



APPLICATION FORM TRANSFORMATION FUND (UPSKILL) (updated Aug 2023)

Information provided on this form will be held strictly confidential and will be used by Daughters of Tomorrow Ltd to select recipients for the Transformation Fund (Upskill) program.

Details of Fund

Transformation Fund (Upskill) is a bursary offered to applicants who are keen to pursue a course of study within their chosen field, within the criteria of the Fund.

Successful applicants will be awarded a **maximum** of \$10,000 per person which includes

- Course fees ;
- Opportunity cost if there is a difference to drawn salary over the duration of the course ; and
- Caregiving allowance of up to \$500/month in accordance with the details below.

Application Criteria

Applicants must meet the following criteria (non-negotiable)

1. Currently employed in a role for a **minimum of 6 months**.
2. Be able to demonstrate a clear plan to stay in employment for the duration of the course.
3. May not be a recipient of any other bursary from DOT at the time of application.
4. **First time applicant** for Transformation Fund that meets conditions for awarding.

Other criteria which may be considered during the approval process:

- It is preferable that the course of study relates to the same industry in which the applicant is currently employed in.
- **Gross Income of \$2,900 and below** (*take home may be lower given CPF and other deductions*).
- Applicant may be a candidate from DOT's other Social Mobility programs (e.g. Step Up) subject to meeting condition (1) above.

Special consideration appeal to P&I Committee may be made in the following situations

- Where Gross income is above \$2,900. Criteria for special consideration must include PCI consideration.
- Where course of study is in a different field from current employment
- Course fee and other bursaries applied for estimates to exceed \$10,000 limit.

BASIC INFORMATION	
Full Name (per NRIC)	
NRIC (last 4 digits)	
ENF Number	ENF
Birth Date (ddmm/yyyy)	
Contact Details	
Email address (optional)	
Address (optional)	
EMPLOYMENT DETAILS	
Current Employer (full name)	
Current Position	

Current Employment Industry	
Date of employment (start date in dd/mm/yyyy)	
INCOME DETAILS	
Current Gross Salary	SGD
Expected Gross Salary upon completion of the course (if increase is in phases please detail)	SGD
REASON FOR APPLICATION AND CAREER GOALS <i>Please outline your reason for the application and also outline your goals for career progression in the current industry which you are working in, such as gaining new skill set(s), promotion, potential increase in current salary</i>	
Reason for application	

DETAILS OF COURSE ENROLLED*	
Course Name* (provide internet link if applicable)	
Course start and end date* (dd/mm/yyyy) to (dd/mm/yyyy)	
Total Course Duration (mths/yrs)	
Course Provider	
Course Fees* (before subsidies/scholarships)	SGD
Subsidy/Scholarships (if any)	SGD
Course Fees* (after subsidies/scholarships)	SGD

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Allowance needed (if any, amount and frequency)	SGD
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WORK AND STUDY ARRANGEMENT	
Work - Study Arrangement for candidate	<ul style="list-style-type: none"> ● Full Time Study ● Part Time Study, with reduced working hours ● No change in working hours
Salary Adjustments as a result of work-study arrangement (state salary if adjusted)	<ul style="list-style-type: none"> ● No change in Salary ● Reduced Salary (state new salary)
Caregiving Allowance	<ul style="list-style-type: none"> ● Children under age of 12 ● Special needs children ● Elderly

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SUPPORTING DOCUMENTS TO BE PROVIDED ALONG WITH THE APPLICATION (* compulsory)
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| <ul style="list-style-type: none"> ● Proof of current salary (CPF contribution history 6 months or past 6 months payslips). * ● Course enrolment confirmation (e.g. acceptance letter from intended course provider/email). * ● If acceptance letter has not yet been received, funding will be tentatively approved subject to provision of acceptance letter once available. ● Approval of other grants received (approval of grants / scholarships etc other than DOT relating to course being undertaken). * ● Recommendation letter from current employer to attend upskilling course (to further boost chances of being awarded with funding) ● If a career trajectory has been agreed with your current employer, a letter of undertaking and/or recommendation by your employer is strongly recommended (to be provided as a supporting document if available). |
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OTHER CONDITIONS OF APPLICATION*

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| <ol style="list-style-type: none"> 1. Be committed to completing the course which you have enrolled for / will be undertaking. 2. Agree to participate in Family Spotlight and feedback/measurement of goals 6 months and 12 months after completion of course. 3. Commit to give back/volunteer with DOT upon completion of course – e.g mentor next batch of transformation fund candidates. 4. Be personally responsible for any bonds with existing Employers related to course attendance. |
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DECLARATION*

I hereby declare that I have read and understood, and agree to the above conditions stated for the award of the Transformation Fund (Upskill) and that the information furnished by me in this form is true and accurate to the best of my knowledge. I agree to uphold the commitments expressed in this application should my application be approved.*

SIGNATURES

Signed by (Applicant)

Name and Signature / Date

For Official Use

WDB Senior Executive	<ul style="list-style-type: none"> • Approve • Reject 	Reasons for Recommendation/Rejection
	Tuition \$	
	Salary Adjustment \$____ over ____mths	
	Caregiving Allowance \$____ over ____mths	Name and Signature / Date
Sr Manager, Programmes	<ul style="list-style-type: none"> • Approve • Reject 	Reasons for Recommendation/Rejection
	Tuition \$	
	Salary Adjustment \$____ over ____mths	
	Caregiving Allowance \$____ over ____mths	Name and Signature / Date
P&I Committee Member (please indicate if N/A)	<ul style="list-style-type: none"> • Approve • Reject 	Reasons for Recommendation/Rejection
	Tuition \$	
	Salary Adjustment \$____ over ____mths	
	Caregiving Allowance \$____ over ____mths	Name and Signature / Date

FINAL APPROVED AMOUNT (FOR FINANCE)

Potential Position		Recommended Amount and duration for Monthly Bursary	\$/mth
Potential Gross Salary		Recommended no. of months for caregiving allowance	\$/mth
Broaden Horizon or Step Up candidate?	<ul style="list-style-type: none"> ● Yes ● No 	Total Fund Provided (course fee + bursary x mths + caregiving allowance x mths)	

Mandatory Criteria Checklist

<ul style="list-style-type: none"> ● Employed in the same industry as course of study for at least 6 months
<ul style="list-style-type: none"> ● Gross income of \$2,900 or less at time of application
<ul style="list-style-type: none"> ● Not a current recipient of any other bursary/assistance from DOT
<ul style="list-style-type: none"> ● First time applicant of Transformation Fund
<ul style="list-style-type: none"> ● Total amount to be awarded is estimated to be S\$10,000 or below.

Need for P&I Committee approval Checklist

<ul style="list-style-type: none"> ● Not employed in the same industry as course of study for at least 6 months
<ul style="list-style-type: none"> ● Gross income is more than \$2,900 at time of application (PCI consideration)
<ul style="list-style-type: none"> ● Total amount of bursary (including course fee, salary allowance and caregiving) is more than S\$10,000
<ul style="list-style-type: none"> ● Not a first time applicant of Transformation Fund – ie course of study has a further qualification that will be beneficial for career improvement
<ul style="list-style-type: none"> ● Others – please state
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