

# OurSG Grants (OSG) Portal

## CMF 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 CMF.

CMF applications from 2021 onwards should be submitted via OurSG Grants (OSG) Portal at <https://oursgrants.gov.sg>

The CMF application form and annexes will be available for download on the CMF website at <https://www.mccy.gov.sg/cmf>

Please contact the CMF Secretariat at [cmf@nac.gov.sg](mailto:cmf@nac.gov.sg)

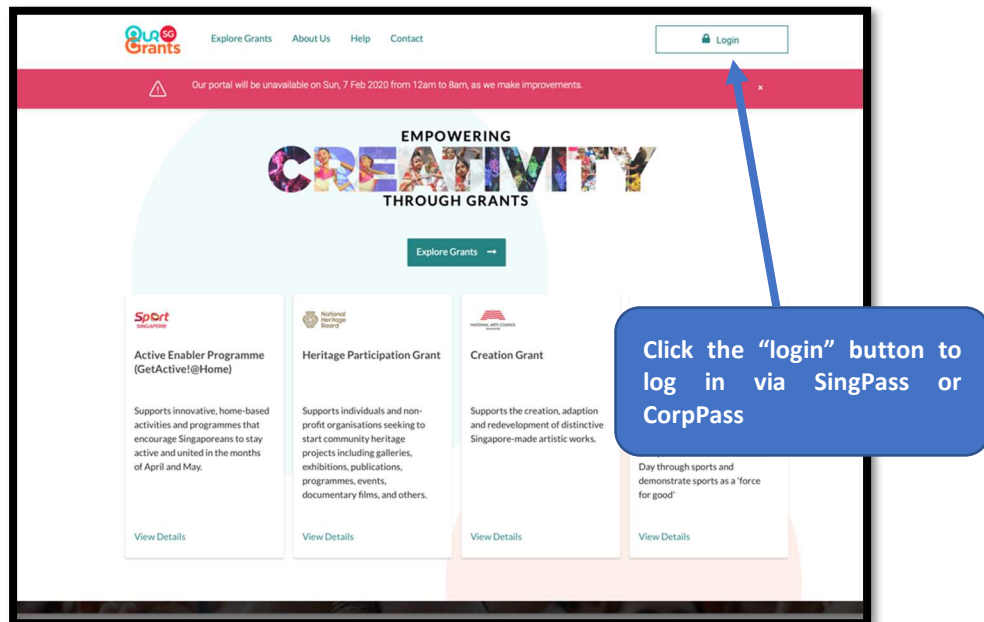
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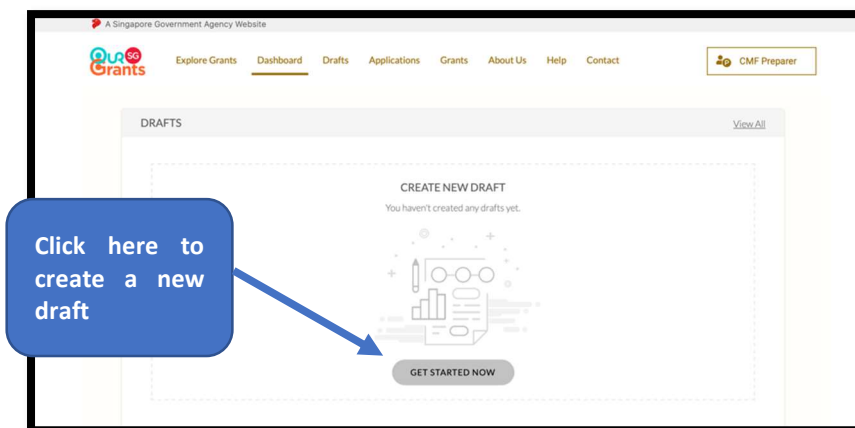
## Getting Started

Information about the CMF application is available on our CMF website at <https://www.mccy.gov.sg/cmf>

To apply for CMF using the OSG grant portal, please visit <https://oursggrants.gov.sg>

