CYBER SECURITY AGENCY OF SINGAPORE



**CYBERSECURITY CO-INNOVATION AND DEVELOPMENT FUND (CCDF)**

**APPLICATION FORM**

**Instructions**

* + 1. Applications that do not meet the eligibility criteria[[1]](#footnote-1) and are not fully completed will not be considered.
		2. False declaration or wilful suppression of material facts at any time during the application, delivery and reimbursement process may result in this application being disqualified, and, if the application has been approved and a funding agreement entered into, may result in the termination of the funding agreement.
		3. Any material changes in the submitted proposal will be subject to approval from CSA and must be submitted to the secretariat prior to the commencement of the project.
		4. Fill in as much details as possible. All headings must be preserved, and all sections must be completed. Please add more chapters/sections if needed.
		5. When this application is submitted, it is taken as the Applicant has read and accepted all the terms and conditions (including all appendix).
		6. Please use blue font for your inputs.

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Company Name****(“Applicant”):**  |  |
| **Project End User:** |  |

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# Project Overview

## Project Objective and Approach (Mandatory)

1. Which challenge statement is this proposal addressing?

|  |
| --- |
| CS0x: *State CS number and copy Challenge Statement title here*CSOCx: *For Open Category, state the category and Challenge Statement title in ≤10 words* |

1. What is the problem this proposal is trying to solve that existing market product(s) cannot solve?

|  |
| --- |
| Problem 1:Problem 2:Problem 3: |

1. What achievements/improvements will the solution likely to result in?

|  |
| --- |
| Achievement/improvement 1:Achievement/improvement 2:Achievement/improvement 3: |

1. What are the Start and Projected End Technology Readiness Level (TRL) based on NASA definition?

|  |
| --- |
| Start TRL: Projected End TRL:Please elaborate: |

## Innovation (Mandatory)

1. What is the innovation exhibited by the proposed solution?
* New methods, ideas, technologies or extensions of existing technology.
* Significant improvements and impact that the solution may result in.

|  |
| --- |
| Innovation 1:Innovation 2:Innovation 3: |

1. What are the key technologies used in the proposed solution?

|  |
| --- |
| Key Technology 1:Key Technology 2:Key Technology 3: |

1. Are there similar techniques/solutions in the market? What is the competitive advantage of the proposed solution? Please fill in the following comparison table of your solution with at least 2 existing products (brand and model) in the market.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Features** | **Name Your Product****(Yes/No)** | **Name Another Product** **(Yes/No)** | **Name Another Product****(Yes/No)** |
|  | **Product Name and Model** | ***Your Product Name*** | ***Product ABC*** | ***Product ABC*** |
|  | *[Example] Throughput 10Gbps* | *Yes* | *Yes* | *No* |
|  |   |   |   |  |
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# Project TECHNICAL PLAN

## Challenge Statement Compliance (Mandatory)

1. Challenge Statement compliance: State which requirements the proposal will fulfil and which it will not.
* Leave this section blank for Open Category proposals (i.e. not responding to a specific Challenge Statement).
* State requirements as per the Challenge Statement the proposal aims to solve.
* Delete “Yes” or “No” in the “**Complied**” column, as required.
* Provide reasons for not able to comply with any of the requirements.
* Delete any unused rows.

| **No.** | **Requirement** | **Complied** | **Which component in the proposal will fulfil this** |
| --- | --- | --- | --- |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |
|  |  | Yes/No |  |

## Detail System Design (Mandatory)

1. System Architecture

Illustrate (in one diagram) the system architecture including all modules required in the proposed solution:

* Outline any modules from past development(s) or external ready-made products/modules in **blue.**
* Outline the new modules to be developed in this proposal (e.g. hardware, software) in **red.**

|  |
| --- |
| *[Example]*Database with solid fillModule XDatabaseExisting Module 1To be developed Module 1To be developed Module 2Module ZModule YExisting Module 2Module D1Output Module 1 |

1. Modules Architecture
Explain in detail on the design of each module and how it works, what techniques are used, as well as how it works with other modules.

|  |
| --- |
| *[Example]**Existing Module 1: Explanation of what and the purpose the existing module or existing solution is.**To be developed Module 1: Explanation of what and the purpose is to be developed.**Output Module 1: Explanation of what and the purpose is to be expected.* |

## Project Deliverables (Mandatory)

1. What are the project outputs or key deliverables upon project completion?
* Project deliverables (e.g. end point software, backend software, hardware appliance, end point appliance, cloud platform).
* Process deliverables (e.g. Design Specification, Project Plan, Test Plan).
* Specification of the deliverables (e.g. max throughput of 1Gbps, 30% reduction in false positives).

