Invitation for Applications For HDB’s Greenprint Fund for Yuhua Greenprint Pilot Neighbourhood

NOTE: Applications for HDB’s Greenprint Fund are subject to the terms and conditions specified in the application form and Greenprint website at www.hdb.gov.sg/greenprint (“Terms and Conditions”).

Instructions
(Please read the Terms and Conditions before completing the application form)

1. **Eligibility criteria:**
   Interested Applicants with applicable green solutions can apply under the following categories:
   (a) Individual
   (b) Team (up to 5 members)
   (c) Firm/company
   (d) Academic Institution, including Students

2. **Application Procedure**
   (a) It is compulsory to complete all fields in the application form. Where information is not applicable, please input “N.A”.
   (b) The application (Form A) must be submitted together with the following documents:
      (a) Copy of Business Registration (for registered firm/company)
      (b) Copy of NRIC of Applicants / Passport (for foreigners)
      (c) Copy of evidence to show academic status (e.g. letter of support from academic institution, etc.)
      (d) Letter of consent from patent owner for patented solutions.
      (e) Separate detailed write-up proposal on green solution (Please refer to Annex A – Proposal Requirements)
      (f) Copy of Certificate of Grant of Patent or application for patent filing or other intellectual property rights (if relevant)
      (g) Such other documents as may be required by HDB.

3. The duly completed application form together with the supporting documents is to be submitted online through the HDB’s Greenprint Website at greenprint@mailbox.hdb.gov.sg.

4. The closing date for the applications is **20 May 2013**. Any application submitted after the closing date will not be processed or considered.
5. Applicants are to comply with the requirements in Annex A, Annex B and Annex C.
Application Form (Form A)

HDB’s Greenprint Fund

For Official Use
Reference No. _______________________________________
Date Received _______________________________________
Officer-In-Charge _______________________________________
Application Status Approved / Not Approved

Part 1 – Main Applicant’s Data
Name of Main Applicant: ________________________________
NRIC/Passport no: ____________________________________
Registered Firm Name/Institution: ________________________
(If applicable) ________________________________________
Firm Registration Number: ______________________________
(If applicable) ________________________________________
Mobile No. ___________________________________________________________________________________________
Office No. ___________________________________________________________________________________________
Fax No. _____________________________________________________________________________________________
Email Address: _______________________________________________________________________________________
Correspondence Address: _____________________________________________________________________________

Part 2 – Team Member’s Data
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Part 3 – Project Information
Proposal Title/Name: ________________________________________________________________________________
Proposal Description: (Applicants can attach additional write up to the application form, if the space provided is insufficient)

Proposal Category: □ Waste □ Water □ Energy □ Air
□ Building/Infrastructure □ Greenery
Break down of Total Cost (including GST) to be funded by HDB
(Applicants can attach additional write up to the application form, if the space provided is insufficient)

- Development Cost (e.g. materials, components, parts, software, equipment, etc.)
- Installation cost (e.g. cost associated with site deployment, such as scaffolding, transportation, crane services, etc.)
- Testing cost (e.g. lab testing, analysis, quality, etc.)
- Test-bedding cost (e.g. Cost involved during test-bedding, such as electricity, materials, instruments, etc.)
- Others (e.g. other development related cost)

Part 4 - Terms and Conditions

1. The Applicant/s acknowledge/s that he/they have read and understood the Terms and Conditions for the Greenprint Fund and agree/s and undertake/s to be bound by the same:

2. The Applicant/s agree/s also acknowledge/s and agree/s that HDB is entitled to amend or vary any of the Terms and Conditions at any time. The Applicant/s is/are deemed to accept such amended term and condition when he/they submit/s his/their application.

3. The Applicant/s shall ensure that the proposed solutions are workable and certified safe (at his/their own costs by independent accredited laboratories) and shall absolve HDB from all
liabilities for any damages and safety lapses in the process of test-bedding.

4. If the Applicant/s is/are currently enjoying other Government Incentive for the Proposal submitted, the Applicant/s shall declare this to prevent overlapping or double funding to the Applicant/s for the same Project.

