



National
Heritage
Board

Heritage Grants Scheme

HERITAGE GRANTS GUIDELINES

EDUCATION & COMMUNITY OUTREACH
1-14-2021

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1. OBJECTIVE

- 1.1. The Heritage Grant Scheme was launched by the National Heritage Board (NHB) in 2013 to provide 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.
- 1.2. The grant scheme aims to support Singapore's lively and diverse heritage scene, by providing grants for ground-up projects to add to the knowledge about heritage in Singapore, while addressing any potential gaps.
- 1.3. In 2021, the Heritage Grants Scheme was updated to strengthen NHB's support through two types of grants - the **Minor Project Grant** and **Major Project Grant**
- 1.4. All eligible applicants (see 3. Eligibility) are required to indicate which type of grant they are applying for. Please refer to the table below for the criteria of each grant type. NHB reserves the right to determine the funding type for all eligible and shortlisted applications.

Heritage Grants Scheme 2021		
Criteria	Minor Project Grant (funding capped at S\$50,000, or up to 50% of total qualifying project cost, whichever is lower)	Major Project Grant (funding capped at S\$150,000, or up to 50% of total qualifying project cost, whichever is lower)
Total Project Costs	Projects with total costs of S\$100,000 and below	Projects with total costs of S\$100,001 and above
Type of Applicants	First time applying for heritage grants, and/or with little/no experience in heritage project management	Experienced in developing/managing heritage projects in the last five years or more. Prior good grants records with NHB and/or other public agencies
Individuals (Singaporeans/PR residing in Singapore)		
Organisations (Local non-profit organisations residing in Singapore)	Schools under MOE purview	Individuals must apply with a co-applicant(s), with projects that have confirmed partnership with at least one registered society (excluding vendors like publishers)
	Community groups and/or Societies	Non-profit groups which can provide assurance of the continuation and completion of the project, regardless of any leadership or committee renewal

Heritage Grants Scheme 2021		
Criteria	Minor Project Grant (funding capped at S\$50,000, or up to 50% of total qualifying project cost, whichever is lower)	Major Project Grant (funding capped at S\$150,000, or up to 50% of total qualifying project cost, whichever is lower)
Type of Project	Starter projects to promote awareness of the various aspects of Singapore's history and heritage, and elements of cross-cultural understanding or intergenerational engagement	High quality and impactful projects that fulfill a content gap in Singapore's heritage and history, extending promotion of cross-cultural understanding or intergenerational engagement
	Recurring heritage themes, such as projects to document school or community or organisation history, personal family lineage or ethnic heritage cuisine, etc	Limited or lesser known heritage themes, ethnic communities, traditions and trades, etc
	Small scale projects involving basic research methodologies, less complex techniques and approaches to present heritage findings	Larger scale projects involving robust qualitative research, effective and innovative use of inter-disciplinary methodologies, techniques and approaches to present heritage findings
	Projects can be one-time occurrence or in multiple runs	Projects with potential for sustainability and scalability

2. PROJECT CATEGORIES AND TOPICS OF HERITAGE RELEVANCE

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

Project Categories	Examples
Exhibition	- Static or Interactive displays (can be permanent or temporary and/or in physical or digital format)
Publication	- Documentation of community related stories (can also be in digital format)
Programmes	- Cultural workshops, oral history recording, guided tours of heritage buildings and public talks
Events	- Community events centred on themes of heritage

Documentary	- Podcasts, video stories, etc
Gallery/Corner	- Permanent heritage corner, gallery, wall and/or stairways

2.2. 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.

2.3. NHB welcomes applicants for topics with strong local history and heritage relevance. Applicants are encouraged to refer to Our SG Heritage Plan (Our Places, Our Cultures, Our Treasures and Our Communities) as listed in Annex A and align their project themes with any of the four pillars of the Our SG Heritage Plan.

2.4. Projects related to the performing arts with performance as a primary component do not fall under the list of acceptable project categories. Such projects could be better supported under the National Arts Council (NAC) grant schemes.