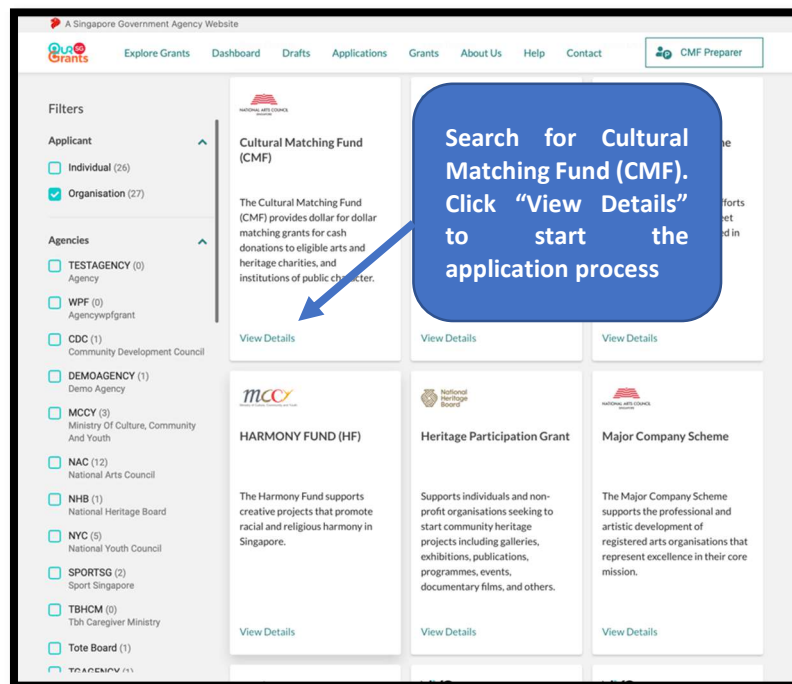


OSG Landing Page



OSG Dashboard – For first time applicant

Next step is to search for the CMF grant. You may use the filters on the left to search or filter grants under “NAC”.



Selection of available grants – Search for CMF

## Starting your application

The first page you will see is the grant instruction page. On this page, you can find out more information about the grant and the supporting documents required for the application process. You can also access the link to the grant guidelines.

The image consists of two screenshots of the OSG CMF instruction page. The top screenshot shows the 'ABOUT THIS GRANT' section, which includes a callout box pointing to a link for 'grant guidelines'. The bottom screenshot shows the 'DOCUMENTS REQUIRED FOR APPLICATION' section, which includes a callout box pointing to a list of required documents. Both screenshots have a navigation bar at the top with links like 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. The top right of the screenshots shows a 'CMF Preparer' button.

**Click here to access the link to the grant guidelines**

**Supporting documents required for the application.**

OSG – CMF instruction page

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

## Application page 1 - Eligibility

There are a total of 5 pages to complete.

The first page you will see is eligibility. Please select the options that are applicable to you.

The screenshot shows the 'Eligibility' page of the Cultural Matching Fund (CMF) application. At the top, there is a progress bar with six icons representing the steps: Eligibility, Proposal, Budget, Contact, Declaration, and Review. The 'Eligibility' step is currently selected. Below the progress bar, the text reads 'MINISTRY OF CULTURE, COMMUNITY, AND YOUTH - NATIONAL ARTS COUNCIL' and 'CULTURAL MATCHING FUND (CMF)'. A section titled 'CHECK YOUR ELIGIBILITY' contains two questions:

1. Is your organisation
  - A charity or institution of Public Character (IPC) registered in Singapore?
  - ☐ Yes ☐ No
2. Is your charity/IPC registered in the Arts & Heritage Sector?
  - ☐ Yes ☐ No

At the bottom, there are three buttons: '< INSTRUCTIONS', 'SAVE' (with a save icon), and 'NEXT >' (in a dark blue button).

Application page 1 - Eligibility

Only Arts and Heritage Charities and IPCs are eligible for the CMF. Please refer to our CMF website at <https://www.mccy.gov.sg/cmf> for more information.

## [Application page 2 - Proposal](#)

Next page is the proposal page. Please key in your application title using the following format: **Your Organisation Name** CMF YYYY  
e.g. The Globe Theatre Ltd CMF 2022

You may hover your mouse cursor around the “?” to reveal the tooltip for further instructions.

Application page 2 - Proposal

## Application page 3 - Budget

The third page is the Budget page. Please key in your Total Donations raised and Matching Grant requested. Please ensure the two amount tallies.

