

National Monuments Fund

- **NMF (R) “Restoration”**
- **NMF (M) “Maintenance”**

A Guide on How to Apply



REVISION HISTORY LOG

S/N	Description of changes	Date
I	Update to NMF application for urgent works and revised deadline for standard NMF applications. NMF (R) and (M) application and disbursement forms updated.	September 2017

This National Monuments Fund Information pack contains:

- Guide Notes on NMF(R) and NMF(M);
- Application and Disbursement Forms

Please read the guide notes carefully before you complete the forms.

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APPENDIX

- Timeline for NMF(R) and NMF(M)
- NMF(R) and NMF(M) Application Forms
- NMF(R) and NMF(M) Disbursement Forms

REFERENCE

"Maintenance Plans - Historic England." October 2015. Accessed October 2016.
<https://content.historicengland.org.uk/images-books/publications/repair-grants-har-maintenance-plans/maintenance-plans.pdf/>.

The **Preservation of Sites and Monuments** (PSM) is the national authority on safeguarding monuments in Singapore. Formed in 1971 with the enactment of the Preservation of Monuments Act (PMA), PSM covers four main areas:

- planning and research to extend the knowledge of monuments;
- regulatory support to guide restoration, preservation and protection of monuments;
- outreach to promote and stimulate public interest and support of monuments; and
- advising the Government in respect of matters relating to the preservation of monuments.

PSM merged with the National Heritage Board on 1 July 2009.

PART I: ABOUT NATIONAL MONUMENTS FUND (NMF)

This part explains: our priorities for the scheme; what PSM will fund under this scheme; and who can make an application.

1.1 Introduction to NMF(R) and NMF(M)

The National Monuments Fund was set up in 2008 to provide grants for **urgently necessary repair works** involving National Monuments gazetted under the Preservation of Monuments Act of Singapore. These works are necessary to prevent further deterioration, diminution, loss or damage to the National Monument's special architectural or historic interest.

In 2015, the Ministry of Community, Culture and Youth (MCCY) increased the Grant and approved of an additional Maintenance Fund.

For clarity, these will be referred to as:

- **NMF(R)**
A grant for qualifying restoration works, and in particular for urgently necessary repairs.
- **NMF(M)**
A grant for qualifying maintenance works essential to the upkeep of the monuments.

PSM adopts a co-funding approach and the grant amount offered to any eligible monument is at the sole discretion of PSM.

Refer to Section 2.3 for more information on the complementary "Tax-Exemption Scheme for Donations to National Monuments in Singapore" (TES).

1.2 Who can apply?

Applications are open for National Monuments which meet the following criteria:

For either NMF (R) or NMF(M) or both

- Owned and managed by a non-profit or religious organisation.
If the organisation is not the owner, the consent of the owner is to be obtained.
The list of eligible National Monuments is in Part 3.
- The organisation has the ability to finance the works before applying for contribution from the National Monuments Fund.
- Public has access to the National Monument.

1.3 PSM's guiding principles and priorities for NMF(R) and NMF(M)

Our guiding principle is that the NMF support is given if proposed works help to protect National Monuments without damaging their historical and architectural significance.

The proposed works must be:

- supported by adequate investigation of the need for them to be carried out;
- sympathetic to the architectural character and importance of the National Monument;
- of an appropriate standard with subsequent regular maintenance mapped out.

1.4 NMF(M) Maintenance Fund

NMF(M) was set up in 2015 to provide grants for qualifying **maintenance works** of the National Monuments gazetted under the Preservation of Monuments Act of Singapore.

What is maintenance?

Maintenance is planned regular work which is necessary to safeguard the fabric of the National Monument. Effective maintenance prevents building failure and spiralling repair costs in future.

What is eligible for NMF(M) support?

NMF(M) eligible works are defined as fundamental maintenance works to address key building defects at root which prevent or arrest damage to historic building fabric that would:

- be irreversible;
- cause the need for urgent repair in future; or
- lead to escalation of future restoration costs.

In line with these criteria, PSM has identified a list of eligible works essential to the upkeep of monuments. Monument owners must apply for NMF(M) support according to the list of eligible works. The list is arranged in 2 categories and in order of priority:

- **Investigations by Specialist**
This is to assess if any and the extent to which repairs are required.
- **Specific Tasks and Minor Repairs**
These are regular planned maintenance works.

Please refer to the NMF(M) application form for the list of eligible works. Note that termite control is **mandatory** for NMF(M) applications. PSM will consider works which meet the eligibility criteria but are not in the list on a case-by-case basis.

