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**AUSTRALIA – SINGAPORE INITIATIVE ON LOW EMISSIONS TECHNOLOGIES (ASLET) GRANT CALL 2024**

**APPLICATION GUIDELINES AND APPLICATION FORM**

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*Information for applicants:*

You should read the application guidelines before filling out the application form.

Do not include any confidential information in your application.

You must complete all sections and provide all attachments as requested. Incomplete applications will **not** be accepted.

You may submit your application at any time up until 5.00 pm (SGT) on 13 September 2024. Please take account of time zone differences when submitting your application.

Applications should be submitted by email to MPA at MINT@mpa.gov.sg for companies based in Singapore.

Please contact MPA at the above email addresses if you require further assistance.

**APPLICATION GUIDELINES FOR PROJECT FUNDING**

**UNDER THE**

**AUSTRALIA – SINGAPORE INITIATIVE ON LOW EMISSIONS TECHNOLOGIES (ASLET) GRANT CALL 2024**

**(1) INTRODUCTION**

The Australia-Singapore Initiative on Low-Emissions Technologies (ASLET) for Maritime and Port Operations aims to accelerate towards a net-zero emissions future while delivering bilateral economic benefits. The ASLET initiative is co-delivered by CSIRO, Australia's national science agency and the Maritime and Port Authority of Singapore and is supported by the Governments of Singapore and Australia.

**(2) OBJECTIVES**

The objectives of the ASLET grant opportunity are to provide funding to projects that will contribute to the following outcomes:

1. **Reduced costs** of using low emissions fuels and technologies, including clean hydrogen and its derivatives, in maritime and port operations.
2. **Improved technical and commercial readiness** of low emissions fuels and technologies in maritime and port operations, including industry awareness and acceptance.
3. **Improved industry investment in, and uptake** **of** low emissions technologies in Australia and Singapore, as well as increased economic and employment opportunities.
4. **Reduced emissions** in Australia and/or Singapore through contribution towards national emissions reduction targets and global emissions reductions targets set by the International Maritime Organization (IMO) for shipping.
5. **Strengthened connections among Australia and Singapore** maritime and port industry users, technology suppliers, researchers, and other relevant industry participants.

**(3) QUALIFYING ORGANISATIONS**

Organisations eligible to apply for a grant under the MINT Fund are:

* Companies incorporated under the Companies Act (Cap. 50) and operating in Singapore, with a minimum paid-up capital of 50% of the total project costs; or
* Classification societies appointed as Recognised Organizations by the Director of Marine to conduct statutory certification and other services on behalf of the Director of Marine for Singapore ships;

that will use funds to engage in either R&D or test-bedding in Singapore for new or better products, processes and applications relevant to the maritime industry.

**(4) QUALIFYING PROJECTS**

In addition to the objectives stated in Section 2 above, a project must also satisfy the following requirements in order to qualify for a grant under the MINT Fund:

* The project must be technology-oriented and have innovation content;
* The project must be relevant to the maritime industry;
* The project must develop and/or test-bed product(s) or solution(s) that have commercialisation potential;
* The core activities of the project must be carried out in Singapore; and

**(5) CO-FUNDING**

The MINT Fund support will be on a co-funding basis on the total qualifying project costs, comprising of manpower and equipment either engaged or acquired for the purposes of the project, and other operating expenditure incurred for the purposes of the project.

For a detailed guide on qualifying project costs, please refer to Appendix V of the Application Form.

**(6) START OF PROJECT AND DISBURSEMENT**

If the application is approved, MPA will issue a Letter of Offer. The start date for the project will be stated in the Letter of Offer and the project must only start from the stated start date. The funds will be disbursed on a reimbursement basis at regular intervals or upon successful completion of the project, if earlier, and in accordance with the Terms of Funding to be provided for review upon application approval.

**(7) TECHNOLOGY PROFILING**

The project may be selected for profiling in MPA-sponsored publications, or be showcased at conferences, exhibitions or other publicity efforts organised by MPA. Any project profiling shall be subject to parties’ mutual agreement and should not compromise the process for intellectual property rights protection, if such a process has been started by the applicant.

**(8) APPLICATION PROCESS**

To apply for a grant under the MINT Fund, please:

1. Email the duly completed Application Form set out in Schedule A, the signed project proposal and supporting documents, to the MINT Fund mailbox at mint@mpa.gov.sg.

MPA reserves the right to reject any application in the event of the Applicant’s failure to fulfil any of the eligibility criteria. If approved, MPA will notify the Applicant by way of a Letter of Offer.

**(9) SUPPORTING DOCUMENTS TO BE SUBMITTED**

The Applicant must submit **all** of the following supporting documents together with the Application Form:

1. The Applicant’s latest ACRA business profile dated not more than 6 months from the date of application submission;
2. Certified copies of 2 years of the latest audited financial statements or company management accounts (if the Applicant is exempted from audit under Companies Act);
3. Signed Letter of Collaboration from all collaborators, including a description of each collaborator’s roles and contribution towards the project, where applicable.

