

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) Portal since 2019. The **Presentation & Participation (P&P) Grant** (which includes P&P General, Publishing and Extended Play), **Market and Audience Development (MAD) Grant**, **Capability Development (CD) Grant**, **Creation Grant**, **Production Grant**, **Research Grant**, **Major Company**, **Tote Board Arts Fund**, **Cultural Matching Fund** and **stART Fund** have been migrated onto the OSG.

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.

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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>.

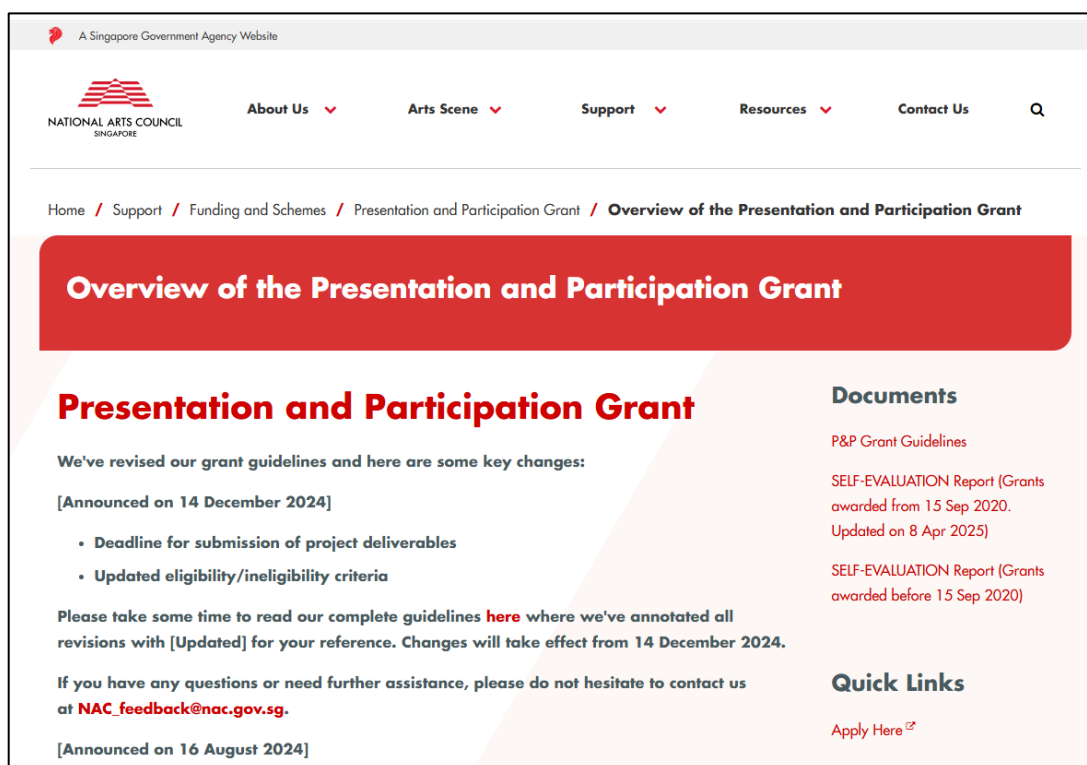


Figure 1: Presentation and Participation Grant webpage on the NAC website

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 Individual. A SingPass account is needed to log-into OSG. 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 Organisation. Both SingPass and CorpPass account is required for the log-in.

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

Individual/Collective Log-in:

To log in as an individual, applicants should click on “Log in As Individual”.

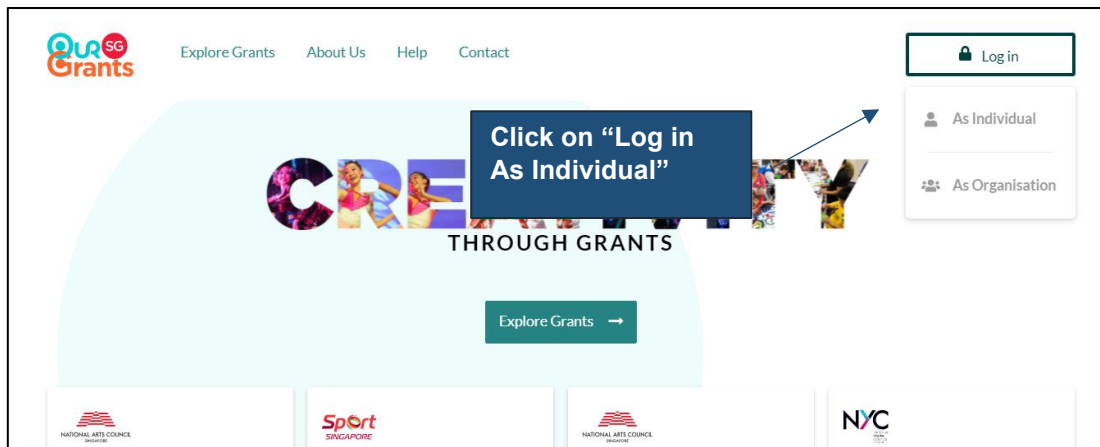


Figure 2: OurSG Grants Portal landing page

Applicants will be redirected to log-in via SingPass.

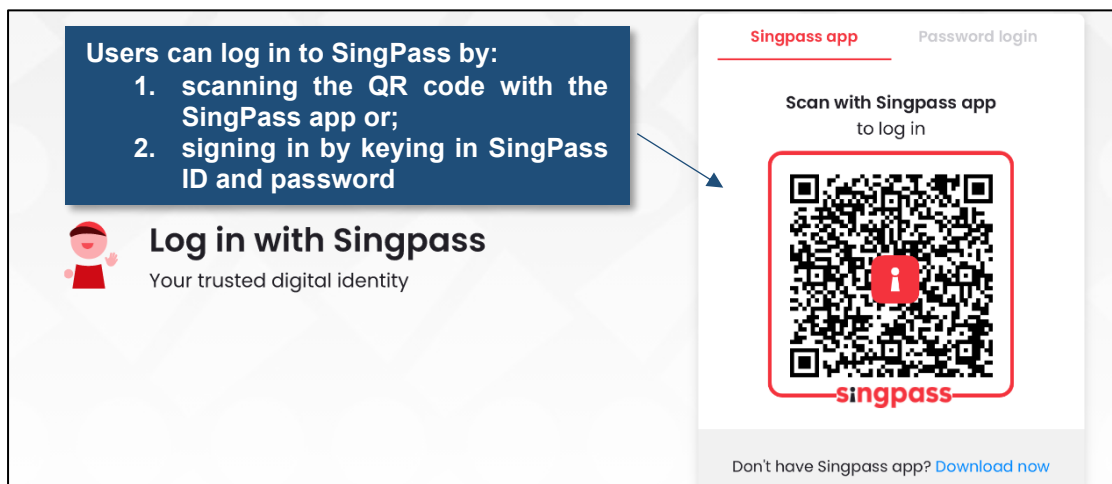


Figure 3: SingPass log-in page for Individual

Organisation Log-in:

To log in as an organisation, applicants should click “Log in As Organisation”.

