



NATIONAL ARTS COUNCIL
SINGAPORE

Tote Board Arts Fund

Grant Application and Claim Submission on Our SG Grants Portal

User Guide

Updated 18 January 2023



Snapshot of Tote Board Arts Fund

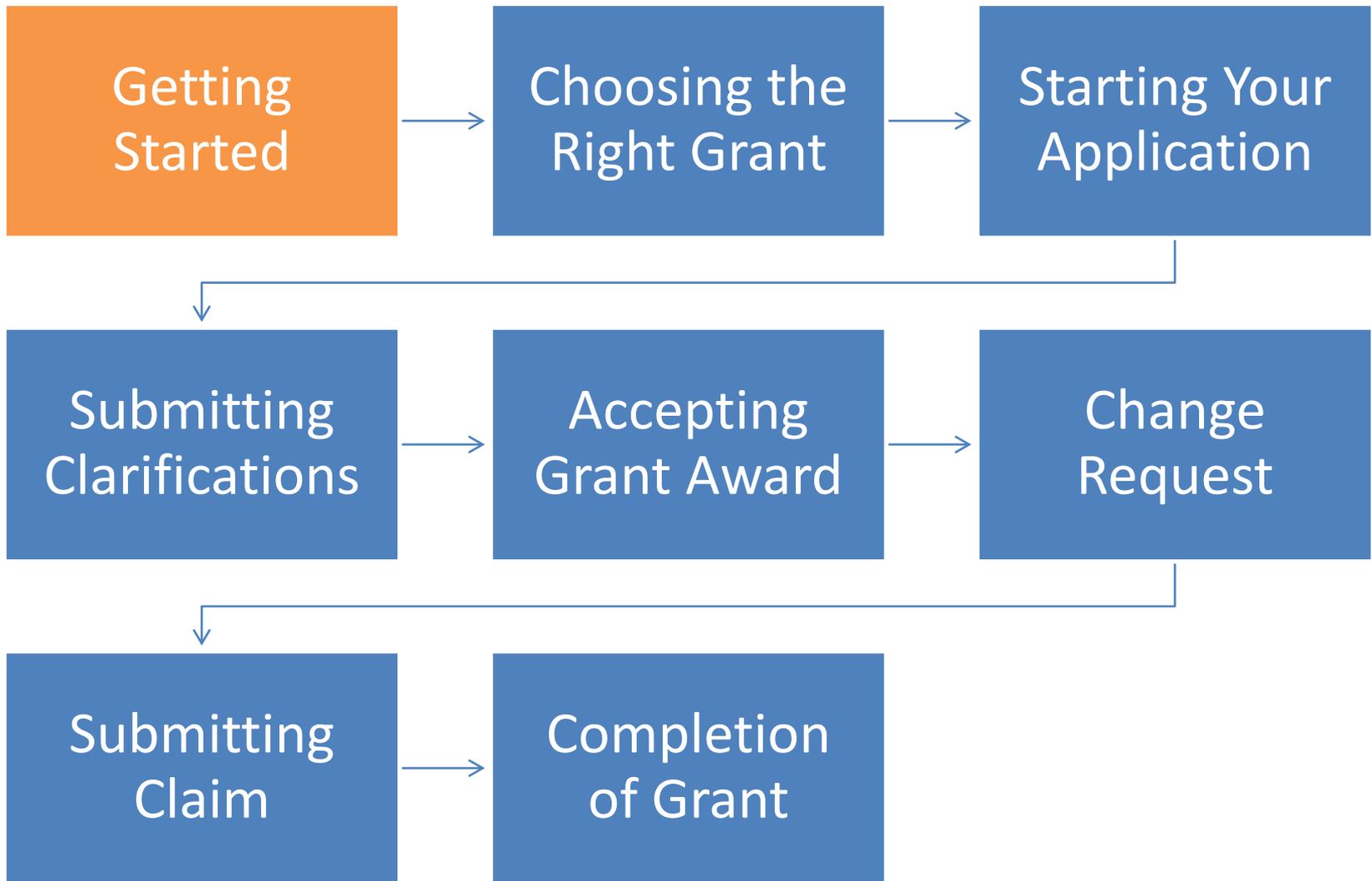
- An initiative of the Singapore Totalisator Board
- Managed by a committee appointed by the NAC
- Supports local artists and arts groups in **bringing the arts to communities** and **creating shared experiences for people to connect** with one another.
- Priority for arts projects that fulfil these criteria:
 - A well-designed approach to connect audiences/ participants with people from another social group (e.g. ethnicities, age groups).
 - A good understanding of its target audience segment(s) and are designed to appeal to their specific needs to maximise audience satisfaction and engagement.
- <https://www.nac.gov.sg/support/funding-and-schemes/arts-fund/overview>



Onboarding of Tote Board Arts Fund to Our SG Grants Portal (OSG)

- In line with Singapore's Smart Nation initiatives, MCCY and all its agencies, have partnered GovTech to develop the OSG Portal
- Over the course of 2019 – 2021, NAC has on-boarded the Presentation & Participation, Market and Audience Development, Capability Development, Creation, Production, Research and Major Company Grants onto OSG
- The onboarding of Tote Board Arts Fund to the OSG portal represents a move towards becoming a one-stop portal for community-building grants across government agencies.
- OSG Portal: <https://oursggrants.gov.sg>
- OSG User Guide: <https://www.go.gov.sg/osg-user-guide>





Getting Started

To start your application, you can navigate to the Tote Board Arts Fund grant page on the NAC website <https://www.nac.gov.sg/support/funding-and-schemes/arts-fund/overview>.

You will see an “**Apply Here**” button on this page, which will redirect you to the OurSG Grants Portal page.

Tote Board Arts Fund

An initiative of the Singapore Totalisator Board, the Tote Board Arts Fund provides support to local artists and arts groups in bringing the arts to communities and creating shared experiences for people to connect with one another. The Fund is managed by a committee appointed by the National Arts Council (NAC).

The Arts Fund is open to individual artists, registered arts organisations and collectives, and support projects that fulfil these criteria:

- Music, dance, theatre, musical theatre and multi-disciplinary performances
- Visual arts (including photography) exhibitions
- Literary arts events (e.g. readings, poetry performances)

Documents

- [TOTE BOARD ARTS FUND APPLICATION GUIDELINES](#)
- [ARTS FUND BUDGET TEMPLATE](#)
- [POST PROJECT REPORT TEMPLATE](#)

Quick Links

- [Apply Here](#)

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



Getting Started

Individual/Collective Log-in:

Individual applicants, or **lead applicants for a collective*** 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.

**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.*



The screenshot shows the SG Grants Portal landing page. At the top left is the logo for 'Our SG Grants'. To its right are navigation links: 'Explore Grants', 'About Us', 'Help', and 'Contact'. A blue callout box with the text 'Click on "Log in As Individual"' has an arrow pointing to the 'Log in' button in the top right corner. The 'Log in' button is highlighted with a red border. Below the 'Log in' button is a dropdown menu with two options: 'As Individual' (selected) and 'As Organisation'. The main content area features the text 'EMPOWERING COMMUNITY THROUGH GRANTS' with the word 'COMMUNITY' in large, bold letters, each containing a small image of people.

Our SG Grants Portal landing page

Getting Started

Applicants will be redirected to log-in via SingPass.

Users can log in to SingPass by:

1. scanning the QR code with the SingPass app or;
2. signing in by keying in SingPass ID and password

Log in with Singpass
Your trusted digital identity

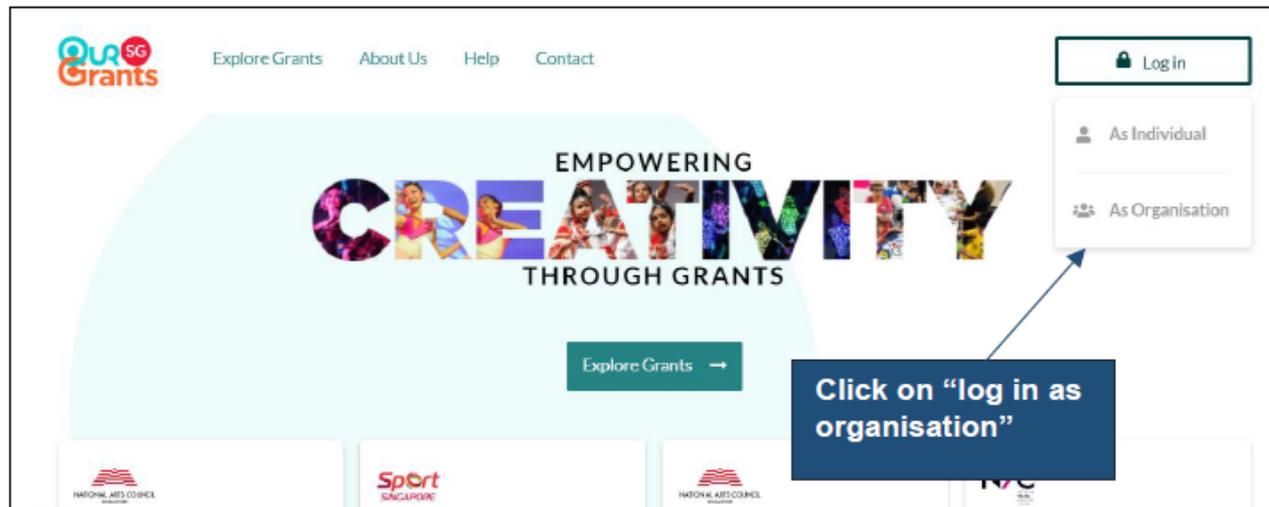
Don't have Singpass app? [Download now](#)

SingPass log-in page for individuals

Getting Started

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.

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



OurSG Grants Portal Landing Page

Getting Started

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

Users can log in to SingPass by:

1. scanning the QR code with the SingPass app or
2. signing in by keying in SingPass ID and password

 **Log in with Singpass**
Your trusted digital identity

Singpass app Password login

Scan with Singpass app
Logging in as **Business User**

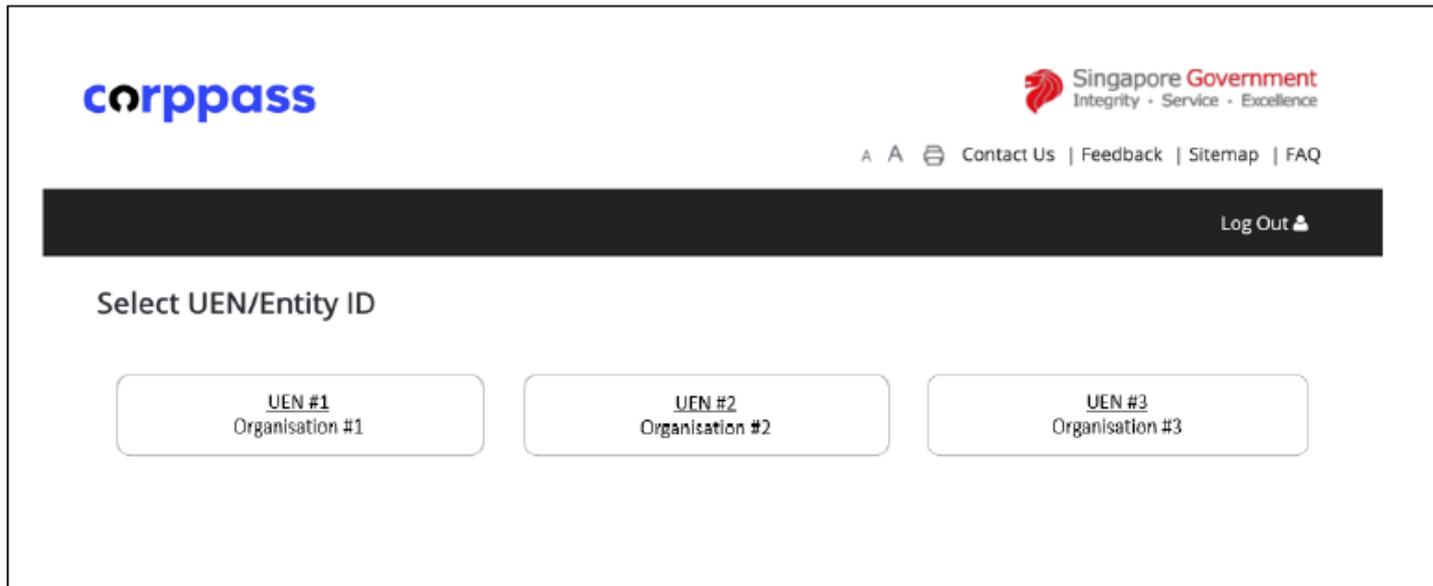

singpass

Don't have Singpass app? [Download now](#)

SingPass Log-in page for Business Users

Getting Started

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.



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

Getting Started

Important note:

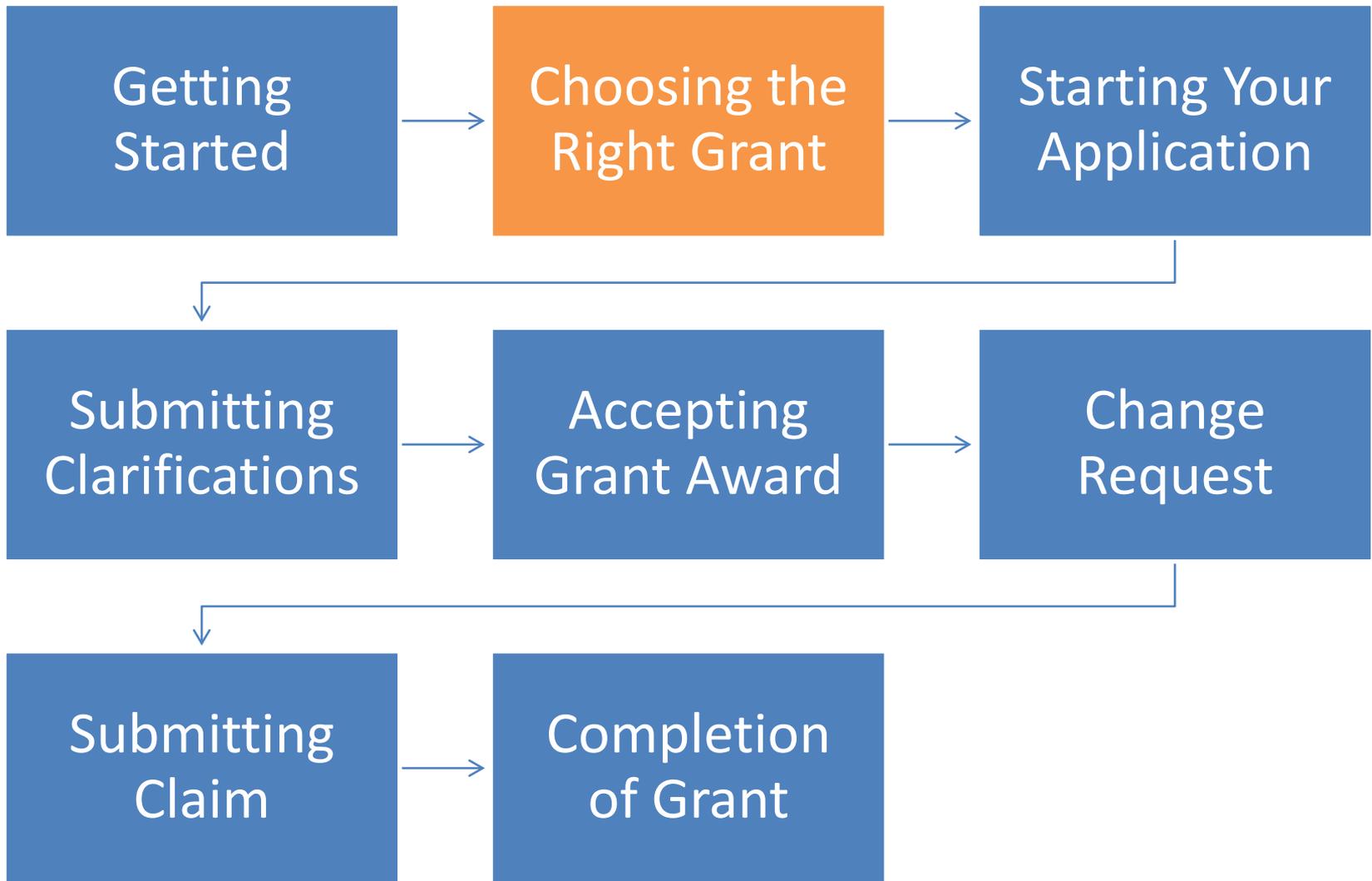
To apply for a SingPass, visit this website: <https://go.gov.sg/singpassregister>. You can access user guides and FAQs relating to applying for a SingPass account.

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.

