



National  
Heritage  
Board

# **Heritage Grants Scheme**

## **HERITAGE GRANTS GUIDELINES**

EDUCATION & COMMUNITY OUTREACH  
5-2-2024

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## 1. OBJECTIVES

1.1. The Heritage Grants Scheme was launched by the National Heritage Board (NHB) in 2013 to provide co-funding support for interested individuals and non-profit groups seeking to develop heritage-related projects that promote learning and appreciation of Singapore's history and heritage. The Heritage Grants Scheme was updated in 2021 to strengthen NHB's support through two types of grants - the **Minor Project Grant** and **Major Project Grant**.

1.2. In 2024, the objectives of the Heritage Grants Scheme were refreshed to align to the objectives of the Heritage Plan 2.0 and to update its funding approach.

1.3. The updated grants scheme aims to support Singapore's lively and diverse heritage scene, by providing grants to co-fund interested individuals and non-profit groups seeking to develop ground-up and community-initiated projects that:

- a) promote the learning and appreciation of Singapore's history and shared heritage;
- b) add to the knowledge and understanding about heritage in Singapore\*;
- c) enhance heritage appreciation in neighbourhoods;
- d) engage the local community; and/or
- e) connect Singaporeans through our shared heritage.

[\*Applicants should clearly demonstrate the uniqueness of their project topic and/or how their project fills or addresses a gap in the field they are researching on.]

## 2. GRANT TYPES

2.1. There are two types of grants offered under the NHB Heritage Grants Scheme – the **Minor Project Grant** and **Major Project Grant**. Please refer to the table below for more details on each grant type. All eligible applicants (see 3. Eligibility) are required to select/indicate which type of grant they are applying for. NHB reserves the right to determine the funding type for all eligible and shortlisted applications.

Heritage Grants Scheme		
About the Grant	Minor Project Grant	Major Project Grant
Funding Support	<p><u>Up to 50%</u> of qualifying project costs, or up to the net deficit* of approved projects, whichever is lower.</p> <p>The maximum funding for a project is <b>S\$50,000</b>.</p>	<p><u>Up to 50%</u> of qualifying project costs, or up to the net deficit* of approved projects, whichever is lower.</p> <p>The maximum funding for a project is <b>S\$150,000</b>.</p>

Heritage Grants Scheme		
About the Grant	Minor Project Grant	Major Project Grant
Suitable For	<ul style="list-style-type: none"> <li>• First-timers, with little/no experience in heritage projects</li> <li>• Starter projects</li> <li>• Projects on recurring heritage themes</li> <li>• School heritage spaces (e.g. heritage corners, galleries, walls)</li> <li>• Small scale projects involving basic research methodologies, less complex techniques and approaches to present heritage findings</li> <li>• Project costs typically below S\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in developing heritage projects</li> <li>• Good track record in carrying out grant/heritage projects</li> <li>• Impactful projects that address research gaps</li> <li>• Projects on lesser-known heritage themes, ethnic communities, traditions, or trades</li> <li>• Larger scale projects involving robust qualitative research, effective and innovative use of inter-disciplinary methodologies, techniques and approaches to present heritage findings</li> <li>• Project costs typically above S\$100,000</li> </ul>
Project Duration	Projects <u>must</u> be completed <b>within 24 months</b> from grant award date, or within the approved Project Schedule in the Letter of Award.	

[\*“Net deficit” refers to the shortfall or negative balance that remains after deducting all income and funding from the total project costs (i.e. the remaining amount not covered/funded after accounting for all available resources and income). Refer to [Annex B](#) for examples on how grant amount is calculated.]

### **3. ELIGIBILITY CRITERIA**

3.1. Parties are **eligible** to apply if they meet the following criteria:

	Minor Project Grant	Major Project Grant
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Singapore Citizen/PR who is 18 years old and above and residing in Singapore.</li> <li>• Locally-registered (see 3.2) non-profit organisations, interest groups and clans/associations.</li> <li>• Schools under the purview of the Ministry of Education (MOE).</li> <li>• Informal groups with a nominated individual or locally legally constituted organisation (to take legal and financial responsibility of the grant).</li> </ul>	

-	<b>Individuals</b> who are applying for the Major Project Grant <u>must</u> apply with a co-applicant(s) <sup>1</sup> ; and projects <u>must</u> have a confirmed partnership with a registered non-profit organisation/society.
-	<b>Non-profit organisations</b> applying for the Major Project Grant <u>must</u> provide a valid Letter of Affirmation at application for assurance of the continuation and completion of the project, regardless of leadership or committee renewals.

3.2. Local interest groups, clans/associations and non-profit organisations must be registered with:

- a) Accounting and Corporate Regulatory Authority (ACRA); or
- b) Society registered with Registry of Societies (ROS); or
- c) Charitable Trust registered with the Commissioner of Charities (COC); or
- d) Co-Operative registered with the Registry of Co-operative Societies; or
- e) Trade Union registered with Registry of Trade Unions.

