



Friends of Community Care (FOCC) Awards 2024

Fact Sheet

Nomination Period

Nominations for the FOCC Awards are open from **Mon, 15 Jan to Mon, 26 Feb 2024**. Winners will be announced in the last quarter of 2024.

Eligibility

Any organisations or groups (outside the Community Care sector) that have contributed to the Community Care sector* are eligible.

**Community Care sector refers to nursing homes, community hospitals, eldercare centres (such as Active Ageing Centres, Senior Care Centres, etc.) and home care providers serving the seniors in the community.*

Nomination Form

There are 2 parts of the Nomination Form.

- 1) Download and fill up the excel sheet from this [link](#), or by scanning QR code below. Refer to the table [Part 1 - Impact of Contribution] in Annex A below for examples on how to fill in.



- 2) Click on this [link](#) or scan the QR code below, complete the form and attach your completed excel sheet to submit your nominations via FormSG.



Only nominations submitted online through FormSG are accepted. Refer to Annex A for the sample nomination form.

Enquiries

If you have any enquiries, please contact your Account Manager or the FOCC Secretariat at ncp@aic.sg.



Frequently Asked Questions (FAQ)

1. Can I nominate more than one partner?

Yes. Please submit one nomination form for each partner.

2. If my organisation has nominated a partner last year, can I nominate the same partner again this year?

Yes, you may nominate the same partner you have nominated in the previous year.

3. If a partner had won the FOCC award before, are they still eligible to be nominated for future FOCC awards?

Yes. Past winners of FOCC Awards are eligible to be nominated for FOCC Awards 2024. However, recipients of the Honorary Award will not be eligible for nomination for 3 years from the year of winning the Award.

4. Can my organisation submit a joint nomination with other Community Care Organisations (CCOs)?

Yes. You can submit a joint nomination with other CCOs. In the nomination form, please provide the names of the CCOs that are nominating the partner. Different CCOs can also send in separate nomination forms for the same nominated partner.

5. In light of Personal Data Protection Act (PDPA), would the information submitted be kept confidential?

All sensitive information submitted would be kept confidential. However, AIC may share the contents of the nomination form publicly with the media for the purposes of publicity, marketing of FOCC and other related programmes and initiatives.

6. How many winners can there be per category?

We may select up to 5 winners per category. However, where there are exemplary partners, the judges may exercise their discretion to award more winners.

7. Can I nominate my organisation or would I need to seek another organisation to nominate on my behalf?

No, self-nomination is not allowed for FOCC Awards. Kindly seek a CCO's assistance to nominate on your behalf. The FOCC Awards is meant for CCOs to nominate organisations outside of the Community Care sector that have contributed to the sector.

8. What will winners and non-winners receive, when will be I know of the outcome of my nomination?

FOCC Award winners will be announced in the last quarter of 2024. All winners will receive a FOCC trophy, and non-winners will receive a letter of appreciation.

9. If I have additional questions, who should I contact?

If you have any enquiries, please contact your Account Manager or FOCC Secretariat at ncp@aic.sg.



Annex A

Sample Nomination Form

Instructions

- **Only nominations submitted through FormSG are accepted**
- As FormSG does not allow draft nominations to be saved, you may use the sample form for reference when preparing the nomination details.
- Community Care Partners are encouraged to contact your nominees to obtain information to complete the nomination form or research from their website (e.g. annual report, other valid sources) to obtain relevant information.

Nomination Category

- Please select one category.

<input type="checkbox"/> Corporate (Small & Medium Enterprise) Award Less than 200 employees
<input type="checkbox"/> Corporate (Large Enterprise) Award
<input type="checkbox"/> Government and Public Institution Award
<input type="checkbox"/> Non-Profit Organisation Award

Nominating Organisation

Name of Community Care Partner	<Choose from drop down list of Parent Organisations in FormSG>
Full Address of Community Care Partner (include name of centre or home where appropriate)	
Name of Contact Person	
Designation	
Direct Line	
Mobile Number	
Email Address	

Nominee

- Nominee must be from outside of the Community Care sector
- Please ensure details of nominee are accurate. AIC may contact nominee for clarification. As all nominees will receive a letter of appreciation from AIC, we may also contact nominee for clarifications if needed

Name of Nominee (Organisation's name)	
Full Address of Nominee	
Name of Contact Person	
Designation	
Direct Line	
Mobile Number	
Email Address	



PART 1 - IMPACT OF CONTRIBUTION

Contributions by nominee for the last three years (Jan 2021 to Dec 2023), you may indicate “Not Applicable” (NA) for categories that does not apply. Refer to some examples below on how to complete the table provided in Excel format (link [here](#)). **Completed excel document to be attached in FormSG for submission.**

