# Overview

| Key Focus Areas | a. Sustainable construction practices or technologies  
b. Waste management or waste recovery  
c. Environmental-friendly materials or products |

| Proposal Submission | Formal application shall be made in:  
One softcopy in PDF format and the funding details template in excel format.  
AND  
One hardcopy duly signed and endorsed. It shall be submitted to: |

| Sustainable Construction Capability Development Fund (SC Fund)  
Building & Construction Authority  
BCA Academy  
200 Braddell Road  
Zero Energy Building Level 3  
Singapore 579700  
Attn: SC Fund Secretariat |

| Application Instructions | Please refer to the following website for more information and to download application form: http://www.bca.gov.sg |

| Enquiries | Please direct all enquiries to the following email address: bca_enquiry@bca.gov.sg or contact the officers-in-charge at DID: (65) 6248 9898 / (65) 6730 4451 |
SUSTAINABLE CONSTRUCTION CAPABILITY DEVELOPMENT FUND –
GUIDELINES FOR APPLICATION

OBJECTIVE

1 The Sustainable Construction Capability Development Fund (SC Fund) is set up to encourage and support the building up of industry capability to support the drive towards sustainable construction.

ELIGIBILITY

2 Companies that are registered and physically present in Singapore are eligible to apply for support.

3 The project shall use Singapore as a base to own, manage and exploit all intellectual property rights developed.

4 Applicants must not have obtained similar funding from BCA or other public agencies.

5 Applicants must show that they have the financial capacity to complete the project on their own, or with partners.

6 Projects must not have commenced at the time of application.

7 The fund can be used for:

• **Enterprise-Level Projects** – projects that improve business’ capabilities.

• **Industry-Level Projects** – projects by a group of companies aimed at improving collective capabilities.

8 Below highlight the type of projects / firms that are eligible for the SC Fund:

<table>
<thead>
<tr>
<th>Types of firms / projects</th>
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<tbody>
<tr>
<td>Demolition Contractors</td>
</tr>
<tr>
<td><em>(Note: For projects involving demolition protocol, funding is capped at 2 projects of different building types per contractor and min. project size of GFA=5,000m²)</em></td>
</tr>
<tr>
<td>Construction and Demolition (C&amp;D) Industrial Waste Recyclers</td>
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</tbody>
</table>
Types of firms / projects

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<tbody>
<tr>
<td>Ready Mixed Concrete (RMC) Manufacturers</td>
<td>Pilot studies to gain technology know-how and confidence in adoption of new SC practices</td>
</tr>
</tbody>
</table>

9 All applications must be submitted by the applicant company or a lead organisation, with endorsement from the participating parties, if available. In this document, the following words have the following meanings:

a) “Lead organisation” refers to the employing organisation that has tasked the principal investigator and/or professional to conduct the projects / pilot studies.

For Enterprise-Level Projects, applicant company can be:
- Demolition contractors;
- Construction & Demolition / Industrial waste recyclers;
- Ready Mixed Concrete Manufacturers

For Industry-Level Projects, lead organization refers to:
- Industry associations;
- Designers or builders;
- SC suppliers

b) “Participating parties” refers to public sector agencies or private companies that are collaborating in the project, who may be contributing funding or in-kind to the development of the project and/or will be participating in the development of the project and the eventual implementation of the findings from the project.

c) “Principal investigator” refers to the person accountable to the lead organisation for delivering the milestones and completing the project on time. Typically, the principal investigator can be personnel from tertiary or research institutions.

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

**KEY CAPABILITY DEVELOPMENT FOCUS AREAS**

11 Some of the key focus areas of the SC Fund are listed in the following focus areas.
• Sustainable construction practices or technologies
• Waste management or waste recovery
• Environmental-friendly materials or products

12 Preference will be given to projects where tangible results can be demonstrated quickly for adoption on a large scale.

EVALUATION CRITERIA

13 The proposals for projects will be evaluated based on the criteria below:

a. Project should involve innovation or significant improvement in materials, products, processes and applications that would lead to significant contribution in sustainable construction.

b. Project should develop new capabilities within the company and/or industry. Examples of new capabilities include:
   • Implementation of new services in SC
   • Adoption of new technology in SC
   • Re-engineering of work processes to produce higher quality outputs

14 The deliverables of the project must aim to achieve improvement in any but not limited to the following ways:

a. Attaining accreditation set by relevant Authorities
b. Increase in use of recycled material for building works (in design and construction)
   • Increase in production capacity of recycled materials (e.g. crushed concrete)
d. Successful implementation in at least one project
e. Improvement in processes or techniques
f. Implementation of quality management system
g. Development of new technologies or products
h. Increase in productivity (reduced cycle time, reduced manpower, higher yield etc)
FUNDING SUPPORT

