

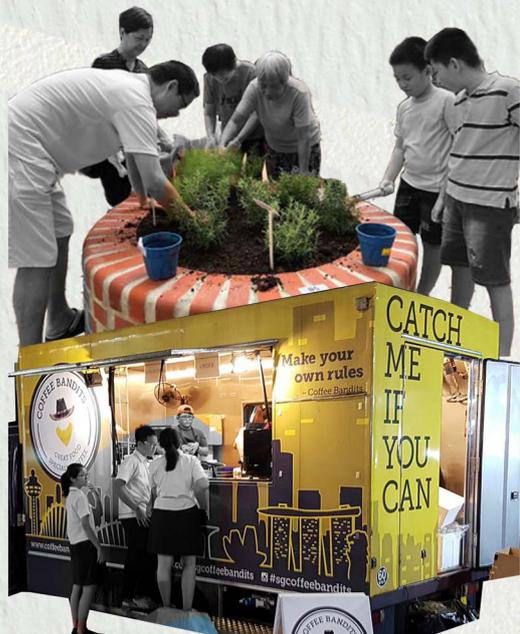


**HOUSING &  
DEVELOPMENT  
BOARD**

# GUIDE BOOK



## *Lively Places* PROGRAMME



This guidebook aims to provide useful information for those who are keen to start a community project in the heartlands, with support from HDB's Lively Places Fund.

The guidebook illustrates how this can be done through eight case studies, each detailing the motivation behind the project, the journey taken by our applicants in completing their projects and useful cost references.

Pick up useful tips from these case studies and make use of the project checklist provided at the end of the guide to start planning for your project today!

# FOREWORD

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LIVELY

## PLACES FUND

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Project Checklist



# LIVELY PLACES FUND

Scan here or visit [go.gov.sg/hdb-osglpf-application](https://go.gov.sg/hdb-osglpf-application) to apply:



Upon scanning, you will be directed to a link that contains [go.gov.sg](https://go.gov.sg).

Launched in 2016, the Lively Places Fund aims to support community-led efforts in enlivening public spaces in Singapore.

Applicants can apply for the fund to organise activities to bring communities and neighbours together or create installations to enliven public spaces.

The fund, which is available all year round and works on a reimbursement model, is open to all Singapore Citizens and Singapore Permanent Residents. An HDB officer will be assigned to work alongside you on the project.

As at 2021, more than 180 residents and schools have initiated a variety of community projects using the fund. Check out some of these initiatives and be inspired to start your own project to build thriving communities in the heartlands today.

# FUND CATEGORIES



## Project Fund

Up to

**\$5,000**

Implemented within 6 months



## Building Fund

Up to

**\$20,000**

Implemented within 12 months

Your project should meet these

## CRITERIA



Strengthen bonds in the local community



Reach out to diverse community groups



Contribute volunteering hours or resources that make up at least 30% of the approved funds



Offer volunteering opportunities for the community

# LET'S GO AND BUILD TOGETHER

## What is the project about?

With a lego-inspired theme, Mr Lee converted the void deck at Blk 336 Tah Ching Road into a colourful, appealing community workshop space, where the community can partake in regular brick art workshops.

**Fund Track** Building Fund

**Project Site** Void Deck

**Project Type** Community Workshop

**Project Duration** 11 Months  
(2 months planning, 9 months construction)

**Funding Amount** \$9,600

**Community Match** \$11,400

**Community Outreach** Estimated 300 residents per year





Before



After

## What were the motivations behind the project?

“ I have a keen interest in brick art and participate regularly in brick-related events all over Singapore. I have always wanted to host similar workshops for the children in my neighbourhood so that they too would have a chance to play with the bricks. To test if such workshops would indeed appeal to the local community, I piloted a session at the void deck using make-shift furniture. After seeing a great turnout for the workshop and the kids’ enthusiasm, I felt that the community would benefit if there is a permanent place to conduct regular workshops and to showcase the children’s work. That motivated me to apply for the fund”

- Mr Lee



## What was the process like and what were the considerations?

### (1) Site Identification & Considerations

With the idea of creating a community workshop space, Mr Lee identified the void deck of Blk 336 Tah Ching Road as the potential project site. This site was chosen as it is an existing resident's corner, already fitted with a toilet, pantry and storage spaces. This would make it convenient for the conduct of workshops and minimise conversion works needed.



#### TIP

For void decks, all installations need to be of non-combustable materials and must be sited more than 3m away from the nearest staircase discharge.

### (2) Approval for use of site

As this is a void deck, Mr Lee had to ensure that when planning the space, the installations would be of non-combustible materials and more than 3 metres away from the nearest staircase discharge. This is to ensure that the installations are easy to maintain and would not pose as fire safety hazards or obstruct the fire escape route in the event of fire.

### (3) Approval on the funding amount & appointment of contractor

Once support from the Town Council (TC) and Residents' Committee (RC) were obtained, Mr Lee wrote to a few contractors with his desired scope of works to get quotes for comparison. This included sourcing for a licensed electrical worker to prepare the updated single line electrical diagram for submission to the TC and contractors who can design and install the cabinets and worktops.

As the quotes come in, Mr Lee further refined the required works with HDB and the contractors to ensure that the total cost is within the funding cap. Once finalised, he submitted the set of quotations with his corresponding assessment to seek HDB's approval on the final scope of works and funding amount.

He then appointed the contractor after HDB's approval has been obtained. As the installation works were above \$5,000, HDB assisted to pay the appointed vendor directly.



For installations/ building works that cost more than \$5,000, HDB can assist to pay the appointed contractor directly.

#### **(4) Project Management**

During the construction period, Mr Lee scheduled frequent site inspections and check-ins with the contractor to ensure that the materials and works were up to standard and done according to the approved design.

Upon completion of the works, he worked with HDB to arrange for a final site inspection with the TC and RC to ensure that the works comply with the technical requirements before handing over the site to the TC and RC for their management and maintenance.

#### **(5) Celebrate the completion with the community**

When the works were completed, Mr Lee recruited a group of volunteers to organise brick art workshops at the revamped space to celebrate its opening.

He tapped on the RC's communication channels such as WhatsApp groups, Facebook page and noticeboards to further his outreach and managed to attract close to 200 residents to join his brick arts interest group.

Mr Lee also worked out a schedule with the RC on the use of the space for his regular workshops. This helps to prevent double booking of the space.

## (6) Sustaining the project

Mr Lee worked with his volunteers to ensure that the space is kept clean and well maintained after the conduct of each workshop.

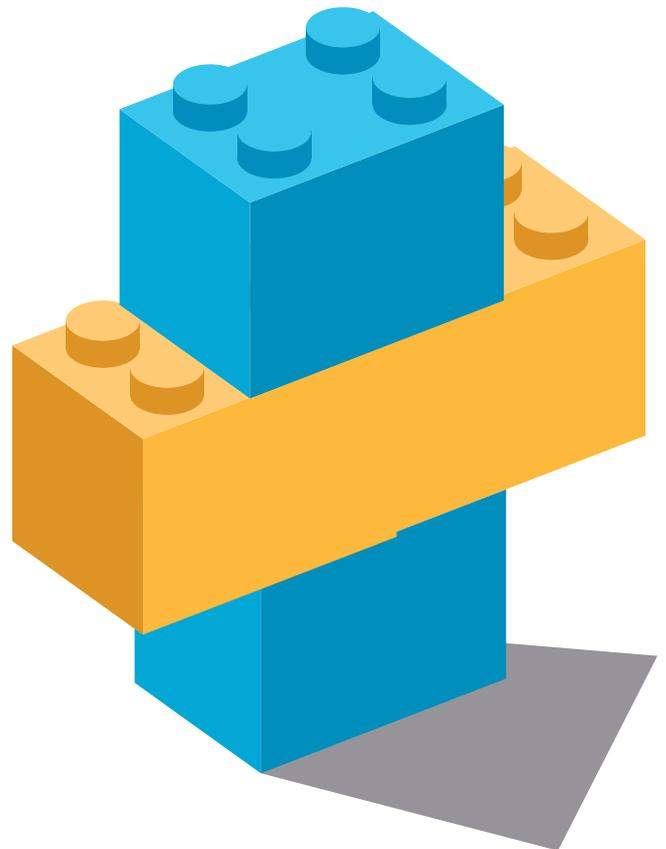
Over time, Mr Lee has built up a close-knit interest group on brick arts in the community. He has also trained some participants to become volunteer facilitators to help in his future workshops.

