APPLICATION
for
WATER EFFICIENCY FUND
(WEF)

For Internal Use

<table>
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<th>Application Ref No</th>
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Updated on Apr 2016
Application Information on Water Efficiency Fund

1) Eligibility Criteria

The following eligibility criteria will apply for applicants of the fund for Feasibility Study Project – Others and Recycling Efforts/ Use of Alternative Sources of Water:

1. Premises with monthly water consumption - Potable Water (PW) / NEWater (NW) / Industrial Water (IW) of more than 1000 m$^3$. For individual premises with monthly consumption each of less than 1000 m$^3$, customers can choose to apply for this fund collectively e.g. associations and groups of commercial enterprises. Project should yield at least 10% reduction of water consumption (PW, NW and IW).

2. In addition to criteria 1, for industries in which recycling is already a norm e.g. wafer fabs, WEF will only be given to the customer if they put in place a system that conserves water at a rate higher (at least 10% higher) than the norm in its industry.

Please note that the following projects are not eligible for funding:

1. Rainwater harvesting projects.
2. Initiatives that are put in place to comply with regulatory requirements eg. Water saving devices such as water efficient taps and flushing cisterns, trade effluent discharge limits or earth control requirements.
3. Premises that purchase water efficient fittings like taps, showerheads, flushing cisterns, urinals etc.
4. Use of NW/IW to replace potable water.
5. The following are not eligible for funding of procurement and /or installation of private water meters and remote metering under Water Audit Projects:
   a. New developments and premises undergoing redevelopment with building plan submission from 1 April 2013, and
   b. Qualifying consumers bound by the requirements for Water Efficiency Management Practices under Part IVA of the Public Utilities (Water Supply) Regulations

2) Projects Eligible for Funding and Funding Framework

PUB will fund the following types of water efficiency projects:

1. Feasibility Study Project

   I) Certification to SS 577:2012 Water Efficiency Management Systems

   a) PUB will co-fund 50% of the total costs for certification (consultancy cost and 1st year certification audit cost for SS 577:2012) under Feasibility Study Project, subject to a cap of $10,000*.

   * For premises with monthly water consumption of 1,000 cu m or less, the funding cap will be $5,000.

   b) Funding for certification to SS577:2012 is considered revenue in nature and taxable by the Inland Revenue Authority of Singapore.

Please note that SMEs who wish to apply for funding for certification to SS 577:2012 Water Efficiency Management Systems shall be referred to SPRING Singapore for the Capability Development Grant.
II) Others

a) PUB will co-fund 50% of the feasibility study cost, subject to a cap of $50,000.

b) In the event that the feasibility study shows that it is not feasible to implement the water conservation initiatives, PUB will co-fund 10% of the feasibility study cost, subject to a cap of $10,000.

2. Water Audit Project

a) PUB will co-fund 90% of the water audit cost, subject to a cap of $15,000*. This water audit cost can include the cost of procuring and/or installation of water meters. The meters shall be procured from PUB subject to availability.

b) PUB will co-fund an additional 90% of the upgrading/installation cost for remote metering, if any, subject to an additional cap of $15,000*.

* For premises with monthly water consumption of 1,000 cu m or less, the funding cap will be $5,000. For premises with monthly water consumption > 1,000 cu m and ≤ 3,000 cu m/mth, the funding cap will be $10,000.

c) For water audit projects which involve consultancy study, the funding for the consultancy study component is considered revenue in nature and taxable by the Inland Revenue Authority of Singapore.

3. Recycling Efforts / Use of Alternative Sources of Water

a) PUB will support the customer at $0.60 for every m3 of PW / $0.30 for every m3 of NW / $0.10 for every m3 of IW saved over the economic life of the facilities or 7 years (whichever is earlier), or

b) up to 50% of the capital cost of the facilities, whichever is lower and subject to a cap of $1 million per project.

4. Community-Wide Water Conservation Campaigns and Programmes

a) PUB will co-fund 50% of cost of organising the programme, subject to a cap of $200 - $5,000 (depending on type of programme).

b) Items considered for funding include educational materials such as posters, pamphlets, rental of venue, etc.

c) Funding of community wide water conservation campaigns and programmes is considered revenue in nature and taxable by the Inland Revenue Authority of Singapore.
3) Disbursement of Fund

PUB will disburse the fund on a reimbursement basis.

1. Feasibility Study Project

   I) Certification to SS 577:2012 Water Efficiency Management Systems

   a) PUB will disburse 10% of the total cost of the project (consultancy and 1st year certification audit costs for SS 577:2012) upon the completion of consultancy study for SS 577:2012.

   b) The remaining approved funding will be disbursed after certification to SS 577:2012 has been obtained from a Singapore Accreditation Council (SAC) accredited Certification Body (CB).