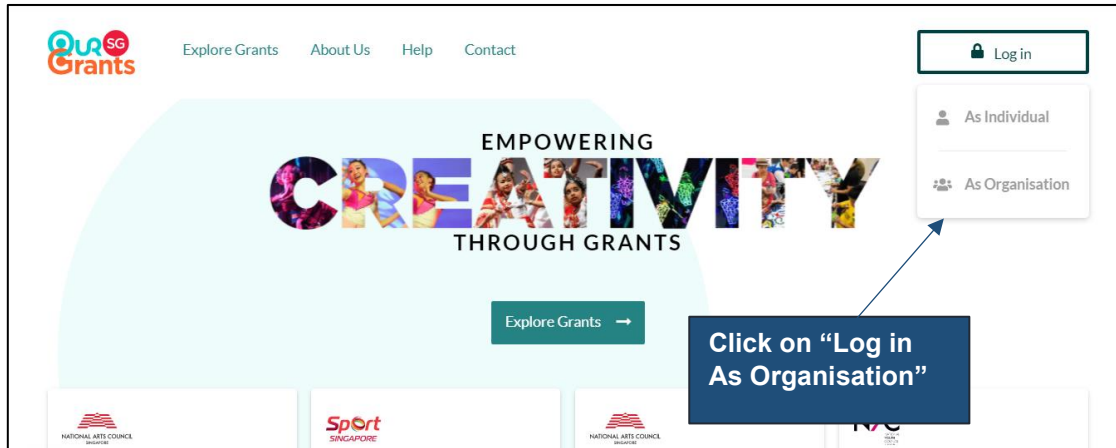


Figure 4: OurSG Grants Portal Landing Page

Applicants will be redirected to log-in via SingPass as a Business User.

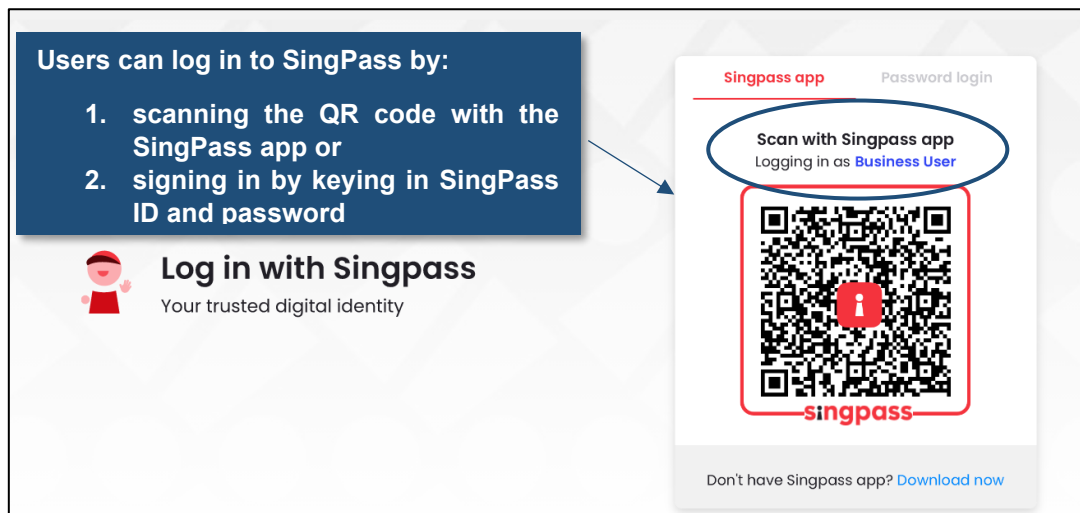


Figure 5: SingPass Log-in page for Business Users

After successfully logging in via SingPass, applicants with multiple CorpPass accounts will be redirected to a page to select the organisation they would like to apply under.

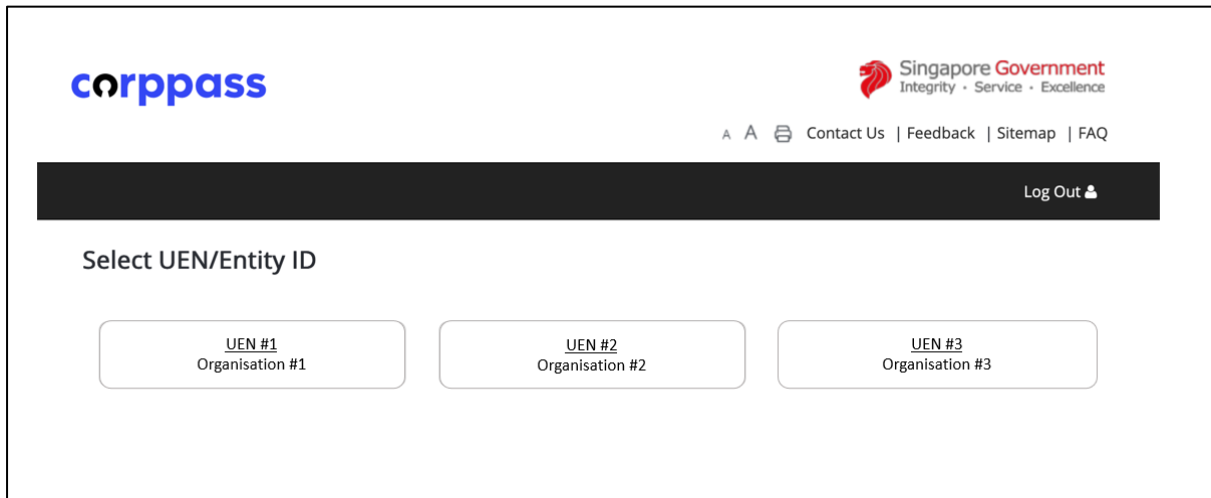


Figure 6: CorpPass log-in to select entity (for applicants with multiple CorpPass accounts only)

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 6335 3533.

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 6335 3530

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).

CHOOSING THE RIGHT GRANT

Upon log-in, applicants will reach their personal grants dashboard. If you are a first-time applicant, you will be invited to create a new application.