3.3. Parties who fall under any of the below categories are not eligible to apply:

- a) Individuals and organisations who are neither Singapore Citizens nor Singapore PR, and not residing in Singapore, as well as those who have renounced their Singapore citizenship.
- b) For-profit, revenue generating entities registered under the Accounting and Corporate Regulatory Authority of Singapore (ACRA).
- c) Local and/or foreign public agencies and institutions (e.g. Ministries and Statutory Boards) which receive operational funding from any government agencies. This excludes educational institutions under the purview of MOE.
- d) Individuals and organisations currently receiving funding under NHB Heritage Grants Scheme for other projects.
- e) Individuals and organisations that have outstanding disbursement repayments yet to be returned to NHB.
- f) Individuals and organisations applying on behalf of any entity, as a third-party agent, consultant or equivalent, and are not in direct ownership of the project.

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<sup>1</sup> Co-applicants must also fulfil Section 3 Eligibility Criteria.

## 4. WHAT TYPES OF PROJECTS CAN BE FUNDED

4.1. Below is a list (**not exhaustive**) of common project categories that are eligible for funding:

Project Categories	Examples
Exhibition	Exhibitions may be in physical or digital format; and temporary or permanent in nature. (Note: Temporary exhibitions refer to exhibitions that are only on display for a specific period of time. Permanent exhibitions refer to exhibitions that do not have an end date.)
Publication	Documentation of community related stories (incl. documentation in digital format)
Programme	Cultural workshops, oral history recordings, guided tours of heritage buildings/precincts, public talks
Event	Community events or festivals centred on themes on heritage
Documentary	Podcasts, video stories, etc.
Gallery/Corner	Permanent heritage spaces set up by venue owners; and dedicated to the promotion or education of the public about the heritage of their organisations, buildings, or sites. Heritage spaces often take the form of a gallery, a corner and/or a wall.

4.2. NHB will consider other project categories on a case-by-case basis. Applicants are encouraged to find innovative and effective ways to preserve and present our community heritage.

4.3. NHB welcomes applicants for topics with strong local history and heritage relevance. Applicants are encouraged to align their project themes with any of the heritage categories and outcomes outlined in [Annex A](#).

4.4. Projects related to the performing arts with performance as the primary component/output of the project (as opposed to a means to express, promote, or celebrate heritage) do **not** fall under the list of acceptable project categories. Such projects could be better supported under the National Arts Council (NAC)'s grant schemes.

## 5. WHAT WE DO NOT SUPPORT

5.1. The Minor and Major Project Grants do **not** support projects/proposals that:

- a) Have no/low relevance to Singapore's history and heritage and/or projects that do not meet the grant objectives.

- b) Seek NHB's commissioning as the Minor/Major Project Grants are not commissioning grants (grant recipient is to undertake the project on its own behalf).
- c) Have been completed (e.g. done deals/retrospective costs involved).
- d) Exceed the 24-month grant validity period.

5.2. NHB will also **not** provide financial support for proposals/projects which:

- a) Discriminate against a particular person, group or class of individuals on the basis of race or religion;
- b) Advance a partisan political agenda;
- c) Undermine the authority or legitimacy of the Singapore government and public institutions; and/or
- d) Threaten the nation's security or stability or which are contrary to the interest of the community and society at large.

## **6. FUNDING APPROACH**

6.1. The Heritage Grants will co-fund up to 50% of total qualifying project costs\*, or up to the net deficit of approved projects, whichever is lower; and is capped at a dollar amount (determined based on an approved percentage of the total qualifying project costs at application). The maximum funding is S\$50,000 for projects applying to the Minor Project Grant; and S\$150,000 for projects applying to the Major Project Grant. Refer to Annex B for examples on how grant amount is calculated.

[\*Applicants/Grant recipients must highlight and indicate expenditure items that were sponsored (whether in-kind or cash); and submit documentary proofs of the sponsorship (e.g. a sponsorship letter indicating the item(s) sponsored and the value of the sponsorship).]

6.2. All projected and actual expenditures are subject to evaluation by NHB and must be clearly specified and justified during the application and reimbursement process. Annex C provides guidelines on **non-qualifying costs/expenditures** for projects which the Heritage Grants Scheme will not support. Please also refer to Annex C for further notes regarding honorariums, fees, and internal costs.

6.3. NHB will assess and determine reasonableness of what is declared based on the scope of the project and its deliverables. Where applicable/relevant, NHB has the rights to demand/request for supporting documentations for the claims. NHB must be satisfied with the justifications/explanations before such claims can be supported. Otherwise, NHB has the rights to reject such claims.

6.4. All expenditure incurred **must** be critical and relevant to the project and its desired project outcomes. NHB reserves the rights to reject any non-qualifying or unreasonable expenditures as it deems fit and is under no obligation to disclose reasons for approving or rejecting expenditures.