No.	Type of contributions <i>Please <u>delete</u> options as appropriate, more than one option can be selected.</i>	Description of Contribution (keep to 100 words)	Describe how the Contribution / Activity was Out-of-the Box: Highlight any aspects of the contributions that was out of the box (e.g. innovative efforts, refreshing impact on organisation/seniors, etc.)	Estimated Contribution Value (\$)	Estimated no. of Volunteers	Estimated Total Volunteer (Hours)	Start Period (MMM/YYYY)	End Period (MMM/YYYY)	Estimated no. of unique beneficiaries (Seniors)
1	1) Monetary Donation	Funded the set up of a community garden space for our centre. Allow centre to start gardening interest group. Harvest from garden is used for centre cooking programme.	Garden allowed seniors to bond socially and make new friends. Also allowed good talking point for centre to build awareness of balanced nutrition, benefits of herbs and for seniors to experiment with different cooking styles to keep them engaged.	\$50,000	NA	NA	Jun 2021	Jun 2021	30
2	1) Monetary Donation 2) Donation in-kind 3) General Volunteerism	Staff organized and hosted a half day outing to the Zoo for seniors and their caregivers, included transport, lunch and a goodie bag for each family. 30 seniors and caregivers attended outing	Volunteers organized a mini treasure hunt, ice breakers games and had KTV session on the long transport ride to the zoo. Seniors had a chance to interact close up with selected animals and photos polaroid photos printed for them to bring home fond memories.	\$20,000	18	72	Mar 2022	Mar 2022	30



No.	Type of contributions <i>Please delete options as appropriate, more than one option can be selected.</i> 1) Monetary Donation 2) Donation in-kind 3) General Volunteerism 4) Skills-based Volunteerism*	Description of Contribution (keep to 100 words)	Describe how the Contribution / Activity was Out-of-the Box: Highlight any aspects of the contributions that was out of the box (e.g. innovative efforts, refreshing impact on organisation/seniors, etc.)	Estimated Contribution Value (\$)	Estimated no. of Volunteers	Estimated Total Volunteer (Hours)	Start Period (MMM/YYYY)	End Period (MMM/YYYY)	Estimated no. of unique beneficiaries (Seniors)
3	2) Donation in-kind 3) General Volunteerism	Staff engaged seniors at our centre to sing or teach them to play games. Purchased new game sets for centre. An average of 4 volunteers came for each 2-hour session once a month	Besides the purchased games, staff brought their own card games, pictures of old Singapore to engage seniors who are usually quiet.	\$200	15	48	Jan 2023	Jun 2023	25
4	1) Monetary Donation. 4) Skills-based Volunteerism*	Staff provide interior design expertise for our centre, to ensure centre is safe and functional for our seniors. 5 staff helped to re-design the layout over 3 months and also help secure contractors from their network to help reduce renovation costs	Staff came up with creative solutions for the safety of seniors. - E.g. toilets doors were activated by sensors for seniors in wheelchairs - E.g. tables can be converted to mahjong tables to save space - Staff came up with wall murals depicting old kampong for seniors to feel familiar and at ease	\$40,000	5	60	Feb 2023	Apr 2023	100

*** Skills-based Volunteerism: Use of nominee’s professional skills and expertise on a pro bono basis to help community care partners. You may also wish to include Total Man-hours x estimated hourly rate OR indicate estimated market rate of expertise required in total contribution value estimation as appropriate.**



PART 2 - EFFECTIVE, SUSTAINED AND CONTINUED CONTRIBUTIONS

The impact of the contribution is felt over a long time and on the ground, if efforts made were sustainable and had a ripple effect for continuity for the last 3 years from **Jan 2021 to Dec 2023**.

Number of Community Care Partner(s) supported.

- For the last three years (Jan 2021 to Dec 2023)

<input type="checkbox"/> 1 Partner
<input type="checkbox"/> 2 to 3 Partners
<input type="checkbox"/> 4 to 5 Partners

Did the nominee work with more than one parent organisation?

- For the last three years (Jan 2021 to Dec 2023)

<input type="checkbox"/> Yes	If "Yes", please list down the names of the Community Care Partners supported.
<input type="checkbox"/> No	

Describe how the nominee has helped Community Care Partner(s) reach their desired outcomes.

- Describe how nominee's contributions help to support your organisation's goals and/or how contributions may have helped to fill gaps from Jan 2021 to Dec 2023
- Include efforts made to sustain the contribution
- Please keep your answer to 300 words and you may write in point form

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PART 3 - COMMITMENT

Number of years that the Nominee has supported the Community Care sector

<input type="checkbox"/> 0 to 5 years
<input type="checkbox"/> 5 to 10 years
<input type="checkbox"/> More than 10 years



PART 4 - ADDITIONAL INFORMATION

Social media posts that showcase nominee's contributions (*Optional*)

- Provide URLs to social media posts, including videos, media coverage and other publicity materials
- Materials from social media posts may be shared on AIC's social media platforms to showcase nominee's contributions

Describe why the Nominee deserves to be awarded the Friends of Community Care Award

- Provide additional information/examples that are not indicated above to further support the nomination. For example, nominee engage their network of partners to also support Community Care sector, etc.
- Please keep your answer to 200 words and you may write in point form

Acknowledgement

By submitting this nomination for FOCC, I hereby declared that I have read, understood and agreed to abide by the terms & conditions as follows:

- I affirmed that the information provided in this nomination form is correct and true to the best of my knowledge and had been endorsed by the management of the nominating organisation.
- I understood that the final decision lies with AIC.
- I declared that I have no conflict of interest or association with the nominee which would compromise the conferment of the award.
- I agreed to give AIC the permission to share the submitted content publicly and with the media for the purpose of publicity, marketing and education of FOCC and other AIC-related programs and initiatives.
- I noted that AIC will contact the nominees for any clarifications.
- I understood and agreed that AIC will contact me for any clarifications.