

# HERITAGE PARTICIPATION GRANT (HPG)

## Application Form



Please return the completed form (with N.A. in non-applicable fields) with supporting documents to the Education and Community Outreach division, National Heritage Board, 61 Stamford Road, #03-01 Stamford Court, Singapore 178992. For enquiries, you may email us at [NHB\\_heritagegrants@nhb.gov.sg](mailto:NHB_heritagegrants@nhb.gov.sg).

<b>PART 1 APPLICANT AND PROJECT DETAILS</b>			
<b>(A) TYPE OF APPLICATION</b>			
Type	<input type="checkbox"/> Individual/Group ( <i>please fill in sections <b>BI, C and D</b></i> ) <input type="checkbox"/> Organisation ( <i>please fill in sections <b>BII, C and D</b></i> ) <input type="checkbox"/> Educational Institutions ( <i>please fill in sections <b>BII, C and D</b></i> )		
Categories/Genre	Publication / Website / Event / Film / Others: _____		
<b>(BI) APPLICANT INFORMATION</b> <i>For Individual/Group Applicants</i>			
Name of <b>Individual / Appointed Representative</b> (as in NRIC) Salutation (please choose one) Mr/Ms/Mdm/Dr Full Name (please underline your surname)	NRIC		
	Nationality		
Occupation	Date of Birth	Age	
Address	Marital Status	Sex	
Postal Code			
Mailing address (if different from the address above)	Contact (H) (O) (HP) Email		
Do you have any co-applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of co-applicant:	NRIC	
		Nationality	
<b>(BII) APPLICANT INFORMATION</b> <i>For Organisations/Educational Institutions</i>			
<b>Registered Name of Organisation with Accounting &amp; Corporate Regulatory Authority / Registry of Societies</b>			
<b>Mailing Address</b>			
<b>Contact Person</b>		<b>Designation</b>	
<b>Telephone Number</b>	<b>Fax Number</b>	<b>Email Address</b>	
<b>ACRA / ROS UEN</b>		<b>Date of Registration</b>	

**Organisation registered as:**

Non-profit organisations: Charity / Educational / society / associations / others (please specify): \_\_\_\_\_

For-profit organisations applying **in collaboration with non-profit partner:**

1. Sole proprietorship / Partnership / Private Limited / Others (please specify): \_\_\_\_\_

2. Non-profit partner (please specify): \_\_\_\_\_

**Organisation Activity** (Please specify e.g. to promote understanding and appreciation of culture):

**PART II DETAILS OF PROPOSED PROJECT**

**(C) PROJECT DETAILS**

**Project Title**

**Objective(s) of Project**

**Primary Language Medium of Project**

**Will the project be presented in more than one language?  
If yes, please state the languages.**

**Project Completion / Launch Date**  
DD/MM/YYYY)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Launch Event**

Yes. Launch Date: \_\_\_\_\_

No

**Guest of Honour**

Yes: \_\_\_\_\_

No

**Dates of Major Milestones**

**Description of Project (Please refer to Annex A for guide to Detailed Project Proposal)**

*Please describe the project, its originality in terms of concept, its contribution to promoting heritage, as well as the quantitative and qualitative impact the project will have on community engagement. You may attach separate sheets where necessary.*

\* For **Publications**, please submit the **Book Proposal Template (Annex B)** and additional checklist can be found in **Annex C**.

\* For **Educational Institutions** applying to set up Heritage Corners/Galleries, please fill in **Annex D**.

\* For **All Other Organisations** applying to set up Heritage Corners/Galleries, please fill **Annex E**.

**(D) Summary of Costs**

Please refer to allowable cost items that are specific to the nature of project. You may attach separate sheets where necessary.

Costs Items (insert rows if necessary)	Costs / \$
	S\$
	S\$
	S\$
	S\$
	S\$
<b>PROJECTED REVENUE (If applicable)</b> (If to be confirmed, indicate TBC; if not applicable, indicate NA) Please provide breakdown if available	S\$
<b>TOTAL COST OF PROJECT</b>	S\$
<b>AMOUNT REQUESTED FROM NHB</b> <i>Please note the grant supports up to 50% of total project costs, capped at S\$50,000 per Financial Year</i>	S\$

How did you hear about NHB's Heritage Grant Scheme?

