GUIDELINES FOR DEMONSTRATING ACTUALISATION OF INDUSTRY CONTRIBUTIONS

DOCUMENTATION OF INDUSTRY PARTNER'S CONTRIBUTIONS & CONTINUATION OF PROJECT WITH PERFORMER

Performers are required to submit documentation of the actualisation of their Industry Partner's contributions towards their collaborations.

This documentation should be submitted:

- Within 2 months from the end of each Financial Year (i.e. by 31 May), together with the Performer's Annual Progress Report; and
- Within 3 months from the end of the Project Term, together with the Performers' Final Statement of Account.

Details of the documentation required are in Table 1 below.

Type of Industry Contribution	**Documentation Required**	
	With Annual Progress Report	***With Final Statement of Account***
Cash	Performer to provide tax receipts, transaction statements and/or other evidence of cash received from the Industry Partner for the preceding Financial Year.	
In-Kind	Performer to provide a declaration from the Industry Partner verifying: A) That the collaboration with the Performer is ongoing and will continue into the next year; B) Industry Partner's in-kind contributions for the preceding Financial Year. (In the case of EQPT/OOE provided to Performer, Performer shall be required to provide additional documentation in the form of endorsed Delivery Orders to show that EQPT/ OOE was received by Performer).	Performer to provide a declaration from the Industry Partner verifying: A) Industry Partner's in-kind contributions for the preceding Financial Year. (In the case of EQPT/OOE provided to Performer, Performer shall be required to provide additional documentation in the form of endorsed Delivery Orders to show that EQPT/ OOE was received by Performer).
The Declaration Letter must be signed by the Company CEO, or the Company's Business Development or Legal Representative. Please refer to the declaration template in **Appendix**.		

Table 1. Details of documentation required as Proof of Actualisation of Industry Partner's cash and in-kind contributions, and continuation of the Project with the Performer.

OFFICIAL (OPEN) / NON-SENSITIVE

APPENDIX

Sample Annual Letter/ Email from Industry Partner to

(1) Confirm Continuation of Project; and

(2) Confirm Cash and In-kind Contributions

<Company Letterhead>
<Date of Letter/ Email>

To: <Performer PI name>
<Performer Institute name>

(1) [Delete this Para if Project is ending] Confirmation of Project Continuation

We, <Company Name>, hereby declare and confirm that the collaboration <Project Title> with <Performer Institute> is on-going and will continue into the next year.

(2) Declaration of Cash and In-kind Contributions

We <Company name>, hereby declare and confirm that we have provided the following cash and in-kind contributions towards the collaboration <Project Title> with <Performer Institute name> over the term <period that this letter will cover, e.g., Dec 2017 – Nov 2018>:

Type of Contribution towards Collaboration	Contribution Amount (S$)
Total Cash Contribution	
In-Kind – Expenditure on Manpower (EOM)	*<Headline number will suffice; details to be annexed as below>*
In-Kind – Equipment (EQPT) provided	*<Headline number will suffice; details to be annexed as below>*
In-Kind – Other Operating Expenditure (OOE)	*<Headline number will suffice; details to be annexed as below>*
In-Kind – Exceptional IRS e.g. overheads	*<Headline number will suffice; details to be annexed as below>*

Details of these in-kind contributions, including Proof of Actualisation, are provided in the Annexes. If required by the IAF-ICP Implementing Agency, an external auditor's report verifying the said annual IRS expenditure would be provided.

- Annex A – List of Personnel on the Project (Names and Roles/ Responsibilities)
- Annex B – List of EQPT provided for the Project
- Annex C – List of OOE provided for the Project
- Annex D – List of Exceptional IRS provided for the Project

Signed,
<Name of Company Signatory (Company CEO/ BD/ Legal Representative)>
<Designation of Company Signatory>

ANNEX A – LIST OF PERSONNEL ON THE PROJECT

SN	Designation	Name of Personnel	FTE	Start Date	End Date	In-Kind EOM (S$)	Comments

Please insert rows as necessary.

ANNEX B – LIST OF EQPT PROVIDED FOR THE PROJECT

SN	Equipment	Acquisition Date	Manufactured or Purchased	Manufactured Cost or Commercial Price	In-Kind EQPT (S$)	Comments

Please insert rows as necessary.

ANNEX C – LIST OF OOE PROVIDED FOR THE PROJECT

SN	Other Operating Expenditure	Manufactured or Purchased	Manufactured Cost or Commercial Price	In-Kind OOE (S$)	Comments

Please insert rows as necessary.

ANNEX D – LIST OF EXCEPTIONAL IRS PROVIDED FOR THE PROJECT

SN	Exceptional IRS	In-Kind Contribution (S$)	Comments

Please insert rows as necessary.