

OurSG Grants (OSG) Portal

NAC Grant Application and Claim Submission User Guide

In line with Singapore’s Smart Nation initiatives, the Ministry of Culture, Community and Youth (MCCY) and all its agencies, have partnered Government Technology Agency of Singapore (GovTech) to develop the OurSG Grants (OSG) Portal. This online portal will facilitate a more convenient application process for grants from MCCY agencies, including NAC.

NAC’s grant applications have been progressively on-boarded to the OurSG Grants (OSG) since 2019. The **Presentation & Participation (P&P) Grant** (which includes P&P General, Publishing and Extended Play), the **Market and Audience (MAD) Grant** and **Creation and Production** Grants have been migrated onto the OSG. The Capability Grant (CD) will be onboarded on 15 September 2020.

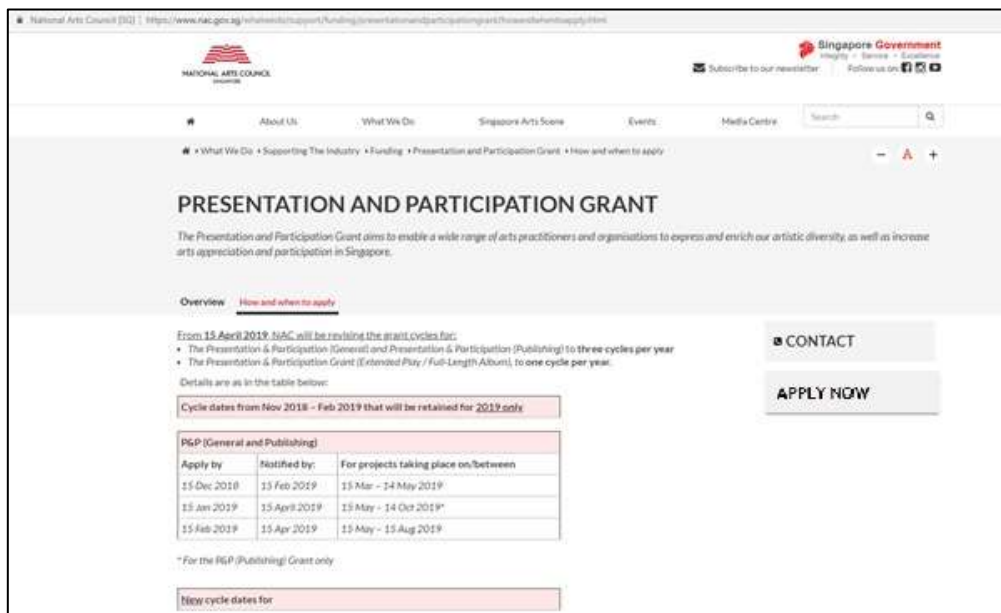
This user guide uses the P&P grant as an example – however, the application stages will be similar for the other on-boarded grant types.

GETTING STARTED	2
CHOOSING THE RIGHT GRANT	4
STARTING YOUR APPLICATION	7
SUBMITTING CLARIFICATIONS	13
ACCEPTING A GRANT AWARD	16
SUBMITTING SUBSEQUENT CLAIMS	19
FOR FURTHER QUERIES	24

GETTING STARTED

To start your application, you can navigate to the Presentation and Participation grant page on the NAC website. You will see an **“Apply Now”** button on this page, which will redirect you to the OurSG Grants Portal page.

Alternatively, you can visit <https://oursggrants.gov.sg>.



Presentation and Participation Grant webpage on the NAC website



OurSG Grants Portal landing page

You will need a SingPass or CorpPass account before you can apply for grants via the OSG.

Individual applicants, or lead applicants for a collective¹ should choose to log in via SingPass. You will not be required to create a new account, and can start your application as soon as you have logged in.

Representatives of organisations (societies registered with the Registry of Societies, or companies registered with ACRA) should choose to log in via CorpPass.

Important note:

To apply for a SingPass, visit this website: <https://go.gov.sg/singpassregister>. You can access user guides and FAQs relating to applying for a SingPass account.

You may also wish to call the SingPass helpline at 6643 0555.

To apply for a CorpPass, visit this website: www.corppass.gov.sg. You can access user guides and FAQs relating to CorpPass.

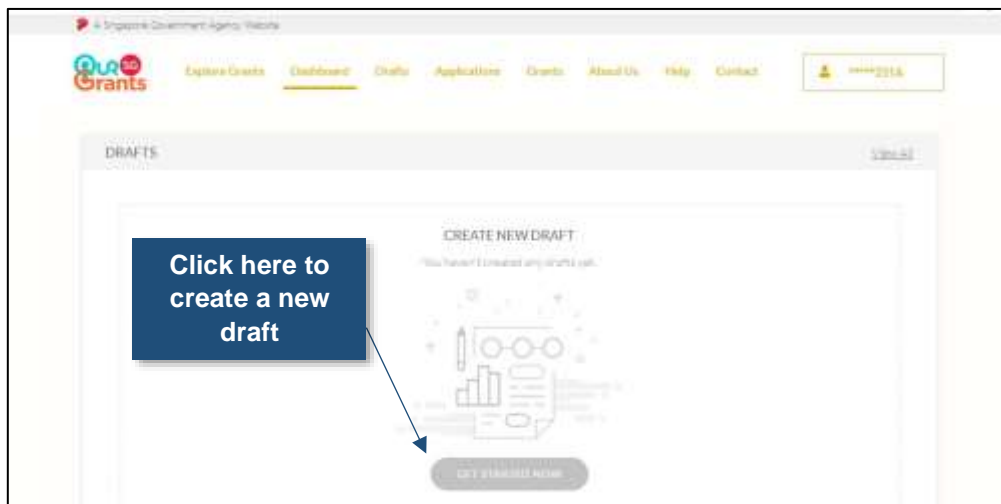
You may also wish to call the CorpPass helpline at 6643 0577.

To transact with the OurSG Grants Portal, please ensure that your organisation's CorpPass Admin has applied to transact with **Grant Application via GMS**. This is an e-Service under the Ministry of Culture, Community and Youth (MCCY).

¹ A collective is an informal or unregistered group of individuals who are coming together for a project. Such groups or collectives must nominate either an individual as their representative, or a legally constituted organisation, to take legal and financial responsibility on behalf of the group

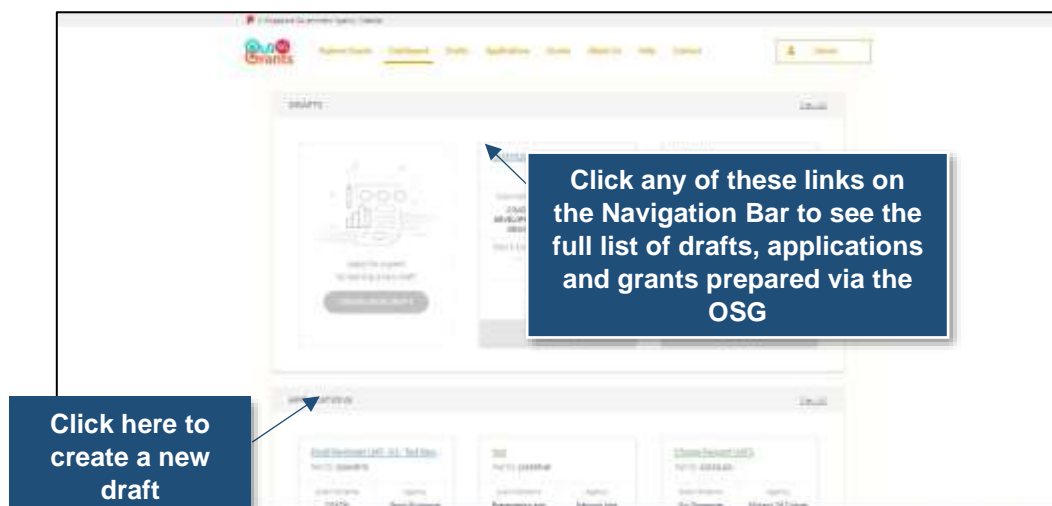
CHOOSING THE RIGHT GRANT

First-time applicants will be invited to create a new application.