   In the event that the CB intending to seek SAC’s accreditation for SS 577: 2012 is engaged:

   a) PUB will disburse 10% of the consultancy cost upon the completion of consultancy study for SS 577:2012.

   b) The remaining approved funding will be disbursed after certification to SS 577:2012 has been obtained and the certification body has obtained SAC’s accreditation for SS 577:2012.

   II) Others

   a) PUB will disburse 10% of the feasibility study cost upon completion of the feasibility study.

   b) Upon implementation of recommendations, disburse the remaining approved funding.

2. Water Audit Project

   I) Water Audit Consultancy Project

   PUB will disburse the entire approved funding amount upon all of the following:

   a) Completion of water audit

   b) Premises obtaining at least Water Efficient Building (Basic) certification.

   c) Submission of the Water Efficiency Management Plan (WEMP) / breakdown of the water end use of the premises (based on actual metered water consumption over a minimum period of 3 months) to PUB and its subsequent acceptance by PUB. The Water Efficiency Management Plan shall be based on actual metered water consumption over a minimum period of 3 months.

   II) Procurement and/or installation of private water meters

   PUB will disburse the entire approved funding amount (less the cost of water meters procured from PUB, if any) upon all of the following:

   a) Completion of installation of private water meters

   b) Premises obtaining at least Water Efficient Building (Basic) certification.
c) Submission of the Water Efficiency Management Plan (WEMP) to PUB and its subsequent acceptance by PUB. The Water Efficiency Management Plan shall be based on actual metered water consumption over a minimum period of 3 months.

**III) Procurement of sensing elements and/or installation of remote metering system**

PUB will disburse the entire approved funding amount (less the cost of sensing elements procured from PUB, if any) upon all of the following:

a) Completion of installation of remote metering system

b) Premises obtaining at least Water Efficient Building (Basic) certification.

c) Submission of the Water Efficiency Management Plan (WEMP) to PUB and its subsequent acceptance by PUB. The Water Efficiency Management Plan shall be based on actual metered water consumption over a minimum period of 3 months.

d) 2 years of successful transmission of data to PUB server from date of successful linkage. Successful transmission of data is defined as having at least a 95% rate of transmission of data points over 2 years over web service, as measured on an hourly basis. In the event that the rate of transmission of data over 2 years is less than 95%, the third disbursement amount will be pro-rated accordingly.

Note: Where the water audit cost includes provision of water meters / sensing elements by PUB, PUB will provide water meters / sensing elements upon approval of the application. The cost of these meters / sensing elements will be offset from the approved funding amount.

3. **Recycling Efforts / Use of Alternative Sources of Water**

   a) PUB will disburse 30% of the approved funding amount upon commissioning of facilities installed.

   b) The remaining 70% of the approved funding amount will be disbursed annually based on actual savings up to 7 years and subject to cap of approved amount.

4. **Community-Wide Water Conservation Campaigns and Programmes**

   a) PUB will disburse the approved funding amount upon completion of campaign/programme.

5. **Terms and Conditions**

   a) The grant is subject to such terms and conditions which the Board may impose from time to time.
General Instructions

*Please read carefully before submitting your application. To be read in conjunction with all other information relating to the application for the Water Efficiency Fund (WEF).*

1. All attachments and accompanying information shall be duly endorsed.
2. Project can only commence upon PUB’s approval.
3. All water service plumbing work shall only be carried out by a water service plumber licensed by PUB.
4. All costs indicated shall exclude GST.
5. The customer shall complete the water efficiency project within **12 months** from the date of acceptance of the Letter of Offer.
6. Customer shall submit a minimum of 3 budgetary quotations for all projects.
7. Please read the *Application Information* attached before submitting your application. You may detach and retain it for reference.
8. Please send only **ONE** copy of this application to the following address:

   The WEF Administrator
   Water Supply Network Department
   PUB
   40, Scotts Road, #10-01
   Environment Building
   Singapore 228231

Interested applicants are encouraged to discuss the proposed projects with the relevant PUB officers prior to application. You may do so through the WEF Administrator (Tel. 6731 3687, 6731 3405) or email pub_conserve@pub.gov.sg.
A. CUSTOMER INFORMATION

A1. GENERAL

(a) Registered name of the organisation: ____________________________________________

(b) Unique Entity No. :

(c) Mailing Address : ____________________________________________

(d) Project Location: ____________________________________________

Tel: _________________ Fax: _________________

A2. PREMISES’S WATER USAGE

Please enclose a copy of water bills or equivalent for the past 6 months if applying for projects under items 1 to 3.

