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# INTRODUCTION TO COMMUNITY CHEST

Community Chest was established in 1983, to be the hallmark of care and share in Singapore. As the fundraising and engagement arm of the National Council of Social Service, Community Chest engages the community to raise funds for about 80 social service agencies to meet underserved and critical social needs.

With the aim to enable every individual to live with dignity within a caring and inclusive society, all of the contributions through Community Chest goes towards empowering the lives of adults with disabilities, children with special needs and youth-at-risk, families in need, persons with mental health conditions and vulnerable seniors.

## COMMUNITY CHEST AWARDS 2021

The annual Community Chest Awards (CCA) honour organisations and individuals who have made outstanding contributions to the social service sector to care for the less fortunate within our community.

Over the years, Community Chest, the fundraising and engagement arm of the National Council of Social Service, has seen more stepping up in holistic caring for the disadvantaged and vulnerable in our community. They have demonstrated excellence in caring through fundraising and donations, volunteering with our supported charities and also being an inclusive employer for our service users.

# AWARDS LOGO AND RATIONALE

## Objectives for Community Chest Awards

1

Recognise donations + volunteerism  
+ holistic caring of our partners

2

Engagement and prestige  
for award recipients

**Community Chest Awards as the top accolade  
to recognise holistic caring for the social service sector**

The Community Chest Awards has been designed to encourage more holistic caring and sharing. Beyond monetary donations, Community Chest partners who embrace inclusive employment practices, as well as contribute their time and skills to benefit the disadvantaged will be recognised.

The Community Chest Awards is in line with the Social Service Sector Strategic Thrusts, a five-year roadmap for the sector, which envisions empowering every person to live with dignity in a caring and inclusive society.

## Logo and its description

The Community Chest Award recognises people and organisations as the stars of caring and sharing. The new logo design consists of a star made up of people and organisations raising their hands together, working hand in hand to help people in need of support.

The logo takes inspiration from the Community Chest logo. The head and open arms derived from the Community Chest logo represents continuity and showcases how each individual has a part to play in social service.

The five points of the star represent the five categories of awards and recognise the winners as stars in their own rights.



# AWARDS CRITERIA AND ELIGIBILITY

To celebrate the inspiring good work from our partners in building a caring and inclusive society, Community Chest will be recognising partners through these five award categories:

## Award Categories



For holistic caring



For significant non-  
monetary contributions



For regular volunteerism



For high SHARE  
participation rate



For significant monetary  
contributions from  
all sources

# AWARDS CRITERIA AND ELIGIBILITY

## Criteria for award categories

Selection of the award recipients is based on contributions made in the preceding financial year, starting 1 April and ending 31 March. The nomination period for the Volunteer Partner Award, Enabler Award and Pinnacle Award will be open from 26 April to 21 May 2021. An eligible organisation may be nominated by a third party with the consent of the organisation. Self-nominations are also accepted.

### SHARE AWARD

The SHARE Awards recognise organisations with employees on SHARE for their high participation rate. The organisation must have made a minimum annual contribution of \$5,000 and has contributed regularly for at least nine months within the assessment period, but not necessarily for consecutive months.

The various types of SHARE Awards are:

Award Type	SHARE Participation Rate
SHARE Achiever	98% to 100%
SHARE Platinum	90% to 97%
SHARE Gold	80% to 89%
SHARE Silver	70% to 79%
SHARE Bronze	50% to 69%

### CHARITY AWARD

The Charity Awards are presented to organisations and individuals who have made significant donations to Community Chest. These donations include outright donations, funds raised from events and contributions through SHARE, Community Chest's monthly giving programme.

The various types of Charity Awards are:

Award Type	Contribution Amount
Charity Platinum	\$300,000 and above
Charity Gold	\$200,000 to \$299,999
Charity Silver	\$100,000 to \$199,999
Charity Bronze	\$50,000 to \$99,999

# AWARDS CRITERIA AND ELIGIBILITY

## VOLUNTEER PARTNER AWARD

The Volunteer Partner Award serves to recognise exemplary organisation(s) for their regular volunteerism efforts in service-based, skills-based and/ or event-based volunteerism, with demonstrated outcomes to benefit social service agencies and/ or service users.

The nominee must have volunteered with a charity that is a member of the National Council of Social Service, and the charity must be supportive of the nomination. The nominee must have displayed sustained commitment to the social service agency and supported its staff to volunteer regularly, and significantly contributed to strengthening the capabilities of the social service agency or quality of life of service users.

## ENABLER AWARD

The Enabler Award serves to recognise organisations and individuals who have offered their talents and/ or resources to benefit the social service sector through Community Chest initiatives.

