

NMF Processing Timeline

Grant Stages	Indicative Timeline	Action by	Remarks
I. Grant Application			
Hard copy of application form with supporting documents to reach PSM office	By <u>12 noon, 31 Oct*</u> annually	Monument owners	Strictly <u>no</u> extension. *If 31 Oct is a non-working day, the closing date will be brought forward to the last working day.
Acknowledgement of application	<u>2 weeks</u> from date of receipt	PSM	PSM will follow up with clarifications on the application <u>after</u>
Notification for applications that do not qualify	<u>4 weeks</u> from date of receipt	PSM	acknowledgement.
II. Grant Approval (By NMF Committee)			
Hard copy of letter of grant offer to be sent to monument owners.	By <u>end April</u> annually	PSM	Timeline is indicative, barring unforeseen circumstances.
Hard copy of signed acceptance of letter of grant offer to reach PSM office	Within <u>30 days</u> 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 <u>10 days</u> of signing contract(s).

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III. Grant Disbursement (On reimbursement basis)			
Completion of grant-approved works	NMF(R): Within <u>2 years</u> from grant offer NMF(M): Within <u>1 year</u> from grant offer <u>except</u> 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. <u>Failure to do so will void the grant offer.</u> Should an extension be required, please inform PSM at least <u>2 months</u> 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 <u>3 months</u> 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	<u>2 months</u> from receipt of required documents.	PSM /NHB Finance	-