

ANNEX 1

Employee Opinion Survey

Please take a few minutes of your time to fill in this survey.
(Estimated time required is 5 minutes)

As communicated through prior emails and weekly staff meetings, our Company has recently implemented new initiatives on Work-Life. This survey is to ascertain your reaction to the implementations.

Item	Disagree		Neutral		Agree
1. As a result of the work-life project, I can better manage my work and family commitments.	1	2	3	4	5
2. As a result of the work-life project, I have better control over how I achieve my work targets.	1	2	3	4	5
3. As a result of the work-life project, I can concentrate better at work.	1	2	3	4	5
4. As a result of the work-life project, I am more productive at work.	1	2	3	4	5
5. As a result of the work-life project, I can spend more time on my family / personal commitments.	1	2	3	4	5

Thank you for your time.

ANNEX 2

Photo of the Biometric System here.

Biometric System

Photos of the Laptops here.

ZZ Laptop S/N L3-CB793
ZZ Laptop S/N LV-W1343

Photo of the Server here.

MM Server

Photo of the Family Room here.

Family Room

ANNEX 3

Only one declaration form is attached in this sample for convenience. In your actual report, at least 5 completed employee declaration forms must be submitted.

Employee Declaration Form	
1. Type of Working Arrangements: Please tick accordingly to the Working Arrangements offered.	
Working Arrangements ⁵	Arrangement in Effect
Part-Time Working <input type="checkbox"/> <i>(See Category I)</i>	
Staggered Hours <input checked="" type="checkbox"/> Flexi-time <input checked="" type="checkbox"/> <i>(See Category II)</i>	We can choose to start work between 7am to 9am, and end at 5pm to 7pm. I chose to work between 7am to 5pm. This arrangement allows me to fetch my son from his childcare and have regular dinners together.
Job Sharing <input type="checkbox"/> <i>(See Category III)</i>	
Flexi-place <input checked="" type="checkbox"/> Telecommuting <input checked="" type="checkbox"/> <i>(See Category IV)</i>	I work from home or at client's place (which is nearer to my home than office) on Tuesday every week.
Alternative Work Schedules <input type="checkbox"/> <i>(See Category V)</i>	
2. Employee's Work-Life Experience Before and After the Project	
Before – Work-Life issues you were facing prior to implementation of the programme	
In the past, arranging to pick up our son from childcare is a troublesome issue. My wife and I will often quarrel because she thinks that I do not want to share the responsibility.	
After – How the company's programme helped you resolve the Work-Life issue you were facing	
I am able to pick our son up from childcare as I can reach there before 6pm. My relationship with my son has improved a lot too.	
3. Employee Declaration	
The facts stated in this declaration and accompanying interviews are true, complete and correct to the best of my knowledge and I have not withheld/distorted any material facts.	
I understand that if the grant has been obtained 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.	
Name Carl Tay	NRIC S8034458Z
Designation Sales Manager	Date 15 June 2009
Signature	Email Carl.Tay@xyzz.com.sg
	Contact Number 45482231

Note: The employee could be interviewed via email or phone to verify contents of this declaration.

⁵ Please refer to the attached Annex A for definition of each working arrangements.

ANNEX 4

ABCC CONSULTANCY PTE LTD

Receipt Date: 14 June 2009
Receipt No.: 20090614CR
Cheque: XBank 018495

Client:
Company XYZZ Pte Ltd
16 Simless Drive
Singapore 0404016
Attention: Mr Andrew Lim

Description	Quantity	Unit Price (\$)	Total (\$)
2 nd and final payment for Work-Life consultation. Total Payment for Work-Life consultation: \$6,000 <ul style="list-style-type: none">▪ 1st payment (50%): \$3,000▪ 2nd payment (50%): \$3,000	1	3,000	3,000
Total:			\$ 3,000

Sharon Tan, Project Consultant

SALES RECEIPT

AH HUAT CONSTRUCTION PTE LTD

Precise, Concise, Organised

13 Phua Chu Kang Road, Singapore 0236888
Phone 42803917 Fax 62803940
Generalz@huatconstruction.com

RECEIPT # 200906
DATE: FEBRUARY 27, 2009

SOLD TO Andrew Lim
Company XYZZ Pte Ltd
16 Simless Drive
Singapore 0404016
Tel: 45482231

PAYMENT METHOD	CHECK NO.	JOB
By Cheque	XBank 018534	Construction of Family Room

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1	005	Partitions + Door	\$2,000	-	\$2,000
1	010	Coating of Floors for safety	\$1,800	-	\$1,800
2	007	Cabinets	\$600	-	\$1,200
TOTAL DISCOUNT				-	-
SUBTOTAL					\$5,000
GST 7%					\$350
TOTAL					\$5,350

THANK YOU FOR YOUR BUSINESS!