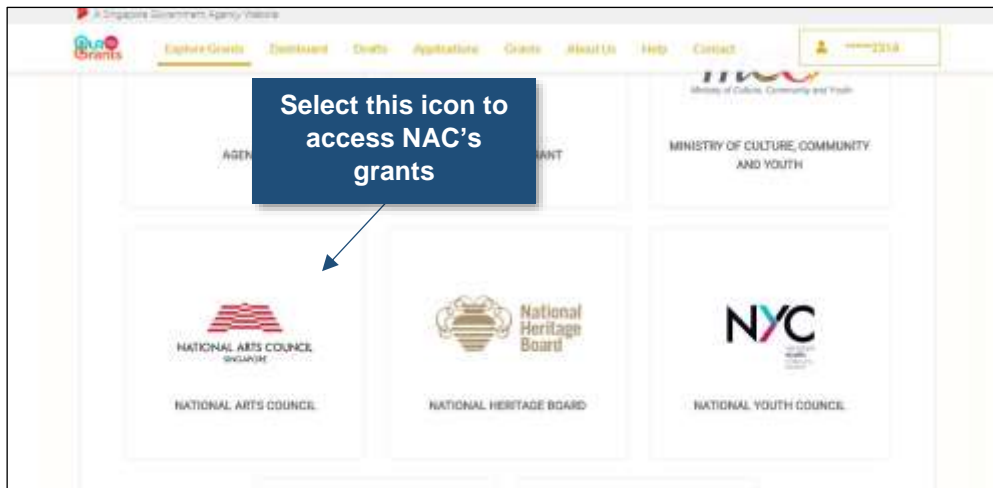
OSG Dashboard – For first time applicants

Return applicants will see a dashboard capturing draft applications as well as grants, which have already been submitted.



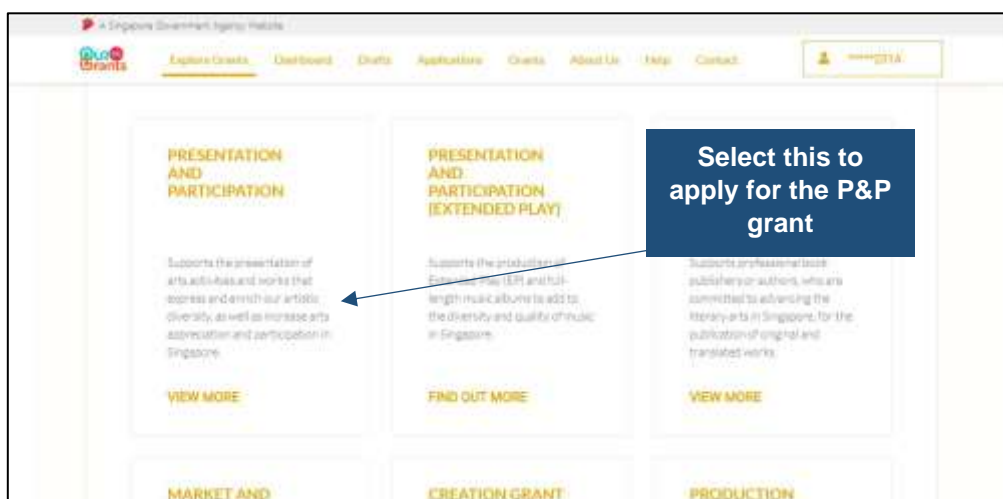
OSG Dashboard – for return applicants

When you click the link to start a new application, you will be directed to select the agency administering the grant for which you would like to apply for.



The agency picker will show you the list of agencies administering grants via the OSG

You can then select the relevant grant scheme.



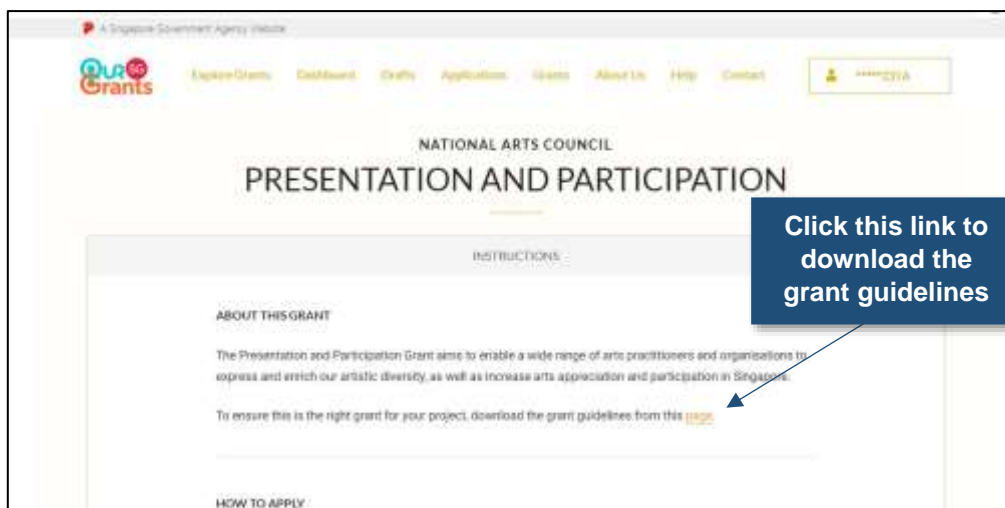
The grant picker will show you the list of available grants

Once the application window has closed, the “**Apply Now**” button will be replaced with the “**Find Out More**” button for the specific grant type.

STARTING YOUR APPLICATION

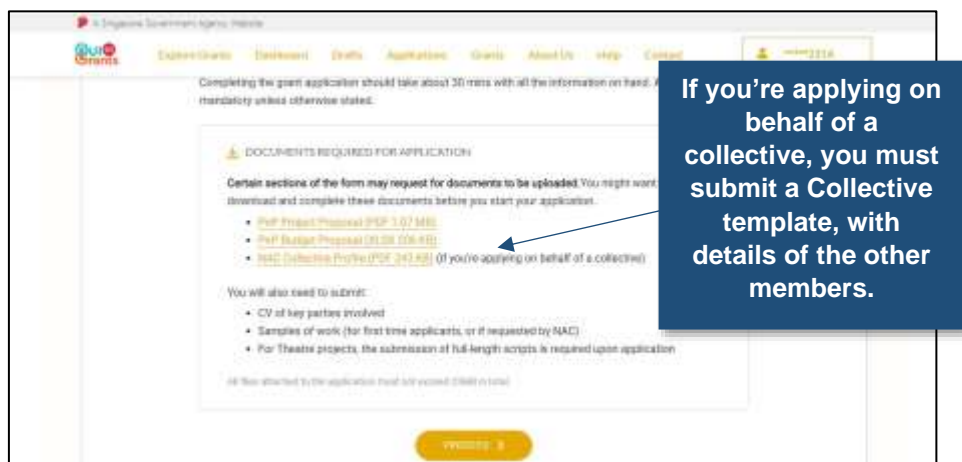
The first page you will see is the grant instruction page. On this page, you can find more information about the grant as well as the application process.