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| --- | --- |
| **No.** | **Key Deliverables and Specifications** |
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## User Acceptance Test (UAT) (To be filled after project is shortlisted)

1. What is the test setup?

|  |
| --- |
| *Elaborate on the test setup architecture in words and/or diagram* |

1. What are the Test objectives, test procedures, and passing criteria?
* Applicant will be expected to revise/fine-tune/enhance the test objectives, procedures and passing criteria if selected for further evaluation or after discussion with end user(s).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Test Objectives** | **Steps** | **Test Procedures** | **Passing Criteria** |
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## End-user Resource Commitment (To be filled after project is shortlisted)

This section to be completed after discussion with the end-user on what they could provide to facilitate the development and testing of the proposed solution.

|  |  |
| --- | --- |
| **No** | **Resources** |
|  | ***[Example]*** *Engineering Support: Details of operational setup*  |
|  | ***[Example]*** *Threat Intelligence: Existing analyst classified data for training* |
|  |  |
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# Project implementation plan

## Project Milestones (Mandatory)

1. Define the project milestones in terms of key deliverables.
* Milestones and deliverables should be specific and quantifiable.
* Link milestones to project outputs and desired outcomes.
* **Milestones interval and reimbursement percentage of each Milestone are fixed, cannot be changed.**
* Fill in the number of months to complete each milestone:
For 12-months project, milestones will be: T+3, T+6, T+9, T+12.
For 18-months project, milestones will be: T+5, T+9, T+14, T+18.
For 24-months project, milestones will be: T+6, T+12, T+18, T+24.
* Reimbursement is pegged to milestone completion and end user (if applicable) sign-off of deliverables.

| **No.** | **Milestone** **(Keep to less than 10 words each)** | **Completion (Months)** | **Reimbursement** |
| --- | --- | --- | --- |
|  | Project Awarded | T = 0 | N.A. |
| 1 | Completion of:  | T + X | Up to 25% of approved funding |
| 2 | Completion of:  | T + X | Up to 25% of approved funding |
| 3 | Completion of:  | T + X | Up to 25% of approved funding |
| 4 | Completion of:  | T + X | Remainder of approved funding |

1. Where will the new solution be developed? (e.g. Singapore, overseas)

|  |
| --- |
|  |

## Detailed Project Deliverables Timeline (To be filled after project is shortlisted)

1. Propose the project deliverables schedule and activities.
* Project period should not exceed **24 months.**
* Proposal that can be completed within 18 months will have the advantage of shorter time to market.
* Outline key tasks and activities to be carried out to meet proposed milestones and deliverables during the project period.
* Amend the Milestone Completion where necessary (e.g. for a proposed project period of 16 months, Milestone 1 should be completed at T + 4).
* **Completion of every work package/deliverable must be supported with evidence in the technical report during each claim.**
* **Completion of milestone 2 must include a demonstration of the functional prototype.**
* Funds will only be reimbursed to the Applicant up to 6 months after the completion of every milestone, after CSA has completed all checks and verifications.

| **No.** | **Work Packages** | **Deliverables** | **Completion (Months)** |
| --- | --- | --- | --- |
| **Milestone 1** |
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|  |  |  |  |
|  | End-user to witness test outcome and sign off tech report.  | Technical Report sign-off by end-user |  |
|  | Completion of Milestone 1: *<Please fill in as above section C.1 Project Milestones>* | Completed Progress Report | T + X |
| **Milestone 2** |
|  |  |  |  |
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|  |  |  |  |
|  | **Demonstration of the Functional Prototype** |  |  |
|  | End-user to witness test outcome and sign off tech report.  | Technical Report sign-off by end-user |  |
|  | Completion of Milestone 2: <Please fill in as above section C.1 Project Milestones) | Completed Progress Report | T + X |
| **Milestone 3** |
|  |  |  |  |
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|  | End-user to witness test outcome and sign off tech report.  | Technical Report sign-off by end-user |  |
|  | Completion of Milestone 3: <Please fill in as above section C.1 Project Milestones) | Completed Progress Report | T + X |
| **Milestone 4** |
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|  | End-user to witness test outcome and sign off tech report.  | Technical Report sign-off by end-user |  |
|  | Completion of Milestone 4: <Please fill in as above section C.1 Project Milestones) | Completed Progress Report | T + X |

