**Job Redesign Grant**

Employers may claim up to 90% of cost incurred (excluding GST), capped at $20,000 per person with disabilities, whichever is lower. Job redesign costs may include but are not limited to:

* Purchase of new equipment(s);
* Modification of work environment or work process;
* Job redesign consultancy costs including services for pre-employment support and job assistance by trained coaches to support persons with disabilities at work.

**Application Process**

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| **SECTION A: SELECT TYPE OF SCHEME (TICK ONE ONLY)** |
| **Scheme** | **Description** | **Tick** | **Documents Required For Job Redesign Grant Application** |
| **A** | **Job redesign** **for existing** **employee(s)[[1]](#footnote-1) with disabilities who have started employment at the point of application** | [ ]  | * Scanned copy/PDF version of completed ‘Job Redesign Grant Application Form’ together with Annexes A and B.
* Quotation with functional specifications of the listed item(s), detailed breakdown of each item & cost component and supporting documents. *(For project/item(s) costs of more than S$10,000, submission of 3 quotations is required.)*
* Employment contract(s) of the employee(s) with disabilities who will benefit from the job redesign.
* Latest pay-slip reflecting the names of the employee(s) with disabilities who will benefit from the job redesign.
 |
| **B** | **Job redesign** **for new** **employee(s)1 with disabilities who have yet to start employment at the point of application** | [ ]  | * Scanned copy/PDF version of completed ‘Job Redesign Grant Application Form’ together with Annexes A and B.
* Quotation with functional specifications of the listed item(s), detailed breakdown of each item & cost component and supporting documents. *(For project/item(s) costs of more than S$10,000, submission of 3 quotations is required.)*

**[Employers have to ensure that the new employee(s) with disabilities start work before claim and within 3 months from the approval of the Job Redesign Grant application.]** |
|  |
| **SECTION B: EMPLOYER INFORMATION** |
| **REGISTERED NAME OF EMPLOYER****(as per ACRA)** |  |
| **UEN NUMBER** |  |
| **REGISTERED ADDRESS OF EMPLOYER** |  |
| **SMALL MEDIUM ENTERPRISE (SME)[[2]](#footnote-2)** | [ ]  **Yes** | [ ]  **No** |
|  |  |  |
| **SECTION C: CONTACT PERSON INFORMATION** |
| **NAME:**  | **DESIGNATION:**  |
| **EMAIL:**  | **CONTACT:** |
|  |  |  |
| **SECTION D: PROPOSAL FOR JOB REDESIGN** |
| 1. **DESCRIBE THE JOB REDESIGN PROJECT AND BENEFITS FOR EMPLOYEE(S) WITH DISABILITIES.**
 |
| Employers may use the following questions[[3]](#footnote-3) as reference in providing the relevant justifications to support the application:1. What are the proposed modification works or assistive technology that you are procuring? 2. How would these modification(s) help the employee in their work process, accessibility or productivity?3. Where is the job redesign project going to be implemented? Please indicate the office, branch/outlet or home (if the project is meant for work-from-home arrangements).4. What is the estimated project duration?5. What is the desired outcome of this application? |

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| 1. **EMPLOYEE(S) WITH DISABILITIES WHO WILL BENEFIT FROM THE JOB REDESIGN:**
 |
| **NAME****(as in NRIC)** | **NRIC** | **SEX [[4]](#footnote-4)** | **DATE OF BIRTH**(DD/MM/YY) | **CITIZENSHIP3** | **RACE3** | **DISABILITY TYPE3** | **HIGHEST QUALIFICATION3** | **DESIGNATION** | **SALARY** | **EMPLOYMENT START DATE[[5]](#footnote-5)**(DD/MM/YY) |
|  |  | Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |
|  |  |  Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |
|  |  |  Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |
|  |  |  Sex |  | Citizenship | Race | Disability Type | Highest Qualification |  |  |  |

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| **SECTION E: COST BREAKDOWN OF JOB REDESIGN PROJECT (EXCLUDING GST)** |
| **S/N** | **ITEM (S)** | **QUANTITY** | **LOCAL PURCHASE****(Y/N)** | **UNIT COST (SGD)[[6]](#footnote-6)** | **TOTAL** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **Grand Total** |  |
| **Please indicate reason(s) for overseas purchase, if any.**  |
|  |  |  |
| **SECTION F: CONSULTATION SUPPORT** |
| **NAME OF SG ENABLE OFFICER, JOB COACH OR STAFF AS WELL AS THE NAME OF SSA PROVIDING CONSULTATION AND SUPPORT ON THE JOB REDESIGN.** |
| **NAME OF SG ENABLE OFFICER :**  **NAME OF JOB COACH/STAFF (NAME OF SSA) :**   |

