

## **OurSG Grants (OSG) Portal stART Fund Application 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 the stART Fund.

stART Fund applications from 2025 onwards should be submitted via OurSG Grants (OSG) Portal at <https://oursggrants.gov.sg>.

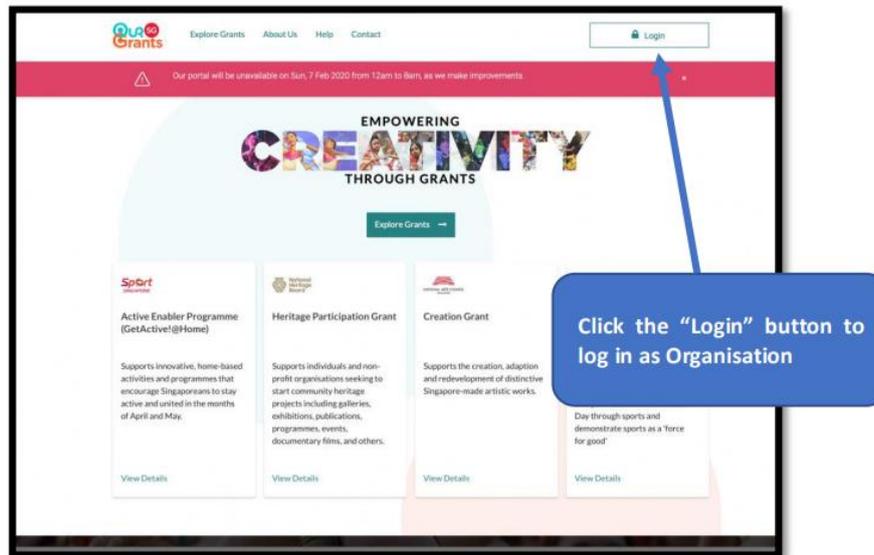
If you need further assistance after using this user guide, you may contact the stART Secretariat at [stART@nac.gov.sg](mailto:stART@nac.gov.sg).

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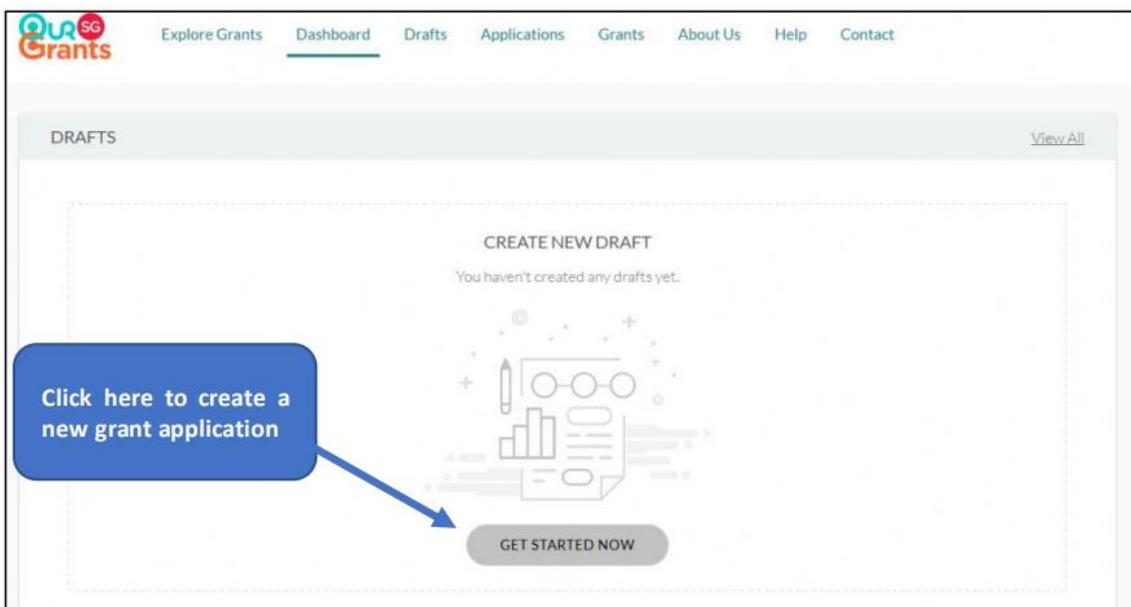
## Getting started

1. Detailed information about the stART Fund is available on our website [here](#)
2. To apply for the stART Fund using the OSG grant portal, please visit <https://oursggrants.gov.sg>



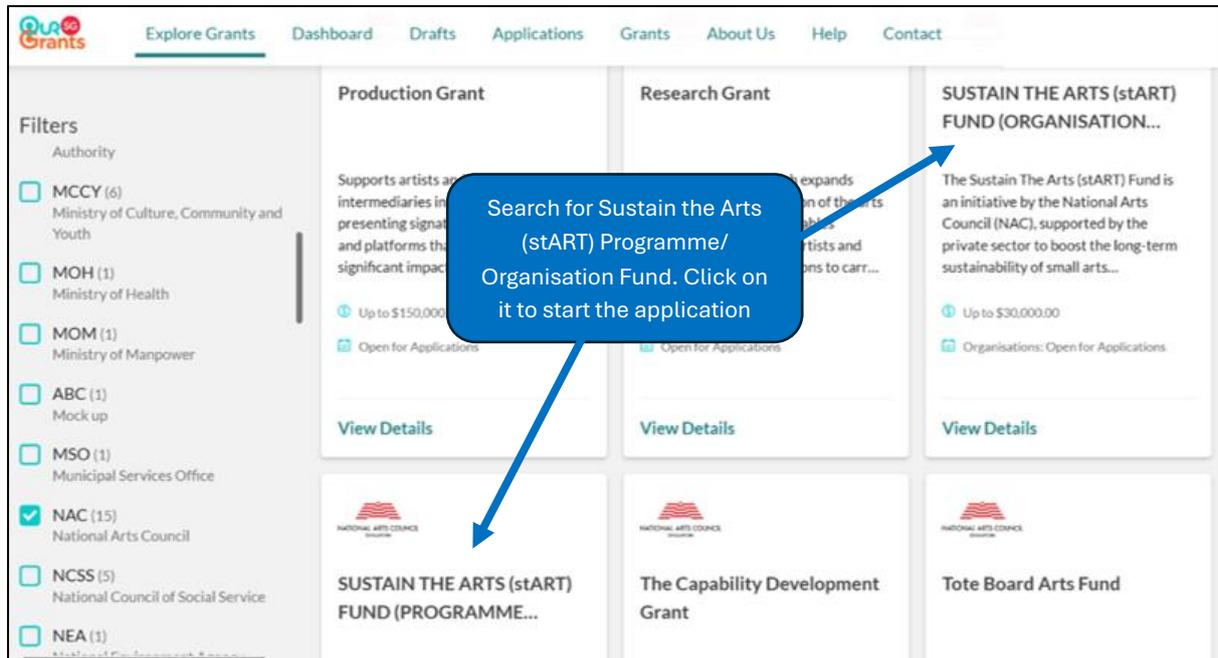
OSG Landing Page

3. After login successfully via Singpass, your organisation's OSG Dashboard will be displayed. (If you are unable to login, please refer to "[Annex: Setting up your CorpPass account to access OSG Portal](#)")



OSG Dashboard

4. Search for the stART Fund Grant. You may use the filters on the left to search or filter grants under “NAC”.



Selection of available grants – Search for “Sustain the Arts (stART) Fund”

## Starting your application

5. The first page you will see is the grant instructions page. On this page, you will find brief information about the grant and the application document templates required for the application process.