15 The Fund provides assistance to cover up to 50% of the qualifying cost of the project.

16 Qualifying costs, inclusive of GST (where applicable), are:

a) Manpower-related costs

- Salaries of personnel directly involved in the project (include CPF but exclude bonuses. Cap at $10,000 per month, per employee)
  Indirect manpower costs e.g. clerical staff and senior management, are not fundable
- Training costs if training is a required part of the project.

b) Equipment & Materials

- Equipment
- Consumables / Materials
- Software

c) Professional Services

- Consultancy
- Subcontracting
- Testing, Certification and Accreditation fees

d) Intellectual Property Rights (to be considered on a case-by-case basis)

- Licensing
- Royalties
- Technology Acquisition
PROJECT COMMENCEMENT & DURATION

17 Project(s) must not have commenced at the time of application.

18 Documentary evidence (letter of intent/correspondence between BCA and the company) showing the project commencement date is required.

19 Upon receiving of funds, the identified project(s) to be funded must commence within a year.

20 The project duration, including completion of the final report and all miscellaneous project activities, shall not exceed three (3) years.

APPLICATION INSTRUCTIONS

21 All proposals must state clearly:

(a) capability development focus, highlighting capability-upgrading plans through manpower development, acquiring of equipment, engaging of external consultants etc,

(b) potential impact/application/commercialisation,

(c) implementation schedule indicating the key milestones and deliverables,

(d) amount of funding required,

(e) track record and qualifications of the lead organization & key participating parties and

(f) a description (maximum of 300 words, font size 12 pt) on the alignment of the project to support & drive towards sustainable construction.

22 Relevant privileged or confidential information should be disclosed to help convey a better understanding of the project. However, such information must be clearly marked in the proposal.

23 If any of the companies or participating parties identified in the proposal has received funding from MND and its statutory boards in the past three years, a one-page summary/progress report of each such funded project should be included as an appendix.

SUBMISSION PROCEDURES

25 In the event that there is a commitment to cost-share or implement the findings either by the lead organization or participating parties, documentary evidence of such prior commitments must accompany the submission.

26 A proposal may be withdrawn at any time before a final decision is made. Written notification of the withdrawal by the proposer and the applicant/lead organisation must be forwarded to BCA. BCA will not return copies of the withdrawn proposal and will maintain a file copy for future reference.

PROPOSAL REVIEW

27 All proposals received will be assessed by BCA. BCA will evaluate the proposals, and decide to award or decline each proposal.

28 BCA’s decision will be final. An unsuccessful proposal may be revised and resubmitted. Resubmissions will be treated as a new proposal and subject to the standard review process.

LETTER OF OFFER

29 Notification of awards will be sent to the respective applicant/lead organisation and copied to the key participating parties, if applicable. Written acceptance of the terms and conditions of the award signed by the applicant/lead organisation, must reach BCA within 14 working days from the date of the letter of offer.

DISBURSEMENTS

30 All reimbursement must be submitted by the applicant/lead organisation using the designated forms to BCA. Funds disbursed from the SC Fund are to be used exclusively for the project. The approved funds will be disbursed directly to the applicant/lead organisation.

31 Disbursement of funds will be made on a reimbursement basis i.e. the company can only be reimbursed for expenses that have actually been incurred.
32 Claims and reimbursements will be pegged to progress of projects. Company can submit claims on a quarterly basis, up to a cumulative total of 70% of the approved grant amount. The remaining 30% will be held back until the final claim upon successful completion of the project and deliverables achieved. The final claim will need to be submitted within 6 months of completion of the project.

33 For approved grants of up to but not exceeding $20,000, documents and receipts will be required for all expenses claimed and must be accompanied by a progress report to be submitted on a quarterly basis. For approved grants exceeding $20,000, certified external auditor’s certification for each claim will be required (the auditor’s fees are not supportable under SC Fund).

THE AWARD

34 Requests for project extensions must be made to BCA from the lead organisation for review and approval.

35 Requests for a change in the key participating parties must be made to BCA through the applicant/ lead organisation.

PROGRESS AND FINAL REPORT

36 The lead organisation is required to submit quarterly progress reports to BCA - SC Fund Secretariat. These reports will be reviewed by the SC Fund Secretariat for satisfactory progress. Regular site visits will also be conducted to verify the progress of the projects. The SC Fund Secretariat may require additional information about the progress of an award if it deems the information insufficient.

37 Failure to submit the progress reports may lead to suspension of the awarded fund. The lead organisation will be required to write to SC Fund Secretariat with justifications for consideration to restore funding for the project.

38 All applicants/ lead organisations are required to submit a final report to SC Fund Secretariat within three months of completion of the project. The SC Fund Secretariat may examine the report for satisfactory completion of the stated objectives and deliverables.
TERMINATION

39 BCA reserves the right to terminate the grant or the release of any further funds from the grant at any time if they deem the project unsatisfactory in progress or achievement of its stated objectives. The applicant/ lead organisation will have no claim against BCA on account of such termination.