1.5 Difference between NMF(R) and NMF(M)

Parameters	NMF(R)	NMF(M)
Objective	To offset cost of qualifying restoration works and in particular urgent necessary repairs.	To offset cost of qualifying maintenance works essential to the upkeep of the monuments.
Criteria for Eligible works All eligible works are subject to PSM's evaluation.	Restoration works such as 1. <u>Urgent Structural Repairs</u> 2. <u>Major Architectural Restoration Works</u> to preserve historic, architectural features as outlined in the Preservation Guidelines Note: i. Modern enhancement works e.g. M&E works like air-conditioning and enhancement light are <u>not</u> supported. ii. Professional fees are <u>not</u> supported.	Preventive works such as 1. <u>Investigations by Specialist</u> to assess if any works are required to arrest and /or prevent damage that would be irreversible or costly to restore. 2. <u>Specific Tasks and Minor Repairs</u> to prevent deterioration, or loss of special architectural or historic interest, as directed by a Specialist where applicable. Note: i. Modern enhancement and operational works are <u>not</u> supported; ii. The list of eligible works is provided in the NMF(M) application form; iii. Termite control is mandatory for the application; iv. First painting with mineral paint is to be applied under NMF(R). Subsequent paintings will be under NMF(M).
Frequency of works	When necessary	Regular basis

PART 2: HOW TO APPLY

This part explains: how to make an application; our assessment of your application; how PSM disburses grants; and standard grant conditions.

2.1 Making an application for NMF(R) and NMF(M)

Standard Application

Standard NMF Applications are to reach PSM by **31 October**¹ respectively of each year if it is to be considered for a grant in the following financial year (financial year starts in April). Late submissions of standard applications will not be entertained and will be treated as a submission in the following financial year.

All parts of the application form are to be completed and accompanied by the required documents. Access to the monument is to be allowed for PSM staff or agent, if any site verification is needed.

There is no limit to the number of applications per eligible monument. However, for NMF(M), Owners should not submit repeat applications for the same works within a 5-year timeframe except if the works are short cyclical works such as termite control, or vegetation removal on monuments.

Urgent Application

For urgent works for both NMF(R) and NMF(M) applications, PSM has opened 2 additional application periods. The 2 application periods are for urgent applications submitted:

- Between 1st November to 31st March
- Between 1st April and 31st October

For example:

- Applications submitted between 1st November 2017 to 31st March 2018 will be processed during FY2018, together with the standard applications made by 31 October 2017.
- Applications submitted between 1st April 2018 and 31st October 2018 will be processed during FY2019, together with the standard applications made by 31 October 2018.

¹ If 31st October is a non-working day, the closing date will be brought forward to the last working day.

Urgent works are for the monument proper that are typically for restoration of an existing feature or the like-for-like replacement of the existing feature (this does not apply to any new proposed works).

Works are deemed urgent if:

- There is a risk of structural collapse;
- Parts of Monument are unsafe for occupation and use; or,
- There is a risk of irreversible damage to critical features of the Monument.

The criteria of works for NMF(R) for Urgent / Necessary Repair Works are as follows:

- BCA has certified parts of Monuments as unsafe / close to unsafe.
- Proposed repair works to ensure 'safe' state for occupation and use, based on preservation principles.
- On a needs basis, works must be supported by QP / Consultants on-board.
- Application must be supported by cost estimates.

The criteria of works for NMF(M) for Urgent Investigation Work to support NMF (R) are as follows:

- Urgent investigation works that would complement and inform further works related to application of NMF (R) grant. For example, 3D scanning, laboratory testing of building elements for urgent structural rectification works.
- On a needs basis, works must be supported by QP / Consultants on-board.
- Application must be supported by competitive quotations.

In the event that urgent works arise, Owners must inform PSM. Owners may put in an urgent application, only if supported by PSM, on the agreement that full NMF evaluation and assessment will be independent and conducted with the relevant standard application period.

Urgent application submissions must include:

- Scope of the urgent works
- Be supported by a Qualified Person/Consultant on the team and
- Cost estimates for the proposed urgent works

Owners may only commence urgent works once they have received a “No Objection for proposed urgent work to commence and be included in the next NMF grant application on (insert application date)” from PSM.

Please note that urgent NMF applications are still subject to the standard evaluation processes.

2.2 How PSM assesses your ability to finance the project

For Both Grants

As the NMF Grant is a government co-funding scheme, PSM will expect you to finance the project through your own resources and/or with the complementary Tax Exemption Scheme (See Section 2.3).