**OSG – stART Fund Instructions page**

## Application page 1 – Eligibility

6. There are 5 pages to complete in total. The first page is the Eligibility page. Please respond to the questions accordingly to check your organisation's eligibility to apply for the stART Fund. Only organisations with Total Operating Expenditure (TOE) below 1 million are eligible for the stART Fund.

Please refer to our [website](#) for more information.

Our Grants

Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Nelson Tan...

Eligibility Proposal Budget Contact Declaration Review

NATIONAL ARTS COUNCIL  
SUSTAIN THE ARTS  
(START) FUND (PROGRAMME FUNDING)

CHECK YOUR ELIGIBILITY

Is your organisation registered in Singapore?

Yes  No

What is your entity registered under?

ROS  ACRA  COC  None of the above

Does the organisation have a Total Operating Expenditure (TOE) below \$1 million?

Yes  No

Application page 1 – Eligibility

## Application page 2 – Proposal

7. Next page is the Proposal page. **Please ensure that your programme starts after 1 August 2025.**
8. Please upload and submit the following documents:
  - (1) For Project descriptions that exceed the word limit, please download and use the supplementary form provided and upload with your application
  - (2) CV of your team members/key parties involved (e.g. artistic director, cast members, designers, stage manager etc)
  - (3) Samples of work (mandatory for first time applicants)
  - (4) For Theatre and Literary Arts projects, including Festivals, the submission of complete scripts/manuscripts is required upon application.

**OUR SG Grants** Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Nelson Tan ...

Eligibility Proposal Budget Contact Declaration Review

NATIONAL ARTS COUNCIL  
**SUSTAIN THE ARTS  
(START) FUND (PROGRAMME FUNDING)**

SUBMIT YOUR PROPOSAL

**PROJECT DETAILS**

Please indicate nature of project

This is a new project/initiative  This is an enhanced existing project/initiative

Project Category  
Develop programmes with community impact: (You may select more than one)

Project Name / Title

Start Date  
(e.g. the first day of performance/programme)

End Date

## Application page 2 – Proposal

## Application page 3 – Budget

9. Please key in your Projected Budget and Requested Grant Amount. **Do ensure that the Requested Grant Amount is not more than the Project Budget.**
10. If your organisation is intending to apply for funding from other sources, please select “Yes” and provide further details.
11. Do submit the following documents:
  - (1) Completed Budget Sheet
  - (2) Latest Financial Statement

**Our SG Grants** Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Nelson Tan ...

Eligibility Proposal Budget Contact Declaration Review

NATIONAL ARTS COUNCIL  
**SUSTAIN THE ARTS  
(START) FUND (PROGRAMME FUNDING)**

PROVIDE PROPOSED BUDGET

**BUDGET DETAILS**

Projected Budget ? S\$

Requested Grant Amount ? S\$

Have you requested funding for this project from other sources?  Yes  No

Please specify the name of funding, percentage of project budget and whether the status of the funding is pending or confirmed. Please include all other sources of government grants. If you are receiving an organisational development grant e.g. NAC Major Company or Seed Grant scheme, please specify

## Application page 3 – Budget

## Application page 4 – Contact

12. Next is the Contact page. Please key in the main contact person for the application. The stART Secretariat will contact this person with any queries about the application. Please also provide us an alternate contact person so that the stART Secretariat can reach out should the main contact person be unavailable.

**Grants** Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Nelson Tan ...

Eligibility Proposal Budget **Contact** Declaration Review

**NATIONAL ARTS COUNCIL**  
**SUSTAIN THE ARTS**  
**(START) FUND (PROGRAMME FUNDING)**

PROVIDE YOUR CONTACT DETAILS

**MAIN CONTACT PERSON**  
We will contact this person with any queries about the application.

Name (as in NRIC/FIN)

Contact Number

Email Address

Designation (If Any)

**ALTERNATE CONTACT PERSON**  
We will contact this person with queries about the application if the main contact is unavailable.

Name (as in NRIC/FIN)

Contact Number

Email Address

Designation (If Any)

**ORGANISATION INFORMATION**  
You may be able to use details registered with your UEN to complete your profile.

### Application page 4 – Contact

13. Please click on “Retrieve Profile” if Organisation Information is empty. Please ensure the information provided is accurate.

14. For the contact details on Letter of Award (LOA) addressee, please provide us the Name, Designation and Email of your organisation's highest authority. This is for the purpose of email notification of application status. E.g. when the application has been approved, an email notification will be sent to the Main Contact, Alternate Contact as well as the LOA addressee.

LETTER OF AWARD ADDRESSEE	
We will address the Letter of Award to your organisation's highest authority (e.g., Chief Executive Officer, Director, Chairman, Organising Chairman or President) stated below, if the application is successful.	
Name (as in NRIC/FIN)	Mr    ▾    Nelson Tan
Designation	Artistic Director
Email Address	nelson.tan@gmail.com

Application page 4 – Contact

## Application page 5 – Declaration

- Final page is the Declaration and Acknowledge page. Please read through the Conflict of Interest Disclosure questions and select the appropriate responses.
- Please read through the Declaration carefully and check the box below. Click “Review” to review your application.

**OUR SG Grants** Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Nelson Tan ...

Eligibility Proposal Budget Contact Declaration Review

### NATIONAL ARTS COUNCIL SUSTAIN THE ARTS (START) FUND (PROGRAMME FUNDING)

#### DECLARATION AND ACKNOWLEDGEMENT

or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this application.

The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this application.

I / We and the Applicant, declare that all facts stated in this application and all accompanying information are true and correct to the best of our knowledge and that we have not withheld or distorted any material facts or information.

I / We and the Applicant understand that I / We and the Applicant have a continuing obligation to promptly notify the Agency if there is any change affecting any fact or information set out in this application form and declaration.

I / We and the Applicant understand that I / We and the Applicant may face prosecution if I / We and the Applicant provide false or misleading statements or fail to disclose material facts or information, and the Agency may, at its discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that may have been disbursed, and I / We and the Applicant shall have no claim against the Agency in relation thereto.