## **7. APPLICATION CRITERIA**

7.1. The Heritage Grants Scheme is open for application **twice a year**. Submission of online application and successful approval of grant shall be sought before the project commences. The funding does not support done deal, retrospective costs and/or completed projects. Please bear in mind the below table of key dates and grant call closing windows prior to the submission of the online application:

<b>Application Closing Dates</b>	<b>Expected Notification of Results</b>	<b>For Projects Launching After</b>	<b>Acceptance of Offer</b>
15 April	End July	September	Two (2) weeks from date stated in the Letter of Award
15 September	End December	February of the following year	

7.2. Interested parties are required to use their SingPass or CorpPass to submit applications online via OurSG Grants Portal (<https://oursggrants.gov.sg>). Organisations; and, educational institutions and schools under the purview of MOE, applying for the grant must apply using CorpPass, otherwise the application will be deemed as ineligible.

7.3. All applications must be made online via OurSG Grants Portal and must be received before or on the respective application closing dates at 2359h. Late applications or applications received through other platforms (e.g. via postage, email) will **not** be accepted.

7.4. The online application will require submission of **all** mandatory documents and information required for proper evaluation of the application. Refer to Annex D for the list of application documents required.

7.5. Applicants should use the most updated/latest version of the templates that can be downloaded from the OurSG Grants Portal when the grant cycle opens. Incomplete applications without the required supporting materials (stated in 7.4) shall **not** be accepted.

7.6. Applicants are strongly advised to ensure completeness in their grant application and indicate "N/A" where not applicable.

7.7. Applicants may email any queries to [nhb\\_heritagegrants@nhb.gov.sg](mailto:nhb_heritagegrants@nhb.gov.sg).



## 8. SELECTION AND ASSESSMENT CRITERIA

8.1. Funding support is awarded through a rigorous evaluation process. If NHB requires further clarification, details will be sent to eligible applicants via email.

8.2. Eligible applications will be shortlisted for review, based on the given criteria in 8.3, by an internal NHB team and/or in consultation with an External Assessment Panel (EAP), appointed by NHB, comprising of industry advisors, experts, and practitioners where applicable.

8.3. Eligible applications that are shortlisted will be assessed based on the three criteria below:

Assessment Criteria	
<b>(A) Merit of Proposal (30%)</b>	<ul style="list-style-type: none"><li>• Your project's ability to:<ul style="list-style-type: none"><li>○ foster deeper understanding, learning or appreciation of Singapore's shared and multi-cultural heritage;</li><li>○ create/co-create heritage programmes that will appeal or will be suitable for the local communities;</li><li>○ enrich the heritage landscape and to benefit local communities, and/or the heritage sector as a whole.</li></ul></li><li>• Uniqueness of your project</li><li>• Scalability of project</li><li>• Alignment to NHB's focus areas and/or priority research themes, if applicable.</li></ul>
<b>(B) Soundness of Project Planning &amp; Financial Management (35%)</b>	<ul style="list-style-type: none"><li>• Your track record and relevant experience as well as that of your team members and vendors</li><li>• Your demonstrated ability and commitment to realise your ideas from production to completion as well as that of your team members and vendors</li><li>• Soundness and reasonableness of your project budget and your project schedule/timeline</li><li>• Your project's Key Performance Indicators (KPIs) and how they would be achieved</li></ul>
<b>(C) Outreach (35%)</b>	<ul style="list-style-type: none"><li>• Your project's ability to connect and engage people through shared heritage, and to create spaces for people to join in the telling of the Singapore Story</li><li>• Feasibility of your marketing/promotion plans and alignment to your project's KPIs</li><li>• Efforts to share your Project outputs with the wider public</li><li>• Efforts to promote active/in-depth heritage participation within the local communities/neighbourhoods or Heritage Activation Nodes (HANs) at <a href="https://www.go.gov.sg/nhb-han">https://www.go.gov.sg/nhb-han</a></li><li>• Extent and methods of outreach adopted</li></ul>

8.4. Unsuccessful applicants will receive a notification of non-approval of grant via OurSG Grants Portal. NHB's decision is final. NHB reserves the right not to disclose reasons for approving or not approving an application. Interested applicants are welcome to join NHB's Heritage Grants Clinics, which are organised in February and July each year, where good practices that will be helpful for grant applications are shared. More information about the Heritage Grants Clinics can be found on the grants' webpage.

8.5. Successful applicants will be notified via email and will be required to attend a mandatory briefing on the Letter of Award.

## **9. KEY PERFORMANCE INDICATORS AND PROJECT DELIVERABLES**

9.1. Successful applicants will receive a Letter of Award (LOA) stating the Terms & Conditions (T&Cs) for the grant awarded, project deliverables and the project/disbursement schedule. The agreed project deliverables will be broken down into manageable segments to help applicants achieve a combination of qualitative **and** quantitative Key Performance Indicators (KPIs). The grant will be disbursed in stages upon the completion of agreed deliverables of the project as set out in the project/disbursement schedule.

9.2. As part of the application, applicants are requested to propose suitable qualitative **and** quantitative Key Performance Indicators (KPIs) associated with their proposed projects. Applicants are encouraged to propose not more than three KPIs, focusing on high impact measures. The finalised KPIs will be agreed upon between NHB and the applicant as stated under the Letter of Award (LOA). Upon award of the grant, the successful applicant will need to meet the agreed set of KPIs within the stipulated time frame as set out in the project/disbursement schedule. NHB reserves the right to withhold or recall disbursement of the grant at any time during the grant period if applicants are reasonably deemed by NHB not to have met the stated KPIs in a satisfactory manner.