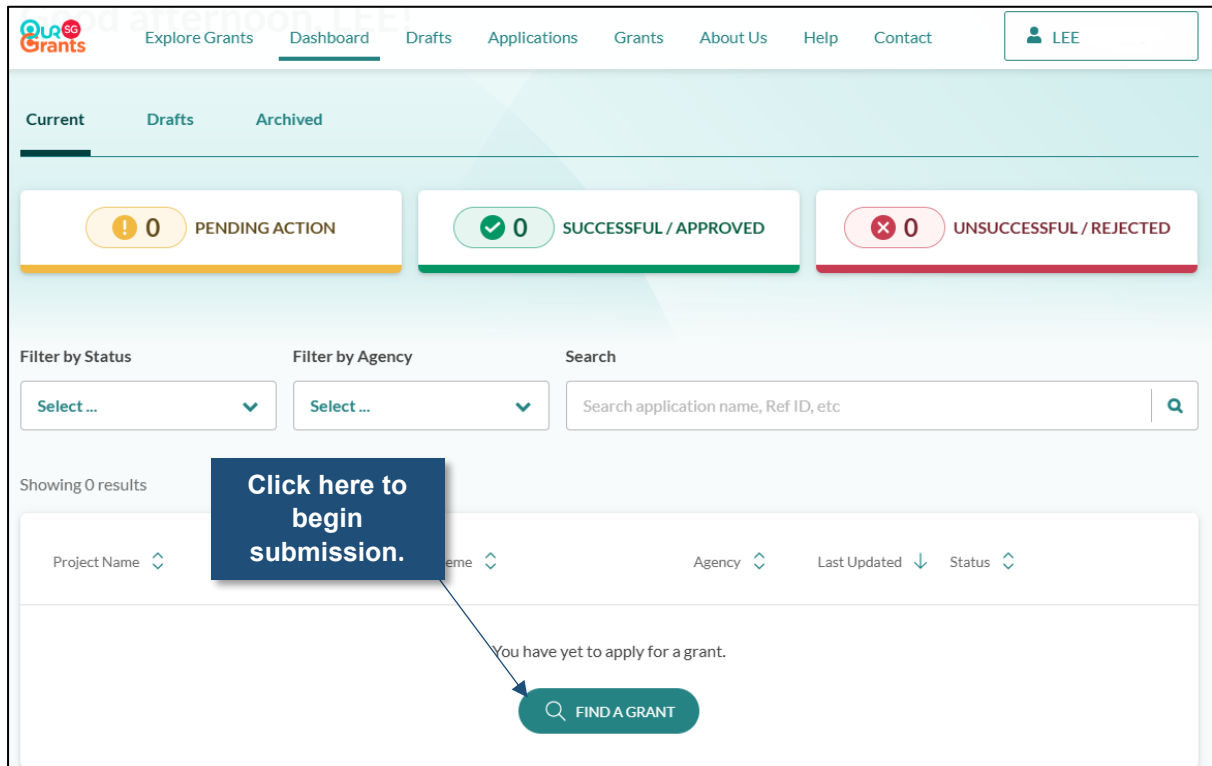


Figure 7: OSG Dashboard – For first time applicants

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

When you click on “Find A Grant”, you will be directed to select the agency administering the grant for which you would like to apply for.

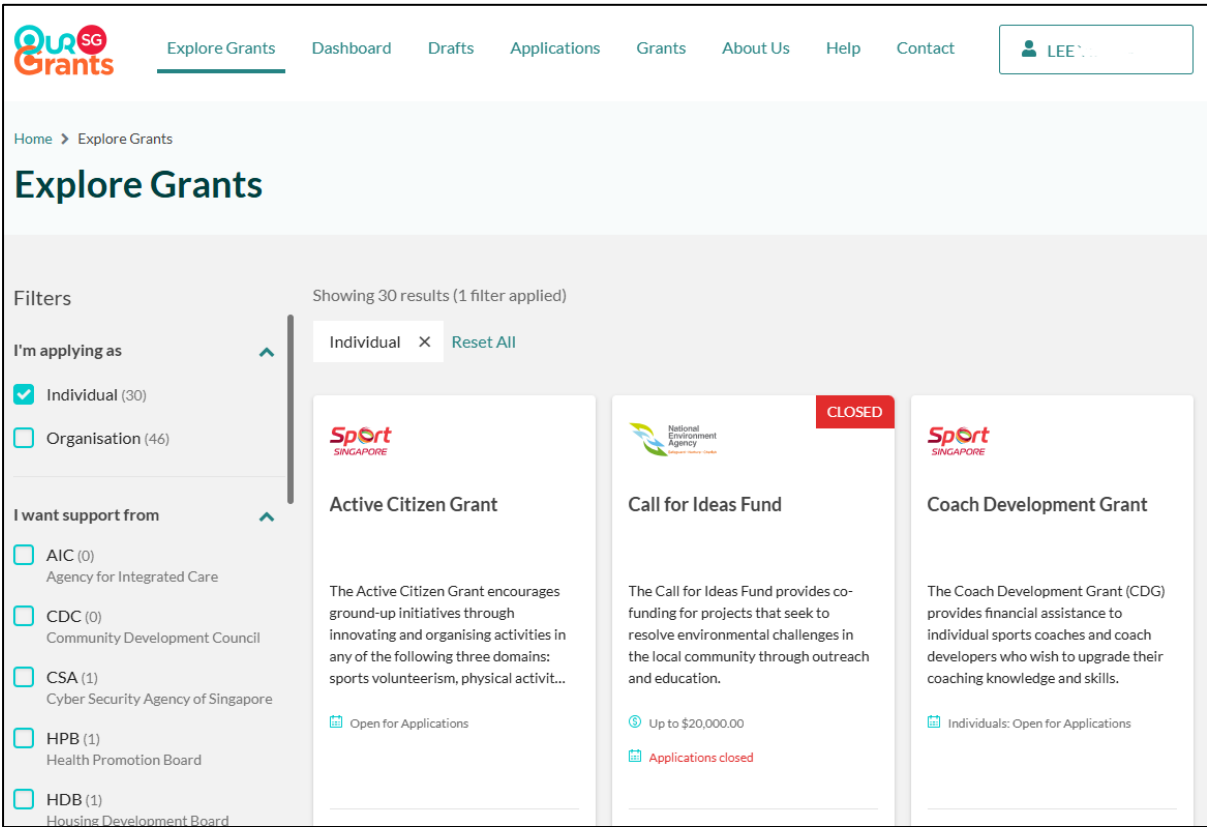


Figure 8: Use the filters on the left to narrow down and display grants that match your selected criteria

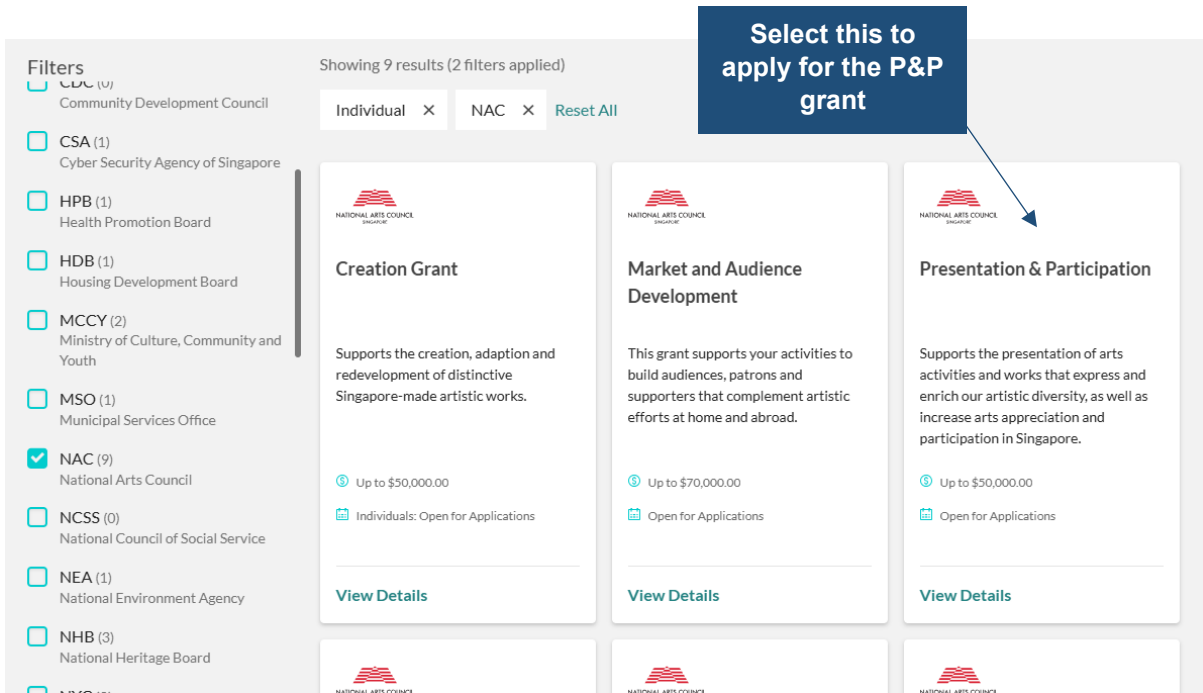


Figure 9: To illustrate grants available under NAC for Individual

Application window that has closed will be denoted by a **Closed** label. There will be a link redirecting you to the respective agency's website under "Go to agency website".