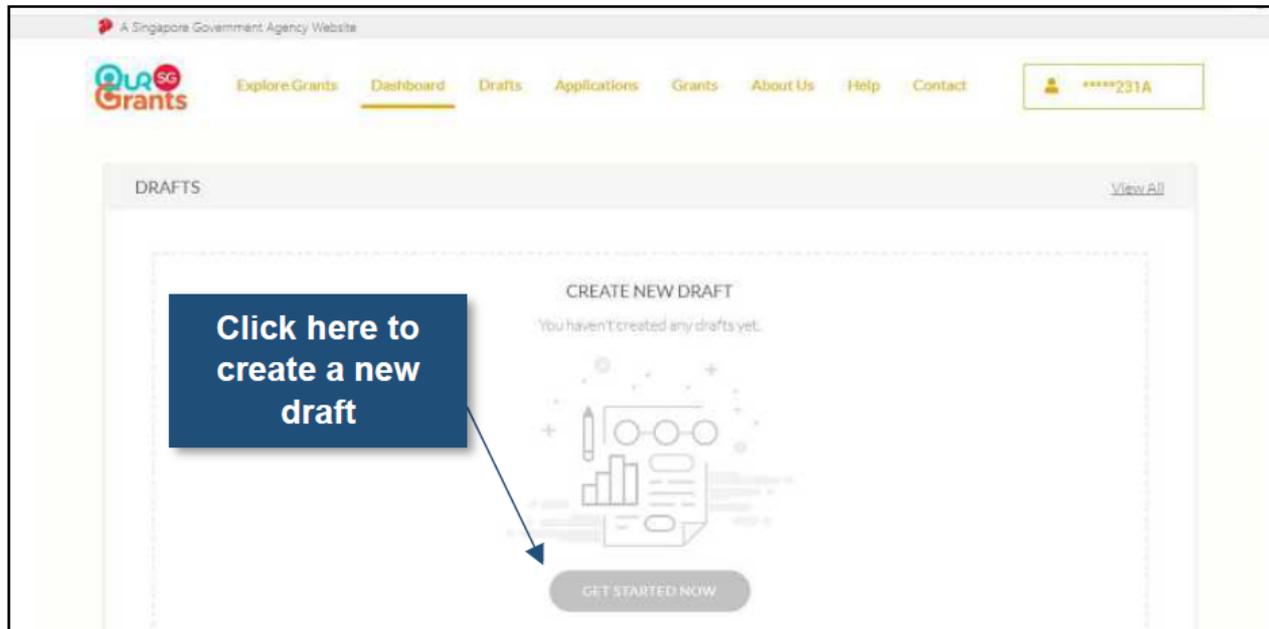
You may also wish to call the CorpPass helpline at 6643 0577.

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).



Choosing the Right Grant

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



OSG Dashboard – For first time applicants

Choosing the Right Grant

Return applicants will see a dashboard capturing Drafts (draft applications), Applications (applications which have already been submitted) and Grants (applications which have been approved and accepted by applicant).

The screenshot shows the OSG Dashboard for return applicants. The navigation bar includes 'Explore Grants', 'Dashboard' (selected), 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. The user profile 'Judy' is visible in the top right. The main content area is titled 'DRAFTS' and features a 'View All' link. On the left, there is a 'CREATE NEW DRAFT' button with the text 'Apply for a grant by starting a new draft'. To the right, there are two draft cards, each titled 'UNTITLED'. Each card displays the following information:

Grant Scheme	Agency
Market and Audience Development	National Arts Council
Start & End Date	Venue
-	-
Status	
Draft Created	
EDIT DRAFT	

Callout boxes provide instructions: 'Click here to create a new draft' points to the 'CREATE NEW DRAFT' button, and 'Click here for a full list of drafts' points to the 'View All' link.

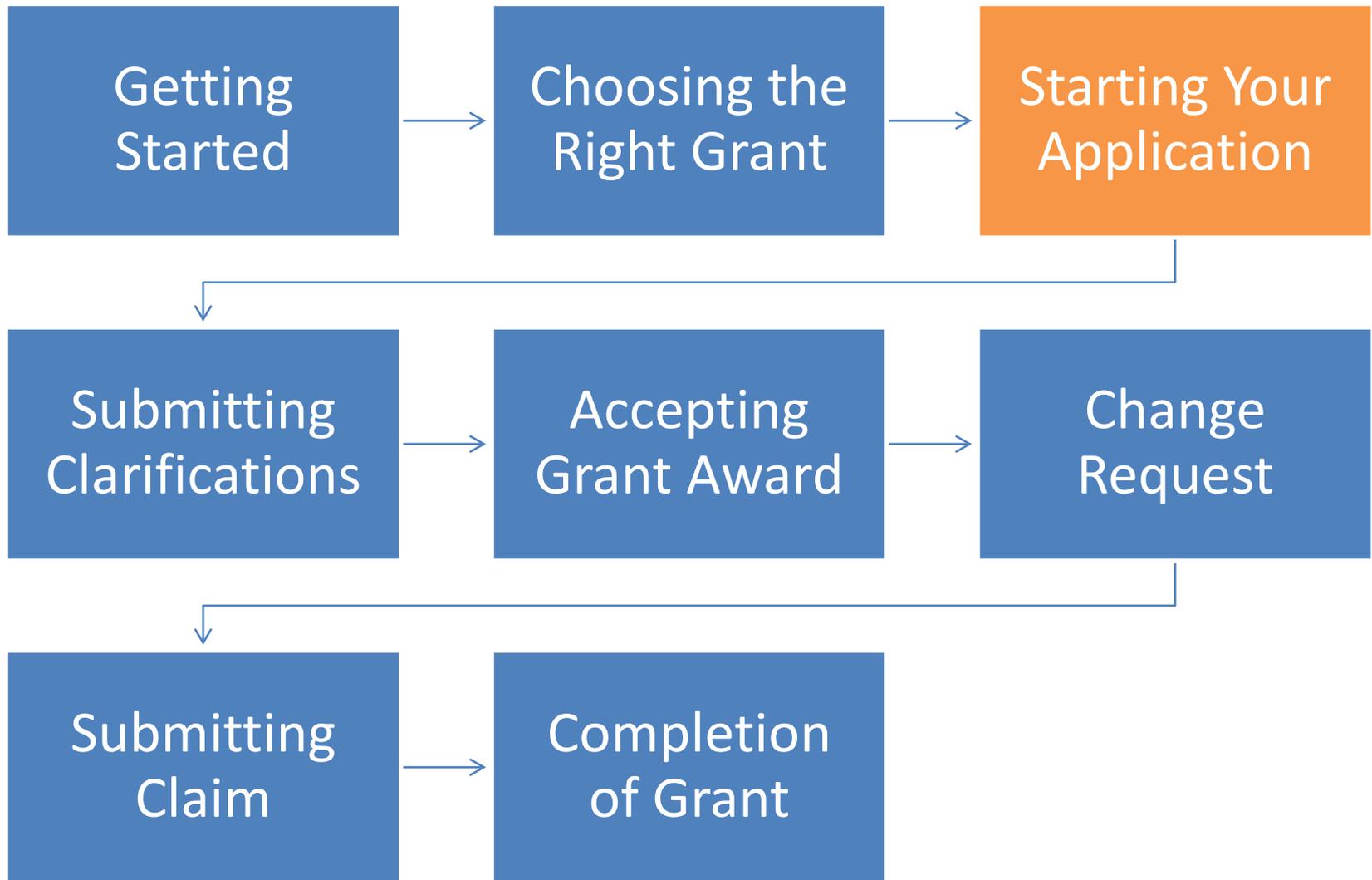
Choosing the Right Grant

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

The screenshot shows the 'OurSG Grants' website interface. At the top, there is a navigation menu with links for 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile dropdown is visible with the name 'Judy'. Below the navigation, the breadcrumb trail reads 'Home > Explore Grants'. The main heading is 'Explore Grants'. A filter section on the left lists various agencies: HPB (1), MCCY (3), MSO (2), and NAC (14). A callout box with a blue background and white text points to the 'NAC (14)' filter, stating 'Check NAC under Filters to access NAC grants'. The main content area shows 'Showing 41 results (1 filter applied)' and a list of grants, including 'Active Citizen Grant', 'Active Enabler Programme (GetActive! Singapore)', and 'Active Enabler Programme (GetActive!@Home)'.

Choosing the Right Grant

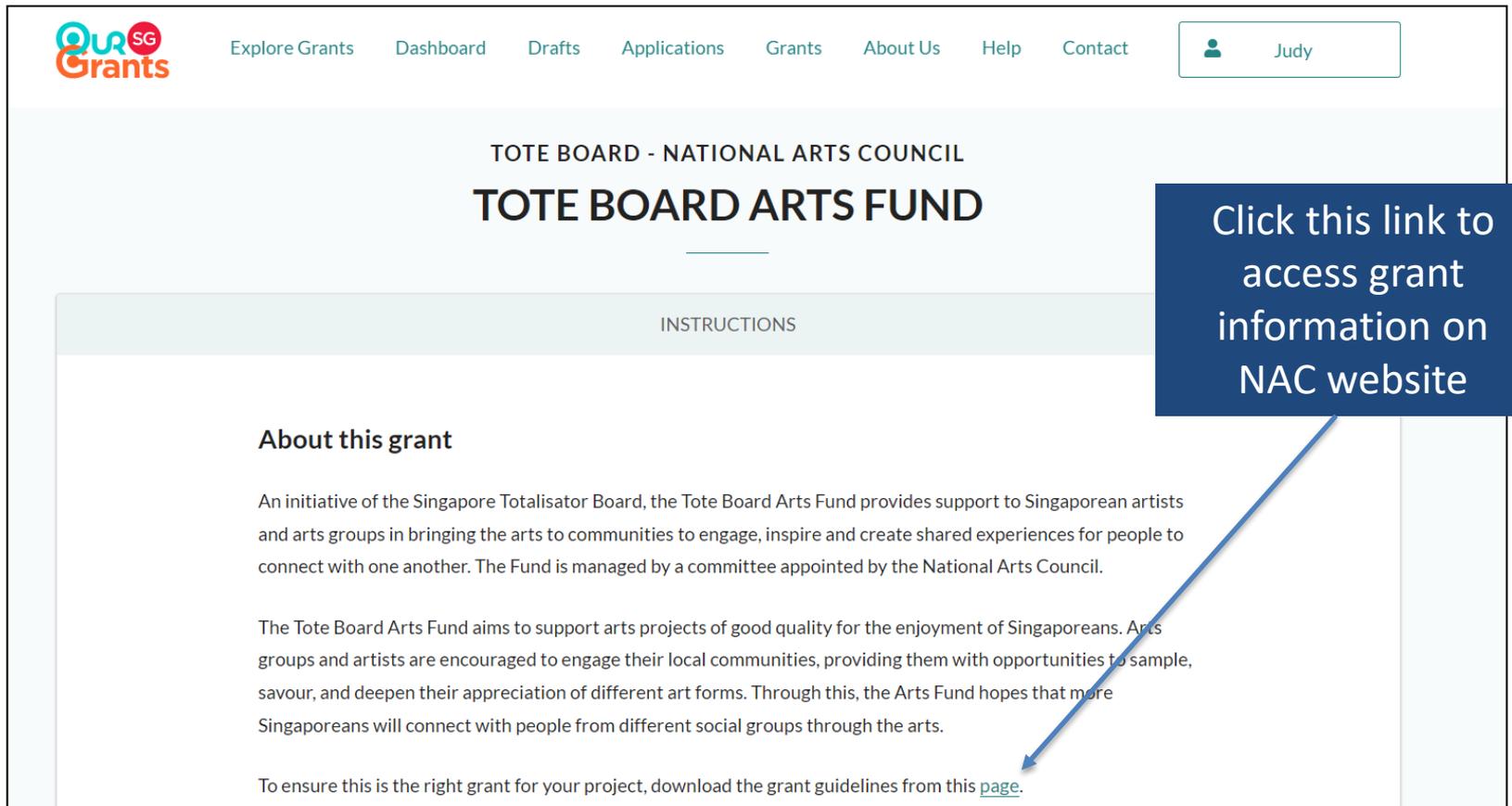
The screenshot shows the 'Explore Grants' page of the National Arts Council Singapore. The navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Judy' is visible in the top right. On the left, a 'Filters' sidebar lists various organizations with checkboxes: Community Development Council, CSA (1), DEMOAGENCY (0), HPB (1), MCCY (3), MSO (2), NAC (14) (checked), NCSS (0), NEA (1), NHB (3), and NYC (7). The main content area displays several grant cards. The 'Tote Board Arts Fund' card is highlighted with a blue callout box that says 'Select this card to apply for Arts Fund.' The callout box has an arrow pointing to the card. The card details include the National Arts Council logo, the title 'Tote Board Arts Fund', a description: 'The Tote Board Arts Fund provides support to local artists/arts groups in bringing the arts to communities for people to connect with one another.', a funding amount of 'Up to \$60,000.00', and the status 'Open for Applications'. A 'View Details' link is at the bottom of the card.



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:



The screenshot shows the 'TOTE BOARD - NATIONAL ARTS COUNCIL' website. The navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Judy' is visible in the top right. The main heading is 'TOTE BOARD ARTS FUND'. Below it, the section is titled 'INSTRUCTIONS'. The content includes a sub-heading 'About this grant' followed by two paragraphs of text. The first paragraph describes the fund's purpose and management. The second paragraph describes the fund's goals. At the end of the second paragraph, there is a link: 'To ensure this is the right grant for your project, download the grant guidelines from this [page](#).' A blue callout box on the right side of the page contains the text 'Click this link to access grant information on NAC website' with an arrow pointing to the link.

Starting Your Application

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

When you are ready, click on the green **“Apply Now”** button to start.

How to apply?

Completing the grant application should take about 30 mins with all the information on hand. All fields are mandatory unless otherwise stated.

↓ DOCUMENTS REQUIRED FOR APPLICATION

- [NAC_Collective_Profile_V1 \(PDF 220 KB\)](#)
- [Annex D_Arts Fund Budget Template \(XLS 72 KB\)](#)

Additional documents you may need to submit:

- For first-time applicants (individuals and unregistered artist collectives), please provide a letter of support from a relevant arts group/organisation/institution.
- CV of key parties involved (e.g. producer, cast members, designers, stage manager etc)
- Samples of work (for first time applicants, or if requested by NAC)
- For visual artists, please attach artwork samples of the exhibition.
- For spoken word and theatre projects, please attached the finalised script(s) with this application. Translated script(s) in English should be provided for non-English manuscripts(s).

All files attached to the application must not exceed 25MB in total.

APPLY NOW

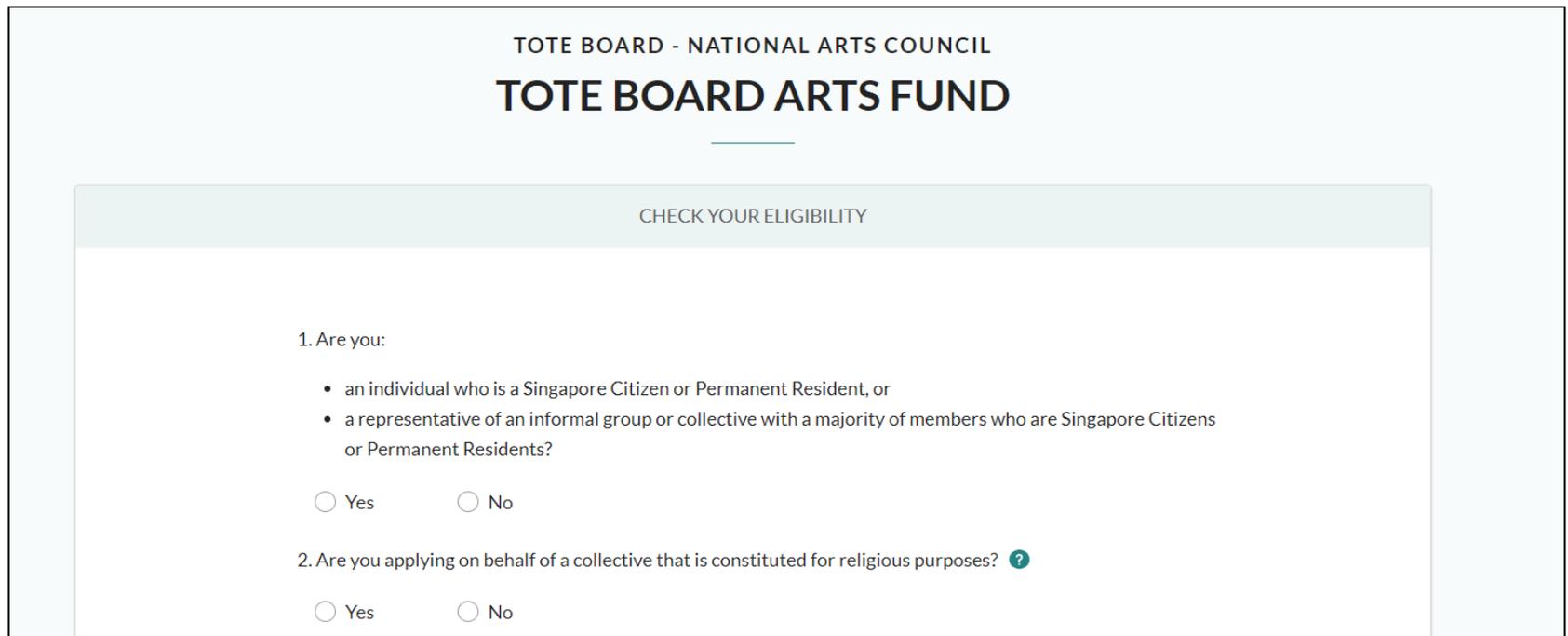
If you're applying on behalf of a collective, you must submit a Collective template, with details of the other members.



NATIONAL ARTS COUNCIL
SINGAPORE

Starting Your Application

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 a web page for the TOTE BOARD ARTS FUND. At the top, it says "TOTE BOARD - NATIONAL ARTS COUNCIL" and "TOTE BOARD ARTS FUND". Below that is a section titled "CHECK YOUR ELIGIBILITY". The first question is "1. Are you:" followed by two bullet points: "an individual who is a Singapore Citizen or Permanent Resident, or" and "a representative of an informal group or collective with a majority of members who are Singapore Citizens or Permanent Residents?". There are radio buttons for "Yes" and "No". The second question is "2. Are you applying on behalf of a collective that is constituted for religious purposes?" with a help icon. There are also radio buttons for "Yes" and "No".

TOTE BOARD - NATIONAL ARTS COUNCIL
TOTE BOARD ARTS FUND

CHECK YOUR ELIGIBILITY

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?

Yes No

2. Are you applying on behalf of a collective that is constituted for religious purposes? 

Yes No

Starting Your Application

You can then proceed to the **Proposal** 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.

