

National Monuments Fund

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

A Guide on How to Apply



Document Revision Log

S/N	Description of changes	Version	
		No.	Date
1	<ul style="list-style-type: none"> ▪ General review of guide and NMF(M) forms. ▪ Additional guide notes and application form for the Maintenance Grant. 	2	11/2015
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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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The **Preservation of Sites and Monuments** (PSM) division¹ is the national authority on the preservation of National Monuments protected under the Preservation of Monuments Act (Cap. 239). Its roles and responsibilities cover 4 main areas:

- Planning and research to extend the knowledge of monuments;
- Regulatory support guiding the restoration, preservation and protection of monuments;
- Outreach to promote and stimulate public interest and support of monuments; and
- Advising the Government in matters relating to the preservation of monuments.

¹ Formerly the Preservation of Monuments Board (formed in 1971), PSM is now a division under the National Heritage Board.

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 in the first NMF(M) application. PSM will consider works which meet the eligibility criteria but are not in the list on a case-by-case basis.

I.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 first-time 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)

Applications are to reach PSM by **31 October**² respectively of each year if it is to be considered for a grant in the following financial year (financial year starts in April). Late 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.

For works which are not eligible for the National Monuments Fund, the application will be rejected and PSM will inform you within 4 weeks.

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 routine contract works such as termite control, or plant removal on monuments.

2.2 How PSM assesses your ability to finance the project

For Both Grants

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

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, as it incentivizes Singapore tax residents to donate through tax exemption receipts.

Donors to this scheme will enjoy tax exemptions at the prevailing rate determined by the Inland Revenue Authority of Singapore at the time of donation.

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 **end April**³. 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 at least 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.

³ Timelines is indicative barring unforeseen circumstances.

- **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.

2.5 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 witness⁴.

NMF(M)

The approved works are to be satisfactorily completed for disbursement within 1 year from the date of grant offer except routine, annual contract work (e.g. termite control, plant growth etc.). 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 within 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.

⁴ 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.

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.

PART 3: LIST OF ELIGIBLE NATIONAL MONUMENTS

(Correct as of Jan 2017)

1. Abdul Gaffoor 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

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