9.3. Each successful applicant shall be given a **maximum of twenty-four (24) months** from grant award date to complete the project. Prior to the commencement of each project, NHB will discuss with the successful applicant to agree on a project timeline, based on the proposal submitted, that will indicate the schedule for submission of work-in-progress reports and deliverables.

9.4. Successful applicants are also required to:

- a) Factor in **at least eight (8) weeks** for NHB to review the content of project deliverables during Mid and Final project check-ins **each**.
- b) Submit reports and project deliverables according to the agreed upon project/disbursement schedule, as well as to take stock of accomplishments

and challenges. Refer to Annex E for the list of typical project reports and deliverables which successful applicants will need to submit at different stages of their project.

- c) Submit valid and proper invoices, receipts, transaction advice and/or payment supporting documents as proofs of payment\* made for their projects at the project completion stage. Claims for items without valid or proper payment supporting documents; and/or payment documents which have faded, will not be accepted and the costs will thus be unclaimable.
- d) Maintain the relevant financial statements and documents of all project costing for at least five (5) years after the project completion. NHB reserves the right to call for submissions of the financial statements for verification and audit purposes.

[\*Supporting documents must provide evidence of actual payments made, and not mere commitments to make the payments.]

9.5. The approved project proposal should be **not** changed without the prior approval of NHB. Grant recipients **must** inform NHB of any changes/variations to the project and seek NHB prior approval to the changes **before** implementing them. NHB reserves the right to reject change requests and/or unapproved changes to the projects.

9.6. For projects involving publications/books, NHB would require grant recipients to submit a **digital copy** (in PDF) of the final publication as part of the final project deliverables. NHB has the rights to request **up to 10 physical copies** of the publication, within 6 months from when the last disbursement is made, from grant recipients. If requested for, the copies are to be sent to NHB without any charge to NHB.

## **10. DISBURSEMENT**

10.1. Funding will be disbursed over two or three instalments depending on the grant amount and upon satisfactory completion of key agreed deliverables. Typically, a grant will be disbursed in the following stages:

Grant Amount	Examples of Typical Disbursement Schedules		
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
S\$10,000 and below	50% Upon award of grant and acceptance of Letter of Award	NA (Note: Mid-Project Report documents will be required prior to the last payment)	50% Only upon successful completion of project; and satisfactory submission of all final

			reporting documents and deliverables
\$10,001 and above	20% Upon award of grant and acceptance of Letter of Award	20% Only upon satisfactory submission of all mid-term deliverables	60% Only upon successful completion of project; and satisfactory submission of all final reporting documents and deliverables

10.2. The initial disbursement tranche(s) of the grant are made to grant recipients on an advance basis, and the final tranche will be made on reimbursement basis.

**11. OTHERS**

11.1. Successful applicants are required to carefully read the details of the Terms & Conditions of the Letter of Award before accepting the grant.

11.2. Please note that the Heritage Grants is taxable and hence **not eligible for tax exemption.** Successful applicants shall check with the tax authority on taxability of the grant received.

~ END ~

<b>Heritage Categories</b>	<b>Examples (non-exhaustive)</b>
<p><b>Places</b></p> <p>Space where we live, work and play hold many shared memories, and we must care for them so that our stories can be shared with future generations.</p>	<p>Built heritage and institutional history like:</p> <ul style="list-style-type: none"> <li>• Historical and heritage buildings, structures, and sites in Singapore</li> <li>• Clans/associations, schools preserving heritage via heritage spaces/trails.</li> </ul>
<p><b>Culture</b></p> <p>Our traditions and way of life are what make us a multicultural Singapore, and we must cherish these so that they will live on.</p> <p>Safeguarding, promoting and transmitting Singapore’s intangible cultural heritage for the benefit of future generations.</p>	<ul style="list-style-type: none"> <li>• Historical development of ethnic communities in Singapore, including oral traditions, social practices, rituals, and festive events.</li> <li>• Categories under Singapore’s intangible cultural heritage (ICH). For more details on the ICH categories, please refer to <a href="https://www.roots.gov.sg/ich-landing">https://www.roots.gov.sg/ich-landing</a></li> </ul>
<p><b>Treasures</b></p> <p>Objects/Collections that tell our shared stories, and enable us to discover more about ourselves and the world we live in.</p>	<ul style="list-style-type: none"> <li>• Community and/or family heritage collections, such as collections of old textiles, photos, and more, that are not in the National Collection and that tell the Singapore Story.</li> <li>• Archaeological heritage.</li> </ul>
<p><b>Community</b></p> <p>Our heritage connects us through the legacy we share, and we can each play a part in keeping it alive.</p> <p>A connected people anchored in our shared heritage and invested in telling our collective story.</p>	<ul style="list-style-type: none"> <li>• Personal histories, stories/memories of people, or of communities no longer in existence in Singapore and that tell the Singapore Story.</li> <li>• Traditions and way of life in Singapore.</li> <li>• Topics on issues of rootedness/identity, or important periods of Singapore’s history.</li> <li>• New private family records, archives, personal photographs, and others that can tell the Singapore Story.</li> </ul> <p>Priority will be given to projects that:</p> <ul style="list-style-type: none"> <li>• Increase heritage awareness and participation in our heartlands/ neighborhoods.</li> <li>• Encourage greater youth participation in, and appreciation of, our shared heritage.</li> </ul>