STARTING YOUR APPLICATION

The first page you will see is the grant instruction page. There are details within this page to provide you with more information on the grant such as the guidelines, which can be accessed through the link shown below:

The screenshot shows the NAC website interface. At the top left is the 'Our SG Grants' logo. A navigation menu includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile 'LEE' is shown in the top right. The main heading is 'PRESENTATION & PARTICIPATION' with a sub-heading 'INSTRUCTIONS'. A callout box points to a link in the text: 'Click this link to download the grant guidelines'.

You can also access the documents required for application such as proposal and budget templates, declaration forms and other requisite documents which will be updated from time to time. Hence you are strongly encouraged to download the latest versions of the proposal and budget templates from the portal, rather than existing templates that you may have downloaded previously.

When you are ready, click on the **Apply Now** to proceed.

- [PnP_Project_Proposal_V3 \(PDF 2.01 MB\)](#)
- [241214 PP_Budget_Proposal \(XLSX 205 KB\)](#)
- [Self-Declaration \(SEP\)_Individual_CD \(DOC 63 KB\)](#) (only applicable to individuals)
- [NAC_Collective_Profile_V1 \(PDF 243 KB\)](#) (if you are applying on behalf of a collective)

If you're applying on behalf of a collective, you must submit a Collective template, with details of the other members.

Additional documents you may need to submit:

- CV of key parties involved (e.g. producer, cast members, designers, stage manager) is required upon application
- Samples of work (for first time applicants) is required upon application or if requested by NAC
- For Theatre and Literary Arts projects, including Festivals, the submission of complete scripts/manuscripts is required upon application
- For conferences, the detailed programme (i.e. list of speakers and topics of discussion) is required as part of the application
- For SEP applicants, to submit additional three documents as below:
 - IRAS Notice of Assessment or Consolidated Statement of Income (for the most recent financial year)
 - CPF Contribution (Employment and Self-Employed) or Transaction History (for the last 6 months)
 - Self-Declaration that the applicant does not concurrently hold full-time employment (see above under Documents Required For Application)

All files attached to the application must not exceed 50MB in total.

APPLY NOW

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.

The screenshot shows the National Arts Council website interface. At the top, there is a navigation bar with links for 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile icon is visible on the right with the text '****231A'. The main heading reads 'PRESENTATION AND PARTICIPATION'. Below this is a section titled 'CHECK YOUR ELIGIBILITY' containing two questions:

1. Are you:
 - an individual who is a Singapore Citizen or Permanent Resident, or
 - a representative of an informal group or collective with a majority of members who are Singapore Citizens or Permanent Residents?
 Radio buttons for 'Yes' (selected) and 'No' are shown.
2. Are you applying on behalf of a collective that is constituted for religious purposes?
 - Yes
 - No
 Radio buttons for 'Yes' and 'No' are shown.

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.

A Singapore Government Agency Website

Explore Grants Dashboard Drafts Applications Grants About Us Help Contact *****231A

Eligibility Proposal Budget Contact Declaration Review

NATIONAL ARTS COUNCIL
PRESENTATION AND PARTICIPATION

SUBMIT YOUR PROPOSAL

PROJECT DETAILS

Project Category

Project Name/Title

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Explore Grants Dashboard Drafts Applications Grants About Us Help Contact *****231A

Project Summary/Description

Briefly describe your project.

2000 characters left

Start Date

End Date

Venue (If Any)

500 characters left

A Singapore Government Agency Website

Explore Grants Dashboard Drafts Applications Grants About Us Help Contact *****231A

Upload the following documents

- Completed [PnP Project Proposal \(PDF 1.07 MB\)](#)
- Completed [NAC Collective Profile \(PDF 243 KB\)](#)
- CV or biographical information of key people involved in the project
- Samples of other related work, (for first-time applicants).
- Copy of complete work to be produced, including full-length theatre scripts

Additional Comments (If Any)

250 characters left

Drag and drop files here or

Only jpg, png, gif, tiff, doc, docx, ppt, pdf, xls, xlsx files supported. Each file cannot exceed 10 MB. Any special characters in your file name will be removed. All files attached to the application must not exceed 20MB in total.

Include additional comments or links to supporting documents, if any.

250 characters left

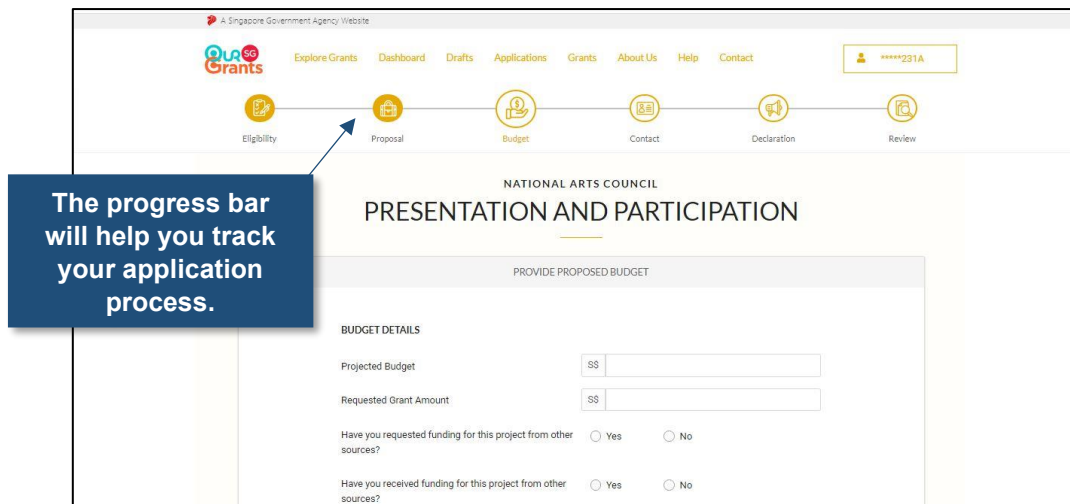
You can upload your supporting documents here

This checklist will help you confirm you have all the necessary documents in place

