OurSG Grants (OSG) Portal

NAC Grant Application and Claim Submission User Guide

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

NAC's grant applications have been progressively on-boarded to the OurSG Grants (OSG) Portal since 2019. The **Presentation & Participation (P&P) Grant** (which includes P&P General and Publishing), **Market and Audience Development (MAD) Grant, Capability Development (CD) Grant, Creation Grant, Major Company Scheme (MCS), Tote Board Arts Fund (TBAF), Cultural Matching Fund (CMF) and stART Fund** have been migrated onto the OSG. The **Multicultural Arts Programme (MAP) Grant** (which includes MAP Productions and MAP Ecosystem Development), introduced in 2026, has also been onboarded onto the OSG Portal.

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

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GETTING STARTED

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

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

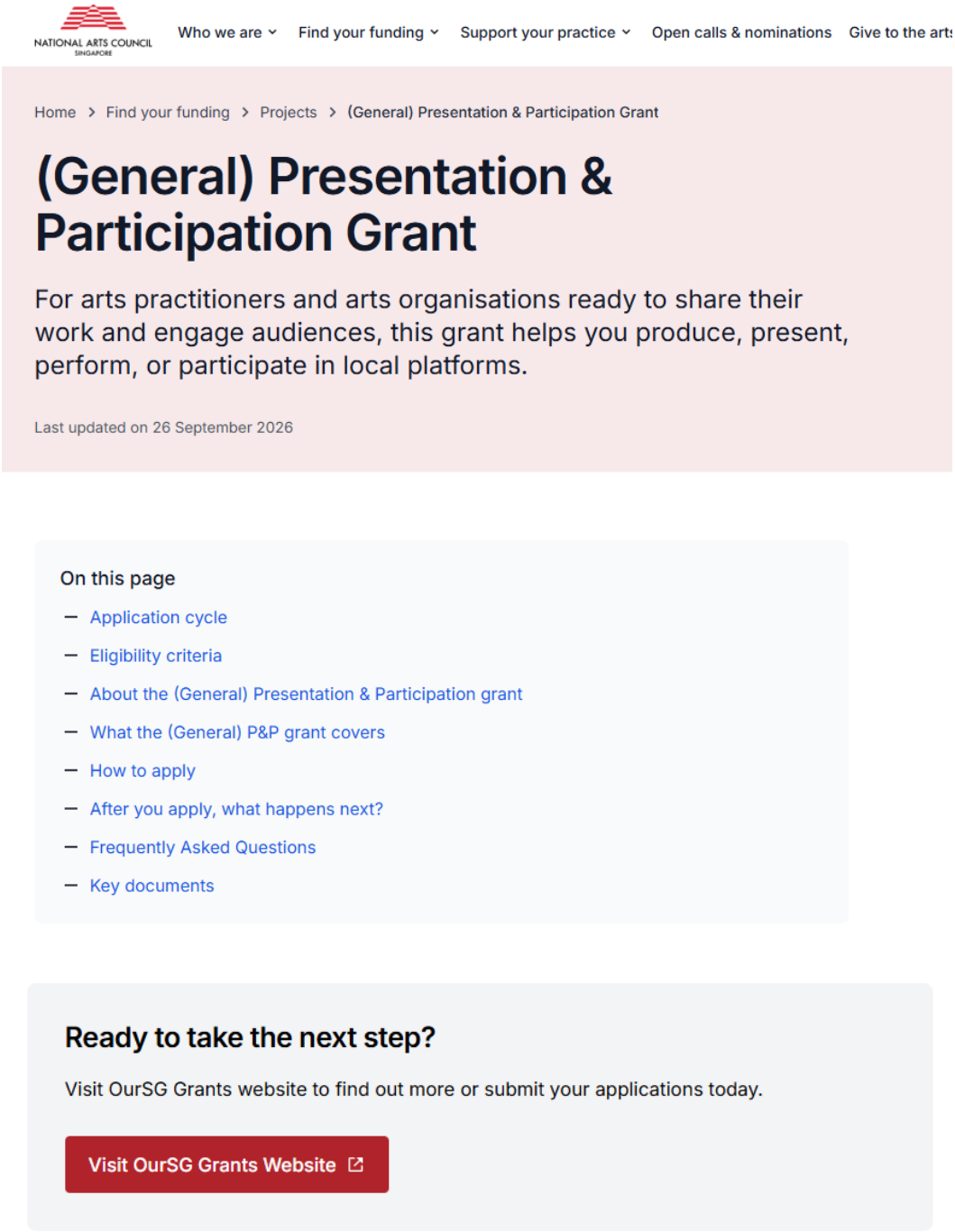


