



Guide to Accepting Letter of Award (LOA) in OurSG Grants (OSG) Portal

Prepared by:
Education & Community Outreach (ECO) Division for the
NHB Heritage Grants Scheme.

Updated: 26 October 2022

Accepting LOA in OSG Portal

Step 1: Log in to OSG portal (<https://oursggrants.gov.sg/>) with your SingPass or CorpPass

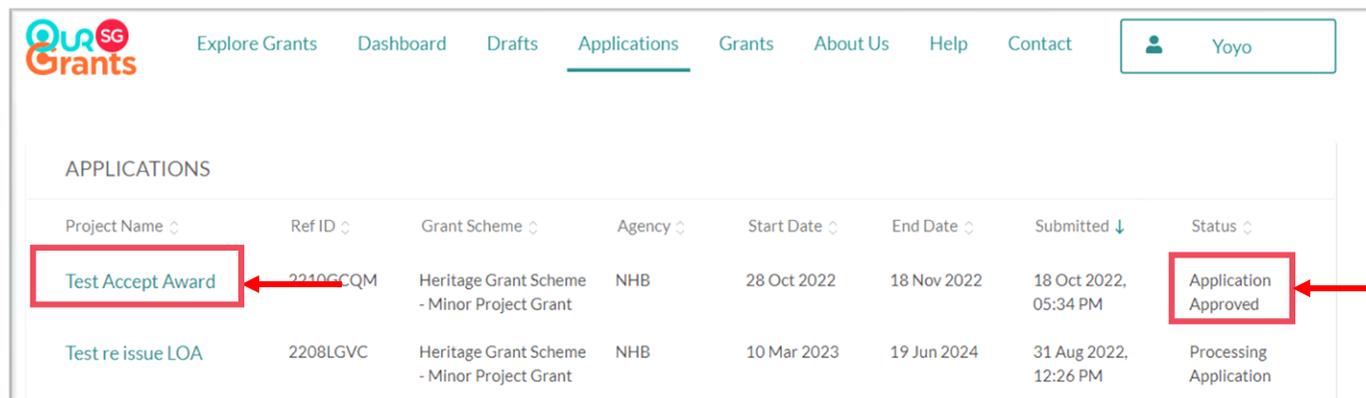
Note for Organisation Applicants:

Only the individual given the 'acceptor' right in CorpPass will be able to accept the LOA in OSG Portal. Thus, please ensure the user rights are duly set up to accept the LOA by the acceptance deadline stipulated in LOA.

Step 2: Click on the 'Applications' tab and search for your Project Reference ID.

The status of your grant application in the OSG Portal should also be reflected as 'Application Approved'.

Step 3: Click on the Project Name.



Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
Test Accept Award	2210CCQM	Heritage Grant Scheme - Minor Project Grant	NHB	28 Oct 2022	18 Nov 2022	18 Oct 2022, 05:34 PM	Application Approved
Test re issue LOA	2208LGVC	Heritage Grant Scheme - Minor Project Grant	NHB	10 Mar 2023	19 Jun 2024	31 Aug 2022, 12:26 PM	Processing Application