If you are intending to apply funding from other source, please select “yes” and provide further details.

This is also the page to upload all the supporting documents such as:

1. CMF application form duly completed **[in PDF format]**
2. CMF Annex A, B & C duly completed **[in Excel format]**
3. Annex A Breakdown of Cash donations received (Certified by Chartered Accountant) **[in PDF format]**

The screenshot shows the 'PROVIDE PROPOSED BUDGET' page. The top navigation bar includes links: Explore Grants, Dashboard, Drafts, Applications, Grants, About Us, Help, Contact, and a user profile 'CMF Preparer'. The main content area is titled 'PROVIDE PROPOSED BUDGET' and contains the following sections:

- BUDGET DETAILS**
  - Total Donations Raised: Input field with 'S\$' prefix.
  - Matching Grant Requested: Input field with 'S\$' prefix.
  - Is your organisation intending to apply for funding from other sources? Radio buttons for Yes (selected) and No.
  - Please provide details of funding: Text area with placeholder text: 'Please include all other sources of government grants, including MCCY, NAC, and NHB grants. If the grant is awarded holistically e.g. NAC Major Company scheme, please specify if you intend to use the grant towards this project/ initiative.' and a '4000 characters left' indicator.
- SUPPORTING DOCUMENTS**
  - To ensure that your application is thoroughly and fairly assessed, please ensure that you upload the following documents and have read the Terms and Conditions as set out in Annex D:
    - CMF 2020 Application Form (DOCX 99.9 KB) duly completed
    - CMF 2020 Annex A, B, C (XLSX 204 KB) duly completed
    - Annex A – Breakdown of Cash Donations Received certified by Chartered Accountant [in PDF format]
  - Drag and drop files here or **SELECT FILES**

Two blue callout boxes with arrows point to specific areas:

- One points to the 'Please provide details of funding' text area with the text: 'Provide details if you are requesting funding from other sources.'
- Another points to the 'SELECT FILES' button with the text: 'Upload all supporting documents here'

Application page 3 - Budget

## Application page 4 - Contact

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

Eligibility Proposal Budget Contact Declaration Review

MINISTRY OF CULTURE, COMMUNITY, AND YOUTH - NATIONAL ARTS COUNCIL  
CULTURAL MATCHING FUND (CMF)

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)

Mailing Address ☐ Same as organisation address

Note: For the contact details on Letter of Award (LOA) addressee, please provide us the email of your organisation's highest authority (e.g. Chairman or CEO).

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)

Designation

Email Address

SUPPORTING DOCUMENTS (IF ANY)

Upload the following documents

- CV or biographical information of key personnel and Board or Executive Committee members
- Audited financial statements for the last 2 years
- Other relevant documents

Drag and drop files here or

Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.  
Each file cannot exceed 10 MB. Any special

**New CMF applicants** may wish to upload supporting documents relating to your organisation to help CMF Secretariat assess your organisation & application.



## Application page 5 – Conflict of Interest Declaration

Final page is COI. Please read through and select the appropriate options before clicking on the “Review” button.

Eligibility Proposal Budget Contact Declaration Review

MINISTRY OF CULTURE, COMMUNITY, AND YOUTH - NATIONAL ARTS COUNCIL

CULTURAL MATCHING FUND (CMF)

DECLARATION AND ACKNOWLEDGEMENT

CONFLICT OF INTEREST DISCLOSURE

The Charity declares the following actual or potential conflicts of interest:

a. The charity or its member is affiliated to any donor.

Affiliated refers to the following in relation to a company or person: spouse, domestic partner, child, mother, father, brother or sister or close associates; any corporation, business or non-profit entity / charity of which a person serves as staff, officer, board member, partner, participates in management or is employed by; any legal entity which Controls, is Controlled by, or is under the common Control with, another legal entity, and an entity is deemed to "Control" another if it owns directly

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

Explore Grants Dashboard Drafts Applications Grants About Us Help Contact

I/We certify that the cash donations submitted to CMF received no benefits other than allowable benefits (as defined by SRA), have been conferred on donors in return for their cash donations, and do not constitute sponsorship and/or grants. Relevant receipts and supporting documents are properly kept and will be produced upon request by the CMF Trustees or its approved officers.

