**NMF (M)**

**APPLICATION FORM**

**Important Notes for the National Monuments Fund (Maintenance) Grant**

1. Please read the accompanying ‘NMF: A Guide on How to Apply’ carefully before completing this form.
2. The application cannot be processed if the form or the relevant information is incomplete and will be voided if there are factual inaccuracies.

All questions in this form must be answered. If a question does not apply to you, write ‘NOT APPLICABLE or ‘N.A’. Please write clearly in BLOCK LETTERS.

1. Annual closing date for applications is 31 Oct\* annually (by 12 noon).

Late applications will not be entertained. Works must not start before the grant is awarded.

\*If 31 Oct is a non-working day, the closing date will be brought forward to the last working day.

1. Please send the completed application form and supporting documents to :

**Preservation of Sites and Monuments - NMF (M)**

**61 Stamford Road**

**#03-08 Stamford Court**

**Singapore 178892**

PSM cannot accept applications via email, fax or disc as the form needs to be signed by the authorised personnel and retained as an original legally-binding document. Note that documents submitted will not be returned to the applicant.

1. PSM practises an ‘access to information’ policy. Any information provided, with the exception of financial information, may become publicly available.

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| **NHB/ PSM Division [For official use only]**  Applicant Name | Date of Receipt | File No. |
|  |  |  |
| Remarks | | |

**A. WHO IS APPLYING FOR NMF (M)**

1. **Applicant’s details**

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| National Monument (name and address): | | |
| Name of applicant (this can be the name of an individual or organization): | | |
| Name of contact person & designation in the organization: | | |
| Contact address: | | |
| Telephone: | Fax: | Email: |

1. **Is this a ‘Standard Application’ or ‘Urgent Application’**

(Please refer to Item 2.1 ‘NMF: A Guide on How to Apply’)

□ Standard Application □ Urgent Application

**For ‘Urgent Application’, have you received a ‘No Objection for Urgent Work to commence and included in NMF Application’ from PSM?**

□ Yes □ No

If Yes, please provide details:

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**B. ABOUT YOUR PROJECT**

1. **Please tick the list of eligible works where applicable, and indicate when the eligible works were last carried out.**

**Note**: Applications for the same works are limited to a 5-yearly cycle. This excludes annual contract works like termite inspection and plant removal on monument.

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| **Category** | **List of Eligible Works in order of Priority** | | **Indicate**  where applicable | |
| **Please**  **tick** | **Date of works last carried out** (MM/YY) |
| **A) Investigations by Specialist**  To assess if works are required to arrest and /or prevent damage that would be irreversible or costly to restore  Note: BCA’s PSI report is not supported for funding. | 1 | Annual termite inspection (inclusive of treatment) through thermal imaging or visual checking.  Note: Mandatory for the first application of NMF (M). For subsequent applications, annual termite inspection contract must be in place to qualify. |  |  |
| 2 | Investigation of building structural defects and cracks on walls and structural members to determine structural integrity of monument.  I.e. 3D scanning, lab testing of roof trusses, columns, beams, wall plates etc. |  |  |
| 3 | Investigation by specialists:  (a) To determine source of building defects/water penetration.   (b) Tree arborist report to comply with NPark’s requirement. |  |  |
| **B) Specific Tasks and Minor Repairs**  To prevent deterioration, or loss of special architectural or historic interest, as directed by a specialist where applicable | 4 | Minor repair or replacement of critical building elements to prevent moisture ingress.  I.e. broken, damaged roof tiles, timber doors and windows etc. |  |  |
| 5 | Subsequent repainting with mineral paint.  **Note**: First application of mineral paint is eligible for NMF (R). Subsequent re-paintings with mineral paint will be eligible for support under NMF (M). |  |  |
| 6 | Removal / Maintenance of vegetation on or close to monument by specialist. Removal works carried out on trees as such must have prior approval from NParks and PSM. |  |  |
| 7 | Removal of rainwater gutter in compliance with regulations. |  |  |
| 8 | Installation of bird deterrent devices. I.e. Bird spikes, netting etc. |  |  |
| 9 | Spot repair of artefacts or features as outlined in the Preservation Guidelines or supported by archival evidence, as directed by a specialist. |  |  |
| 10 | Reinstatement to undo an insensitive addition affecting critical features as outlined in the Preservation Guidelines. I.e. Re-route AV wiring around decorative features, conceal M&E services at critical areas etc. |  |  |
| 11 | Lightning protection maintenance works endorsed by PE |  |  |
| Please tick if there are other works proposed that are not in the list of eligible works. | | |  |  |

1. **Please provide cost and target schedule of the works listed in Q2.**

You may use the given format below OR attach as a separate sheet in the same format.