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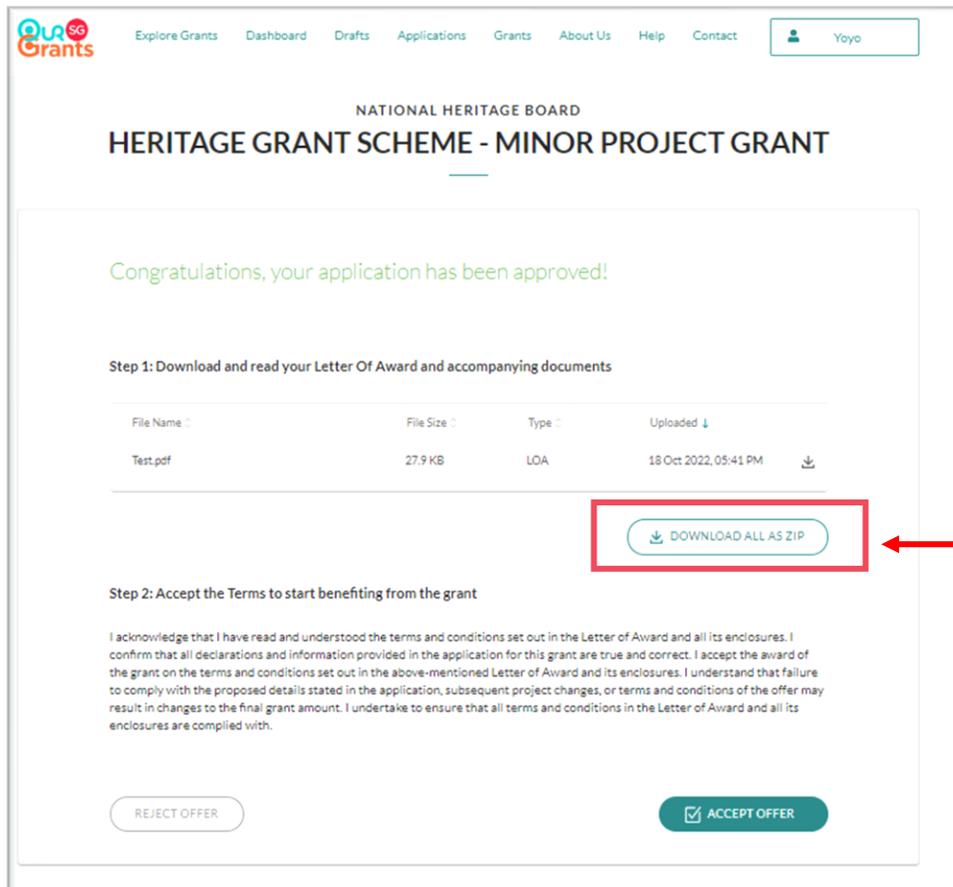
Step 4: Click on 'View Offer' to access the Letter and the Terms & Conditions (T&Cs) of the grant award.

The screenshot displays the OSG Portal interface. The top navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile dropdown shows 'Yoyo'. The main content area is divided into three sections: 'PROJECT DETAILS', 'STATUS', and 'HISTORY'. The 'PROJECT DETAILS' section shows 'Test Accept Award' with Ref ID: 2210GCQM, Grant Scheme: Heritage Grant Scheme - Minor Project Grant, Agency: National Heritage Board, Start & End Date: 28 Oct 2022 - 18 Nov 2022, Venue: Test Accept Award, and Project Description: Test Accept Award. The 'STATUS' section shows 'Application Approved' with a 'VIEW OFFER' button highlighted by a red box and a red arrow. The 'HISTORY' section shows a table of actions.

Action	By	Date
Application Approved	Agency	18 Oct 2022, 05:41 PM
Processing Application	Agency	18 Oct 2022, 05:39 PM
Application Submitted	Applicant	18 Oct 2022, 05:34 PM
Draft Created	Applicant	18 Oct 2022, 05:32 PM

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Step 5: Click on the 'Download' button to download and read your Letter of Award, its Terms & Conditions (T&Cs) and accompanying documents.



The screenshot displays the OSG Portal interface for the National Heritage Board. The page title is "HERITAGE GRANT SCHEME - MINOR PROJECT GRANT". A green message states, "Congratulations, your application has been approved!". Below this, "Step 1: Download and read your Letter Of Award and accompanying documents" is shown. A table lists a file named "Test.pdf" (27.9 KB, LOA type, uploaded on 18 Oct 2022, 05:41 PM) with a download icon. A red box highlights the "DOWNLOAD ALL AS ZIP" button, with a red arrow pointing to it from the right. "Step 2: Accept the Terms to start benefiting from the grant" follows, including a text acknowledgment of terms and conditions. At the bottom, there are "REJECT OFFER" and "ACCEPT OFFER" buttons.