The contribution towards addressing social needs can be made by the nominee in ways like:

- i. Talent, capability and network including but not limited to the following:
  - Offering media assets and resources such as digital/social media/advertising platforms (e.g. print ads, broadcast ads, out-of-home ads etc.)
  - Mobilising and connecting people/organisations/partners to support Community Chest in Signature Events, special fundraising projects, etc.

## PINNACLE AWARD

The Pinnacle Award is the highest honour given by Community Chest to recognise an organisation exemplary in holistic caring, and is a role model in all three aspects:

- i. Giving of donations
- ii. Volunteering and/or making non-monetary contributions
- iii. Embracing inclusive employment practices

The nominee must be eligible for a SHARE Award or Charity Award, as well as eligible for a Volunteer Partner Award or Enabler Award. The organisation must also have inclusive employment practices and some measures include:

- i. Hiring of persons with disabilities or persons with mental health conditions
- ii. Policies or practices implemented to facilitate the hiring and integration of these staff
- iii. Procurement of products or services provided by social service agencies or social enterprises



COMMUNITY  
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**ENABLER AWARD**



## ENABLER AWARD

The Enabler Award serves to recognise organisations and individuals who have offered their talents and/or resources to benefit the social service sector through Community Chest initiatives.

Any eligible individual/organisation may be nominated for this award. Individual/Organisations may self-nominate, or may be nominated by an external partner (please ensure that you have informed the individual/organisation and obtained their consent before completing this application process).

### Eligibility Criteria

1. The nominee must have made significant non-monetary contributions, which resulted in substantial cost savings or multiplier effect in outreach or fundraising efforts achieved for Community Chest.
2. The contribution towards addressing social needs can be made by the nominee in ways like:
  - i. Talent, expertise and network including but not limited to the following:
    - Offering media assets and resources such as digital/social media/advertising platforms (e.g. print ads, broadcast ads, out-of-home ads etc.)
    - Mobilising and connecting people/organisations/partners to support Community Chest in Signature Events, special fundraising projects, etc.

### Submission

Nomination forms to be submitted via email to: [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg)

Please title your email as "CCA2021Nomination\_Enabler\_[NomineeName]"

Only one submission per Organisation is allowed.

For enquiries, you may call 1800 210 2600 or email to [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg).

All nominations will be evaluated by the Community Chest Awards Committee and all decisions made are final.

**Closing date: 21 May 2021**

**1 NOMINEE DETAILS**

**For Organisation Nominees**

Name of Organisation	Mailing Address
Contact Number (Office/HP)	Email

**For Individual Nominees**

Name of Nominee	Mailing Address
Name of Employer Organisation	Designation
Contact Number (Office/HP)	Email

**2 REASONS TO SUPPORT YOUR NOMINATION**

Please describe the non-monetary contributions made by this nominee, and the impact (qualitative and/or quantitative) made to the community/sector. Please detail how the impact resulted in cost-saving or multiplier effect in outreach/fundraising efforts of Community Chest.

**3 NOMINEE'S MOTIVATIONS/ASPIRATIONS**

Please share details on the nominee's values, motivation and/or aspirations for contributing to the social service sector.

**4 ANY FUTURE PLANS**

Please provide details of the nominee's future plans to make non-monetary contributions.

**5 NOMINATION SUBMITTED BY**

Name of Nominator	Organisation and Designation
Contact Number (Office/HP)	Email
<input type="checkbox"/> I affirm that the information provided in the nomination form is correct and true to the best of my knowledge.	
Signature of Nominator	Date

**6 ACKNOWLEDGEMENT OF NOMINEE**

- I affirm that the information provided in the nomination form is correct and true to the best of my knowledge.
- I permit NCSS and Community Chest to share the contents of the nomination form publicly with the media for the purpose of publicity, marketing of the Community Chest Awards and other related programmes and initiatives.

Signature of Nominee Representative

Name of Nominee Representative &  
Date of Nomination

Designation and Organisation of Nominee Representative



COMMUNITY  
CHEST  
AWARDS 2021

NOMINATION FORM

# VOLUNTEER PARTNER AWARD

## VOLUNTEER PARTNER AWARD

The Volunteer Partner Award serves to recognise exemplary organisation(s) for their **regular volunteerism efforts** in service-based, skills-based and/or event-based volunteerism, with demonstrated outcomes to benefit social service agencies and/ or service users.

Any eligible organisation may be nominated for this award. Organisations may self-nominate, or may be nominated by an external partner (please ensure that you have informed the organisation and obtained their consent before completing this application process).

Note that the benefitting social service agency(ies) of your volunteering efforts must be supportive of the nomination and has no objection to the details relating to the social service agency. This confirmation of support can be done by a representative from the social service agency either via email or by digital signature on the nomination form.

