

To whom it may concern

Dear Sir/Madam,

RE: Support the Smart Cities Education Initiatives

The [Smart Cities Education](#) (SmaCE), armed with its motto “By the People, For the People” focuses on two initiatives:

- 1) The “Awareness, Consequence of Inaction, Consequence of Action and Sharing” provides the four pillars to Environmental Sustainability education that promote the cause of Sustainability Development Goal (SDG) 11 – specific for the younger generations; and
- 2) The movement to minimize “Digital Waste” – the extra bytes that reside in the Cloud and local hard-drives that is of little or no value.

For SmaCE, we will need help and volunteers for the following accomplishments:

- a) Volunteers to develop environmental sustainability content that is suitable for different age-group brackets (See Appendix A);
- b) Monetary, Software, Hardware and in-kind donations as capital to operationalize (a) – see Appendix B;
- c) Activity venue (in the aftermath of COVID-19 pandemic) to actualize (a) and (b); and
- d) Expertise-in-residence to curate and proof-read scripts, videos, and e-learning packages delivered in (a).

For the Digital Waste (D-Waste) initiative, we hope to gain support through:

- i. Participation and Pledge of individuals and companies to endorse their commitment to reducing digital waste by practicing good digital house-keeping habits through our sharing of best-practises;
- ii. Ambassadors of D-Waste to help promote (i);
- iii. Development of educational packages to operationalize (i); and
- iv. Hardware, software, and in-kind donations (see Appendix B) to keep the movement sustainable.

The two projects are under the watch of Edtrix Innovations Pte. Ltd; it will extend its operations to support the cause and activities of SmaCE, especially in the use of its leaning innovation in development - “The Learning Companion” – a digital mentor and personal assistant to each learner. More information is available at <http://www.thelearningcompanion.com>. This initiative is to support SDG 4 - Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.

We hope you can help us in this journey through your support in the various form listed. There are also benefits to you (see Appendix C). Do contact me at makwk@smartcitieseducation.com or WhatsApp to +65 9438 7287.



Dr. Mak Wai Keong

Founder of Smart Cities Education

CEO, Edtrix Solutions, and Edtrix Innovations Pte. Ltd.

Age Group Bracket and development needs

Age-Group Bracket	Material Form	Developed For
K2 (4-6)	Slides with description; Animations with narrations Lesson plans	Kindergarten teachers, parents, and care-givers
Primary 1-Primary 3	Slides with Description Illustrations	Teachers, parents and tuition teachers
Primary 4- Primary 6	Same as for P1-3 Discussion and sharing include in the learning	Same as for P1-P3
Secondary 1- Secondary 2	Slides with description; Animations Lesson plans	Teachers, parents and tuition teachers
Secondary 3 – Secondary 5	Slides with description; Animations Lesson plans	Teachers, parents and tuition teachers
PreU 1 – PreU 3	Slides with description; Animations Lesson plans	Teachers, parents and tuition teachers
Institute for Technical Education (NITEC)	Slides with description; Animations Lesson plans	Teachers, parents and tuition teachers
Polytechnic 1-3 (Diplomas)	Slides with description; Animations Lesson plans	Teachers, parents and tuition teachers
University level	Slides with description; Animations Lesson plans	Teachers, parents and tuition teachers
Parents	Lesson Plans	Resources adapted from above
Tuition Teachers	Lesson Plans	Resources adapted from above
Tuition Centres	Lesson Plans	Resources adapted from above

Appendix B

Monetary, Software, Hardware and in-kind

Item	Number	Remarks
Hardware: Laptops with associated accessories (e.g., mouse, etc.)	6	To be installed with special software needed to develop videos, e-learning package
Software: Microsoft 365	6	For slides and training material development
Software: iSpringSolutions Suite for Education	3	For the development of e-Learning package from MS PowerPoint slides
Software: Articulate 360	3	For the development of e-Learning package
Learning Management System	2	Canvas, iSpring Learn, Moodle, etc.
Software: Adobe Captivate	2	For the development of e-Learning package
Complimentary use of activity space and storage for hardware	1+1	A small office for operations and storage, and activity space for training and continuous range of activities
Monetary Contributions	SGD\$120,000	For the development of marketing and promotional collaterals, reimbursement of cost (if necessary), and operational material cost for activities. Approximate to SGD\$10k per month
In-Kind Assistance	As many as possible	For the conduct of activities, training, and development of training resources, media production

Appendix C

Benefits To You

Donation of Hardware and Software	You/your company is the distinguished supporters of our causes in events and on our website.
Donation in-kind	Your contribution will not go unnoticed – your name and institution tag to the development and effort, but you can also choose to be the unsung heroes. Free and Peer training will allow developers to create content, videos, and interactions pertinent to the learning.
Monetary contribution	We will provide a financial statement that ensures accountable, proper, and appropriate use of your contribution to the good cause.
Complimentary use of Space	We will help to create vibrancy and visibility of the premise as part of our activities.

Most importantly, you gain an invaluable network of professionals that may change your life forever.

Resources Links

1. About Dr. Mak Wai Keong: <http://www.edtrixsolutions.com/aboutme/>;
2. Edtrix Solutions: <http://www.edtrixsolutions.com>;
3. Edtrix Innovations Pte. Ltd.: <http://www.edtrixinnovations.com>;
4. Smart Cities Education: <http://www.smartcitieseducation.com>/ or <http://www.smace.online>; and
5. The Learning Companion: <http://www.thelearningcompanion.com>;