“ This is a good initiative as the new space allows the community to not only create, but also showcase, their brick art pieces. This will inspire more children, as well as adults, to create their “dream” through the use of bricks!”

- Workshop participant



Grow your pool of local volunteers to keep the project going!



## Cost breakdown

The project was awarded to **Comm Interior Pte Ltd** and the items funded by HDB included:

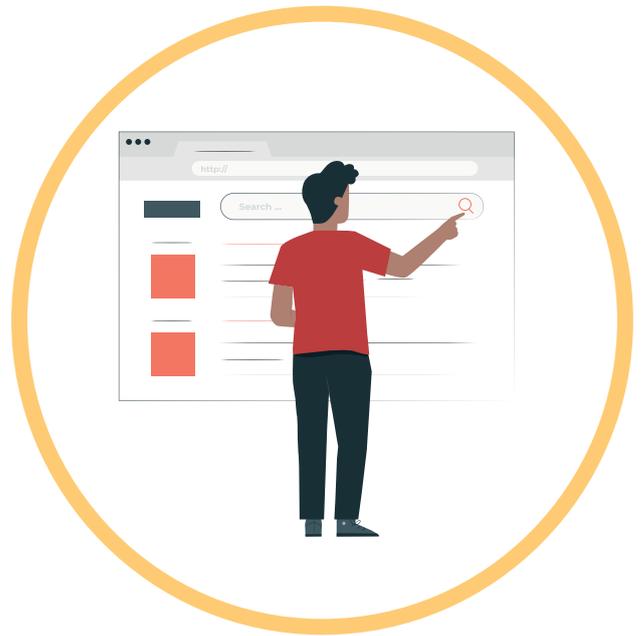
S/N	Items	Qty	Sub-total (GST inclusive)
1	Supply and install metal storage trolleys with lockable flip up counter panels on two sides in 4 different colours: Red, Blue, Green & Yellow.  Dimension : 1m (length) x 0.6m (width) x 0.75m (height)	4	\$4,900
2	Supply and install wall mounted display cabinet complete with open acrylic panels on all sides except wall facing surfaces.  Dimension : 2m (length) x 0.6m width x 1.35m (height) & 1m (length) x 0.6m width x 1.35m (height)	2	\$3,700
3	LED down lighters mounted with 13amp switch socket outlet connected to nearby DB	3	\$600
4	Insurance, site protection and cleaning works & preliminaries	1	\$400

*All quotations and prices stated are accurate at the point of sourcing and may have changed. The vendors listed were appointed by applicants and are not to be taken as suppliers authorised by HDB.*

# Community match\* contributed by Mr Lee and volunteers



**Designing the space and custom-made movable furniture**



**Sourcing for quotations**



**Managing the project and site works**



**Conducting regular workshops and networking/outreaches to the community**

\* Community Match refers to the value of the team's contribution towards the project. It can in terms of volunteering hours, donated materials, or funding.

# HEALTHY LIVING GARDEN

## What is the project about?

Ms Choo's project promoted interest in healthy living through the setup of an edible garden at Blk 708 Woodlands Dr 70. With a new edible herb and spice garden, her project brought together the community through common interests in gardening and cooking.

**Fund Track** Building Fund

**Project Site** Hard Court

**Project Type** Community Garden

**Project Duration** 2.5 Months  
(1 months planning, 1.5 months construction)

**Funding Amount** \$16,300

**Community Match** \$6,400

**Community Outreach** Estimated 100 residents per year





Before



After

## What were the motivations behind the project?

“ We wanted an edible garden as my neighbours and I were interested in cooking. I like to use natural ingredients to flavour and decorate my creations. With a garden, I can grow herbs and spices that might be difficult to find in markets and use them in my cooking. Besides being edible, these herbs and spices also have different health benefits. I can harvest the edibles from the garden and share them with my neighbours so that we can adopt healthier lifestyles together”

- Ms Adeline Choo



## What was the process like and what were the considerations?

### (1) Site Identification & Considerations

For easy access to water supply and to allow her gardeners to take a rest if they wish to, Ms Choo picked a site near the residents' corner.

She scheduled for a site inspection with HDB and the Town Council (TC) to check whether:

- the proposed site has a setback of at least 5 metres from the nearest building façade i.e. away from the killer litter zone;
- the space was reserved for fire engine access;
- there are service pipes and ducting underground;
- there was a need to remove the existing floor tiles.

She then sought NParks' advice on the set-up of the garden such as how to prevent

mosquito breeding, identify plant species suitable for the site.

To keep her garden welcoming and accessible to her neighbours, Ms Choo decided to go without fence for her community garden. She also designed her garden in the shape of a flower so that her neighbours can enjoy a better view from their windows and corridors.



For community gardens, get NParks' advice early, during the planning stage!

For outdoor spaces, ensure that your installations are at least 5m away from the nearest building façade!

## (2) Approval for use of site

Ms Choo sketched out the proposed design and engaged stakeholders such as the HDB, Town Council (TC), Residents' Network (RN), NParks and her team members to gather further feedback on the design.

She then incorporated the feedback into the design and worked with HDB to get the final clearance from the TC. Both the RN and TC agreed to undertake the maintenance of the space.

## (3) Approval on the funding amount & appointment of contractor

For prudence, Ms Choo compared prices and quotations. She made adjustments to her list of items to keep within the budget.

She then submitted the set of quotations with her assessment to seek HDB's approval on the final scope of works and funding amount. Contractors were appointed and items were bought after HDB's approval has been obtained.



**TIP**

Appoint your contractor(s) and buy your items only after you have obtained HDB's approval on the funding items and amount.

## (4) Project Management

Adeline formed an initial team of nine members to help with the planning and setting up of the garden. The team discussed issues such as:

- proposed garden theme
- boundary marking of the site
- pavement/ footpath requirement
- gardening equipment storage requirements
- name and signage for the garden

She monitored the project closely, including being present during the construction stage. She also documented the delivery and installation of items as proof of work.

She labelled and filed the original invoices and receipts. As the original copies would have to be passed to HDB at the end of the project, and mindful that the ink of receipts might fade over time, she photocopied the documents for her own records.

Upon completion of the works, Adeline initiated a final site inspection with HDB, TC and RN to take over the site and the equipment purchased for the project. She then submitted her claims, together with the receipts to HDB for reimbursement.



Take photos of items purchased, especially if they will not be visible after installation. Keep a proper record of all original invoices and receipts and have a photocopied set as the ink might fade over time.

## (5) Celebrate the completion with the community

Adeline organised a planting day and invited her neighbours to plant and set-up the garden. 88 residents turned up and NParks was also invited to conduct a workshop to share gardening tips.

Her team also shared homecooked dishes made with the garden's produce.

“ I came down for the activity as I was interested to try my hand at planting. The most memorable part of today's activity was learning about the different kinds of mint plants and how they could be used. The session today has piqued my interest in gardening, and I would not mind taking the lead to organise visits to other herb gardens for my neighbours.”

