



Guide to Submitting Claims in OurSG Grants (OSG) Portal

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

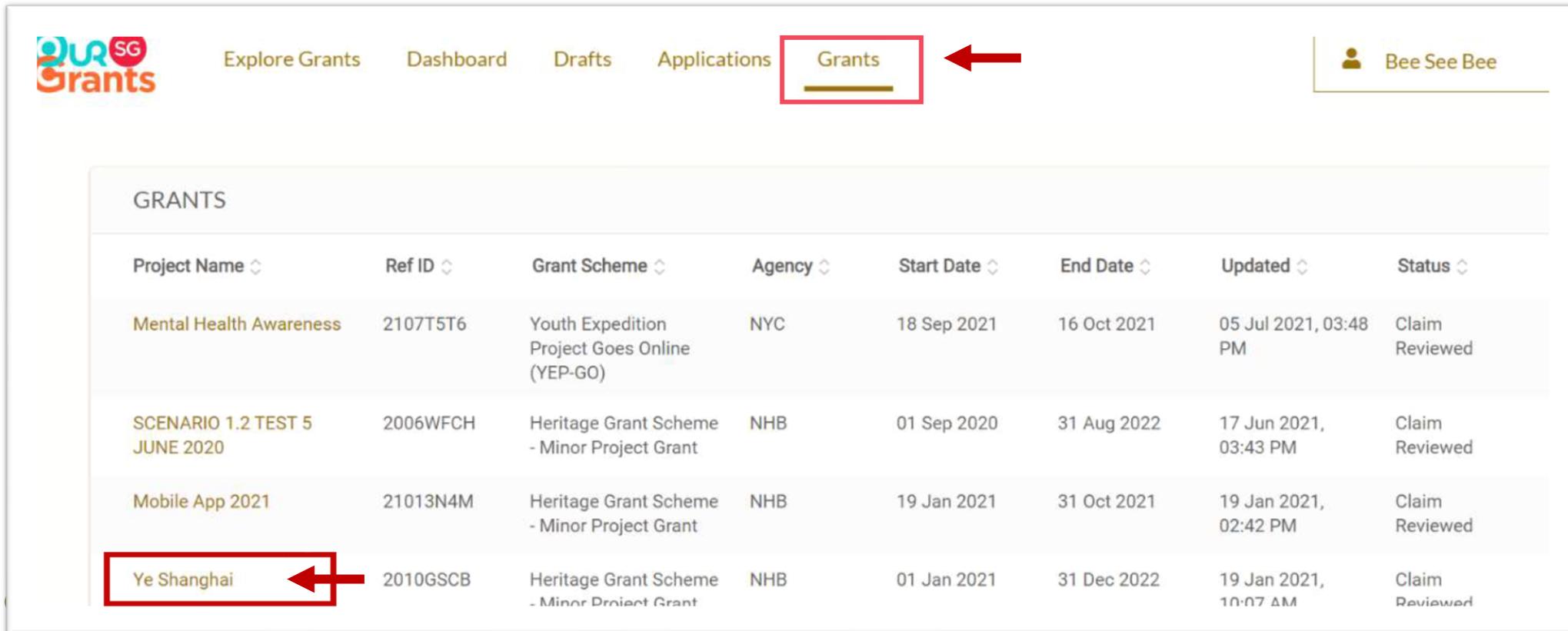
Updated: 17 October 2022

Submitting Claims in OSG Portal

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

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

Step 3: Click on the Project Name.



The screenshot shows the OSG Grants Portal interface. The navigation bar includes the OSG Grants logo, 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', and 'Grants' (highlighted with a red box and arrow). The user profile 'Bee See Bee' is visible in the top right. Below the navigation bar is a table titled 'GRANTS' with the following columns: Project Name, Ref ID, Grant Scheme, Agency, Start Date, End Date, Updated, and Status. The table contains three rows of grant data. The 'Ye Shanghai' project name in the first row of the table is highlighted with a red box and arrow.

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
Mental Health Awareness	2107T5T6	Youth Expedition Project Goes Online (YEP-GO)	NYC	18 Sep 2021	16 Oct 2021	05 Jul 2021, 03:48 PM	Claim Reviewed
SCENARIO 1.2 TEST 5 JUNE 2020	2006WFCH	Heritage Grant Scheme - Minor Project Grant	NHB	01 Sep 2020	31 Aug 2022	17 Jun 2021, 03:43 PM	Claim Reviewed
Mobile App 2021	21013N4M	Heritage Grant Scheme - Minor Project Grant	NHB	19 Jan 2021	31 Oct 2021	19 Jan 2021, 02:42 PM	Claim Reviewed
Ye Shanghai	2010GSCB	Heritage Grant Scheme - Minor Project Grant	NHB	01 Jan 2021	31 Dec 2022	19 Jan 2021, 10:07 AM	Claim Reviewed

Submitting Claims in OSG Portal

Step 4: Look for the 'Claims' card and click on 'Create New Claim'.