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| **SECTION G: DECLARATION BY EMPLOYER** |
| I hereby accept the Terms & Conditions of ODP in Annex A, Qualifying Conditions & Claim Terms in Annex B and acknowledge SG Enable’s consultation services and support on the job redesign (if any). I further declare that we did not receive or is intending to file for claims from other governmental grants for the same project.Signed by:CEO/MD/Director or delegated authorityfor and on behalf of the Employer :  Company Stamp UEN of Employer : Name :  Signature Designation : **Note: Please refer to the terms and conditions on Annexes A and B and endorse in the boxes located at the bottom of all pages accordingly.** |

**ANNEX A**

**TERMS AND CONDITIONS OF OPEN DOOR PROGRAMME**

**COMMENCEMENT AND DURATION**

1. The following Terms and Conditions of Open Door Programme shall come into effect from the date the ‘Job Redesign Grant Application Form’ is endorsed and shall expire on 31 March 2025.
2. The ‘Job Redesign Grant Application Form’ must be signed by the Managing Director/ CEO/Director/equivalent authorised person of the company, partnership, sole proprietorship, business or organisation (referred to as “Employer”) and endorsed with the company stamp[[7]](#footnote-7).
3. Please submit the scanned copy/PDF version of the completed ‘Job Redesign Grant Application Form’ together with Annex A and Annex B to SG Enable Ltd (referred to as “SG Enable”) via email upon meeting the qualifying conditions as in Annex B. All fields are mandatory unless stated otherwise and information provided should be true and accurately reflected.

**GENERAL**

1. The Open Door Programme is funded by the Ministry of Social and Family Development (MSF) and Workforce Singapore (WSG)to enhance employment and employability options for persons with disabilities.
2. The Open Door Programme is administered by SG Enable and SG Enable reserves the rights to change the terms, conditions, eligibility criteria, claim requirements, funding, processes and other elements of the Open Door Programme and to withdraw, suspend or terminate the Open Door Programme at any time without prior notice in its sole discretion.

**CLAIMING OF OPEN DOOR PROGRAMME JOB REDESIGN GRANT**

1. The Employer must fulfil the applicable qualifying conditions and also abide by the requirements in the claim schedule as well as provide such required documentation as stipulated in **Annex A** and **Annex B** in order to be eligible to claim the Open Door Programme Job Redesign Grant.
2. The Employer shall submit to SG Enable the relevant scanned copy/PDF version of the claim forms, required information and documents within the timeframe stipulated by SG Enable.
3. All information, documents and claims in relation to the Open Door Programme Job Redesign Grant submitted by the Employer are to be complete, true and accurate.

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**FALSE OR INCOMPLETE INFORMATION**

1. Reasons for claim rejection may include, but are not limited to the following:
2. False, incomplete or inaccurate claim.
3. Failure to meet the eligibility criteria, qualifying conditions, documentation requirements and submission timeframe of the claim.
4. Failure to submit claim that is signed by authorised personnel with company stamp.
5. SG Enable reserves the right in its sole and absolute discretion, to reject any claim received.

**AUDIT AND CHECKS**

1. SG Enable, MSF and WSG reserve the right to conduct such reviews, inspections or audits on any Employer who receives the Open Door Programme Job Redesign Grant from SG Enable. The Employer shall allow the appointed auditor(s) or nominated representatives to assess the Employer’s premises, inspect and make copies of financial accounts, CPF records, and any other documents in relation to the Open Door Programme Job Redesign Grant. The Employer shall also inform the employed persons with disabilities that SG Enable, MSF and WSG, or its appointed auditor(s) or nominated representatives shall at any time upon reasonable request be given full access to information deemed necessary for the purposes of conducting effectiveness surveys or audits in relation to the Open Door Programme.
2. The Employer shall retain records and documents in relation to the Open Door Programme Job Redesign Grant for seven years and shall also comply with prevailing law and regulations on documents retention. These records may include but not limited to the following:
	1. Employment contract; and /or
	2. Employee Information; and /or
	3. Salary slips and records, including Central Provident Fund (CPF) contribution records; and /or
	4. Payment receipts and invoices.
3. These records and documents retained shall be made available for inspection and reviews during audits. The Employer shall provide any additional information and documentations in relation to Open Door Programme Job Redesign Grant when requested by SG Enable.

**RELATIONSHIP OF PARTIES**

1. Nothing in this document shall be construed as creating a partnership, joint venture or agency. Both parties agree that they shall not be authorised to represent, make any commitment or bind the other to third parties.

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**ASSIGNMENT AND TRANSFER**

1. The Employer shall not assign or transfer its rights, benefits or obligation arising from Open Door Programme without the prior written consent of SG Enable.

**CONFIDENTIALITY**

1. For the purpose of confidentiality, the following shall apply:
	1. Any information of a non-public, confidential or proprietary nature; whether commercial, financial, technical nature; customer, client, supplier, product, funding, training or training-related; or otherwise all information exchanged between SG Enable and the Employer shall be deemed to be ‘confidential’.
	2. Except with the other Party’s prior written consent, neither Party shall disclose to any third party any confidential information from the other Party in any document, correspondence, or obtained in confidence from the other Party in relation to the Open Door Programme Job Redesign Grant.