- Antalmani



“ The planting demonstration left an impression on me. I joined in the activities as I am interested to use the spices in the garden for cooking. I am open to sharing how to cook with spices with my neighbours and look forward to the team organising garden tours so that I can learn from my neighbours.”

- Chia Yoke Ching



## (6) Sustaining the project

Adeline recruited another 15 residents during planting day to ensure that there will be sufficient gardeners to take care of the garden. Her team organised harvest days so that residents in the community could come together regularly to reap the joys of having a community garden.

## Cost breakdown

The project was awarded to the following contractors:

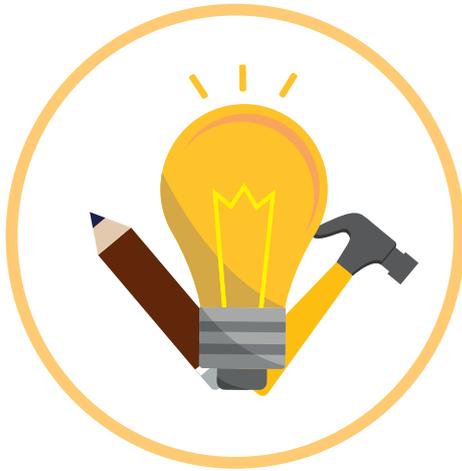
- **Midori Works Pte Ltd** for the site work;
- **Fun's Florist & Nursery Pte Ltd** for installation/ building of garden shed
- **Hua Hng Trading Co Pte. Ltd,** for gardening tools

The total cost for the project was approximately \$16,300.

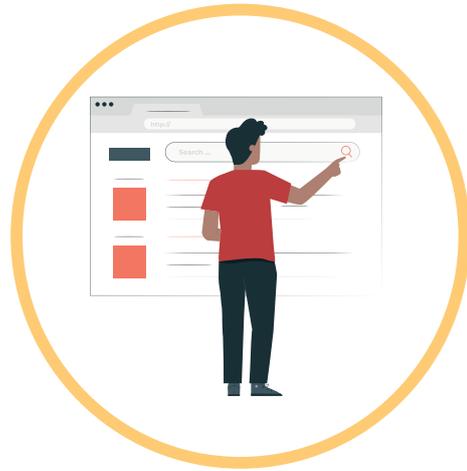
S/N	Items	Sub-total (GST inclusive)
1	Purchase and installation of soil, erection of planter boxes, drainage mats	\$12,750
2	Purchase of gardening tools 1 x hose cart 1 x hand truck 2 x pressure sprayer 8 x watering cans 5 x changkol 5 x pruning shears 24 x cotton gloves 55 x pots 1 x 25kg fertilizer 2 x neem oil 5 x soil trowel 20 x plant label 10 x 4ft bamboo stick 1 x bamboo fencing 5 x twist tie rolls	\$700
3	Provision, delivery and installation of garden shed 129.5cmW x 189cmD x 216.5cmH	\$1,500
4	Provision and delivery of plants, seedlings for garden 17 types of plants (e.g. pepper, rosemary, apple mint, basil, thyme, sage, sawtooth coriander, cat's whiskers, dill, parsley, rose, orchid, blue pea, lavender)	\$400
5	Provision and installation of timber garden signage	\$950

All quotations and prices stated are accurate at the point of sourcing and may have changed. The vendors listed were appointed by applicants and are not to be taken as suppliers authorised by HDB.

# Community match contributed by Ms Choo and volunteers



**Designing the garden**



**Sourcing for quotations**



**Managing the garden set-up**



**Conducting workshops and networking/outreaches to the community**



**Visit to nurseries to choose suitable herbs**

# HYDROGLEN

## What is the project about?

To raise awareness on the importance of food security and cultivate more green fingers in the neighbourhood, Mr Leon Yeo introduced a hydroponic garden at Woodlands Glen, Blk 573D Woodlands Drive 16. It brought neighbours together, as residents, young and old, joined in to grow edibles for their community.

**Fund Track** Building Fund

**Project Site** Common Green

**Project Type** Community Garden

**Project Duration** 7 Weeks  
(2 weeks planning, 1.5 months construction)

**Funding Amount** \$19,709

**Community Match** \$18,737

**Community Outreach** Estimated 200 residents per year





## What were the motivations behind the project?

“ I wanted to create something that would bring the many young families in the neighbourhood together. In addition, I also wanted to create a permanent space in Woodlands Glen that residents would be proud of. And instead of an one-off event, we wanted an activity where residents could be continuously engaged. After consulting close to 50 residents, we decided on the hydroponic garden.”

- Mr Leon Yeo



## What was the process like and what were the considerations?

### (1) Site Identification & Considerations

For easy access to water supply and to allow the gardeners to take a rest if they wish to, Mr Yeo picked a site near the precinct pavilion that comes with seats and a water point. The precinct pavilion also made it convenient for the team to carry out garden-related preparation works and host workshops.

He then arranged with HDB and Town Council (TC) to conduct site recces to determine the feasibility of using the site for a hydroponic garden e.g. whether the space is reserved for future development and whether the site is big enough to host the hydroponic system.

He also had to ensure that the installations can be put up at least 5 metres away from the nearest building facade, away from the killer litter zone.



For community gardens, look for a site with easy access to water supply.

## (2) Approval of use of site

With HDB and TC's in-principle approval for him to use the site, Mr Yeo sketched out the proposed design and layout of the hydroponics system and engaged stakeholders such as the HDB, TC and his team members to gather feedback.

He then incorporated the feedback into his design, and worked with HDB to seek TC's clearance.

Mr Yeo also worked out with TC on the maintenance plan for the hydroponics garden.



### TIP

When planning the project, it is important to work out Town Council's involvement in the maintenance of the site.

### (3) Approval on the funding amount & appointment of contractor

Mr Yeo compared prices and quotations across contractors and suppliers. He adjusted the list of items and looked for alternatives to keep within the budget. For example, noting the high cost to install a new water point, the team opted to purchase water tubes to connect to the water point at the precinct pavilion instead.

He then submitted the set of quotations with his assessment to seek HDB's approval on the final scope of works and funding amount.

The contractors were appointed and items were bought after HDB's approval has been obtained. As the costs for the installation works were above \$5,000, HDB assisted to pay the appointed vendor directly.



Always source for a few quotes and compare prices to get the best value. Look for alternative solutions to keep your costs within budget too!

## (4) Project Management

Mr Yeo was present at the site to supervise installation works and ensure that the works were carried out based on his designs.

He also matched the items delivered to the invoices or receipts, took photos of the original invoices and receipts and e-filed them.

Upon completion of the works, Leon initiated a final site inspection with HDB, TC and the RN to take over the site and the equipment purchased for the project.



### TIP

Be present at the site during construction or installation period to ensure that works are carried out based on the approved designs.

## (5) Celebrate the completion with the community

Mr Yeo organised a planting day and invited residents to each plant a new pot in the new garden. Close to 240 residents participated in the launch event.

The team also shared recipes on how the harvests could be made into delicious dishes, and invited the community to participate in the harvesting event a few weeks later.

“It’s nice to have a hydroponics garden in our community! It teaches residents about urban farming and could bond the community!”

- Workshop participant



## (4) Sustaining the project

To sustain engagement with the community, a dedicated Facebook page was set up for members to stay updated on the latest happenings and share new knowledge on hydroponic farming.



The team also worked out a schedule to open the garden and conduct routine checks daily.

This is especially important during rainy season where water ponding tends to occur and may result in complaints of mosquito breeding.

The team also conducted regular plating and harvest sessions which saw an average of 12 residents participating per session.