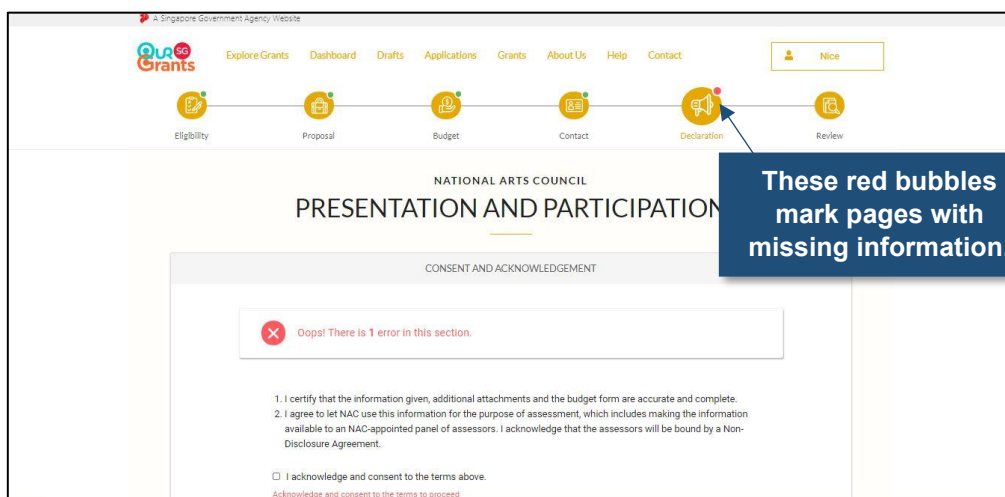
You may include additional comments or links to additional supporting documents here.

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.

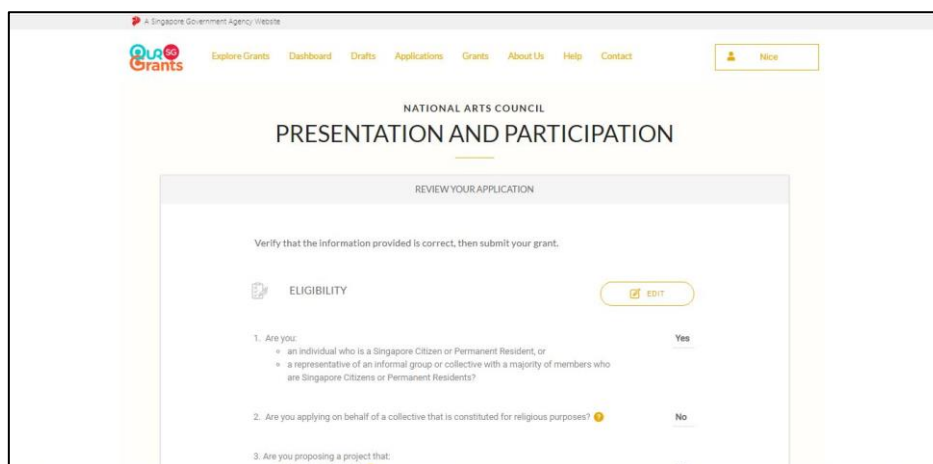


Once you have completed the project and budget details, you will be required to **complete an acknowledgement** – this confirms that the information that you have submitted is accurate and complete.

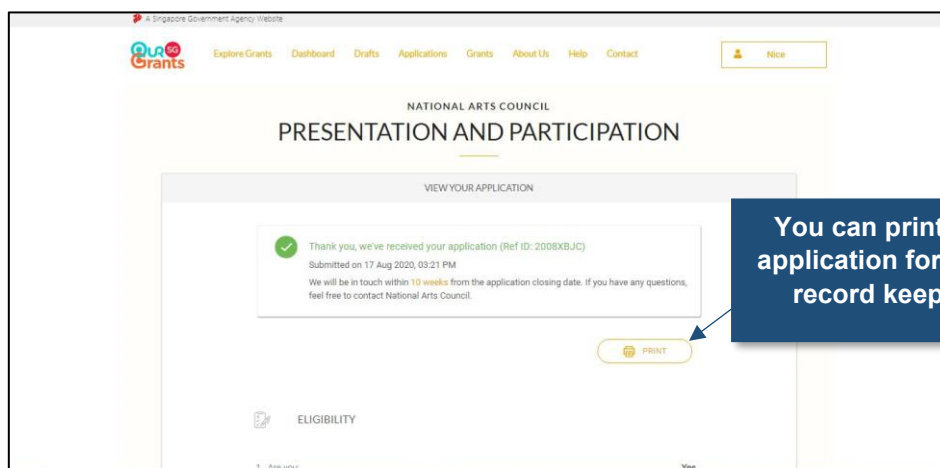


The final stage before submission is **the Review section**. At this point, you will be able to review the application one last time before you submit and make any final changes.

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.

You can access all of your submitted documents here.

You can check the history of actions on this application here.

PROJECT DETAILS

UAT CD Test 1
Ref ID: 2008X&JC

Grant Scheme Presentation and Participation	Agency National Arts Council
End Date 10 Oct 2020	Venue qweq
Project Description qweq	

STATUS

Application Submitted
Submitted on 17 Aug 2020, 03:21 PM

HISTORY

Action	By	Date
Application Submitted	Applicant	17 Aug 2020, 03:21 PM
Draft Created	Applicant	17 Aug 2020, 03:00 PM

CONTACT

NATIONAL ARTS COUNCIL
90 Goodman Road
Goodman Arts Centre
Blk. A #01-01
Singapore 439053

Telephone Number: 63469400
Email Address: nac_presentationparticipation_grant@nac.gov.sg

DOCUMENTS (2)

File Name	File Size	Type	Uploaded
test.docx	11.6 KB	Budget	17 Aug 2020, 03:14 PM
test.docx	11.6 KB	Proposal	17 Aug 2020, 03:11 PM

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 nac_feedback@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.

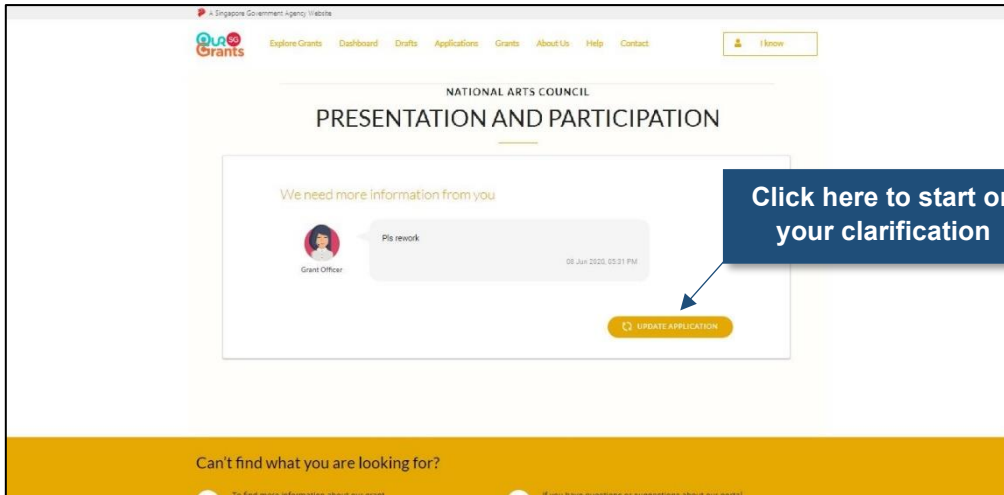
You will get an email informing you that a specific grant requires your action. Once you log in to the OSG, you will notice that the grant you submitted now appears in the Application section of your dashboard, with the status “Update Application”.