I / We and the Applicant have read and agree to abide by all the Terms of Use for this website.

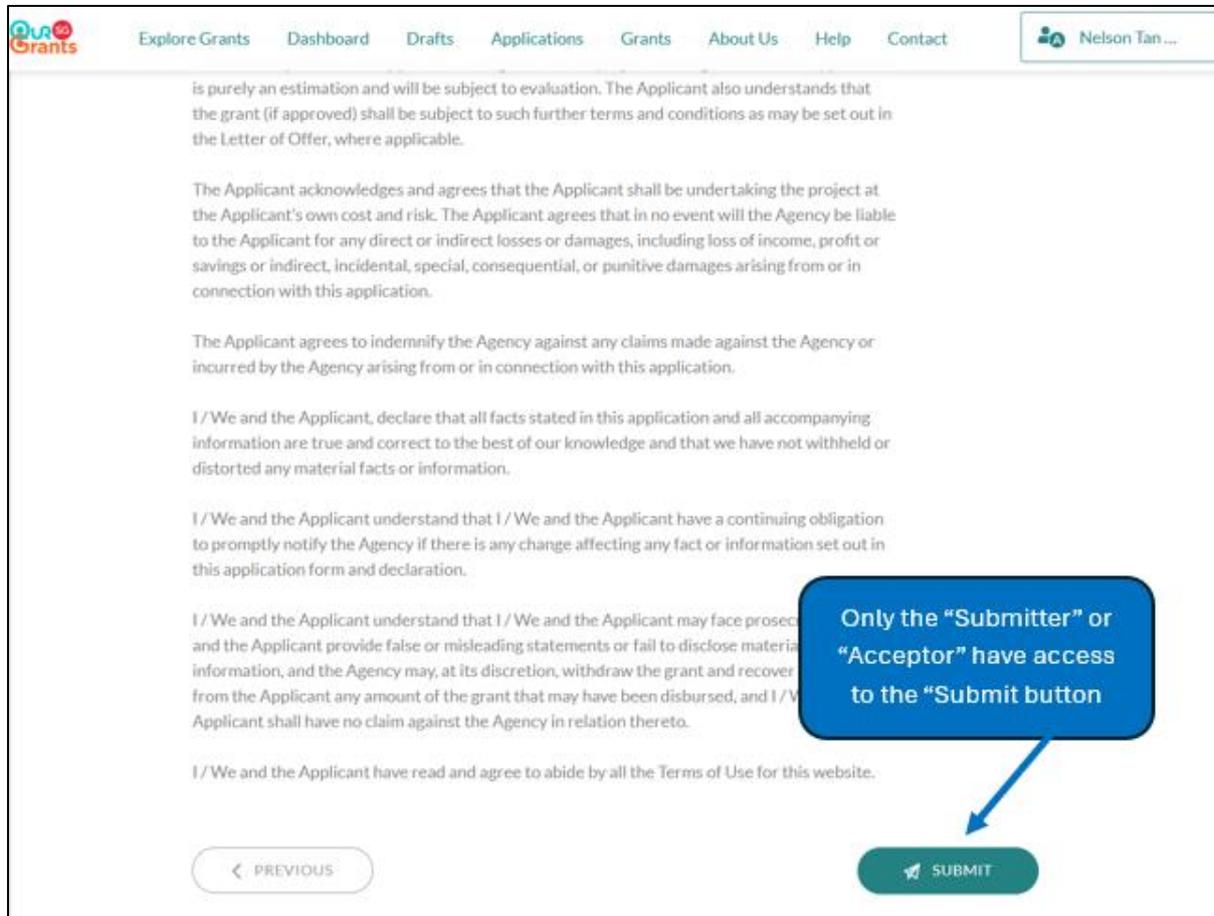
I / We and the Applicant consent to and acknowledges all of the above.

< PREVIOUS SAVE REVIEW

Application page 5 – Declaration

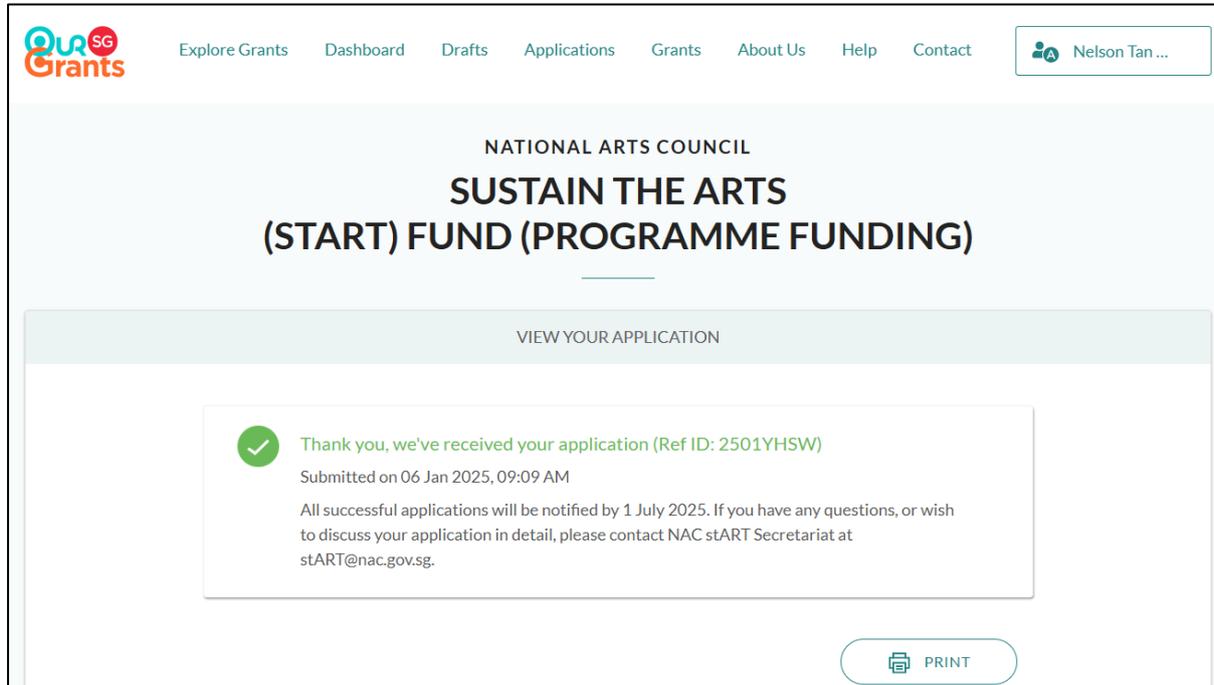
## Review and submit your application

17. Once you have reviewed your application, only the “Submitter” or “Acceptor” have access to the “Submit” button at the review page as shown below:



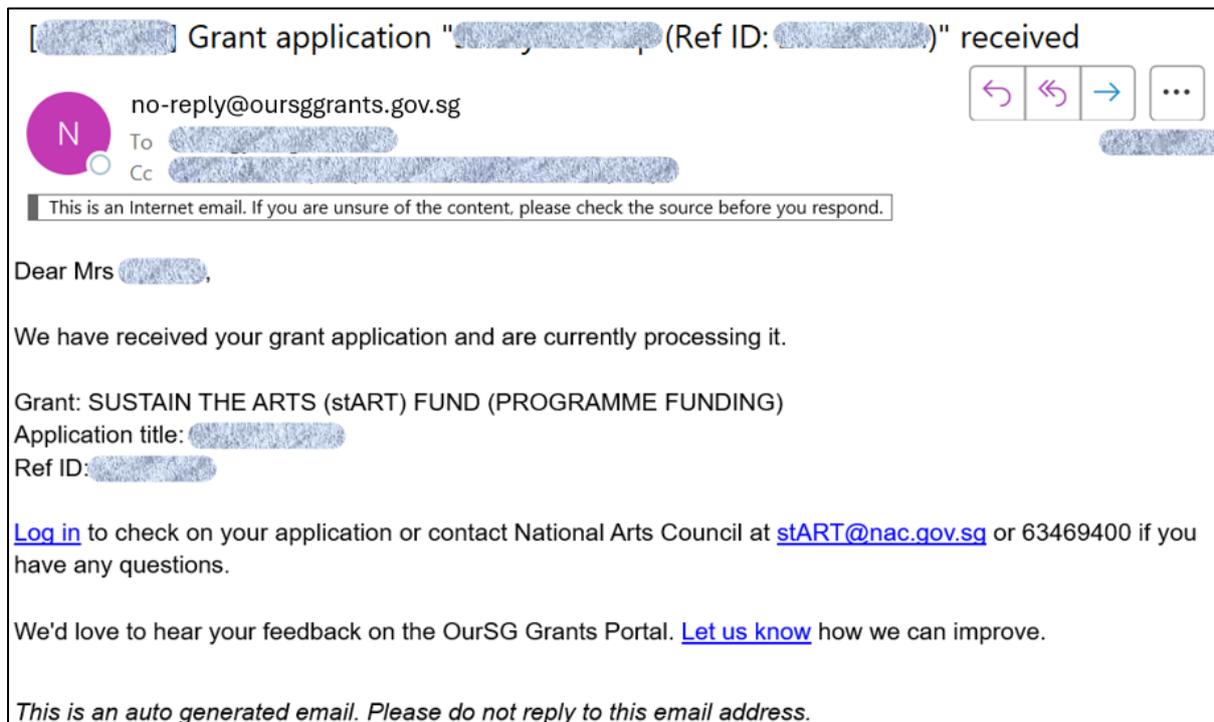
18. If your organisation has not yet set up the Preparer, Submitter and Acceptor Roles in OSG, please refer to Annex A for the guide.

19. 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.



The screenshot shows the OurSG Grants portal 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 for Nelson Tan is visible in the top right. The main heading reads "NATIONAL ARTS COUNCIL SUSTAIN THE ARTS (START) FUND (PROGRAMME FUNDING)". Below this is a section titled "VIEW YOUR APPLICATION". A green checkmark icon is followed by the text: "Thank you, we've received your application (Ref ID: 2501YHSW) Submitted on 06 Jan 2025, 09:09 AM". Below this, it states: "All successful applications will be notified by 1 July 2025. If you have any questions, or wish to discuss your application in detail, please contact NAC stART Secretariat at stART@nac.gov.sg." A "PRINT" button is located at the bottom right of the confirmation message.

Prompt on OSG



The screenshot shows an email notification from no-reply@oursggrants.gov.sg. The subject line is "[REDACTED] Grant application "[REDACTED]" (Ref ID: [REDACTED]) received". The email body contains the following text: "Dear Mrs [REDACTED], We have received your grant application and are currently processing it. Grant: SUSTAIN THE ARTS (stART) FUND (PROGRAMME FUNDING) Application title: [REDACTED] Ref ID: [REDACTED] Log in to check on your application or contact National Arts Council at stART@nac.gov.sg or 63469400 if you have any questions. We'd love to hear your feedback on the OurSG Grants Portal. Let us know how we can improve. This is an auto generated email. Please do not reply to this email address." The email also includes a warning: "This is an Internet email. If you are unsure of the content, please check the source before you respond." and navigation icons for reply, reply all, forward, and more options.

Email notification

## Viewing of Application Status

20. You may go to the Application page to retrieve your submitted application and view its latest application status. You may also click on Dashboard get an overview on the status of all applications.

The screenshot shows the 'Applications' page with a table of application statuses. The table has columns for application name, Unique Ref ID, programme name, category, submission date, review date, completion date, and status. Two applications are listed: 'Scaling up to Charity/ IPC status' (Application Approved) and 'test' (Processing Application). Callouts 1, 2, and 3 point to the 'Applications' menu item, the Unique Ref ID, and the application status respectively.

Application Name	Unique Ref ID	Programme Name	Category	Submission Date	Review Date	Completion Date	Status
Scaling up to Charity/ IPC status	241276KK	SUSTAIN THE ARTS (stART) FUND (ORGANISATION FUNDING)	NAC	01 Aug 2025	01 Aug 2028	23 Dec 2024, 01:53 PM	Application Approved
test	24127JJB	SUSTAIN THE ARTS (stART) FUND (PROGRAMME FUNDING)	NAC	20 Dec 2024	26 Dec 2024	20 Dec 2024, 09:30 AM	Processing Application

① Application page  
② Unique Ref ID  
③ Application status

Application page

The screenshot shows the 'Dashboard' page with a greeting 'Good morning, Nelson!' and a summary of application statuses. The summary includes three categories: Pending Action (7), Successful / Approved (13), and Unsuccessful / Rejected (4). The 'Current' tab is selected.

A Singapore Government Agency Website

Good morning, Nelson!

