

## JCCI SINGAPORE FOUNDATION LIMITED

10 Shenton Way, #12-04/05 MAS Building, Singapore 079117 (Co. Reg. No.: 199002444H)

### **SPONSORSHIP APPLICATION GUIDELINES**

Version as of 31 July 2024

#### **Background**

The Japanese Chamber of Commerce and Industry (JCCI) Singapore Foundation (the “Foundation”) was established in May 1990 to support the development of arts, culture, sports, and education in Singapore. The Foundation prefers initiatives that strengthen Singapore-Japan bilateral relations.

#### **Eligibility**

- The applicant must be an organisation officially registered with Singapore government agencies (e.g., ACRA) and active in operation.
- The proposed project should be not-for-profit with an aim to advance arts, culture, sports, or education in Singapore, preferably with elements that strengthen the bilateral relationship between Singapore and Japan.

#### **Application**

- Application for the current year is only applicable for project taking place in the following year.
- Complete documentation is part of the application assessment.

#### **Submission Requirements**

Submit the following documents to [ringo@jcci.org.sg](mailto:ringo@jcci.org.sg) no later than 30 September with the email subject name: Sponsorship Application (organisation name).

##### **1. Application Form (Online)**

Fill in the online form via the link: [Application Form](#)

##### **2. Declaration & Undertaking Form (PDF)**

Read carefully before signing the form as acknowledgment of the terms & conditions.

##### **3. Proposal Letter (PDF)**

Write an official letter to the JCCI Singapore Foundation Advisory Committee including:

- Organisation background
- Description and objectives of the project
- Attach relevant supporting documents (e.g., programme outline, field trip itinerary plan, artist’s profile, etc.)

##### **4. Itemized Budget Plan (PDF)**

See Annex A for reference.

### **Additional Points to Note**

- Additional information may be requested during the screening period between October and November.
- Application results will be informed via email by early December.
- The amount of sponsorship granted will be determined by the Foundation and may differ from the amount requested.
- Any other conditions attached to the sponsorship will be determined by the Foundation at its sole discretion.
- The Foundation reserves the right not to disclose the reasons for which an application is rejected.
- Successful applicants must submit a Post Event Report within 60 days after the completion of the sponsored project – see Annex B.

For any enquiries, please email Ms. Ringo Lee at [ringo@jcci.org.sg](mailto:ringo@jcci.org.sg)