You can access the grant guidelines by clicking the link shown below:

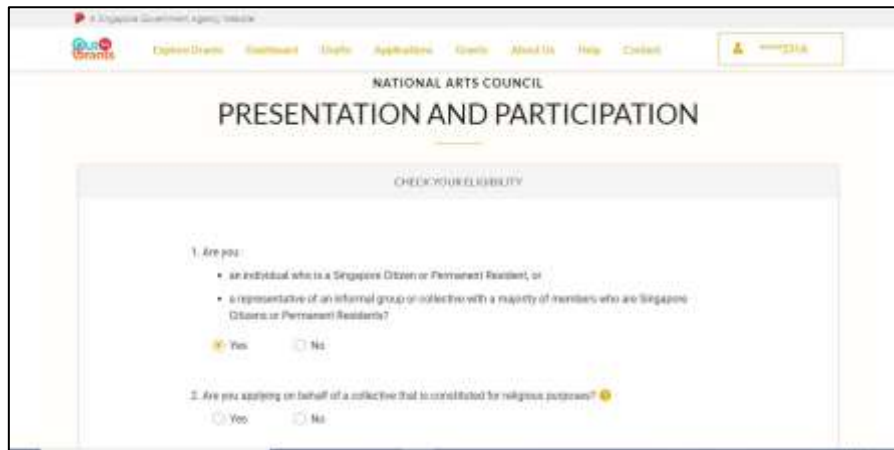


You can also access the proposal and budget templates, and check on the other supporting documents that you will need for your application. You are strongly encouraged to download the latest versions of the proposal and budget templates from the portal, instead of using existing templates that you may have previously downloaded.

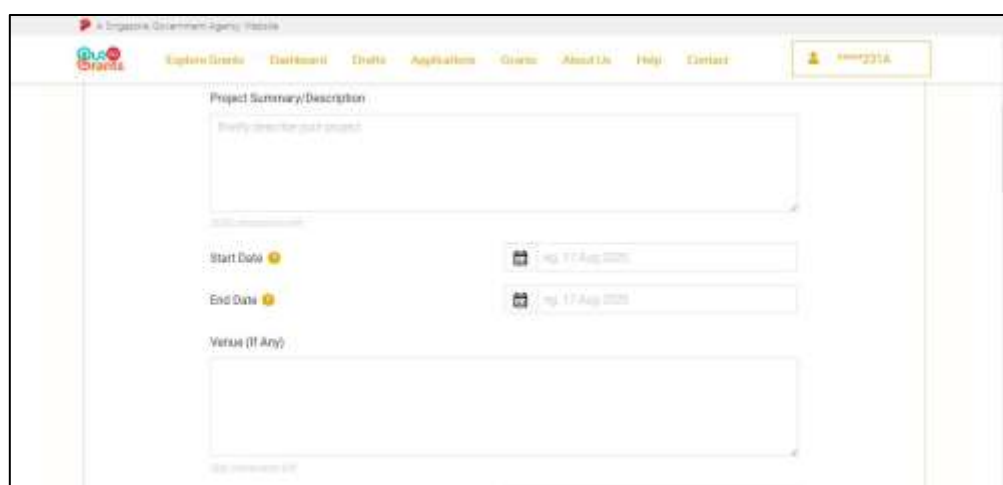
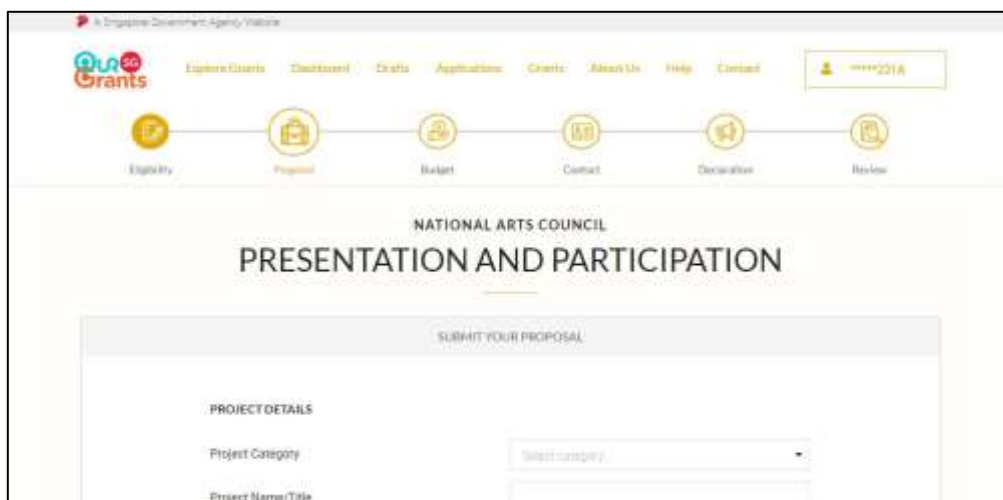
When you are ready, click on the gold “**Proceed**” button to start.



The first section of the grant application is the **Eligibility page**, which will take you through a series of questions to help determine if you are eligible for this specific grant.



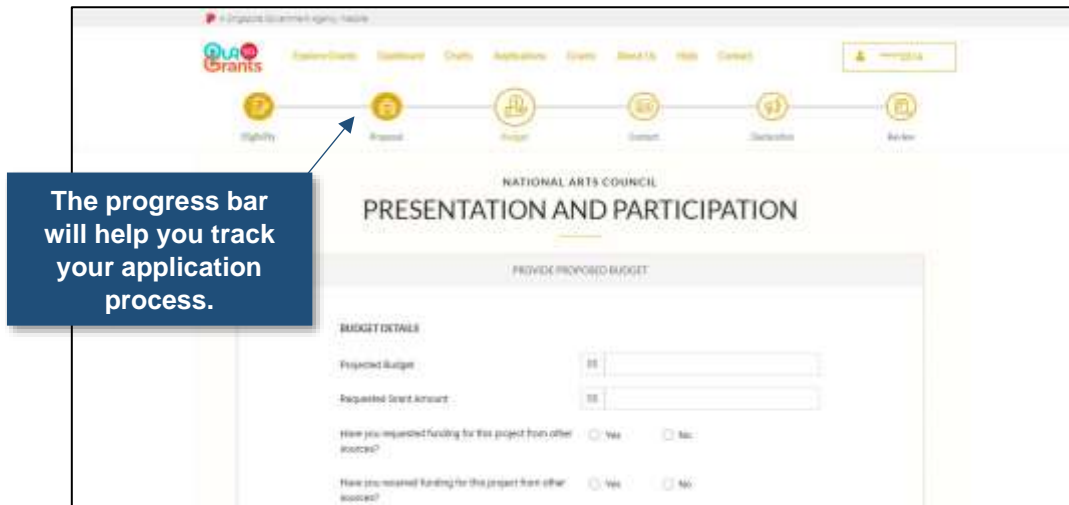
You can then proceed to the **Project Details page**. Once you have completed all the necessary fields, click the **“Next”** button to move to the next section. Alternatively, you can choose the **“Save”** button to save your work, and come back to the draft later.



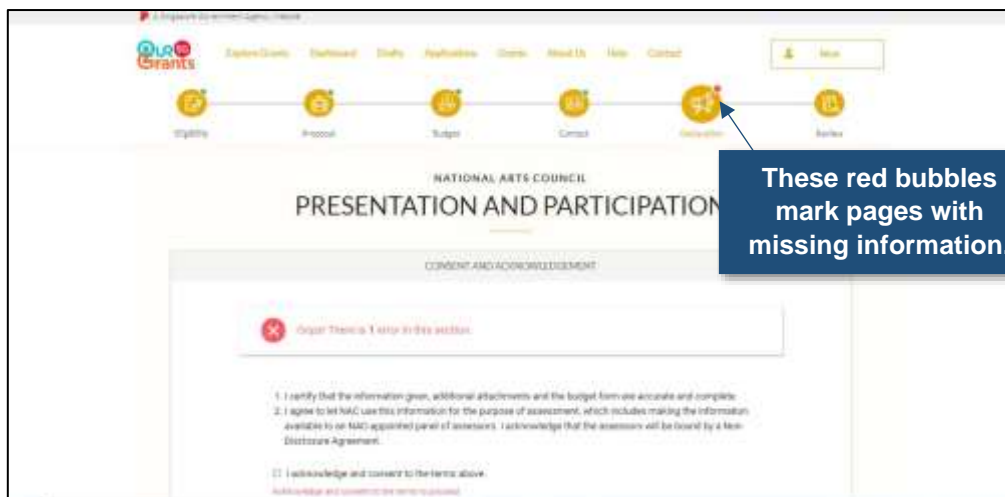


Please note that you can submit .jpg, .jpeg, .png, .gif, .zip, .doc, .docx, .ppt, .pptx, .pdf, .xls and .xlsx files only. Each file cannot exceed 10MB, while all files attached to the application must not exceed 25MB in total. Files exceeding 10MB can be uploaded to a file sharing platform such as Dropbox. You can provide the link to this file in the **Additional Comments** field.