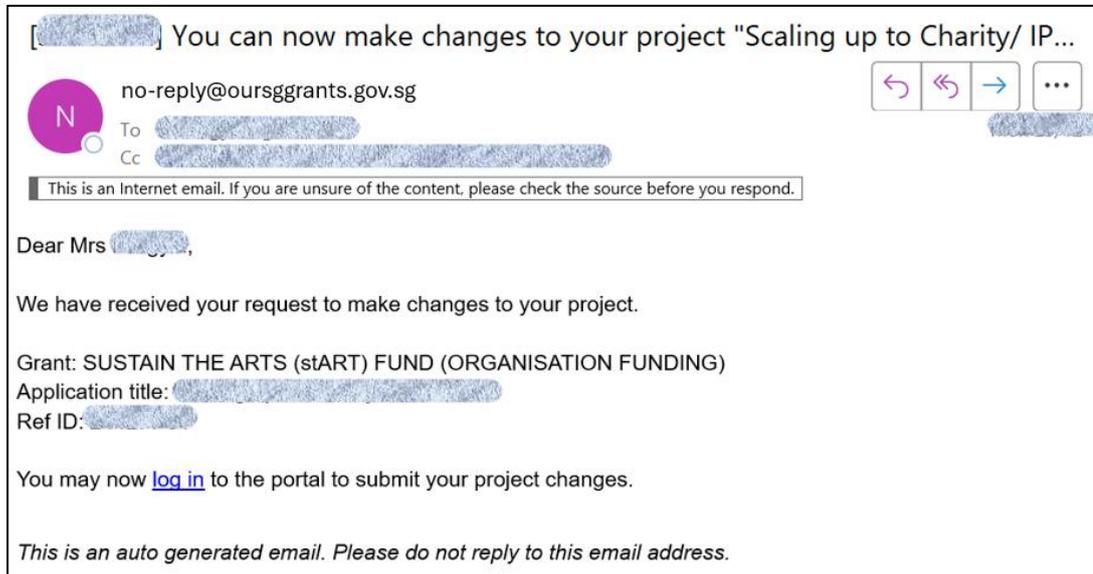
Current Drafts Archived

7 PENDING ACTION 13 SUCCESSFUL / APPROVED 4 UNSUCCESSFUL / REJECTED

Dashboard page

## Submitting Clarifications

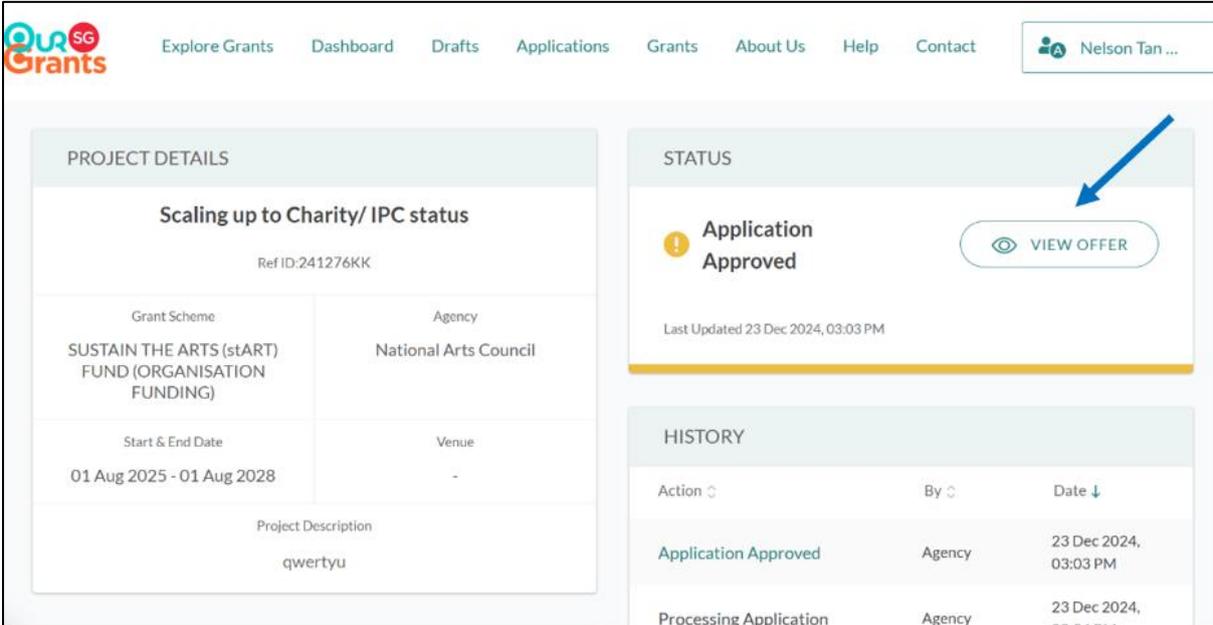
21. In the course of assessing the application, stART Fund Secretariat may request additional information about your application. An email notification will be sent to all contact persons listed in the application.



22. Alternatively, you may find that you need to submit more details to support your application. In this case, please contact the stART Secretariat (please quote your Reference ID) via email [stART@nac.gov.sg](mailto:stART@nac.gov.sg).

## Accepting Offer

23. 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. Once you have logged in, go to Application page and you should see the application status as “Application Approved”. Click on the “Project Name” of your stART Fund application to view the details.
24. Click on the “View Offer” icon to review the terms of the grant awarded and to Accept or Reject the grant. **Note: The acceptance can only be done by the “Acceptor” role as assigned in the CorpPass portal. If your organisation has not yet set up the Preparer, Submitter and Acceptor Roles in OSG, please refer to Annex A for the guide.**



The screenshot displays the OSG Grants application interface. The top navigation bar includes the OSG Grants logo, menu items (Explore Grants, Dashboard, Drafts, Applications, Grants, About Us, Help, Contact), and a user profile for Nelson Tan. The main content area is divided into two columns. The left column, titled 'PROJECT DETAILS', shows the project name 'Scaling up to Charity/ IPC status' with reference ID '241276KK'. It lists the Grant Scheme as 'SUSTAIN THE ARTS (stART) FUND (ORGANISATION FUNDING)', the Agency as 'National Arts Council', the Start & End Date as '01 Aug 2025 - 01 Aug 2028', and the Project Description as 'qwertyu'. The right column, titled 'STATUS', shows the application status as 'Application Approved' with a yellow exclamation mark icon. A blue arrow points to a 'VIEW OFFER' button. Below the status, it indicates 'Last Updated 23 Dec 2024, 03:03 PM'. A 'HISTORY' table is also visible, showing the following entries:

Action	By	Date
Application Approved	Agency	23 Dec 2024, 03:03 PM
Processing Application	Agency	23 Dec 2024, 03:03 PM

25. At this screen, you can download the **Grant Award Cover Letter and the accompanying Deed of Acceptance of Conditions of Grant**. Once you are ready to accept the grant, click on “Accept Offer”. 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 at this stage, you will need to submit a fresh application in the next application window.

Congratulations, your application has been approved!