# Project Costs

## Estimated Project Cost Breakdown (To be filled after project is shortlisted)

1. State the estimated project costs and expenses based on the listed categories.
* Funding will be on a reimbursement basis. Refer to [Appendix B](#_Annex_B:_Guide) for supportable project costs.
* Awarded funding will be a percentage of the requested funding.
Example: If the award is 40% of the total funding requested, up to 40% of the amount claimed for each Milestone will be reimbursed. Applicant has to self-fund the remaining 60%.

|  |  |
| --- | --- |
| Please fill in the attached excel for the estimated budget breakdown detail. (Attached excel file to be submitted after project is shortlisted) |  |

**Summary of Estimated Expenditure**

|  |  |  |
| --- | --- | --- |
| **No.** | **Description** | **Value (S$)** |
| **A** | Total of Category A (Expenditure on Manpower): |  |
| **B** | Total of Category B (Other Operating Expenses): |  |
|  | **Total Qualifying Cost (A + B):** |  |
| **C** | Total of Category C (Applicant’s Self-Fund/In-kind): |  |
|  | **Total Project Cost (A + B + C):**  |  |

**Category A: Estimated Expenditure on Manpower (EOM)**

* Only company permanent staff can be funded.
* Only technical manpower will be supported. Project Manager and Admin Staff are not supported.
* Only basic salary and employer CPF are supported.
* Bonuses and allowances are not supported.
* Must be physically working in Singapore.
* Reimbursed via validation of salary/CPF documents.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Designation** | **Job scope in project****(list at least 2-3 points)** | **Nationality/****Country of Employment** | **Company** | **Yrs of Exp** | **Est No. of Mths** | **Est Mthly Salary (S$)** | **Est Total Cost (S$)** | ***For CSA use only:*****Reviewed Qualifying Cost** |
| *E.g.* | *George Tan* | *Senior Engineer* | *• Software Developer for A, B• System testing for C• Report writing* | *French / Singapore* | *ABC Pte Ltd* | *10* | *12* | *6,000* | ***72,000***  |  |
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| **Total of Category A (EOM):** |  |  |

**Category B: Estimated Other Operating Expenses (OOE)**

* Expenditure on Third Party expenses such as purchases of Equipment/Software/hardware/Professional Services
* Equipment purchased will be amortised and the fund will only cover the cost for the project duration.
* Reimbursed via validation of invoice/payment documents.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rationale for this item** | **Est Unit Cost (S$)** | **Est Lifespan of Purchase (years)** | **Est Qty** | **Est Total Cost (S$)** | ***For CSA use only:* Reviewed Qualifying Cost** |
| *E.g.* | *IBM Server* | *Testing of backend system* | *$20,000*  | *5* | *1* | ***$20,000***  |  |
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| **Total of Category B (OOE):** |  |  |

**Category C: Estimated Applicant’s Self-Fund or In-kind contributions** (e.g. manpower, equipment) that the Applicant Company and/or collaborators (if any) will self-fund

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Rationale for this item** | **Est Unit Cost (S$)** | **Est Qty** | **Unit of Measurement** | **Est Total Cost (S$)** |
| *E.g.* | *Equipment Rental* | *For testing of encryptor* | *$5,000*  | *12* | *month* | ***$60,000***  |
| *E.g.* | *Project Manager* | *Project Management, Processing of finance claims etc..* | *$5,000*  | *4* | *month* | ***$20,000***  |
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| **Total of Category C (Applicant’s Self-Fund/In-kind):** |  |

# Project BUSINESS PLAN

## Project Impact and Business Plan (Mandatory)

1. State which industry sector(s) and geographical region(s) the solution will target.

State who are the potential customers (name of the organisation) for this solution.