3. ELIGIBILITY CRITERIA

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

- a) Individuals must be Singapore Citizens or Singapore Permanent Residents aged 18 years old and above and must be residing in Singapore;
- b) Local interest groups, clans/associations and non-profit organisations must be registered with:
 - 1) Accounting and Corporate Regulatory Authority (ACRA); or
 - 2) Society registered with Registry of Societies (ROS); or
 - 3) Charitable Trust registered with the Commissioner of Charities (COC); or
 - 4) Co-Operative registered with the Registry of Co-operative Societies; or
 - 5) Trade Union registered with Registry of Trade Unions.
- c) Informal groups of individuals must nominate either an individual (who is a Singapore Citizen or Singapore PR) or a locally legally constituted organization to undertake legal and financial responsibility for the application and administer the grant should any be awarded;
- d) Non-profit educational institutions and educational institutions under the purview of the Ministry of Education (MOE).

3.2. Parties who fall under 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 (i.e. Ministries and Statutory Boards) which receive operational funding from any government agencies are not eligible to apply. This excludes educational institutions under the purview of MOE;
- d) Currently receiving funding under NHB heritage grants scheme for other projects;
- e) Have outstanding disbursement repayments yet to be returned to NHB;
- f) Involvement in other ongoing NHB grant supported heritage projects.

3.3 NHB will also not provide financial support for proposals 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;
- d) Threaten the nation's security or stability or be contrary to the interest of the community and society at large.

4. APPLICATION CRITERIA

4.1. Interested parties are required to use their SingPass or CorpPass to submit application online via OurSG Grants Portal (<https://oursggrants.gov.sg>). Individuals acting on behalf of any registered organisations must apply using CorpPass. All applications must be made online via OurSG Grants Portal and must be received **before or on the respective application closing dates at 2359h.**

4.2. The online application will require submission of the following information:

- a) Proposal template (available for download in OurSG Grants Portal);
- b) Budget template (available for download in OurSG Grants Portal);
- c) CV and/or portfolios of involved parties (e.g. writers, researchers, fabricators);
- d) Samples of work (e.g. table of content, exhibition content and layout);
- e) Lesson and activity plans as part of curriculum (only for school heritage corners/galleries); and

f) Supporting documents (e.g. sample chapters, draft manuscript, table of content, design layout, tentative quotations and others).

4.3. 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 the submission of online application:

Heritage Grant – **Two closings** annually on every **15 April and 15 September**

Application Closing Dates	Expected Notification of Results	**For Projects Launching After	Acceptance of Offer
15 April 2021	End July 2021	September 2021	Two (2) weeks from date stated in the Letter of Offer
15 September 2021	End December 2021	February 2022	

4.4 Incomplete applications without the required supporting materials (stated in 4.2) and late applications sent after the closing date shall not be accepted.

4.5 Applicants are strongly advised to ensure completeness in their grant application and indicate “N.A.” where not applicable.

4.6 Applicants may email any queries to nhb_heritagegrants@nhb.gov.sg and the NHB grant officers will respond accordingly.

5. SELECTION AND ASSESSMENT CRITERIA

5.1. Funding support is awarded through a competitive evaluation process. If NHB requires further clarification, details will be sent to eligible applicants via OurSG Grants Portal, and applicants are required to login and access their application online to respond to NHB’s queries.

5.2. All eligible applications will be shortlisted for review based on the given criteria in 5.3, by an internal NHB team and/or in consultation with an External Assessment Panel (EAP), appointed by NHB comprising industry advisors, experts and practitioners where applicable.

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

Assessment Criteria

<p><u>Merit of Proposal</u></p> <ul style="list-style-type: none"> • The strength of your proposed project and its relevance to understanding Singapore’s history and heritage • Your project’s ability to benefit the local community and heritage sector • Possibility of your project to engage and co-create with local partners, local communities and/or volunteers
<p><u>Soundness of Project Planning</u></p> <ul style="list-style-type: none"> • Your track record and demonstrated ability and commitment to realise your ideas from production to completion • Realistic estimate of your project budget¹ • Key Performance Indicators (KPIs) (both qualitative and quantitative)
<p><u>Outreach of Proposal</u></p> <ul style="list-style-type: none"> • Your project’s reach and quality of local community engagement • Your innovative and extensive methods of marketing and publicising the project, be it digitally or mainstream

5.4. Please see [Annex B](#) for a guide on preparing a detailed project proposal. For all publication projects, please submit a detailed proposal (including sample chapters and Table of Content) with your online application form. A checklist of pointers for each section can be found in [Annex B1](#).