Heritage Categories	Examples (non-exhaustive)
	<ul style="list-style-type: none"> <li>• Utilise heritage to improve health and well-being.</li> <li>• Strengthen community capabilities in heritage.</li> </ul>

Applicants may also refer to <https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/grants/grants/minor-and-major-project-grants> for examples of past supported and completed grant projects.

**EXAMPLES ON HOW THE GRANT WILL BE CALCULATED AT THE END OF THE PROJECT**

1 Assuming that the Grant Recipient did **not** obtain any alternate funding for the project and/or the project did not generate any income (i.e. the project is in **full deficit**), the following illustration below shows how the grant will be calculated for projects with an actual final project spending that is lower/higher than their approved project budget:

	Scenario 1	Scenario 2
	Final actual project spending is <b>lower</b> than approved project budget	Final actual project spending is <b>higher</b> than approved project budget
(A) Approved project budget:	<b>\$60,000</b>	<b>\$60,000</b>
(B) Approved grant quantum:	<b>40%</b>	<b>40%</b>
(C) Project Grant Cap = (B) x (A):	<b>\$24,000</b>	<b>\$24,000</b>
(D) Total actual project cost (incl. donations/ sponsorships, if any):	<b>\$40,000</b>	<b>\$70,000</b>
(E) Total actual qualifying project cost:	<b>\$40,000</b>	<b>\$70,000</b>
(F) 40% of Total actual qualifying project cost:	<b>\$16,000</b>	<b>\$28,000</b>
<b>Final Total Grant Disbursement :</b> (assuming project received <b>no</b> alternate funding /income; and is in <b>net deficit</b> )*	<b>\$16,000</b>	<b>\$24,000</b> <small>(Due to the Grant Cap, final total grant award amount cannot exceed \$24K.)</small>

\* Total funding for the project (i.e. from other sources such as other grants, donations/sponsorship, including the NHB grant) must not exceed the total project cost.

2 Assuming that the Grant Recipient had obtained alternate fundings and the project had generated income, the following illustration shows how the grant will be calculated for projects that is in net deficit/surplus:

	Scenario 1 Project is in <b>deficit</b>	Scenario 2 Project is in <b>surplus</b>
(A) Approved project budget:	<b>\$60,000</b>	<b>\$60,000</b>
(B) Approved grant quantum:	<b>40%</b>	<b>40%</b>
(C) Grant Cap = (B) x (A):	<b>\$24,000</b>	<b>\$24,000</b>
(D) Total actual project cost (includes donations/ sponsorships, if any):	<b>\$22,000</b>	<b>\$22,000</b>
(D1) Total donations and sponsorships:	<b>\$5,000</b>	<b>\$10,000</b>
(E) Total actual qualifying project cost:	<b>\$22,000</b>	<b>\$22,000</b>
(F) 40% of Total actual qualifying project cost:	<b>\$8,800</b>	<b>\$8,800</b>
(G) Total income (incl. donations/sponsorships (i.e. (D1)), alternate grants/fundings, earnings):	<b>\$15,000</b>	<b>\$25,000</b>
(H) Surplus/Deficit = (G)-(D)	<b>\$7,000 <u>deficit</u></b>	<b>\$3,000 <u>surplus</u></b>
<b>(I) Final Total Grant Disbursement* :</b>	<b>\$7,000</b>	<b>\$0</b>
	Project is in \$7K deficit. Grant will fund up to deficit; and cannot exceed amount (F).	Project is in \$3K surplus. Grant will not be able to fund project.

\* Total funding for the project (i.e. from other sources such as other grants, donations/sponsorship, including the NHB grant) must not exceed the total project cost.