The screenshot displays the application interface for the TOTE BOARD ARTS FUND. At the top, the logo for 'Our SG Grants' is visible on the left, and a navigation menu includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile box on the right shows the name 'Judy'. Below the navigation is a progress bar with six steps: Eligibility, Proposal, Budget, Contact, Declaration, and Review. The 'Proposal' step is currently active. The main heading reads 'TOTE BOARD - NATIONAL ARTS COUNCIL' and 'TOTE BOARD ARTS FUND'. A section titled 'SUBMIT YOUR PROPOSAL' contains a 'PROJECT DETAILS' form. The 'Project Category' dropdown menu is set to 'Theatre', and the 'Project Name / Title' text input field contains the letter 'A'.

Starting Your Application

Start Date ?

End Date ?

Project Summary / Description

1997 characters left

Project Format

Venue (If Any)

Starting Your Application

Number of Activities/Shows

Key Individuals

297 characters left

Partners / Collaborators (If Any)

249 characters left

Starting Your Application

OBJECTIVE

How does the project connect audiences/participants with people from another social group (e.g. ethnicities, age group)?

ABC

497 characters left

Target Audience

- x Special Needs
- x Underprivileged/Vulnerable

Projected Number of Audiences

Starting Your Application

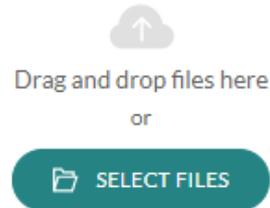
Supporting Documents

- For first-time applicants (individuals and unregistered artist collectives), please provide a letter of support from a relevant arts group/organisation/institution.
- CV of key parties involved (e.g. producer, cast members, designers, stage manager etc)
- Samples of work (for first time applicants, or if requested by NAC)
- For visual artists, please attach artwork samples of the exhibition.
- For spoken word and theatre projects, please attached the finalised script(s) with this application. Translated script(s) in English should be provided for non-English manuscripts(s).

Additional Comments (If Any)

Include additional comments or links to supporting documents, if any

250 characters left



Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, 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 25MB in total.

< PREVIOUS

SAVE

NEXT >

You can upload your supporting documents here

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

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



Starting Your Application

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.

The screenshot shows the 'TOTE BOARD - NATIONAL ARTS COUNCIL' application interface. At the top, there is a navigation menu with links: Explore Grants, Dashboard, Drafts, Applications, Grants, About Us, Help, and Contact. A user profile box shows the name 'Judy'. Below the navigation is a progress bar with six steps: Eligibility, Proposal, Budget, Contact, Declaration, and Review. The 'Proposal' step is currently active and highlighted. Below the progress bar, the main heading reads 'TOTE BOARD - NATIONAL ARTS COUNCIL' and 'TOTE BOARD ARTS FUND'. The current section is titled 'PROVIDE PROPOSED BUDGET'. Underneath, there is a 'BUDGET DETAILS' section with the following fields and questions:

- Projected Budget: S\$ [input field]
- Requested Grant Amount: S\$ [input field]
- Have you requested funding for this project from other sources? Yes No
- Have you received funding for this project from other sources? Yes No

The progress bar will help you track your application progress.

Starting Your Application

SUPPORTING DOCUMENTS

Upload the following documents

- Other relevant documents (if any)

Drag and drop files here
or

 SELECT FILES

Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, 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 25MB in total.

Additional Comments (If Any)

Include additional comments or links to supporting documents, if any

250 characters left

Upload your completed budget template here.

Starting Your Application

Once you have completed the project and budget details, next is the **Contact** details page. This can be auto-completed using MyInfo with SingPass.

The screenshot shows a web application interface for the TOTE BOARD ARTS FUND. At the top, there is a navigation bar with six icons and labels: Eligibility, Proposal, Budget, Contact (highlighted), Declaration, and Review. Below the navigation bar, the page title reads "TOTE BOARD - NATIONAL ARTS COUNCIL" and "TOTE BOARD ARTS FUND". The main content area is titled "PROVIDE YOUR CONTACT DETAILS". It includes a prompt to use MyInfo to complete the section, a button to "Retrieve Myinfo with singpass", and several input fields: Name (as in NRIC/FIN) with a dropdown for "Ms" and the text "Judy"; NRIC/FIN with the value "S1234567A"; Residential Status with a dropdown for "Singaporean"; and Date of Birth with a calendar icon and the value "08 Apr 1980".

Starting Your Application

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

TOTE BOARD - NATIONAL ARTS COUNCIL

TOTE BOARD ARTS FUND

DECLARATION AND ACKNOWLEDGEMENT

Declaration

"Applicant" refers to the individual or organisation applying for this grant.

I / We and the Applicant, declare the following:

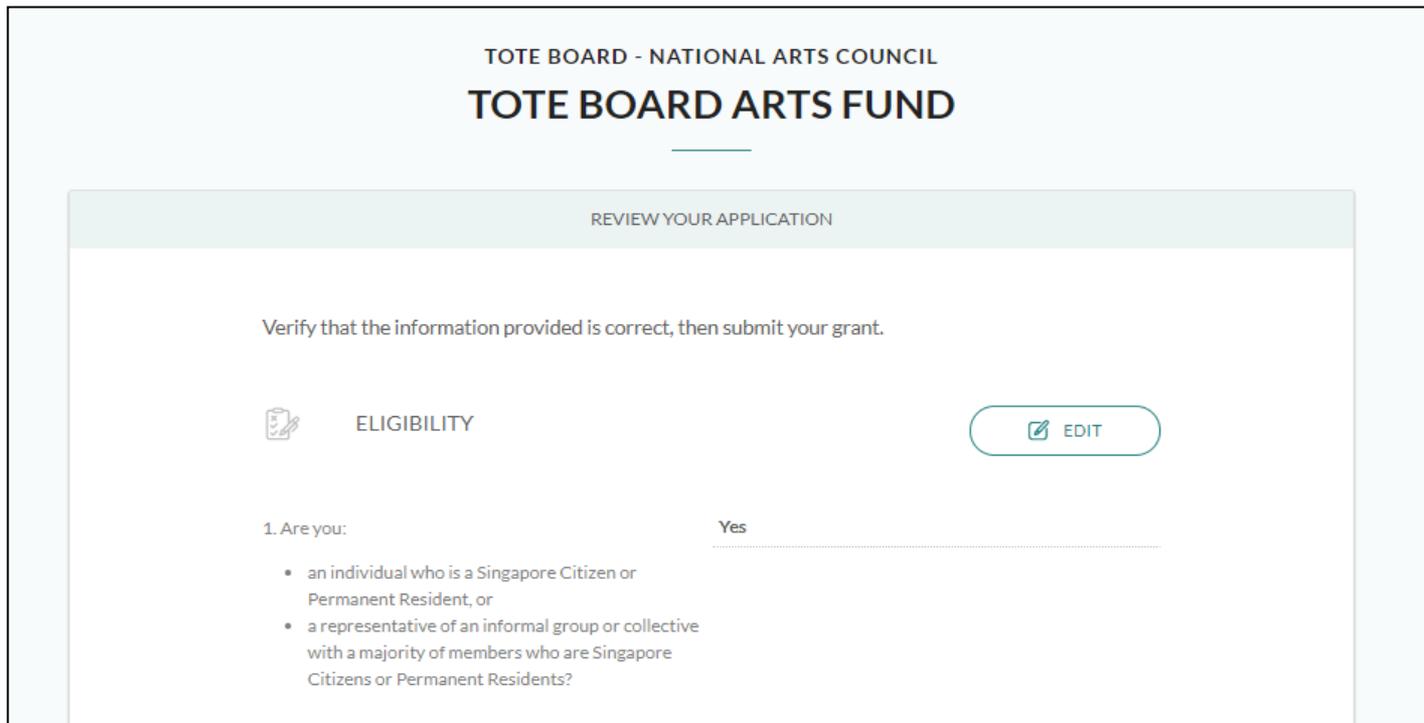
a. Has the Applicant been or is the Applicant being, in the last 5 years or currently:

1. investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
2. subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction?

Yes No

Starting Your Application

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.



The screenshot shows a web interface for the TOTE BOARD - NATIONAL ARTS COUNCIL. The main heading is "TOTE BOARD ARTS FUND". Below this is a section titled "REVIEW YOUR APPLICATION". The instructions state: "Verify that the information provided is correct, then submit your grant." There is a section for "ELIGIBILITY" with a document icon and an "EDIT" button. The first question is "1. Are you:" followed by a list of criteria and a "Yes" response field.

TOTE BOARD - NATIONAL ARTS COUNCIL
TOTE BOARD ARTS FUND

REVIEW YOUR APPLICATION

Verify that the information provided is correct, then submit your grant.

 ELIGIBILITY [EDIT](#)

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?

Starting Your Application

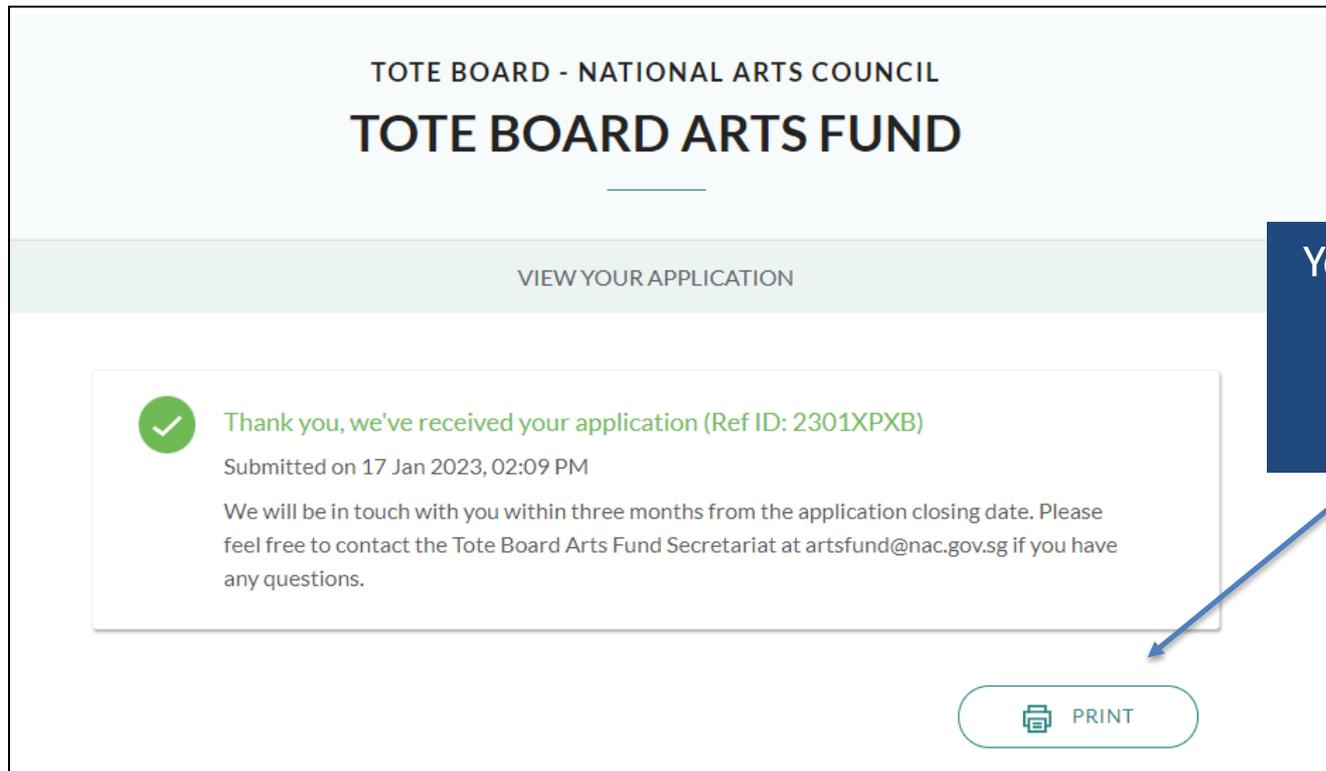
At this point, you will also be redirected to the pages with any errors or missing information, so that you can correct them before you finalise the application.

The screenshot displays the application progress bar at the top with six steps: Eligibility, Proposal, Budget, Contact, Declaration, and Review. The Declaration step is highlighted with a red bubble. Below the progress bar, the header reads "TOTE BOARD - NATIONAL ARTS COUNCIL" and "TOTE BOARD ARTS FUND". The main content area is titled "DECLARATION AND ACKNOWLEDGEMENT" and contains a red error message: "Oops! There is 1 error in this section." The form content includes a "Declaration" section with the text: "“Applicant” refers to the individual or organisation applying for this grant." and "I / We and the Applicant, declare the following:". A sub-section "a. Has the Applicant been or is the Applicant being, in the last 5 years or currently:" lists two conditions: "1. investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or" and "2. subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction?". At the bottom, there are radio buttons for "Yes" and "No", with "No" selected.

These red bubbles mark pages with missing information.

Starting Your 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.



The screenshot shows a confirmation page for the TOTE BOARD ARTS FUND. At the top, it reads "TOTE BOARD - NATIONAL ARTS COUNCIL" and "TOTE BOARD ARTS FUND". Below this is a light blue bar with the text "VIEW YOUR APPLICATION". The main content area features a green checkmark icon and the text: "Thank you, we've received your application (Ref ID: 2301XPXB)", "Submitted on 17 Jan 2023, 02:09 PM", and "We will be in touch with you within three months from the application closing date. Please feel free to contact the Tote Board Arts Fund Secretariat at artsfund@nac.gov.sg if you have any questions." At the bottom right of the page is a "PRINT" button with a printer icon.

You can print your application for filing / record keeping.



Starting Your Application

After submission, you can check on the status of your grant via the key info page.

The screenshot shows the 'OurSG Grants' application dashboard. 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 'Judy' is visible in the top right corner.

The main content area is divided into several sections:

- PROJECT DETAILS:** Displays the project name 'Happy Holidays', reference ID 'Ref ID:2301XPXB', grant scheme 'Tote Board Arts Fund', agency 'National Arts Council', start and end date '25 Jan 2023 - 31 Jan 2023', venue 'Esplanade Theatre Studio and online', and project description 'ABC'.
- AGENCY CONTACT:** Shows the National Arts Council logo, address 'National Arts Council, Goodman Arts Centre, Blk Blk A 90 Goodman Road #01-01, Singapore 439053', telephone number '63469400', and email address 'artsfund@nac.gov.sg'.
- STATUS:** Shows 'Application Submitted' with a 'VIEW APPLICATION' button and the submission date 'Submitted on 17 Jan 2023, 02:09 PM'.
- HISTORY:** A table listing actions taken on the application.

Action	By	Date
Application Submitted	Applicant	17 Jan 2023, 02:09 PM
Draft Created	Applicant	13 Jan 2023, 07:19 PM
- DOCUMENTS (2):** A table listing submitted documents.

File Name	File Size	Type	Uploaded
TBAF_Proposal.docx	115 KB	Application	17 Jan 2023, 11:34 AM
Annex_C_Template_P...po rt.doc	159 KB	Application	13 Jan 2023, 07:49 PM
- RELATED ACTIONS:** Includes a 'Duplicate Application' button with the description 'Start a new application with the details saved in this submission.' and a 'DUPLICATE APPLICATION' button.

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

You can access all of your submitted documents here.

You can duplicate the details into a new application here.



Starting Your Application

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

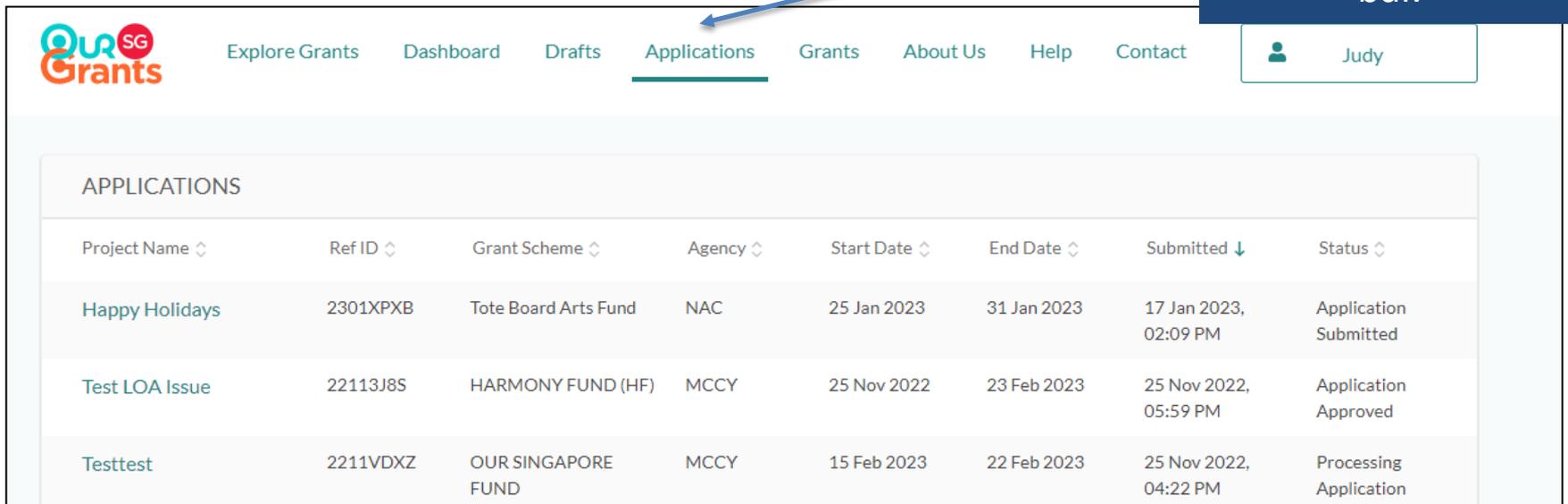
The screenshot shows the 'OurSG Grants' dashboard. The navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Judy' is visible. The 'DRAFTS' section features a 'CREATE NEW DRAFT' button and two draft cards. The first card, titled 'Brussels', shows details for the 'Tote Board Arts Fund' grant scheme, 'National Arts Council' agency, and dates '21 Jan 2023 - 21 Jan 2023'. The second card, titled 'UNTITLED', shows details for the 'Presentation & Participation' grant scheme, 'National Arts Council' agency, and no dates. Both cards have a status of 'Draft Created' and an 'EDIT DRAFT' button. The 'APPLICATIONS' section is partially visible below, showing a list of applications with titles like 'test', 'Rebranding Testings 19 Aug 2020', and 'Email Reminder UAT - 01 - Test Rew...'. A blue arrow points from the 'Drafts' navigation item to the 'DRAFTS' section header.