The next section to complete is **the Budget details page**. Once you have completed this section, click the **“Next”** button to move to the next section.

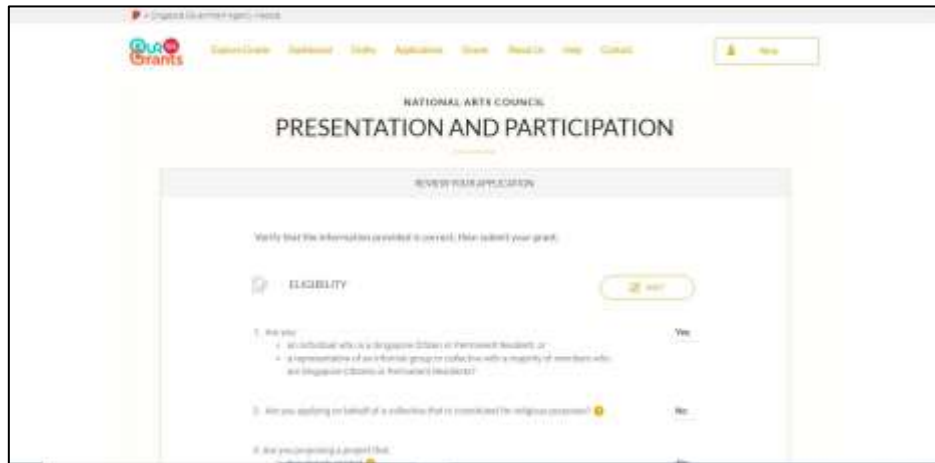


Once you have completed the project and budget details, you will be required to **complete an acknowledgement** – this confirms that the information that you have submitted is accurate and complete.

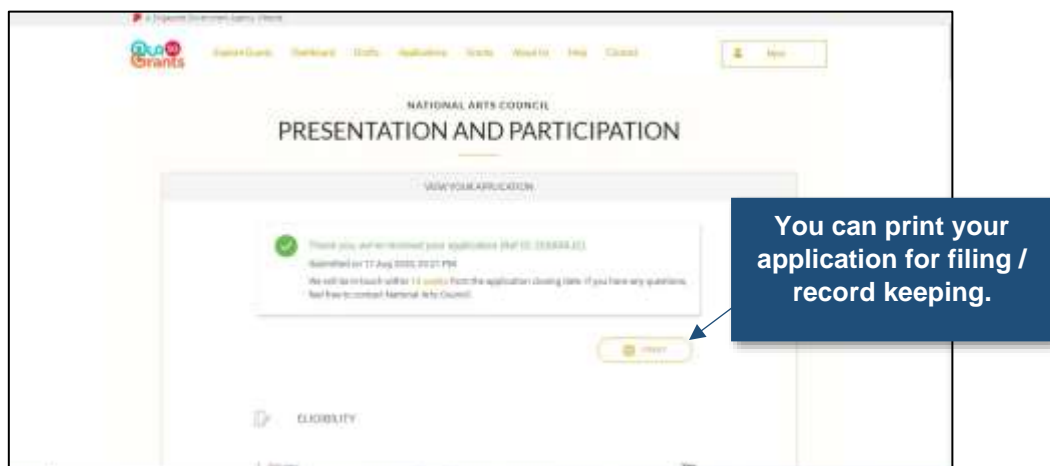


The final stage before submission is **the Review section**. At this point, you will be able to review the application one last time before you submit and make any final changes.

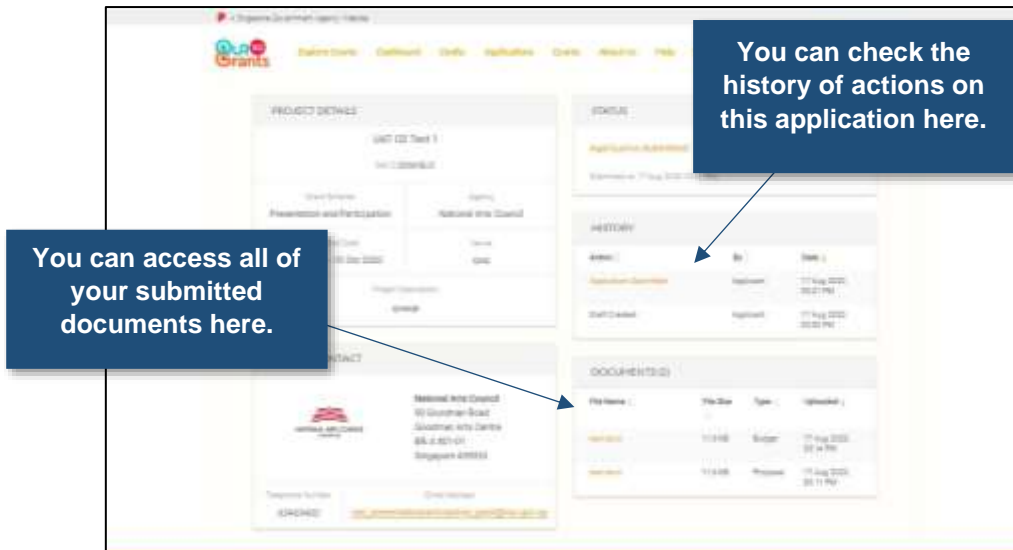
At this point, you will also be redirected to the pages with any errors or missing information, so that you can correct them before you finalise the application.



Once you click **submit**, you will receive a prompt confirming that your application has been successfully submitted. This will include a unique Reference ID, which you can use to check on the status of the grant. You will also get an email confirming the successful submission of your application.



After submission, you can check on the status of your grant via **the key info page**. This page also captures information such as all the documents you have submitted as part of your application, the history of the application and the status of the application itself.



The key info page can be accessed either from the dashboard, or from the full list of applications accessed from the Navigation bar.

SUBMITTING CLARIFICATIONS

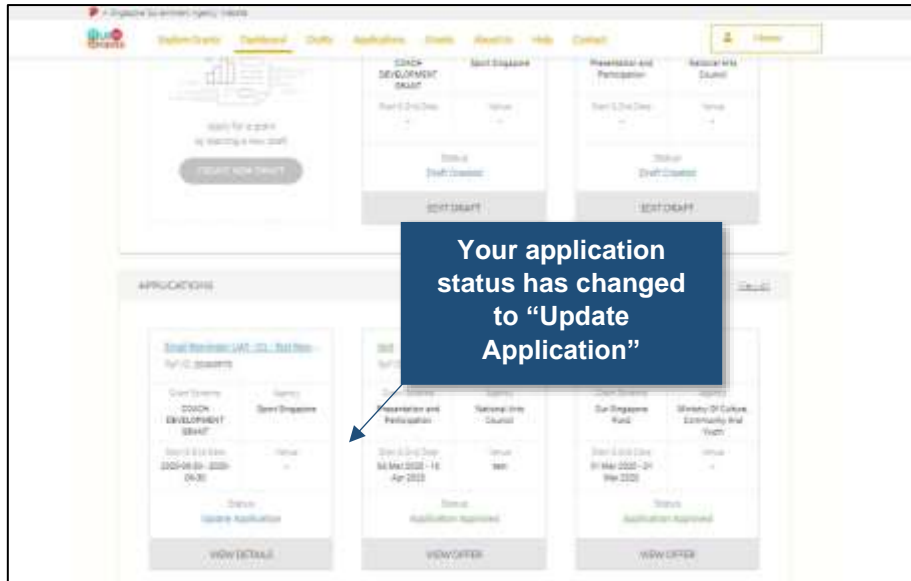
In the course of assessing the application, your account manager may request additional information about your application.