**NON-QUALIFYING COSTS**

<b>Cost Category</b>	<b>Items/Examples (not exhaustive)</b>
Capital Expenditure and Purchase of Assets	<ul style="list-style-type: none"> <li>Property, land, buildings, spaces, machinery, vehicles, equipment (IT and non-IT), gadgets, office furniture, office renovations, rewiring, installation, etc.</li> </ul>
Company Start-up and Operating costs	<ul style="list-style-type: none"> <li>Company registration costs, operating costs, out-of-office expenditures that are incurred on an ongoing basis such as office rental, utilities, staff salaries, etc.</li> </ul>
Overseas Travel	<ul style="list-style-type: none"> <li>Overseas travel and accommodation costs, including trips to study or research overseas, procure materials or items from overseas.</li> </ul>
Entertainment-related	<ul style="list-style-type: none"> <li>F&amp;B consumed at project/work meetings</li> </ul>
Infrastructure Development	<ul style="list-style-type: none"> <li>Refurbishment of buildings and spaces</li> <li>Maintenance costs post-launch</li> </ul>
Manpower	<ul style="list-style-type: none"> <li>Permanent headcount/overheads</li> <li>CPF</li> <li>Salaries*</li> </ul>
Launches and/or Fund-raising Events	<ul style="list-style-type: none"> <li>Costs related to launch events or fund-raising events, such as crew, events company, food &amp; beverage, publicity/marketing, post-project completion related activities and programming, etc.</li> </ul>
Prizes	<ul style="list-style-type: none"> <li>All forms of prizes (e.g. cash, vouchers, trophies, etc.)</li> </ul>
Pre-Award Costs & Post-Completion Costs	<ul style="list-style-type: none"> <li>Costs that are incurred before the grant award start date.</li> <li>Costs that are incurred after the completion/closing of the project/grant (e.g. maintenance costs after project completion).</li> </ul>
Taxes	<ul style="list-style-type: none"> <li>Goods &amp; Service Tax (GST)</li> </ul>

[\*If individuals are charging a fee for the professional services rendered for the project, they are considered as ‘vendors’ and cannot be included as members of the project team to avoid conflicts of interest.]

**Additional Points to Note:**

**a) Honorariums**

- Honorariums are payments given for professional services which have been done ex gratia or which have fees that are not legally required. For example, honorarium amount could be a token sum of appreciation or an amount to cover the necessary expenditure incurred by the professional (e.g. speaker). Honorariums (e.g. to guest speakers/judges/reviewers/presenters/performers) are supportable costs so long as the amount is nominal and not excessive.

## **b) Fees Charging**

- As the Heritage Grants Scheme aims to support community-initiated projects that promote and share the cause of heritage, should the applicant intend to charge fees, please note that any fees collected for project activities should be kept at nominal rates and for the purpose of cost recovery.

## **c) Internal Costs (i.e. “Cost payable to self/project members”)**

- Internal costs, if any, should be kept nominal and only for the purpose of cost-recovery. Grantees and/or project team members should **not** be claiming for salaries via the grant.
- Claims for total supported internal costs, if any, would be capped at a dollar amount (based on the approved grant quantum).
- NHB will assess and determine reasonableness of what is declared based on the scope of the project and its deliverables. Where applicable/relevant, NHB has the rights to demand/request for supporting documentation for the claims. NHB must be satisfied with the justifications/explanations before such costs/claims can be supported. Otherwise, NHB reserves the right to reject such costs/claims.

**LIST OF REQUIRED APPLICATION DOCUMENTS**

In addition to the online application form in OSG Grants Portal, grant applicants are required to download, complete and upload/submit the latest copies of the following mandatory supplementary form(s) (if/where relevant) as part of their grant application.

Grant applicants must complete all sections in the forms or indicate “N/A” in fields that are not applicable to their projects. Grant applicants with incomplete and/or missing supporting mandatory forms are considered invalid and application may be disqualified.

<b>s/n</b>	<b>Document Required</b>	<b>Remarks</b>
a.	Proposal Form	<ul style="list-style-type: none"> <li>Download template from OSG Grant Portal.</li> <li>Please see <a href="#">Annex D1</a> for a guide on preparing a detailed project proposal.</li> </ul>
b.	Publication Form <i>(only applicable for publication/book projects)</i>	<ul style="list-style-type: none"> <li>Download template from OSG Grant Portal. Please see <a href="#">Annex D2</a> for a guide on preparing a detailed publication form.</li> </ul>
c.	Heritage Space / Exhibition Form <i>(only applicable for heritage space and exhibition projects)</i>	<ul style="list-style-type: none"> <li>Download template from OSG Grant Portal.</li> <li>Please see <a href="#">Annex D3</a> for a guide on preparing a detailed heritage space / exhibition form.</li> </ul>
d.	Audio/Audiovisual Form <i>(only applicable for projects with audio/audiovisual outputs)</i>	<ul style="list-style-type: none"> <li>Download template from OSG Grant Portal. Please see <a href="#">Annex D4</a> for a guide on preparing a detailed audio/audiovisual form.</li> </ul>
e.	Budget Form	<ul style="list-style-type: none"> <li>Download template from OSG Grant Portal.</li> <li>In the submission of project budget, all qualifying costs must clearly demonstrate direct relation to the project and detailed breakdown of each line item should be provided.</li> <li>The table in <a href="#">Annex C</a> briefly describes the non-qualifying costs.</li> <li>Please see <a href="#">Annex D5</a> for a guide on filling up a budget form.</li> </ul>
f.	CVs and/or portfolios of involved parties	<ul style="list-style-type: none"> <li>Provide CVs of team members</li> <li>Where relevant, provide information on portfolios of writers, researchers, fabricators etc.</li> </ul>
g.	Samples of work and supporting documents	<ul style="list-style-type: none"> <li>Provide sample/draft manuscripts, scripts, chapter write-ups, exhibition plans/designs/layouts, mock ups, storyboard, concept briefs, tentative quotations etc.</li> </ul>

h.	Lesson and/or activity plans, as part of curriculum <i>(only applicable for school heritage spaces)</i>	-
i.	Letter of Affirmation <i>(only applicable for non-profit organisations applying for the Major Project Grant)</i>	<ul style="list-style-type: none"> <li>• Download template from OSG Grant Portal.</li> </ul>

## **GUIDE ON PREPARING A DETAILED PROJECT PROPOSAL**

Your proposal is an important part of our assessment of your application. It should not exceed 2,000 words and should be submitted as a separate document. Your proposal should address each of the four sections below.