I/We have read and understood the accompanying Terms and Conditions set out at Annex B.

I/We consent to the use of the information contained herein for the purpose of assessment for eligibility to the CMF.

I acknowledge that all successful CMF applications may be audited annually.

Yes

PREVIOUS SUBMIT

Only the “Submitter” or “Acceptor” have access to the “Submit” button

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.

Grant application "N" CMF 2021 (Ref ID: <id>) received

N no-reply@oursggrants.gov.sg

To: C

Cc: C

Dear I,

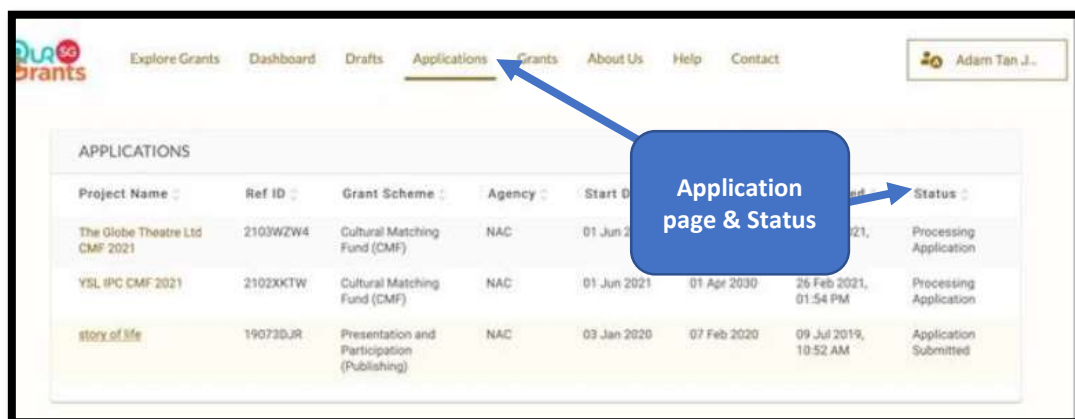
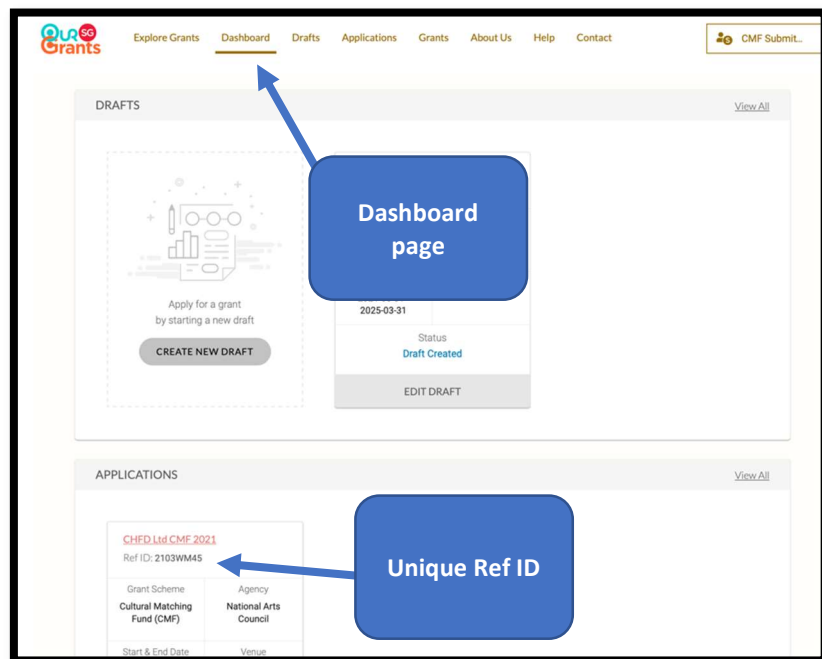
We have received your grant application "N" and it is being processed by National Arts Council.

[Log in](#) to check on your application or contact National Arts Council at [cmf@nac.gov.sg](mailto:cmf@nac.gov.sg) or 63469693 if you have any questions.

This is an auto generated email. Please do not reply to this email address.

## Viewing of Application Status

You may use the Dashboard or the Application page to view the status of your application.