Grant Officer

congratulations

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**Step 1: Download and read your Letter Of Award and accompanying documents**

File Name	File Size	Type	Uploaded
LOA.png	88.1 KB	LOA	23 Dec 2024, 03:03 PM

[DOWNLOAD ALL AS ZIP](#)

**Step 2: Accept the Terms to start benefiting from the grant**

I acknowledge that I have read and understood the terms and conditions set out in the Letter of Award and all its enclosures. I confirm that all declarations and information provided in the application for this grant are true and correct. I accept the award of the grant on the terms and conditions set out in the above-mentioned Letter of Award and its enclosures. I understand that failure to comply with the proposed details stated in the application, subsequent project changes, or terms and conditions of the offer may result in changes to the final grant amount. I undertake to ensure that all terms and conditions in the Letter of Award and all its enclosures are complied with.

I am the highest authority of the organisation or, staff empowered by the organisation to accept/reject the LOA.

[REJECT OFFER](#) [ACCEPT OFFER](#)

## Corporate PayNow

26. Once you have Accepted the grant award, you will be prompted to confirm your payment details in order to receive the stART Fund disbursement.

The screenshot displays the Grants portal interface. At the top, the 'Our SG Grants' logo is on the left, and navigation links for 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact' are in the center. A user profile 'Nelson Tan...' is on the right. A prominent red banner at the top reads 'CONFIRM PAYMENT DETAILS' and 'You will need to confirm your payment details in order to receive disbursements.' Below this, the 'PROJECT DETAILS' section shows 'Scaling up to Charity/ IPC status' with Ref ID:241276KK. It includes a table with 'Grant Scheme' (SUSTAIN THE ARTS (stART) FUND (ORGANISATION FUNDING)), 'Agency' (National Arts Council), 'Start & End Date' (01 Aug 2025 - 01 Aug 2028), and 'Venue' (-). The 'Project Description' is 'qwertyu'. The 'STATUS' section shows 'Offer Accepted, Pending Payment Details' with a 'VIEW OFFER' button and a timestamp 'Last Updated 06 Jan 2025, 09:13 AM'. The 'PAYMENT DETAILS' section shows 'Authorised PayNow ID' as '-' and a 'CONFIRM DETAILS' button, which is highlighted by a blue arrow. A 'HISTORY' section is partially visible at the bottom left.

PROJECT DETAILS	
<b>Scaling up to Charity/ IPC status</b> Ref ID:241276KK	
Grant Scheme	Agency
SUSTAIN THE ARTS (stART) FUND (ORGANISATION FUNDING)	National Arts Council
Start & End Date	Venue
01 Aug 2025 - 01 Aug 2028	-
Project Description	
qwertyu	

PAYMENT DETAILS	
Authorised PayNow ID	-
<a href="#">CONFIRM DETAILS</a>	
Last Updated	

27. If you notice “Pending Payment Details”, kindly ignore the suffix area and check the declaration. Click Submit once this is done.

PROVIDE PAYMENT DETAILS

i Please complete and submit this form.

**PROJECT DETAILS**

Project Name/Title	Scaling up to Charity/ IPC status
Ref ID	241276KK

**AUTHORIZED PAYNOW ID**

PayNow ID must be authorised by your organisation to receive funds. If your company did not previously register for PayNow Corporate, visit your respective bank's website and register.

Organisation Name	PayNow ID <span style="font-size: 18px; color: #0070c0;">?</span>	Suffix (If Any)
AHVV Test	201000758R	Suffix (If Any)

By submitting this form, I declare that the information provided and all its contents are true and accurate.

< BACK

▶ SUBMIT

28. Organisation should confirm this is reflected accurately here.

The screenshot displays the 'OUR SG Grants' interface. The top navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Nelson Tan ...' is visible in the top right.

The main content is divided into two columns:

- PROJECT DETAILS:**
  - Title: **Scaling up to Charity/ IPC status**
  - Ref ID: 241276KK
  - Grant Scheme: SUSTAIN THE ARTS (stART) FUND (ORGANISATION FUNDING)
  - Agency: National Arts Council
  - Start & End Date: 01 Aug 2025 - 01 Aug 2028
  - Venue: -
  - Project Description: qwertyu
- STATUS:**
  - Offer Accepted (with a green checkmark icon)
  - VIEW OFFER button
  - Last Updated 06 Jan 2025, 09:16 AM
- PAYMENT DETAILS:**
  - Authorised PayNow ID: 201000758R (highlighted with a blue box)
  - EDIT DETAILS button
  - Last Updated 06 Jan 2025, 09:14 AM

A blue callout box with the text 'Do double check' and an arrow points to the 'Authorised PayNow ID' field.

## Submitting Claims

29. For **Organisation funding**, please submit the following documents for the **second and final** disbursement:

- (1) Screenshot of attained Charity/IPC Status
- (2) Self-evaluation report
- (3) Financial report
- (4) For grants that require a certified statement of accounts, please provide documentary proof (e.g. screenshot of membership ID on the registry)
- (5) Impact reporting checklist
- (6) Certificate of participation for Fundraising for Impact Course

30. For **Programme funding**, please submit the following documents for the **second** disbursement:

- (1) Photos/programme booklet/other collaterals of the programme

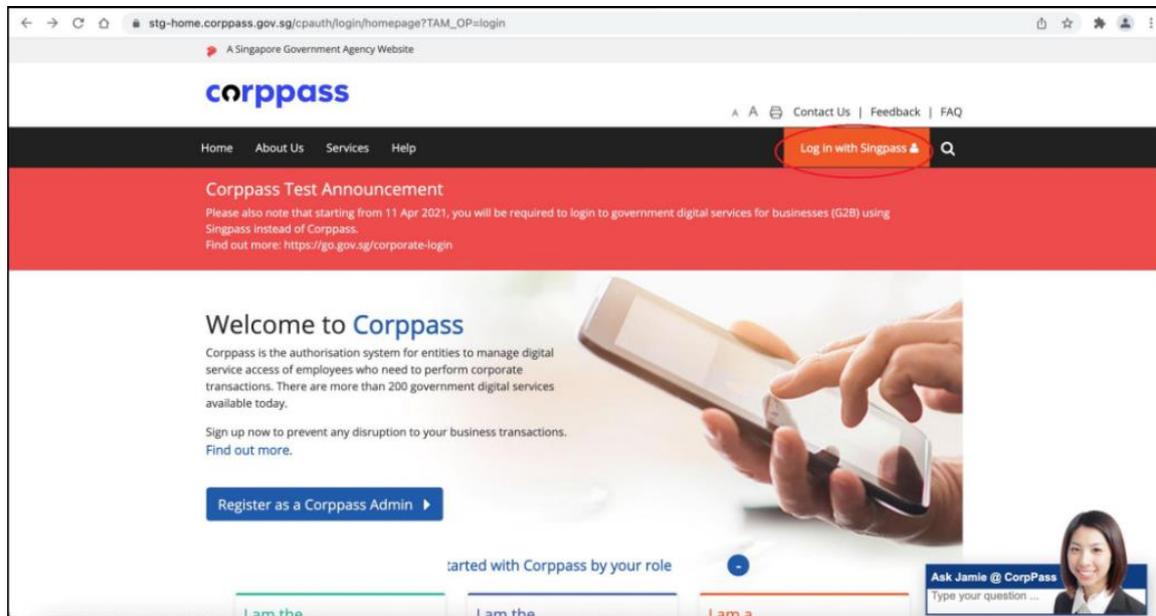
31. For **Programme funding**, please submit the following documents for the **third and final** disbursement:

- (1) Self-evaluation report
- (2) Financial report
- (3) For grants that require a certified statement of accounts, please provide documentary proof (e.g. screenshot of membership ID on the registry)
- (4) Impact reporting checklist
- (5) Certificate of participation for Fundraising for Impact Course

## Annex: Setting up your CorpPass account to access OSG Portal

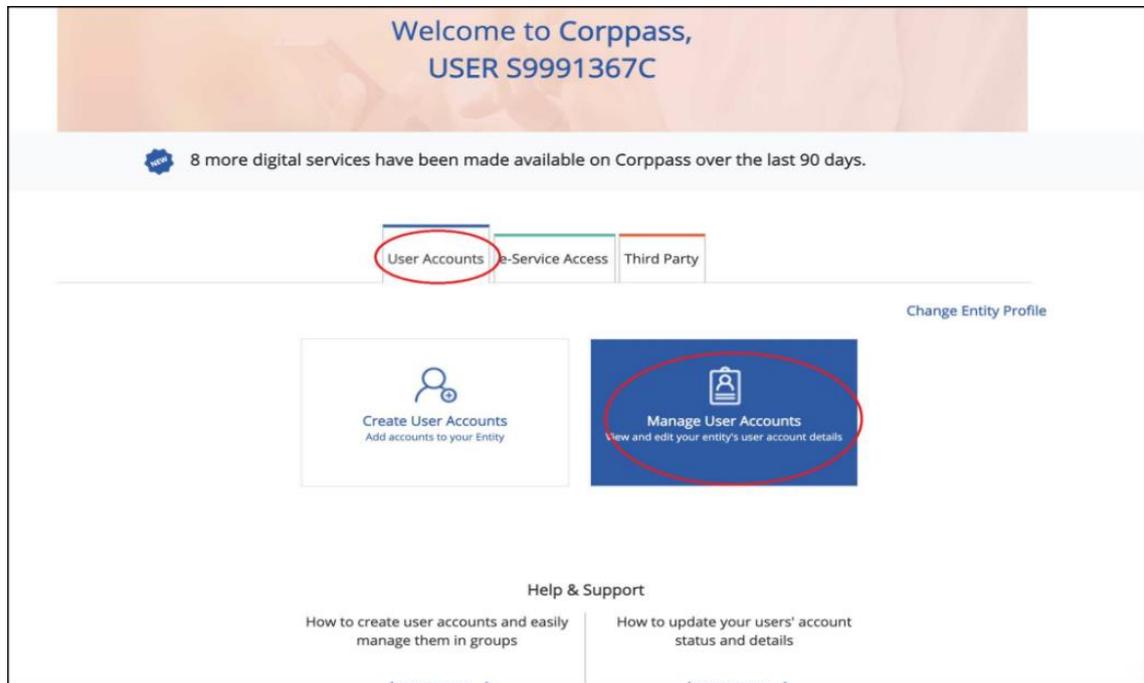
1. Login to CorpPass Admin at [www.corppass.com.sg](http://www.corppass.com.sg) using Singpass.

**\*Note: Only CorpPass Admin can assign role**



2. Under “Manage User Accounts”, search for the user to assign the role

**\*Note: To create user accounts, Admin must choose “Create User Accounts” option**



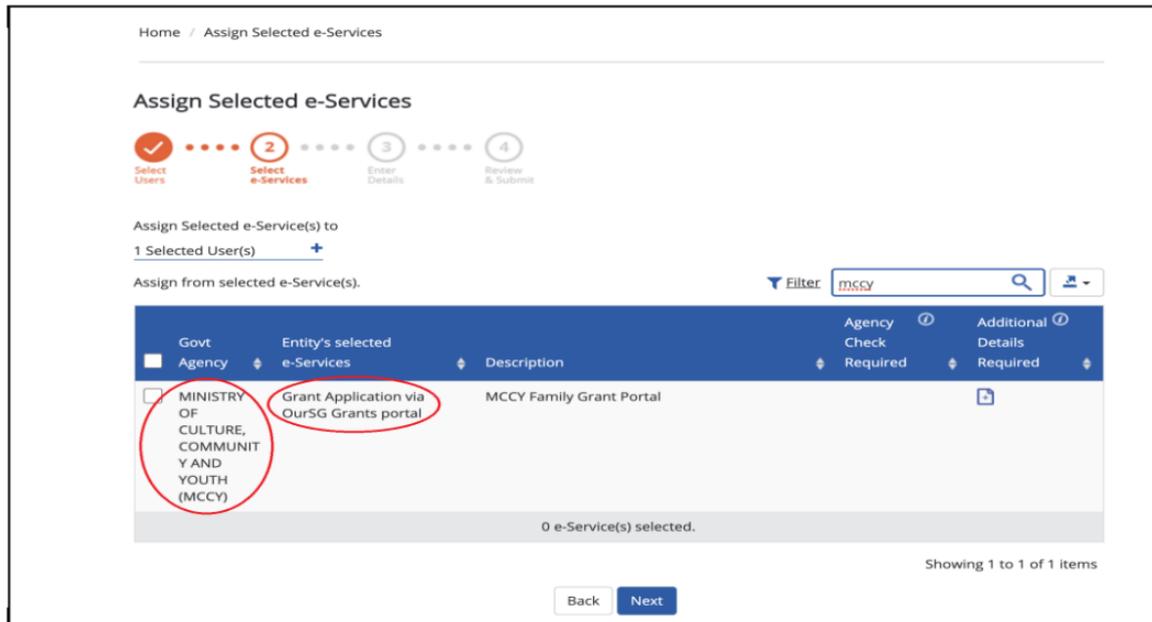
3. Search for the user by NRIC or Username

The screenshot shows the 'Manage User Accounts' interface. At the top, there is a breadcrumb 'Home / Manage User Accounts'. Below the title, there are buttons for 'Create User Account' and 'Change user status (0)'. A search bar labeled 'Filter' contains the text 'S9991367C'. Below the search bar is a table with columns: 'Full Name', 'NRIC / FIN / Foreign ID No.', 'User Type', and 'Account Status'. The table contains one entry: 'USER S9991367C' with NRIC 'S\*\*\*\*367C', User Type 'Admin', and Account Status 'Active'. Below the table, it says '0 users Selected'. At the bottom, there is a pagination control showing '1' and a dropdown for '10 items per page'. A note at the bottom right says 'Showing 1 to 1 of 1 entries (filtered from 11 total entries)'.

