



Tamil Promotion Committee

தமிழ் வளர்ச்சிக்குழு

Partners' Briefing
12 August 2026

Tamil Promotion Committee (TPC)

Presentation outline



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Enhanced Objectives of Tamil Promotion Committee

Rebranding of Tamil Promotion Committee on 29 March 2026



1 Living language

- Ensure Tamil thrives as a living language in Singapore.
- Promote meaningful, everyday use of Tamil beyond formal learning settings.

2 Community support

- Elicit support from Tamil community organisations.
- Work with partners to strengthen the promotion of Tamil Language beyond the classroom.

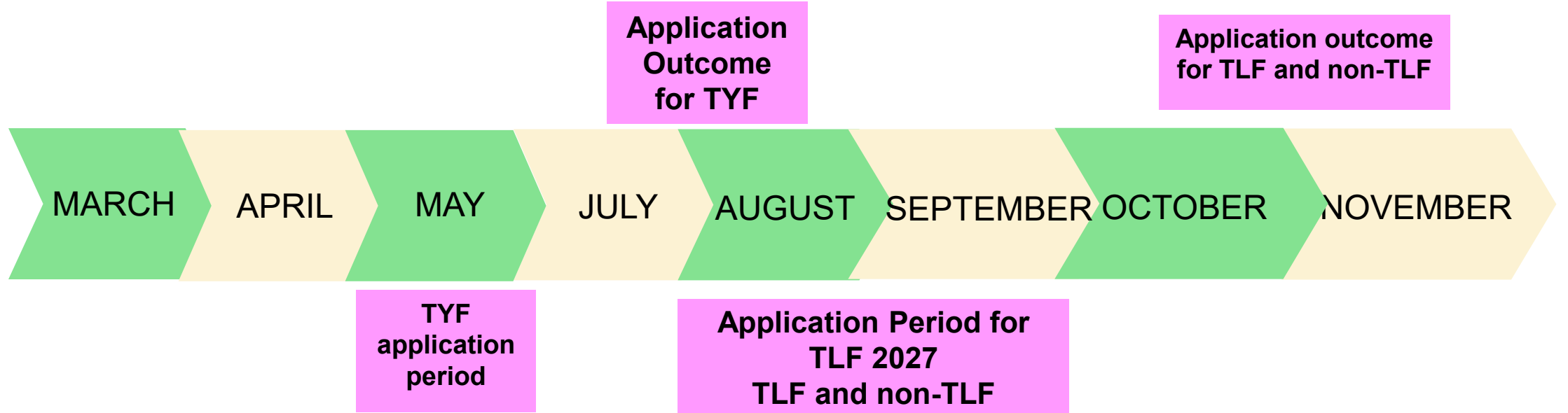
3 Parents & youths

- Strengthen the involvement of parents and youths.
- Build stronger family and youth participation in Tamil Language programmes.

4 Innovative approaches

- Foster interest through innovative approaches.
- Use digital platforms and artificial intelligence to make learning more engaging.

Programme Scheduling & Proposal Flow



- One window application: May (Tamil Youth festival)
- One Window application: **13 August to 18 September** for both TLF & non-TLF to address calendaring of events to ensure that there are events planned in advance and throughout the year.

Proposal submission

Alignment with TPC Enhanced Objectives

- All programmes must **directly support and advance TPC's core objectives.**
- Proposals must:
 - Explain **how the programme contributes** to these objectives, using specific examples.
 - Address key educational needs and priorities to be **strategically relevant.**
 - Present a **realistic implementation plan** aligned with available resources and demonstrate **scalability** for future expansion, if possible.



High Return on Investment (ROI) & Impact

- Funding will prioritise programmes that deliver **substantial value relative to resources invested**.
- Applications should provide evidence of **both quantitative and qualitative benefits**, with a strong focus on **measurable outcomes**.
- Organisers are expected to **collect feedback from at least 90% of participants** to evaluate impact and guide improvement.



Innovation & Creativity

- Priority will be given to programmes that feature **novel approaches** and **creative solutions** to educational challenges.
- Innovative **teaching and learning methodologies** that enhance engagement and effectiveness are encouraged.