Alternatively, you may find that you need to submit more details to support your application. In this case, please contact your account manager as you normally do (e.g. through phone call or email) or send an email to relevant email address:

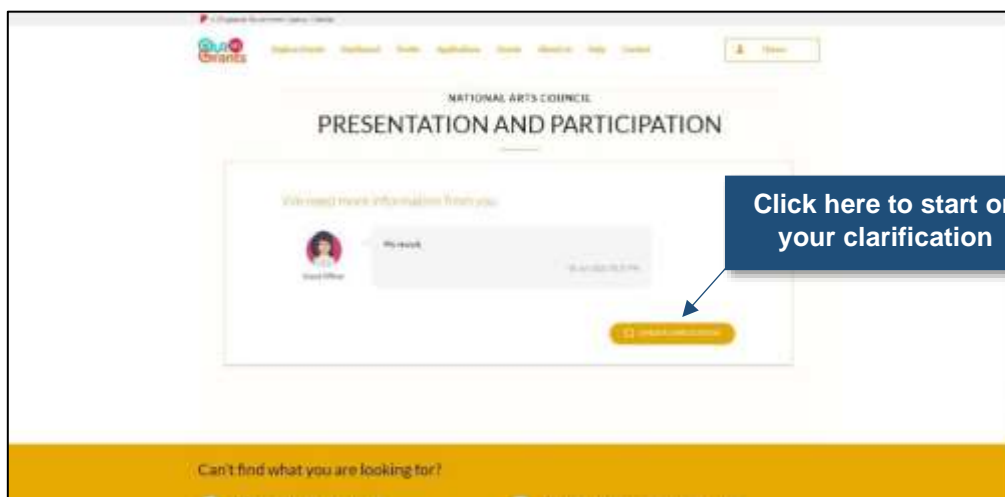
Grant Scheme	Email
Presentation and Participation Grant	nac_presentationparticipation_grant@nac.gov.sg
Market and Audience Development Grant	nac_marketaudiencedevt_grant@nac.gov.sg
Production Grant	nac_production_grant@nac.gov.sg
Creation Grant	nac_creation_grant@nac.gov.sg
Capability Development	nac_capabilitydevt_grant@nac.gov.sg

This will allow NAC to start the process on our end in the OSG portal to return your application for rework through the portal. Do remember to cite your Reference ID (“Ref ID”) so we can easily identify the grant application.

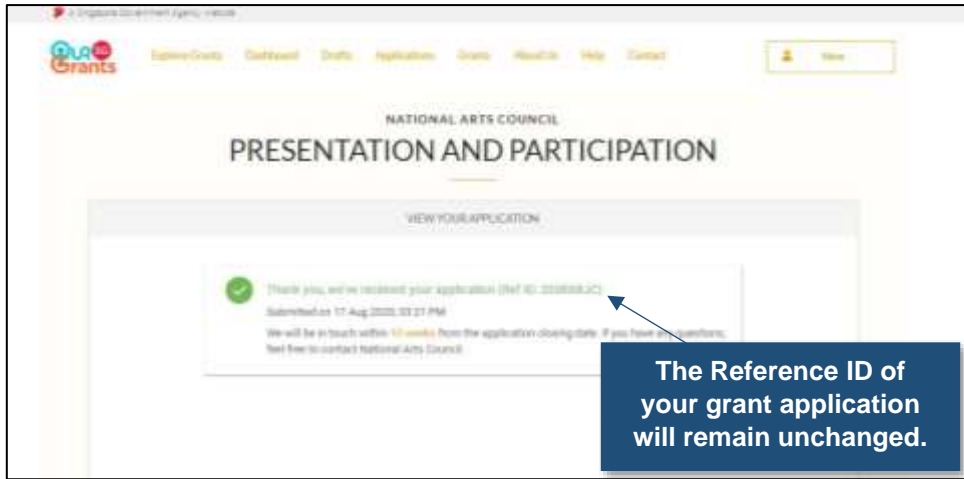
You will get an email informing you that a specific grant requires your action. Once you log in to the OSG, you will notice that the grant you submitted now appears in the Application section of your dashboard, with the status “Update Application”.



Click on **the View Details icon**. This will re-direct you to another page, which includes a note from your grant officer detailing the additional information that is required. You can then select the gold **“Update Application”** button to start filling out this additional information.



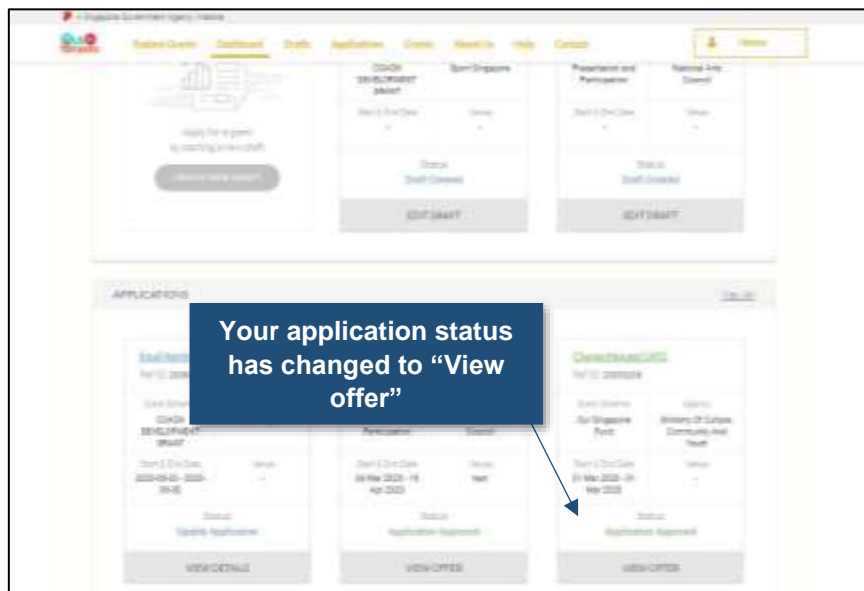
Once you submit the updated application, you will receive another confirmation prompt and email. Please note that once the application has been submitted, you will not be able to withdraw the application on the system. If you would like to withdraw your application, please email the relevant officer in this link www.nac.gov.sg/pages/contactUs.html with your reason.



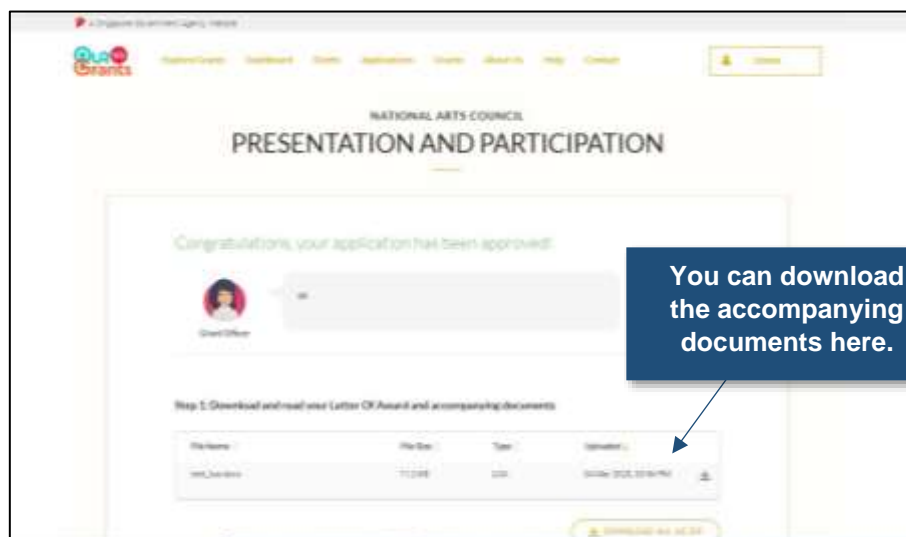
ACCEPTING A GRANT AWARD

When your application is successful, you will receive an email informing you of the grant award. This email will also prompt you to log in to the OSG.