Access Drafts, Applications and Grants from Dashboard.

Starting Your Application

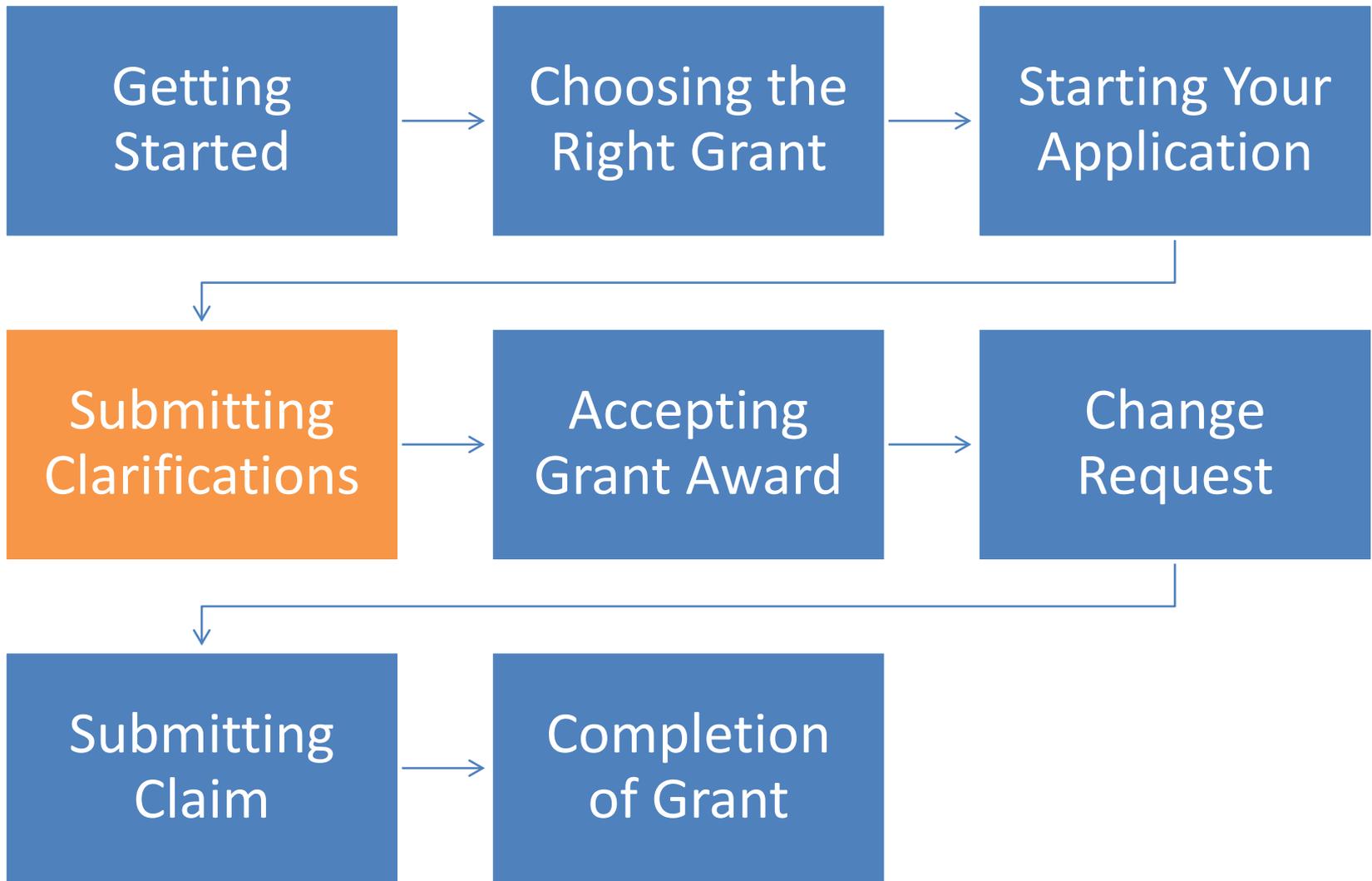
The key info page can be accessed either from the dashboard, or from the full list of applications accessed from the Navigation bar.

Access Applications from Navigation bar.



The screenshot shows the 'OUR SG Grants' website interface. The navigation bar includes links for 'Explore Grants', 'Dashboard', 'Drafts', 'Applications' (highlighted with a blue underline and a blue arrow pointing to it), 'Grants', 'About Us', 'Help', and 'Contact'. A user profile dropdown menu is visible on the right, showing a user named 'Judy'. Below the navigation bar, the 'APPLICATIONS' section is displayed as a table with the following data:

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
Happy Holidays	2301XPXB	Tote Board Arts Fund	NAC	25 Jan 2023	31 Jan 2023	17 Jan 2023, 02:09 PM	Application Submitted
Test LOA Issue	22113J8S	HARMONY FUND (HF)	MCCY	25 Nov 2022	23 Feb 2023	25 Nov 2022, 05:59 PM	Application Approved
Testtest	2211VDXZ	OUR SINGAPORE FUND	MCCY	15 Feb 2023	22 Feb 2023	25 Nov 2022, 04:22 PM	Processing Application



Submitting Clarifications

In the course of assessing the application, the Arts Fund Secretariat 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 email artsfund@nac.gov.sg. This will allow the Secretariat 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.

Submitting Clarifications

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 **Applications** section of your dashboard, with the status **“Update Application”**.

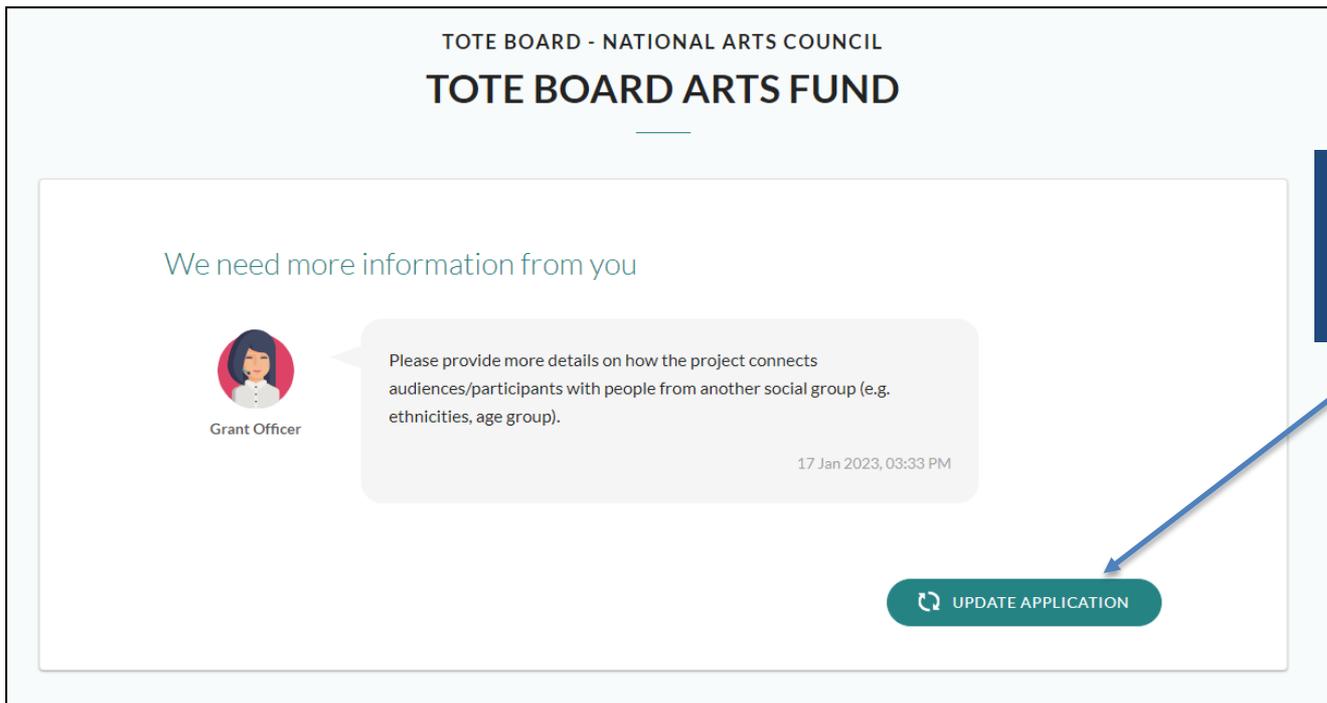
APPLICATIONS [View All](#)

Grant Scheme	Agency	Start & End Date	Venue	Status	Action
test Ref ID: 2009S3M5	National Heritage Board	28 Sep 2020 - 17 Nov 2020	test	Update Application	VIEW DETAILS
Rebranding Testinga 19 Aug 2020 Ref ID: 2008HPHL	National Arts Council	29 Aug 2020 - 29 Aug 2020	-	Project Changes Draft Created	EDIT DRAFT
Email Reminder UAT - 01 - Test Rewo... Ref ID: 20063R7S	Sport Singapore	30 Jun 2020 - 30 Jun 2020	-	Update Application	VIEW DETAILS

Your application status has changed to **“Update Application”**.

Submitting Clarifications

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



TOTE BOARD - NATIONAL ARTS COUNCIL
TOTE BOARD ARTS FUND

We need more information from you


Grant Officer

Please provide more details on how the project connects audiences/participants with people from another social group (e.g. ethnicities, age group).

17 Jan 2023, 03:33 PM

 UPDATE APPLICATION

Click here to start on your clarification.

Submitting Clarifications

Alternatively, you can click “**View Details**” in the key info page to update the application.

The screenshot shows a web interface for project applications, divided into several sections:

- PROJECT DETAILS:** Displays project information for "Happy Holidays" (Ref ID: 2301XPXB). It includes a table for Grant Scheme (Tote Board Arts Fund) and Agency (National Arts Council), Start & End Date (25 Jan 2023 - 31 Jan 2023), and Venue (Esplanade Theatre Studio and online). A Project Description section shows "ABC".
- AGENCY CONTACT:** Features the National Arts Council Singapore logo and contact details: National Arts Council, Goodman Arts Centre, BIK BIK A 90 Goodman Road, #01-01, Singapore 439053. It also includes fields for Telephone Number and Email Address.
- STATUS:** Shows an "Update Application" button and a "VIEW DETAILS" button with an eye icon. A blue callout box with an arrow points to the "VIEW DETAILS" button, containing the text "Click here to start on your clarification." Below this, it states "Last Updated 17 Jan 2023, 03:33 PM".
- HISTORY:** A table listing application actions and dates:

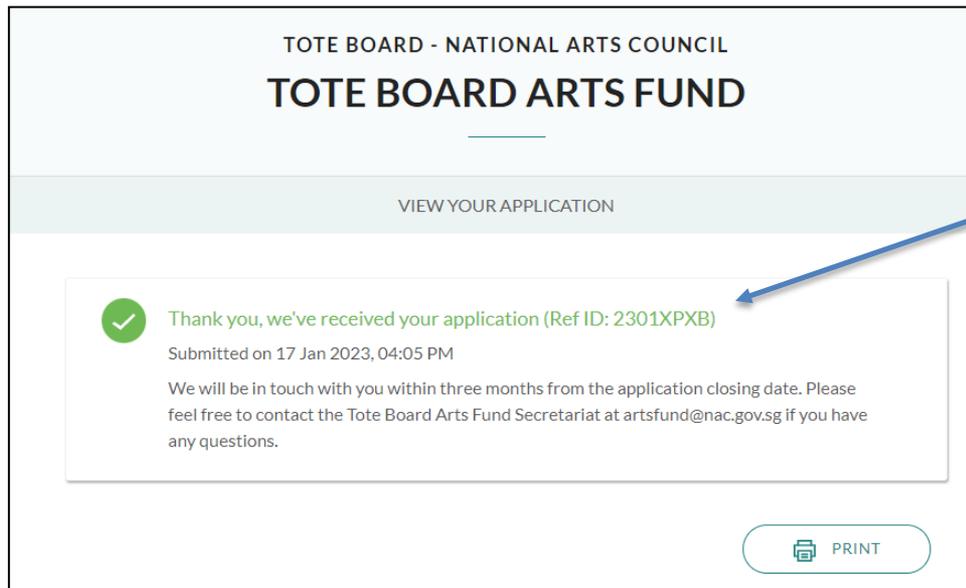
Action	Date
Update Application	17 Jan 2023, 03:33 PM
Processing Application	Agency 17 Jan 2023, 03:30 PM
Application Submitted	Applicant 17 Jan 2023, 02:09 PM
Draft Created	Applicant 13 Jan 2023, 07:19 PM
- DOCUMENTS (2):** A table listing uploaded files:

File Name	File Size	Type	Uploaded
TBAF Proposal.docx	11.5 KB	Application	17 Jan 2023,

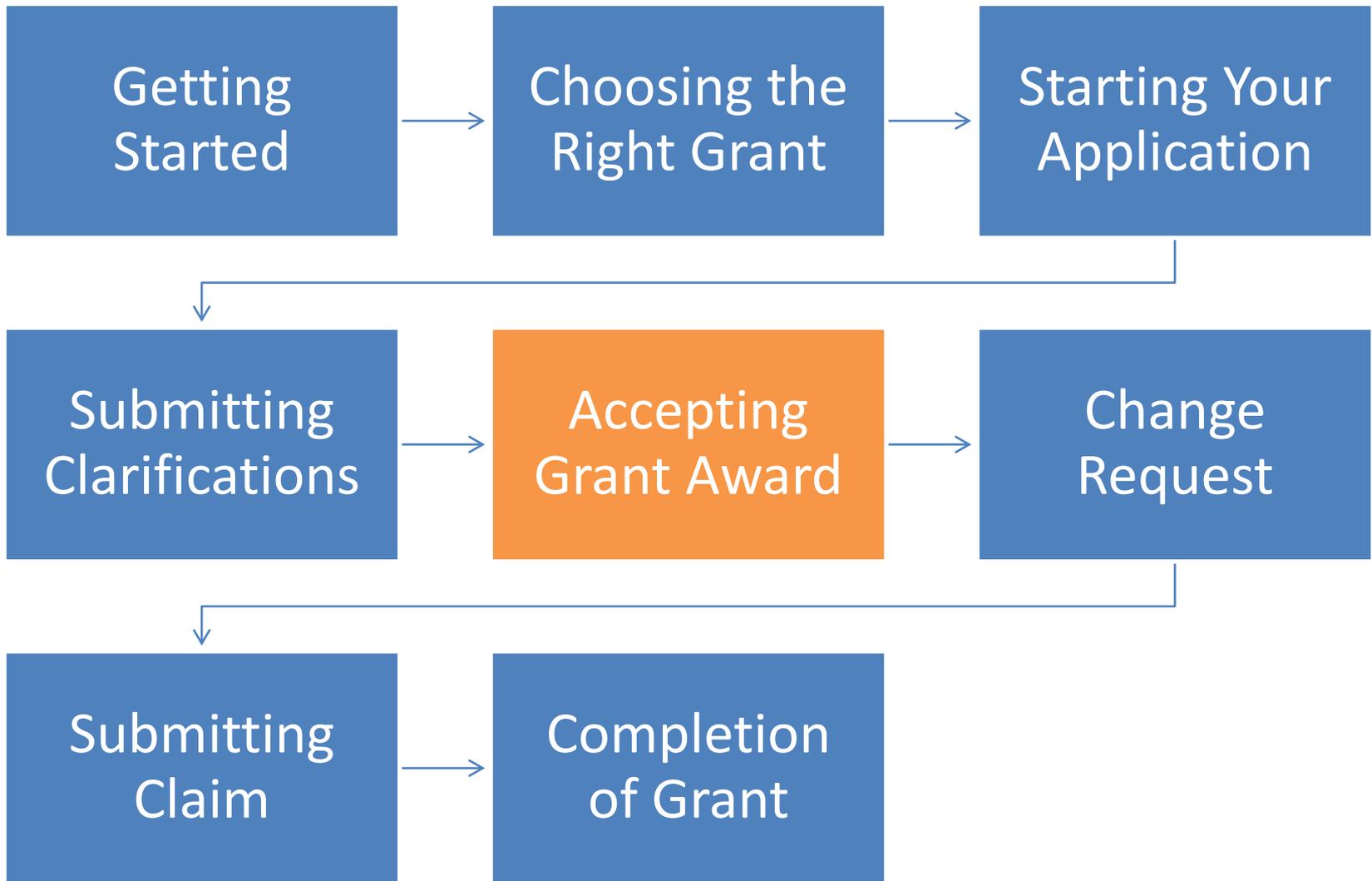
Submitting Clarifications

After amending the application, you will need to complete the Acknowledgement again before you can Review and Resubmit.

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 artsfund@nac.gov.sg with your reason.



The Ref ID of your grant application will remain unchanged.



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.