You may use some of these guiding questions as reference to better draft your proposal. Not all guiding questions under each heading will be relevant to every application – please feel free to add other relevant points that are deemed important for the evaluation panel to know.

### **1. What Would You Like to Do?**

- What kind of project do you have in mind? Explain the central idea of your project, the scale, and the components involved.
- How does your project address the objectives of the grant? Check that your project aligns to or addresses the grant objectives.
- What do you plan to achieve through your project? Describe the objective(s) of your project.
- How different is your project from your past works and other similar works you see today in the local heritage domain?
- Does your project seek to address any gaps in the heritage ecosystem? Explain the uniqueness of your project topic.
- How will your project promote understanding, learning and discovery of Singapore's heritage and identity?
- How will your project impact the heritage ecosystem in Singapore and/or internationally?
- What is the scale and significance of your project? Why is an undertaking of this project scale required to achieve a successful outcome?
- How does your project bring out key lessons and values from our history that still hold true for current and future generations?
- What will success of your project look like to you and how will you measure the outcomes of your project?

### **2. Project Schedule/Timeline\***

- How do you plan on approaching your project? Provide a detailed description and breakdown of your project schedule, including/highlighting key project milestones and dates of significant events (e.g. launch dates).
- Which stage of planning are you currently at?
- Are there any potential derailers for your project and/or additional steps/processes that the project team needs to cater for (e.g. additional

clearances/permits to obtain)? Identify potential derailers and cater for contingency plans (incl. buffering additional time) in your project schedule.

[\*All project contents are required to be vetted and cleared by NHB and relevant public agencies prior to launch. **Please set aside a minimum of eight (8) weeks for NHB to review the contents during Mid and Final project check-ins each.**]

### **3. Project Team**

- Please attach brief CVs / biographical information on the key individuals / organisations involved.
- Who are the key individuals (including the grant applicant) that will form the project team and what are their respective roles in the project team? Highlight key relevant experiences of the individuals.
- If you are applying for the Major Project Grant, please also clearly indicate and include details of your co-applicant and the organization/society which you are partnering for your project.
- Who are the vendors\* that you will be appointing or have appointed for your project and what are the services they will be providing for your project? Provide information on their experience.

[\*Note: Vendors; entities under the payroll of vendors; and/or entities who will be hired/paid by your appointed vendors, should not be part of your project team and are not allowed to claim for their costs via the grant.]

### **4. Outreach/Publicity**

- Who is/are your target audience(s)? Be specific (e.g. students aged 13-18) and explain why they are important to you and your project.
- How many people (from your target audience) are you hoping to reach out to?
- How do you plan to market and publicise your project to your target audience(s)?
- What are the platforms you plan to tap on to promote and market your project? Traditional vs digital media, or hybrid? If you are tapping on to social media, please specify the social media account(s).
- What do you hope your target audience will gain/take away from your project?

## **PUBLICATION FORM**

For **all publication projects, and/or projects with a publication as one of the project outputs**, please download and submit the completed *Publication Form* with your online application. Publications includes books, e-books, magazines, webzines, and journals.

The *Publication Form* will require you to provide the following details:

### **1. Overview**

- What is the title and/or subtitle of your publication?
- List the specifications of your publication (e.g.: number of pages, size of the book/magazine/journal, hardcover or paperback or e-book, number of copies for the first print run, etc.).
- Will you be appointing a publisher for your publication? If so, provide details of your publisher.
- Please state the retail price of the publication if you intend to sell and how is the retail price determined, is it pegged to a comparable publication readily available?

### **2. Detailed Table of Contents**

- Include a full Table of Contents, with detailed summaries of each chapter. This section requires you to give a comprehensive, detailed map of what the book will contain.
- Submit draft chapters and/or the draft manuscript (if available/ready) to provide us with a better understanding of what your publication is/will be about.

## **HERITAGE SPACE / EXHIBITION FORM**

For all heritage space and exhibitions projects, and/or projects with a heritage space and/or exhibition as one of the project outputs, please download and submit the completed *Heritage Space / Exhibition Form* with your online application. Heritage spaces can take the form of a gallery, a corner and/or a wall.

