

# OPEN DOOR

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OPPORTUNITY • ENABLED

# OPEN DOOR Fund

Enable Persons with Disabilities with Fair Employment Opportunities

Launched in May 2007, the OPEN DOOR Fund provides a comprehensive package of incentives to support companies' initiatives to implement job redesign, workplace modification, integration and apprenticeship programmes for persons with disabilities.



## **GENERAL INFORMATION ON PERSONS WITH DISABILITIES**

Persons with disabilities are defined as those whose prospects of securing and retaining jobs, advancing in education and training institutions, employment and recreation as equal members of the community are substantially reduced as a result of physical, sensory, intellectual and development impairments.

In Singapore, persons with disabilities are classified under four broad categories of disabilities - sensory disabilities (hearing and visual impairment), intellectual disabilities (with an IQ of 70 and below), physical disabilities (e.g. amputee, polio) and other global development delay (e.g. Autism Spectrum Disorder).



## **ELIGIBILITY CRITERIA**

- Company registered or based in Singapore
- Commitment to employ persons with disabilities who are Singaporean/Singapore PRs on at least a one-year contract or more.
- Minimum of 1 person with disability has to be hired.



## HOW COMPANIES CAN BENEFIT FROM THE FUND

Companies can seek funding to subsidise the following components:

- └ *Redesign of Job Scope/Process*  
Redesign the job scope or work processes to make it more suitable for persons with disabilities.
- └ *Workplace Modification*  
Make building modifications and install equipment (specific and unique to persons with disabilities) at the workplace to make the environment more accessible.
- └ *Integration Programmes*  
Organise adjustment programmes such as training for supervisors on how to manage persons with disabilities or training of co-workers on how to effectively interact and work with persons with disabilities.
- └ *Apprenticeship Programmes*  
Apprenticeship funding is given to companies providing job-specific company training for the persons with disabilities to enable them to perform effectively at workplace.

## GRANT DISBURSEMENT

The ODF grant to the companies will be disbursed in three tranches.

The 1st disbursement is allocated for job redesign expenditure incurred by the company during the project period, whereby companies can claim up to S\$20,000 in reimbursement.

Companies can also tap on the grant to provide apprenticeship opportunities for persons with disabilities which is allocated in the 2nd disbursement. Companies can claim for apprenticeship funding which will be disbursed in 3 separate payouts.

90% of the balance job redesign expenditure incurred can be claimed in the 3rd disbursement after the person with disability has achieved at least 6 months of full employment.

*See table for details:*

**FUND DISBURSEMENT SCHEDULE**

DISBURSEMENT SCHEDULE	OUTCOMES
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**1st Disbursement**

<p>Companies can claim up to S\$20,000 in reimbursements for job modification and job redesign.</p>	<ol style="list-style-type: none"> <li>1. Submit a copy of Letter of Appointment stating terms of apprenticeship/employment</li> <li>2. Submit copies of certificates of staff who have completed the SNEF Induction Program</li> <li>3. Submit all invoices pertaining to the Job Redesign project</li> </ol>
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**2nd Disbursement**

<p>Companies can claim up to 6 months of apprenticeship allowance* at</p> <ul style="list-style-type: none"> <li>• 60% of actual payable allowance per person with disability per month, capped at S\$600 whichever is lower</li> <li>• subject to a cap of S\$80,000 in total</li> </ul> <p><i>*There will be <b>three</b> payouts to the companies:</i></p> <ul style="list-style-type: none"> <li>- First and second payouts in 4th and 6th month of the apprenticeship; and</li> <li>- Third payout after the 2nd month of the official employment.</li> </ul>	<ol style="list-style-type: none"> <li>1. For 1st and 2nd payouts,             <ul style="list-style-type: none"> <li>- Submit individual assessment report of PWD* in 2nd and 4th month of the apprenticeship</li> </ul> </li> <li>2. For 3rd payout,             <ul style="list-style-type: none"> <li>- Retain at least 60% of committed PWDs to be hired for at least 2 months from the date of commencement of employment</li> </ul> </li> </ol> <p><i>*PWD – Person with Disability</i></p>
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Capped at S\$80,000

**3rd Disbursement**

<p>90% of the balance of job-redesign expenditure incurred,</p> <ul style="list-style-type: none"> <li>• subject to a cap of S\$100,000 in total (inclusive of 1st and 2nd disbursements)</li> </ul>	<ol style="list-style-type: none"> <li>1. Complete Job Redesign project</li> <li>2. Retain at least 60% of committed PWDs to be hired for at least 6 months from the date of commencement of employment</li> </ol>
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# CASE STUDY ON GRANT COMPUTATION

Company XYZ has embarked on the OPEN DOOR Fund and is committed to hire 3 persons with disabilities. The company is also offering a 6 months apprenticeship programme to these 3 persons.