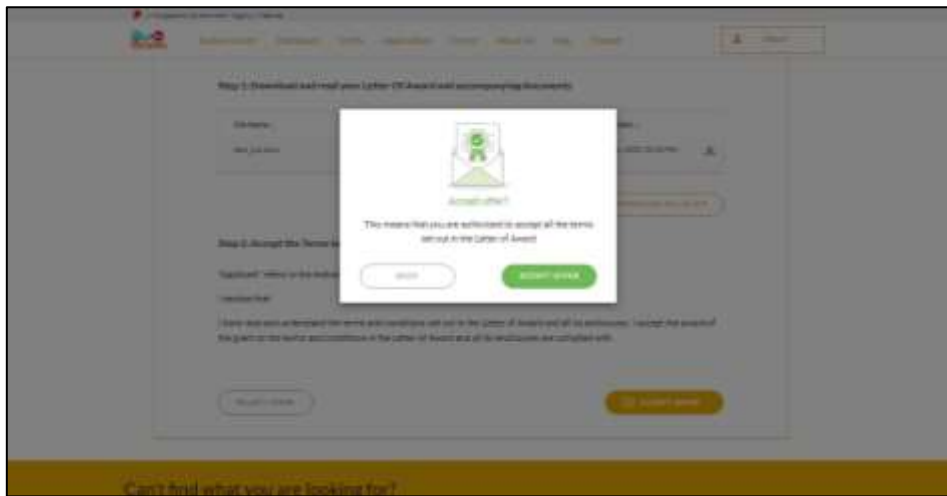
The successful application will appear in the Application section of your dashboard.



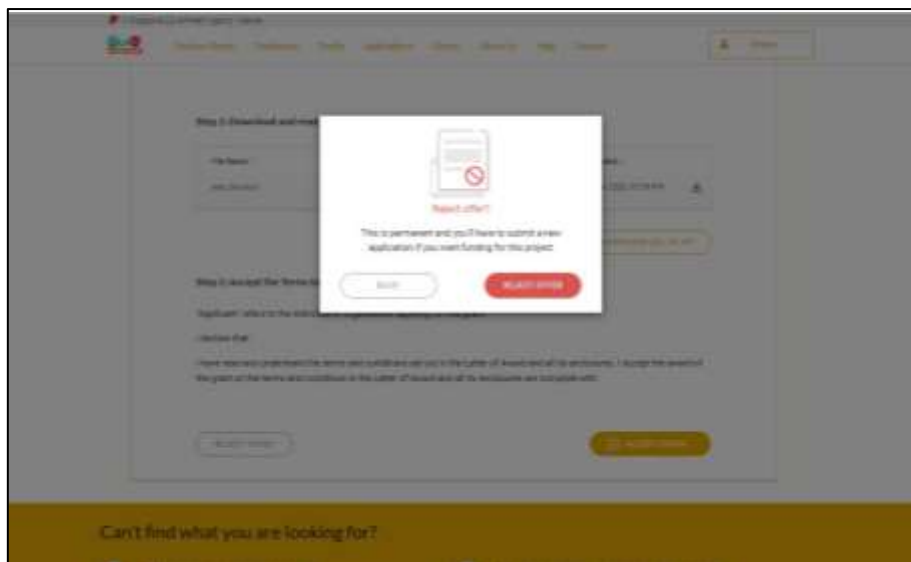
Click on the **“View Offer”** icon to review the terms of the grant awarded and accept or reject the grant.



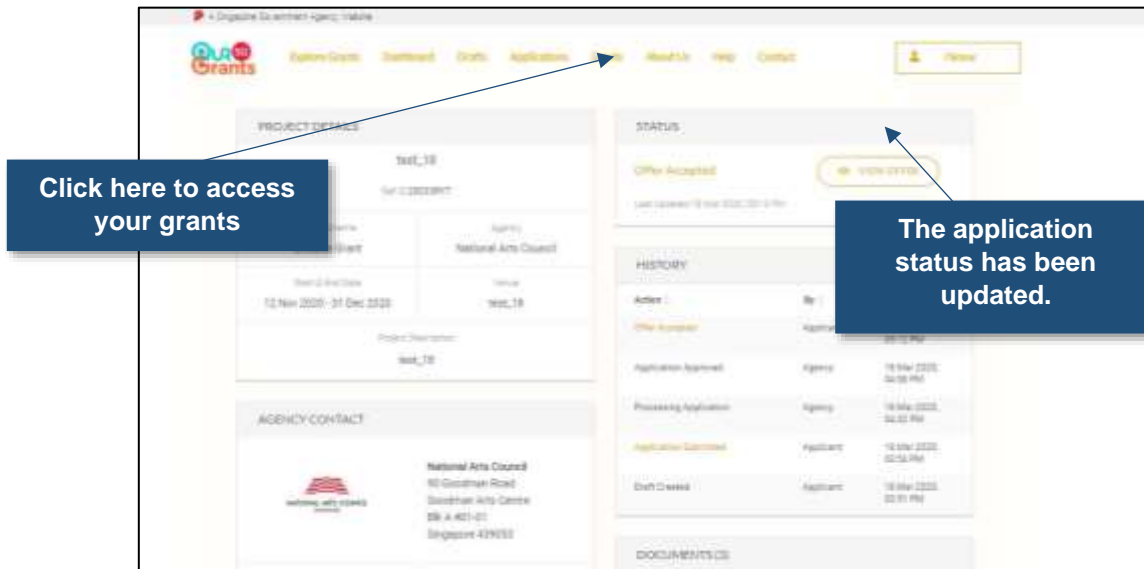
Once you are ready to accept the grant, you can select the gold **“Accept Award”** button. This will trigger a pop-up asking you to confirm your decision.



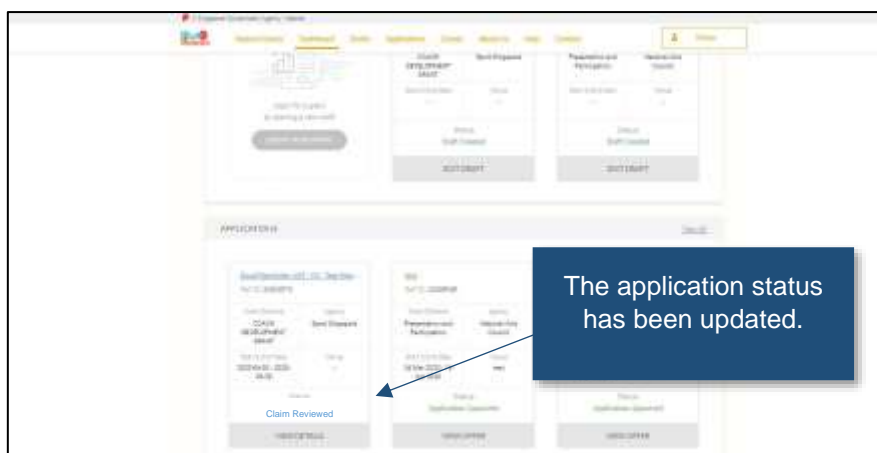
Alternatively, you may choose to reject the grant awarded. However, do note that if you reject the award, and will still like to request NAC’s funding for the same project, you will need to submit a fresh application.



If you have accepted the application, no further action is required on your part. NAC will do the necessary to arrange the first disbursement for funding. You will also see that the status on the grant key info page will change to reflect that you have accepted the offer.