## Cost breakdown

The job was awarded to the following contractors:

- **ISO Landscape Pte Ltd** for the tree relocation works;
- **EM Electrical Engineering** for the electrical wiring works;
- **Ong Fencing Contractor Co** for the fencing works; and
- **OSK innovation Pte Ltd** for the construction of the hydroponics system

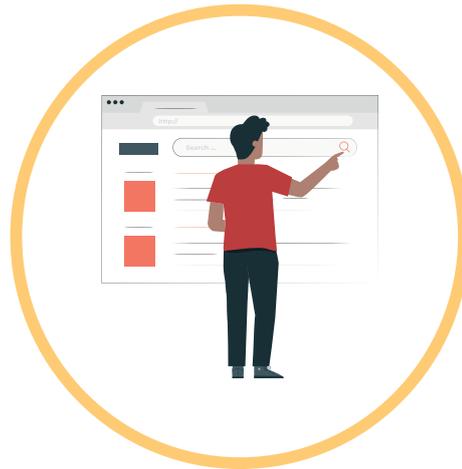
S/N	Items	Appointed vendor	Sub-total (GST inclusive)
1	Land preparation fee	ISO Landscape Pte Ltd	\$1,600
2	Electrical and wiring works*  *Quoted price involved hacking and re-tiling to ensure barrier free access around the hydroponics garden	EM Electrical Engineering	\$3,400
3	Provision and installation of fencing with gate around the proposed site	Ong Fencing Contractor Co	\$2,600
4	Provision, delivery and installation of the hydroponics system	OSK Innovation Pte Ltd	\$7,700
5	Purchase of hydroponics system related equipment such as seedlings, pots, netting, filter for 800 pax.	OSK Innovation Pte Ltd	\$1,800
6	Logistic and F&B for eco talk and workshop on launch event for 800 pax	-	\$950

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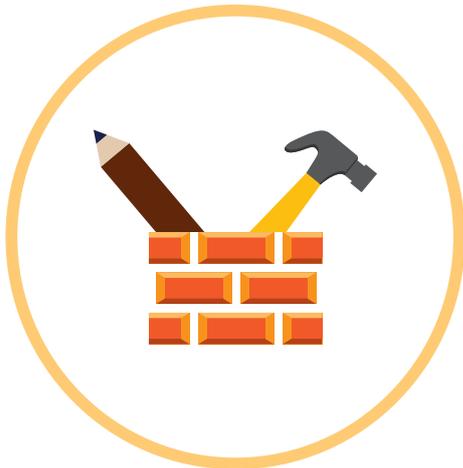
# Community match contributed by Mr Yeo and his volunteers



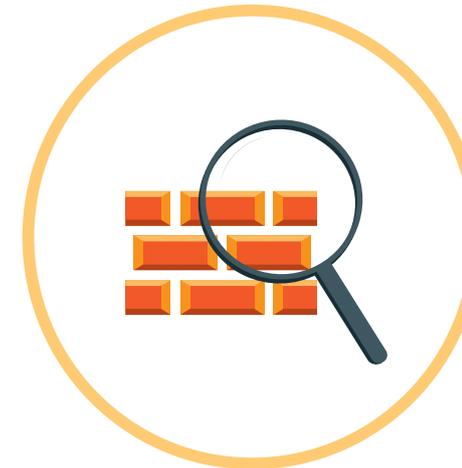
**Engaging the community on design proposal**



**Sourcing for quotations**



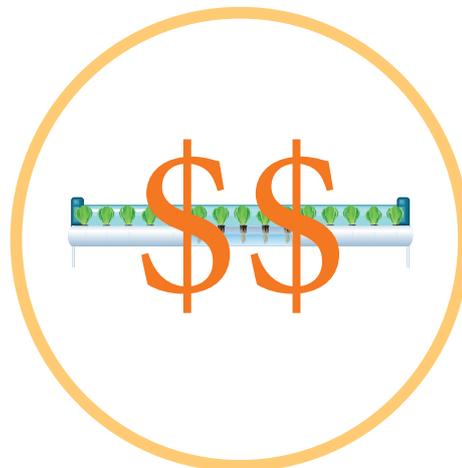
**Site preparation works**



**Work inspections**



**Conduct workshops and networking/outreach to community**



**Costs beyond the \$20,000 funding cap**

# RELAX & ENTERTAINMENT CORNER

## What is the project about?

Mr Jason Yeo and his team transformed an underutilised Residents' Corner at Blk 718 Woodlands Avenue 6 into a colourful and comfortable community living room for residents of all ages to connect and conduct their monthly engagement activities.

**Fund Track** Building Fund

**Project Site** Void Deck

**Project Type** Community Space & Art

**Project Duration** 3.5 Months  
(2 months planning,  
1.5 months conversion)

**Funding Amount** \$19,600

**Community Match** \$11,700

**Community Outreach** Estimated  
300  
residents  
per year





## What were the motivations behind the project?

“ The Residents’ Corner has been around for more than ten years and occasionally used by the Sembawang Zone E Residents Network (RN) to organise community get-together events. On top of that, the corner has been under lock and key due to security factors the last 10 years, leading to residents assuming that the corner is only open to the RN and senior citizens! Hence, we decided to apply for the fund to break the “cage” and inject vibrant and positive energy into the Residents’ Corner for all to enjoy!”

- Mr Jason Yeo



## What was the process like and what were the considerations?

### (1) Site Identification & Considerations

The existing Residents' Corner was chosen as it is situated next to the Residents' Committee (RC) Centre which has a toilet facility. It would be more convenient for residents to use the space and to roll out programmes at the site, thereby ensuring a higher utilisation rate for the space. The RC members can also help to maintain the space after works have completed.

To ensure that the space is highly visible and appealing enough for the community to want to use it, the team set out to transform the place into a colourful, brightly lit, and comfortable community living room.

As this is a void deck, Mr Yeo had to ensure that the materials used are non-combustible. He also ensured that additional installations were sited more than 3 metres away from the nearest staircase discharge so that it would not pose as fire safety hazards or obstruct the fire escape route in the event of fire.



Consider locating your project site near an existing RC Centre for greater synergy and design the space with the users in mind!



## (2) Approval for use of site

Mr Yeo and his team designed the layout and indicated the scope of work, types of furniture and the materials to be used for the furniture, etc.

With these details, Mr Yeo and HDB got the support from the Town Council (TC) and RN.

As wall murals were involved, Jason worked with PA's constituency office, HDB and TC to vet the design and ensure that the murals were sensitively designed and would not come across as offensive to any parties.

In addition, TC's approval was sought as electrical installations were required, including a need to tap power supply from the power points in the common area.



**TIP**

Use bold and bright contrasting colours to bring "life" to your spaces.

**TIP**

If the project requires power supply e.g. for lights or fans added to the space, Town Council's approval is required to tap the supply from existing power points in the common area.

### (3) Approval on the funding amount & appointment of contractor

With TC and RN's support, Jason wrote to a few contractors with his desired scope of works to source for quotes. He ensured that the scope of works e.g. demolition works for the existing grilles, design and installation of cabinets, etc, are consistent for a fair price comparison.

Mr Yeo refined the required scope of works while taking

the budget into consideration. Thereafter, he submitted the set of quotations with his assessment to get HDB's approval on the final scope of works and funding amount.

He then appointed the contractor after HDB's approval has been obtained. For installation works above \$5,000, HDB assisted to pay the appointed vendor directly.

**TIP**

When sourcing for quotes, ensure that the scope of works provided to the different contractors are consistent so that a price comparison can be done easily.

## (4) Project Management

During the construction period, Mr Yeo scheduled frequent check-ins with the contractor on site to ensure that the works are of standard and according to the approved design.

