



SINGAPORE TOURISM BOARD GRANTS

Frequently Asked Questions (FAQs)

Contents

| | |
|--|---|
| A. ELIGIBILITY | 1 |
| B. APPLICATION | 3 |
| C. EVALUATION..... | 4 |
| D. QUALIFYING COSTS | 6 |
| E. PROJECT TIMELINE AND GRANT DISBURSEMENT | 7 |
| F. OTHERS | 7 |

A. ELIGIBILITY

1. Who is eligible to apply for the grant?

Please refer to the table below for an overview of grant eligibility criteria. You may click on each fund to be redirected to the respective site for more details.

| Grant | Eligibility |
|---|---|
| Open to all legal entities | |
| Experience Step-Up Fund (ESF) | <ol style="list-style-type: none"> All (local and foreign) legal entities <i>e.g., businesses or associations</i> Government bodies <p>Foreign entities are encouraged to partner with local entities in the form of Joint Venture or a consortium.</p> |
| Tourism Product Development Fund (TPDF) | |
| Kickstart Fund (KF) | |
| Leisure Events Fund (LEF) | |
| Singapore-registered businesses/companies only | |
| Business Improvement Fund (BIF) | Singapore-registered tourism companies taking on core capability development initiatives or Singapore-registered technology companies creating innovative technology products and services for tourism businesses. ¹ |

¹ Hotels/Hostels would need to possess a valid license issued by the Hotels Licensing Board (HLB). For more information, please refer to <https://www.hlb.gov.sg/>.

| | |
|--|---|
| Training Industry Professionals in Tourism (TIP-iT) | Singapore-registered tourism businesses/companies. ² |
| Singapore-registered associations only | |
| Local Enterprise and Association Development (LEAD) Programme | Trade associations and chambers (TACs) which can include Singapore-registered societies, professional bodies, unions of employers, overseas business chambers and companies limited by guarantee. |
| Meetings, Incentive Travel, Conventions, and Exhibitions (MICE)-specific only | |
| Business Events in Singapore (BEiS) | All businesses /companies or associations in the MICE sector. |
| Cruise-specific only | |
| Cruise Development Fund (CDF) | Cruise lines, intermediaries (<i>e.g. travel agents, ground handlers</i>), experience owners, charterers, and industry trainers. |

2. What are the types of projects that are eligible to apply for the grant?

The types of projects that are eligible differ for each fund, please refer to the respective site for more details. You may click on each fund to be redirected to its site.

- [Business Improvement Fund \(BIF\)](#)
- [Local Enterprise and Association Development \(LEAD\) Programme](#)
- [Training Industry Professionals in Tourism \(TIP-iT\)](#)
- [Business Events in Singapore \(BEiS\)](#)
- [Kickstart Fund \(KF\)](#)
- [Leisure Events Fund \(LEF\)](#)
- [Cruise Development Fund \(CDF\)](#)
- [Experience Step-Up Fund \(ESF\)](#)
- [Tourism Product Development Fund \(TPDF\)](#)

You may also wish to utilise the grant eligibility check [here](#) to assess if your project is eligible for grant support and which fund would be most suitable for your project.

² Companies which play a key supporting role (*e.g., outsourcing companies serving STB's core industries*) will also be eligible for TIP-iT.



3. If I am eligible for the Skillsfuture Enterprise Credit (SFEC), can I qualify for additional subsidies?

Employers eligible for the [Skillsfuture Enterprise Credit \(SFEC\)](#) can also qualify for additional subsidies under the scheme. Please contact Enterprise Singapore at 6898 1800 or click [here](#) should you have questions on SFEC.

B. APPLICATION

4. Can I apply for more than 1 grant to support my project?

Applicants are not allowed to apply for more than 1 grant to support the same project. If you are intending to apply, have applied, or have obtained any other grants or tax or financial incentives for this project, you are required to declare this during the application stage.

5. Can I apply for the grant if the project has commenced?

Projects that have commenced prior to STB's offer may not be eligible for grant support. Examples where projects are deemed as having commenced include:

- Applicant has started work *e.g. tender has been called*
- Applicant has made payment(s) to any supplier, vendor or third party.
- Applicant has signed a contractual agreement with any supplier, vendor or third party

Note: Eligibility of project is subject to STB's assessment.

6. Can I apply on behalf of another company?

The grant applicant and the grantee (who receives the grant support from STB and is responsible for the deliverables of the project and the contractual terms of the grant) will have to be the same entity.

7. Does funding support varies for Small Medium Enterprise (SME) and non-SME?

Yes, funding support varies for Small Medium Enterprise (SME) and non-SME. SME refers to at least 30% local (Singaporean or Singapore Permanent Resident) shareholding, and group annual sales turnover not more than S\$100 million or group employment size not more than 200 employees.

8. What is the application process should I wish to apply for the grant?

Interested applicants are advised to refer to the fund-specific site to provide an executive summary (e.g., *project objectives, description, schedule, and costing*) on the template provided and submit it to STB_Incentives@stb.gov.sg.

- For Business Events in Singapore (BEIS)'s executive summary, please submit it to secb@stb.gov.sg.

A contact person will be in touch to assist you further and advise you if your proposed project is eligible for grant and could proceed with the application. Thereafter applicant is required to submit a formal application form*.

