**Appendix**

**Timeline for NMF(R) and NMF(M)**

**I. Grant Application**

**II. Grant Approval**

**III. Grant Disbursement** (On reimbursement basis)

**IV. Two Additional Grant Application Periods** (for urgent works only)

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| **Grant Stages** | **Indicative Timeline** | **Action by** | **Remarks** |
| 1. **Grant Application** | | | |
| Hard copy of application form with supporting documents to reach PSM office | By 12 noon,  31 Oct\* annually | Monument owners | Strictly no extension.  \*If 31 Oct is a non-working day, the closing date will be brought forward to the last working day. |
| Acknowledgement of application | 2 weeks from  date of receipt | PSM | PSM will follow up with clarifications on the application after acknowledgement. |
| 1. **Grant Approval** | | | |
| Hard copy of letter of grant offer to be sent to monument owners. | By early May annually | PSM | Timeline is indicative, barring unforeseen circumstances. |
| Hard copy of signed acceptance of letter of grant offer to reach PSM office | Within 30 days from date of grant offer letter | Monument owners | Monument owners must send a copy of the contract document(s) for the approved works to PSM within 10 days of signing contract(s). |

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| **Grant Stages** | **Indicative Timeline** | **Action by** | **Remarks** |
| 1. **Grant Disbursement** (On reimbursement basis) | | | |
| Completion of grant-approved works | NMF(R): Within 2 years from grant offer  NMF(M): Within 1 year from grant offer except for routine, annual contract works (e.g. termite control, plant removal on building etc.) | Monument owners | Do note that the NMF grant offers are subject to the approved works being completed within the stipulated time frames.  Failure to do so will void the grant offer.  Should an extension be required, please inform PSM at least 2 months before in writing, prior to the end of the grant offer. This is to allow for PSM’s internal evaluation. |
| Hard copy of disbursement form with supporting documents to reach PSM office | Within 3 months of last completion of grant-approved works | Monument owners | In general, the grants will be disbursed as a single payment subject to conditions of the grant stated in the letter of grant offer.  Progressive payments can be arranged with justifications provided, subject to PSM’s approval in writing. |
| Disbursement to owners | Receipt of required documents. | PSM /NHB Finance | - |

**IV. Two Additional Grant Application Periods** (For Urgent Works)

Arising from Monument Owners’ feedback for additional application windows for NMF grants to facilitate urgent works / supporting investigation works, two scenarios for Monument Owners to submit additional applications are provided.

**Scenario I: Application for NMF (R) and (M) submitted by 31 Mar each year**

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| OCT 2017 | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT 2018 | |  |
| **Standard Grant Application  Window** | NMF Application Processing Period | | | | | | Award |  |  |  |  | Standard Grant Application Window | |  |
|  | **SCENARIO 1** | | | | | SCENARIO 2 | | | | | | | |  |
|  |  |  |  |  | **31 Mar 2018** | |  |  |  |  |  | |  |  |

Application for NMF (R) and (M) submitted by 31 Mar

Processed with applications for FY2018

Case Example for Scenario 1

Oct 2017 : Standard NMF application deadline

Jan 2018 : Owner discovers urgent works, informs PSM for a site visit and assessment.

Mar 2018 : Owner puts in urgent application, only if supported by PSM, on the agreement that NMF evaluation and TC assessment will be independent.

Owner obtains NO OBJECTION from PSM.

Apr 2018 : Urgent Works begin

mid-May 2018 : Owner receives Letter of Award of NMF grant from PSM

Aug 2018 : Urgent Works completed

Aug-Nov 2018 : Owner applies for disbursement

**Scenario 2: Application for NMF (R) and (M) submitted from 1 Apr each year**

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| OCT 2017 | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT 2018 | |  |
| Standard Grant Application  Window | NMF Application Processing Period | | | | | | Award |  |  |  |  | **Standard Grant Application Window** | |  |
|  | SCENARIO 1 | | | | | **SCENARIO 2** | | | | | | | |  |
|  |  |  |  |  | **1 Apr 2018** | |  |  |  |  |  | |  |  |

Application for NMF (R) and (M) submitted from 1 Apr 2018

Processed with applications for FY2019

Case Example for Scenario 2

Jun 2018 : Owner discovers urgent works, informs PSM for a site visit and assessment.

Aug 2018 : Owner puts in urgent application, only if supported by PSM, on the agreement that NMF evaluation and TC assessment will be independent.

Owner obtains NO OBJECTION from PSM.

Sep 2018 : Urgent Works begin

Oct 2018 : Standard NMF application deadline

Jan 2019 : Urgent Works completed

mid-May 2019 : Owner receives Letter of Award of NMF grant from PSM

May-July 2019 : Owner applies for disbursement