**Schedule A**

**APPLICATION FORM**

**FOR PROJECT FUNDING**

**UNDER THE**

**AUSTRALIA – SINGAPORE INITIATIVE ON LOW EMISSIONS TECHNOLOGIES (ASLET) GRANT CALL 2024**

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| --- |
| **PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION FORM:** |
| * You will need the Applicant’s information and project details to complete this Application Form. All fields are to be completed. Please indicate “N.A.” where information is not applicable.
* Incomplete submissions may result in a delay in processing or an application rejection.
* To qualify for a grant under the MINT Fund, the project shall only commence after the application has been approved by MPA. The start date for the project will be stated in MPA’s Letter of Offer and the project should only start from the stated start date.
* The approval of the application is at the sole discretion of MPA. MPA is not obliged to state the reasons for its decision.

**ALL INFORMATION PROVIDED WILL BE HELD IN STRICT CONFIDENCE** |

|  |
| --- |
| **A. Project Title** |
|        |
| **B. Project Description** (Please describe in detail the proposed project in Appendix I.) |
|       |
| **C. Summary of Project Objectives** |
|       |
| **D. Summary of Project Deliverables** |
|       |
| **E. Practical Relevance to the Maritime Industry** |
|       |
|  |
| **F. Names of Project Team Members** (Please include details of all the team members in Appendix II.) |
| Team leader  |       |
| List of team members |       |
|  |
| **G. Applicant Information**  |
| Name of Applicant |       |
| Primary Nature of Business |
| Unique Entity Number (UEN):       |
| Corporate Grouping / (SSIC) code:       |
| Date of Registration (DD/MM/YYYY) :       |
| Country of Incorporation:       |
| Registered Address:       |
| Correspondence Address (if different from registered address):       |
| Paid-up Capital:       | Tel (Office):       | Fax:       |
| Annual Sales Turnover at Group[[1]](#footnote-1) level: [ ] S$100million or less [ ] More than S$100 million  |
| Employee Size at Group3 level: [ ] 200 employees or less [ ] More 200 employees |
|  |
| **H. Collaborator(s) Information** (To include additional rows if more than 1 collaborator.) |
| Number of Collaborator(s) |       |
| Name of Collaborator’s Company |       |
| Primary Nature of Business |       |
| Corporate Grouping / (SSIC) code (if applicable)  |       |
| Country of Origin |       |
| **I. Project Schedule** (Please provide detailed project schedule in Appendix III) |
| Estimated project duration:       months |
| Target Commencement Date (DD/MMM/YYYY):       |
|  |
| **J. Summary of Project Cost** (Please attach detailed breakdown of budget estimates and description of costs in Appendix IV.) |
| **Project Item** | **Project Costs ($)** |
| Manpower |       |
| Equipment  |       |
| Other Operating Expenditure |       |
| Total  |       |
|  |
| **K. Other Sources of Funding** (Have you attempted, applied for or obtained any other forms of incentives/funding for this project or similar projects?)       |
| If yes, please provide details.      |
|  |
| **L. Declaration by Applicant**  |
| We, the Applicant, hereby declare that the information provided in this Application Form, including the supporting documents attached hereto, are true and correct. We have read and understood the terms set out herein, including the Terms of Funding hereto, and we agree to be bound thereby.  |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Signatory:      Designation:      For and on behalf of      (Applicant Name)Date:        |
| **M. Undertaking by Applicant in relation to Collaborator(s)** (where applicable) |
| We, the Applicant hereby undertakes to MPA to ensure that any agreement or arrangement entered or to be entered into between ourselves and each of the Collaborators shall not conflict or contravene any of the terms and conditions of the Agreement as defined in the Terms of Funding hereto. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Signatory:      Designation:      For and on behalf of      (Applicant Name)Date:       |

**APPENDICES I – IV**

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| **APPENDIX I: PROJECT DETAILS** |
| **Response to assessment criteria**You must address all assessment criteria in your application. Your application will be assessed based on the weighting given to each criterion. The amount of detail and supporting evidence you provide in your application should be relative to the size, complexity and grant amount requested. Please take note of word and page limits, as specified.**Assessment criterion 1 – Contributes to objective, outcomes and priorities.***The extent to which the proposed project will contribute to the objective, desired outcomes and priority areas of the ASLET grant opportunity (1000 words, 30 points).*Applications should:* Describe how the project will contribute to the objective and desired outcomes of the ASLET grant opportunity.
* Describe how the project aligns with one or more of the challenge focus areas.
* Provide a scan of existing technologies relating to your project and describe how your project builds on or differentiates from these.
* Provide an assessment of the current TRL and expected TRL at conclusion of the project, including justification for this assessment.
* Describe the market potential of project outcomes, including relevance to the maritime industry and its customers, market size and market share.