## Submitting Clarifications

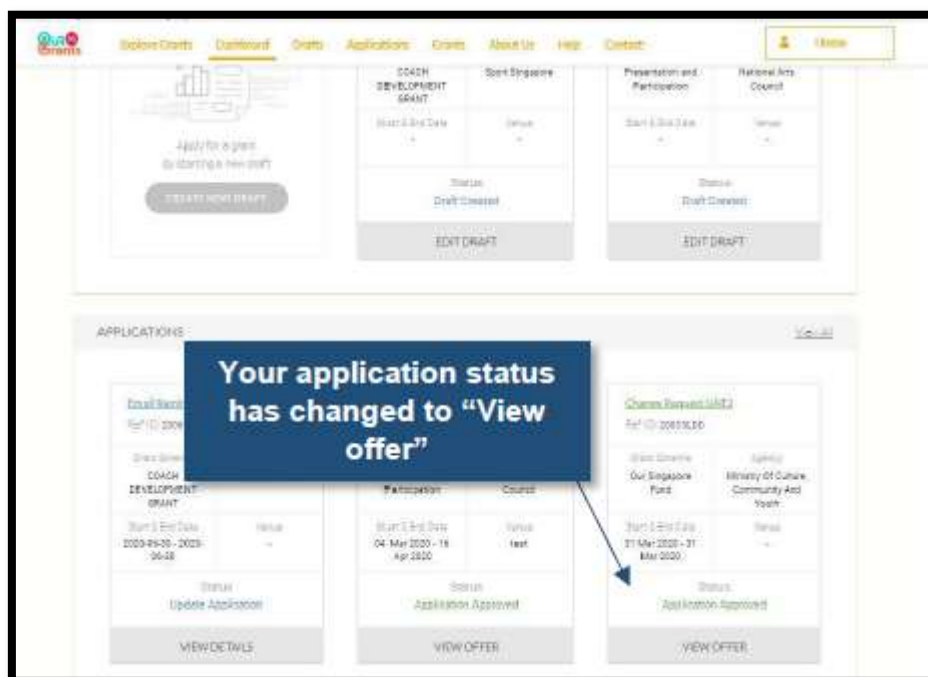
In the course of assessing the application, CMF Secretariat may request additional information about your application. An email notification will be sent to all contact person listed in the application:



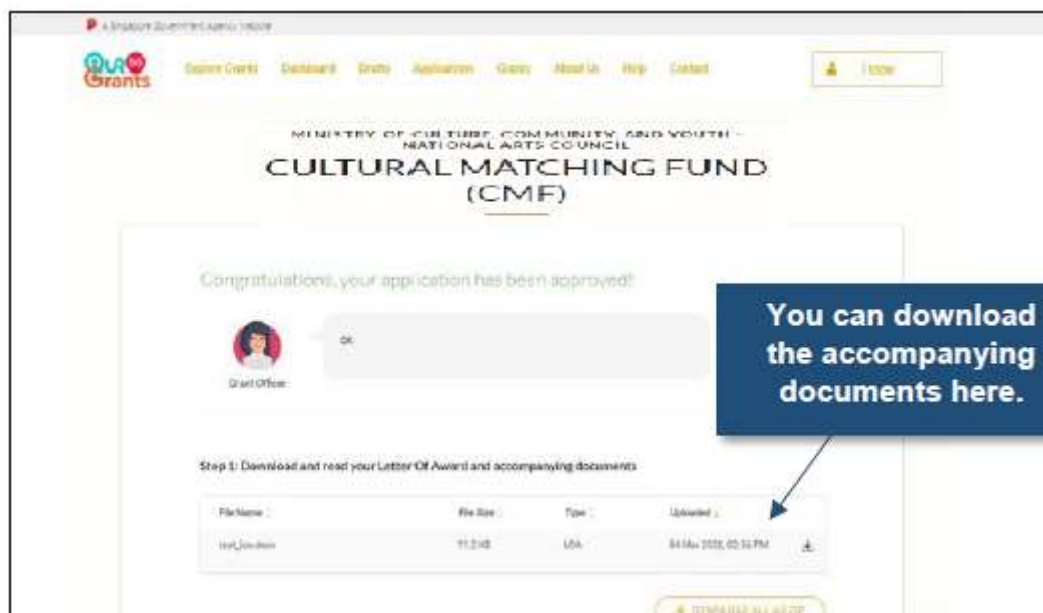
Alternatively, you may find that you need to submit more details to support your application. In this case, please contact the CMF Secretariat (please quote your Reference ID) via email [cmf@nac.gov.sg](mailto:cmf@nac.gov.sg)