(Please indicate time period of past 6 months : __________ to __________)

<table>
<thead>
<tr>
<th>Type of water</th>
<th>Average consumption for past 6 months (m3/ mth)</th>
<th>Water account number(s) (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potable water (PW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEWater (NW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial water (IW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## B. DETAILS OF WATER EFFICIENCY PROJECT

(ONLY fill the details in the RELEVANT Section)

### B1. FEASIBILITY STUDY PROJECT - Certification to SS 577:2012 Water Efficiency Management Systems

<table>
<thead>
<tr>
<th>(a) SME?</th>
<th>□ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>(b) Name of company conducting consultancy study for certification:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>____________________________</td>
</tr>
<tr>
<td>(c) Name of company conducting certification audit:</td>
<td>____________________________</td>
</tr>
<tr>
<td>Address:</td>
<td>____________________________</td>
</tr>
<tr>
<td>(d) Proposed schedule:</td>
<td>From: ________________ to ________________</td>
</tr>
<tr>
<td>(e) Estimated Cost for consultancy and 1st year certification audit:</td>
<td>_______ (Consultancy) _______ (1st year Certification audit)</td>
</tr>
<tr>
<td>(f) Total Estimated Cost</td>
<td>____________________________</td>
</tr>
<tr>
<td>(g) Date of Water Efficient Building Certification</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

**Supporting documents required**

- □ Record of Water Efficient Building (Basic) Certification by PUB
- □ Budgetary quotation from consultant and certification body
- □ Copy of consultant’s water efficiency manager course certificate
- □ If CB has yet to be accredited by SAC – proof that CB has applied for SAC accreditation

### B1.2 FEASIBILITY STUDY PROJECT - Others

| (a) Description of feasibility study: | ____________________________ |
| (b) Name of Company conducting the study: | ____________________________ |
| Address: | ____________________________ |
| (c) Proposed study schedule: | From: ________________ to ________________ |
| (d) Total Estimated Cost: | ____________________________ |

(Please enclose a copy of budgetary quotation)
(e) Estimated monthly water consumption

<table>
<thead>
<tr>
<th>Type of water</th>
<th>Before (m³/mth)</th>
<th>After (m³/mth)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potable water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NEWater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(f) Estimated recycling rate

Before :__________%  After :___________ %

(g) Supporting documents required

(Please tick and provide)

- Copy of feasibility study proposal
- Budgetary quotation for feasibility study

B2. WATER AUDIT PROJECT

(a) Description of water audit:

(Please tick all that are relevant)

- Water Audit Consultancy Project
- Procurement and installation of private water meters
- Remote metering

(Please provide brief summary : __________________________________________

___________________________________________________________)

(b) Name of Company conducting the water audit:

________________________________________

Address:

________________________________________

(c) Proposed audit schedule:

From : _______________ to _______________

(d) Total Estimated Cost:

_______________________________________

(e) Supporting documents required

(Please tick and provide)

- Copy of Budgetary Quotation#
- For Water Audit Consultancy Project only – Copy of consultant’s proposal
- For meter installation/ remote metering – Completed Annex 1 of Application Form

# For meter installation / remote metering, 3 quotations are required and they must show itemised breakdown costs for individual meter locations.
B3  RECYCLING EFFORTS / USE OF ALTERNATIVE SOURCE OF WATER

(a) Description of Project:

(b) Name of supplier / contractor:

Name of supplier / contractor:

Address:

(c) Proposed project schedule:

From: ___________ to ___________

(d) Economic life of project facilities:

_____ years

(e) Total Estimated Cost:

(Please enclose copy of budgetary quotation)

(f) Estimated monthly water consumption

<table>
<thead>
<tr>
<th>Type of water</th>
<th>Before (m³/mth)</th>
<th>After (m³/mth)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potable water</td>
<td></td>
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<tr>
<td>NEWater</td>
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<tr>
<td>Industrial water</td>
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<tr>
<td>Others (please specify)</td>
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<td></td>
</tr>
</tbody>
</table>

(g) Estimated recycling rate (if applicable)*

Before: ________%  After: ________%

(h) Proposed method of verification of savings:

____________________

(i) Supporting documents required

(Please tick and provide)

- [ ] Copy of proposal of project
- [ ] Schematic line drawing of proposed process system
- [ ] Completed Water Efficiency Management Plan
- [ ] Current water balance chart
- [ ] Proposed water balance chart after project implementation
- [ ] Copy of Budgetary Quotation
B4 COMMUNITY WIDE WATER CONSERVATION CAMPAIGNS AND PROGRAMMES PROJECT

(a) Description of Programme:

(b) Name and Address of project organiser:

(c) Proposed Programme schedule:
From: ________________ to ________________

(d) Total Estimated Cost:

(e) Benefits:

(f) Supporting documents required
(Please tick and provide)
☐ Copy of proposal
☐ Copy of Budgetary Quotation
C. DECLARATIONS

1. I confirm that we are applying for the funding under WEF for
   - Feasibility Study
   - Water Audit
   - Recycling Efforts / Use of Alternative Source of Water
   - Community wide water conservation campaigns and programmes

2. Applicable only to application for funding of procurement and/or installation of private water meters or remote metering under Water Audit Project -- I declare that this application is not for any part of any building/development/premises for which part, a building plan submission has been made on or after 1 April 2013

3. I declare that I am in the direct employment of the customer named in this application and authorised by the customer to make this application.