|  |
| --- |
| Industry Sectors:Geographical Region:Potential Customers: |

## Project International Addressable & Serviceable Market Size (Mandatory)

1. What is the estimated international addressable and serviceable market size for the solution?

|  |  |  |
| --- | --- | --- |
| **No** | **Description** | **Response** |
|  | What are the numerical estimates (in S$) of the international addressable market. |  |
|  | What are the numerical estimates (in S$) of the international serviceable market. |  |
|  | State any assumptions (e.g. cloud container security is increasingly important). |  |
|  | List information sources for the above estimation (e.g. Forbes, Gartner, IMDA). |  |

## Future Business Plan[[2]](#footnote-2) after Project Completion (Mandatory)

1. Outline plans, key activities and timeline to commercialise the solution to a wider customers pool after project completion.

Project Completion

Completed fine-tuning to bring product to TRL 9

Engage new customers xxx, yyy

Completed marketing material, press release, exhibition, update product website

Purchase Order for 1st batch

Month 0

Month 6

Month 12

Month 18

Month 24

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Month** | **Key Activities** | **Details** |
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## Project Budgetary Selling Price and Market Comparison (Mandatory)

1. What is the estimated budgetary pricing, or Manufacturer’s Suggested Retail Price (MSRP), of the solution after successful completion? Please include both Capital Expenditure (CAPEX) and Annual Operating Expenditure (OPEX), such as hardware/software maintenance and onsite support costs.
* For current end user who supported this project, what is the price/discount from the MSRP if they purchase this solution upon successful project completion?
* What is the price comparison with current market products that have features closest to this proposed solution? Please specify the exact brand and model of the market products and provide evidence of the market comparison price

|  |
| --- |
| **Capital Expenditure (CAPEX) (S$)** |
| **No** | **Description of components** | **Market Product “Brand A”** | **Market Product “Brand B”** | **This solution MSRP** | **Proj End User Disc (%)** | **Proj End User Disc (S$)** |
| *E.g.* | *Backend software* | *$10,100* | *$12,100* | *$10,000* | *40%*  | *$6,000* |
| *E.g.* | *Client software* | *$400* | *$500* | *$300* | *40%*  | *$180* |
|  |  |  |  |  |  |  |
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| --- |
| **Annual Operating Expenditure (OPEX) (S$)** |
| **No** | **Description of components** | **Market Product “Brand A”** | **Market Product “Brand B”** | **This solution MSRP** | **Proj End User Disc (%)** | **Proj End User Disc (S$)** |
| *E.g.* | *Backend software* | *$2,500* | *$2,300* | *$2,000* | *40%*  | *$1,200* |
| *E.g.* | *Client software* | *$700* | *$800* | *$600* | *40%*  | *$360* |
| *E.g.* | *Annual SLA 8x5x8 onsite Professional Service* | *$6,000* | *$5,000* | *$5,000* | *N. A* | *N. A* |
|  |  |  |  |  |  |  |
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## Items to be Taken Over by End-User Upon Project Completion (To be filled after project is shortlisted)

What are the project deliverables that will be given to the End-User Free-of-Charge upon completion of the project?

|  |  |  |
| --- | --- | --- |
| **No** | **Description of components** | **Remark** |
| *E.g.* | *Backend software for 1 server for 1 year* |  |
| *E.g.* | *Client software for 20 end points for 1 year* |  |
| *E.g.* | *1 x server hardware* |  |
|  |  |  |
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# Project Team Members

## Team Members and Roles (Mandatory)

Insert the CVs of the project team as an object in the table below, illustrate how each member contributes to the success of the project. Include credentials, years of total/relevant experience, related projects and any other information to establish their value to the proposed solution. State “To Be Hired” for new manpower to be hired if this project is awarded.

