



National  
Heritage  
Board

## **HERITAGE RESEARCH GRANT** **APPLICATION GUIDELINES**

Thank you for your interest in the Heritage Research Grant (“**HRG**”) of the National Heritage Board (“**NHB**”). Please read this document carefully before applying and we wish you success with your application.

*This document was last updated on 18 Jan 2024. NHB reserves the right to make changes to these guidelines at any time, without prior notice.*

### **1. Heritage Research Grant**

- 1.1 The HRG aims to encourage researchers, who are endorsed by a supporting institution registered and based in Singapore such as an Institute of Higher Learning,<sup>1</sup> non-governmental organisation, company limited by guarantee or professional body (“**Supporting Institution**”),<sup>2</sup> to embark on heritage-related projects for the documentation and preservation of Singapore’s heritage and its connectivity to the region.

### **2. Eligibility, Application and Review Process**

- 2.1 Application for the HRG is open to teams of researchers, each team comprising one (1) Principal Investigator (“**PI**”) heading the team and one (1) or more Co-Investigator(s) (“**CIs**”) assisting the PI in conducting and managing the project.
- 2.2 The PI and the project must be endorsed by the Supporting Institution, as required under the HRG Application Form. If the application is successful and accepted by the PI, the HRG will be awarded to the PI and disbursed through the Supporting Institution as set out in section 5 below.
- 2.3 The HRG will only be offered for projects that have not commenced.
- 2.4 The table below lists the key dates and windows you will need to keep in mind as you are preparing your application for this round of grant call:

<b>Start of Grant Call</b>	<b>Closing Date for Application</b>	<b>Notification of Results</b>	<b>Projects Starting From</b>
22 Jan 2024	25 Mar 2024	Mid to late Jun 2024	Jul - Aug 2024

<sup>1</sup> Institutes of Higher Learning include universities, polytechnics and Institutes of Technical Education (ITEs) in Singapore.

<sup>2</sup> Institutions, such as NGO, NPO, CLG, etc. must be registered with the Accounting and Corporate Regulatory Authority, the Registry of Societies or Commissioner of Charities, as the case may be.

Please note that projects that have been awarded should commence within one (1) month from the date of acceptance of the grant.

- 2.5 There will be designated research theme(s) for each grant call, which will be published on the HRG page on NHB's website (URL: <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/grants/grants/heritage-research-grant>) at the start of the grant call. Applications are encouraged to be aligned to the research objectives stipulated for each themed grant call. Projects that do not fulfil the grant call theme may be considered based on the merits of the proposal.
- 2.6 To apply, please refer to the HRG's profile on the OurSG Grants portal (URL: <https://oursggrants.gov.sg/>). Applications are only accepted through OurSG Grants portal via the Supporting Institution's Corppass account. The PI shall submit a soft copy of the completed HRG Application Form and relevant supporting materials in Microsoft Word format to OurSG Grants portal. Incomplete applications without the required supporting materials, applications which have not adhered to the page/word limits or submission formats and/or late applications sent after the application closing date will not be accepted.
- 2.7 Funding support is awarded through a competitive evaluation process. All applications will be reviewed by the Heritage Advisory Panel ("**HAP**"), an external panel appointed by NHB and comprising a team of academics and experts in areas related to heritage, which will make recommendations to NHB, with NHB as the final approving authority.
- 2.8 The evaluation criteria for the HRG are as follows:

<b>ASSESSMENT CRITERIA</b>	
<u>Methodology</u>	<ul style="list-style-type: none"><li>• Definition and articulation of the project's objective(s)</li><li>• Robustness and strength of the methodology</li><li>• Clarity in describing and explaining the methodology</li><li>• Feasibility of project methodology</li><li>• Alignment with the HRG's objectives</li></ul>
<u>Content</u>	<ul style="list-style-type: none"><li>• Originality of the proposed project</li><li>• Ability to fill in the gaps in existing research and knowledge</li><li>• Relevance to local context (i.e. Singapore's heritage, culture, etc.)</li><li>• Potential in generating interest in heritage circles and the general public</li></ul>
<u>Applicant's/Team's Ability</u>	<ul style="list-style-type: none"><li>• Track record and credentials</li><li>• Relevance of area(s) of expertise</li><li>• Publications and past projects (if any)</li></ul>
<u>Project Management</u>	<ul style="list-style-type: none"><li>• Reasonableness and value-for-money of requested budget</li><li>• Acceptability of proposed timeline</li></ul>