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| **List of Works** | | | **Name of**  **Selected Vendor** | | **Existing Contract**  (Yes/No) | | **Target Schedule**  (MM/YY  -MM/YY) | **Cost of Works**  Exclude GST  (S$) |
| **I** | **List of Eligible Works**  (Refer to Q2 for the list of eligible works) | | | | | | | |
| 1 | Annual Termite control  Note: Mandatory for application. |  | |  | |  | |  |
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| II | **Other Works Not Listed as Eligible Works**  (Please list if any) | | | | | | | |
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| **Amount of grant you are requesting for under NMF(M)** | | | | | | | | **S$** |

1. **Please attach one (1) of the following for each work listed in Q3 where applicable :**
2. **Certified copy of pre-existing contract; OR**
3. **Minimum of three (3) quotations. Please state reason(s) for final selection.**

For item II, you may use the given format below OR attach as a separate sheet in the same format.

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| **List of Works**  (Refer Q3 above) | | **Reason(s) for Final Selection** |
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1. **The total amount of grant you are applying for from PSM under this scheme in relation to the works outlined above?**

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1. **Have you received grants for the proposed works from other government agencies?**

If Yes, please give details. □ Yes □ No

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1. **Do you have an existing “Tax-Exemption Scheme” (TES) Account?**

**Please indicate one (1) of the following:**

* If Yes, are you making use of the TES account**?** □ Yes □ No
* If No, would you like us to send you more information □ Yes □ No

on the TES account via the email provided in Q1?

**C. SUPPORTING DOCUMENTS CHECKLIST**

**Please tick and ensure that you have enclosed the following information.**

**Required items**

* List of eligible works (Refer Q3).

Note: Termite control is mandatory for application.

* Cost and target schedule of the works (Refer Q4).
* Certified copy of pre-existing contract for each work listed; **OR**

Minimum three (3) quotations with reason(s) for final selection (Refer Q5).

Please note that PSM may not be able to process the application if the form or the relevant information is incomplete. If submission is incomplete, please indicate reason(s):

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**Optional items to support your application**

* Recent photographs of your National Monument, and the area of the works proposed, where applicable. All photographs must be taken within the last three (3) months.

All photographs are to be dated and labelled with brief description.

* Proposal indicated on annotated plans, drawings, illustrations, etc.

(Refer application form Appendix).

* A copy of consultant, conservator or specialist contractor’s report/written advice on the necessary works (Please include contact details in the report).
* Existing routine maintenance plan.
* Proposal on how to co-fund the owners’ portion of the works.

All supporting documents submitted should be in A4 size, except for plans, drawings and photographs. To help us copy and file your application, please do not bind documents.

Please keep copies of your completed application form and all supporting documents. Do not submit original documents or anything of historical or personal value. Documents submitted to PSM will not be returned to the applicant.

**D. DECLARATION**

Your completed form must be furnished with the signatures of the authorised personnel and a witness defined as follows:

**Authorised personnel**: Appointed within the organisation to oversee the proposed works.

E.g. Chairman of building/restoration committee, key committee member.

**Witness**: Other parties not directly involved in the works.

E.g. Religious leader, trustee, committee member, patron or legal adviser.

PSM will liaise with the undersigned who will ensure adherence to the terms, if any communications are required.

* **I/we confirm that I/we have read and accepted the guidance provided, and that the information on this application form, together with the supporting documents enclosed, is accurate and complete to the best of my/our knowledge.**
* **I/we declare that I/we have no conflict of interest and am/are not affiliated to any of the contractors or the service providers.**
* **I/we further declare that I/we are able to co-fund the proposed works.**
* **I/we further declare that there is public access to the monument.**
* **I/we agree and accept that PSM has the right to reject/cancel my/our application if the application is incomplete; if there are inaccuracies in the submitted documents; or if I/we am/are not eligible for the grant.**

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| Signature(s) of authorised personnel(s): | Signature of witness: |
| Name(s): | Name: |
| NRIC: | NRIC: |
| Designation (for organisation only): | Designation (for organisation only): |
| Date: | Date: |
| Official stamp: | |

**Application Form Appendix**

Proposal annotated plans, drawings, illustrations, etc. submitted, if any, to be in “A” sizes with the following form and scale, where appropriate:

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| S/No | Drawing Type | Scale |
| 1 | Overall Site Drawings   * Overall site plans * Overall topographic plans | 1:500  1:500 |
| 2 | Architectural Drawings   * Overall elevations * Floor plans of all levels * Ceiling plans * Roof plan * Longitudinal sections * Cross sections | 1:100  1:100  1:100  1:100  1:100  1:100 |
| 3 | Detail Drawings   * External elevation of all sides * Internal elevation of all sides * Details of columns/beams structure * Details of windows * Details of doors * Details of specific features (details of special historically or architecturally significant features; construction details, etc) | 1:50  1:50  1:20  1:20  1:20  1:20 |