He also involved the community in completing part of the works, such as organising a Residents' day where about 50 residents joined in the painting of the pillar murals.

Upon completion of all the works, Jason initiated a final site inspection with HDB, TC and the RN to take over the site and equipment purchased for the project.



### TIP

Involve fellow residents in your project implementation to build community spirit.

## (5) Celebrate the completion with the community

With all the works done, Jason and the team organised a Parents' Night to celebrate the opening of the new space. He tapped on the RN's channels such as WhatsApp groups, Facebook page and notice boards to reach out and invite residents to join the event.



All in all, the team reached out to close to 300 residents for the project.

“ I love this newly renovated corner because the colour combination gives me a sense of vibrancy”

- Wen Tian

“ I saw the hard work of the volunteers in doing up this corner. I hope to play a part in maintaining this corner with the volunteers from RN”



- Wen Hua



## (6) Sustaining the project

Subsequently, Jason worked out a schedule with the RN on the usage of space for activities. The notice board at the Residents' Corner and their social media platforms are updated with the schedules of upcoming activities to keep residents informed.

He also worked with the volunteers to ensure that the space remains well-maintained at all times for the community's use.



## Items funded by HDB

The job was awarded to **Quan Xin Contractor.**

S/N	Items	Qty	Sub-total (GST inclusive)
1	Supply labour to dismantle existing grilles and outdoor chairs	1	\$1,800
2	Haulage Fee	1	\$400
3	Disposal of renovation debris	1	\$400
4	Supply labour and materials to touch up existing false ceiling after dismantling the grilles	1	\$600
5	Supply materials and labour to paint the existing ceiling using Nippon Paint	1	\$1,000
6	General cleaning for whole area upon completion	1	\$250
7	Supply labour and materials to touch up and repolish existing granite top after dismantling the grilles	1	\$1,450
8	Design, fabricate and install book cabinet Dimension : 3m (L) x 0.5m (W) x 2.55m (H)	1	\$4,500
9	Design, fabricate and install storage cabinet. Dimension : 1.2m (L) x 0.5m (W) x 2.55m (H)	1	\$1,520
10	Supply labour to install the table in solid ply wood and laminate finish. Dimension : 1.5m (L) x 0.6m (W) x 0.75m (H)	1	\$2,700
11	Supply labour to install the table in solid ply wood and laminate finish. Dimension : 0.9m (L) x 0.6m (W) x 0.75m (H)	1	\$680
12	Supply outdoor table and chairs at existing unit. Dimension : 1.6m (L) x 0.9m (W) x 0.72m (H)	1	\$2,500
13	Supply outdoor bench at existing unit	1	\$1,800

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# Community match contributed by Mr Yeo and his volunteers



**Planning and designing the space**



**Sourcing for quotations**



**Managing the project and site works**



**Conduct workshops for residents**



# KONECTORIZE THE YOUNG AND MATURE

## What is the project about?

Mr Tan and his team transformed the void deck at Blk 683C Woodlands Drive 62 into “Konnnect Point”, an Instagram-worthy hangout spot. With the support and ideas of some 230 residents in the area, the team installed impressive 3D wall murals that showcased different eras of Singapore’s development, and introduced floor decals featuring traditional games such as hopscotch and snake-and-ladders.

**Fund Track** Building Fund

**Project Site** Void Deck

**Project Type** Community Space & Art

**Project Duration** 3 Months  
(1.5 months planning, 1.5 months conversion)

**Funding Amount** \$8,900

**Community Match** \$15,700

**Community Outreach** Estimated 140 residents per year



## What were the motivations behind the project?

“ We observed the lack of interaction between the older and younger residents in the neighbourhood. Participation in our community events was also lacklustre as the current events venue was not prominently sited. Hence, we saw the opportunity to do more to bring residents of different ages together. As the older residents longed for the past kampong lifestyle and spirit that they had grown up with, we thought it would be a good idea to use wall murals to nudge conversations between the young and old generations.”

- Mr Tan Aik Cheng



# What was the process like and what were the considerations?

## (1) Site Identification & Considerations

The team identified the void deck of Blk 683C Woodlands Drive 62 as a potential space for their project. Located right in front of a bus stop, the void deck enjoys high visibility and footfall and would thus be a prominent and convenient location for residents if community events were to be held there. The void deck also has large wall spaces which provided the team with a large canvas to create 3D murals and a DIY plant wall.



### TIP

If you plan to do wall murals, select highly visible sites with large wall spaces.





**TIP**

If you need help to source for a suitable artist, HDB can link you up with the National Arts Council.

## (2) Approval for use of site

With the revised project scope, Mr Tan and HDB obtained the support from the Town Council (TC) and Residents' Committee (RC)

As the proposal involved installing additional lights at the void deck, the TC's approval was also sought so that the team can tap on the existing power source.

The team also worked with the Residents' Committee and Town Council to determine the maintenance and management of the completed space. For instance, the Town Council would maintain the additional lights, while the Residents' Committee would take care of the murals.



**TIP**

The artists' fees cannot exceed 25% of the approved total project budget.

### (3) Approval on the funding amount & appointment of contractor

With the TC's and RC's approval, Mr Tan and his team wrote to potential contractors with details of the approved scope of works, to obtain quotations. This included sourcing for an artist who could produce the 3D wall murals, and contractors who could supply and install floor decals.

As the team would be installing additional lighting, they approached the TC for the contact of its Licensed Electrical Worker to obtain a quotation for the additional lights.

After reviewing the quotes, Mr Tan submitted the quotations with the team's assessment of the recommended quotations, to obtain HDB's approval on the final scope of works and funding amount.

Following HDB's approval, the team proceeded to appoint the artist and contractors.



#### TIP

It is good practice to get the artist's agreement, in writing, to provide 3-6 months of maintenance for the wall mural after project completion.

## (4) Project Management

As the project involved the creation of murals, the team ensured that the artist's drafts are sensitively designed in showcasing the diverse experiences of Singaporeans. They also obtained HDB, RC and TC's approval on the designs before the murals were painted.

During the implementation phase, Mr Tan and the team took turns to oversee the works and ensured that everything was done as per the approvals obtained.



For all wall murals to be painted at HDB void decks, the designs would have to be cleared by HDB, PA/ RC and TC prior to commencement of any site works.

## (5) Celebrate the completion with the community

When the works were completed, Mr Tan and the team organised various events, including a social media workshop for elderly, to activate the new community space.

The team tapped on channels such as the RC's page and notice boards to publicise the events.

“ This space is more vibrant and colourful with the mural art. Residents can get together and interact with each other. This space was previously quite empty because the walls were plain.”

- Deborah Chong



“ This place is very nice... the drawings, the paintings. I like paintings very much... it is very natural, like sitting in some old days kampong. That style is very nice.... The food is nice... People gathering with each other singing songs... Even though sometimes I don't understand the meaning of the song, when (I) hear songs, it soothes the mind. It is very vibrant and we are enjoying the time here.”

- Muthi



## (6) Sustaining the project

Mr Tan and the team collaborated with the RC, schools nearby, and agencies such as Health Promotion Board to bring in programming for the space on a regular basis. The team also check on the murals regularly to ensure that they are in good condition.



