

HERITAGE TOWN AWARD

Thank you for your interest in the Heritage Town Award. Please read this document carefully before applying.

We wish you success with your application.

Correct as of 28 November 2013.

NHB reserves the right to make changes to the contents of this document at any time, without prior notice.

Heritage Town Award Guidelines

1. Objective

The NHB Heritage Town Award was initiated to recognise and promote ownership of heritage by local communities. This bi-annual Award scheme encourages the community to organise and participate in heritage activities that celebrate both Singapore and the community's history and origins.

2. Eligibility

The Heritage Town Award is open to:

- (i) Citizens' Consultative Committees (CCC)¹

One or more Citizens' Consultative Committees are welcome to apply together with one CCC as the main applicant.

Previous Heritage Town Award winners are not eligible to apply for the subsequent edition of the award.

3. Assessment Criteria for Award

Heritage Town Award nominees are assessed according to the following criteria

- a. Proposed Heritage Town Vision
- b. Past Heritage Activities over the last two years (including collaborations with NHB and/or PA, or other government bodies)
- c. Proposed Heritage Activities for the upcoming two years (including collaborations with NHB and/or PA, or other government bodies)
- d. Innovation in Proposed Activities

¹ Please refer to http://www.pa.gov.sg/images/locate-centre/list_of_community_centres_and_clubs_1_apr_2013.pdf for a list of eligible CCCs.

Examples of past and proposed heritage activities include the following (the list is not exhaustive):

Activity Type	Examples
Exhibition	<ul style="list-style-type: none"> - Panel-style exhibitions on various places of historic interest around the neighbourhood - 3D interactive displays (can be in the form of online version or documentation, videos etc)
Publication	<ul style="list-style-type: none"> - Documentation of community related stories (can also be in digital format)
Programmes	<ul style="list-style-type: none"> - Traditional art workshops, Oral History recording workshops, tours of heritage buildings or heritage trails
Events	<ul style="list-style-type: none"> - Community events that are based on themes of heritage

CCCs are encouraged to find the most innovative and effective ways to promote and present their community heritage.

4. Selection Process

All eligible nominations received by the National Heritage Board will be shortlisted for evaluation by an External Assessment Jury comprising persons established in various sectors in the field of Heritage. The External Assessment jury will recommend the winning Heritage Town.

5. How and When to Apply?

- The Award opens for nomination **every two (2) years.**
- The table below lists the key dates and application windows for the Heritage Town Award:

Submission Deadline for Nominations	Notification of Results	Announcement and Presentation of Award
1 March 2014	July 2014	July 2014

- Nominations have to be made by CCC submitting the Application Form (available for download on the NHB website) together with all relevant supporting materials to nhb_heritageawards@nhb.gov.sg and indicate name of town and CCC in the subject line of the email. CCC can also mail the nomination/supporting materials in one package to:

**Heritage Town Award
Assistant Manager/Manager
Community Institutions & Outreach Division
National Heritage Board
61 Stamford Road, #03-01
Stamford Court,
Singapore 178892**

You may also drop them off at the National Heritage Board Reception from Monday through Friday, 9am – 12pm or 2pm – 5pm.

- c. All nominations and supporting materials must reach NHB by **5pm, 1 March 2014**.
- d. The following nominations will not be considered:
 - Nominations without relevant supporting documents
 - Nominations without ascribed Application Form
 - Late and/or incomplete submissions
- e. NHB's decision is final. NHB reserves the right to not award the Heritage Town Award if none of the nominees meet the selection criteria.

6. Award & Notification

NHB will inform nominees in writing of the outcome within four (4) months of the closing date of the Open Call.

The Heritage Town Award will be presented by the Minister for Culture, Community and Youth.

The winning town will receive the title of "Heritage Town 2012/2013" as well as funding of up to S\$100,000 to organise the proposed heritage-related activities for its residents.

NHB will discuss with the successful awardee on the projects to be funded and agree on a project timeline that will indicate the schedule for submission of work-in-progress reports.

NHB will issue a letter containing the project timeline, terms and conditions and schedule for submission of work-in-progress reports.

Funds will be disbursed to the winning CCC in mutually agreed phases (up to four instalments) and upon completion of key agreed milestones to the NHB's satisfaction.

NHB reserves the right to call for submissions of independently audited (at the CCC's own cost) receipts, invoices and financial statements for verification and audit purposes, and reserves the right to withdraw disbursement if such supporting documentation is not produced to NHB's satisfaction.

Each new report should be submitted to NHB with the changes (if any) highlighted together with the relevant financial expenditure.

All costs have to clearly demonstrate direct relation to the proposed Heritage Activities in order to qualify for disbursement. The following activities do not qualify:

Non-qualifying Costs	
Purchase of Assets	- Land, building, spaces, vehicles
Overseas Travel	- Overseas trips, including trips to study overseas, procure materials or items overseas
Infrastructure Development	- Refurbishment of buildings and spaces

7. Terms and Conditions

The award is not transferable and must not be used for any purpose other than the town's heritage activities. Applicants shall be responsible for obtaining all required licenses, permits, permissions and other authorisation to use any photographs, copyright materials or other property or other rights belonging to third parties that it used for the project. All concerned costs must be factored into the application submission.

Successful award recipients are required to:

- Complete and deliver the project as proposed.
- Submit reports on achievements, key performance outcome.
- Submit an independently audited (at the CCC's own cost) financial report with supporting documents or receipts.
- Inform the NHB in writing of any changes to the proposed activities. Postponement and/or cancellation must be fully explained in writing.
- Acknowledge NHB on all publicity materials unless otherwise indicated.

The NHB reserves the right to review, withdraw or suspend the funding in full or in part thereof should any of the Terms and Conditions not be complied with.

The NHB also reserves the right to terminate the award, discontinue any further disbursement and/or recover any funds disbursed, should any of the following occur:

- The proposed heritage activities are changed significantly without prior written approval from NHB;
- The successful applicant is not able to deliver the proposed activities;
- Wrong and/or misleading information is provided in the Application Form, either deliberately or otherwise; or
- Illegal or negligent acts that occur during any point in the two years as Heritage Town Award recipient, which will adversely affect the reputation of NHB, PA, any government bodies, public institutions, national leaders or your person / organisation.

Consideration is also given to whether the work would bring about other negative influences. NHB will prioritise financial support away from activities which:

- Advocate or lobby for lifestyles seen as objectionable by the general public;
- Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society;
- Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.