**Assessment criterion 2 – Project design and methodology.***The strength of the design and methodology of the proposed project, including identifying and managing risks, in order to successfully deliver the project (1000 words, 30 points).*Applications should:* Describe the **technical design and methodology** of the project.
* Describe the **project** **outputs**, i.e. tangible deliverables. Applicants should indicate:
	+ New technologies introduced to the industry
	+ New products and/or services developed
* Describe the expected **project** **outcomes**, i.e. uptake of project outputs.
* Applicants should also **attach a project plan** (15-page limit) which should include:
* A clear description of the project **scope**.
* **Duration** of the project, including start and end dates.
* Project **phases and stage-gates**, if relevant.
* Objectively verifiable **milestones and deliverables**.
* A description of how the project will be **managed and governed**.
* The **locations** at which the project will be undertaken.
* Any **dependencies** or other relevant information.
* A **risk management plan**.
* A **work, health and safety plan**.
* An **intellectual property management plan**.
* A **knowledge sharing plan** describing how you intend to share knowledge from the project for government, industry and community benefit.

You are free to format your project plan as appropriate, ensuring that all the above-listed information is included. **Assessment criterion 3 – Capability and capacity.***The capability and capacity of the applicant, project partners and key project personnel to deliver the proposed project (1000 words, 20 points).*Applicants should:* Describe their **track record and experience** in managing similar projects, and their plan specific to this project to utilise and manage personnel with appropriate governance, management and technical expertise, including project partners.
* Describe the **resources** that will be used to deliver the project, including the allocation of personnel to key responsibilities, and the infrastructure, capital equipment, technology and intellectual property required, including project partners.

**Assessment criterion 4 – Budget justification and value for money.***The value for money of the project, including the level of co-investment and evidence of commitment, including both cash and in-kind, to the project (500 words, 20 points).*Applicants should:* Describe how the grant will **benefit the project**.
* Describe the **broader benefits** of the project, specifically **for Singapore and Australia**.

Applicants should also **attach a project budget** in the template provided (see [CSIRO ASLET website](https://www.csiro.au/aslet)) including:* A breakdown of expected expenses, including any overseas expenses.
* The total cost of the project.
* The funding sought from this grant opportunity.
* Details of cash and in-kind contributions from the lead applicant and other sources, including project partners.

Applicant should also **attach letters of support** from the lead applicant and any project partners, including:* Commitment to provide the specified cash and/or in-kind contributions.
* Confirmation of financial capacity to fund the proposed contributions.

**Name and Role of Collaborators*** Name and Role of Collaborators (If applicable, please provide a signed Letter of Collaboration together with the Application Form.)
	+ Name
	+ Brief Background on Collaborators
	+ Contribution to Project
	+ Benefits for Collaborators
 |
| **APPENDIX II: PROJECT TEAM** (Please provide particulars of project team members.) |
| Please provide the following details in the **grey** box below:1. Name
2. Designation
3. Citizenship (include if a non-Singaporean is a Singapore Permanent Resident)
4. Highest Relevant Education / Professional Qualifications
5. Employer
6. Existing / New Hire
7. Handphone Number

     Please provide details of Researchers Scientists and Engineers (RSEs) participating in the project, indicate the Names, Citizenship and whether a RSE is an existing or new hire.      |
| **APPENDIX III: PROJECT SCHEDULE** |
| Please provide details on the following:1. Detailed project work plan

     1. Overview in Gantt Chart format

(**The Applicant may submit a separate attachment for the Gantt Chart. The sample Gantt Chart below is set out for illustration purposes only.**)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 Q1 | Year 1 Q2 | Year 1 Q3 | Year 1 Q4 | Year 2 Q1 | Year 2 Q2 | Year 2 Q3 | Year 2 Q4 | Parties Involved |
| Task 1 |  |  |  |  |  |  |  |  | * Applicant
* Collaborator 1
* Collaborator 2
 |
| Task 2 |  |  |  |  |  |  |  |  | * Applicant
* Collaborator 1
 |
| Task 3 |  |  |  |  |  |  |  |  | * Collaborator 1
* Collaborator 2
 |
| Task 4 |  |  |  |  |  |  |  |  | * Applicant
* Collaborator 1
 |

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| **APPENDIX IV: DETAILS OF PROJECT COST (Please indicate if the contribution will be made in cash or in-kind.)** |
| **Qualifying Project Costs**  | **Cost of Item** **$K** | **Collaborator Contribution (If Any)****$K** |
| **Category\*** | **Details of Items** |
| **Manpower**(Please provide itemised details and budget breakdown, please indicate if the person is a Singapore Citizen, Permanent Resident or work pass holder.)  | *e.g. Research Scientist $5000 x 12 months* |       |       |
| **Equipment**(Please provide itemised details and budget breakdown.) | *e.g. Sensors, meters, Piping, Software Licenses* |       |       |
| **Other Operating Expenditure**(Please provide itemised details and budget breakdown.) | *e.g. Chemicals, IP filing costs* |       |       |
| **Total $K** |  |  |

\*The Cost of Item indicated shall include any Collaborator’s Contribution(s) obtained for the same item.