The screenshot displays the Singapore Grants website dashboard. At the top, there is a navigation menu with options: Explore Grants, Dashboard, Drafts, Applications, Grants, About Us, Help, and Contact. A user profile icon labeled 'I know' is in the top right corner. The dashboard is divided into two main sections. The upper section, titled 'DRAFTS', contains three application cards. The first card on the left is a 'CREATE NEW DRAFT' button. The second card is for a 'COACH DEVELOPMENT GRANT' under the 'Sport Singapore' scheme, with a status of 'Draft Created' and an 'EDIT DRAFT' button. The third card is for 'Presentation and Participation' under the 'National Arts Council' scheme, also with a status of 'Draft Created' and an 'EDIT DRAFT' button. The lower section, titled 'APPLICATIONS', shows a list of three applications. A blue callout box with white text says 'Your application status has changed to "View offer"'. An arrow points from this box to the 'VIEW OFFER' button of the third application in the list, which is 'Change Request UAT2' with a status of 'Application Approved'. The first application in the list is 'COACH DEVELOPMENT GRANT' with a status of 'Update Application'. The second application is 'Participation' with a status of 'Application Approved'.

Application Title	Scheme	Status	Action
COACH DEVELOPMENT GRANT	Sport Singapore	Draft Created	EDIT DRAFT
Presentation and Participation	National Arts Council	Draft Created	EDIT DRAFT
COACH DEVELOPMENT GRANT	COACH DEVELOPMENT GRANT	Update Application	VIEW DETAILS
Participation	Participation	Application Approved	VIEW OFFER
Change Request UAT2	Our Singapore Fund	Application Approved	VIEW OFFER

Accepting a Grant Award

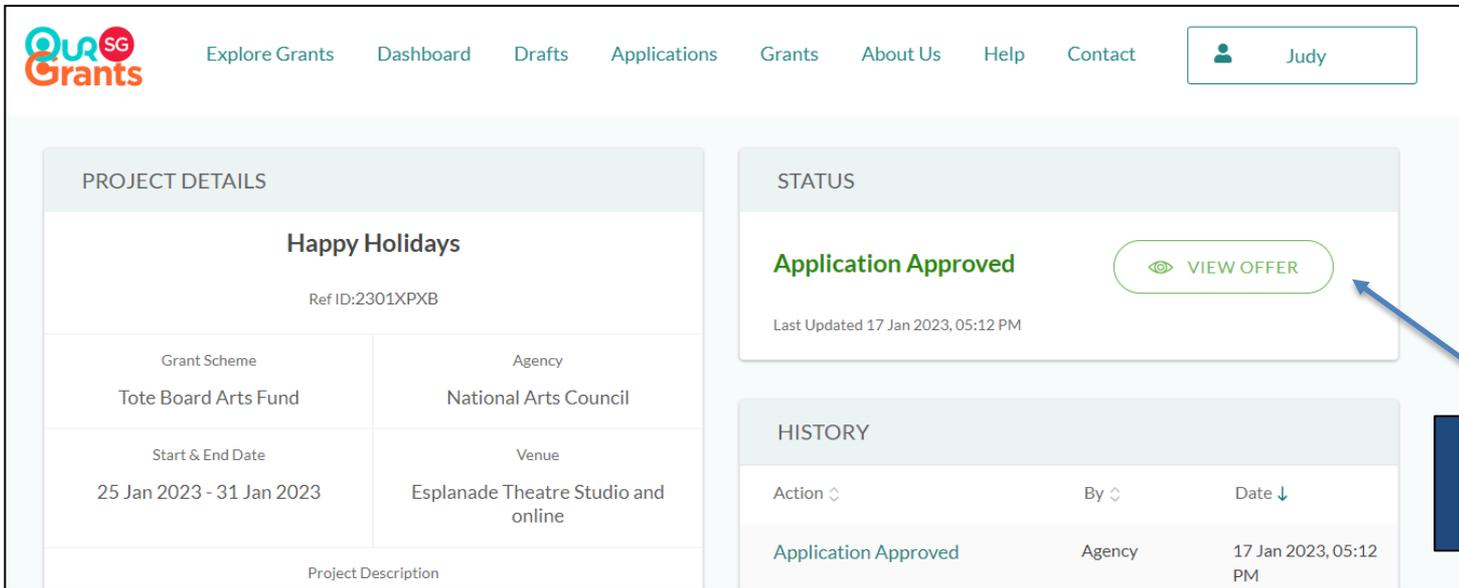
Alternatively, you can go to the **Applications** section via the Navigation bar.

APPLICATIONS							
Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
Happy Holidays	2301XPXB	Tote Board Arts Fund	NAC	25 Jan 2023	31 Jan 2023	17 Jan 2023, 04:05 PM	Application Approved

Your status has changed to "Application Approved".

Accepting a Grant Award

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



The screenshot displays the 'OurSG Grants' interface. The top navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile dropdown for 'Judy' is visible on the right. The main content area is divided into three sections:

- PROJECT DETAILS:** Displays the project name 'Happy Holidays' with reference ID 'Ref ID:2301XPXB'. Below this is a table with the following information:

Grant Scheme	Agency
Tote Board Arts Fund	National Arts Council
Start & End Date	Venue
25 Jan 2023 - 31 Jan 2023	Esplanade Theatre Studio and online
Project Description	
- STATUS:** Shows 'Application Approved' in green text. A green button labeled 'VIEW OFFER' with an eye icon is present. Below the status, it says 'Last Updated 17 Jan 2023, 05:12 PM'. A blue arrow points from the 'VIEW OFFER' button to a callout box.
- HISTORY:** A table with columns 'Action', 'By', and 'Date'. It contains one entry: 'Application Approved' by 'Agency' on '17 Jan 2023, 05:12 PM'.

Click “View Offer”.

Accepting a Grant Award

Congratulations, your application has been approved!

 Approved

Grant Officer

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

File Name	File Size	Type	Uploaded	
4. OSF Annex B (2020 Final).pdf	132 KB	LOA	16 Mar 2020, 02:19 PM	

 DOWNLOAD ALL AS ZIP

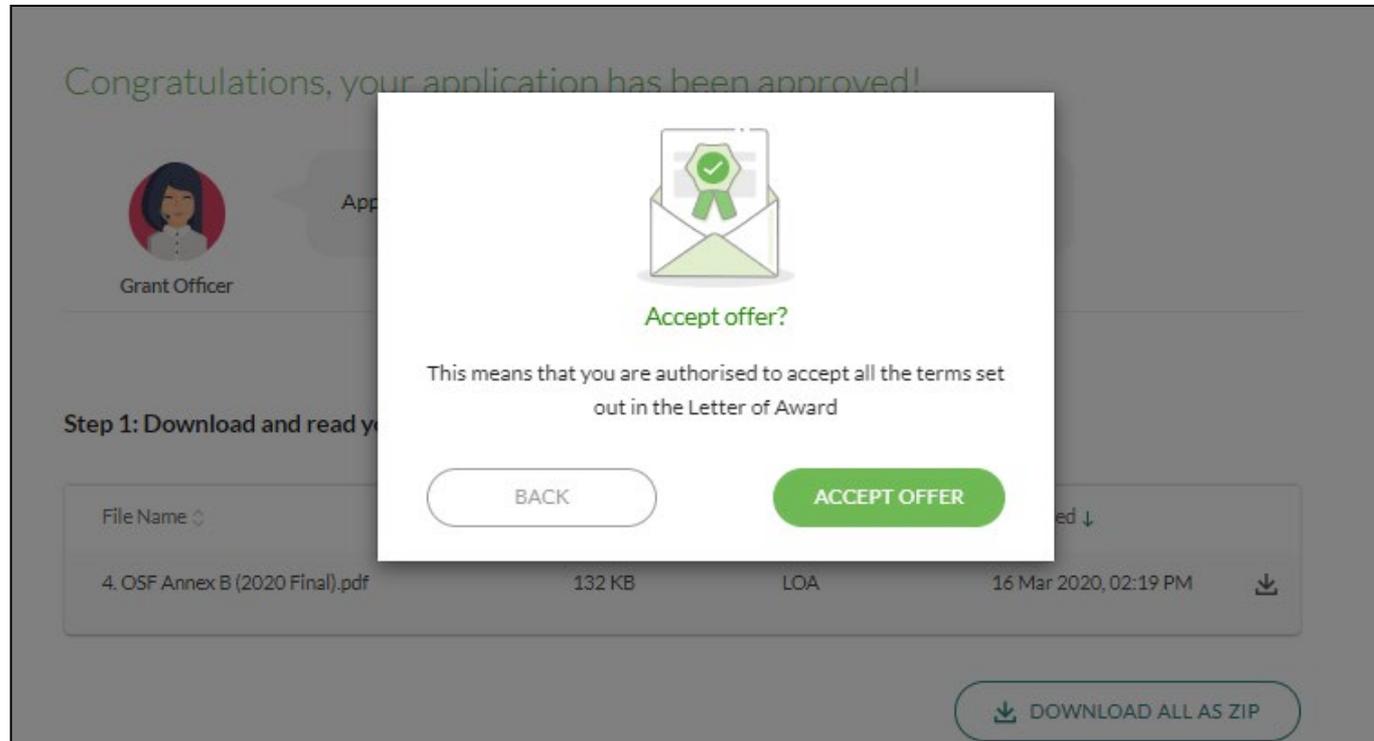
Step 2: Accept the Terms to start benefiting from the grant

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.

You can download the accompanying documents here.

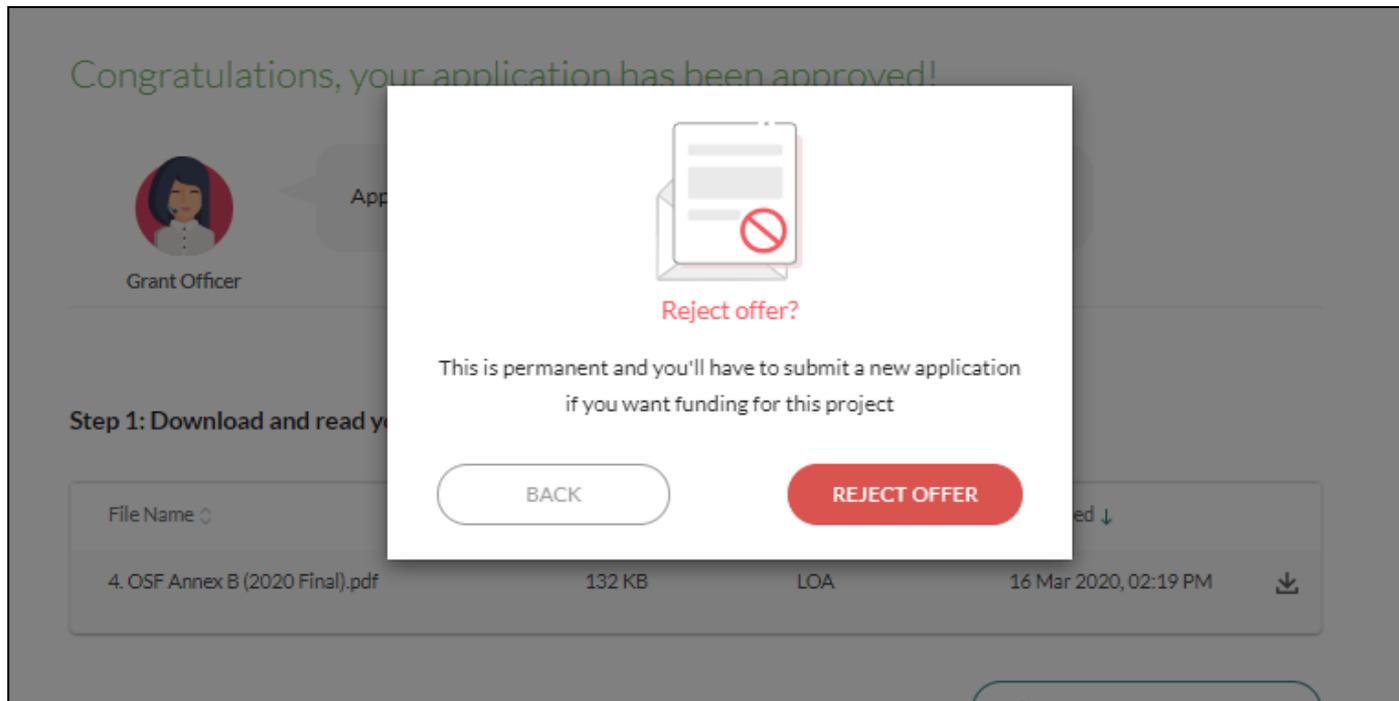
Accepting a Grant Award

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



Accepting a Grant Award

Alternatively, you may choose to reject the grant awarded. However, do note that if you reject the award, and would still like to request for Arts Fund support for the same project, you will need to submit a fresh application.



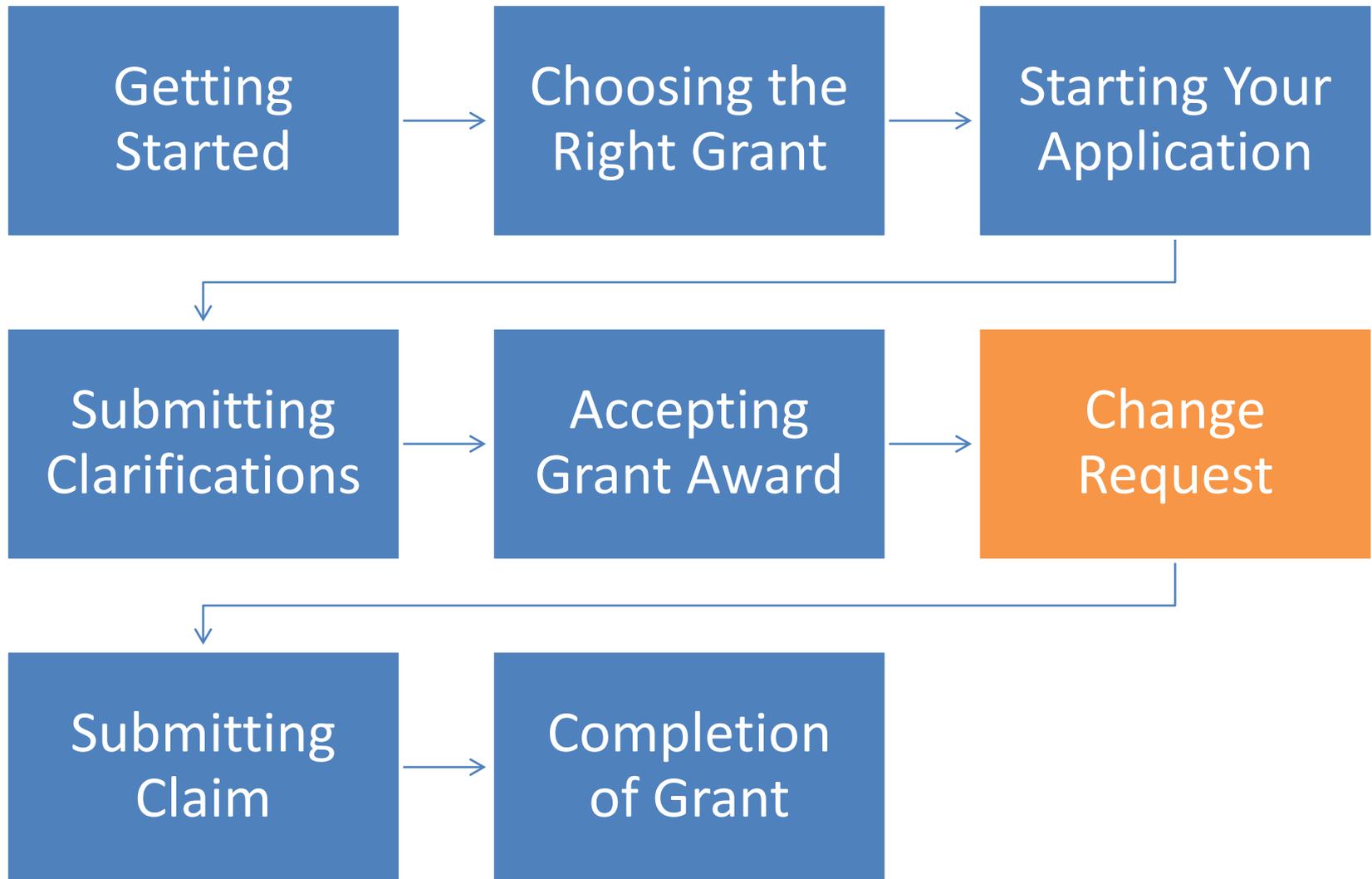
Accepting a Grant Award

If you have accepted the application, no further action is required on your part. You will also see that the status on the grant key info page will be changed from **“Application Approved”** to **“Offer Accepted”**.

