

ACE YOUR MINOR/MAJOR PROJECT GRANT APPLICATION



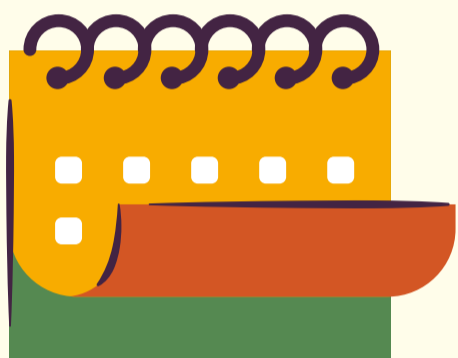
1 RELEVANCE TO HERITAGE

- Describe how your project promotes a deeper understanding, learning or appreciation of Singapore's shared and multi-cultural heritage, and how it enriches the heritage landscape and benefits the local communities.
- Highlight the uniqueness of your project or how it contributes to a fresh understanding of the topic¹.
- Attach supporting materials, such as detailed outline of contents, sample write-ups, project concepts, etc.



ASSEMBLING YOUR TEAM & DEVELOPING YOUR PROJECT TIMELINE

2



- Provide detailed information about your team's readiness and capacity to effectively manage the project.
- Submit CVs/resumes, testimonials, or portfolios showcasing the relevant experiences of team members in undertaking similar projects, activities, or roles.
- Develop a practical and realistic project schedule that can be completed within a maximum of 24 months².
- Factor a minimum of 8 weeks for NHB to review and clear all content materials.
- Consider including contingency plans or allocating buffers, where applicable.

3 BUDGET

- Provide detailed budget breakdowns.
- Ensure that all project costs are reasonable and well-justified.
- Obtain at least 2 – 3 quotations³ to assess cost reasonableness, or conduct market research to estimate costs.
- Exclude non-qualifying costs from the total project budget.



KPI AND OUTREACH PLAN

4



- Outline your local outreach and publicity plans for the project.
- Specify the social media platforms and accounts you will utilise, if applicable.
- Explain how your project will foster connections and engagement through shared heritage, and provide opportunities for individuals to actively participate in telling the Singapore Story.
- Propose at least 2 – 3 SMART⁴ KPIs for your project (i.e. clear and actionable goals that can be effectively measured and tracked to assess performance and progress).

5 AWARDED GRANT QUANTUM

- Seek alternative funding sources to cover the remaining costs, if necessary.
- Adhere to the approved budget (note: the grant amount will be reduced accordingly if the final qualifying project cost is reported to be lower than the initial projected budget; however, the grant amount will not be increased if the final qualifying project cost is higher).



FOR MORE INFORMATION

✉ Contact us at NHB_heritagegrants@nhb.gov.sg.

For more information about the grants, please refer to the Heritage Grants Scheme Guidelines at go.gov.sg/minormajor or scan the QR code.



FOOTNOTES:

¹ Applicants are encouraged to align their project themes/topics with NHB's focus areas or research themes as outlined in the Heritage Grants Scheme Guidelines.

² Projects must be completed within the approved project schedule outlined in the Letter of Award.

³ Abide by principles of transparency, open and fair competition, and value-for-money in procurement of goods and services.

⁴ SMART KPI is a performance indicator that is Specific, Measurable, Achievable, Relevant and Time-bound. An example of a SMART KPI is "10,000 visitors to the exhibition within 3 months from the launch of the exhibition".