File Name	File Size	Type	Uploaded
Test.pdf	27.9 KB	LOA	18 Oct 2022, 05:41 PM

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Step 6: Once you have read the Letter of Award and its T&Cs, please click on either the:

- a) **'Accept Offer'** button to accept the grant and its T&Cs; or
- b) **'Reject Offer'** button to reject or withdraw from the grant.

Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Yoyo

NATIONAL HERITAGE BOARD
HERITAGE GRANT SCHEME - MINOR PROJECT GRANT

Congratulations, your application has been approved!

Step 1: Download and read your Letter Of Award and accompanying documents

File Name	File Size	Type	Uploaded
Test.pdf	27.9 KB	LOA	18 Oct 2022, 05:41 PM

DOWNLOAD ALL AS ZIP

Step 2: Accept the Terms to start benefiting from the grant

I acknowledge that I have read and understood the terms and conditions set out in the Letter of Award and all its enclosures. I confirm that all declarations and information provided in the application for this grant are true and correct. I accept the award of the grant on the terms and conditions set out in the above-mentioned Letter of Award and its enclosures. I understand that failure to comply with the proposed details stated in the application, subsequent project changes, or terms and conditions of the offer may result in changes to the final grant amount. I undertake to ensure that all terms and conditions in the Letter of Award and all its enclosures are complied with.

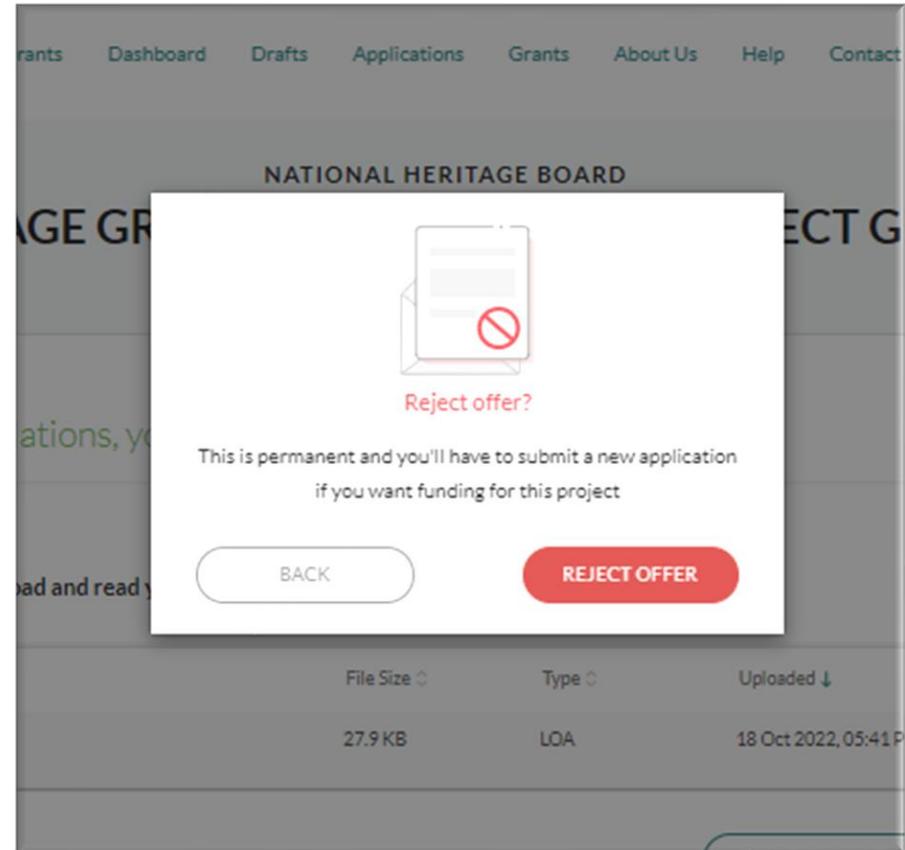
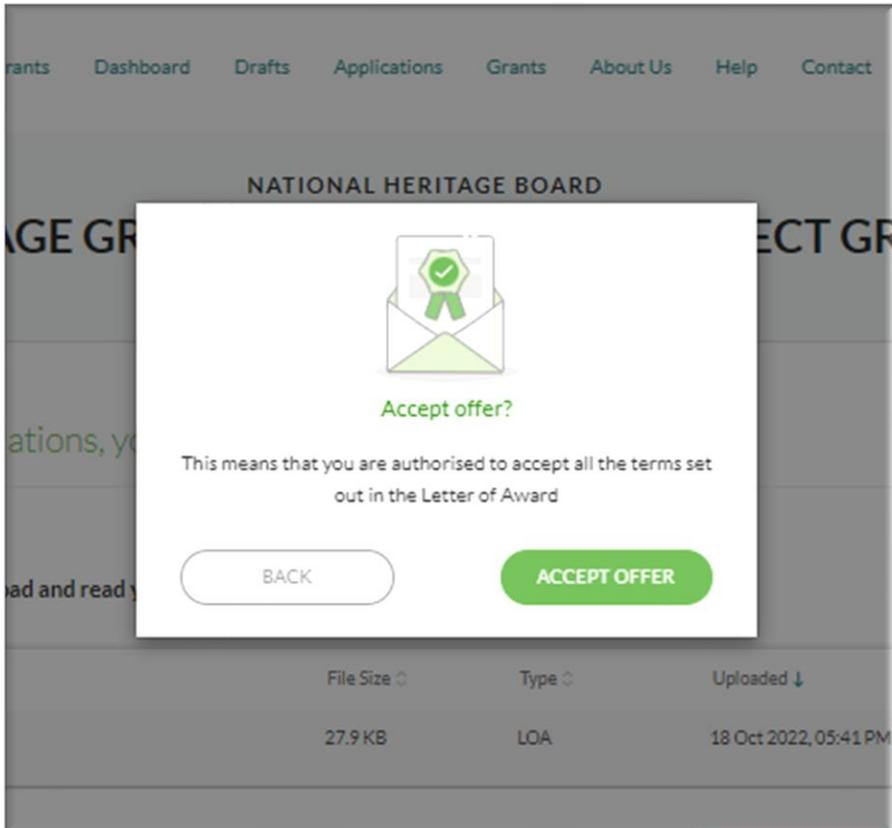
REJECT OFFER ACCEPT OFFER