**Note**: **At least 50% of manpower funded must be Singaporean or Singapore PR.** Non-technical staff will not be funded. Funded manpower must be physically working in Singapore.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Name and Designation** | **Job package or job scope in project****(list at least 2-3 points)** | **Nationality/****Country of Employment** | **Company** | **Yrs of Exp** | **Funding Required (Y/N)** | **CV**(To be inserted as object after project is shortlisted) |
| E.g. | George Tan, Senior Engineer | * Software Developer for A, B
* System testing for C
* Report writing
 | French / Singapore | ABC | 10 | Y |  |
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## Collaboration between two or more companies (Consortium) (Mandatory)

1. If this project is a collaboration between two or more companies (e.g. Joint development between “ABC Pte Ltd” and “XYZ Pte Ltd”), explain why the companies have decided to form a partnership to co-develop the proposed solution.

|  |
| --- |
|  |

1. Define each company’s role and respective resource contribution.

|  |
| --- |
|  |

1. State the lead Applicant Company
* There should only be one main Applicant Company for the project.
* CSA will only disburse the grant to the lead Applicant Company.

|  |
| --- |
|  |

# Company Information

## Lead Company Information (Mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Category** | **Sub-category** | **Value** |
|  | Full company name |   |
|  | Company Registered Address in Singapore |  |
|  | Company website |  |
|  | Company global headquarter | Country |   |
|  | Which year was the company established  | Global * Excludes Singapore.
* Put “0” if there are no global offices
 |  e.g. 2015 |
| Singapore |  e.g. 2015 |
|  | Number of employees | Global* Excludes Singapore.
* Put “0” if there are no employees working out of Singapore
 |  |
| Singapore* Employed by Singapore office and working in Singapore
 |  |
|  | Core business activities | * Key type of products/technologies
 | e.g. AI, WAF, IAM, IDS, SIEM,  |
| * Existing clientele
 |  |

## Consortium/Partner Company Information (Mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Category** | **Sub-category** | **Value** |
|  | Full company name |   |
|  | Company Registered Address in Singapore |  |
|  | Company website |  |
|  | Company global headquarter | Country |   |
|  | Which year was the company established  | Global * Excludes Singapore.
* Put “0” if there are no global offices
 |  e.g. 2015 |
| Singapore |  e.g. 2015 |
|  | Number of employees | Global* Excludes Singapore.
* Put “0” if there are no employees working out of Singapore
 |  |
| Singapore* Employed by Singapore office and working in Singapore
 |  |
|  | Core business activities | * Key type of products/technologies
 | e.g. AI, WAF, IAM, IDS, SIEM,  |
| * Existing clientele
 |  |

## Relevant track record (To be filled after project is shortlisted)

##### Provide relevant track record of the company/consortium.

* Past projects that demonstrate company’s ability to innovate and address gaps in the industry.

|  |
| --- |
|  |

## Business Information (To be filled after project is shortlisted)

##### Shareholding structure

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Share Holder Name** | **Percentage of Holding** | **Nationality** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### Provide the latest ACRA bizfile of lead company and consortium companies

| **No.** | **Company Name** | **ACRA bizfile attachment (Insert as object)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Financial Statement(s)

##### Financial Summary for Past 3 Years in S$ **(Mandatory)**

| **No.** | **Description** | **2023** | **2022** | **2021** |
| --- | --- | --- | --- | --- |
|  | Total Revenue |  |  |  |
|  | Net Profit After Tax (NPAT) |  |  |  |
|  | Total Current Assets |  |  |  |
|  | Total Current Liabilities |  |  |  |
|  | Total Equity |  |  |  |
|  | Net Tangible Asset |  |  |  |

##### Provide the lead Applicant Company’s past three (3) years of financial statements or management accounts (if company does not require external audit) (To be provided after project is shortlisted)

* Attach the financial statements in the table below in Excel or PDF format.
* Submit directly to CSA (without going through CSA’s partner)

| **Year** | **Financial Statements****(Insert as object)** |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Declaration Form (Mandatory)

1. Has this scope of the project commenced at the time of application?

[ ]  **Yes** [ ]  **No**

1. Is the company currently receiving any other grant/incentives from CSA or any other government agencies?

[ ]  **Yes** [ ]  **No**

If Yes, provide grant details in the table below

* Include specific areas supported by the funding, (e.g. manpower, equipment).

|  |  |  |
| --- | --- | --- |
| **Grant Agency** | **Grant Support Start and End Date** | **Grant Details** |
|  |  |  |
|  |  |  |

1. Is the company currently receiving any cashbacks, benefits, rewards or incentives for applying the grant?

[ ]  **Yes** [ ]  **No**

If Yes, provide grant details in the table below.

|  |  |  |
| --- | --- | --- |
| **Funding Agency** | **Fund Support Start and End Date** | **Funding Details** |
|  |  |  |
|  |  |  |

1. Does the Applicant Company have any existing affiliations[[3]](#footnote-3) or prior business transactions with the end-user company of the proposed solution?