5.5. For all heritage corner/gallery projects, please submit a detailed proposal with your online application form. A checklist of pointers for each section can be found in [Annex B2](#) (schools) and [Annex B3](#) (others). It is recommended to include all the pointers in the checklist for a complete proposal.

5.6. In the submission of project costs, all qualifying costs must clearly demonstrate direct relation to the project and provided in a detailed breakdown of each line item. The table in [Annex C](#) briefly describes the non-qualifying costs.

5.7. As the Heritage Grants aim 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.

5.8. Unsuccessful applicants will receive a notification of non-approval of grant via email and OurSG Grants Portal, upon completion of the evaluation process by NHB. NHB’s decision is final. NHB reserves the right not to disclose reasons for approving or not approving an application.

¹ The first step in preparing a good budget is to identify your project’s needs and understand how much they would cost. We encourage you to work out a realistic budget that demonstrates the soundness of your overall proposal and your understanding of costs and needs.

6. Key Performance Indicators and Project Deliverables

- 6.1. Successful applicants will receive a Letter of Award (LOA) stating the Terms & Conditions (T&C) 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 Key Performance Indicators (KPIs) (quantitative and qualitative indicators). The grant will be disbursed in stages upon completion of agreed deliverables of the project as set out in the project/disbursement schedule.
- 6.2. As part of the application, applicants are requested to propose suitable Key Performance Indicators (KPIs) (both qualitative and quantitative) 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 on between NHB and the applicant as stated under the Letter of Award. Upon award of the grant, the successful applicant will need to meet the agreed set of KPIs within the stipulated time frame of two years. NHB reserves the right to withhold 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.
- 6.3. Successful applicants are required to maintain the relevant financial statements of all project costing 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.
- 6.4. Successful applicants are required to submit reporting templates (see [Annex C1](#)) for project deliverables during the Mid and Final project check-in, as well as to take stock of accomplishments and challenges.
- 6.5. Successful applicants are also required to factor in at least eight (8) weeks for NHB to review the content of project deliverables during Mid and Final project check-ins.

7. Funding Quantum & Disbursement

- 7.1. The Heritage Grant will fund **up to 50%** of total qualifying project costs. Total funding will be capped according to the grant types (see [1. Objective](#)) for each successful applicant. Successful applicants are required to read carefully the details of the Terms & Conditions of the Letter of Award, key points of which are summarized in [Annex C2](#).
- 7.2. Each successful applicant shall be given a **maximum of twenty-four (24) months** from the date of acceptance of the grant to complete the project. Prior to the

commencement of each project, NHB will discuss with the successful applicant to agree on a project timeline that will indicate the schedule for submission of work-in-progress reports and deliverables.

7.3. Each in-progress report should be submitted with the changes to project (if any) highlighted together with the relevant financial expenditure report, with prior approval obtained from NHB.

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

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

Grant Amount	Examples of Typical Disbursement Schedules		
	1 st	2 nd	3 rd
Lower than S\$10,000	50% Upon award of grant and signing of Letter of Award	NA **Mid-Project Report documents will be required prior to the last payment	50% Only upon successful completion of project; and satisfactory submission of final reporting documents and deliverables
Higher than \$10,001	20% Upon award of grant and signing of Letter of Award	30% Only upon satisfactory submission of mid-term deliverables, Mid-Project Report and expenditure report	50% Only upon successful completion of project; and satisfactory submission of final reporting documents and deliverables