The company incurred an overall expenditure of S\$4,000 for the job redesign project and gave a monthly allowance of S\$1,200 to each person with disability during the 6 months apprenticeship programme. The company has successfully retained all 3 PWDs for more than 6 months since start of their official employment after completion of the apprenticeship programme.

## For 1st disbursement

*Company can claim up to S\$20,000 in reimbursements for job modification and job redesign*

The company incurred an initial S\$2,000 of job redesign expenditure. Therefore, the company is eligible to claim:

$$\text{Grant amount for 1st disbursement} = \text{S\$2,000}$$

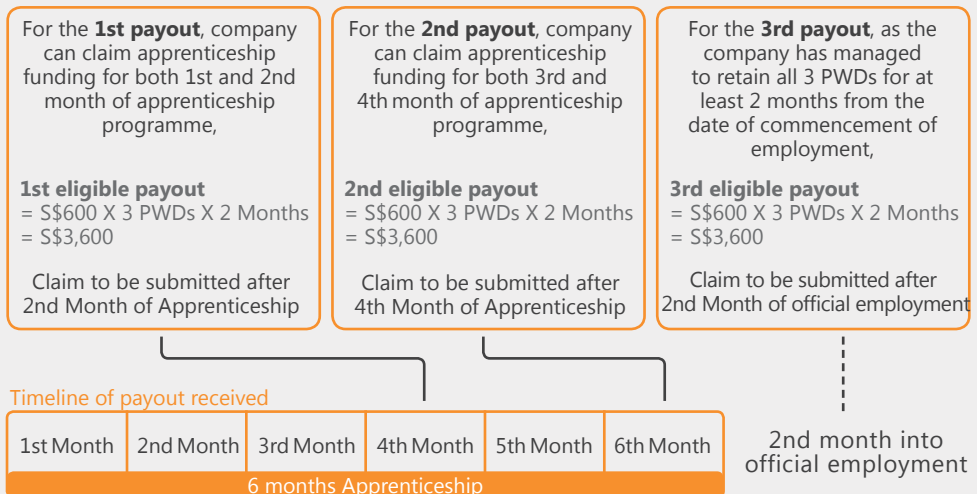
## For 2nd disbursement

*(comprising 3 payouts) - Company can claim up to 6 months of apprenticeship allowance*

Based on the monthly allowance of S\$1,200 given to each of the three PWDs, the company is eligible to claim:

$$\begin{aligned} \text{Fundable monthly apprenticeship allowance per PWD before capping} \\ = \text{S\$1,200} \times 60\% = \text{S\$720} \end{aligned}$$

$$\begin{aligned} \text{However, fundable monthly apprenticeship allowance per PWD after capping} \\ = \text{S\$600 (maximum)} \end{aligned}$$



Therefore, grant amount for 2nd disbursement (total claimable allowance for the 6 months apprenticeship programme) = S\$3,600 + S\$3,600 + S\$3,600 = S\$10,800

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## For 3rd disbursement

*Company can claim 90% of the balance of job-redesign expenditure incurred*

The company incurred an additional S\$2,000 of job redesign expenditure. Therefore, the company is eligible to claim:

Grant amount for 3rd disbursement = S\$2,000 X 90% = S\$1,800

## Total grant received by the company under the OPEN DOOR Fund

Total grant received = S\$2,000 + S\$10,800 + S\$1,800  
= S\$14,600

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## THE GRANT CAN BE USED TO SUBSIDISE:

- Any cost of intellectual property rights ("IPR") (e.g. licensing and royalties for processes, etc);
- Salaries of company staff engaged in job redesign and consultancy fees paid to third parties for the related work;
- Actual cost of leasing (up to 12 months) and/or purchase of equipment (specific and unique to PWDs) and physical/building modifications;
- Other items such as adjustment programmes to integrate the persons with disabilities into the company.

## ABOUT THE OPEN DOOR FUND

The OPEN DOOR Fund is set up by the Ministry of Community Development, Youth and Sports (MCYS); supported by the Singapore Workforce Development Agency (WDA); and administered by the Singapore National Employers Federation (SNEF).

## HOW TO APPLY

Kindly email SNEF at [opendoor@snef.org.sg](mailto:opendoor@snef.org.sg) or visit our website at [www.jobs-odf.com.sg](http://www.jobs-odf.com.sg) for more information.

**Hotline:** 65 6827 6944 and **Fax:** 65 6737 7587

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