[ ]  Yes [ ]  No

If Yes, provide details in the table below.

|  |  |  |
| --- | --- | --- |
| **End-user**  | **Start Date and End Date** | **Details of affiliation(s) or existing business relationship(s)** |
|  |  |  |

1. Does the Applicant Company have any conflict of interest with a third-party company for potential procurement of the Other Operating Expenses (OOE) under Section E.1, please declare.

[ ]  Yes [ ]  No

If Yes, provide details in the table below.

|  |  |  |
| --- | --- | --- |
| **Name of Third Party**  | **Type of Procurement:****OOE** | **Reasons for procuring from Third Party**[[4]](#footnote-4) |
|  |  |  |

1. Is the Applicant Company being investigated/convicted/liable to criminal prosecution under the Penal Code (Chapter 224) for any criminal offences?

[ ]  Yes [ ]  No

If Yes, provide details in the table below.

|  |  |
| --- | --- |
| **Type of offence**  | **Details of the offence**  |
|  |  |

1. Is the Applicant Company able to grant waiver of privacy to allow CSA to obtain/ exchange information with other government agencies?

[ ]  Yes [ ]  No

If No, provide details in the table below.

|  |  |
| --- | --- |
| **Name of agency**  | **Reasons for not granting waiver of privacy**  |
|  |  |

I declare that the information in this application form and sheets attached hereto are true to the best of my knowledge and belief, and that I have not wilfully suppressed any material fact.

I understand that if after approval of the application, it is found that I have made a false declaration or wilfully suppressed material facts, the monies awarded will be recovered.

I agree with all the terms and conditions in this document, including all the appendix.

|  |
| --- |
| Name of Authorised Signatory[[5]](#footnote-5): (Dr/Mr/Ms/Mrs)  |
| Designation:  |
| Contact No.:  | Email: |
| Authorised Signature: Date:       /       /       |
| Contact Person (if different from above): (Dr/Mr/Ms/Mrs)  |
| Designation: |
| Contact No.:  | Email: |

# APPENDIX A: External Audit Report

In final milestone submission, the Applicant’s claim for the remainder of the total approved project cost must be accompanied by an external audit report of the total Qualifying Costs incurred by the Applicant. The audit report should focus on compliance, i.e. confirm and state that the Applicant’s requisitions for funding were made according to the terms in the Letter of Offer (LOO) signed between CSA and the Applicant.

CSA also reserves the right to appoint an auditor to audit the grant recipient on the use of the grants, as and when required.

**The cost for this external audit shall be borne by the Applicant.**

The external audit and report must minimally cover all Qualifying Costs (100% coverage) incurred and claimed in the following areas:

1. **Expenditure on Manpower (EOM)**
2. All employees reimbursed were employed by the Applicant at the time of the claim.
3. All salary slips and amounts are correct and authentic.
4. Nationality of employees reimbursed are as declared.
5. **Purchase Invoices**
6. All invoices submitted for purchases or other expenses (e.g. services) are correct and authentic.
7. All purchases stated in invoices were real, i.e. verify actual item(s) at site (where possible).
8. **Reimbursement Requests**
9. All statements submitted tally with the invoices/salary slips amount.
10. All calculations (e.g. level of support, total amount) are correct.
11. Total claimed/reimbursed amount does not exceed approved amount for each category.

# APPENDIX B: Guide on Project Reimbursement items

1. **Expenditure on Manpower (EOM)**

|  |
| --- |
| **General Policy**  |
| * Project manpower should have relevant experience to contribute to the technical development of the Co-Innovation and Development project.
* At least 50% of manpower funded must be Singaporean or Singapore PR.
 |
| **Expenses**  |
| **Expense Type** | **Supported** | **Not Supported** |
| Basic Salary and Employer’s CPF contribution | Technical manpower only.In line with company hiring policy.Applicant may be requested to certify that such payments are in accordance with its established policy or on the same terms as other employees.Salary will be pro-rated based on involvement in project. The total qualifying costs for basic monthly salaries plus Employer’s CPF shall be capped at S$20,000 per calendar month per qualifying personnel. | Project managers are not supported.Administrative staff are not support.Allowances are not supported.Bonuses are not supported. |

