COMMUNITY-IN-TRANSLATION EVENTS GRANT (CiTEG)
APPLICATION GUIDE

INTRODUCTION

1   The Community-in-Translation Events Grant (CiTEG) is a grant set up by the National Translation Committee (NTC) to encourage more ground-up events in the community with a strong translation element, and to support the sustainability of those in the translation and language-related industries (see Appendix A for more information on the NTC and its Community-in-Translation initiative).

2   Interested applicants can submit applications for translation-focused events featuring at least two of the following languages: English, Chinese, Malay and/or Tamil. We welcome applications from both individuals and organisations, including schools and other educational institutions.

3   Events that may be covered under the grant may be held physically and/or online, and may include (but are not limited to the following):
- Competitions
- Exhibitions
- Seminars
- Talks
- Workshops
- Any other translation-focused activities

4   The grant will be capped at S$10,000 per application and can be used to offset approved actual expenses incurred in the organisation of the event(s).

5   The grant does not cover the publishing of standalone translated materials, such as books. However, we welcome applications for events related to the published product.

HOW TO APPLY?

6   There are two application periods for the CiTEG in 2024:

Application period	For proposed events which start in
1 February 2024 to 31 March 2024	July 2024 to December 2024
1 August 2024 to 30 September 2024	January 2025 to June 2025

7   Each applicant can submit only one application per cycle. Late submissions will not be entertained.

8   The CiTEG application form and this application guide can be downloaded from the MCI website at https://www.mci.gov.sg/CiTEG. The NTC may, from time to time, modify or add to the application process, guide and form, and the evaluation criteria. Interested applicants are therefore encouraged to visit the MCI website to obtain the most updated information and documentation, before commencing the application.

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9   Applicants should submit the completed application form, together with all relevant supporting documents via the submission form at https://go.gov.sg/citeg-submit.

10   Applicants are required to declare other sources of funding for the proposed event, including funding that has been received and funding that the applicant is applying for or intends to apply for.

HOW WILL APPLICATIONS BE ASSESSED?

11   Applications will be assessed based on the relevance, impact, outreach, publicity, cost effectiveness and proposed implementation of their event(s), as well as the track record of the applicant. The event(s) should have a strong translation element and contribute to promoting or raising translation standards in Singapore (see Appendix B for more details).

12   To facilitate assessment of applications, please ensure that the information provided is complete and accurate. The application should be completed in the English language and should be in typewritten form or legible handwriting. Where relevant, information may also be provided in Chinese, Malay, and/or Tamil.

13   Applicants may be required to submit further information or documents which the NTC deems necessary for the evaluation of the application, and to clarify or make amendments to any aspect of their application.

14   The NTC reserves the right to reject incomplete or illegible applications, and applications containing false or misleading information.

15   The approved amount of funding for each application will depend on the evaluation outcome and recommendation put forth by the NTC's CiTEG Evaluation Panel, as well as availability of funds. The NTC reserves the right to allocate any amount of funding commensurate with the proposed event(s). The evaluation outcome and funding amount decided upon by the Evaluation Panel are final and shall not be called into question by the applicant.

WHAT'S NEXT?

16   Applicants can expect to be notified of their application outcome within two months of submitting their application.

17   Successful applicants should also note that funds will be reimbursed only after completion of their project, based on actual expenses incurred. Successful applicants are required to submit all relevant invoices and a post-event report within 60 days from the end of the event, for record and verification.

18   Each awarded grant will be subject to the terms and conditions set out and incorporated in the Letter of Offer.

ENQUIRIES

19   Please submit your enquiry at https://go.gov.sg/citeg-enquiry.

citeg/appln/guide/v3
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ABOUT THE NATIONAL TRANSLATION COMMITTEE ("NTC")

1   The NTC aims to enhance translation capabilities in Singapore through:

   a.   Promoting best practices among public sector agencies on procuring/producing translation;
   b.   Creating a collaboration platform among the public, private and people sectors, to promote and raise translation standards; and
   c.   Nurturing the next generation of translation talent for Singapore.

2   There are also three Resource Panels (RPs), one each for Chinese, Malay and Tamil Languages. The roles of the RPs are to:

   a.   Assist and support the implementation of the NTC's initiatives, aimed at raising translation standards for the particular language; and
   b.   Help standardise the translations of terms in the official languages in Singapore, and to advise on the appropriateness of terms in the official languages adopted by the media and government agencies.

WHAT IS THE COMMUNITY-IN-TRANSLATION (CIT) INITIATIVE?

3   The NTC launched the Community-in-Translation (CiT) initiative in 2016 to bring together like-minded partners from various sectors, to raise awareness and interest in translation among our young through multiple platforms, including translation-related competitions, workshops and seminars. The NTC hopes that this will help create a healthy translation ecosystem, with a sustainable pipeline of bilingual talents to boost translation standards in Singapore.

4   Under the CiT initiative, besides organising translation workshops and seminars in all three mother tongue languages for teachers and students, the NTC also supports language- and translation-related competitions organised by various organisations and schools.

5   Supporting these events signals the NTC's support in encouraging community partners to play a part in promoting the use of all four official languages in a fun and engaging manner, and to raise awareness of and interest in translation among teachers and students. These activities also enable participants to see how translation plays a part in our daily lives.

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EVALUATION CRITERIA FOR COMMUNITY-IN-TRANSLATION EVENTS GRANT

Relevance	• The proposed event is translation-focused or has a certain proportion of translation-related components.
Impact	• The proposed event is able to promote awareness and interest in translation and contributes towards raising the translation standards in Singapore.
Outreach	• The proposed event is able to attract a good number of participants.
Publicity	• The proposed event involves a certain level of publicity and helps to raise the profile of the National Translation Committee.
Cost effectiveness	• The proposed event is able to benefit the larger community at a reasonable cost.
Proposed implementation	• The proposed event is well-planned. The implementation plan should also clearly demonstrate how the applicant intends to ensure higher quality of engagement by event participants and audience members.
Track record of applying individual/organisation	• The applying individual/organisation demonstrates good potential and/or has experience in organising translation-related events or events of a similar nature.

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