TEMASEK POLYTECHNIC
STUDENT DEVELOPMENT & ALUMNI AFFAIRS DEPARTMENT
CAMPUS VIBRANCY FUND

1. BACKGROUND

The Campus Vibrancy Fund (CVF) is a funding initiative by the Student Development & Alumni Affairs (SDAA) that supports student-led projects and events aimed at engaging students across the entire TP community, enhancing campus vibrancy, and fostering an inclusive and connected student experience.

Open to all CCAs and independent student teams, the fund provides students with opportunities to conceptualize and implement initiatives that encourage engagement, strengthen connections across the TP community, and contribute positively to the overall student experience.

Applicants to the CVF will benefit from more than just financial resources; they will also receive full operational support to successfully execute their events.

The Campus Vibrancy Fund (CVF) provides the following support to approved applicants:	What This Entails for Successful Applicants?
1) Event Funding	Approved funds shall be utilized exclusively for activities that foster engagement, produce memorable experiences, and directly benefit the wider Temasek Polytechnic student community and contribute to the objectives of the CVF. *
2) Proposal & Memo Support	For non-affiliated student groups, including ground-up initiatives, the CVF team shall help in refining the application into a formal memorandum for submission to the SDAA for approval.
3) Templates & Resources	For non-affiliated student groups, including ground-up initiatives, pre-made forms (e.g., application forms, RAMS, and PPR templates) will be provided to simplify the documentation process.
4) Guidance Throughout the Process	For non-affiliated student groups, including ground-up initiatives, the CVF team shall offer structured guidance on all necessary procedures, spanning from pre-approval through to post-event reporting, at every relevant stage.

5) Publicity Opportunity	Approved applicants are permitted to utilize SDAA's Happenings publicity platforms to increase event outreach. Acknowledgement of SDAA's support shall be incorporated into all publicity materials.
6) Administrative & Reimbursement Support	Post-event, the CVF team will coordinate with SDAA Finance to effect reimbursements.

2. Proposed Workflow

Workflow	Applicant	SDAA
Stage 0: Consultation	A consultation with the assigned staff in-charge, where applicants can discuss: • whether their idea is suitable for CVF, • potential collaborations, • estimated funding, • procurement considerations, • and any administrative requirements.	
Stage 1: Application & Evaluation	Applicants are required to submit: • CVF Application Form; • Approved School/Department Event Memorandum; and • Approved Risk Assessment.	The assigned staff in-charge will: • Verify the applicant's eligibility and completeness of submissions; • Assess the proposal against the objectives of the CVF; • Advise applicants on event planning, administration, and procurement where necessary; and • Where appropriate, recommend collaborations with TP-level CCAs (e.g. P4 Clubs) to maximize student outreach and impact. Following the review, the staff in charge will submit the recommendation to the AD of LEAD, CCA, and Community Engagement for approval. Upon endorsement, the application will be uploaded to the e-Approval system for documentation, after which the applicant will be informed of the outcome.
Stage 2: Procurement	Upon approval, applicants may proceed with procurement in accordance with TP's procurement policies using the	The assigned staff will also support applicants in coordinating publicity submissions to SDAA Marketing &

	appropriate purchasing method (e.g. AOR, Corporate Credit Card, SVP or Direct Approval where applicable). All procurement requests shall: • Quote the designated CVF Programme Tag; • Use the SDAA Cost Centre; • Be routed to the Assistant Director for approval, with the assigned P4 Advisor copied for reference.	Publicity for *Happenings*, where applicable.
Stage 3: Project Implementation	Applicants shall implement the project in accordance with the approved proposal. Applicants are required to: • Acknowledge SDAA's support in all publicity materials; • Utilize funds only for approved expenditure; and • Retain all supporting documents, invoices and receipts for submission to the SDAA Administration Team.	
Stage 4: Project Closure	Within two weeks of project completion, applicants are required to submit: • Post-event Report; • Attendance records; • Event photographs; • Reflection and key learning outcomes; and • Claims with supporting receipts (where reimbursement is required).	The Advisor will review the submissions before the project is formally closed and documented.

3. Eligibility Criteria

Applicants for the CVF if they meet the following requirements:

Applicant Eligibility Applicants must be representing one of the following:

- Temasek Polytechnic Co-Curricular Activities (CCAs)
- Non-affiliated student groups (e.g. student-led ground-up initiatives)

Event / Project Eligibility

The proposed event or project must:

- Be conducted within Temasek Polytechnic;
- Engage students beyond a single school or target audience (min 100 pax.);
- Not be scheduled during examination periods, term tests, or study weeks;
- Be open and accessible to the wider student population, and not limited to a fixed number of participants (e.g. camps with capped participation); and
- Contribute to campus vibrancy, inclusivity, student engagement, or student well-being.
- Not be a fund-raising event.

Applicant Responsibilities

Applicants must be able to:

- Submit their application at least two (2) months prior to the proposed event date;
- Commit to the required planning, reporting, and evaluation milestones;
- Comply with all CVF funding, procurement, and documentation requirements;
- Submit a copy of the approved event proposal/memo and procurement documents, together with the application; and
- Ensure that all necessary approvals have been obtained prior to the submission of the application.

For non-affiliated student groups (e.g. student-led ground-up initiatives), applicants must first obtain an endorsement from a Temasek Polytechnic staff member, such as a Care Person or Lecturer. Upon endorsement, the CVF Team will provide guidance on the required administrative processes, including the preparation of the event proposal, memo, risk assessment, and other supporting documentation required for approval.

4. Terms & Conditions

The total claimable amount shall not exceed a funding quantum of up to **$10 per participant** or **a maximum of $2,500 per project.**

Claimable Items	Examples
1. Participation Incentives	• Goodie bags for participants • Event-exclusive merchandise (e.g., stickers, pins, keychains) • Lucky draw prizes • Door gifts • Completion gifts for workshop participants
2. Refreshments & Hospitality	• Light refreshments • Snack stations • Bubble tea vouchers • Ice cream carts • Popcorn or cotton candy booths • Community bonding meals
3. Prizes	• Competition prizes • Sports tournament prizes • Team challenge rewards • Best-dressed or best-participation awards
4. Experience Enhancement	• Instant photo booths • 360° video booths • Photo printing stations • Event backdrops and decorations • Interactive activity booths

Expenditure items not expressly listed herein shall be subject to the approval of the AD of LEAD, CCA, and Community Engagement.

5. <u>Fund Governance</u>

The CVF is administered by Student Development and Alumni Affairs (SDAA). All applications are assessed based on the objectives of the fund, the proposed impact on the TP student

community, feasibility, and compliance with Temasek Polytechnic's financial and administrative policies.

Applicants are responsible for ensuring that:

- Funds are utilized solely for the approved purposes stated in the application.
- All procurement and financial procedures comply with Temasek Polytechnic's policies and guidelines.
- No expenditure or financial commitment is made prior to receiving the necessary approvals.
- Any changes to the event scope, budget, or timeline are communicated to SDAA for approval before implementation.
- Complete and accurate supporting documents, including quotations, receipts, and post-event reports, are submitted within the stipulated timeline.

SDAA reserves the right to:

- Request additional information or clarification during the application process.
- Approve, amend, or reject funding applications.
- Adjust the approved funding amount based on the merits of the proposal or budget justification.
- Conduct audits or request supporting documents to verify the appropriate use of funds.
- Suspend, recover, or withdraw funding if applicants fail to comply with the funding conditions, misuse funds, or provide false or misleading information.

Applicants who fail to comply with the terms and conditions of the CVF may have future applications rejected or be required to return disbursed funds where applicable.