The *Heritage Space / Exhibition Form* will require you to provide the following details:

### **1. About your Organisation/School**

- Does your organisation/school have an existing heritage space/exhibition? If so, provide us with details of the current space/exhibition (e.g. which year it was completed; location and size of the space/exhibition).
- How will the new space/exhibition (if applicable) be different from the existing/current space/exhibition?

### **2. About your Heritage Space/Exhibition Project**

- What is the size and layout of your heritage space/exhibition? Provide a draft layout plan, if any.
- Describe the contents that will be covered in your heritage space/exhibition. You should highlight unique or interesting features (if any) that you are planning to incorporate into your heritage space/exhibition (e.g. elements that go beyond the usual static 2D display, such as augmented reality, videos, display of artefacts, interactive features/zones).
- Will your heritage space/exhibition be incorporated into lesson plans/school programmes, or outreach programmes? If so, provide details.
- How will the students/members be involved in the project?

### **3. Accessibility of your Heritage Space/Exhibition**

- How accessible is your heritage space/exhibition?
- Will it be opened to external visitors? If so, provide details on who can access the heritage space/exhibition and when they can do so (e.g. indicate the occasions when visitors will have access to the space/exhibition).



## **AUDIO/AUDIOVISUAL FORM**

For **projects with audio or audiovisual outputs**, please download and submit the completed *Audio/Audiovisual Form* with your online application. Audio/Audiovisual projects includes documentary, films, videos, and podcasts.

The *Audio/Audiovisual Form* will require you to provide the following details:

### **1. About your Audio/Audiovisual Project**

- What is the title of your documentary/film/video/podcast?
- How will it be presented (e.g. animation or live action)?
- How many episodes are there?
- What is the duration of your documentary/film/video/podcast? If it includes multi-episodes, provide the duration for each episode.
- How do you plan to distribute/release your documentary/film/video/podcast?

### **2. Content Outline**

- Provide an outline of the proposed content that you will be covering (for each episode). The outline should provide a better understanding of your intended project direction and the tone of your documentary/film/video/podcast.

### **3. Interviewees/Profiles**

- Who will you be featuring in your documentary/film/video/podcast? Provide a list of interviewees/featured profiles and a short description of who they are.
- Why/How did you decide on featuring the individual(s)? Share your selection criteria.

**GUIDE ON PREPARING YOUR BUDGET FORM**

Provide a realistic and complete project budget (expenses and income) for your project by completing all sections of the *Budget Form*. When completing the *Budget Form*, you should:



- 1) Include only cost items that are **relevant** to the project. Refer to Annex C for the list of non-qualifying costs items, which are not supportable by the grant, and should be excluded from the project's budget/expenditure.
- 2) Carry out **benchmarking** to ensure that costs quoted are reasonable and are within market rates.
- 3) Provide proper **justifications and supporting documents**, if any, to show/explain how the cost was obtained or derived (e.g. via comparative quotes obtained from different vendors)\*.
- 4) Provide relevant details under the section, "Projected Revenue" in the Budget Form if you have received/applied; and/or will be receiving/applying for other sources of funding and/or income for your project. For revenue generated from the sales of your project output (e.g. books), please indicate and justify how the sales price was derived.
- 5) Provide a breakdown of your total project budget to illustrate and explain the various cost components that contribute to the total budget.

[\*Grant applicants/recipients should abide by principles of transparency, open and fair competition, and value-for-money in the procurement of goods and services for their projects. Where possible and applicable, Grant applicants/recipients are encouraged to adopt sustainable choices (e.g. consider renting instead of procuring equipment/items for one-time usage.)]

**TYPICAL PROJECT REPORTS AND DELIVERABLES REQUIRED AT PROJECT MILESTONES**

Please see below for a list of typical\* project reports and deliverables which successful applicants will need to submit at different stages of their project:

[\*As project type varies, please note that the list of project reports/deliverables required may differ for different projects.]

Duration	Stage	Project Deliverables
<p style="text-align: center;">   <b>Within 24 months</b>   </p>	Upon award of grant	For Submission to NHB: <ul style="list-style-type: none"> <li><input type="checkbox"/> Acceptance of this Letter of Award and its Terms and Conditions through the OurSG Grants Portal</li> <li><input type="checkbox"/> Update payment details on OurSG Grants Portal</li> </ul>
	Planning	For Submission to NHB: <ul style="list-style-type: none"> <li><input type="checkbox"/> Research materials and references</li> <li><input type="checkbox"/> Draft content, texts with design layouts (i.e. at 90% completeness)</li> <li><input type="checkbox"/> Mid-Project Expenditure Report</li> </ul>
		For Submission to NHB: <ul style="list-style-type: none"> <li><input type="checkbox"/> Final drafts, texts with design layouts (i.e. the print/production-ready finalised version)</li> <li><input type="checkbox"/> Marketing collaterals, brochures, and pamphlets (if applicable)</li> </ul>
	Launch	-
	Completion (3 months post-launch)	For Submission to NHB: <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Completion Report</li> <li><input type="checkbox"/> Final Expenditure Report</li> <li><input type="checkbox"/> All valid payment documents/proofs of payments (e.g. receipts, transactions advice)</li> </ul>