5. The Applicant/s shall provide to HDB, with the letter of consent from the patent owners of any patents or other Intellectual Property Rights (“Rights”) giving the Applicant/s and HDB the right to use these Rights if these Rights are used or incorporated in the solution proposed without payment of royalty or licence fees and without restriction to use any of the solutions submitted.

6. HDB shall not be liable for any infringement by the Applicant/s of any Intellectual Property Rights belonging to or claimed by third parties. The Applicant/s shall indemnify HDB for any loss, cost or damage incurred or suffered by HDB.

7. HDB is not obliged to provide any reason or entertain into any correspondence relating to the, selection process or decisions made in relation to applications for the Greenprint Fund.

8. HDB reserves the right to disqualify any application which is incomplete.

9. By participating and applying to the Greenprint Fund, each Applicant has agreed to grant to HDB the right:

   (a) to use, copy, edit, reproduce, publish, display or exhibit any entry/sustainable solutions/proposal or all the entries received/submitted, and/or

   (b) to implement with or without modification, any Proposal or proposed solution or the end product or solution without payment of any fee or charge and on terms as HDB may in its sole discretion determine. For the avoidance of doubt, such right shall include the right to use any intellectual property rights which the Applicant has to or in or attached to the Proposals submitted.

10. The Applicant/s shall not use the test-bedding project as a form of media publicity or product promotion without HDB’s prior written consent. HDB’s acceptance to test-bed or use the developed solution in the pilot Greenprint Neighbourhood does not mean the endorsement of the products or solutions by HDB.

11. The proposed solution shall be implementable and acceptable to the Greenprint neighbourhood and to the various stakeholders; otherwise HDB reserves the rights to disqualify any applications.

12. The Applicant/s shall engage and work with the relevant parties (i.e. Greenprint estate’s stakeholders, contractors, supplier, etc.) and authorities to ensure the timely development, delivery and implementation of his/their solution. Relevant authorities shall be informed prior to any work commencement.

13. The Applicant/s must have the ability and capability to carry out the implementation of the solution and test-bedding at his/their own costs.

14. The quantum of funding awarded to Applicant/s would be final and non-negotiable. No
further appeal for more funding would be entertained by HDB. HDB’s decision shall be final.

15. Notifications of awards will be sent to the successful Applicant/s. Written acceptance of the terms and conditions of the award signed by the successful Applicant/s must reach HDB within 14 working days from the date of the letter of offer.

16. Funds will be reimbursed at a quarterly basis together with the submission of supporting good receipts and quarterly/final progress reports by the successful Applicants. Funds disbursed from HDB are to be used exclusively for the development and test-bedding of green solutions. HDB will disbursed the directly to the successful Applicant/s.

17. The Applicant/s is/are not required to include withholding tax in the proposal. Any withholding tax on professional fee payable to Inland Revenue of Singapore for the provision of professional service under this contract will be payable by the Employer, subject to a maximum of: Total Cost + Witholding tax = $100,000 (max).

18. The successful Applicant/s shall submit quarterly progress report and final report to HDB. These reports may be reviewed by HDB for satisfactory progress. HDB may require additional information about the progress if it deems the information insufficient. Failure to submit the quarterly/final progress reports may lead to suspension of funding and/or termination of award and funding contract. The successful Applicant/s need/s to write to HDB with justifications for consideration to restore funding for the project.

19. HDB reserves the right to terminate the grant or the release of any further funds from the grant at any time if HDB deems the project unsatisfactory in progress of achievement of its stated objectives. The successful Applicant/s will have no claim against HDB on account of such termination.

Part 5 – Declaration by Applicant

By submitting this application, I affirm/ I am authorized by [firm/team/institution] that the information given in this application is true and complete. I understand Housing and Development Board (HDB) reserves the right to reject any application without assigning any reason.

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<tr>
<th>Signature</th>
<th>Name (Mr/Ms/Mdm/Dr)</th>
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Annex A – Proposal Requirements

In the proposal, the Applicants should include the following

(a) Title/Name of proposed green solutions (In not more than 30 words)

(b) Executive summary (In not more than 200 words)

(c) Descriptions, including sketches, diagrams and/or photos of how the proposed green solution work and how the test-bedding/implementation would be conducted and how it should be done. State the objectives of the proposal/proposed green solutions.