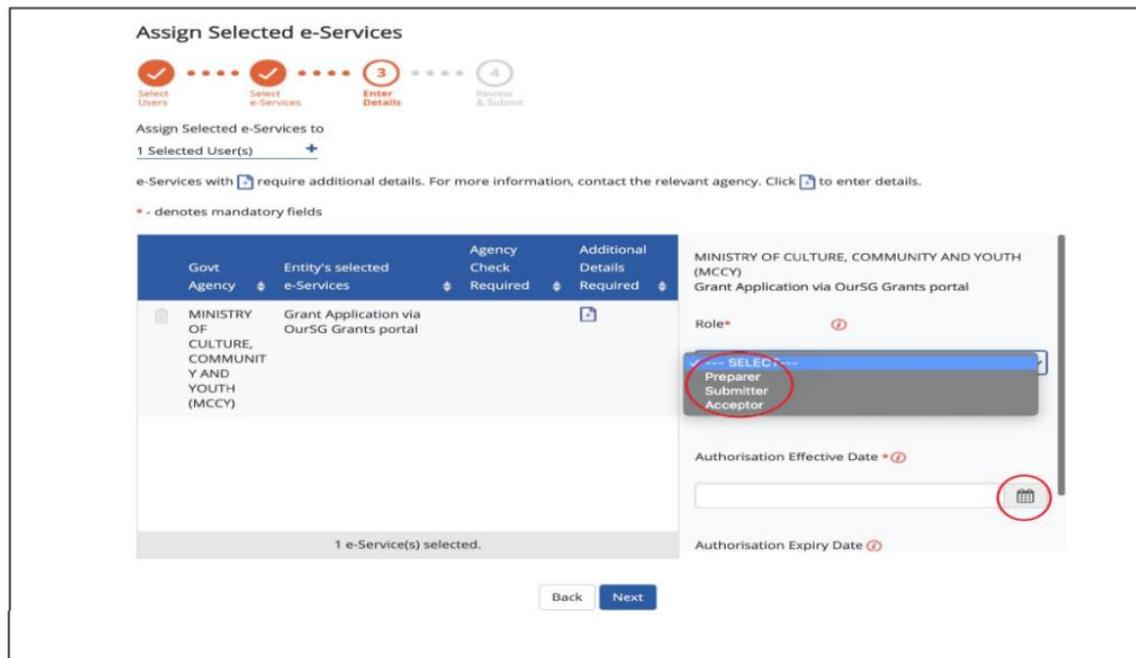
4. Click on Assigned e-Services and click on Add e-service Access [on the right-side filter box, type in "mccy" and search.

The screenshot shows the user profile page for 'USER S9991367C'. There are three tabs: 'Profile', 'Assigned e-Services', and 'Transaction History'. The 'Assigned e-Services' tab is selected. Below the tabs, there is a section titled 'Default All e-Service Access' with a checkbox 'Access to all e-Services required' which is checked, and a 'Save' button. Below that is a section titled 'Customised e-Service Access' with a 'No matching records found' message. At the bottom, there is a table with columns: 'Govt. Agency', 'Assigned e-Services', 'Role', 'Parameters', 'Authorisation Effective Date', and 'Authorisation Expiry Date'. The table is empty. At the bottom right, there is a footer 'Last updated on 11 April 2021'.

5. Select "Grant Application via OurSG Grants portal" under Ministry of Culture, Community and Youth and click 'NEXT'



6. Click the "Role" dropdown list and select the desired role, enter the effective date and click "Next"



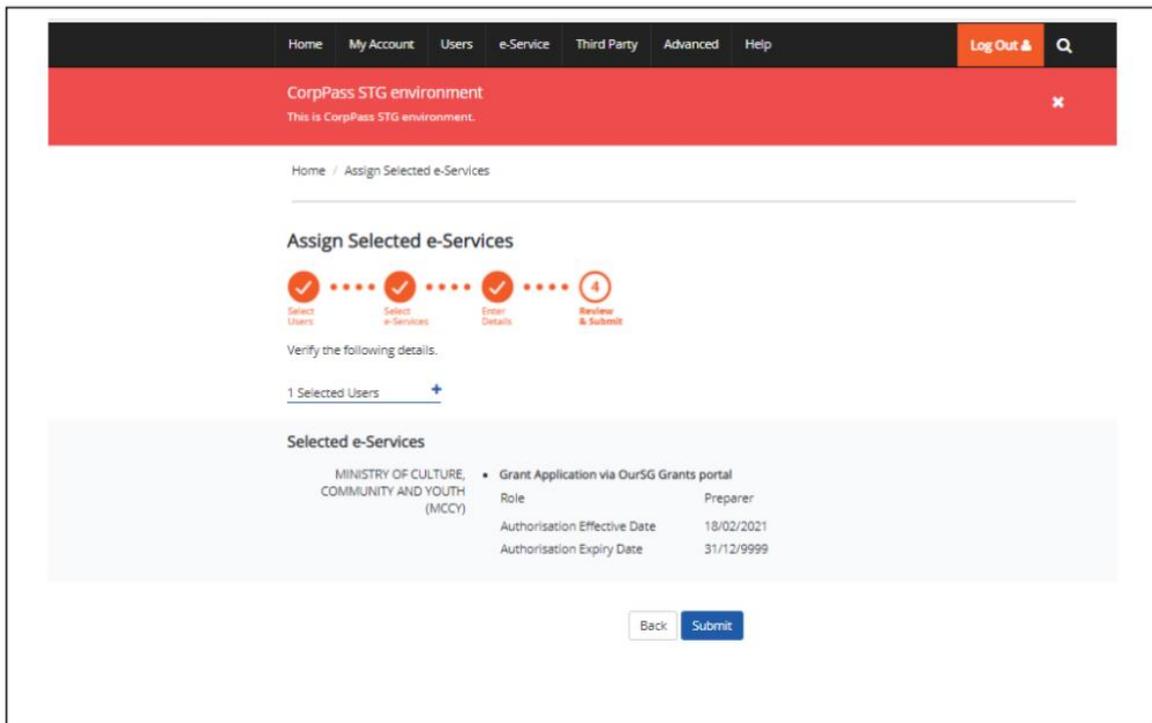
**Preparer:** Able to view, create, edit and save applications draft. Cannot submit application.

**Submitter:** Able to do what Preparer can do, and submit applications.

**Acceptor:** Able to do what Submitter can do, and accept Letter of Award (LOA).

*\*Note: Please ensure you have 1 "Acceptor" to perform the acceptance of grant award in OSG portal*

7. Below Verification screen prior to confirmation. Click "Submit" to continue.



Confirmation screen on assignment of e-Services to User.