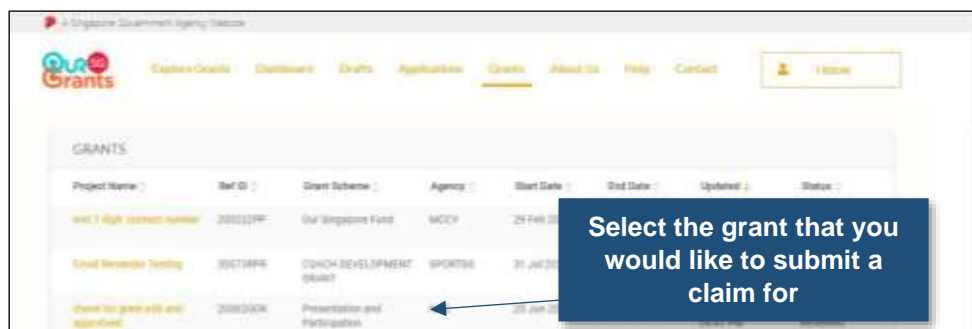
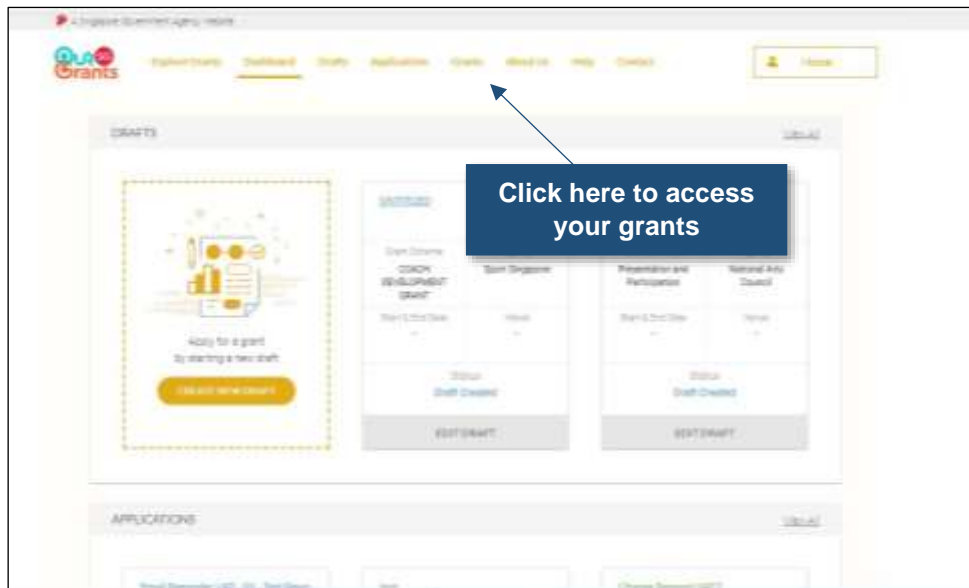
Having accepted your award, the first Claim will be processed automatically and your account manager will send a payment confirmation through the portal. The grant status will change from **“Offer Accepted”** to **“Claim Reviewed”** in the status column of the selected grant page in the **Grants** section. Payment will be disbursed in the registered bank account within four to six weeks of notification.



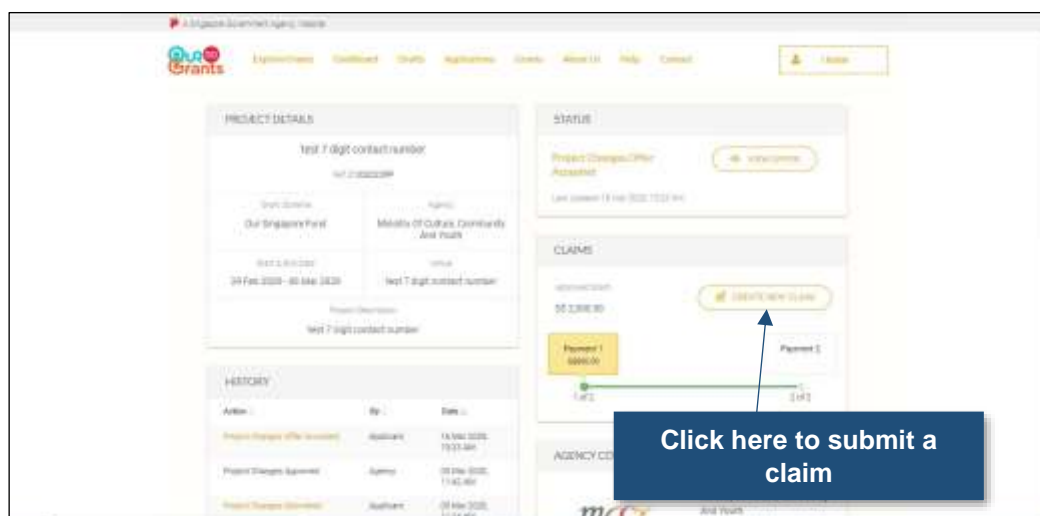
SUBMITTING SUBSEQUENT CLAIMS

In the OSG, you will have to submit a claim in order for NAC to process your second or third grant disbursement. When your project is completed and you are ready to submit subsequent claims, please head to the **Grants section** via the Navigation bar. Once in the Grants section, select the grant in which you would like to submit the claim.

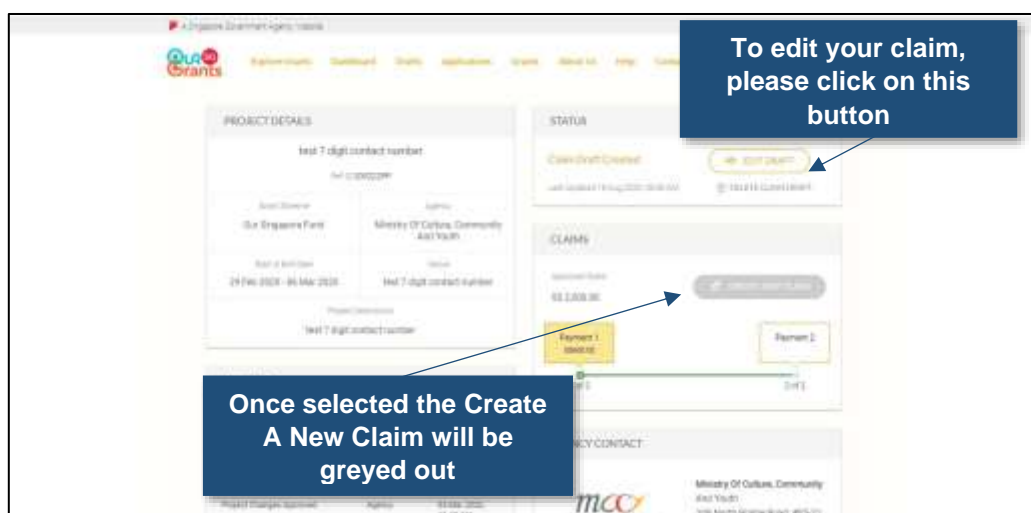
Please note that in order for NAC to process disbursement related to your grant application, you will have to submit a claim on the OSG.



Within the selected grant page, click on the **“Create New Claim”** button.

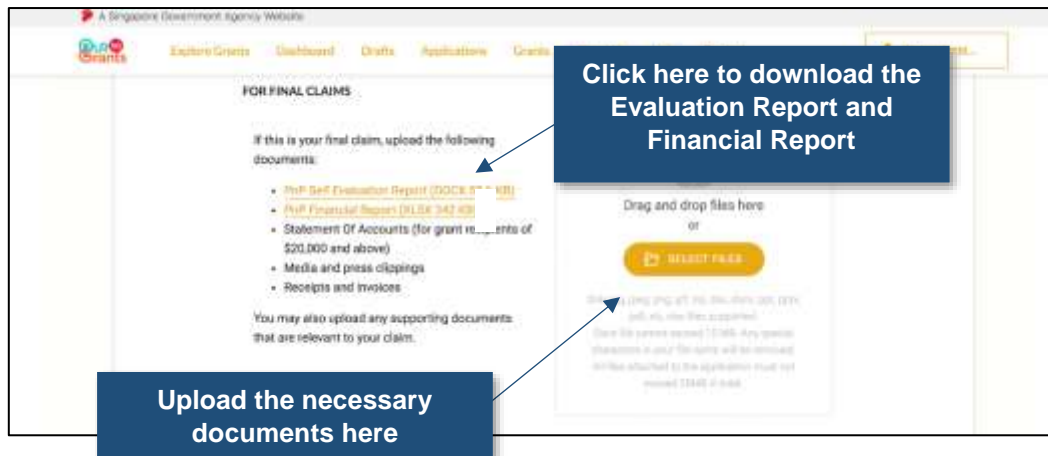


Please note that once selected, the **“Create New Claim”** button will be greyed out until the Claim has been submitted. To edit your Claim draft, please select the **“Edit Draft”** button in the **Status section**.