PROJECT DETAILS	
NAC PnP EP 2022 Ref ID:2207R66H	
Grant Scheme	Agency
Presentation & Participation	National Arts Council
Start & End Date	Venue
11 Aug 2022 - 23 Nov 2022	NA
Project Description	
NA	

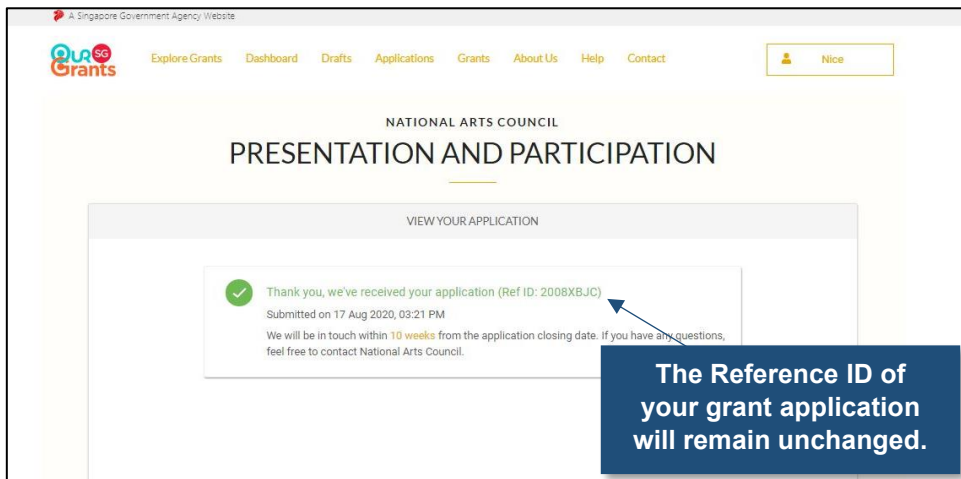
STATUS		
 Update Application		VIEW DETAILS
Last Updated 05 Jul 2022, 03:14 PM		

HISTORY		
Action	By	Date
Update Application	Agency	05 Jul 2022, 03:14 PM
Processing Application	Agency	05 Jul 2022, 03:12 PM

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.



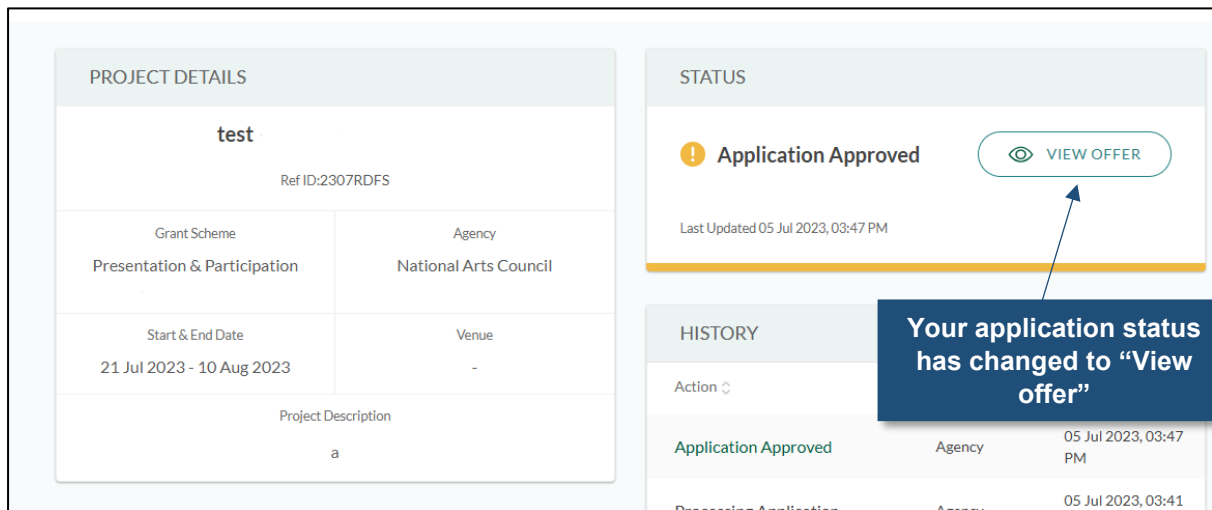
Once you submit the updated application, you will receive another confirmation prompt and email. Please note that once the application has been submitted, you will not be able to withdraw the application on the system. If you would like to withdraw your application, please email the relevant officer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



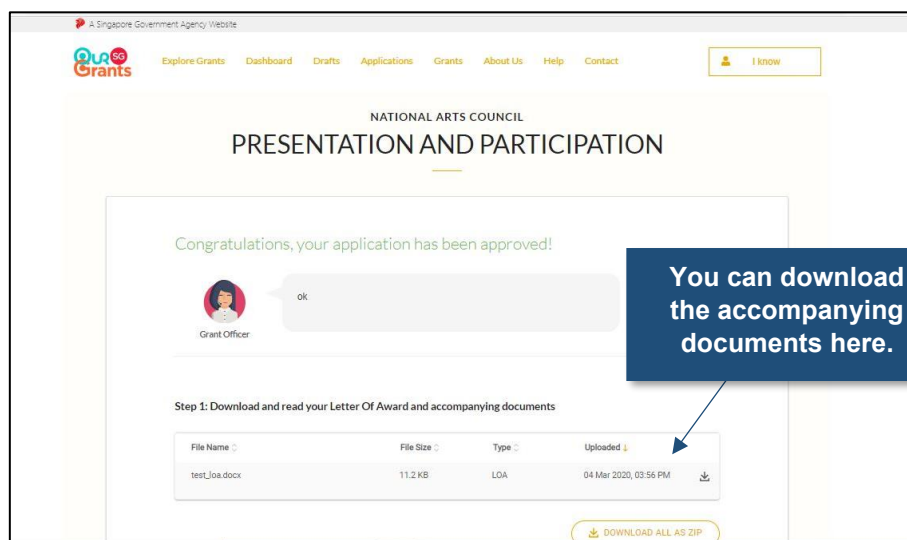
ACCEPTING A GRANT AWARD

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.