4. I declare that, other than the WEF, we have not been granted nor are we applying for any government incentives for this project. Please provide details below and attach the relevant documentary proofs, if otherwise.

5. I declare that all facts, accompanying information and documents given in this application are true and correct.

Signature of Applicant ____________________________
Company/ Organisation Name ____________________________

Name of Applicant (in BLOCK LETTERS) ____________________________
Company/Organisation Stamp ____________________________

Applicant's Designation ____________________________
Date ____________________________

Email Address of Applicant ____________________________
(The applicant should be the CEO, MD or equivalent)

Telephone Number of Applicant ____________________________

Contact Person (if different from above)

Name ____________________________
Designation ____________________________

Email Address ____________________________
Telephone Number ____________________________
WATER AUDIT PROJECT

FOR PRIVATE WATER METER INSTALLATION AND REMOTE METERING PROPOSAL

WATER USAGE AREAS AND LOCATIONS OF PRIVATE WATER METERS TO BE INSTALLED/UPGRADED TO REMOTE METERING

Please complete the table below. A schematic diagram of the reticulation system indicating both the existing and proposed private water meter locations must be provided (see example in Fig 1).

<table>
<thead>
<tr>
<th>S. No</th>
<th>Water usage areas</th>
<th>Location</th>
<th>Existing meter installed (Y/N)</th>
<th>Proposed meter size (mm)</th>
<th>Existing pipe size (mm)</th>
<th>Maximum instantaneous flow (m³/h)</th>
<th>Normal steady flow (m³/h)</th>
<th>Estimated maximum monthly consumption (m³/month)</th>
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Notes - All private water meters shall comply with the following requirements:

- Shall be installed in horizontal position, except for 15 mm volumetric water meters
- Shall comply to the minimum spacing at meter position as shown in Figure 2
- Shall be clearly labelled or painted in Grey Colour
- The proposed private meters shall be sized in accordance to Table 1
- The minimum meter size serving water usage area with water closets with flush valves shall be 25mm

REMOTE METERING

1. Do you intend to upgrade to remote metering? (Yes/ No)

PRIVATE WATER METER INSTALLATION & REMOTE METERING COST

(Please indicate the installation cost for the private water meters and/ or additional cost for remote metering. For private water meter/sensing element(s) procured from PUB, please indicate cost of meter(s) obtained from PUB. If private water meter/sensing element(s) are not procured from PUB, please indicate cost of meter/sensing element(s) for each location given in the quotation by contractor.

1) Cost of private water meters (procured from PUB) (cost to be obtained from PUB) S$ ________________
2) Cost of private water meters (not procured from PUB) (if any) S$ ________________
3) Cost of installation for private meters S$ ________________
4) Remote metering - Cost of sensing elements (cost to be obtained from PUB) S$ ________________
5) Remote metering – Cost of sensing elements (not procured from PUB) (if any) S$ ________________
6) Remote metering – Cost of installation of system S$ ________________
7) Total Cost S$ ________________
LOCATIONS OF OTHER EXISTING PRIVATE WATER METERS

Please complete the table below indicating the water usage areas, locations and the respective meter sizes of the other existing private water meters within your premises.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Water usage areas</th>
<th>Location</th>
<th>Remote metering (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>4</td>
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</tr>
</tbody>
</table>
Figure 1 – Sample Schematic Diagram indicating existing and proposed private water meter locations

Figure 2 - Minimum spacing at meter position

<table>
<thead>
<tr>
<th>Spacing (mm)</th>
<th>15</th>
<th>25</th>
<th>50</th>
<th>80</th>
<th>100</th>
<th>150</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter size (mm)</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>45</td>
<td>75</td>
<td>150</td>
<td>240</td>
<td>300</td>
<td>500</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>50</td>
<td>100</td>
<td>160</td>
<td>200</td>
<td>300</td>
</tr>
</tbody>
</table>
Table 1: Recommended meter sizes

<table>
<thead>
<tr>
<th>Size of meter (mm)</th>
<th>Flow (m³/h)</th>
<th>Flow (m³/h) for loss of head</th>
<th>Recommended max. monthly consumption (m³)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum instantaneous</td>
<td>Normal steady</td>
<td>3 m</td>
</tr>
<tr>
<td>15</td>
<td>3</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>25</td>
<td>7</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>50</td>
<td>30</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>100</td>
<td>150</td>
<td>60</td>
<td>60</td>
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<tr>
<td>150</td>
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