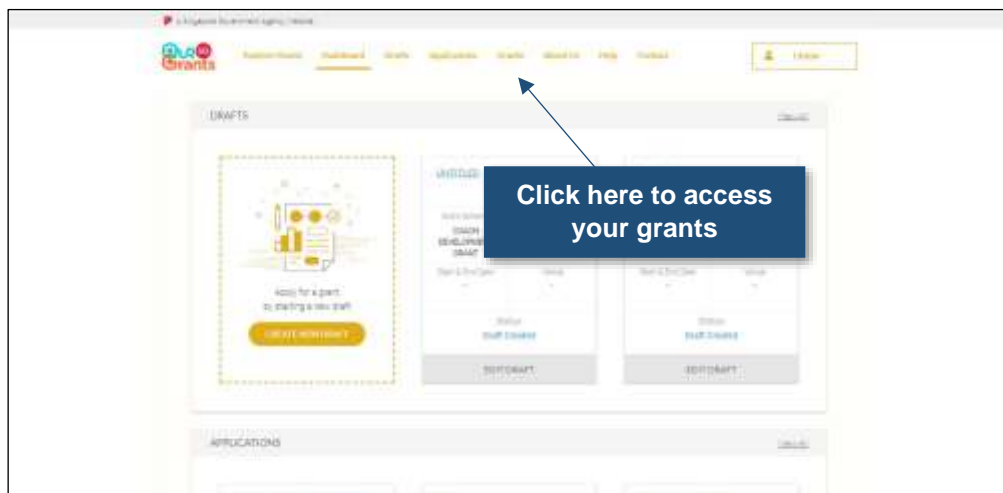
This will bring you to the **Submit A Claim** page. Please upload the necessary documents (as required in your Letter of Offer) onto the portal and click the **“Next”** button.

When submitting your Financial Report for your final Claim, please download the budget template from **For Final Claims** section next to the drop down box within the **Submit A Claim** page.

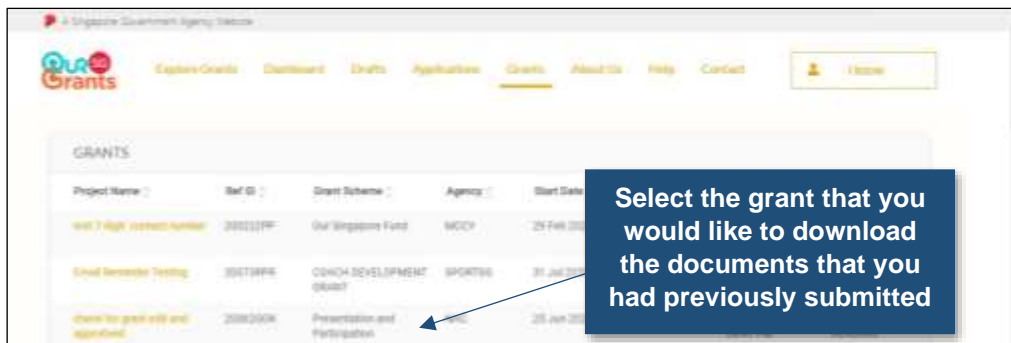


As part of the submission, you will need to submit both projected and actual expenditure for the various line items. You may refer to the budget template that you have previously submitted in your grant application.

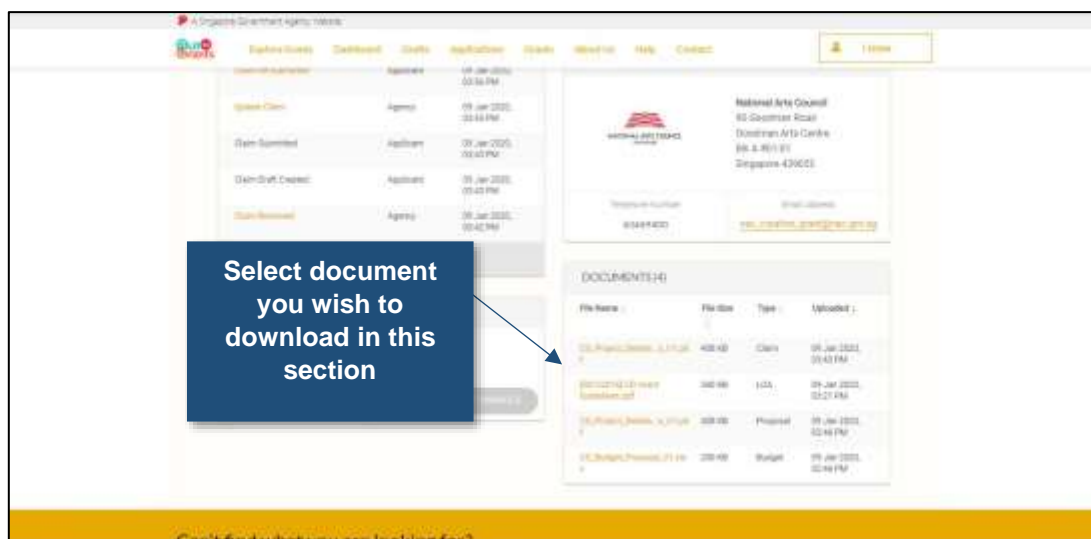
Previous documents submitted in your application can be downloaded within the respective grant pages. To access the grant pages, please go to the **Grants** section via the Navigation bar.



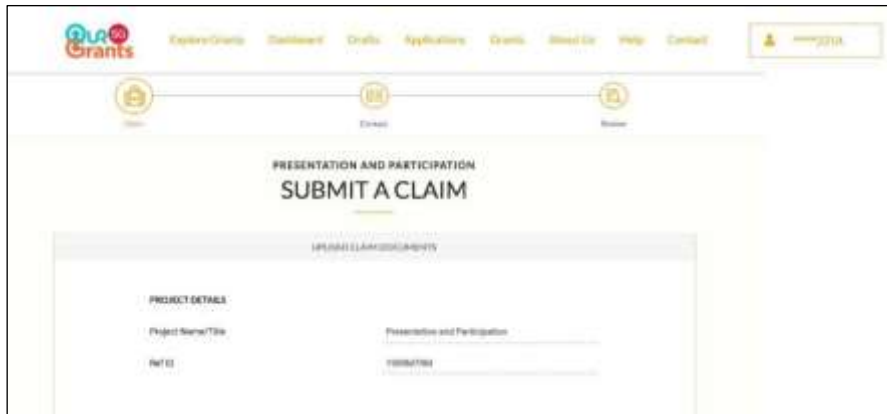
Once in the **Grants section**, select the grant in which you would like to download the documents that you had previously submitted.



Once you are within the grant page, scroll down to the **Documents Section**. All previously uploaded documents, including the previously submitted budget sheet, for that application may be downloaded by clicking the respective links. If the document does not appear on the screen, please click on the **'View More'** button. Please note that documents uploaded for subsequent claims may also be retrieved in this section.



The portal will subsequently require grant recipients to verify the contact details as well as review the Claim submission before submitting the application.



Once you click on the **“Submit”** button, NAC will follow up with the necessary verification for subsequent disbursements. The status on the grant key info page will now reflect that you have submitted a claim.

In the course of assessing the claim, your account manager may request for additional information. The process to submit clarifications will be similar to that of the application phase.

FOR FURTHER QUERIES

If you have any further questions regarding the OurSG Grant Portal, please feel free to reach out to your account manager.

A list of NAC officers and their contact information can be found via this link: <https://go.gov.sg/contactnac>.