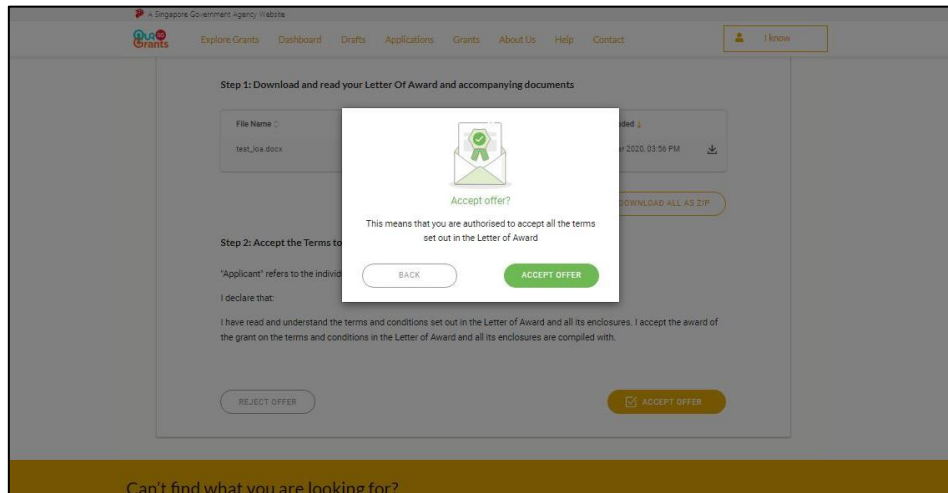
The successful application will appear in the Application section of your dashboard.



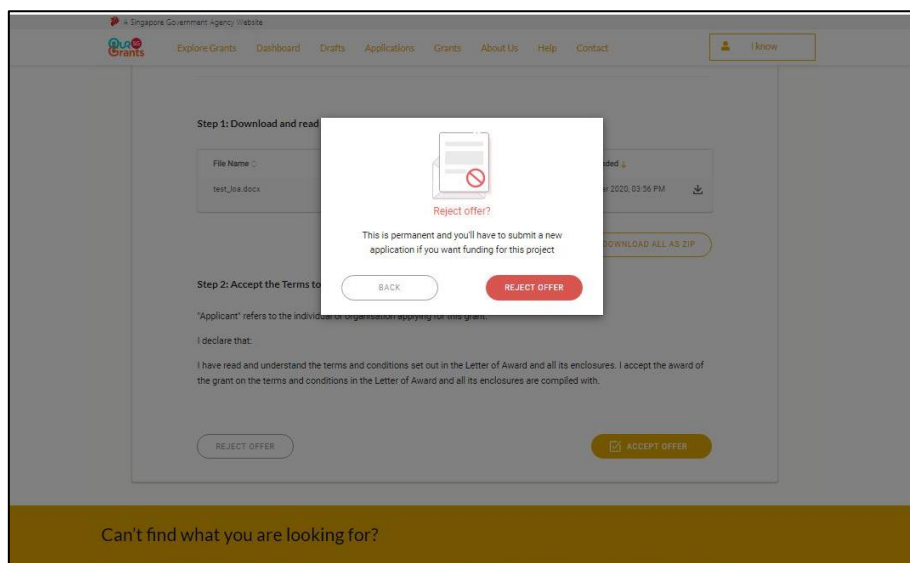
Click on the “View Offer” icon to review the terms of the grant awarded and accept or reject the grant.



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.



Once you have accepted the offer, you will be required to verify your payment details.

CONFIRM PAYMENT DETAILS

You will need to confirm your payment details in order to receive disbursements.

PROJECT DETAILS		STATUS
Autogenerated LOO testing Ref ID:2505NZSW		Offer Accepted, Pending Payment Details VIEW OFFER
Grant Scheme (General) Presentation & Participation	Agency National Arts Council	27 Apr 2026, 10:50 AM
Start & End Date 30 Dec 2025 - 31 Dec 2025	Venue Nil	
Project Description Testing LOO		PAYMENT DETAILS
		Authorised PayNow ID - CONFIRM DETAILS
		Last Updated
HISTORY		
Action ^	By ^	Date ↓

The application status is updated

Click here confirm payment details

Once details are confirmed, you will see your Payment Details reflected.

PROJECT DETAILS	STATUS
Autogenerated LOO testing Ref ID:2505NZSW	Offer Accepted VIEW OFFER
Grant Scheme (General) Presentation & Participation	Agency National Arts Council
Start & End Date 30 Dec 2025 - 31 Dec 2025	Venue Nil
Project Description Testing LOO	
PAYMENT DETAILS	
Authorised PayNow ID S1234567A EDIT DETAILS	
Last Updated 27 Apr 2026	
HISTORY	

Payment details updated here

You will not be required to do anything else as NAC will do the necessary to arrange the first disbursement for funding. Once payment has been successfully processed, you will receive a payment confirmation sent to your email. 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 three to seven working days.

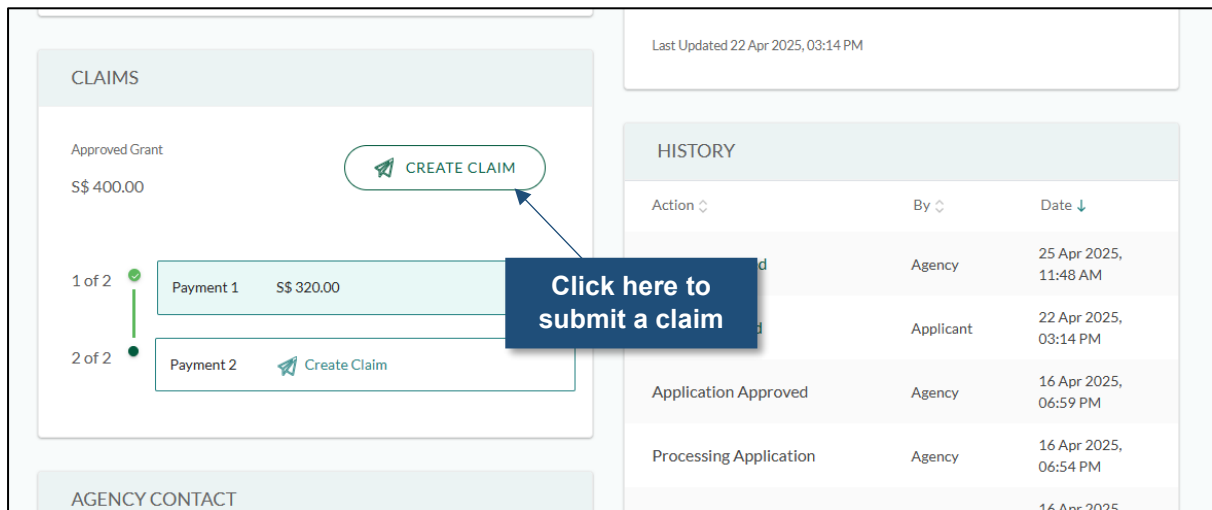
SUBMITTING SUBSEQUENT CLAIMS

In the OSG, you will have to submit a claim in order for NAC to process your subsequent grant disbursement(s). When you are ready to submit your next claim(s), please head to your grants dashboard to search for your case using the Project Title or Case Ref ID.