~ END ~

OUR SG HERITAGE PLAN

Four Pillars	Outcome
<p>Our Places</p> <p>Where we live, work and play in hold many shared memories, and we must care for them so that our stories can be shared with future generations.</p> <p>Increasing appreciation and understanding of our heritage through better research and planning and infusion of heritage into everyday spaces.</p>	<p>Documentation of institutional history like historical and heritage buildings, structures and sites in Singapore, including clans/associations, schools preserving heritage via heritage corners/galleries/trails.</p> <p>Some examples of supported and completed projects like Armenian Church, Kwong Wai Shiu Hospital Heritage Gallery, Nagore Dargah, and more can be viewed at https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/grants/grant-project-showcase</p>
<p>Our Culture</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>	<p>Documentation of historical development of ethnic communities in Singapore, including oral traditions, food heritage, social practices, rituals and festive events (e.g. foodways, culinary unique to the communities and languages of Singapore).</p> <p>Some examples of supported and completed projects like histories of the Armenian, Jewish, Parsi, Kristang communities in Singapore, and more can be viewed at at https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/grants/grant-project-showcase</p> <p>For more details on the Intangible Cultural Heritage (ICH) categories, please refer to https://www.roots.gov.sg/learn/resources/ich</p>
<p>Our Treasures</p> <p>Our museums and their collections tell the story of Singapore, Asia and the world, and enable us to discover more about ourselves and the world we live in.</p>	<p>Documentation and research into Community and/or Family heritage collections, such as collections of old textiles, photos and more, that are not in the National Collection.</p> <p>One possible and interesting way is to document and showcase personal and/or community collections through the lens of citizen researchers.</p>

Four Pillars	Outcome
<p>A stronger museum-going culture; enhancing our museum offerings with co-curated content such as curated-by-Singapore major exhibitions featuring our National Collection; strengthening archaeology in Singapore.</p>	
<p>Our Community</p> <p>Our heritage that binds us is the legacy we share, and we can each play a part in keeping it alive.</p> <p>Strengthening community partnerships; encouraging greater ownership of Singapore's heritage; increasing accessibility to our museums and heritage; and fostering inclusivity through heritage programmes</p>	<p>Documentation of community history like personal histories, stories/memories of people, or of communities no longer in existence in Singapore, the traditions and way of life in Singapore.</p> <p>Some examples of supported and completed projects are specific genealogies or family histories / tracing lineages, either of prominent individuals e.g. Tan Tock Seng, Seah Eu Chin, and/or ordinary Singaporean families and/or immigrant roots.</p> <p>Priority will be given to projects that focus on issues such as rootedness/identity, important periods of Singapore's history, or which refer to new private family records, archives, personal photographs and others. More can be viewed at https://www.nhb.gov.sg/what-we-do/our-work/community-engagement/grants/grant-project-showcase.</p>

GUIDE ON PREPARING A DETAILED PROJECT PROPOSAL

A. What Would You Like To Do?

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.

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

B. Who Is Involved?

For this section, please include brief CVs / biographical information on the key individuals / organisations involved.

- Who are the main people involved/featured in your project? What is your main role?
- Who are the partners and/or volunteers you plan to collaborate with and what are the platforms to leverage? How will the partners and/or volunteers contribute to the execution of your project?

C. How Will You Carry Out the Project?

- Which stage of planning are you currently at?
- How will you manage and execute the main stages of your project?

]What experience do you have in successfully managing a similar heritage project?

- What resources (financial or otherwise) have you identified to successfully produce and present your work to a wider audience?
- How do you plan to utilize the financial resources? A detailed breakdown of the costing and providing comparative quotations or benchmarks are essential.
- How do you plan to obtain these resources (e.g. do you intend to seek sponsorship)?

D. How Will You Promote Your Project?

- How do you plan to market and publicise your project? Traditional vs digital media, or hybrid?
- Which primary category of people (i.e. target audience) are you intending to reach out to? Why is this segment of people important to you? Please be specific, e.g. students aged 13-18; for the masses, or intent to reach out to various groups via different components.
- What is the projected outreach of the project? (e.g. number of volunteers and target audience)
- What do you hope your target audience will gain from your project?
- How will you describe your existing audience base? Are you planning to engage new audiences with your project?
- How many people do you hope to reach with your project? An estimate will suffice.

Publication Proposal Checklist

For all publication projects, please submit a detailed proposal with your online application form by referring to the below pointers. Publication includes books, e-books, magazines, webzines and journals.