PROJECT DETAILS

Ye Shanghai
Ref ID:2010GSCB

Grant Scheme	Agency
Heritage Grant Scheme - Minor Project Grant	National Heritage Board
Start & End Date	Venue
01 Jan 2021 - 31 Dec 2022	-

Project Description
test

STATUS

Claim Reviewed [VIEW DETAILS](#)

Last Updated 19 Jan 2021, 10:07 AM

CLAIMS

Approved Grant
S\$ 4,555.00

[CREATE NEW CLAIM](#)

Payment 1
S\$ 500.00

Payment 2

Submitting Claims in OSG Portal

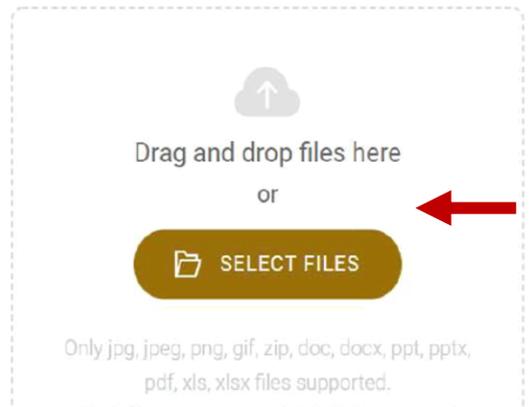
Step 5: Upload your deliverables.

FOR INTERMEDIATE CLAIMS

If this is not your final claim, upload the following documents: (If Any)

- [HGS Mid Project Report \(DOC 83 KB\)](#)
- [HGS Expenditure Report \(XLSX 93.6 KB\)](#)

You may also upload any supporting documents that are relevant to your claim.



Drag and drop files here
or

 SELECT FILES

Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.

A red arrow points to the 'SELECT FILES' button.

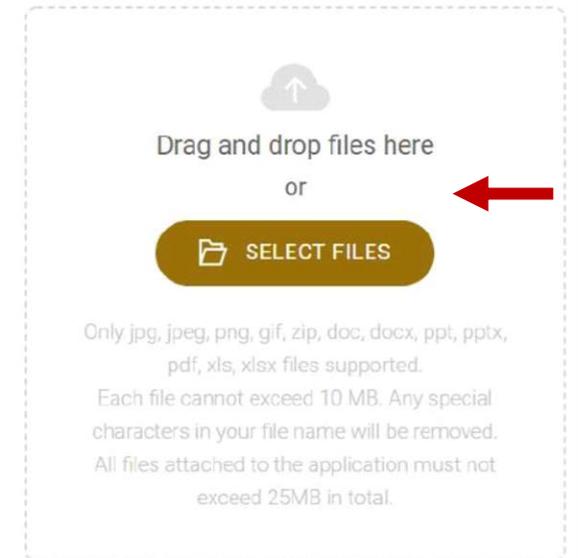
FOR FINAL CLAIMS

If this is your final claim, upload the following completed documents along with media, press clippings, receipts, and invoices: (If Any)

- [HGS Project Completion Report \(DOCX 51.4 KB\)](#)
- [HGS Expenditure Report \(XLSX 93.6 KB\)](#)
- [HGS Participant Feedback Form \(DOCX 72.6 KB\)](#)

You may also be required to submit additional supporting documents based on your project, including draft or final manuscripts, marketing and publicity material, outreach reports, sales and distribution figures and more.

Check your Letter of Acceptance (LOA) for your timeline of submission and deliverables, or contact your grant officer for more information.



Drag and drop files here
or

 SELECT FILES

Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.
Each file cannot exceed 10 MB. Any special characters in your file name will be removed.
All files attached to the application must not exceed 25MB in total.

A red arrow points to the 'SELECT FILES' button.

Submitting Claims in OSG Portal

Step 6: Submit your claim after you have successfully uploaded all the required deliverables. Upon successful submission, you will see the following message in OSG Portal and receive an email notification.

[VIEW YOUR CLAIM](#)



Your claim has been submitted

Your claim (Ref ID: 2006Z63W-DS02) for SCENARIO 2.1 TEST 6 JUNE 2020 has been submitted on 30 Jun 2020, 05:53 PM.

We will send you an email if there is an update on the status of your claim. If you have any questions, feel free to contact your grant officer.



Thank you!

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