



HERITAGE PARTICIPATION GRANT

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

We strongly advise you to be complete in your grant application, especially your contact details, and indicating "N.A." where not applicable. This is to enable us to contact you where clarification is required.

We wish you success with your application.

Correct as at June 2017.

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

Grant Application Guidelines

1. Objectives

- 1.1 The National Heritage Board (NHB) Heritage Participation Grant (HPG) aims to support Singapore's lively and diverse heritage scene and respond to a wide range of participants to encourage engagement with and promotion of our shared heritage.

2. Eligibility

- 2.1 You are eligible to apply if you meet the follow criteria:

- a) You are an individual (Singapore Citizen or Singapore Permanent Resident), interest group¹, registered society under the Societies Act or registered charity under the Charities Act looking to start a heritage project that would involve the community-at-large and promote heritage and culture to the community.
- b) For-profit entities² registered under the Accounting and Corporate Regulatory Authority of Singapore (ACRA) applying for the development of a heritage project, as part of their corporate social responsibility and/or carried out in partnership with educational institutions, registered societies or non-profit organisations.
- c) Non-profit educational institutions and educational institutions under the purview of the Ministry of Education (MOE).

- 2.2 Priority will be given to social projects that promote the cause of heritage and are not for the purpose of commercial gain.

¹ Informal groups of individuals must nominate either an individual (who is a Singapore Citizen or Singapore Permanent resident) or a legally constituted organization to take legal and financial responsibility for the application and administering the grant should any be awarded.

² Public agencies and institutions (i.e. Ministries and Statutory Boards) which receive operational funding from any government agencies are not eligible to apply for the HPG. This excludes educational institutions under the purview of MOE.

3. Grant Application Process

- a) Submission of application and successful approval of grant shall be sought before the project commences.
- b) The table below lists the key dates and windows that you will need to keep in mind as you are preparing your application:-

Application Closing Dates	For Projects Launching On or After	Expected Notification of Results	Acceptance of Offer
15 April 2017	End July 2017	Mid June 2017	Three (3) weeks from date of Letter of Offer
15 June 2017	End September 2017	Mid August 2017	
15 August 2017	End November 2017	Mid October 2017	
15 October 2017	End January 2018	Mid December 2017	
15 December 2017	End March 2018	Mid February 2018	
15 February 2018	End May 2018	Mid April 2018	

- c) Successful applicants will receive a Letter of Offer stating the terms & conditions for the grant, key performance indicators/project deliverables and the project/disbursement schedule. The key performance indicators may include a combination of quantitative and qualitative indicators. The grant will be disbursed in stages upon completion of agreed milestones of the project as set out in the project/disbursement schedule. Grant recipients are required to maintain the relevant financial statements of all project costing. NHB reserves the right to call for submissions of the financial statements for verification and audit purposes.
- d) Unsuccessful applicants will receive an email notification that the grant for the project has not been approved, upon completion of the evaluation process by NHB.
- e) NHB's decision is final. NHB reserves the right not to disclose reasons for approving or not approving an application. Appeal cases will be reviewed only on grounds of improper processing procedures, and/or inaccurate interpretation of the project by the grants officer. Unsuccessful applicants must substantiate these claims with concrete evidence and reasons. Please submit your appeals by email to nhb_heritagegrants@nhb.gov.sg and indicate your project title and case number in the subject line of the email, within three (3) weeks from the relevant email notification, and before the commencement of the project.
- f) Applications must be made on prescribed forms and must be received **before or on the respective application closing dates**. Incomplete applications without the required supporting materials and late applications sent after the closing date shall not be accepted.
- g) Please email your application to nhb_heritagegrants@nhb.gov.sg and indicate your company name and project category/type in the subject line of the email. You can also mail your application/supporting materials in one package to:

**Heritage Participation Grant
Manager
Education and Community Outreach Division
National Heritage Board
61 Stamford Road, #03-01
Stamford Court,
Singapore 178892**

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

4. Project Types

- 4.1 Examples of projects that are eligible for funding include the following (the list is **not exhaustive**):

Project Categories	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

- 4.2 NHB will review submitted applications on a case-by-case basis and applicants are encouraged to find innovative and effective ways to preserve and present our community heritage.