NMF(R)

You will need to provide enough information, for example fund raising plans, for PSM to assess your ability to finance the project. The amount PSM offers will depend not only on our assessment of your financial need but also on the resources available to us and any other funds that you may have access to.

PSM treats all financial information in the strictest confidence and will use it only for assessing your need for a grant.

2.3 Tax-Exemption Scheme (TES)

The Tax-Exemption Scheme for Donations to National Monuments in Singapore" (TES) was set up to complement the NMF grant. Through this scheme, Monument Owners are able to raise funds for preservation and restoration purposes. In return, Singapore tax residents who make a donation through this scheme will be able to receive tax exemptions at the prevailing rate as determined by the Inland Revenue Authority of Singapore at the time of donation.

Please refer to the TES guide for more information.

2.4 PSM's decision

Decision on your application will be made at the beginning of the financial year. Letters of grant offer will be sent to successful applicants by **early May**². You must not start the actual works which you have applied for, before PSM's decision on your application.

PSM will inform you whether your application is successful and if so, the amount of grant offered and the conditions of offer. If you accept the grant, you will need to submit:

- **A copy of the Contract document(s)**

- For NMF(R)

- Confirm that at least 3 competitive quotations have been called from independent contractors for the works covered by the grant and provide justifications for the selection.

- For NMF(M)

- Confirm that 3 competitive quotations have been called from independent contractors for works covered by the grant with justifications provided for the selection OR
 - Pre-existing contract for works covered by the grant e.g. termite control, plant removal on building etc.

- For Both Grants

- If monument owners have difficulty obtaining 3 quotations, please provide justifications and supporting proof of unsuccessful efforts to obtain these. These will be considered in the evaluation of the grant application.
 - If you, your family, or your business(es) is connected in any way to one of the contractors, you must inform us when you send us your quotations/contract documents.

- **Maintenance plan**

- You will have to undertake to carry out regular routine maintenance in accordance with this plan after works have been completed.

Before you start work, you have to obtain the relevant permission or clearance under other technical departments such as planning, building, fire or other legislations, if applicable.

² Timelines is indicative barring unforeseen circumstances.

2.5 How PSM disburses grants

NMF(R)

The approved works are to be satisfactorily completed for disbursement within 2 years from the date of grant offer. Progressive disbursement can be arranged with justifications provided subject to PSM's approval in writing. The final cost of the works must be certified by your Quantity Surveyor or Qualified Person, the authorised personnel and a witness³.

NMF(M)

The approved works are to be satisfactorily completed for disbursement within 1 year from the date of grant offer except period contract work (e.g. termite control, plant growth etc.). Disbursement for works with a contract period of 2 years or more will be pro-rated on an annual basis upon completion of such works. The final cost of the works must be certified by the authorised personnel and a witness.

For Both Grants

Grants are disbursed as a single payment on a reimbursement basis. Monument owners must apply for disbursement with 3 months of last completion of grant-approved works. Subject to the conditions of the grant, reimbursement shall be made within 2 months of PSM's receipt of the maintenance plan and required documents.

Do note that the NMF grant offers are subject to the approved works being completed by the applicant within the stipulated time frames. Failure to do so will void the grant offer. Should an extension be required, please ensure that you inform PSM at least 2 months before in writing, prior to the end of the grant offer. This is to allow for PSM's internal evaluation.

Please note that the grant disbursement is also subject to the compliance of the terms and conditions of the grant offer.

2.6 Disclosure of Information

The funds PSM administers are public funds. PSM believes it is important to give the public as much information as possible about the grants and what they are used for. This is in line with our commitment to openness in the public sector. PSM may publicise the information on our website.

³ For accountability, the witness should be a 3rd party not directly involved in the works for e.g. religious leader, trustee, committee member, patron or legal adviser.