<ul style="list-style-type: none"> <li>• Effective use of resources available (if applicable)</li> </ul>
<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> <li>• Any other considerations not included in the abovementioned criteria (e.g. innovative use of technology, public engagement and involvement, etc.)</li> <li>• Strength of project proposal with regards to applied research / industry, cross-institutional, cross-disciplinary collaboration and so on (when relevant)</li> <li>• Qualifying proposals that address at least 1 priority theme</li> </ul>

For each application, the PI may be called for a 15-minute interview session with the HAP/NHB.

2.9 Successful applicants will receive a Letter of Award containing:

- (a) HRG Acceptance Form;
- (b) Project/Disbursement Schedule (the grant will be disbursed in stages upon completion of key agreed milestones of the project); and
- (c) Itemised breakdown of approved grant quantum
- (d) Terms and Conditions for the grant.

2.10 The grant offer set out in the Letter of Award will be valid for two (2) weeks from the date of the same (unless otherwise agreed between the applicant and NHB). The offer will lapse if it is not accepted within the stated period, in accordance with the requirements set out in the Letter of Award, e.g. return of an executed/signed copy of the HRG Acceptance Form together with all other supporting documents (including a 250-word project research abstract).

2.11 Unsuccessful applicants will receive a Letter of Notification upon the completion of the evaluation process.

2.12 NHB's decision is final, and NHB is not obliged to disclose reasons in relation to any decision such as the approval or rejection of any application or the awarded grant amount. Appeal cases will be reviewed only on grounds of possible improper processing procedures. If you wish to appeal, you must substantiate these claims with concrete evidence and reasons. Please submit your appeals by email to [heritage\\_research@nhb.gov.sg](mailto:heritage_research@nhb.gov.sg) and indicate your project title and case number in the subject line of the email, within fourteen (14) days from the date of the Letter of Notification, and in any case before the commencement of the proposed project.

### **3. Deliverables, Reports and Presentations**

- 3.1 As part of the application, the PI must propose suitable deliverables for the project. The finalised deliverables and project schedule will be agreed between NHB and the PI, and set out in the Project/Disbursement Schedule that accompanies the Letter of Award.
- 3.2 The PI will also be required to provide updates on the project (e.g. progress of the project, breakdown of expenditure, changes in the research team) via the Progress Report Form every calendar quarter (i.e. by the last day of March, June, September, December).
- 3.3 In addition to the specific deliverables for the project, the PI must also submit the following:
- (a) A final report (in both softcopy and hardcopy) of between seven thousand (7,000) to ten thousand (10,000) words in length, with an executive summary of up to 500 words:
    - (i) consisting of the research background, objectives / scope, methodology, research findings / impact(s), and proposed next steps (if applicable);
    - (ii) with the primary sources and raw data that are of particular interest or relevance also included with the final report as annexes;
    - (iii) to avoid doubt, the bibliography, footnotes and annexures / appendices shall not be included in the word count.
  - (b) All photographic and video documentation for the project, in softcopy (stored in a virus-free storage medium such as a DVD-R or hard disk drive) that can be viewed on a laptop or computer.
  - (c) A concise article of between 1,000 to 2,000 words capturing the project's key research findings. This article may be published on NHB's Roots.SG website.
- 3.4 The PI shall also deliver a final presentation of key project findings to NHB, and further presentation(s) to NHB and its invited third parties, if so required by NHB.
- 3.5 All deliverables, reports and presentation(s) must be in the English language unless otherwise agreed in writing by NHB.

#### **4. Indirect Research Cost**

- 4.1 Any indirect research costs ("IRC") charged by the Supporting Institution must also be included in the total amount of the grant requested. The IRC is calculated as a percentage of the direct costs budgeted for the project.