National Heritage Board's Website

Word of Mouth

Newspaper/Media Coverage

Others \_\_\_\_\_ (please specify)

Have you applied for funding for this project from other sources? If yes, please specify details of the organisation/agency and the incentive(s), and include this in your budget:

Yes, pending reply from: \_\_\_\_\_

No

Yes, funding confirmed from: \_\_\_\_\_

Yes, but unsuccessful: \_\_\_\_\_

Have you or your organization received funding previously from the National Heritage Board? Are you currently applying for other grants from the National Heritage Board?

Yes

No

If yes, please specify the name of grant, year applied and the title of your project:

### PART III OTHER INFORMATION (Please provide information for the past three years)

a Have any legal proceedings ever been taken against the individual or organisation, including those which have commenced, concluded or are ongoing?

Yes

No

If yes, please specify details:

b Has the organisation been granted any financial/tax incentives?

Yes       No

If yes, please specify details of the agency and the incentive(s):

c Has the organisation applied or is intending to apply for any other financial/tax incentives?

Yes       No

If yes, please specify details of the agency and the incentive(s):

d Are any of the company directors, shareholders, sole-proprietors un-discharged bankrupt?

Yes       No

If yes, please specify details:

Name/NRIC No:

e Is there any conflict of interest between the applicant and vendors/partners or services being used for project?

Yes       No

If yes, please specify details:

**PART IV IMPORTANT NOTICE BEFORE SUBMISSION**

By submitting this application, the applicant warrants that the facts stated in this application and the accompanying information are true and correct to the best of the applicant's knowledge and that the applicant has not withheld/distorted any material facts.

The applicant understands that if the applicant obtains the grant by false or misleading statements, the applicant will be prosecuted accordingly. In addition, the National Heritage Board (NHB) may, at its discretion, withdraw the grant and recover immediately from the applicant any amount of the grant that may have been disbursed.

Name of Applicant	Designation
Telephone Number	Email Address

Note: The National Heritage Board reserves the right not to proceed with disbursement should there be circumstances which warrant a withdrawal of the grant.

*Correct as of December 2018  
NHB reserves the right to make changes to the contents of this document at any time, without prior notice.*

## Guide to 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. We have come up with some guiding questions that you may wish to use as you craft your proposal. Not all guiding questions under each heading will be relevant to every application – please feel free to add other relevant points that you feel are important for us to know.

- What is it you want to do? Explain the central idea of your activity, your objectives and milestones.
- How different is your project from your past works and other works you see today in your domain?
- What is the scale and significance of your project? Why is an undertaking of this scale required to achieve a successful outcome?
- How do you think your project can 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 do you think your project can impact the heritage ecosystem in Singapore and/or internationally? Does your project seek to address any gaps in the heritage ecosystem?
- What will the success of your project look like to you?

### B. Who Is Involved?

- Who are the main people involved/featured in your project?
- Who are the partners and platforms you plan to collaborate with? How will they contribute to the execution of your project?

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

### C. How Will You Carry Out the Project?

- What stage of planning are you at now?
- How will you manage and execute the main stages of your project?
- What experience do you have in successfully managing a similar 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 obtain these resources (e.g. do you have a sponsorship target)?

### D. How Will You Get the Word Out?

- How do you plan to market and publicise your project?
- Who are the people your project primarily aims to reach, and why are they important to you? Please be specific, e.g. students aged 13-18; for the masses, are there different components to reach out to the various groups.
- What is the projected outreach of the project? (e.g. number of volunteers and target audience)
- What do you hope your audience will take back from your project?
- How would 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?

**Heritage Participation Grant Scheme – Book Proposal**

\*For all publication projects, please submit a detailed book proposal with your application form, following the template below. Please complete all sections of this document in the space provided.

A checklist of guiding points for each section can be found in Annex B. It is recommended to include all the pointers in the checklist for a complete proposal.

**1. Overview** (Describe your book in two or three paragraphs (500-1000 words or less).)

**2. About the Author and Partner/s (e.g. Illustrator)**

**3. Timeline** (List the major milestones of your project)

**4. Target Audience/Market**

**5. Marketing and Promotion/Publicity** (Detail your comprehensive plan to actively promote the book)

**6. Detailed Table of Contents** (Include the full Table of Contents, with detailed summaries of each chapter. It needs to give a comprehensive, detailed map of what the book will contain)

**7. Budget** (Please include a realistic, detailed and complete project budget/spending, with projected revenue)

## Heritage Participation Grant Scheme – Book Proposal Checklist

\*For all publication projects, please submit a detailed book proposal with your application form following the template in Annex B.

