

Supported by:



NATURE KAKIS SEED FUND

Funding Amount

Capped at \$ 5,000 per Chapter

Disbursement Method

Full reimbursement of fundable items

Who is Eligible?

Established Chapters that received appointment letters

WHICH ITEMS ARE FUNDABLE?

#Note: Reimbursement will be made to respective Citizens' Consultative Committee (CCC) supporting each Chapter

Please note that Goods and Service Tax (GST) is not fundable.

1. For Building of Nature Kakis Network



(a) Print and fabrication of **wearable identity items of Nature Kakis Chapters**

- Requirement for identity items to mention Nature Kakis and/or Chapter logo and/or Chapter name

(b) Production and printing cost of **publicity collaterals for Chapters' recruitment** of Nature Kakis and its activities, e.g. exhibition panels and pull-up banners

- Requirement for contents of collaterals to be Nature Kakis related

2. Training* of Nature Kakis to self-organize activities



(a) **Material costs** used for training

(b) **Transportation for trainees** between community centers (near Chapters) and training venue

(c) Non-NParks **Partner Fees** for City in Nature related activities



**Note: Reimbursable after trainees conduct related activity for at least 10 people in their precinct.*

3. Recurring Nature Kakis Activities/Events



(a) **Material costs** for recurring events

(b) **Tools and equipment that can be reused** for subsequent Nature Kakis activities and not one off



(c) **Appreciation Tokens**

- Requirement for items to mention Nature Kakis and/or Chapter logo and/or Chapter name



GET STARTED IN 4 EASY STEPS:

1. Apply



Submit following supporting documents to your Community Projects Manager (Engagement) for approval prior to purchase of items and/or commencing your activities:

- 1) Application Form
- 2) Quotations from vendors/suppliers with itemised breakdown
- 3) Proposed design of NK identity items, publicity collaterals and appreciation tokens/trophies

4. Get Reimbursed



Submit following supporting documents to your Community Projects Manager (Engagement) :

- 1) Reimbursement Form
- 2) Tax invoices and receipts/proof of payment that show final amount paid by applicant to vendors
- 3) Photos of purchased items that show clearly the items (including wordings printed on the items if applicable) and quantity
- 4) *(if claiming under training)* Photos and event detail of trainer conducting activity/activities for at least 10 people in their precinct.
- 5) *(if claiming under recurring events)* Photos and events detail of recurring events
- 6) Vendor creation template & Direct Authorisation Credit (DCA) Form for e-payment

2. Receive in-principal approval

Upon approval, NParks will send a Letter of Offer indicating in-principal approval that will last 12 months.

3. Conduct funded Nature Kakis Activities

- Include NK logo and GCF logo/liner in your publicity collaterals for prior approval by Eng Mgrs – refer to next 3 pages
- Update Community Projects Manager (Engagement) when events/activities are confirmed and note the documents to be collected for reimbursement.