1. **Expenditure on Other Operating Expenses (OOE)**

|  |
| --- |
| **General Policy**  |
| * Any equipment, software or services required for the project must be specifically provided for in the proposed funding budget and approved by CSA.
* Only allowable for expenses that are directly related to the project.
* The Applicant shall not sell, lease, dispose or transfer the equipment and/or software supported by the CCDF grant to another party during the project duration without first obtaining written approval from CSA.
* The Applicant is responsible for maintaining proper records of the assets acquired using the CCDF grant.
* Equipment/software/professional service provided by the Applicant’s affiliatedcompany are subjected to CSA’s approval.
 |
| **Expenses**  |
| **Supported (subject to CSA approval)** | **Not Supported** |
| * IT Equipment (including computer equipment and printers). Purchase of IT equipment must be in accordance with the company IT policy. IT Equipment that has an estimated lifespan beyond the project duration maybe subject to amortization.
* Software (subscription or perpetual). Software subscriptions will only be supported for the duration of the project.
* Related Third Party Professional Services.
 | * Cost of capital works and general infrastructure.
* Office Equipment, Furniture and Fittings, etc.
* Audit Fees (internal and external).
* Conference and Seminar Organisation.
* Entertainment & Refreshment.
* Fines and Penalties.
* Insurance Premiums (includes insurance premiums for equipment, workmen compensation and professional indemnity of technical staff).
* Local Training.
* Overheads (includes rental, utilities, facilities management, telephone charges, internet charges, etc.).
* Overseas Conferences and/or Training.
* Patent Application (includes patent application filing, maintenance and other related cost).
* Professional Membership Fees.
* Repairs and Maintenance of Existing Equipment. The period of maintenance funded (if approved) should only be for the duration of the project and for equipment purchased or used for the project.
* Stationery and Printer Consumables.
* Travel Costs (e.g. airfare to meet with Overseas Collaborator).
* Transportation, Postage and Courier services.
 |

# APPENDIX C: Project AWARD and Reimbursement

This appendix highlights the key terms and conditions (T&Cs) of CSA’s Cybersecurity Co-Innovation and Development Fund (CCDF). The other T&Cs will be stated in the Letter of Offer (LOO) when the project is awarded.

1. **Awarded Funding Quantum**

If the project is awarded a funding, there will be a “Percentage Covered by Grant” (e.g. 50%, 60%, 70% etc) and “Approved Grant” (e.g. $200K, $400K, $1M etc). The Percentage Covered by Grant determines what is the percentage of expenses in the invoices/salary slip can be reimbursed. The Approved Grant determines the total funding can be reimbursed.

The Percentage Covered by Grant and Approved Grant will be determined by the Evaluation Panel and will be stated in the LOO. CSA will inform the Applicant of the Percentage Covered by Grant and Approved Grant prior to LOO issuance, and the Applicant can choose whether to accept the award.

**Upon project award, the applicant will be expected to fulfil 100% of the project deliverables as stated in the proposal regardless of the awarded funding quantum.**

1. **Reimbursement Funding**

Awarded funding can be reimbursed after Milestones 1, 2, 3 and 4 are completed, based on fixed percentages (25%) of the total project cost. The duration of each Milestone is a quarter of the total project duration. The milestones duration and reimbursement percentage cannot be changed, unless specifically approved by CSA.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Duration (months)** | **Reimbursement** |
| Project Awarded | T = 0 | N.A. |
| 1 | T + 0.25 x Project Duration | Up to 25% of approved funding |
| 2 | T + 0.5 x Project Duration | Up to 25% of approved funding |
| 3 | T + 0.75 x Project Duration | Up to 25% of approved funding |
| 4 | T + Project Duration | Remainder of approved funding |

Awardees need to submit the required documents before funds can be disbursed:

(i) Technical Report signed by end user (if applicable),

(ii) documentary proof of expenses (e.g. invoices, salary slips),

(iii) any other documents to support the project claims as requested by the evaluation panel.

**Example**

If the Percentage Covered by Grant is 50%, and Approved Grant is $500K, when the Applicant submitted an invoice of $1,000 to claim, only $500 can be reimbursed (50% of $1,000). And the total reimbursed funding will not exceed $500K.

