



Infocomm Club Programme

1. What is the application procedure for my school to participate in the Infocomm Clubs Programme?

Schools interested in the Infocomm Clubs Programme should:

- Contact IDA's Infocomm Clubs Programme manager
- Select focus area and industry partner
- Meet with technology partners and trainers
- Submit a proposal to IDA for funding support
- Set up infrastructure and call ITQ for trainer appointment
- Conduct member recruitment
- Submit School application form

Please refer to www.ida.gov.sg/infocommclubs for more information and to download the application form.

2. Can all schools apply?

Yes, all primary schools, secondary schools and junior colleges under the MOE can apply to be part of the infocomm clubs programme. However, applications are subject to approval by IDA's management.

3. What are the evaluation criteria for approval of schools?

Approval of schools is based on the key performance indicators, targets and resources committed by the schools to the infocomm clubs programme.

4. Is there a required minimum number of students per club?

Schools are required to have a minimum of 30 students in the infocomm club in the first year and to increase to at least 40 and 50 students in the 2nd and 3rd years respectively.

5. Is there a cap on the number of students in the club?

No, there is no cap on the maximum number of students in the club.

Selection of Technology Partners

6. Can school take on more than 1 technology partner?

Schools are encouraged to set up clubs with selected focus areas so as to help the students to progress from basic skills to advanced skills in the identified areas. Schools will also need to choose partner/partners according to the selected area of focus.

Schools may take in more than 1 technology partner. However, each student should choose one track that he/she wants to pursue and specialise in over the years. The minimum number of required students per club remains the same regardless of the number of technology partners.

7. Can schools sign up with any technology partners of their choice?

IDA has identified technology partners based on their ability to provide structured curriculum in focus areas and to support the clubs programme through additional ways such as support for teacher training, talent nurturing and competitions. Schools may



choose from any of the identified partners in line with the schools's intended objectives and outcomes for its infocomm club. Schools can talk to the various partners listed under the programme and negotiate bilaterally for customised requirements.

8. Can schools sign up with a technology partner outside the approved list?

Schools can submit their requests and IDA will evaluate it based on the partner's offerings and alignment to the objectives of the Infocomm Clubs programme.

9. Can schools appoint partners on a yearly basis?

Yes. Schools may choose to appoint and renew technology partners on a yearly basis, but the commitment to IDA to support the Infocomm Club remains for at least 3 years.

Funding

10. What is the funding provided by IDA?

IDA provides up to 50% of the infrastructure and operational costs (such as training and subscription for infocomm services) for the implementation of infocomm clubs, subject to a maximum cap per school. The funding is for up to 3 years of club operations.

11. Must the infrastructure costs be incurred during the first year only?

No, schools may incur and claim infrastructure costs over the 3 years of implementation. However schools are encouraged to invest in the infrastructure early to benefit the club members. Infrastructure funding is capped at \$10,000 per school.

12. What does the infrastructure cost cover?

IDA provides co-funding (up to 50% of qualifying costs subject to a cap of \$10,000) for the additional infrastructure required for the infocomm club (including software tools and hardware accessories). The infrastructure support does not include consumables or cost of computers and laptops. You are encouraged to talk to the relevant IDA officer for details on the eligible costs.

13. What does the operational cost cover?

It covers relevant training costs incurred for the infocomm clubs programme. IDA co-funds up to 50% of the qualifying costs subject to a cap of \$10,000 per year per school. The supported training costs include training in the core infocomm clubs programme as well as approved infocomm-related enrichment programmes implemented in the school.

14. What happens if the total cost exceeds the maximum cap by IDA?

The cap refers to IDA's funding. IDA will support up to 50% of the costs of approved items until the funding cap is reached. For example, the school will need to spend at least \$20,000 before it hits IDA's \$10,000 co-funding cap.. Any claims for costs beyond IDA's funding caps will be denied and the costs will have to be borne either by the school or the students.

15. Can schools seek other sources of funding?

Yes. However schools cannot claim from IDA the cost of items that have been funded by other sources.



16. Can schools claim for an item purchased or for services committed before the date of approval by IDA?

No. IDA will only allow claims for items/services purchased within the qualifying period as stated on the letter of offer.

17. How long does it take to process the school's application to be part of the Infocomm Clubs programme.

IDA will require about 2 weeks to process after receiving the final version of the proposal.

18. How long does it take to process the school's claims?

IDA will require about one month to process the claims, upon receiving all required documents.

19. When do schools submit the claims?

Schools can submit their claims twice yearly in July and December.

20. What if some of the supporting documents for the claims are missing?

The approval for funding disbursement is subject to both the proof of achievement of deliverables and proof of purchase. Schools will not be able to make claims if the submission has missing supporting documents or reports.

20. Is there any funding support available besides that for infrastructure and operations?

Yes, IDA co-funding is available for talented students to participate in international infocomm competitions, developer conferences and other prestigious events. Schools may nominate deserving students to IDA with the details of the proposed event and the students' credentials. IDA will also approach schools with infocomm clubs for such student nominations on a regular basis.

21. Will IDA continue to provide funding for Infocomm Clubs Programme after 3 years?

At the moment, IDA does not have plans to extend the Infocomm Clubs funding beyond 3 years. The funding acts as a catalyst for schools to kick start the Infocomm Clubs Programme. In the long run, schools should make long term plans to maintain the club beyond 3 years. Some recommendations are: mentorship from senior students, teachers training and more project work for students so as to keep the training cost low.