PART 3: LIST OF ELIGIBLE NATIONAL MONUMENTS

(Correct as of Aug 2017)

1. Abdul Gafoor Mosque
2. Al-Abrar Mosque
3. Alkaff Upper Serangoon Mosque
4. Armenian Church of St Gregory
5. Cathedral of the Good Shepherd
6. Chesed-El Synagogue
7. Church of Our Lady of Lourdes
8. Church of Nativity of the Blessed Virgin Mary
9. Church of St Peter and St Paul
10. Church of St Teresa
11. Hajjah Fatimah Mosque
12. Hong San See
13. Jamae Mosque
14. Lian Shan Shuang Lin Monastery (Former Siong Lim Temple)
15. Maghain Aboth Synagogue
16. Nagore Dargah Indian Muslim Heritage Centre
17. Prinsep Street Presbyterian Church
18. Singapore Yu Huang Gong (Former Keng Teck Whay)
19. Sri Mariamman Temple
20. Sri Perumal Temple
21. Sri Thendayuthapani Temple
22. St Andrew's Cathedral
23. St George's Church
24. St Joseph's Church
25. Sultan Mosque (Masjid Sultan)
26. Tan Si Chong Su
27. Telok Ayer Chinese Methodist Church
28. Thian Hock Keng (Chong Wen Ge & Chong Hock Pavilion)
29. Tou Mu Kung
30. Ying Fo Fui Kun
31. Yueh Hai Ching Temple

PART 4: GETTING IN TOUCH

You can contact us at

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Appendix

Timeline for NMF(R) and NMF(M)

I. Grant Application

II. Grant Approval

III. Grant Disbursement (On reimbursement basis)

IV. Two Additional Grant Application Periods (for urgent works only)

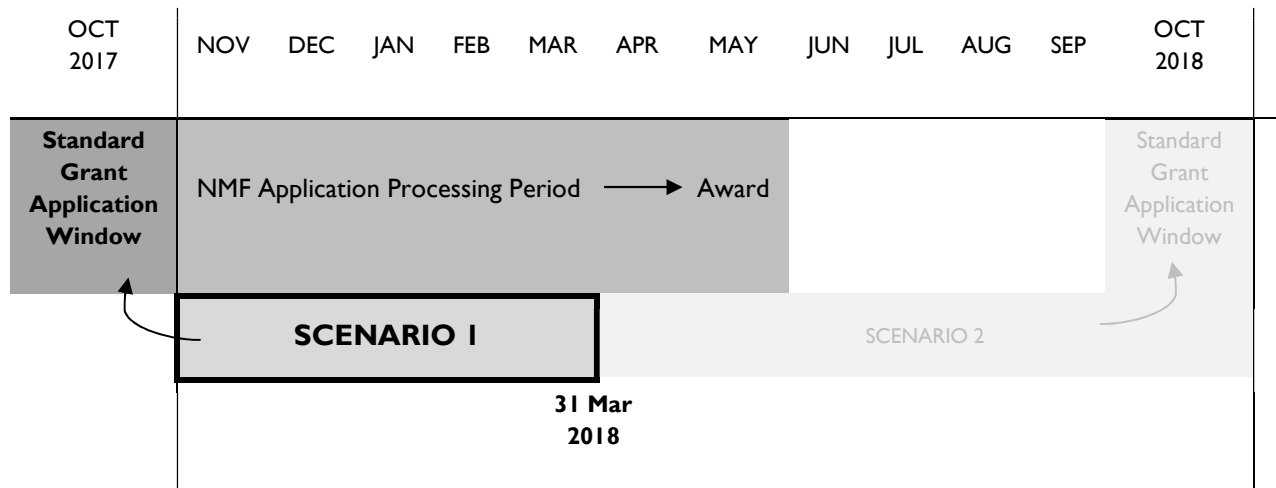
Grant Stages	Indicative Timeline	Action by	Remarks
I. Grant Application			
Hard copy of application form with supporting documents to reach PSM office	By <u>12 noon, 31 Oct*</u> annually	Monument owners	Strictly <u>no</u> extension. *If 31 Oct is a non-working day, the closing date will be brought forward to the last working day.
Acknowledgement of application	<u>2 weeks</u> from date of receipt	PSM	PSM will follow up with clarifications on the application <u>after</u> acknowledgement.
II. Grant Approval			
Hard copy of letter of grant offer to be sent to monument owners.	By <u>early May</u> annually	PSM	Timeline is indicative, barring unforeseen circumstances.
Hard copy of signed acceptance of letter of grant offer to reach PSM office	Within <u>30 days</u> from date of grant offer letter	Monument owners	Monument owners must send a copy of the contract document(s) for the approved works to PSM within <u>10 days</u> of signing contract(s).