## Cost breakdown

Mr Tan and the team sourced for various vendors for the job:

S/N	Items	Vendor/ Artist	Qty	Sub-total (GST inclusive)
1	Engagement of artist for the following services:  (i) Conceptualisation of 3D murals (ii) Hand drawing/ painting of 3D murals onto walls and pillars (iii) Provision of materials for creation of 3D murals (e.g. paints, varnish)	Mr Yip Yew Chong	25 Murals of various sizes	\$6,000
2	Printing, supply and installation of floor decals  (i) 1 x snake & ladder (2500mm x 2500mm) (ii) 2 x Hopscotch game (800mm x 2500mm) floor graphic stickers. (iii) Footsteps graphic floor stickers (10 sets)	Signarama	1 set	\$1,400
3	Supply and installation of 4ft LED ceiling lights with wiring looping point (tapping on existing void deck power source)	LHR Trading Co. Pte Ltd	7	\$600
4	Purchase of food & beverage for 2 events at Konnect Point	-	1 lot	\$600
5	Purchase of items for Do-It-Yourself void deck plant wall (e.g. wire mesh, hooks, plants, pots, soil)	-	1 lot	\$400

*All quotations and prices stated are accurate at the point of sourcing and may have changed. The vendors listed were appointed by applicants and are not to be taken as suppliers authorised by HDB.*

# Community match contributed by Mr Tan and his volunteers



**Engaging the community on event concept**



**Sourcing for quotations**



**Work inspections**



**Conduct workshops and networking/  
outreach to community**

# CANBERRA TIMES SQUARE

## What is the project about?

Mr William Lim and his neighbours created their very own buzzing 'Canberra Times Square' at the open space in front of Blk 319 Sembawang Close. By purchasing lightweight, portable and reusable shelters, the team was able to set up pop-up event regularly at the underutilised open space to bring residents together.

**Fund Track** Project Fund

**Project Site** Hardcourt

**Project Type** Art Competition and Community BBQ

**Project Duration** 5 Weeks (includes planning and execution)

**Funding Amount** \$3,200

**Community Match** \$2,900

**Community Outreach** Estimated 600 residents per year





## What were the motivations behind the project?



We saw potential in using the large underutilised square in front of Blk 319 Sembawang Close to promote community bonding. Inspired by New York's Times Square, we envisioned converting the open square into a vibrant Canberra Times Square, abuzz with activities that the Canberra community could bond over. We observed that Canberra is home to many young families and decided to host a children's art competition to engage the young ones, who are great catalysts for conversations among neighbours, and a mega community BBQ which would be suitable for residents of all ages."

- Mr William Lim



# What was the process like and what were the considerations?

## (1) Site Identification & Considerations

The open square in front of Blk 319 Sembawang Close was chosen as the project site due to the existing thoroughfare which is sizeable enough to accommodate events. However, as this is an open area, wet weather contingency plans had to be considered. The team explored two options.

The team explore two options:

- (i) To build a permanent shelter to facilitate events, or
- (ii) To set up portable, reusable gazebo tentages

After weighing the costs involved, the team decided on the latter, which would be easy to assemble and dismantle, and could be reused for future activities.



Select sites that are large enough and enjoy a high footfall if you plan to hold regular community events at the space. For open areas, do consider wet-weather contingency plans.

## (2) Approval for use of site

As the site is managed by Town Council (TC), the team obtained support from the TC and Residents' Committee (RC) for the use of the site. In addition, the team also sought the TC's goodwill assistance for manpower to assemble the portable tentages on the day of the event.



**TIP**

If you wish to hold community events at common areas, you will have to seek prior approval from the agency maintaining the space. Feel free to check with HDB if you are unsure which agency is maintaining the common area you wish to use.

### (3) Approval on the funding amount & appointment of contractor

Once support from the RC and TC were obtained, the team sourced for quotes based on the scope of the event, which includes sourcing for a BBQ food supplier, portable tentages from various online stores as well as trophies for the children's art competition.

After reviewing the quotes, the team submitted the set of quotations with their corresponding assessment to get HDB's approval on the final scope of works and funding amount. The team then proceeded to procure the required items from the appointed vendors after HDB's approval has been obtained.



## (4) Project management

The team actively engaged residents on the proposed event, through house visits to gather feedback and promote the event. Noting that the site is close to two residential blocks, the team worked with the RC to put up notices at lift lobbies to inform residents of the upcoming event and seek their understanding for any potential increase in noise level on event day. They also ensured that the event ended by 10pm.

To facilitate their claims after the event, the team took photos of the items purchased, especially the perishables, when they were delivered. They also took photos of the original invoices and receipts and e-filed them.



### TIP

Engage nearby residents early on the potential noise or disamenities your event might cause on the event day.

## (5) Celebrating the completion with the community

The team set up an Instagram account where they posted photos of their engagements with residents and provided details and regular updates on the event. They also tapped on the Parent Support Group of Sembawang Primary School to publicise the event as most of the students and parents are also residents of Canberra.

The team managed to reach out to more than 600 residents for the event.

“ There are a lot of faces that I’ve not seen around. I’ve been in this neighbourhood for about 15 years. I think (this project) is a great opportunity for us to get to know each other.”

- Participant A



When the event concluded, the team also tapped on the Instagram account to share photos of the children’s art pieces and neighbours mingling during the BBQ.

“ Very well organized event and we really enjoy it. Looking forward to more in the future.”

- Participant B



## Cost breakdown

The team procured the items from several vendors as follows:

S/N	Items	Appointed Vendor	Qty	Sub-total (GST inclusive)
1	Purchase of portable gazebo tentage	Bok Sing Hardware Paints Pte Ltd	10	\$800
2	Purchase of sandbags for additional support for tentage		20	\$80
3	Purchase of LED tentage lighting	Three Stars Umbrella FTY	10	\$180
4	Stage Logistics, including: <ul style="list-style-type: none"> <li>• Stage</li> <li>• 200 PVC garden chairs</li> <li>• 4 nos. of 13amp power points</li> <li>• 1 no. of 2ft x 4ft rectangular table</li> <li>• 6 nos. of 3ft x 3ft square tables</li> </ul>	Tiong Hwa Steel Structures Pte Ltd	1	\$700
5	Printing of 12 ft x 4 ft PVC banner	Allmaster	1	\$70
6	Catering of BBQ food	Hungry BBQ	1	\$800
7	Provision of BBQ accessories, including: <ul style="list-style-type: none"> <li>• Rental of BBQ pits</li> <li>• Fire Starter</li> <li>• Wire Mesg</li> <li>• Charcoal</li> <li>• BBQ Tong</li> <li>• BBQ Brush</li> </ul>		1	\$570

*All quotations and prices stated are accurate at the point of sourcing and may have changed. The vendors listed were appointed by applicants and are not to be taken as suppliers authorised by HDB.*

# Community match contributed by Mr Lim and his volunteers



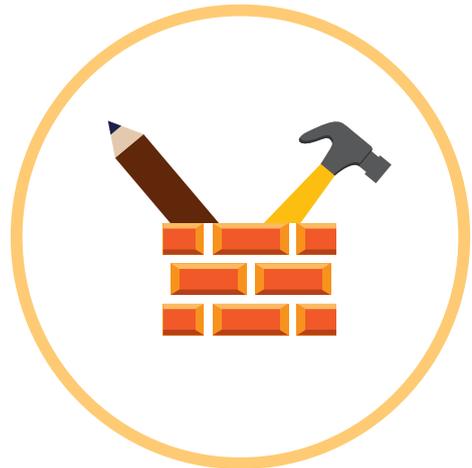
**Engaging the community on design proposal**



**Identifying suitable site, planning & publicising the event**



**Sourcing for quotations**



**Event set-up and implementation**



**Volunteer briefing**



**Site reinstatement**

# PROJECT INSPIRE

What is the project about?

Ms Angela Ho Jiawen, a Food and Nutrition teacher at Serangoon Garden Secondary School, led a group of student ambassadors and alumnus in promoting healthy living among families and seniors. This was done through a sandwich making workshop and salad-peddling food truck for the residents of Braddell Heights Zone C.