**Application to BIF, ESF and LEF will have to be submitted via Business Grants Portal (www.businessgrants.gov.sg). Please download and complete the project proposal template from [here](#) (for BIF), [here](#) (for ESF) and [here](#) (for LEF) before proceeding with the application.*

C. EVALUATION

9. How will my application be evaluated?

Each application will be evaluated based on several factors, which include whether the proposal meets the fund's objectives. Please refer to the respective site for more details.

- [Business Improvement Fund \(BIF\)](#)
- [Local Enterprise and Association Development \(LEAD\) Programme](#)
- [Training Industry Professionals in Tourism \(TIP-iT\)](#)
- [Business Events in Singapore \(BEIS\)](#)
- [Kickstart Fund \(KF\)](#)
- [Leisure Events Fund \(LEF\)](#)
- [Cruise Development Fund \(CDF\)](#)
- [Experience Step-Up Fund \(ESF\)](#)
- [Tourism Product Development Fund \(TPDF\)](#)

10. What is the expected processing time for the application?

The estimated processing time for each application is 90 days upon receipt of the completed and signed application form or submission of the application form on Business Grants Portal (BGP). During this period, STB may reach out to you for further clarifications. Applicant should aim to respond to STB's queries within 5 working days.



Do note that incomplete application form and/or supporting documents may result in a delay in processing time.

D. QUALIFYING COSTS

11. What do qualifying costs (QC) mean?

Qualifying costs (QC) refer to project-related costs qualified for grant reimbursement. Only costs incurred by (receipt of goods and services), invoiced to, and paid for by the grantee within qualifying period can be qualified.

Do note that each fund's supportable QC may vary. Please refer to the respective site with fund-specific information for more details on the type of qualifying costs that can be supported.

12. What are the types of qualifying costs that can be supported under the grant?

The types of qualifying costs that can be supported under each grant may vary and subject to the scope of the project and STB's evaluation of the merits of the project. Do refer to the respective site for more details.

For example, Leisure Events Fund (LEF), supports cost items related to:

- Professional services,
- Production, and
- Marketing

Experience Step-Up Fund (ESF), supports third-party project-related cost such as:

- Professional services,
- Hardware/equipment and software,
- Materials and consumables,
- Production³, and/or
- Marketing costs⁴;

13. If the costs are not incurred by my entity as the grantee, can I still proceed to claim for the costs?

Only Qualifying Costs incurred by (receipt of goods and services), invoiced to, and paid for by the grantee within the qualifying period can qualify for disbursement. If the costs are incurred, invoiced, and/or paid for by any other party(s) or person(s) (*e.g., directors, subsidiaries, related companies*) other than the grantee, then it will not qualify for disbursement.

³ For production costs of new products and/or new packaging for souvenirs, funding support is only applicable to the first run of production.

⁴ For marketing costs of qualifying media (print, digital and video) for overseas promotion/distribution, funding support is only applicable for a maximum period of 6 months.

E. PROJECT TIMELINE AND GRANT DISBURSEMENT

14. What does qualifying period (QP) mean?

Qualifying period (QP) is the period where the qualifying costs must be incurred and paid for by the grantee. QP usually commences on or after the date of the Letter of Offer (LOF) and will be clearly stated on the LOF.

15. Can I request an extension for my qualifying period?

This will be evaluated on a case-by-case basis. Should you have such a request, do check with the officer assigned to your project.

16. What should I do if there are changes in project details such as project dates, vendor, milestones, or details impacting the project deliverables?

As changes to project details may impact the conditions of grant offer and are subject to STB's assessment, please notify the STB officer in-charge of your project immediately in writing before going ahead with the changes.

17. When will the grants be disbursed upon approval of the grant application?

Grants will be disbursed to successful applicants on a reimbursement basis, subject to the achievement of the agreed project deliverables and milestones. Applicants are required to submit third-party audited documents on QC for the disbursement of grants, unless otherwise stated.

F. OTHERS

18. My application was rejected previously. Can I try again?

Unsuccessful applicants are welcome to apply for STB grants again with a revised or new project proposal. However, the applicants should ensure that there have been meaningful modifications since the prior submission. Re-submissions will be treated as a new project application.

19. Can you share with me examples of awarded projects under the specific fund?

Please refer to the grant eligibility check [here](#) to check if your project is eligible for support and identify the fund that is relevant for your project.



20. Who can I contact for additional enquiries?

For general enquiries, you may contact the STB Incentive Policy Department at STB_Incentives@stb.gov.sg.

For specific fund enquiries, you may contact the following:

| Grant type | Contact details |
|---|--|
| Local Enterprise and Association Development (LEAD) Programme, tourism-related projects | STB Incentive Policy Department STB_Incentives@stb.gov.sg |
| Local Enterprise and Association Development (LEAD) Programme, non-tourism-related projects | Enterprise Singapore at enquiry@enterprisesg.gov.sg |
| Business Events in Singapore (BEiS) | Singapore Exhibition & Convention Bureau™ (SECB) at secb@stb.gov.sg |
| Business Improvement Fund (BIF) Cruise Development Fund (CDF) Experience Step-Up Fund (ESF) Kickstart Fund (KF) Leisure Events Fund (LEF) Tourism Product Development Fund (TPDF) Training Industry Professionals in Tourism (TIP-iT) | STB Incentive Policy Department at STB_Incentives@stb.gov.sg |

21. Who can I contact for feedback/suggestions?

You may email the Quality Service Manager at STBqsm@bizengage.gov.sg or leave your message [here](#).