5. Selection & Assessment Criteria

- 5.1 Funding support is awarded through an evaluation process. NHB may consult industry advisors, experts and practitioners on eligible applications based on the given criteria.
- 5.2 Applications will be assessed based on:

- The strength of your proposed project.
- Your project's reach and quality of community engagement.
- Your ability to execute the project.
- Your track record and demonstrated ability and commitment to realise your ideas from production to market.
- A realistic estimate of your project budget³.

6. Key Performance Indicators / Project Deliverables

- 6.1 As part of the application, applicants are requested to propose suitable Key Performance Indicators (KPIs) (both qualitative and quantitative) associated with their proposed projects. The finalised KPIs will be agreed between NHB and the applicant as stated under the Letter of Offer. Upon award of the grant, the successful applicant will need to meet the agreed set of KPIs within the stipulated time frame. NHB reserves the right to withhold disbursement of the grant at any time during the grant period if applicants are reasonably deemed by NHB not to have met the stated KPIs in a satisfactory manner.

³ The first step in preparing a good budget is to identify your project's needs and understand how much they would cost. We encourage you to work out a realistic budget that demonstrates the soundness of your overall proposal and your understanding of costs and needs.

- 6.2 Examples of KPIs that could be set include (but are not limited to) the number of visitors to an exhibition, number of books sold within the first six months of publication, visitor/participant feedback forms, etc.

7. Funding Quantum & Disbursement

- 7.1 The Heritage Participation Grant will fund **up to** 50% of total qualifying project cost (30% for profit-making applicants). Total funding will be capped at S\$50,000 per financial year for each successful applicant.
- 7.2 Each successful applicant shall be given a maximum of **twelve (12)** months from the date of acceptance of the grant to complete the project. Prior to the commencement of each project, NHB will discuss with the recipient to agree on a project timeline that will indicate the schedule for submission of work-in-progress reports.
- 7.3 Funding will be disbursed over two or three instalments depending on the grant quantum and upon completion of key agreed milestones. Typically, a grant will be disbursed in the following stages:

Grant Amount	Typical Disbursement Schedule			
	1 st	N.A.	2 nd	3 rd
Lower than \$10,000	80% Upon award of grant	• Mid-Project Report	20% • Upon successful completion of project; and, • Submission of final report	-
Equal to or Above \$10,000	50% Upon award of grant	30% • Upon submission of mid-term deliverables and/or Mid-Project Report; and/or, • Upon successful completion of project		20% Upon submission of final report

- 7.4 Each new report should be submitted with the changes (if any) highlighted together with the relevant financial expenditure.
- 7.5 Please note that Heritage Participation Grant is taxable and hence **not eligible for tax exemption**. Grant recipients shall check with the tax authority on taxability of the grant received.
- 7.6 All qualifying costs have to clearly demonstrate direct relation to the project. The following do not qualify are as follows:

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

- 7.7 As the Heritage Grants aim to support community-initiated projects that promote and share the cause of heritage, the following conditions on charging of fees apply:

- a) Any fees collected for project activities should be kept at nominal rates and for the purpose of cost recovery.
- b) For proposals submitted by for-profit entities in partnership with non-profit entities, the risks of the project are to be borne solely by for-profit entities, e.g. any losses resulting from the project must be borne by for-profit entities and not non-profit entities.

8. Terms and Conditions

- 8.1 The grant is not transferable and must not be used for any purpose other than the project. 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.
- 8.2 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.
- 8.3 Successful applicants are required to:
 - Complete and deliver the project as proposed.
 - Submit reports on achievements, key performance outcome.
 - Submit a financial report with supporting documents or receipts if requested for audit.
 - Inform NHB in writing of any changes to the proposed project. Postponement and/or cancellation must be fully explained in writing.
 - Acknowledge NHB on all publicity materials unless otherwise indicated.
- 8.4 NHB also reserves the right to terminate the HPG, discontinue any further reimbursement and/or recover any funds reimbursed, should any of the following occur:
 - The proposed Project is changed significantly without prior written approval from NHB;
 - The successful applicant is not able to deliver the proposed Project;
 - 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 of the Project, which will adversely affect the reputation of NHB, any government bodies, public institutions, national leaders or your person / organisation.
- 8.5 Consideration is also given to whether the work would bring about other negative influences. NHB will prioritise financial support away from proposals which:
 - Serve to discriminate against a particular person, group or class of individuals on the basis of race or religion, advance a partisan political agenda, undermine the authority or legitimacy of the government and public institutions, threaten the nation's security or stability or be contrary to the interest of the community and society at large.