## **5. Grant Quantum, Management and Disbursement**

- 5.1 The project must be completed within the maximum period of two (2) years from the date of acceptance. For two-year projects, the maximum grant quantum is capped at S\$150,000. For one-year projects, the maximum grant quantum is capped at S\$75,000.
- 5.2 NHB will disburse the grant to the PI through the Supporting Institution, which will be in charge of disbursing the grant to the PI. Disbursement of the funding will be in three (3) tranches as follows:

FIRST TRANCHE	SECOND TRANCHE	THIRD TRANCHE
50% of grant quantum will be disbursed within 30 days of the PI's acceptance of the Letter of Award.	30% of grant quantum will be disbursed at a suitable project milestone as agreed between NHB and the PI, as set out in the Project/Disbursement Schedule.	20% or remainder (should the project's actual cost be less than the estimated cost) of grant quantum will be disbursed upon submission of all project deliverables and requirements, and when objectives have all been met.

- 5.3 Please note that the grant may be taxed as part of the gains or profits from the trade or business if it supplements the trading receipts or defray operating expenses of your organisation unless your organisation is a registered or exempt charity. If you need clarification on the taxability of the grant, please refer to [www.iras.gov.sg](http://www.iras.gov.sg) or consult a professional tax advisor.
- 5.4 The PI must ensure that all purchases made using HRG funding are obtained at reasonable/market rate(s) and through transparent procurement processes. The standard procurement process established by the PI's Supporting Institution should be adhered to. If there is no such standard process, the following requirements will apply:
- (a) A minimum of two (2) quotes must be obtained for each item to justify purchases between S\$500 and S\$3,000; and
  - (b) Quotes sought for purchases above S\$3,000 must be reviewed and approved by NHB.

Whenever required, NHB may request for the submission of quotes and/or receipts as part of the documentary verification for the disbursement of the HRG funding or otherwise conduct audits.

- 5.5 HRG funding may be used to cover:

- (a) Honoraria/Stipends for PI and CIs and additional researchers where applicable<sup>3</sup>;
- (b) Procurement of services to support the project (e.g. manpower support to conduct fieldwork and interviews; professional photographer and/or videographer; specialised technological/technical capabilities; archival and digital scanning of images, manuscripts, transcripts, oral interviews; design and editorial support);<sup>4</sup>
- (c) Procurement of materials required for the project (e.g. photocopying and printing services; recording/storage media/devices; rental of hardware and equipment; stationery);
- (d) Legal advice/related fees required for the project (e.g. licence fees for the use of third party intellectual property rights); and
- (e) Loan and access fees of relevant reference materials and online archives/databases.

**5.6 HRG funding generally does not cover:**

- (a) Overseas travel (e.g. flights, accommodation)<sup>5</sup>;
- (b) Purchase of equipment<sup>6</sup>;
- (c) Entertainment claims; and
- (d) Legal fees not directly related to the project (e.g. patent applications, commercialisation expenses, registration of any intellectual property rights).

## **6. Changes to Project**

**6.1** There should be no changes to the project (including but not limited to its specifications and schedule as set out in the Letter of Award) without the prior written approval of

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<sup>3</sup> Honoraria/Stipends may be drawn by part-time researchers and/or freelance researchers who are not funded by their respective universities, research institutions and NGOs.

<sup>4</sup> In general, NHB does not need to approve variations in manpower-related salaries for researchers involved in the project unless they differ from what was originally approved by NHB. For instance, HRG PIs may manage the manpower funds to hire research assistants, based on the approved indicative salary range and so long as the Budget funding cap is not exceeded, NHB only needs to be kept informed. Formal NHB approval is required if there are any changes to the original approved quantum for the PI or CI, such as honorarium payments. If there is any doubt, please contact NHB accordingly.

<sup>5</sup> Overseas travel/trip(s) that are essential and directly related to the project may be considered on a case-by-case basis. Please contact NHB with regard to any queries on the same prior to embarking on the relevant trip(s).

<sup>6</sup> The purchase of equipment that is essential and directly related to the project may be considered on a case-by-case basis. Please contact NHB with regards to any queries on the same prior to the purchase.

NHB. Any request for changes must reach NHB no later than four (4) weeks prior to the proposed date of such variation.<sup>7</sup>

- 6.2 Retrospective requests for changes will not be allowed, and any unauthorised changes will constitute a breach of the grant terms.
- 6.3 Change of the PI will be subject to NHB's prior written approval, with at least two (2) months' prior written notice of the request, together with reasons and the written consent of the nominated replacement PI (if any). The nominated replacement PI must be from the same Supporting Institution.
- 6.4 Changes to CIs are permitted but must be informed in the relevant progress report.
- 6.5 For the avoidance of doubt, change of the Supporting Institution is not permitted.
- 6.6 For all variation requests, NHB's decision (which may be provided with or without reasons) is final and appeals will not be entertained.