### Eligibility Criteria

1. The nominee must have in place a regular volunteerism scheme, either service-based, skills-based and/or event-based, with demonstrated outcome.  
Nominees must have:
  - a) displayed sustained commitment to the social service agency and supported its staff to volunteer regularly, and
  - b) significantly contributed to strengthening the capabilities of the social service agency or quality of life of service users.
2. The nominee must have volunteered with a social service agency that is a member of the National Council of Social Service, and the social service agency must be supportive of the nomination.

<sup>1</sup> **Service-based volunteering** – Volunteers typically serve social service users in an existing programme provided by the social service agency on a regular basis.

**Skills-based volunteering** – Organisations or individuals offer their specialised skills and talents to a social service agency to complete a volunteering commitment. It could be in any area, e.g. accountancy, IT or marketing, etc.

**Event-based volunteering** – Volunteers support through activities such as fundraising or providing an experience to service users (e.g. bringing them out for an outing).

### Submission

Nomination forms to be submitted via email to: [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg)

Please title your email as “CCA2021Nomination\_VolunteerPartner\_[NomineeName]”. Only one submission per Organisation is allowed.

For enquiries, you may call 1800 210 2600 or email to [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg).

All nominations will be evaluated by the Community Chest Awards Committee and all decisions made are final.

**Closing date: 21 May 2021**

<b>1 NOMINEE DETAILS</b>	
Name of Organisation	Mailing Address
Contact Number (Office/HP)	Email
Total Staff Strength of Organisation:	
<b>2 NOMINATION DETAILS</b>	
Type of Volunteerism:	Name of benefitting agency:
Number of staff volunteers involved:	Number of service users impacted:
Total number of volunteering sessions in FY20:	Current length of partnership with benefitting agency:
<p>Please describe the volunteerism scheme(s)/activities that the nominee has implemented/engaged in and the contributions made to the community/sector. Please include the following details:</p> <ul style="list-style-type: none"> <li>• Specific Type of volunteerism provided (e.g. fund-raising, facilitating one-day outings, IT support, marketing and communications, befriending, mentoring youths)</li> <li>• Describe how nominee's skills/volunteering efforts were used and added value to the agency/service users, the impact and/or helped to achieve outcomes/savings</li> <li>• Future (if any)</li> <li>• Any other information</li> </ul>	

**3 NOMINEE'S MOTIVATIONS/ASPIRATIONS**

Please share details on the nominee's values, motivation and/or aspirations for volunteering and making contributions to the social service agency(ies)/sector.

**4 INTERNAL SYSTEMS**

Please provide details of the nominee's policies, systems and incentives in place to encourage volunteerism.

**5 OTHER VOLUNTEERING EFFORTS**

Please provide details of the nominee's other volunteering efforts (apart from the main benefitting social service agency who endorsed this nomination).



<b>6 BENEFITTING SOCIAL SERVICE AGENCY</b>	
Name of Organisation	
Please provide contact details of a representative who has endorsed this nomination	
Name of Representative	Designation
Contact Number (Office/HP)	Email
Signature of Representative	Organisation Stamp
<b>7 NOMINATION SUBMITTED BY</b>	
Name of Nominator	Organisation and Designation
Contact Number (Office/HP)	Email
<input type="checkbox"/> I affirm that the information provided in the nomination form is correct and true to the best of my knowledge.	
Signature of Nominator	Date
<b>8 ACKNOWLEDGEMENT OF NOMINEE</b>	
<input type="checkbox"/> I affirm that the information provided in the nomination form is correct and true to the best of my knowledge.	
<input type="checkbox"/> I permit NCSS and Community Chest to share the contents of the nomination form publicly with the media for the purpose of publicity, marketing of the Community Chest Awards and other related programmes and initiatives.	
Signature of Nominee Representative	Date
	Designation of Nominee Representative



COMMUNITY  
CHEST  
AWARDS 2021

NOMINATION FORM

**PINNACLE AWARD**

## PINNACLE AWARD

The Pinnacle Award is the highest honour given by Community Chest to recognise an organisation exemplary in holistic caring, and is a role model in all 3 aspects:

- i. Giving of donations
- ii. Volunteering and/or making non-monetary contributions
- iii. Embracing inclusive employment practices

Any eligible organisation may be nominated for this award. Organisations may self-nominate, or may be nominated by an external partner (please ensure that you have informed the individual/organisation and obtained their consent before completing this application process).