## Accepting Grant Award

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

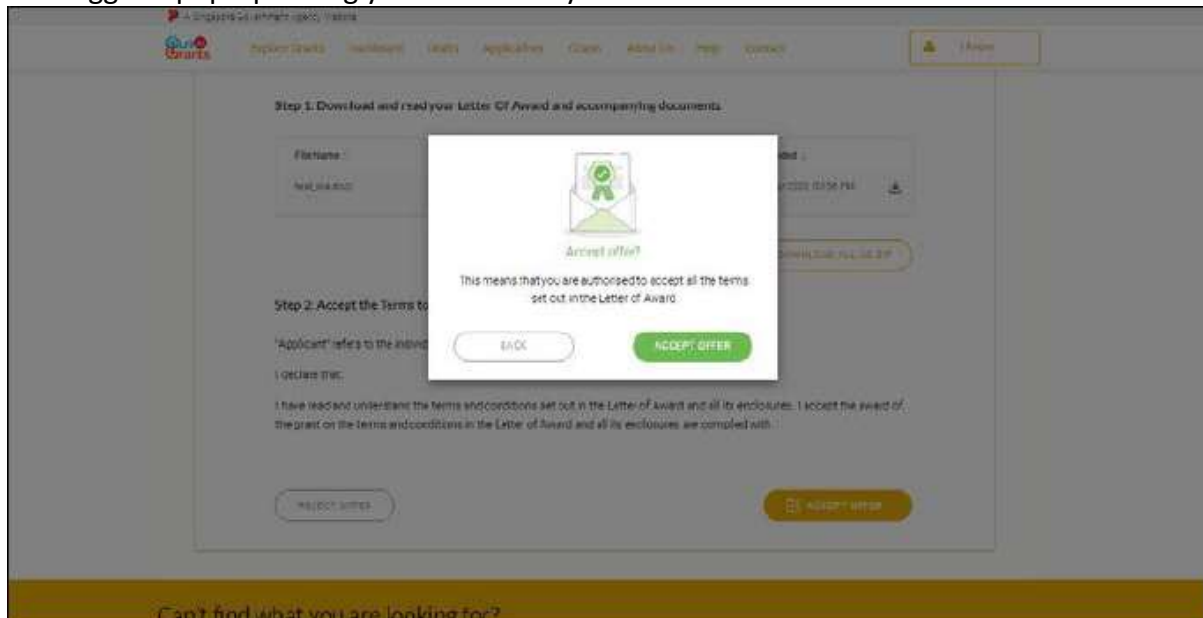


Click on the "View Offer" icon to review the terms of the grant awarded and accept or reject the grant.