**DISCLAIMER OF LIABILITY**

1. SG Enable, MSF and WSG shall not in any circumstances be liable to the Employer for any losses or damage sustained by the Employer and/or its employees, agents or associates arising from or in connection with the Employer’s participation in the Open Door Programme.

**INDEMNITY**

1. The Employer shall indemnify and keep SG Enable, MSF and WSG indemnified against any claims, proceedings, notices, summons, actions from any party for any injury to any person or loss or damage to any property or from any governmental or statutory authorities arising from or in connection with the Employer’s participation in the Open Door Programme.

**PERSONAL DATA PROTECTION**

1. The Employer shall:
	1. Comply with all relevant laws and regulations of Singapore including but not limited to the Singapore Personal Data Protection Act 2012 which may apply.
	2. Obtain the necessary consent from all relevant parties to disclose their personal data to SG Enable who may share these data with government ministries and agencies for the administration of the Open Door Programme.

Please refer to <https://www.sgenable.sg/our-policies#Privacy> for the latest Privacy Statement.

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**SEVERABILITY**

1. In the event any provision of this agreement shall be determined to be illegal, invalid or unenforceable, all other remaining provisions of the agreement shall continue in full force and effect.

**NO WAIVER**

1. The failure or neglect by SG Enable to enforce any of the rights under this agreement will not be deemed to be a waiver of SG Enable's rights. Any waiver of SG Enable’s rights shall be effective only if given in writing to the Employer.

**BREACH OF ANY TERM**

1. In the event that the Employer breaches any of the above-mentioned terms and conditions, SG Enable reserves the right to:
	1. Withdraw, suspend, terminate the Open Door Programme Job Redesign Grant to the Employer; and/or
	2. Withhold any disbursement of the Open Door Programme Job Redesign Grant to the Employer; and /or
	3. Recover part or all funds disbursed under the Open Door Programme Job Redesign Grant as SG Enable, MSF or WSG may (in its absolute discretion) deem fit.

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**ANNEX B**

**qualifying conditions and claim Terms**

|  |
| --- |
| **Job Redesign Grant** |
| **Qualifying Conditions** | * The Employer must not have tapped on other government grants for the same project.
* The Employer must be registered as an Open Door Programme employer.
* The person(s) with disabilities hired must be a Singapore Citizen or Permanent Resident. He/she must be certified to have any one of the following permanent disability: physical disabilities, sensory disabilities (e.g. visual impairment and deafness/hearing loss), intellectual disabilities and autism.
* The person(s) with disabilities must have started work at the time of Job Redesign Grant application or within 3 months from the approval of the application.
* The employment contract between the Employer and the person(s) with disabilities must indicate a contractual period of at least 1 year.
* The Employer must obtain approval for the Job Redesign Grant application from SG Enable before commencement of the job redesign project.
* All Job Redesign Grant Application Forms must be submitted and SG Enable approves by 31 March 2025 (date inclusive).
* The job redesign project must be completed within 3 months from the approval of the Job Redesign Grant application.
 |
| **Claim Schedule:** | All claims must be submitted within 3 months from the approval of the Job Redesign Grant application and must be by 30 June 2025 (date inclusive). |
| **Documents to submit for claims:** | 1. Soft copy of (PDF) completed claim form with authorised signature and corporate/business stamp[[8]](#footnote-8).
2. Soft copy of the employment letter(s)/contract(s).
3. Soft copy of invoice(s) with breakdown of itemised cost(s) incurred in the job redesign project.
4. Photographic evidence(s) of job redesign project.
5. Copy of NRIC of employed person(s) with disabilities.
6. (Applicable for unregistered person(s) with disabilities per SG Enable’s database): Proof of permanent disability of employed person(s) with disabilities, e.g. latest doctor’s memorandum and/or membership card of Social Service Agency (SSA) providing disability services recognised by SG Enable.
 |

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1. The grant is only applicable for employees with contracts of service (full-time or part-time employment), and not contracts for service (e.g. freelance jobs). [↑](#footnote-ref-1)
2. Defined as an enterprise with annual sales turnover of not more than $100 million **or** employing no more than 200 employees. [↑](#footnote-ref-2)
3. Guiding questions are for reference only, and employers can provide any further explanation and justification deemed necessary for the application. [↑](#footnote-ref-3)
4. Sex, Citizenship, Race, Disability Type and Highest Qualification are in dropdown list, please use the options listed. [↑](#footnote-ref-4)
5. Date indicated here should align with the start date stated in the employment contract. [↑](#footnote-ref-5)
6. If the cost of the item is in other currency, please indicate the conversion amount in SGD equivalent and the conversion rate (with screenshots) as at the date of application. [↑](#footnote-ref-6)
7. Employers without a company stamp are required to declare via email to SG Enable. Failure to do so may result in a delay of the application process, or rendered as invalid. [↑](#footnote-ref-7)
8. Employers without a company stamp are required to declare via email to SG Enable. Failure to

do so may result in a delay of the application process, or rendered as invalid. [↑](#footnote-ref-8)