### Training Industry Professionals in Tourism

**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:**

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| --- | --- | --- | --- | --- |
| Organisation Name |  | | | |
| Unique Entity Number (UEN)  *For foreign applicant, please fill in the company’s registration no.* |  | | | |
| Contact Person\* | Name:  Designation:  Contact no.:  Email: | | | |
| Nature of Business |  | Arts |  | Meetings, Incentive Travel, Conventions & Exhibitions (MICE) |
|  | Attractions |  | Retail |
|  | Cruise |  | Sports |
|  | Dining |  | Technology/IT-related |
|  | Entertainment |  | Tourist Guides |
|  | Event Organisers |  | Travel Agents |
|  | Hotels |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Submission |  | | | |

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

**A. Project Description**

1. Please briefly describe the scope of the project using one of the headings below.
2. **Employee Upgrading (Training)** | Please state the scope of training (e.g., New/emerging/specialised tourism skills; Enhanced service delivery capabilities; Overseas study trips, attachments & exchange programmes) and projected number of trainees
3. **Employee Upgrading (Course Development)** | Please state what skills and knowledge the course aims to impart to your employees (e.g., Data Analytics for Tourism) and the target segment (e.g., hotel revenue managers) and projected number of trainees
4. **Leadership Development** | Please provide details of the leadership development programme and detailed career plan for the trainee during and after he/she has completed the leadership development programme (e.g., in-house leadership development programme with cross-functional rotations, overseas attachments/study trips, certified training which trainee will go through, e.g., Masters’ courses. The company should also outline the year-on-year progression trajectory, with salary benchmarks, for this trainee if he/she progresses successfully along the programme.)
5. Please clearly state the benefits of the project (i.e. how the training adds value to your company’s operations)

**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** |
| Training Costs  *(e.g. course fees, cost of living allowance, economy airfare, absentee payroll)* |  |
| Course Development  *(e.g. trainer fees)* |  |
| Leadership Development  *(e.g. course fees, trainee stipend, cost of living allowance, economy airfare)* |  |
| *<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** |  |