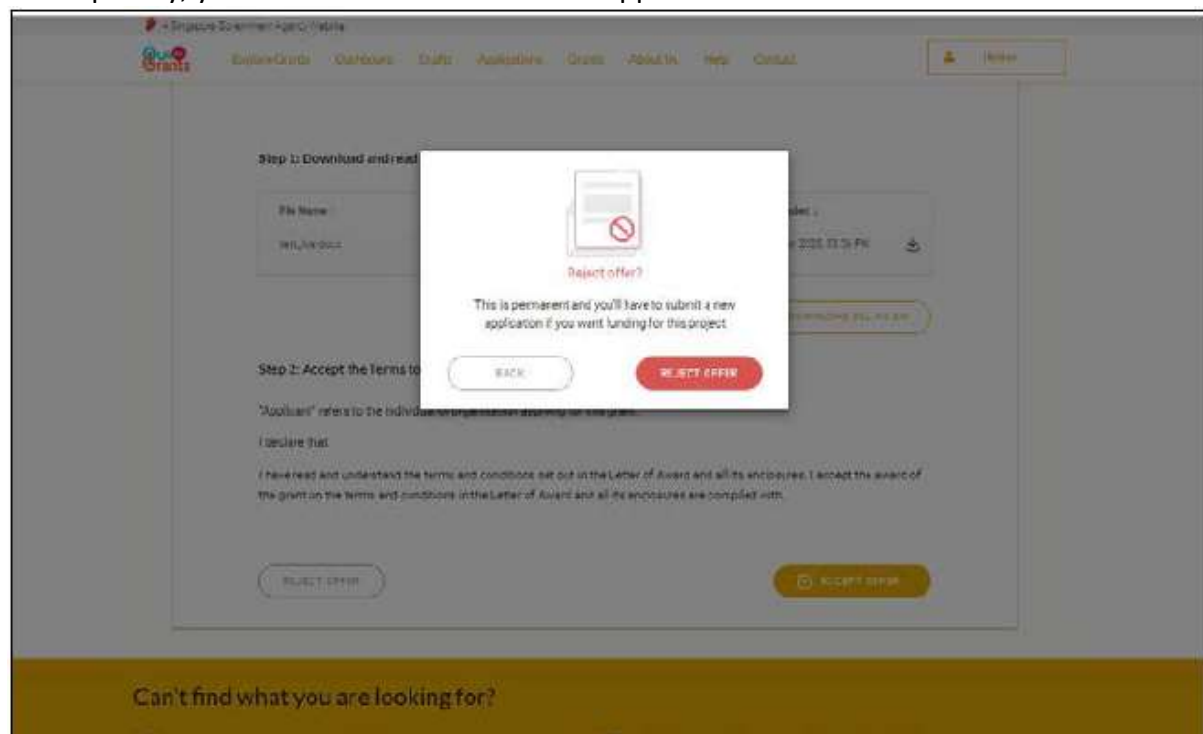


**Note: The following LOA acceptance can only be done by the “Acceptor” role as assigned in the CorpPass portal.**

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



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



If you have accepted the application, CMF Secretariat contact you with more information to arrange for the disbursement. You will also see that the status on the grant key info page will change to reflect that you have accepted the offer.

The screenshot displays the CMF Grants portal interface. At the top, there is a navigation bar with links: Explore Grants, Dashboard, Grants, Applications, About Us, Help, and Contact. A user profile icon labeled 'I know' is on the right. The main content area is divided into several sections:

- PROJECT DETAILS:** Shows 'test\_18' as the Project ID, 'National Arts Council' as the Agency, and '12 Nov 2020 - 31 Dec 2020' as the Start & End Date. The Project Description is 'test\_18'.
- STATUS:** Displays 'Offer Accepted' in green. A green button labeled 'VIEW OFFER' is visible. Below this, it says 'Last Updated 18 Mar 2020 03:10 PM'.
- HISTORY:** A table showing the application process:

Action	By	When
Offer Accepted	Applicant	03:12 PM
Application Approved	Agency	18 Mar 2020, 04:30 PM
Processing Application	Agency	18 Mar 2020, 04:32 PM
Application submitted	Applicant	18 Mar 2020, 03:54 PM
Offer Created	Applicant	18 Mar 2020, 03:31 PM
- AGENCY CONTACT:** Provides the contact information for the National Arts Council: 80 Goodman Road, Goodman Arts Centre, Blk A #01-01, Singapore 439053.
- DOCUMENTS (3):** A section for related documents.