**Fund Track** Project Fund

**Project Site** Hardcourt & Void Deck

**Project Type** Community Outreach and Workshop

**Project Duration** 8 Months

**Funding Amount** \$4,000

**Community Match** \$2,300

**Community Outreach** 750 residents



## What were the motivations behind the project?

“ We wanted to promote good food and healthy living among families, especially the elderly who are prone to diabetes. Having lived, studied and worked in the Serangoon area, we realised that this is an aging community and an area where the residents are very family orientated. As such, it donned on us to combine these two elements, to create fun-filled activities where families could come together to know their neighbours through healthy food.”

- Angela Ho



# What was the process like and what were the considerations?

## (1) Site Identification & Considerations

Ms Ho and the team recognised that collaborating with a local Community Centre (CC) or Residents' Committee (RC) would make it easier for them to implement the project, as these Grassroots organisations would be very familiar with the community and can share useful insights to help the team better plan the event. She thus sourced for suitable collaborators and identified Bradell Heights CC as a platform they could leverage, since they were organising a Dumpling Festival event.



### TIP

Consider collaborating with local Grassroots organisations if you are planning to organise an event as they may have ready platforms which you can leverage.

## (2) Approval for use of site

The team conducted site reces with the organising team from Braddell Heights CC to shortlist suitable sites for the event. As they planned to bring in a food truck for their activity, a key consideration was whether the site is able to accommodate the food truck and a large crowd.

In the end, the team identified Blk 263 Serangoon Central Drive and the team from Bradell Height CC helped to secure approval from the Town Council (TC) for the use of the space. Separately, Ms Ho and her team checked in with the respective agencies e.g. NEA on the safety regulations relating to the hiring of a food truck for the event.



## (3) Approval on the funding amount & appointment of contractor

The team wrote to a few contractors with a clear scope of works to obtain quotes. This included sourcing for companies that provide food trucks for rent as well as companies that supply food items for the community workshop.



Taking into consideration the budget, the team reviewed the quotations and the scope of works. They then submitted the set of quotations with their corresponding assessment to get HDB's approval, before appointing the vendors.

## (4) Project management

To ensure a smooth implementation of the sandwich making workshop and salad-peddling food truck, the team assigned different roles and responsibilities to each team member and also roped in another 30 volunteers from the school to help on the event day.

To facilitate their claims after the event, the team took photos of the items purchased, especially the perishables, when they were delivered. They also took photos of the original invoices and receipts, and e-filed them.



### TIP

For schools, HDB will reimburse the claims to MOE after the claims are verified.

## (5) Celebrating the completion with the community

To ensure a successful turnout for the event, the team publicised the events widely on digital and physical platforms e.g. having posters pinned them up on notice boards and publicising it on social media to invite the community to participate in the event. Their efforts paid off and the two events were attended by some 750 participants.



Leverage digital and physical platforms for publicity of your event!

“*The food truck attracted the junior residents very well! Well organised event that reached out to the young and old. We had such a great family time with our neighbours. Good job to HDB and the students behind this initiative!*”

- Jason Tan and Family



“*It was the first time seeing a food truck in the community! Refreshing Experience.*”

- Mdm Lee



## (6) Sustaining the project

After the events, the team worked with the RCs to gather feedback from the community, which will be useful for future event planning.



## Cost breakdown

The team procured the items from several vendors as follows:

S/N	Activity	Description	Sub-total (GST inclusive)
1	Community outreach – Healthy eating awareness day	(a) Rental of food truck	Waived
		(b) Food ingredients & raw materials*	\$1,750
		(c) Beverage	\$1,500
		(d) Publicity Collaterals - Posters (10 pcs) - Flyers (pamphlets) (10 pcs)	\$70
		(e) Logistic (tables & chairs)	Sponsored
2	Community workshop - bake and harvest session, sandwich making competition	(a) Food ingredients & raw materials	\$500
		(b) Beverage	\$300
		(c) Prizes for winners (10 pcs of \$20 NTUC vouchers)	\$200
		(e) Publicity Collaterals: - Posters (10 pcs) - Flyers (pamphlets) (10 pcs)	\$80
		(f) Logistic (tables & chairs)	Sponsored

*\*The Lively Places Fund imposes a 20% cap on food and beverage purchases. However, as this is a food-related project where food ingredient were used as ingredient for the activities, the 20% cap on food and beverage does not apply.*

*All quotations and prices stated are accurate at the point of sourcing and may have changed. The vendors listed were appointed by applicants and are not to be taken as suppliers authorised by HDB.*

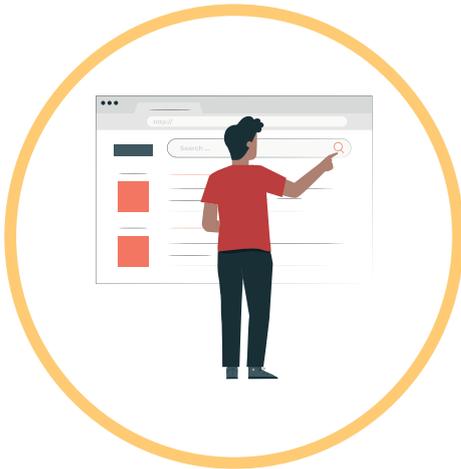
# Community match contributed by Serangoon Garden Secondary School



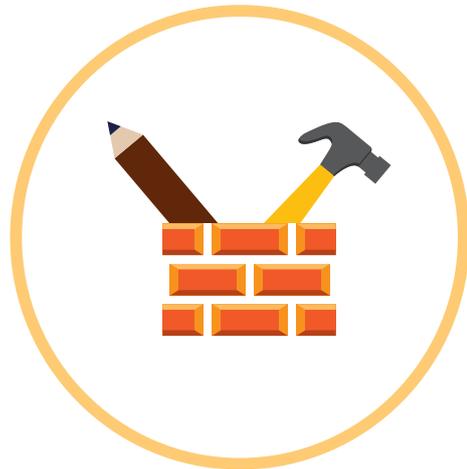
**Engaging the community and CC on event concept**



**Identifying suitable site, planning & publicising the event**



**Sourcing for quotations**



**Event set-up and implementation**



**Volunteer briefing**

# PHYSICAL ACTIVITIES FOR OLDER ADULTS

What is the project about?

The Senior Activity Centre at Blk 96 Aljunied Crescent became buzzy as students from Temasek Polytechnic's School of Gerontology organised a series of 5 physical activities to increase the physical well-being and forge new friendships with seniors in the community.

**Fund Track** Project Fund

**Project Site** Senior Activity Centre

**Project Type** Bonding Event

**Project Duration** 4.5 Months (1 month for approval, activities over 3 months)

**Funding Amount** \$750

**Community Match** \$12,600

**Community Outreach** 254 residents



## What were the motivations behind the project?

“Singapore is aging rapidly, where 20% of its population would be aged 65 years and above by 2030. Unfortunately, ageing is synonymous with physical and mental declines. Although the efficacy of physical exercise to combat physical and even mental declines is well-founded in sports-science research, awareness level is found to be low amongst the seniors in our communities. We hope to share this knowledge by designing a programme which consist of a series of activities so that seniors can have the opportunity to experience the benefits of physical activities.”

-Ms Jessica Quek



## What was the process like and what were the considerations?

### (1) Site Identification & Considerations

In choosing the site, the team considered the profile of their target audience and the need to ensure the safety of the senior residents during the event. Accessibility of the location was also an important factor that was considered when choosing the venue to organise the activities.

In the end, the students decided to collaborate with Senior Activity Centres (SACs) as they are drop-in centres for senior residents living in the neighbourhood, thus making it a convenient and accessible location for senior residents. In addition, as SACs are equipped with chairs and tables, it would facilitate the event set-up.

### (2) Approval for use of site

The students developed the programme outline and sketched out the layout plan for their activities, including listing down the types of equipment and furniture needed.

