

NTUC CTC Grant FAQ (18 Jan 2023)

| S/N | Question(s) | Answer(s) |
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| Purpose of Grant | | |
| 1 | What is the purpose of this grant? Who is the target audience? | The grant aims to support entities that have set up CTCs with NTUC or one of our affiliated unions, to implement transformation plans that would lead to better worker and business outcomes. |
| Information on CTCs | | |
| 2 | What is a CTC? | The Company Training Committee serves as a platform for the management partners and union representatives to work together in helping their workers to upskill and reskill in tandem with business transformation and requirements. CTC was one of the initiatives launched in April 2019 by the National Trades Union Congress (NTUC) to support workers in achieving better work prospects through company training. |
| 3 | How to form a CTC? | <p>For unionised entity, you may approach your union to form a CTC.</p> <p>Non-unionised entities can work with NTUC to form a CTC.</p> <p>An MOU (Memorandum of Understanding) may be signed between a senior management rep of the entity, NTUC / worker rep and other partners. For unionised companies, the formalisation of CTCs could be incorporated in the Collective Agreement (CA).</p> <p>To set up CTCs, contact your unions or email to trainandtransform@ntuc.org.sg</p> |
| Questions relating to entity eligibility | | |
| 4 | Who is eligible for this grant? | <p>The applicant must meet all following criteria:</p> <ul style="list-style-type: none"> • Be legally registered or incorporated in Singapore. <ul style="list-style-type: none"> a. Eligible: Companies, societies, non-profit organisations such as charities and social service agencies, Restructured Hospitals, Autonomous Universities (AUs), and Social Enterprises. b. Ineligible: Government bodies, statutory boards, Organs of State, wholly-owned subsidiaries of Government. • Have set up a CTC and developed a CTC-endorsed transformation plan. |

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| 5 | Does my company need to form a CTC to apply for this grant? | <p>Yes, formation of CTC is a key prerequisite.</p> <p>A CTC serves as a platform for management partners and union / NTUC representatives to work together in helping their workers to upskill and reskill in tandem with business transformation and requirements. Hence, forming a CTC is integral to developing an effective transformation plan for the grant.</p> |
| 6 | Must my company be unionised? | Non-unionised companies can form a CTC with NTUC (U SME / Cluster) to be eligible for the grant. |
| 7 | Are foreign companies eligible for this grant? | Only companies legally registered or incorporated in Singapore would be eligible for this grant. |
| Questions relating to project committed worker outcomes | | |
| 8 | Is there a minimum number of workers to commit for a project application? | <p>Projects must commit a minimum and target number of local (SC/SPR) workers to be impacted.</p> <p>Applicants will have to achieve the committed worker outcomes and minimum number of local workers (SC/SPR) as stated in the NTUC CTC Grant's Letter of Award (LOA) for claim disbursement.</p> <p>Each project will be assessed based on the strength of project from business transformation perspective and cost of project from positive worker outcomes perspective.</p> |
| 9 | Can the transformation plan impact foreign workers? | Funding will only be given for local workers (Singapore Citizens / Singapore Permanent Residents) that would be impacted by the transformation plan and eventually impacted at claim submission. |
| 10 | What is a Career Development Plan (CDP)? | A Career Development Plan (CDP) is a structured progression pathway in terms of job roles, skills, and wages. Candidates will undergo pre-determined training, pick-up new skillsets directly relevant to their job role, resulting in productivity for their employer, while also receiving remuneration calibrated based on their skill levels and new job role. |
| Questions relating to funding quantum & supportable components | | |
| 11 | What is the maximum funding for a project? | Each project is subject to a funding of up to 70% of qualifying cost, and other funding caps/conditions where applicable. |

