### Business Improvement Fund

**Project Executive Summary**

*The project executive summary serves as a guide on the information required by STB to assess if your proposed project is eligible for grant and if you could proceed with the application.*

**Project Title:**

|  |
| --- |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation Name |  | | | |
| Unique Entity Number (UEN)  *For foreign applicant, please fill in the company’s registration no.* |  | | | |
| Travel Agent (TA) Licence No.  *(if applicable)* |  | | | |
| Contact Person\* | Name:  Designation:  Contact no.:  Email: | | | |
| Nature of Business\*\* |  | Attractions |  | Meetings, Incentive Travel, Conventions & Exhibitions (MICE) |
|  | Cruise |  | Travel Agents |
|  | Hotels / Integrated Resorts |  | Technology/IT-related |
| Date of Submission |  | | | |

*\*Please provide the contact of the person who submitted this form*

*\*\*If your business does not fall under the industry listed, you may wish to refer to the website* [*here*](https://eadviser.gobusiness.gov.sg/govassist/?src=home_quicklinks) *for an overview of the various government assistance as STB’s Business Improvement Fund may not be applicable for your business.*

**A. Project Description**

1. Please describe the objective of the project.
2. Please briefly describe the scope of the project.
3. Please clearly state the benefits of the project based on the following factors for the assessment of the project.
4. **Improve in Productivity** | Please state how the project improves your business’ productivity or the productivity of the tourism companies adopting the technology (e.g. reduction in man-hours or number of staff, incremental cost savings, increase in topline (revenue) and bottomline (net operating profit before tax), growth of company value-add[[1]](#footnote-1)).
5. **Increase in Competitiveness** | Please state how this project increases your business’ competitiveness or the competitiveness of the tourism companies adopting the technology, locally and/or globally. For instance, how the adoption of internationally-recognized standards and certifications in sustainability can help your company increase business competitiveness locally and globally, enhancing market access and/or increase trust in your products and services.

1. **Impact to Industry** | Please state the impact of this project to the industry that your company is in or the industry(s) of the tourism companies adopting the technology (e.g. increase industry’s productivity, scalability to the rest of the industry).

1. **For Tech Developers** | To ensure the new technology is relevant to the tourism sector, please complete the table below with at least one committed and four interested tourism companies adopting the technology.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Company Name** | **Industry of Company** | **Committed / Potential** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**B. Project Schedule |** Please provide a broad timeline of the project.

Expected date of commencement:

Expected date of completion:

Duration (months):

Short Description of implementation plan including key project phases and milestones:

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Key Project Phases and Milestones** | **Start Date** | **End Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |

**C. Project Cost |** Please provide an estimated breakdown of costs for the **entire** project, from pre-commencement to execution. If breakdown of the estimated costs is not available, please provide the total estimated project cost and the percentage of each type of costs versus the total project cost as a gauge for our assessment.

*Examples of cost categories include professional services, production costs, equipment & materials, marketing costs, etc. Do note that different types of costs are supportable under different funds. You may refer to* [*STB Corporate Website*](https://www.stb.gov.sg/content/stb/en/assistance-and-licensing/grants-overview.html) *for the types of costs that can be supported under each fund.*

|  |  |
| --- | --- |
| **Type of costs to be incurred** | **Estimated amount** |
| Consultancy  *(including professional fees, sustainability certification)* |  |
| Training |  |
| Hardware/Equipment and Software |  |
| Materials and Consumables  *(e.g. materials and consumables used in the fabrication of prototypes or in the project)* |  |
| Travel costs associated with the project |  |
| *<For costs that do not fall under any of the above mentioned category, please insert and add on the category from here>* |  |
|  |  |
|  |  |
| **TOTAL ESTIMATED PROJECT COST** |  |

1. *Value added ($) = Net operating profit (before tax) + remuneration + depreciation* [↑](#footnote-ref-1)