(d) Indicate the locations/areas (within Greenprint neighbourhood i.e. Yuhua Precinct highlighted in ‘red’) required for test-bedding

(e) Justifications on how the green solutions proposed will generate significant benefits, either directly or indirectly. A cost benefits assessment on the entire development and test-bedding.

(f) Impact and inconveniences that may arise from the implementation

(g) Life cycle costing of green solutions (e.g. maintenance cost, replacement cost, servicing cost, etc.)
(h) Contribution to Greenprint vision / objectives. (*Co-creation of sustainable homes with the community*)

(j) Budget forecast and breakdowns on the costs expected to incur for the development/test-bedding. (Refer to Appendix I) Total qualifying cost expected to be funded by HDB.

(k) Project schedule and timeline from commencement of project till due completion. (The project shall be completed within 1 year after being awarded, milestones of quarterly report)

(l) Conclusion

The format of the proposal should be Font 12 with 1.5 line spacing. The total number of pages for the proposal should not be more than 25 pages.
Annex B - Evaluation Criteria

In the proposal, HDB would assess each application based on its individual merits and suitability for implementation in the pilot Greenprint neighbourhood.

Each proposal shall be evaluated based on its merits and on the following criteria:

1. **Critical Criteria**

   Non-Compliance with any of the following criteria will preclude the Proposal from further evaluation:

   (a) Green solutions shall be new and original (No direct off the shelves applications nor monetary incentive-based proposals), workable, applicable and implementable within the pilot Greenprint neighbourhood.

   (b) Green solution shall be cost effective and be able to benefit the pilot Greenprint neighbourhood and help to improve in the following categories,

   (c) The Applicant’s application shall be complete and meet the specified requirements.

   (d) The Applicant/s must have the ability and capability to carry out the implementation of the solution.

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**Categories of Green Solutions**

- **Water**
  - Solutions that can help to save water

- **Air**
  - Solutions that can help to improve the air quality in the environment

- **Waste**
  - Solutions that can help to reduce waste and increase recycling

- **Energy**
  - Solutions that can help to save energy

- **Building/Infrastructure**
  - Solutions that can help to reduce maintenance and/or material wastage

- **Environment**
  - Solutions that can help to improve the environment and quality of living
Annex C – Deliverables

The successful applicants are required to complete the development and test-bedding within 1 year from the date of award. During the test-bedding period, the successful applicant shall submit a quarterly progress report to HDB. The successful applicant shall also submit a final progress report at the end of the test-bedding period. Disbursement of progressive claims for work done will be through reimbursement basis, upon submission of quarterly/final progress reports (i.e. to qualify for claims and reimbursements, the successful applicant must submitted the supporting good receipts together with the quarterly/final progress report.)

Failure to submit the quarterly/final progress reports may result in the suspension of funding payment and/or terminations of Funding contract.

The quarterly progress report shall include, but not limit to, the followings,

a) Comprehensive details (photographs/pictures/reports/charts/analysis/etc.) of test-bedding, developments and works completed so far. Photographs of works done before and after the implementations should be shown.

b) Problems and issues encountered during the test-bedding period

c) Budget forecasting

d) Future works and upcoming project schedules and timeline

The final progress report shall include, but not limit to, the followings,

a) Comprehensive details (photographs/pictures/reports/charts/analysis/etc.) of test-bedding, developments and works completed. Photographs of works done before and after the implementations should be shown.

b) Report if the green solutions test-bedded meet the stated objectives and deliverables.

c) Problems and issues encountered during the test-bedding period

d) Budget report (to include total expenditures and savings)

e) Recommendation and conclusion
### Appendix 1 – Budget Forecast

<table>
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<th>Qualifying Cost</th>
<th>Projected Budget Forecast (1 year of development and test-bedding)</th>
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<tbody>
<tr>
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<td>1&lt;sup&gt;st&lt;/sup&gt; month</td>
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<tr>
<td>Development Cost</td>
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<td>Installation Cost</td>
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<td>Testing Cost</td>
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<td>Test-bedding Cost</td>
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<td>Others</td>
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(Applicants can attach additional write up to the application form, if the space provided is insufficient)