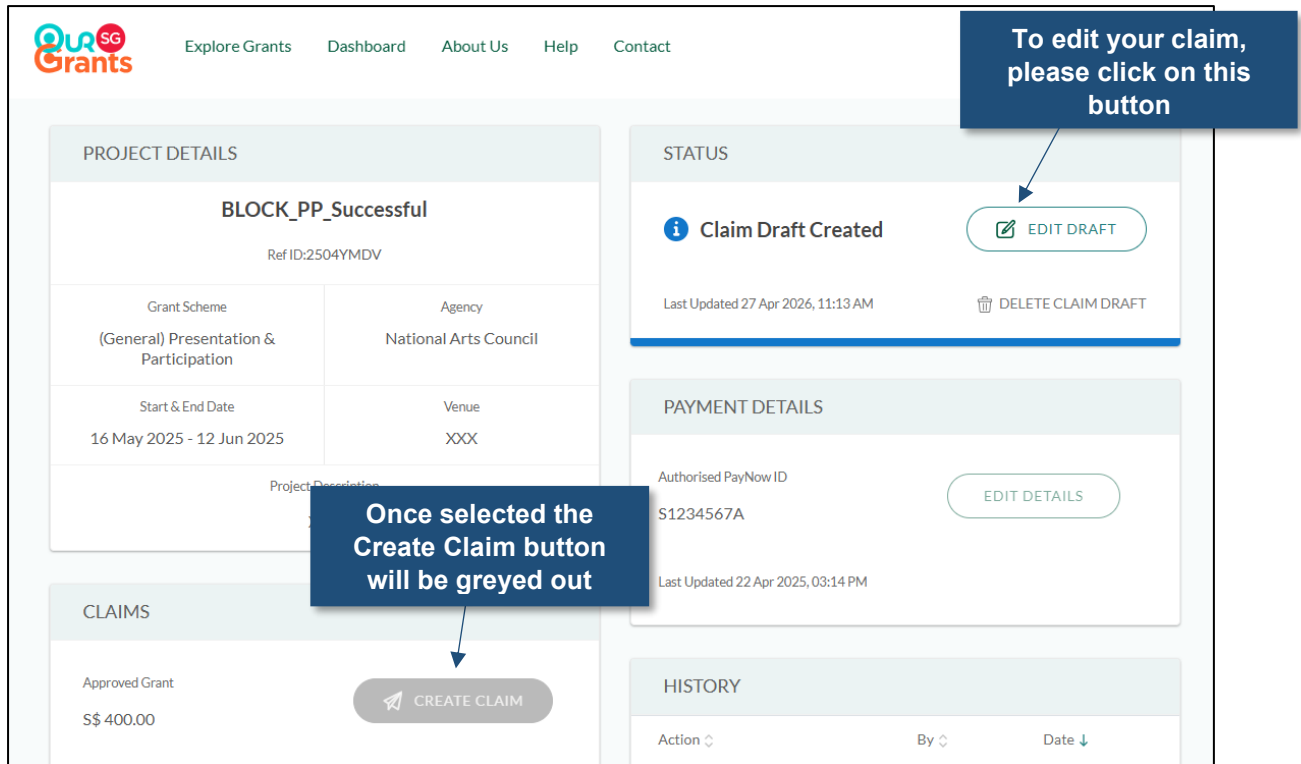
Please note that in order for NAC to process disbursement related to your grant application, you will have to submit a claim on the OSG.

The screenshot displays the OSG Grants Dashboard. At the top, there is a navigation bar with 'Explore Grants', 'Dashboard', 'About Us', 'Help', and 'Contact'. A user profile 'Chua' is visible in the top right. A large blue callout box states: 'All your grants can be accessed through Dashboard'. Below the navigation, there are tabs for 'Current', 'Drafts', and 'Archived'. A section titled 'Manage ongoing applications, claims, and reports in this section.' contains three summary cards: '95 PENDING ACTION', '197 SUCCESSFUL / APPROVED', and '13 UNSUCCESSFUL / REJECTED'. Below these are filters for 'Filter by Status' (with a 'Select...' dropdown), 'Filter by Agency' (with '1 selected'), and a 'Search' bar with the placeholder 'Search application name, Ref ID, updated by, etc'. A 'Clear All' button is also present. A table shows 'Showing 168 results (1 filter applied)'. The table has columns for Project Name, Ref ID, Scheme, Agency, Last Updated, Updated By, and Status. Two rows are visible: one with 'Autogenerated LOO testing' (Status: OFFER ACCEPTED) and one with 'abc' (Status: CLAIM DRAFT CREATED). A second blue callout box points to the search bar and table, stating: 'Search for the grant you wish to submit claims in the Search bar, or browse the list below.'

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



Please note that once selected, a draft will be created and 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 follow through the instructions.

Please ensure all the mandatory documents (e.g. Evaluation Report, Statement of Accounts etc) are completed and submitted within the deadline. Statement of Accounts is your budget sheet uploaded during application that's updated with the actual expenditure.

Previous documents submitted in your application can be found in your case dashboard, under Documents.

The screenshot shows the Grants portal dashboard for user Chua Shi Jie. The top navigation bar includes 'Explore Grants', 'Dashboard', 'About Us', 'Help', and 'Contact'. The user's name 'Chua Shi Jie' is displayed in the top right corner.

AGENCY CONTACT

 National Arts Council
Goodman Arts Centre
Blk A 90 Goodman Road
#01-01
Singapore 439053

Telephone Number	Email Address
63469400	NAC_Feedback@nac.gov.sg

RELATED ACTIONS

Project Changes

Have there been changes to your project?

Contact your Grant Officer to enable project changes.

[UPDATE PROJECT CHANGES](#)

Application Status:

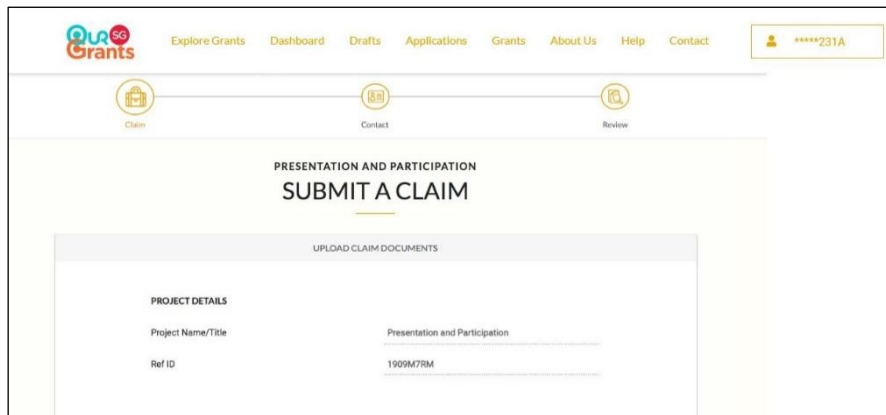
Application Approved	Agency	16 Apr 2025, 06:59 PM
Processing Application	Agency	16 Apr 2025, 06:54 PM

DOCUMENTS (4)

File Name	File Size	Type	Uploaded
2504YMDV_(250110)...unts.pdf	58.8 KB	LOA	16 Apr 2025, 06:59 PM
2504YMDV_(241028)...ex A.pdf	236 KB	LOA	16 Apr 2025, 06:59 PM
Test_document.docx	11.6 KB	Application	16 Apr 2025, 06:05 PM
Test_document.docx	11.6 KB	Application	16 Apr 2025, 06:05 PM

A blue callout box with the text "Click here to access your grants" and an arrow pointing to the "DOCUMENTS (4)" section is overlaid on the screenshot.

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 Grants Portal, please feel free to reach out to your account manager.

Otherwise, please contact us via this link: <https://www.nac.gov.sg/contact-us>