



FOOD FUND - DIVERSIFICATION

GUIDELINES FOR APPLICATION

OVERVIEW

Focus Area(s)	Feasibility studies in the following: a) Investments in overseas food zones b) Overseas contract farming c) Sourcing from non-traditional sources or existing sources that are not major exporters to Singapore
Applications to be sent to	Formal applications must be made on the prescribed application forms. All applications and relevant documents are to be submitted via email to: AVA_Food_Fund_Applications@ava.gov.sg Attn: Mr Alan Ong Rui Rong Mrs Wu-Mok Yin Fong Ms Tan Ling Ling
	Information can be obtained at AVA website: www.ava.gov.sg/FoodFund.htm For further information, please contact: Email: AVA_Funds_Enquiries@ava.gov.sg Telephone: 63257692 / 63257324

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OBJECTIVE

1. To co-fund feasibility studies in investments in overseas food zones, overseas contract farming and sourcing from non-traditional sources or existing sources that are not major exporters to Singapore.

ELIGIBILITY CRITERIA

2. Proposals from importers of food, food logistics, distributors and manufacturers.
- 3 Applicants must demonstrate clear intent and processes to route supplies back to Singapore.
- 4 Applicants must show that they have the financial capacity to complete the study on their own, or with partners and submit the latest audited financial statement for last 2 years from time of application.
- 5 All applications must be submitted by a lead organisation, with endorsement from a participating sponsor, if available. The lead organisation must appoint a project leader for the study. In this document, the following words have the following meanings:

“Lead organisation” refers to the Organisation that has tasked the project leader to conduct the feasibility study.

“Project leader” refers to the person accountable to the lead organisation for delivering the milestones and completing the study.

“Participating sponsor” refers to public sector agencies or private companies that are endorsing the study may be contributing some funding to the development of the study and/or will be participating in the development of the study and the eventual implementation of the findings from the study.

“Parties to the project” refers to the lead organisation, the project leader and the participating sponsors.

6. Individuals who wish to submit proposals must partner or collaborate with a lead organisation.

STUDY SCOPE

- 7 All proposals must state clearly (a) description of study, (b) envisaged volume of produce that will be brought into Singapore (c) perceived opportunities and threats (d) implementation plan, (e) funding support requested from AVA, (f) timeline of deliverables, milestones, activities and percentage of funding disbursements (g) track record of the applicant and (h) track record and qualifications of the project leader and members.
- 8 For investment in overseas food zones and overseas contract farming, the study should cover the following scope:
 - a) Assess the social-economic, political and regulatory frameworks and risks of the investments.
 - b) Demonstrate ability to source / produce food that complies with Singapore's food safety and import requirements.
 - c) Review the infrastructure and transport logistics for exporting food to Singapore.
 - d) Others, please give details.

STUDY EVALUATION CRITERIA

- 9 The feasibility study should be in any of the areas on investments in:
 - a. overseas food zones,
 - b. overseas contract farming,
 - c. sourcing from non-traditional sources or existing sources that are not major exporters to Singapore.
- 10 Applicants should also demonstrate the ability to invest in the project, on their own or with partners.
- 11 The track records of the applicants (e.g. experience in farming or food import) and project leader (e.g. experience in project consultancy in agri-businesses) will also be considered.

FUNDING SUPPORT

- 12 The Fund will co-fund 50% of the qualifying costs of the project subject to a cap of \$50,000, whichever is lower.

13 Qualifying costs, exclusive of GST, include:

- a) Facilities / Equipment / Materials for proof-of-concept
 - Facilities equipment
 - Materials / consumables
 - Software
- b) Professional Services
 - Consultancy
 - Subcontracting
- c) Travel / Logistic - related costs
 - Airfare and accommodation
 - Ground logistics
 - Support for trial shipments

INFORMATION REQUIRED

- 14 Relevant privileged or confidential information should be disclosed to help convey a better understanding of the project. Such information must be clearly marked in the proposal.
- 15 If any of the key project leaders or collaborators identified in the proposal has received funding in the past three years, a one-page summary / progress report of each such funded project should be included as an appendix.

SUBMISSION PROCEDURES

- 16 Should a proposal be withdrawn, written notification of the withdrawal by the lead organisation must be forwarded to AVA. AVA will not return the proposal submitted.

PROPOSAL EVALUATION

- 17 For the purpose of evaluating the proposal, AVA may require the parties to the project to make a project presentation.
- 18 AVA's decision will be final and reserves the rights to reject any application.

PROJECT GOVERNANCE AND DISBURSEMENTS

- 19 The proposed studies must be completed within 6 months from the day of acceptance of award.

- 20 Funds, up to 70% of the **approved quantum**, will be reimbursed at defined milestones when stipulated deliverables have been completed, as approved by the AVA.
- 21 The remaining 30% will be disbursed upon the submission of the following documents by the lead organisation within 3 months upon project completion to AVA, failing which the claims will not be entertained.

a) Final project report	Submitted by the project leader through the lead organisation.	Within 1 month of completion of study
b) Final project claims	Submitted by the lead organisation.	Within 2 months of completion of study
c) Final financial statement	Certified correct by an External Auditor of the lead organisation.	Within 3 months of completion of study

- 22 AVA will review all reports, and carry out a Post-Implementation Review (PIR) when a study has been completed. For the purpose of evaluating the final report, AVA may require the parties to the project to make a project presentation and submit the final report to the satisfaction of AVA before the remaining 30% will be disbursed.
- 23 All claims for reimbursement must be submitted by the lead organisation using the designated form. All claims must be certified by the chief financial officer and managing director of the lead organisation and supported by original receipts. Funds are to be used exclusively for the approved studies. Reimbursements will be made directly to the lead organisation.
- 24 Only expenses incurred after application and before the approved study completion date can be reimbursed.

REQUEST FOR VARIATION

- 25 Requests for study extension or virement of funds must be made to AVA by the lead organization for AVA's consideration and approval.
- 26 Requests for a change in the project leader must be made to AVA through the lead organisation. Under normal circumstances, the new project leader should be one of the study team members.

TERMINATION

- 27 AVA reserves the right to withhold or terminate funding at any time if the study is unable to proceed or if there are breaches of study conditions, unsatisfactory progress or achievement of its stated objectives. The lead organisation will have no claim against AVA on account of such termination.