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| 12 | Is the funding quantum fixed at 70% of the project's qualifying cost? | <p>Funding quantum will be assessed based on:</p> <ul style="list-style-type: none"> • Strength of project from business transformation perspective • Cost of project from worker outcomes perspective (i.e., applicants will have to commit a minimum number of local workers to be impacted and meet at least that minimum stated in the NTUC CTC Grant's Letter of Award (LOA) for claim disbursement) |
| 13 | What are the supportable items under this grant? | <p>The transformation plan or project must achieve the following objectives:</p> <ul style="list-style-type: none"> • Enterprise transformation: Enhanced business capabilities, innovation, and/or productivity; and • Workforce transformation: Better career prospects and better wages for local workers (Singapore Citizens / Singapore Permanent Residents) through efforts such as job redesign. <p>Items tied to transformation plans that lead to worker and business outcomes can be supported. Please refer to www.e2i.com.sg/ctc for more details.</p> |
| 14 | Can the NTUC CTC Grant support companies' training initiatives? | <p>The NTUC CTC Grant can support OEM / software training related to the equipment / software seeking for funding under the NTUC CTC Grant.</p> <p>If company is seeking funding support for other training to upskill and reskill their local workforce, there are other training grants from e2i that companies can qualify for.</p> |
| 15 | Can I claim for components that are already in progress before CTC endorses my transformation plan and before my application was approved by e2i? | <p>The NTUC CTC Grant funding is to support transformation plans discussed and endorsed by CTCs. Hence, all supportable components must be purchased and implemented within the project funding period (i.e. within the project's approved funding period stated in the NTUC CTC Grant's Letter of Award (LOA)). A project that has started in part or whole before the issuance of the LOA, including downpayment paid, will be rendered invalid.</p> |
| 16 | If I am a recipient of other grants, can I still apply for this grant? | <p>You may still apply for the NTUC CTC Grant, however, you must not have received funding from</p> |

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| | | <p>other Government sources for the same programme / components.</p> <p>Please note that all supportable components must be purchased and implemented within the project funding period (i.e. within the project's approved funding period stated in the NTUC CTC Grant's Letter of Award (LOA)). A project that has started in part or whole before the issuance of the LOA, including downpayment paid, will be rendered invalid.</p> |
| 17 | <p>Can I purchase supportable components from a sole provider and/or related entity?</p> | <p>Applicant-employers that wish to purchase supportable components from sole providers and/or related entities must firstly declare and provide justification to e2i in their application for the grant. When the request is approved, the components to be purchased from sole providers and/or related entities will be reflected in the Letter of Award for the application.</p> <p>Please note that Grantees are not permitted to switch vendors to related entities after acceptance of the Letter of Award, but they may withdraw their project if it has yet to commence and submit a new application for e2i's consideration. You may check with e2i should you need assistance.</p> |
| Questions relating to project application | | |
| 18 | <p>What is the application window of the grant?</p> <p>When will the grant application period close?</p> | <p>1 August 2022 to 31 July 2026.</p> |
| 19 | <p>Who can submit project applications for the grant?</p> | <p>Applicant shall submit its application to e2i directly. Applications submitted through third parties, such as external consultants or representatives on the applicant's behalf, will be rejected.</p> |
| 20 | <p>How to apply for this grant?</p> | <p>Applicant can submit their application(s) via the e2i Grant Portal at https://grants.e2i.com.sg</p> |

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| 21 | <p>What is the funding period of a project?</p> <p>How long will my company be given to complete the project, if approved?</p> | <p>The funding period of a project will be 1-year in duration.</p> <p>Successful applicant will be given 1 year to complete the project. To illustrate, the project funding period will be stated in the LOA and it will be for 1 year in duration e.g. 1 Oct 2022 – 30 Sep 2023. Supportable components approved and stated in the LOO must be purchased and implemented within the project funding period.</p> <p>Entities can apply for NTUC CTC Grant within the application period 1 Aug 2022 – 31 Jul 2026.</p> |
| 22 | <p>What is a CTC-endorsed transformation plan?</p> | <p>A CTC-endorsed transformation plan is developed and supported by applicant's CTC that consists of a</p> <ul style="list-style-type: none"> (i) Senior management rep*; and (ii) NTUC / worker rep (i.e. ES / GS / President of the Union or U SME Director or NTUC Cluster Lead) <p>The plan details how an applicant aims to achieve enterprise and workforce transformation by enhancing business capabilities, innovation and/or productivity, and how it would bring about better career prospects and better wages for local workers (Singapore Citizens / Singapore Permanent Residents) through efforts such as job redesign. The plan also needs to include their commitment to at least one of the following worker outcomes:</p> <ul style="list-style-type: none"> • Wage increase; and/or • Implemented Career Development Plan (CDP) that is communicated to staff. <p>*Senior management rep is one who is able to make business and workforce decisions for the entity (e.g. Owner / Chairman / President / Director / Managing Director (MD) / ED / Chief Executive Officer (CEO) / COO / General Manager (GM)).</p> |