With a clear programme outline and layout plan, the students approached and got the support and approval from various SACs i.e. Geylang East Senior Care Centre, Harmony Activity Centre and CareElderly Senior Activity Centre to conduct their activities at the respective venues.

### (3) Approval on the funding amount & appointment of contractor

With the support from the SACs, the students proceeded to source for the exercise equipment and items needed for the event. After reviewing the prices from various vendors, they submitted the quotes with their corresponding assessment to get HDB's approval on the final scope of the activities and the funding amount.

The students purchased the items only after HDB's approval has been obtained.



**TIP**

If you are reaching out to seniors, choose a location that is easily accessible.

## (4) Project Management

During the planning of the event, the students ensured that the stakeholders e.g. SACs were kept informed of any changes or updates to the programme outline, activities and materials needed for the event.

After each purchase, all the receipts were immediately handed to the team leader for recording and safekeeping purposes.

On the event day, the students ensured that the venue was set up according to the approved plan e.g. layout of furniture for the activities. They also ensured that the programme ran according to schedule.



### TIP

If you are organising an event at a Senior Activity Centre, you may consider inviting seniors living in the neighbourhood to participate.

## (5) Celebrating the completion with the community

To reach out to more seniors for their event beyond the SACs' members, the students publicised their event widely to the other senior residents living around the neighbourhood.

The team reached out to a total of 254 seniors through the programme.

“ I had a good time participating in the activities with my neighbours! The session was well organised and I also enjoyed interacting with the students”

- Mr Tan Thye Kok



“ I had fun participating in the activities organised by the students. The exercises taught were simple and easy to follow. I am able to do these exercises even at the comfort of my own home”

- Mr Ho Tat Heng



## Cost breakdown

The students sourced for the required items and worked with HDB to assess the quotations received.

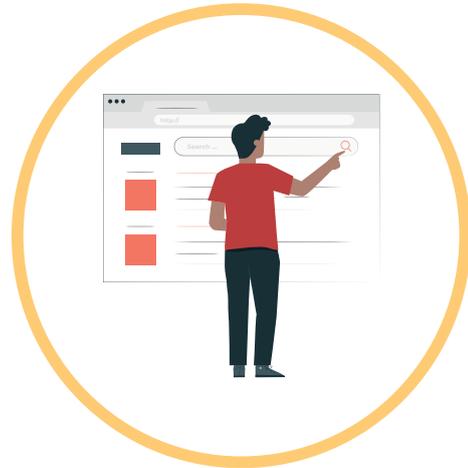
S/N	Description	Qty	Sub-total (GST inclusive)
1	Supply of 100 resistance sports band	100	\$280
2	Supply of drawstring bag with front pocket and earphone slot	70	\$140
3	Supply of sports towel	70	\$220
4	Supply of bottled water (24 x 330ml)	11	\$100
5	Supply of packet biscuits	70	\$10

*All quotations and prices stated are accurate at the point of sourcing and may have changed. The vendors listed were appointed by applicants and are not to be taken as suppliers authorised by HDB.*

# Community match contributed by Temasek Polytechnic



**Engaging the community on programme concept**



**Sourcing for quotations**



**Event design, site set-up and implementation**



**Volunteer briefing**

# ADDITIONAL RESOURCES

Use this project checklist as you carry out your planning

## Inspired to start your own community project?

- Need electricity or new power points?
- Involve structural works?
- Need water supply?
- Organising events?
- Need permanent storage space?
- Drilling required?
- Want to add movable furniture?
- Growing plants?
- Ground excavation works required?
- Projects in unsheltered open spaces?
- Projects on rooftop/ car park?
- Removal of existing facilities or plants?
- Proposed works require oversight and management after completion?
- Incorporating artistic elements?
- Creating spaces for young children?

## Need Electricity or New Power Points?

Find a site with a nearby electrical distribution box (DB).

Factor in the cost for wiring works. [refer to estimated costings in case studies above]

Factor in the cost for licensed electrical worker (LEW) to certify the completed works. [refer to estimated costings in case studies above]

## Involve Structural Works?

*(e.g. building shelters, hacking of walls, and floor etc)*

Proposed site should be at least 3 metre away from staircase discharge to comply with fire safety regulation by SCDF.

Factor in an additional 3 - 5 weeks to your project timeline for endorsement from HDB, Town Council and other community stakeholders.

Factor in \$4,000 - \$9,000 for Qualified Persons (QPs) to certify the completed works.

## Need Water Supply?

Locate the nearest water point.

Factor in the cost of water piping works. To cut cost, find a project site with the existing water point nearby.

Factor in the cost for Qualified Persons (QPs) to certify the completed works.

## Organising Events?

Look for site with high traffic flow, is readily accessible and big enough to accommodate the expected turnout.

Factor in 2 weeks to publicise the event

Consider the impact of event e.g. noise on the nearby households and public safety. If possible, do let the affected households know of the event beforehand.

## Need Permanent Storage Space?

If you plan to enclose a space, limit each storage space to 2sm. The proposed storage provisions will need to be cleared by HDB.

Factor in \$3,000 - \$5,000 for fire safety equipment (fire hose, extinguisher).

Factor in an additional 3 - 5 weeks to your project timeline for endorsement.

## Drilling Required?

Check in with HDB to ensure that the walls are not structural walls.

Factor in an additional 2 weeks to your project timeline for endorsement.

## Want to Add Movable Furniture?

Factor in a maintenance and management regime to ensure that the furniture will remain in good condition for public use.

Consider a site with good traffic as strong human presence could aid in preventing theft and vandalism.

Consider creating a small (<9sm) storage space where furniture can be kept or stowed.

Use non-combustible material for your furniture.

## Growing Plants?

Consider if water and/or electrical works is/are required.

Consider the theme of the garden and the plant species to be planted.

Factor in a maintenance and management regime  
Consider if the site has sufficient sunlight for the type of plants.

Consider if the team require expert advice from NParks or town council.

## Ground Excavation Works Required?

Factor in cable detection services which cost about \$2,500.

Factor in extra 2 weeks to your project timeline for endorsement.

## Projects in Unsheltered open spaces?

Factor in 5m safety buffer from nearest block to prevent risk of killer litter.

Prepare wet weather programme.

For projects involving construction or fixed installations, materials should be non-flammable, non scalding, can withstand weather elements and durable.

## Projects on Rooftop/ Car Park?

Consider site visibility and set up wayfinding signages to event space.

For projects involving construction or fixed installations, factor in extra 3 - 5 weeks for an evaluation on whether the existing structural loading can support the proposed use.

## Removal of Existing Facilities or Plants?

Factor in time to seek Town Council's endorsement as common properties form part of Town Council's assets.

Shortlist alternative sites for relocation, if required.  
Factor in potential cost to make good the site and its surroundings after removal works are done.

## Proposed works require oversight and management after completion?

Engage community stakeholders early to seek their buy in to assist in the maintenance of the proposed works.

Shortlist site near existing social organisation (e.g. residents' committee centre, VWO/ NGO etc).

## Incorporating Artistic Elements?

Factor in up to 3 design iterations with community stakeholders.

Design should be sensitive towards gender, political, racial, and religious, etc.

Consider maintenance requirement and identify parties responsible for its maintenance and upkeep.

Consider seeking resources and expert advice from National Arts Council.

## Creating spaces for young children?

Children should not need to cross roads to access the site

ECDA has a set of guidelines to ensure that young children's use of public spaces is safe. Additional checks with ECDA and compliance may be needed.

Facilities for parents and caregivers should be catered for at the site (e.g. seats overlooking the space etc)

*Fulfilling **Dreams**, Building **Homes**, Creating **Communities***

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