Inclusivity & Student Reach

- Programme design should **cater to a diverse student profile**, accommodating different learning abilities, backgrounds, and needs.
- Initiatives should adopt an **inclusive approach** to encourage broad participation across various student groups.



Funding & Resource Allocation

- Applicants/organisations may receive **funding for a maximum of two events per calendar year**, ensuring fair distribution of resources.
- Funding guidelines will be **updated annually** to reflect market prices and inflation trends.
- Applicants must complete the **embedded Excel sheet** in the Funding Application Form and submit both the form and sheet together.



A spiral-bound notebook with a light brown wooden cover is shown. The notebook is open to a white page. On the left side, a silver spiral binding is visible. On the right side, there are five colorful tabs: light blue, teal, green, orange, and red, each with a white serrated edge. The word "Reminders" is written in a large, bold, pink font in the center of the page.

Reminders

Claim submissions

1. Funding and Payment processes

GST: Factor in 9% GST in all costings to avoid budget shortfalls.

Line Items: State quantities and unit amounts clearly, including GST for each item (no lump sums).

2. Venue, Engagement of Service providers and Logistics

Venue: Use free venues where possible.

Pre-bookings: If a venue or speaker must be secured before funding approval, state this in the application.

Delivery Charges: Include delivery fees in catering/refreshment costs.

3. Letter of Agreement (LOA) Compliance

No changes to the programme details after signing the LOA.

Ensure all commitments align with the approved budget and scope.

4. Certificates, Prizes & Tokens

Issue **e-certificates** instead of physical certificates.

For recognition, present **either trophies or e-certificates** (e.g., Top 4 winners).

Do not present **cash vouchers**; use vouchers related to teaching & learning. Avoid physical tokens for TPC or sponsors; express appreciation in speeches or emails instead.

5. Feedback & Platforms

Use the official feedback form for all funded events to ensure consistent reporting. Link:

<https://go.gov.sg/tpcfeedbackform>

Please remember to follow, tag, and link to our updated platforms in your outreach efforts:

- Website: tpc.moe.gov.sg
- Instagram: [@tpc_tl](https://www.instagram.com/tpc_tl)
- Facebook: facebook.com/share/18D2QorbCA

Use the quantitative and qualitative feedback shared within a week of your completion of programme and your internal event review to submit the activity report.

6. Event Photographs (Activity report form.sg)

Partners must submit high-resolution event photographs within 3 days post-event, showcasing participants (students, teachers and parents) engaged in learning activities and event proceedings.

<https://go.gov.sg/tpcactivityreport>

Photos should emphasise active participation rather than ceremonial moments such as prize presentations. If it is a theatre production, partners must indicate clearly when the rehearsal dates are.

7. Engagement of Service providers

Declare in the application form if the grant applicant is also a service provider.

Provide a **letter of engagement** as proof of payment (e.g., for honorarium).

Additional pointers to note- Claims & Submission



1 Submit within 30 days

Claims must be submitted within 30 days after completion of the event. Delayed submissions will not be entertained. Reply to clarification emails promptly.

2 Progressive payment

Request progressive payment only if claim documents can be submitted within the stipulated months in the LOA. The 90-day reimbursement timeline still applies.

3 Activity report

Submit the Activity Report using TPC's form together with your claim documents.

<https://go.gov.sg/tpcactivityreport>

Claims & Submission Essentials

Supporting documents and special claim rules



4 Invoice collation

Place all invoices in one document, arranged in the order of line items stated in the LOA. State the amount spent and the amount claimed for every item.

5 No receipt - Use supporting documents

For stagehands, directors, emcees, actors and dancers, submit a **letter of engagement** stating the role and remuneration, together with proof of payment. Photocopy receipts before they fade.

6 Overseas souvenirs and prizes

Avoid purchasing overseas. If purchased overseas, pay by credit card and submit proof of payment.

Claims & Submission Essentials

Ordering and special notes for invoices



7 Refreshments

Cater from restaurants that provide invoices stating the number of pax and unit price, as reflected in the LOA. Delivery charges will not be reimbursed unless prior approval was requested.

8 Mixed invoices and categories

When an invoice covers more than one item, clearly indicate which LOA line item each entry refers to. Ensure stationery and miscellaneous descriptions fit the respective category.

9 Theatre programmes

Please indicate clearly the rehearsal dates in the remarks column.



Q & A