## 7. Intellectual Property Rights / Acknowledgements and Licence for Use

- 7.1 All rights, title to or interest in, all intellectual property rights generated by the PI and/or CIs for the project ("**Foreground IP**") shall be retained by the PI and/or CIs.
- 7.2 In consideration of NHB agreeing to the vesting of the Foreground IP in the PI and/or CIs, the PI shall (a) grant to NHB, free of any additional charge, an irrevocable, worldwide, perpetual, non-exclusive licence to use, modify and reproduce the Foreground IP and (b) procure that the CIs and any of the PI's subcontractors and suppliers grant the same licence to NHB in respect of any Foreground IP vested in them.
- 7.3 The PI and CIs may publish their findings, observations or other commentary in relation to the project at any symposia, national, international or regional professional meetings or in any book, journal, thesis, dissertation, newspaper or otherwise, subject to the following:
  - (a) All publications shall acknowledge the funding support of NHB by including the following line: "***Supported by the Heritage Research Grant of the National Heritage Board, Singapore.***"
  - (b) The PI and CIs shall only use/publish materials in which they own or have been granted the necessary intellectual property rights for such use. It shall be their responsibility to ensure that such publication will not infringe the intellectual

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<sup>7</sup> Variations to the approved project include changes in the use of funding, research methodology, milestones, schedule, deliverables, etc.

property rights of any third party and NHB accepts no liability for all third party claims in relation to the same.

- (c) All publications in connection with the project shall also include the following disclaimer: ***“Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Heritage Board, Singapore.”***
- (d) The PI shall inform NHB in writing of any publications relating to the project, and provide NHB with two (2) copies of such publications for records.

## 8. Additional Requirements

- 8.1 NHB, giving at one (1) month’s written notice, may request for the PI’s participation (whether as an attendee or presenter) in meetings or seminars in related fields of research. The PI shall not unreasonably refuse to attend any such meeting or seminar.
- 8.2 NHB may send the final report to an external assessor for a blind and confidential evaluation. The evaluation report will be shared with the PI.
- 8.3 The PI shall store all project reports in the repositories of the Supporting Institution for the period as stipulated under the internal guidelines of such Supporting Institution. In the event that no duration is stipulated in the internal guidelines, such materials shall be stored for a period of ten (10) years.
- 8.4 The PI shall deliver further presentation(s) to NHB, if required by NHB giving at least one (1) month’s prior written notice. To avoid doubt, NHB may also invite third parties to such presentation(s), save that NHB shall provide the PI with prior notice.
- 8.5 If the project involves human participants or the use of potentially sensitive economic, social or personal data, the PI shall obtain the necessary clearance(s) from an Institutional Review Board (if available) or a reputable peer reviewer and all relevant authorities before commencement of the project and such activities, and provide a copy of such clearance(s) to NHB within seven (7) days of receipt of the same.

## 9. Termination and Reduction of Funding

- 9.1 NHB may terminate the grant or reduce, forfeit, withdraw or reclaim any part or all of the grant with immediate effect by written notice to the PI if NHB considers that any of the following events has occurred:
  - (a) there is a breach by the PI of the grant terms, including:
    - (i) use of any part of the grant for purposes other than for the project; or
    - (ii) the reporting requirements or deliverables are not met to NHB’s satisfaction;



- (iii) the project is changed significantly without prior written approval from the Agency;
- (b) the PI has failed to make satisfactory progress on the project; or
- (c) if at any time it becomes evident to NHB that the PI will not be able to deliver the project;
- (d) there has been improper or imprudent use of the grant;
- (e) there has been any material representation or statement made or deemed to be made by the PI which is false, inaccurate or misleading when made or deemed to be made, or breach of warranty or material non-disclosure by the PI to NHB under or in connection with the grant terms or for the purposes of seeking the grant;
- (f) there has been a contravention of any laws by the PI;
- (g) the relevant authorities have initiated an investigation into any alleged wrongdoing by the PI;
- (h) the PI has engaged in any activity involving dishonest intent or bad faith;
- (i) the PI has acted in a manner that is damaging or potentially damaging to NHB's interest, reputation, or secularity;
- (j) there is mismanagement or gross negligence in the management of the grant;
- (k) The PI and/or project:
  - (i) has a political or religious agenda, or the PI or any collaborating party has proselytised a particular faith when carrying out the Project;
  - (ii) has advocated or lobbied for lifestyles seen as objectionable by the general public;
  - (iii) has denigrated or debased a person, group or class of individuals on the basis of race or religion, or served to create conflict or misunderstanding on our multicultural and multi-religious society; or
  - (iv) has undermined the authority or legitimacy of the government and public institutions, or threatened the nation's security or stability;
- (l) the project is profit-making;
- (m) the Supporting Institution has withdrawn its support of the PI and/or the conduct of the project; or
- (n) the PI has left the employment of the Supporting Institution.