The screenshot displays a grant application interface with the following sections:

- PROJECT DETAILS:**
 - Title: Happy Holidays
 - Ref ID: 2301XPXB
 - Grant Scheme: Tote Board Arts Fund
 - Agency: National Arts Council
 - Start & End Date: 25 Jan 2023 - 31 Jan 2023
 - Venue: Esplanade Theatre Studio and online
 - Project Description: ABC
- STATUS:**
 - Current Status: Offer Accepted
 - Last Updated: 17 Jan 2023, 05:30 PM
 - Action: VIEW OFFER
- CLAIMS:**
 - Approved Grant: S\$ 1,000.00
 - Action: CREATE CLAIM
 - Progress: 1 of 1
 - Payment 1: Create Claim
- HISTORY:** (Section header visible)

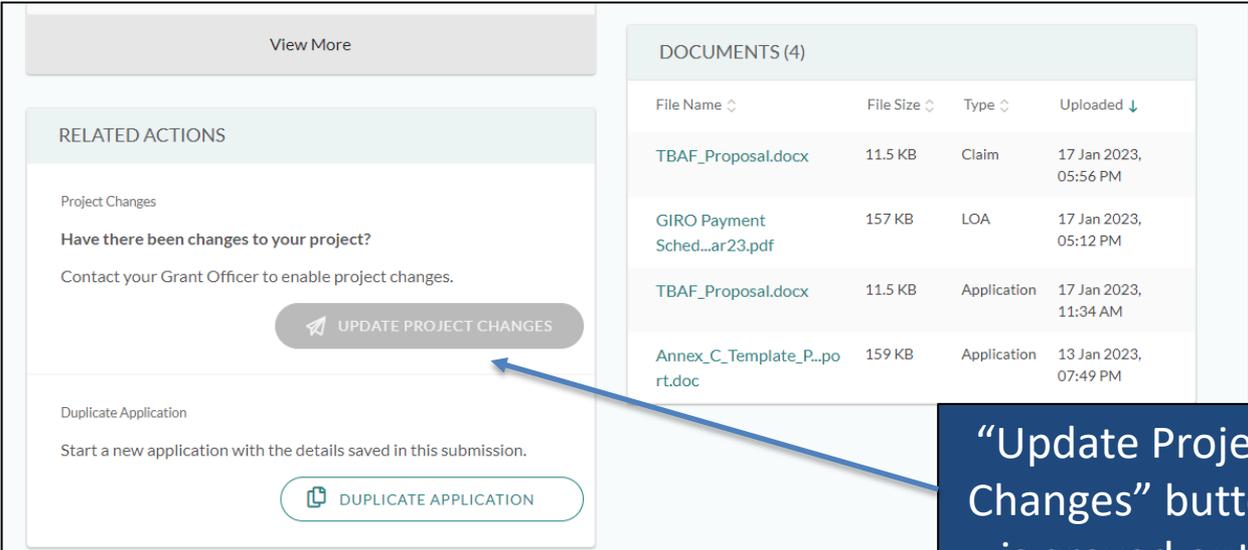
The application status has been updated.



Change Request

Prior agreement must be sought from NAC if any changes are made to the supported project, including changes in the programme, key artistic personnel, venue, date of the Project, etc.

The “Update Project Changes” button is greyed out in the key info page. Please email artfund@nac.gov.sg for the Secretariat to enable project changes.



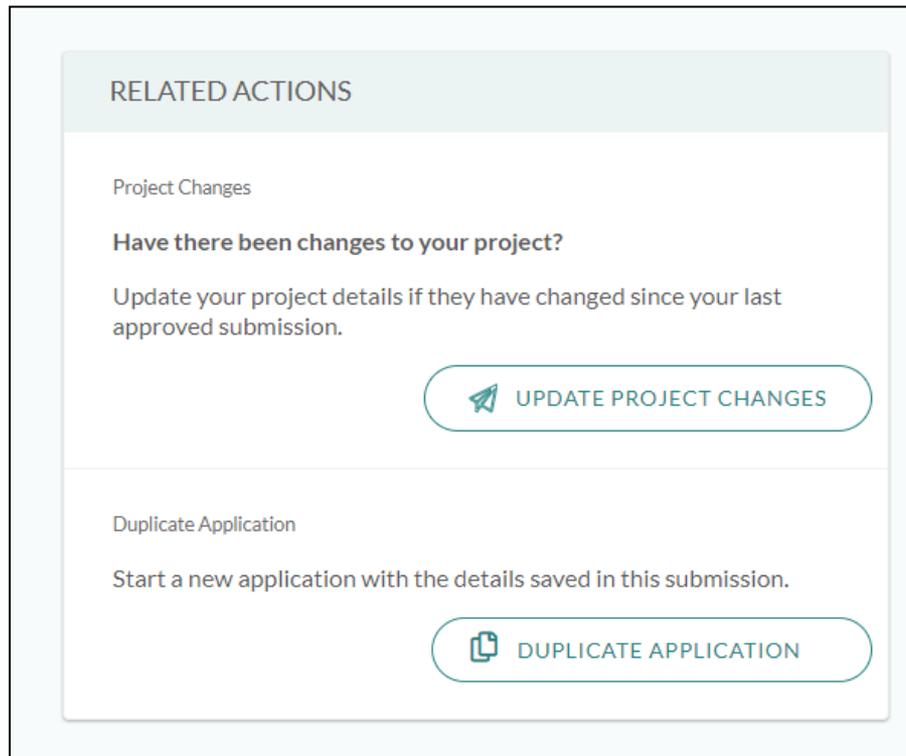
The screenshot displays a web interface with a 'View More' button at the top. Below it, the 'RELATED ACTIONS' section contains a 'Project Changes' heading, a question 'Have there been changes to your project?', and a note 'Contact your Grant Officer to enable project changes.' A greyed-out button labeled 'UPDATE PROJECT CHANGES' is highlighted with a blue arrow. Below this is a 'Duplicate Application' section with a 'DUPLICATE APPLICATION' button. To the right, a 'DOCUMENTS (4)' table lists files with columns for File Name, File Size, Type, and Uploaded.

File Name	File Size	Type	Uploaded
TBAF_Proposal.docx	11.5 KB	Claim	17 Jan 2023, 05:56 PM
GIRO Payment Sched...ar23.pdf	157 KB	LOA	17 Jan 2023, 05:12 PM
TBAF_Proposal.docx	11.5 KB	Application	17 Jan 2023, 11:34 AM
Annex_C_Template_P...port.doc	159 KB	Application	13 Jan 2023, 07:49 PM

“Update Project Changes” button is greyed out.

Change Request

After the Secretariat enables project change, you will be able to click the **“Update Project Changes”** button.



Change Request

TOTE BOARD ARTS FUND

UPDATE PROJECT CHANGES

INSTRUCTIONS

How do I update my project details?

The online form will be pre-populated with details from your last approved submission.

Update your changes by removing details that are no longer accurate and adding in the new information. If you need to make changes to your attachments, delete the existing attachment and replace it with an updated version.

Do not delete attachments or make changes to sections and fields that have not changed.

What happens after I submit the project changes?

All changes will be submitted to your grant officer for assessment. The terms of your current grant agreement will remain in effect until your changes have been reviewed.

You should hear back about your submission within 2 to 4 weeks.

PROCEED

Change Request

Proceed to amend the sections with changes. Do not amend the other sections.

Eligibility Proposal Budget Contact Declaration Review

TOTE BOARD ARTS FUND
UPDATE PROJECT CHANGES

Sections with green bubbles can be amended.

Sections with grey lock cannot be amended.

You cannot make changes to this section of the form. If you need help, contact your grant officer.

Change Request

Describe your project changes in the box, complete the Declaration again before submitting.

The screenshot displays a web form for the TOTE BOARD ARTS FUND. At the top, a progress bar shows six steps: Eligibility, Proposal, Budget, Contact, Declaration (highlighted with a red dot), and Review. The main heading is 'UPDATE PROJECT CHANGES'. Below this, a section titled 'DECLARATION AND ACKNOWLEDGEMENT' contains a red error message: 'Oops! There is 1 error in this section.' Underneath the error is a text input field with the label 'Describe your project changes' and the placeholder text 'Update project dates.'. At the bottom of the text area, it indicates '478 characters left'.

Change Request

VIEW YOUR PROJECT CHANGES

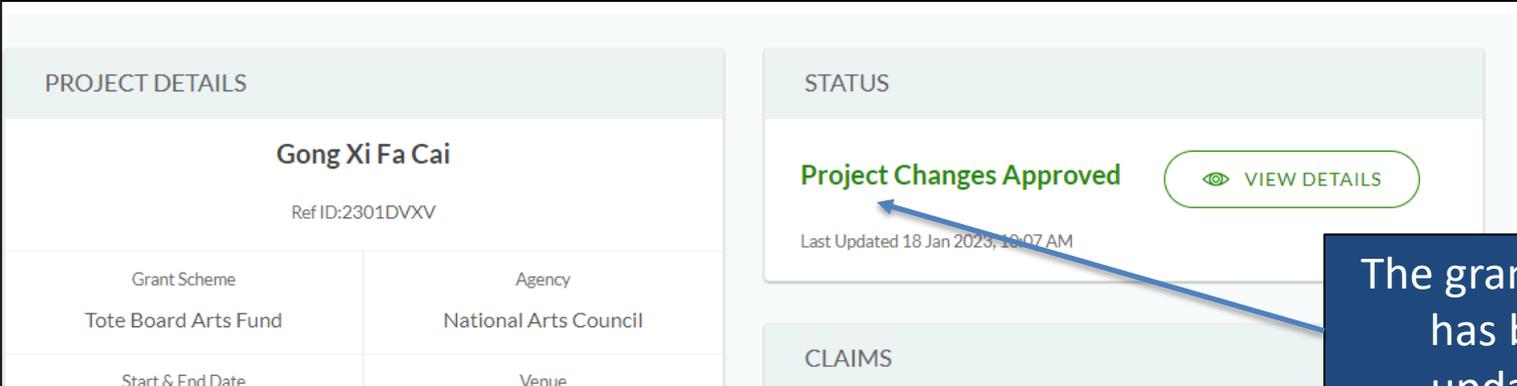
 Your project changes have been submitted. (Ref ID: 2301DVXV-CR01)
Submitted on 18 Jan 2023, 09:59 AM

We will be in touch about your project changes within 2 to 4 weeks. If you have any questions, feel free to contact Tote Board - National Arts Council

 PRINT

Change Request

You will receive a notification email when the changes have been approved or rejected. The grant status will be changed from “Project Changes Submitted” to “Project Changes Approved”.



The screenshot displays a project management interface. On the left, under 'PROJECT DETAILS', the project is titled 'Gong Xi Fa Cai' with Ref ID: 2301DVXV. It is associated with the 'Tote Board Arts Fund' grant scheme and the 'National Arts Council' agency. On the right, the 'STATUS' section shows 'Project Changes Approved' in green text, with a 'VIEW DETAILS' button. Below this, it indicates 'Last Updated 18 Jan 2023, 10:07 AM'. A blue arrow points from a callout box to the 'Project Changes Approved' text. The 'CLAIMS' section is partially visible at the bottom.

PROJECT DETAILS	
Gong Xi Fa Cai	
Ref ID:2301DVXV	
Grant Scheme	Agency
Tote Board Arts Fund	National Arts Council
Start & End Date	Venue

STATUS

Project Changes Approved [VIEW DETAILS](#)

Last Updated 18 Jan 2023, 10:07 AM

CLAIMS

The grant status has been updated.

Change Request

You will need to accept the offer before any further action can be taken, e.g. submit claim.

Congratulations, your project changes have been approved!



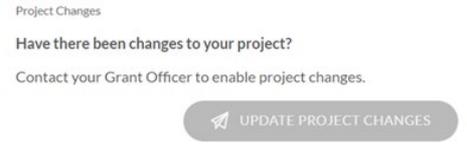
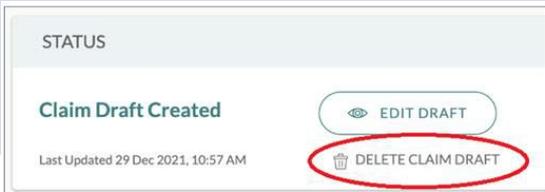
Grant Officer

Approved.

I acknowledge this decision and will continue to uphold the terms of my contract, as stated in my original offer.

SUBMIT

Change Request- Troubleshooting

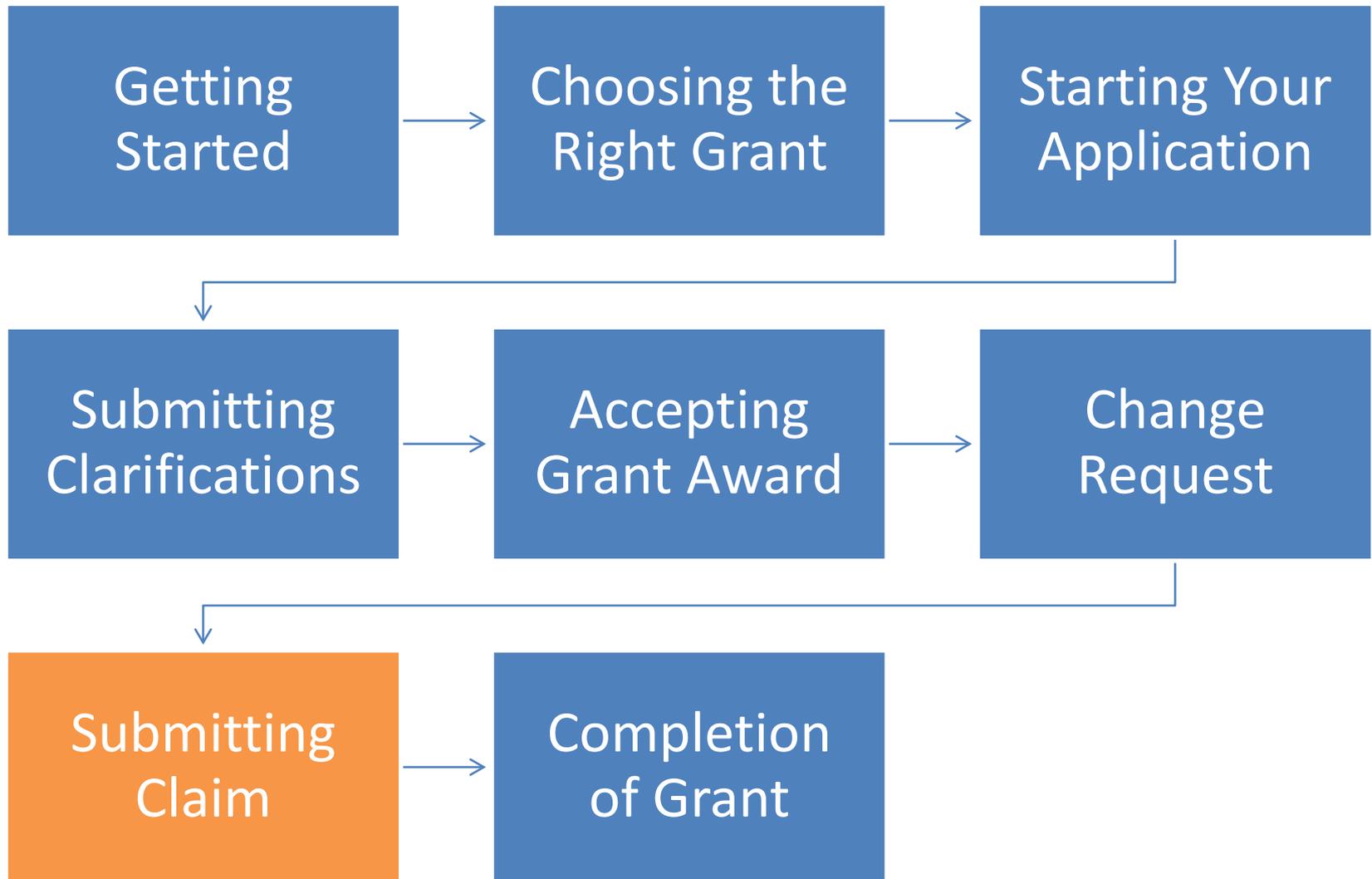
	Scenario	Possible Issue	Recommended Solution
1	<p>Applicant unable to submit a Change Request or Claim, as the 'Update Project Changes' or 'Create New Claim' button has been disabled for them to submit.</p> <p>For example, they might only see a greyed out, unclickable button such as the one below:</p> 	<p>When a Change Request is enabled, or when it is time for them to submit their Claim after their project is completed, the applicant would receive a prompt from OSG. When the applicant logs in and clicks on the 'Update Project Changes' or 'Create New Claim' button, a draft for the CR / Claim will be automatically created. Once the draft is created, the applicant cannot create a new CR / Claim. They can only do so if they delete the existing draft.</p>	<p>Check if a draft has been created.</p> <p>Step 1: Go to "Grants", search ref-id, and click the link.</p> <p>Step 2: Click on "Edit Draft" under "STATUS" column and click on the "Proceed Changes", or Claim Submission button.</p> <p>Step 3: Click on "Review" tab and submit the draft.</p> <p>The applicant can also choose to delete their existing draft (Claim or Change Request) as shown below and create a fresh one by clicking on the 'Create New Claim' button.</p> 

Change Request- Troubleshooting

	Scenario	Possible Issue	Recommended Solution
2	<p>Applicant followed the instructions for Scenario 1, but there is still no option for them to submit their Change Request / Claim under the “Review” tab.</p> <p>When they click the “Review” tab, they will be taken back to the beginning page of their “Update Project Changes” page again, and will get stuck in a loop unless they save the draft. The draft will still be stuck and cannot be submitted.</p>	<p>A new mandatory field entitled “Company Registered As” was introduced into OSG in late 2021. Applicants would be required to fill this in during application stage.</p> <p>For applicants that applied before this feature was introduced, they would be required to fill in this field in the “Contact” section, before they submit a CR / Claim.</p> <p>If the applicant continues to leave this field blank, the empty field will turn red (to indicate it must be filled in) and they will not be able to proceed with submitting their draft.</p>	<p>Check if the new mandatory field “Company Registered As”, or any other mandatory field, has not been filled in, in the “Contact” section.</p> <p>The applicant must fill in any mandatory sections (which should appear as red boxes if empty). Once they do so, they will be able to submit their CR / Claim as per normal.</p>
3	<p>Applicant receives a “Claim Deadline Passed” message when they attempt to submit a claim.</p>	<p>If the applicant had saved a claim draft in the older version of OSG (i.e. before migration on 3 Nov 2021), that draft would be considered as expired, if the applicant tries to submit it on the current system.</p>	<p>Delete the existing claim draft, and create a new draft. They should be able to submit it as per normal thereafter.</p>