1. Overview

- Describe your publication in two or three paragraphs (500-1000 words or less).
- What is the title and/or subtitle?
- List the specifications of your publication (e.g.: number of pages, size of the book/magazine/journal, hardcover or paperback, etc)
- How will the publication be published and distributed? Please state the appointed publisher, cost of publication and first print run.
- Please state the publication format or presentation of final product if applicable (e.g. if it will be an e-book with interactive elements or a hardcopy publication with an online version to target the youth).
- 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. About the Author

- Author's credentials and experience.
- Include writing credits (with dates of publication, publisher and format), awards, notable publicity, and sales information.
- Specify any partner/s (e.g. illustrator, editor, translator and/or researcher(s)) that the author will be working with, including his credentials.

3. Detailed Table of Contents

- Include a full Table of Contents, with detailed summaries of each chapter. This section needs to give a comprehensive, detailed map of what the book will contain.

4. Budget

- Please include a realistic and complete project budget, clearly delineating per item spending and how the quotations are obtained.

5. Timeline (Please list the major milestones)

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

6. Target Audience/Market

- Who is your core audience and why or how will they be likely to read and buy this publication)?
- What other groups and types of readers do you intend to get them be interested?

7. Marketing and Promotion/Publicity

- What is your comprehensive plan to actively market and promote the publication?

(School) Heritage Corners / Galleries / Corridors / Wall

School Details

1. Name of School
2. Address
3. Cluster Zone
4. Please indicate any school niche programmes or areas of focus, including any significant cultural, heritage or NE related activities or projects in the past two years
5. Year of school founding
6. Total student population

Heritage Corner Information

1. State the proposed objectives and learning outcomes of your school heritage corner
2. Provide details for existing and new heritage corner **
 - a. When was the existing heritage corner established?
 - b. Location and size in square metres for existing and new, proposed floor plan
 - c. Any room(s) to be allocated as part of the heritage corner
 - d. Proposed content - State both the current content and proposed new content for existing corners
 - e. Provide estimated costing for heritage corner set-up/revamp
 - f. Provide projected timeline for completion of heritage corner
3. How will the heritage corner be incorporated into formal lesson plans or school programmes and/or events, as well as provide details and samples of the lesson plans**
4. Will there be tactile interactive technology (AI, VR, etc) incorporated to the heritage corner? **
5. How will the students be involved in the project? Are they involved to be trained as student guides and/or researchers/interviewers? Will there be training provided to them? **
6. Besides funding, are there any other resources your school would find helpful in the establishment of a heritage corner?
7. State if visitors (other than students and staff) will be able to visit the heritage corner. If yes, please indicate the occasions visitors will have access to the corner.

** Essential for evaluation

All exhibition content is required to be vetted and cleared by NHB and relevant public agencies prior to printing. Please set aside a minimum of eight weeks for the clearance process.

Guidelines for Schools

1. Project Implementation

- a. Successful applicants can refer to NHB [website](#) on developing heritage corners regarding content creation and curation, design and fabrication and suitable vendors for the execution of the project
- b. Schools are encouraged to adhere to the guide-book's recommendations
- c. Projects will be assessed heavily on proposed content, which should include elements of school history and heritage, as well as community and national history and heritage
- d. Project proposals must demonstrate that the Heritage Corner is able to fulfil the following objectives:
 - Cultivate a sense of belonging and identity
 - Share with students on stories that illustrate key lessons and values from the school's history that they can apply to their daily lives
 - Act as a focal point for community heritage
 - Complement the school curriculum and learning outcomes
 - Nurture heritage enthusiasts