See below for more details of another example.

|  |  |
| --- | --- |
|  **Description** | **Amount (S$)** |
| **[Award]** Company is awarded **Percentage Covered by Grant** of **50%,** and **Approved Grant** of **$500K** |
| Total Funding Requested | 1,600,000 |
| Approved Grant | 500,000 |
| Balance to be self-funded by Applicant (for entire project) | 1,100,000 |
| **[Milestone]** Up to **25%** of approved funding can be reimbursed for **Milestone 1** |
| Milestone 1 maximum reimbursement (25% of S$500,000) | $125,000 |
| Example if total claims submitted by Company (e.g. salaries, invoices) | $300,000 |
| Allowable claim (50% of $300,000) | $150,000 |
| Reimbursement (As $150K exceeded the milestone limit of $125k) Balance of $25K can be reimbursed at milestone 4 if the total fund reimbursed has not exceeded the Approved Grant. | $125,000 |
| Balance to be self-funded by Applicant (for Milestone 1) |  $175,000 |

1. **Funds Reimbursement Schedule**

Funds might be reimbursed to the Applicant up to 6 months after the completion of every milestone, after CSA has completed all checks and verifications.

1. **Role of End User in the Project**

The End User proposed by CSA is a reference customer who will provide the requirement and work with the applicant to complete the project. Upon completion of the project, End User reserved the rights to decide whether to proceed with the purchase of the developed product or solution. Applicant is expected to work directly with the End User thereafter.

1. **End User Withdrawal from Project**

If/when the End User had to withdraw from the project due to unforeseen circumstances, the contract with the applicant will have to be terminated unless there is another suitable End User, subject to CSA approval.

# Appendix D: Eligibility criteria

1. All companies registered in Singapore are eligible to apply for funding under the CCDF. Overseas firms not registered in Singapore must partner with a registered Singapore company, which must hold the foreground Intellectual Property (IP) of the development.
2. Companies must ensure that at least 50% of the funded workforce involved in the project are Singapore residents or possess Singapore Permanent Residency (PR). All funded personnel must physically work in Singapore.
3. Companies are expected to have adequate financing resources to ensure that they have the ability to see through the completion of the project.
4. For proposals submitted under the Open Category, applicants must secure at least one committed cybersecurity end-user by the third milestone of the project. The proposed cybersecurity end-user must be approved by CSA.
5. Companies can leverage "minimum viable products" and/or market-ready technologies to develop cybersecurity applications with new features and functionalities that meet the emerging demands of cybersecurity users.
6. Projects that work solely on system integration and customization will not be funded.
7. Retrospective applications will not be accepted. An application is considered retrospective if the proposed project has already commenced before/at the time of application.

# Appendix E: EVALUATION criteria

1. **Quality and Innovation**

The solution must demonstrate innovation and uniqueness. It should not be a system integration of existing products. The problem should be tackled with a creative strategy rather than a purely technical or engineering method.

1. **Applicability Beyond Current End-user**

The solution should address not just the immediate needs of a single entity but also hold the capacity for broader implementation across the industry. It should be applicable to other organizations facing similar challenges. The submission should include a business strategy for the 1 to 2 years following project completion, detailing plans to broaden the solution's uptake among a more extensive clientele.

1. **Competency of Project Team**

The project team should possess the necessary expertise and a track record of delivering successful projects related to the proposed technologies. The company should have adequate financial resources to ensure the project's progress to its full fruition.

1. Refer to Appendix D [↑](#footnote-ref-1)
2. The proposed solution should not only benefit the current end user. Applicant must have business plan to push this solution to other end users in the industry. [↑](#footnote-ref-2)
3. Includes (i) common shareholding/ownership, and (ii) any commercial, business, or corporate transaction or relationship (e.g. as a supplier or purchaser of commercial services). [↑](#footnote-ref-3)
4. Related-party transactions or purchases submitted in the progress report must follow the Applicant’s company procurement policy to prove that the cost is reasonable and supported with evidence. CSA reserves the right to reject the claim if there is no evidence that the cost is reasonable. [↑](#footnote-ref-4)
5. Authorised signatory should be at least a Department Head or equivalent [↑](#footnote-ref-5)