9.2 Upon termination due to the reasons set out in paragraph 9.1 above, NHB shall be entitled to require the PI to repay all grant amounts which have been disbursed to the PI up to the date of termination, less the amount needed to offset expenses already reasonably accrued on the date of notification, and such repayment shall be made within twenty-one (21) days of the written notification of NHB.

9.3 NHB may, in lieu of termination of the grant under paragraph 9.1 above:

- (a) reduce the grant to such amount as NHB may in its sole and absolute discretion determine; and
- (b) require the PI to repay NHB all or any part of the grant that has been disbursed, regardless of whether the PI has utilised such grant and such repayment shall be made within twenty-one (21) days of the written notification of the Agency.

9.4 Where NHB has reasonable grounds:

- (a) to suspect that the PI is in breach of the grant terms; or
- (b) to believe that there is a serious concern relating to the PI or the project that requires investigation,

the Agency may investigate into the matter or await the outcome of the investigations by the proper authorities. Pending investigations and decision, the Agency may:

- (i) withhold the disbursement of any part of the grant until investigations are complete; and
- (ii) require the PI not to incur any further expenditure using the grant.

During such investigation period, the PI shall render all co-operation with the Agency.

9.5 NHB shall, to the extent permitted by law, have the right to terminate this Agreement by written notice with immediate effect if:

- (a) the PI becomes bankrupt or dies; or
- (b) there is conflict of interest on the part of the PI which cannot be avoided.

NHB may, upon the occurrence of any of the events set out in (a) to (b) above, opt instead to withhold further disbursements of the grant before deciding whether to terminate the grant.

9.6 NHB shall also have the right to terminate the grant for convenience by giving at least one (1) month's written notice to the PI without having to assign any reason, and the PI shall have no claim for any damages or compensation.

9.7 Upon receipt of notice of termination under this Clause 8, the PI shall:

- (a) work to bring the project to a close and take steps to minimise the losses arising from such closure;
- (b) immediately cease utilisation of the grant unless otherwise approved NHB;
- (c) return within twenty-one (21) days of receipt of such notice of termination any unexpended grant to NHB;

- (d) provide to NHB all work-in-progress deliverables and other materials for the project as obtained, collected or developed up to that point, and grant to NHB the licence to use the same on the terms set out in paragraph 7 above; and
- (e) submit a report on the expenditure of the grant as soon as practicable in such format as NHB may require.

9.8 Termination of the Agreement shall:

- (a) not operate as a waiver of any breach by the PI of any of the grant terms; and
- (b) be without prejudice to all other rights, remedies, liabilities, and obligations which has accrued prior to such termination.

9.9 The PI agrees that NHB will not be liable for any losses incurred by the PI as a result of any termination, reduction, forfeiture or withholding of any part or all of the grant or the recovery of any grant amounts in accordance with the grant terms.

## **10. Miscellaneous**

- 10.1 The grant is not transferable and must not be used for any purpose other than the approved project. All concerned costs must be factored into the application submission.
- 10.2 All applicants shall not inform or broadcast to the media (including print, online and social media) about their application for HRG, the related application process, and the results of the application without the prior written consent of the NHB.
- 10.3 **If your application is successful, please note that the PI will also be required to accept the Letter of Award, including a more comprehensive set of Terms and Conditions for the grant, as a condition for the grant. In the event of any inconsistency between these guidelines or any other document and the Terms and Conditions, the Terms and Conditions shall prevail.**

## **11. Enquiries**

- 11.1 For enquiries, please contact:  
Email: [heritage\\_research@nhb.gov.sg](mailto:heritage_research@nhb.gov.sg)  
Telephone: 6015 8993