(Non-School) Heritage Corners / Galleries

Organisation Details

1. Name of Organisation
2. Address
3. Please indicate any niche programmes or areas of focus by your organisation

Heritage Corner Information

1. Please state the proposed objectives and learning outcomes of your heritage corner
2. Does your organisation have an existing heritage corner? If yes, please provide details for existing and new heritage corner **
 - a. When was the existing heritage corner established?
 - b. Location and size in square metres for existing and new, proposed floor plan
 - c. Any room(s) to be allocated as part of the heritage corner
 - d. Proposed content - State both the current content and proposed new content for existing corners
 - e. Provide estimated costing for heritage corner set-up/revamp
 - f. Provide projected timeline for completion of heritage corner. Please indicate if there is a specific launch date
3. Do you intend to engage volunteers? If so, how will they be involved in the project? Are they involved to be trained as guides or researchers or interviewers? Will there be training provided to them? **
4. Please indicate if the heritage corner will be incorporated into outreach programmes or other platforms. If yes, please provide details of the programmes and examples of sustainable platforms. **
5. Besides funding, are there any other resources your organisation would find helpful in the establishment of a heritage corner?
6. Please state if visitors (other than volunteers and staff) will be able to visit the heritage corner. If yes, please indicate the occasions visitors will have access to the corner

** Essential for evaluation

All exhibition content is required to be vetted and cleared by NHB and relevant public agencies prior to printing. Please set aside a minimum of eight weeks for the clearance process.

Non-Qualifying Costs	
Purchase of Assets	- Land, buildings, spaces, vehicles, equipment, gadgets
Overseas Travel	- Overseas trips, including trips to study or research overseas, procure materials or items from overseas
Infrastructure Development	- Refurbishment of buildings and spaces
Manpower	- Permanent headcount
Launches	- Project completion launches, post launch related activities and programming

List of Non-Qualifying Items:

- a. Company registration and start-up costs
- b. Capital expenditures and purchase of assets (including property, machinery, IT equipment, office furniture, office renovations, rewiring, installation, etc.)
- c. Operating costs, and other out of office expenditures that are incurred on an ongoing basis by the applicant (e.g. office rental, utilities, staff salaries)
- d. All forms of prizes, (i.e. cash, vouchers, trophies, etc)
- e. Local and/or overseas travel and accommodation costs
- f. Costs that have been incurred before the signing of the Letter of Award
- g. Costs related to launch event, crew, events company, food & beverage, publicity/marketing, etc

Please see below for reporting templates for project progress check-in to take stock of accomplishment and challenges.

Mid Project Check-In

- a) Mid Project Report (Mid-term Disbursement);
- b) Expenditure Report (Mid-term spending)
- c) Project Schedule
- d) Deliverables related to the project type (Manuscript, design & layout, etc)

Final Project Check-In

- a) Project Completion Report (Final-Term Disbursement);
- b) Expenditure Report (Final-term spending)
- c) Receipts, Invoices and Payments
 - Evidence of purchase (e.g. invoices);
 - Evidence of service completion (e.g. delivery orders, service completion reports), where applicable;
 - Evidence of payment (e.g. Official receipt issued by the supplier, acknowledging invoice payment, bank advice slips or other externally generated document showing deduction of funds for payment)
- d) Deliverables related to the project type

Terms and Conditions

1. The grant is not transferable and must not be used for any purpose other than the project.
2. Applicants shall be responsible for obtaining all required licenses, permits, permissions and other authorisation to use any photographs, copyright materials or other property or other rights belonging to third parties that it used for the project. All relevant costs must be factored into the application submission.

For information on copyright, please refer to the [Intellectual Property Office of Singapore \(IPOS\)](#)'s website.

3. The NHB reserves the right to review, withdraw or suspend the funding in full or in part thereof should any of the Terms and Conditions not be complied with.
4. Successful applicants are required to:
 - Complete and deliver the project as proposed;
 - Submit reports on achievements, key performance outcome;
 - Submit a financial report with supporting documents or receipts if requested for audit;
 - Inform NHB in writing of any changes to the proposed project. Postponement and/or cancellation of the project must be fully explained in writing and will be assessed on a case-by-case basis;
 - Acknowledge NHB on all publicity materials unless otherwise indicated.
5. NHB also reserves the right to terminate the grant, discontinue any further reimbursement and/or recover any funds reimbursed, should any of the following occur:
 - The proposed Project is changed significantly without prior written approval from NHB;
 - The successful applicant is not able to deliver the proposed Project within the stipulated twenty-four (24) months;
 - Wrong and/or misleading information is provided in the application form, either deliberately or otherwise; or
 - Illegal or negligent acts that occur during any point of the Project, which will adversely affect the reputation of NHB, any government bodies, public institutions, national leaders or your person / organisation.