### 1. Overview

- Describe your book in two or three paragraphs (500-1000 words or less).
- What is the title and subtitle?
- List the specifications of your book (e.g.: number of pages, size of the book, hard or soft cover, etc)
- How will the book be published and distributed? Please state the appointed publisher, cost of publication and first print run.
- Please state the book 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 book.

### 2. About the Author

- Your 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) that the author will be working with, including his credentials.

### 3. Timeline (Please list the major milestones)

### 4. Target Audience/Market

- Who is your core audience (those most likely to buy this book) and why?
- What other groups and types of readers will also be interested?

### 5. Marketing and Promotion/Publicity

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

### 6. Detailed Table of Contents

- Include the full Table of Contents, with detailed summaries of each chapter. This section could be anywhere from three to 20 pages - it needs to give a comprehensive, detailed map of what the book will contain.

### 7. Budget (Please include a realistic and complete project budget/spending)



## Heritage Corners For Schools

## SCHOOL DETAILS

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

## HERITAGE CORNER INFORMATION

Please state the proposed objectives and learning outcomes of your school heritage corner	
Does your school have an existing heritage corner? If yes, please provide details (age of heritage corner, location and size in square metres, etc.)	
Please briefly describe the proposed content of your heritage corner, if available.* (For existing corners, please state both the current content and proposed new content)	
Please indicate if the heritage corner will be incorporated into formal lesson plans or school programmes. If yes, please provide brief details.*	
Estimated costing for heritage corner set-up/revamp	
Projected timeline for completion of heritage corner (Please indicate if there is a specific launch date. If a launch ceremony is planned, please provide brief details)	
Proposed Heritage Corner Size and Location	<i>(Please attach floor plan indicating proposed location if possible)</i>

Besides funding, are there any other resources your school would find helpful in the establishment of a heritage corner?	
Please state if visitors (other than students and staff) will be able to visit the heritage corner. If yes, please briefly indicate the occasions visitors will have access to the corner	

## OTHER DETAILS

How did you hear of NHB's School Heritage Corners programme?	
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*\*Please attach as a separate document if necessary*

## **Guidelines For Schools**

### **1. Project Implementation**

Successful applicants will be provided with a guide-book on developing heritage corners, as well as consultations with NHB with regard to content creation and curation, design and fabrication and suitable vendors for the execution of the project.

Schools are encouraged to adhere to the guide-book's recommendations. Project proposals must demonstrate that the Heritage Corner is able to fulfil the following objectives:

- a. Cultivate a sense of belonging and identity
- b. Share with students on stories that illustrate key lessons and values from the school's history that they can apply to their daily lives
- c. Act as a focal point for community heritage
- d. Complement the school curriculum and learning outcomes
- e. Nurture heritage enthusiasts

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.

### **2. Key Performance Indicators**

As part of the application, applicants are required to record and provide an annual report for one (1) year to NHB on a set of KPIs detailed below. Upon acceptance of the Letter of Agreement, the successful applicant will need to meet the agreed set of KPIs within the stipulated time frame.

The following KPIs will be set for Heritage Corners in schools:

- a. Schools are required to track and report annual visitorship to the Heritage Corners. Minimum visitorship must be equivalent to the total student population per annum.
- b. Schools are required to train 10 new student guides per annum for the heritage corners.
- c. School leadership is required to highlight key stories and lessons that help students appreciate Singapore's heritage, identity and values that are exhibited through the heritage corner.



## HERITAGE CORNERS / GALLERIES

<b>ORGANISATION DETAILS</b>	
Name of Organisation	
Address	
Please indicate any niche programmes or areas of focus by your organisation	
<b>HERITAGE CORNER INFORMATION</b>	
Please state the proposed objectives and learning outcomes of your heritage corner	
Does your organisation have an existing heritage corner? If yes, please provide details (age of heritage corner, location and size, etc.)	
Please briefly describe the proposed content of your heritage corner, if available.* (For existing corners, please state both the current content and proposed new content)	
Please indicate if the heritage corner will be incorporated into outreach programmes or other platforms. If yes, please provide brief details of this programmes and examples of sustainable platforms.*	
Estimated costing for heritage corner set-up/revamp	
Projected timeline for completion of heritage corner (Please indicate if there is a specific launch date. If a launch ceremony is planned, please provide brief details)	
Proposed Heritage Corner Size and Location	<i>(Please attach floor plan indicating proposed location if possible)</i>
Besides funding, are there any other resources your organisation would find helpful in the establishment of a heritage corner?	
Please state if visitors (other than volunteers and staff) will be able to visit the heritage corner. If yes, please briefly indicate the occasions visitors will have access to the corner	