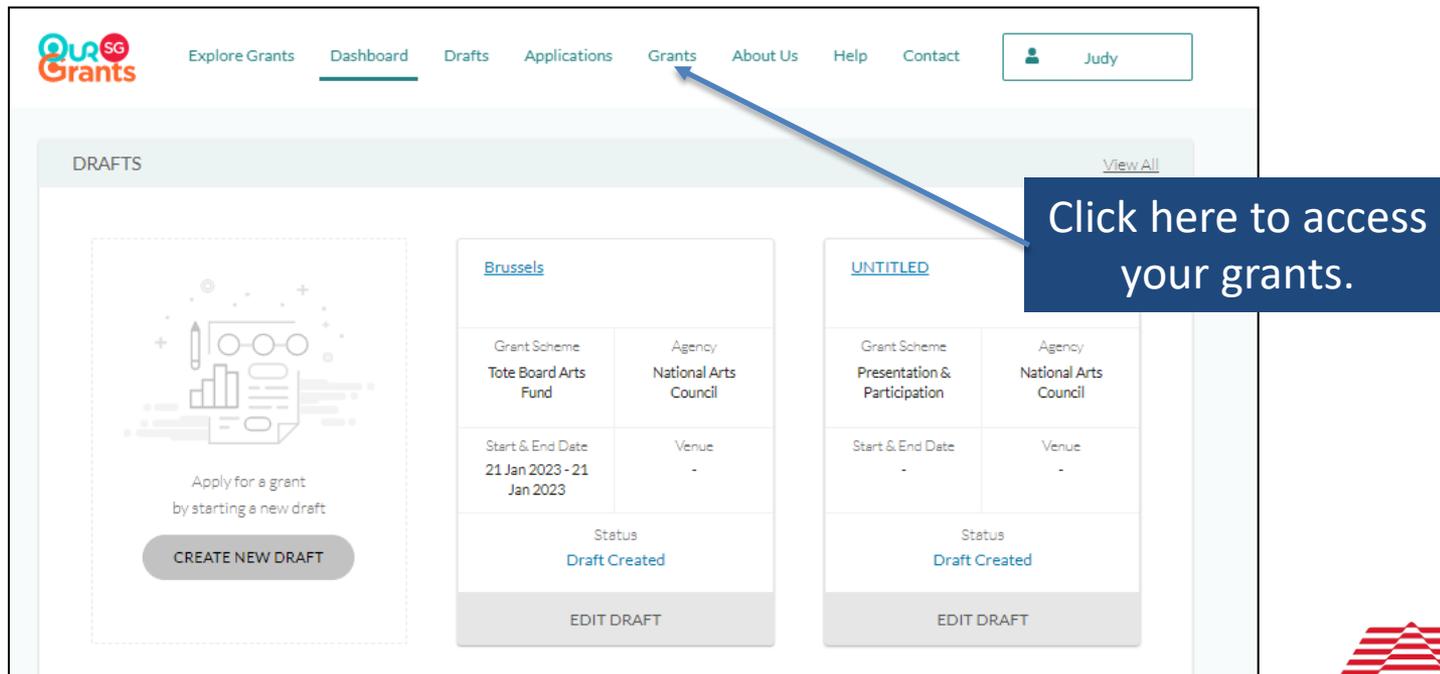
Change Request- Troubleshooting

	Scenario	Possible Issue	Recommended Solution
4	Applicant had made a Change Request, which was approved by NAC via OSG. After the project ended, applicant was unable to submit their Claim.	After NAC has approved the CR, the applicant's assigned Acceptor must log in to OSG to <u>Accept</u> the CR outcome. Otherwise, the applicant cannot proceed further with their claim submission.	Accept the CR outcome.



Submitting Claim

In the OSG, you will have to **submit a claim** in order for NAC to process your grant disbursement. When your project is completed and you are ready to submit claim, 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.

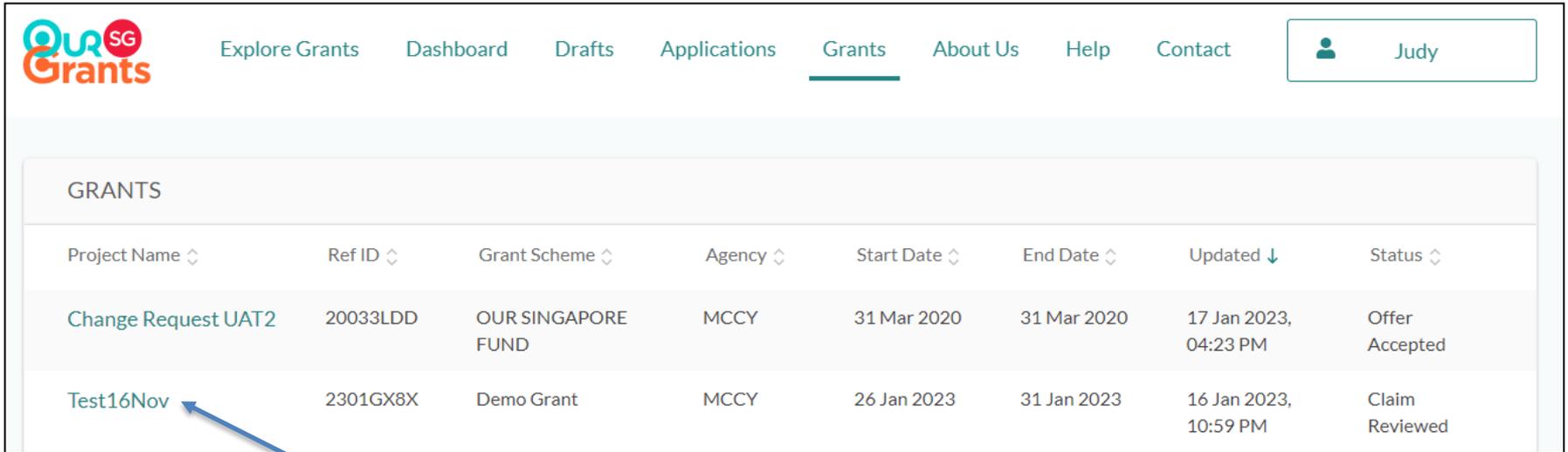


The screenshot shows the OSG Grants section. The navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Judy' is visible. The 'Grants' section is titled 'DRAFTS' and features a 'View All' link. A blue callout box with the text 'Click here to access your grants.' points to the 'Grants' link in the navigation bar. Below the callout, there are two draft cards. The first card is for a grant titled 'Brussels' and the second is for an 'UNTITLED' grant. Each card displays the Grant Scheme, Agency, Start & End Date, and Venue. The status for both is 'Draft Created'.

Brussels	
Grant Scheme Tote Board Arts Fund	Agency National Arts Council
Start & End Date 21 Jan 2023 - 21 Jan 2023	Venue -
Status Draft Created	
EDIT DRAFT	

UNTITLED	
Grant Scheme Presentation & Participation	Agency National Arts Council
Start & End Date -	Venue -
Status Draft Created	
EDIT DRAFT	

Submitting Claim



The screenshot shows the 'Our SG Grants' web application interface. The navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants' (underlined), 'About Us', 'Help', and 'Contact'. A user profile box for 'Judy' is visible in the top right. Below the navigation is a table titled 'GRANTS' with the following columns: Project Name, Ref ID, Grant Scheme, Agency, Start Date, End Date, Updated, and Status. Two grant entries are listed: 'Change Request UAT2' and 'Test16Nov'. A blue arrow points from a callout box to the 'Test16Nov' entry.

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
Change Request UAT2	20033LDD	OUR SINGAPORE FUND	MCCY	31 Mar 2020	31 Mar 2020	17 Jan 2023, 04:23 PM	Offer Accepted
Test16Nov	2301GX8X	Demo Grant	MCCY	26 Jan 2023	31 Jan 2023	16 Jan 2023, 10:59 PM	Claim Reviewed

Click here to select grant to submit claim.

Submitting Claim

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

The screenshot displays a grant management interface with the following sections:

- PROJECT DETAILS:**
 - Title: Happy Holidays
 - Ref ID: 2301XPXB
 - Grant Scheme: Tote Board Arts Fund
 - Agency: National Arts Council
 - Start & End Date: 25 Jan 2023 - 31 Jan 2023
 - Venue: Esplanade Theatre Studio and online
 - Project Description: ABC
- STATUS:**
 - Offer Accepted
 - Last Updated: 17 Jan 2023, 05:30 PM
 - VIEW OFFER button
- CLAIMS:**
 - Approved Grant: S\$ 1,000.00
 - CREATE CLAIM button
 - 1 of 1 claim indicator
 - Payment 1 with Create Claim button
- HISTORY:** (Section header visible at the bottom left)

Click here to submit a claim.

Submitting Claim

- Please note that once selected, the **“Create 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.

PROJECT DETAILS

Happy Holidays
Ref ID:2301XPXB

Grant Scheme	Agency
Tote Board Arts Fund	National Arts Council
Start & End Date	Venue
25 Jan 2023 - 31 Jan 2023	Esplanade Theatre Studio and online

STATUS

Claim Draft Created
Last Updated 17 Jan 2023, 05:44 PM

EDIT DRAFT
DELETE CLAIM DRAFT

CLAIMS

Total Grant
S\$ 1,000.00

CREATE CLAIM

1 of 1

Payment 1	Draft Created	Edit	Del
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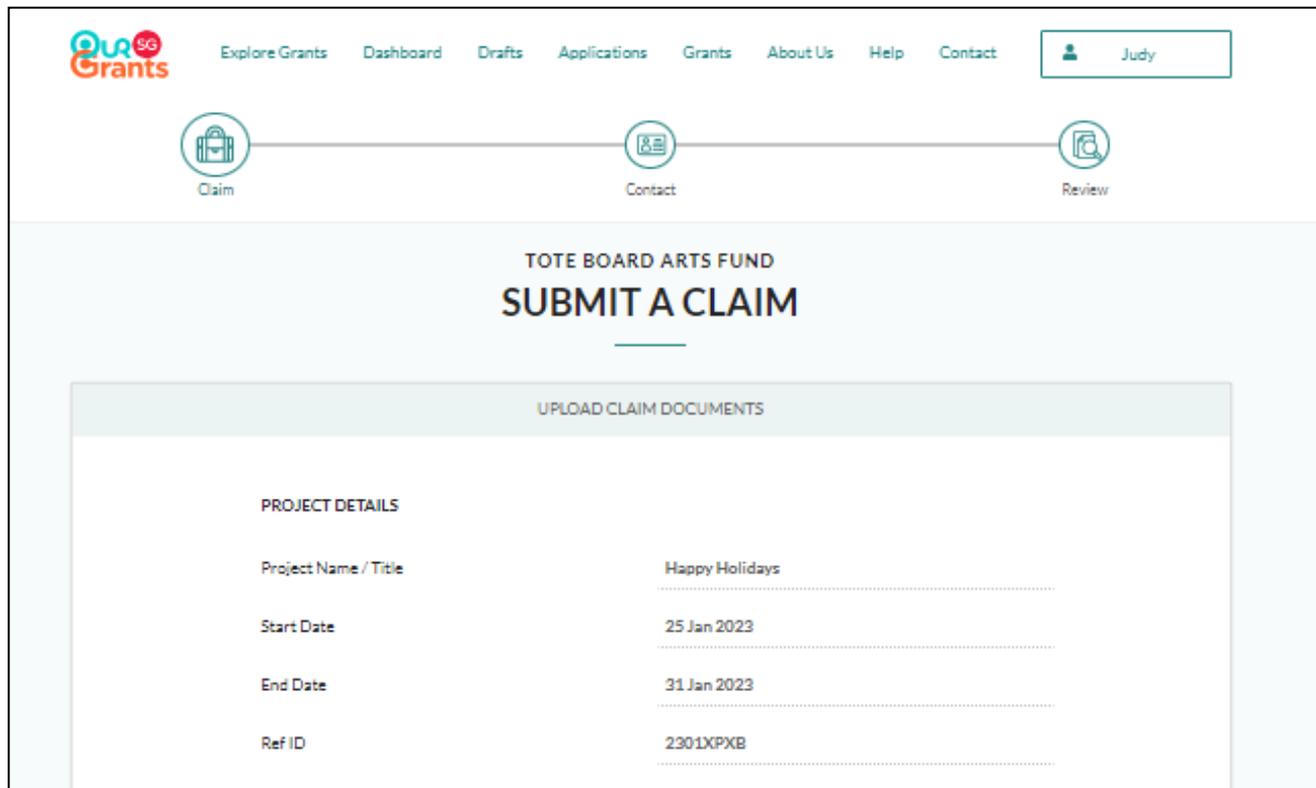
HISTORY

To edit your claim draft, please click here.

Once selected, the “Create Claim” will be greyed out.

Submitting Claim

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.



The screenshot displays the 'Submit A Claim' page on the OUG SG Grants portal. The navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact', along with a user profile for 'Judy'. A progress bar shows three steps: 'Claim' (active), 'Contact', and 'Review'. The main heading is 'TOTE BOARD ARTS FUND SUBMIT A CLAIM'. Below this is a section for 'UPLOAD CLAIM DOCUMENTS' and a 'PROJECT DETAILS' table.

PROJECT DETAILS	
Project Name / Title	Happy Holidays
Start Date	25 Jan 2023
End Date	31 Jan 2023
Ref ID	2301XPXB



Submitting Claim

Please upload the necessary documents (as required in your Letter of Offer) onto the portal and click the “Next” button.

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.

SUPPORTING DOCUMENTS

Upload the following Documents

- Completed [Annex C_Template_Post Performance Report \(DOC 159 KB\)](#)
- Completed [Annex D_Arts Fund Budget Template \(XLS 72 KB\)](#)

Drag and drop files here
or
SELECT FILES

Only .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .txt 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 25MB in total.

Additional Comments (If Any)

Include additional comments or links to supporting documents, if any

250 characters left

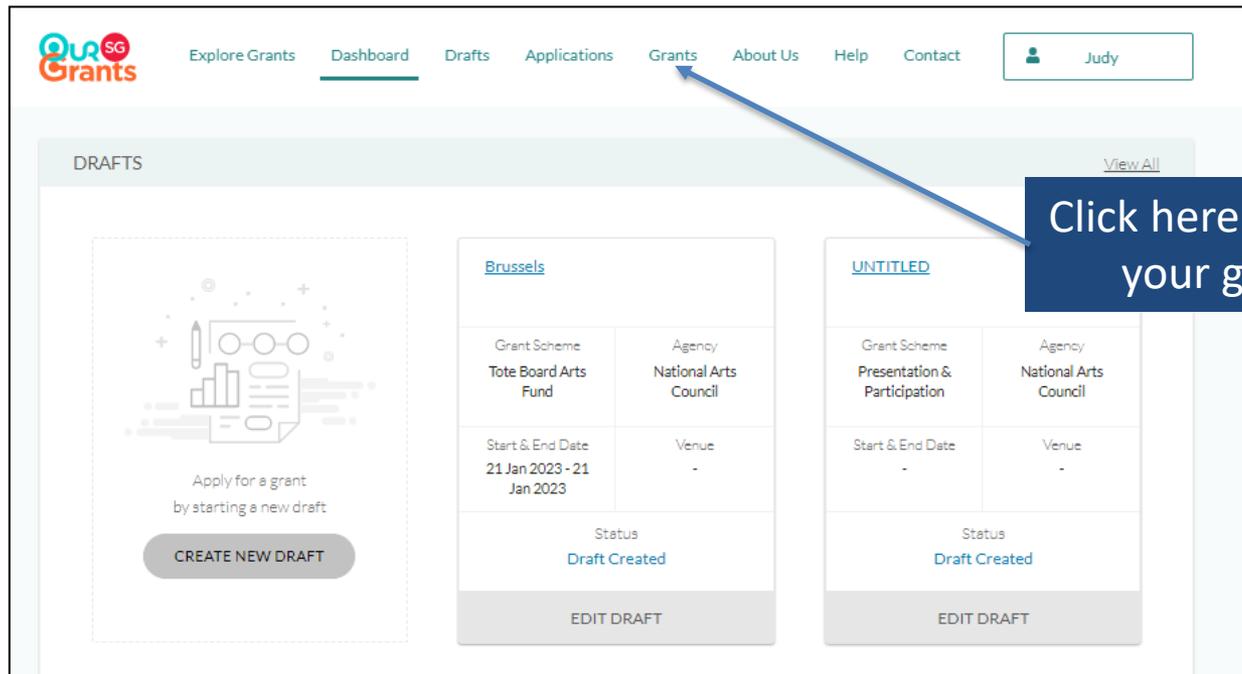
SAVE **NEXT >**

Click here to download the Post Performance Report template.

Upload the necessary documents here.

Submitting Claim

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.

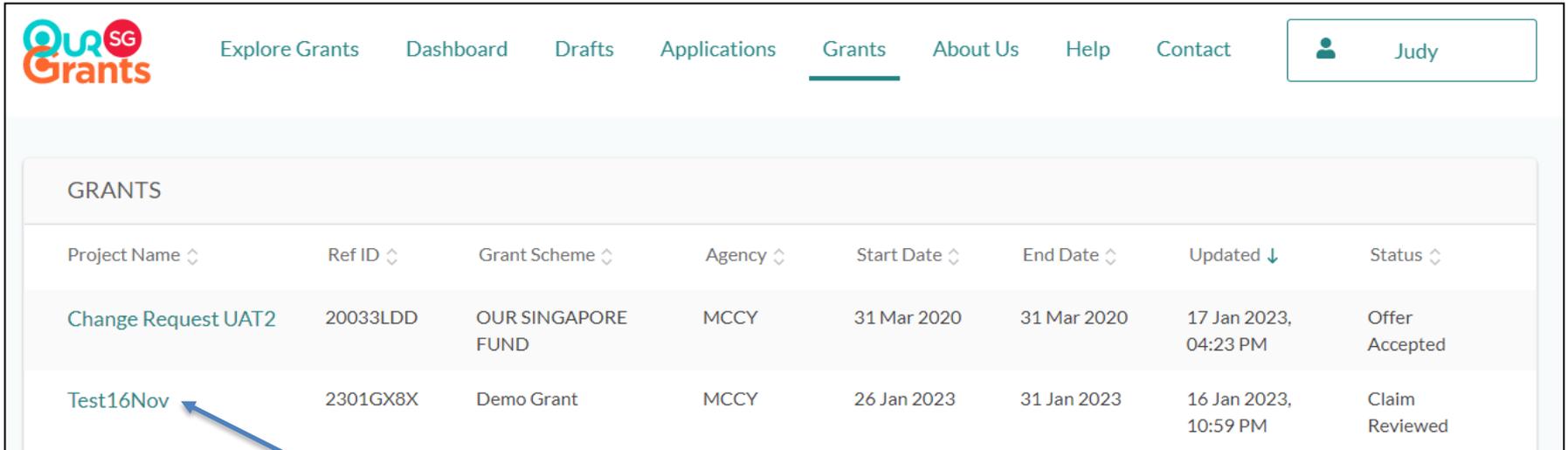


The screenshot shows the 'OurSG Grants' website dashboard. The navigation bar at the top includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Judy' is visible on the right. The main content area is titled 'DRAFTS' and features a 'View All' link. On the left, there is a call-to-action to 'Apply for a grant by starting a new draft' with a 'CREATE NEW DRAFT' button. On the right, there are two draft grant cards. The first card is titled 'Brussels' and the second is 'UNTITLED'. Both cards show details for the 'Tote Board Arts Fund' and 'National Arts Council', including the start and end dates (21 Jan 2023 - 21 Jan 2023) and the status 'Draft Created'. Each card has an 'EDIT DRAFT' button at the bottom.