Click this to **reject** offer

Click this to **accept** offer

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Step 7: After which, a pop-up will appear requesting you to confirm your decision.



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Step 8: Once you have successfully accepted the grant offer, the status of the application in OSG Portal will be updated and reflected as 'Offer Accepted'.

The screenshot displays the OSG Portal interface for a grant application. The top navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact', along with a user profile 'Yoyo'. The main content is divided into three sections: 'PROJECT DETAILS', 'STATUS', and 'HISTORY'. The 'PROJECT DETAILS' section shows the title 'Test Accept Award', Ref ID '2210GCQM', Grant Scheme 'Heritage Grant Scheme - Minor Project Grant', Agency 'National Heritage Board', Start & End Date '28 Oct 2022 - 18 Nov 2022', Venue 'Test Accept Award', and Project Description 'Test Accept Award'. The 'STATUS' section shows 'Offer Accepted' in a red box with a red arrow pointing to it, and a 'VIEW OFFER' button. The 'HISTORY' section is a table with columns 'Action', 'By', and 'Date', listing the following actions: 'Offer Accepted' (Applicant, 18 Oct 2022, 05:46 PM), 'Application Approved' (Agency, 18 Oct 2022, 05:41 PM), 'Processing Application' (Agency, 18 Oct 2022, 05:39 PM), 'Application Submitted' (Applicant, 18 Oct 2022, 05:34 PM), and 'Draft Created' (Applicant, 18 Oct 2022, 05:32 PM). The 'AGENCY CONTACT' section shows the National Heritage Board logo and address: National Heritage Board, Stamford Court, Blk 16 Stamford Road, #03-01, Singapore 178892.



Thank you!

Please reach out to your Grant Officer if you need any further assistance.