\*Only qualifying expenses (see Appendix V) are eligible for co-funding.

**APPENDIX V: GUIDELINES ON QUALIFYING PROJECT COST**

| **Type of Costs** | **Guidelines and Examples** | **Claimable** |
| --- | --- | --- |
| **Expenditure on Manpower (EOM)** |
| Salaries, CPF and bonuses of Company Directors’/ Shareholders’ Salaries | This includes fringe benefits including medical, dental, contribution to welfare fund, bonuses, incentive payments etc. | No |
| Salaries, CPF and bonuses of local employees, defined as Singapore Citizens, Singapore Permanent Residents and holders of valid Singapore issued work passes (excluding Company Directors and Shareholders) | As part of overall compensation to employees provided, such costs are reasonable and are incurred under formal established and consistently applied policies of the organisation. The salaries offered to staff should be reasonable, in line with local market benchmarks and comply with the formal established pay scale of the organisation that is consistently applied regardless of the source of funds. Only overtime pay and bonuses directly attributable to the project are supportable. If the staff spends only part of his/her time working on the project, the salary to be drawn from the grant should be pro-rated accordingly. Reimbursements will be based on the provision of payslips, CPF contribution or other documents indicating the salary of the staff. | Yes |
| Staff relocation cost | Examples include staff relocation, settling-in allowances, etc.  | No |
| Staff recruitment and related cost | Examples include costs for advertisement, recruitment agency cost, staff relocation and housing allowances. | No |
| Training | Funding for training of personnel.  | No |
| **Expenditure on Equipment** |
| New equipment  | Each piece of equipment must be individually identified and justified for the project. The equipment budget is inclusive of estimated bank charges, delivery and installation, customs and import duties, etc, if any.  | Yes, only if deemed necessary for the project |
| Repair/ refurbishment of existing equipment | Examples include repair costs for equipment owned by the Applicant and/or Collaborator. | No |
| IT workstations and communication devices | Examples include specialised workstations, and mobile devices for software or firmware development and testing  | Yes, only if deemed necessary for the project |
| Software Licenses | Examples include simulation software, 3D modelling tools, and other specialised software for the duration of the project | Yes, only if deemed necessary for the project  |
| General furniture/office equipment/ software  | Examples include fax machines, photocopier machines, word processing software, etc. | No |
| **Other Operating Expenditure (OOE)** |
| Local and overseas conferences | Examples include conferences for the purpose of disseminating research findings through oral or poster presentations. | No |
| Publication page charges | Examples include charges for publication in journals, conference papers and other publicity purposes. | No |
| Purchase of lab supplies, consumables, materials | Examples include costs for the procurement of chemicals, solutions, laboratories disposables, raw materials and other supplies that are directly used for the project. A breakdown of the quantity required, and estimated costs for items under this category must be provided for reimbursement. | Yes |
| Use of services or lab spaces within local Institutes of Higher Learning (IHLs)/Research Institutes (RIs) | Examples include costs for the use of the services and central facilities owned by the IHLs such as central laboratory services, testing facilities. These costs must be based on the IHLs’ fee schedules, which should be consistently applied regardless of source of funds. | Yes |
| Use of external consultancy and professional services or facilities  | This refers to professional services or rental of facilities that are essential in the project but not available in-house. All costs classified under this category must be justified, be expended in Singapore and capped at no more than 15% of the total qualifying project costs. | Yes, only if deemed necessary for the project |
| Third party testing and certification | This refers to the costs for testing and certification conducted by third party organizations in compliance with Class Societies requirements. | Yes, only if deemed necessary for the project |
| Bank charges | Such costs must be specifically related to the payments for consumables and equipment used in the project. | Yes |
| Customs and import duties | Such costs must be specifically related to the import of consumables and equipment used in the project. | Yes |
| Miscellaneous costs | Examples include postage and courier services specifically required for the project, local transport for meetings or site installations for the purpose of carrying out work necessary to accomplish the project objectives etc, **but do not include** costs for stationery and office/laboratory printing materials. However, total miscellaneous costs are capped at S$2,000 per project. | Yes, capped at S$2,000 per project |
| Visiting experts | This includes honoraria or salaries of overseas experts invited to participate in the project. | No  |

1. “Group” refers to the company and all its subsidiaries and holding companies. [↑](#footnote-ref-1)