### Eligibility Criteria

1. The nominee must be eligible for a Charity Award or SHARE Award. Details on the eligibility criteria for the Awards can be found on [comchest.gov.sg/cca2021](http://comchest.gov.sg/cca2021).
2. The nominee must be eligible for a Volunteer Partner Award or Enabler Award, and the Secretariat must have received the nominee's nomination form for either Award by the closing date.
3. The organisation must embrace inclusive employment practices and some measures include:
  - i. Hiring of persons with disabilities or persons with mental health conditions
  - ii. Policies or practices implemented to facilitate the hiring and integration of these staff
  - iii. Procurement of products or services provided by social service agencies or social enterprises

### Submission

Nomination forms to be submitted via email to: [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg)

Please title your email as "CCA2021Nomination\_Pinnacle\_[NomineeName]". Only one submission per Organisation is allowed.

For enquiries, you may call 1800 210 2600 or email to [ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg).

All nominations will be evaluated by the Community Chest Awards Committee and all decisions made are final.

**Closing date: 21 May 2021**

**1 NOMINEE DETAILS**

Name of Organisation	Mailing Address
Contact Number (Office/HP)	Email

**2 ELIGIBILITY OF COMMUNITY CHEST AWARD(S)**

Please indicate the eligibility of Nominee for the following award (please check all that apply)

<input type="checkbox"/> <b>SHARE Award</b>	<input type="checkbox"/> <b>Volunteer Partner Award</b>
<input type="checkbox"/> <b>Charity Award</b>	<input type="checkbox"/> <b>Enabler Award</b>

**3 NOMINEE'S MOTIVATIONS/ASPIRATIONS**

Please share details on the nominee's values, motivation and/or aspirations for contributing to the social service agencies/sector.

**4 INCLUSIVE EMPLOYMENT PRACTICES**

Please provide details of the nominee's policies, systems and incentives to facilitate the hiring and integration of persons with disabilities (PWD) or persons with mental health conditions (PMHC).

If nominee hires PWDs, please include number of PWDs hired, percentage against total staff strength, and length of service of longest serving PWD.

**5 ANY FUTURE PLANS**

Please provide details of the nominee's future plans on inclusive hiring practices/policies.

**6 ADVOCACY OF INCLUSIVE EMPLOYMENT**

Please provide details of the nominee's collaborative efforts with external stakeholders that promote inclusive employment.

**7 USE OF SERVICES/PRODUCTS BY SOCIAL SERVICE AGENCIES/SOCIAL ENTERPRISES**

Please provide details of the type and value of products, services procured, and the supported social service agency/social enterprise.

<b>7 NOMINATION SUBMITTED BY</b>	
Name of Nominator	Organisation and Designation
Contact Number (Office/HP)	Email
<input type="checkbox"/> I affirm that the information provided in the nomination form is correct and true to the best of my knowledge.	
Signature of Nominator	Date
<b>8 ACKNOWLEDGEMENT OF NOMINEE</b>	
<input type="checkbox"/> I affirm that the information provided in the nomination form is correct and true to the best of my knowledge. <input type="checkbox"/> I permit NCSS and Community Chest to share the contents of the nomination form publicly with the media for the purpose of publicity, marketing of the Community Chest Awards and other related programmes and initiatives.	
Signature of Nominee Representative	Date
	Designation of Nominee Representative

# FREQUENTLY ASKED QUESTIONS

## Donation-related awards

**1. Q: Can I combine with other units in my organisation for a higher tier award?**

A: Yes. We strongly encourage you to consolidate the contributions from various units to showcase your organisation's collective efforts for greater impact.

**2. Q: My organisation currently donates to Community Chest through SHARE and outright donations, and the SHARE participation rate is high. Will my organisation be able to receive two awards (one Charity Award based on the consolidated donation amount and one SHARE Award based on the SHARE participation rate)?**

A: Your organisation will receive the Charity Award as the higher tier award out of the two awards. However, should you wish to be presented with the SHARE Award instead, you may submit your request to do so.

## Volunteer Partner Award, Enabler Award and Pinnacle Award

**3. Q: Will there be only one recipient for each award?**

A: Should there be a strong showing of outstanding nominations, Community Chest is open to conferring this Award to more than one recipient.

**4. Q: My organisation volunteers regularly but with a non-Community Chest funded charity. Are we still eligible?**

A: Community Chest is the fundraising and engagement arm of the National Council of Social Service. Your nomination will be considered as long as the charity is a registered member of the National Council of Social Service.

**5. Q: Will an application be recognised if the volunteerism project started before the assessment period?**

A: As long as the demonstrated outcomes are achieved within the assessment period, your organisation will be eligible for the award even if the project was started prior to the assessment period.

# CONTACT DETAILS

To learn more about the Community Chest Awards, you may contact your liaison officer from our Relations & Engagement Teams. Alternatively, you may call **1800 210 2600** or email to **[ncss\\_comchest@ncss.gov.sg](mailto:ncss_comchest@ncss.gov.sg)**.



# Community Chest

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