Grant Stages	Indicative Timeline	Action by	Remarks
III. Grant Disbursement (On reimbursement basis)			
Completion of grant-approved works	<p>NMF(R): Within <u>2 years</u> from grant offer</p> <p>NMF(M): Within <u>1 year</u> from grant offer <u>except</u> for routine, annual contract works (e.g. termite control, plant removal on building etc.)</p>	Monument owners	<p>Do note that the NMF grant offers are subject to the approved works being completed within the stipulated time frames.</p> <p><u>Failure to do so will void the grant offer.</u></p> <p>Should an extension be required, please inform PSM at least <u>2 months</u> before in writing, prior to the end of the grant offer. This is to allow for PSM's internal evaluation.</p>
Hard copy of disbursement form with supporting documents to reach PSM office	Within <u>3 months</u> of last completion of grant-approved works	Monument owners	<p>In general, the grants will be disbursed as a single payment subject to conditions of the grant stated in the letter of grant offer.</p> <p>Progressive payments can be arranged with justifications provided, subject to PSM's approval in writing.</p>
Disbursement to owners	<u>2 months</u> from receipt of required documents.	PSM /NHB Finance	-

IV. Two Additional Grant Application Periods (For Urgent Works)

Arising from Monument Owners' feedback for additional application windows for NMF grants to facilitate urgent works / supporting investigation works, two scenarios for Monument Owners to submit additional applications are provided.

Scenario I: Application for NMF (R) and (M) submitted by 31 Mar 2018



Application for NMF (R) and (M) submitted by 31 Mar

Processed with applications for FY2018

Case Example for Scenario I

Oct 2017 : Standard NMF application deadline

Jan 2018 : Owner discovers urgent works, informs PSM for a site visit and assessment.

Mar 2018 : Owner puts in urgent application, only if supported by PSM, on the agreement that NMF evaluation and TC assessment will be independent.

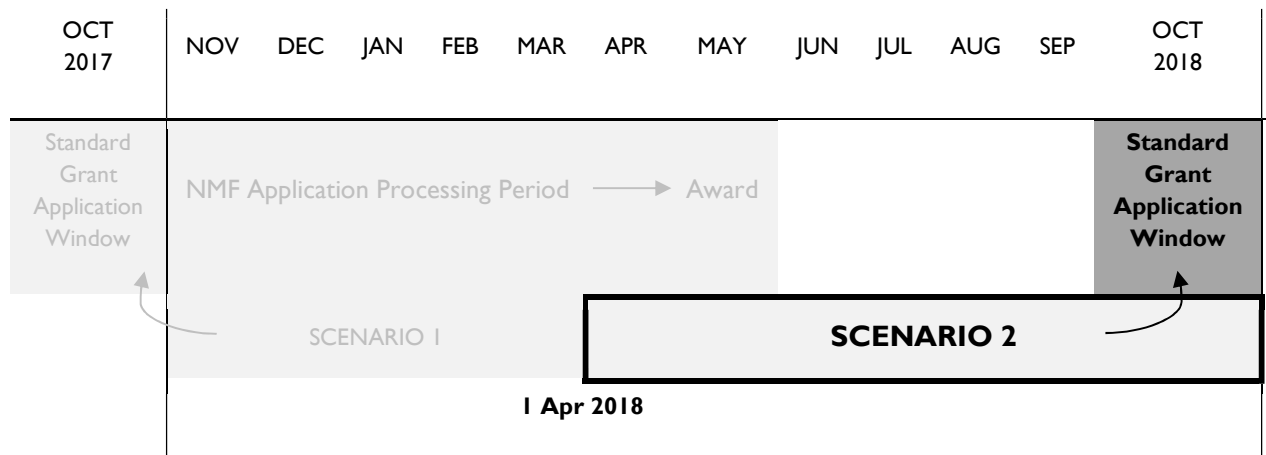
Owner obtains NO OBJECTION from PSM.

Apr 2018 : Urgent Works begin

mid-May 2018 : Owner receives Letter of Award of NMF grant from PSM

Aug 2018 : Urgent Works completed

Aug-Nov 2018 : Owner applies for disbursement

Scenario 2: Application for NMF (R) and (M) submitted from 1 Apr 2018

Application for NMF (R) and (M) submitted from 1 Apr 2018

Processed with applications for FY2019

Case Example for Scenario 2

Jun 2018 : Owner discovers urgent works, informs PSM for a site visit and assessment.

Aug 2018 : Owner puts in urgent application, only if supported by PSM, on the agreement that NMF evaluation and TC assessment will be independent.

Owner obtains NO OBJECTION from PSM.

Sep 2018 : Urgent Works begin

Oct 2018 : Standard NMF application deadline

Jan 2019 : Urgent Works completed

mid-May 2019 : Owner receives Letter of Award of NMF grant from PSM

May-July 2019 : Owner applies for disbursement