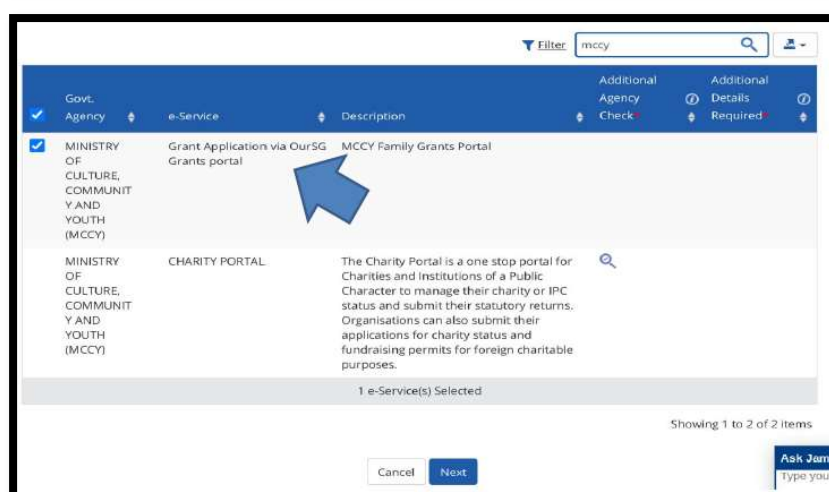
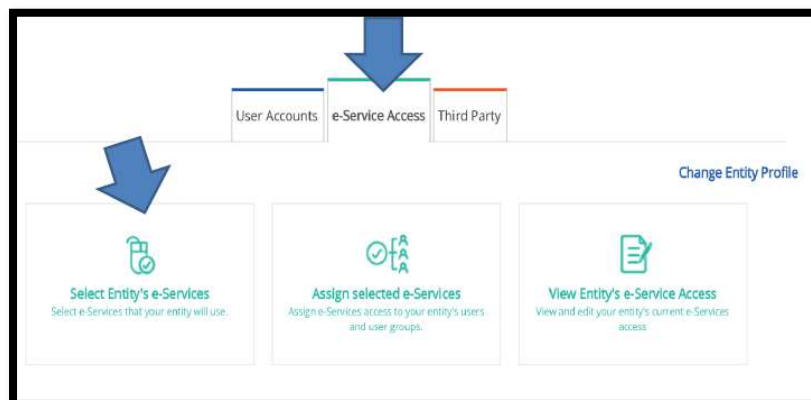
Two callout boxes are present:

- A blue box on the left says 'Click here to access your grants' with an arrow pointing to the 'Applications' link in the top navigation bar.
- A blue box on the right says 'The application status has been updated.' with an arrow pointing to the 'VIEW OFFER' button in the STATUS section.

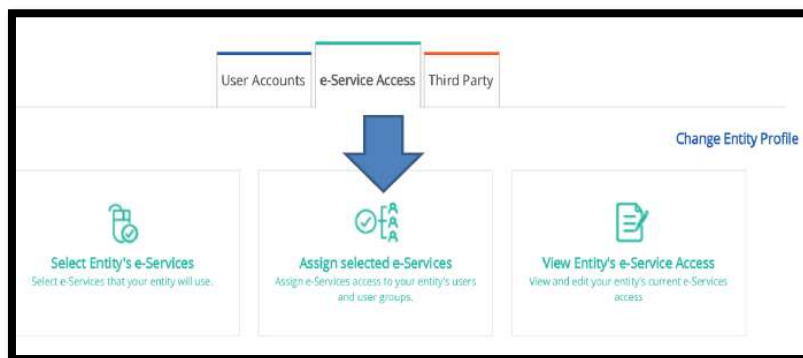
## Setting up your CorpPass account to access OSG Portal

For organisations/users that are new to the OSG portal, your organisation's CorpPass admin should log in to <http://www.corppass.gov.sg> to add OSG portal and assign users to this e-Service.

### Step 1: Add e-Service



## Step 2: Assign Users to e-Service



The screenshot shows the 'Assign Selected e-Services' page. At the top, there is a progress bar with four steps: 1. Select Users (highlighted in red), 2. Select e-Services, 3. Enter Details, and 4. Review & Submit. Below the progress bar, a message states: 'Ensure that you have selected e-Service(s) for your Entity before assigning it to your user account(s).' The main section is titled 'Select from your entity's CorpPass user accounts.' and includes a 'Filter' button and a search bar. Below this is a table with columns: 'Full Name', 'Email Address', 'CorpPass ID', and 'User Type'. Two rows are visible, each with a blue checkmark in the first column. Below the table, it says '2 user(s) selected.' and 'Showing 1 to 2 of 2 items.' At the bottom, there is a message: 'Can't find a user? You may have not created the user account. Click [here](#) to do so.' and two buttons: 'Cancel' and 'Next'.

The screenshot shows the 'Grant Application via OurSG Grants portal' page for the 'MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)'. The page has a 'Role\*' dropdown menu with a red information icon. The dropdown is open, showing options: '--- SELECT ---', 'Preparer', 'Submitter', and 'Acceptor'. To the right of the dropdown, there are two date fields: 'Authorisation Effective Date' and 'Authorisation Expiry Date', both with red information icons and calendar icons.

**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.