Grant Scheme	Agency	Start & End Date	Venue	Status
Tote Board Arts Fund	National Arts Council	21 Jan 2023 - 21 Jan 2023	-	Draft Created
Presentation & Participation	National Arts Council	-	-	Draft Created

Click here to access your grants.

Submitting Claim



The screenshot shows the 'OUR SG Grants' portal interface. The navigation menu includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants' (which is underlined), 'About Us', 'Help', and 'Contact'. A user profile box for 'Judy' is visible in the top right. Below the navigation is a table titled 'GRANTS' with the following columns: Project Name, Ref ID, Grant Scheme, Agency, Start Date, End Date, Updated, and Status. Two rows are visible: 'Change Request UAT2' and 'Test16Nov'. A blue arrow points from a text box to the 'Test16Nov' entry.

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Updated	Status
Change Request UAT2	20033LDD	OUR SINGAPORE FUND	MCCY	31 Mar 2020	31 Mar 2020	17 Jan 2023, 04:23 PM	Offer Accepted
Test16Nov	2301GX8X	Demo Grant	MCCY	26 Jan 2023	31 Jan 2023	16 Jan 2023, 10:59 PM	Claim Reviewed

Select the grant that you would like to download the documents that you had previously submitted.

Submitting Claim

Once you are within the grant key info 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.

The screenshot displays the following sections:

- Timeline:**

Claim Draft Created	Applicant	17 Jan 2023, 05:44 PM
Offer Accepted	Applicant	17 Jan 2023, 05:30 PM
Application Approved	Agency	17 Jan 2023, 05:12 PM
Processing Application	Agency	17 Jan 2023, 04:05
Application Re...	Agency	23, 04:05
- Contact Information:**

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

Telephone Number: 63469400
Email Address: artsfund@nac.gov.sg
- DOCUMENTS (3):**

File Name	File Size	Type	Uploaded
GIRO Payment Sched...ar23.pdf	157 KB	LOA	17 Jan 2023, 05:12 PM
TBAF_Proposal.docx	11.5 KB	Application	17 Jan 2023, 11:34 AM
Annex_C_Template_P...po rt.doc	159 KB	Application	13 Jan 2023, 07:49 PM
- RELATED ACTIONS:**

Project Changes

Have there been changes to your project?

Contact your Grant Officer to enable project changes.

[UPDATE PROJECT CHANGES](#)

Submitting Claim

The portal will subsequently require grant recipients to verify the contact details and review the Claim submission before submitting the claim.

OurSG Grants Explore Grants Dashboard Drafts Applications Grants About Us Help Contact Judy

Claim Contact Review

TOTE BOARD ARTS FUND
SUBMIT A CLAIM

PROVIDE YOUR CONTACT DETAILS

MAIN CONTACT PERSON

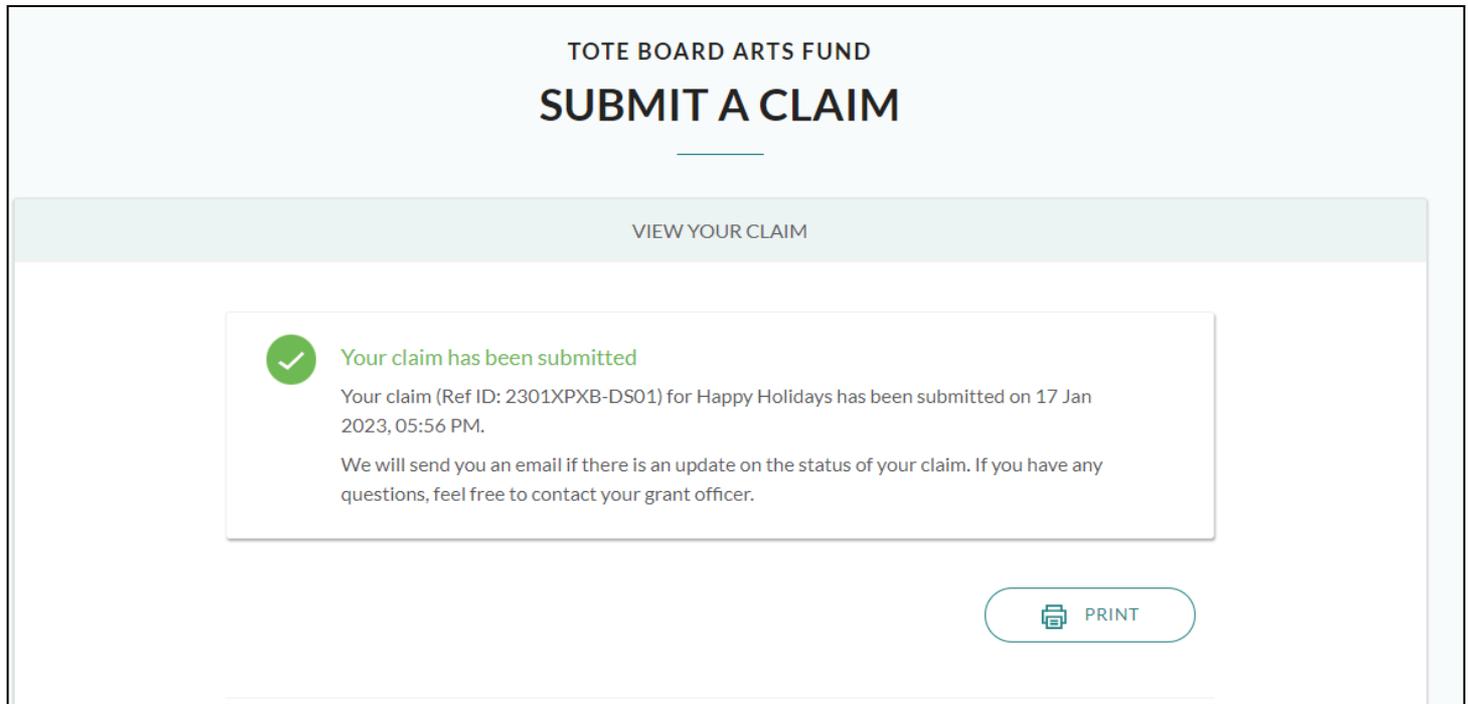
We will contact this person with any queries about the claim.

Name (as in NRIC/FIN) Ms Judy

Submitting Claim

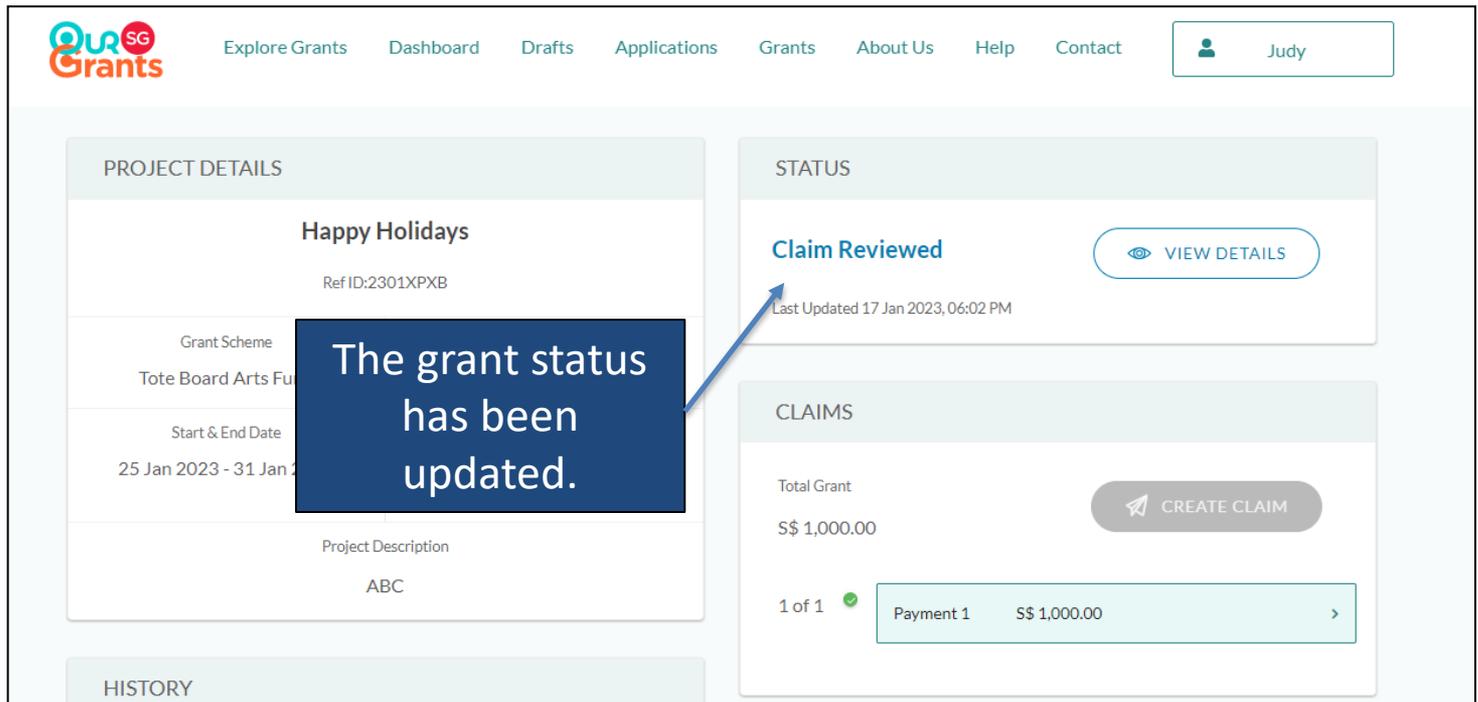
Once you click on the “**Submit**” button, the Secretariat will follow up with the necessary verification for grant disbursement. The status on the key info page will now reflect that you have submitted a claim.

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

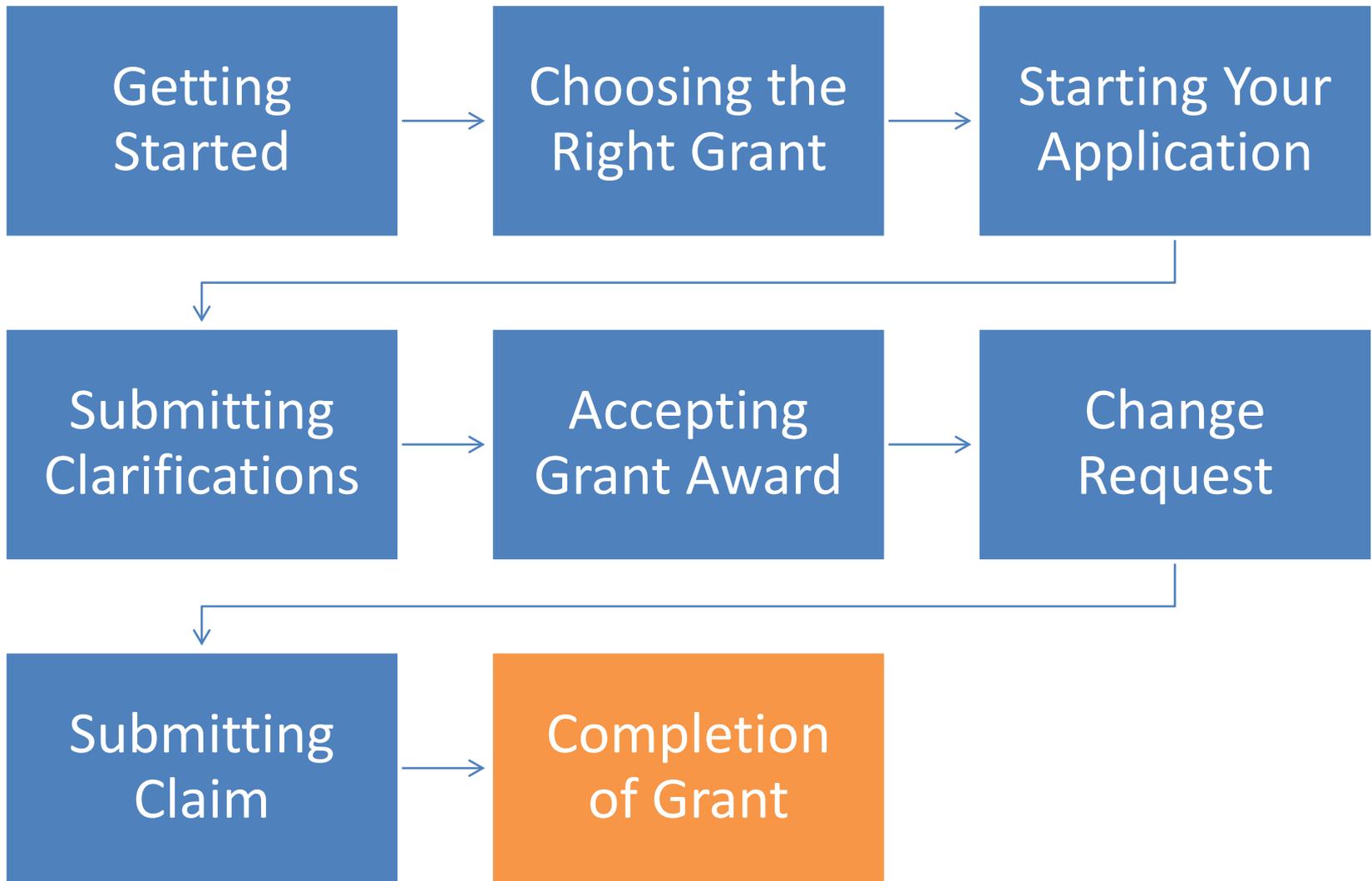


Submitting Claim

When the necessary documents are verified and the Claim is processed, the Secretariat 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.



The screenshot displays the 'OurSG Grants' portal interface. The top navigation bar includes links for 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact', along with a user profile for 'Judy'. The main content area is divided into two columns. The left column, titled 'PROJECT DETAILS', shows the grant name 'Happy Holidays', reference ID 'Ref ID:2301XPXB', grant scheme 'Tote Board Arts Fu', start and end dates '25 Jan 2023 - 31 Jan 2023', and project description 'ABC'. The right column, titled 'STATUS', shows the current status as 'Claim Reviewed' with a 'VIEW DETAILS' button and a timestamp 'Last Updated 17 Jan 2023, 06:02 PM'. Below the status section is the 'CLAIMS' section, which displays 'Total Grant S\$ 1,000.00' and a 'CREATE CLAIM' button. A payment record is shown as '1 of 1' with a green checkmark, 'Payment 1 S\$ 1,000.00', and a right arrow. A blue callout box with white text 'The grant status has been updated.' is overlaid on the 'PROJECT DETAILS' section, with an arrow pointing to the 'Claim Reviewed' status.



Completion of Grant

When the grant has been disbursed, the Secretariat will complete the grant. The grant status will change from **“Claim Reviewed”** to **“Grant Completed”** in the status column of the selected grant page in the **Grants** section.

The screenshot displays the 'OurSG Grants' interface. The top navigation bar includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Judy' is visible in the top right. The main content area is divided into three sections: 'PROJECT DETAILS', 'STATUS', and 'CLAIMS'.
The 'PROJECT DETAILS' section shows the project name 'Happy Holidays', reference ID '2301XPXB', grant scheme 'Tote Board Arts Fund', start and end dates '25 Jan 2023 - 31 Jan 2023', and project description 'ABC'.
The 'STATUS' section shows the status 'Grant Completed' with a 'VIEW DETAILS' button and a timestamp 'Last Updated 17 Jan 2023, 06:14 PM'.
The 'CLAIMS' section shows a total grant of 'S\$ 1,000.00' and a 'CREATE CLAIM' button. Below this, a payment record is shown: '1 of 1' with a green checkmark, 'Payment 1' for 'S\$ 1,000.00', and a right-pointing arrow.

PROJECT DETAILS

Happy Holidays
Ref ID:2301XPXB

Grant Scheme
Tote Board Arts Fund

Start & End Date
25 Jan 2023 - 31 Jan 2023

Project Description
ABC

STATUS

Grant Completed [VIEW DETAILS](#)

Last Updated 17 Jan 2023, 06:14 PM

CLAIMS

Total Grant
S\$ 1,000.00 [CREATE CLAIM](#)

1 of 1 ✔
Payment 1 S\$ 1,000.00 [>](#)

HISTORY



NATIONAL ARTS COUNCIL
SINGAPORE

Q&A

For any other queries and clarifications regarding Arts Fund or Our SG Grants portal, please email artsfund@nac.gov.sg.

Thank you!