Figure 1: Presentation and Participation Grant webpage on the NAC website

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

Individual applicants, or lead applicants for a collective[1] 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 on OSG, and can start your application as soon as you have logged in.

Representatives of organisations (societies registered with the Registry of Societies, or companies registered with ACRA) should choose to log in via Organisation. Both SingPass and CorpPass account are required for the log-in.

Individual/Collective Log-in:

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

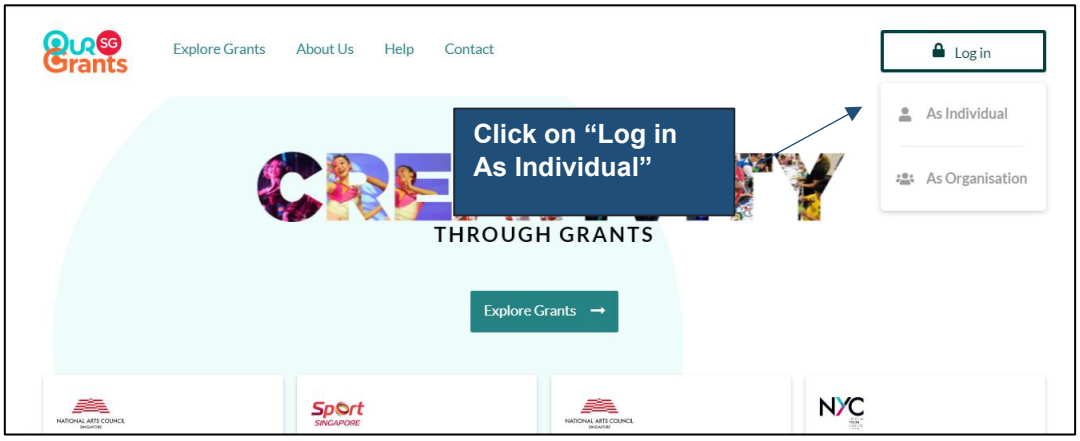


Figure 2: OurSG Grants Portal landing page

Applicants will be redirected to log-in via SingPass.

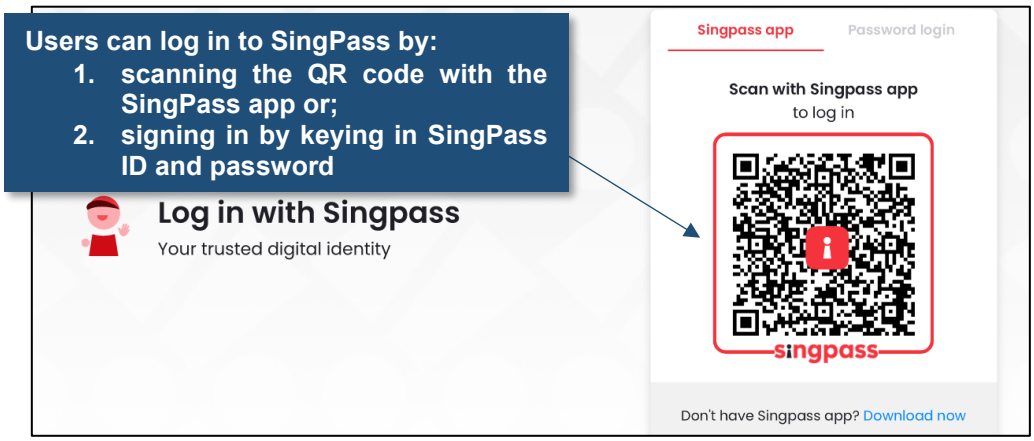


Figure 3: SingPass log-in page for Individual

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

Organisation Log-in:

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

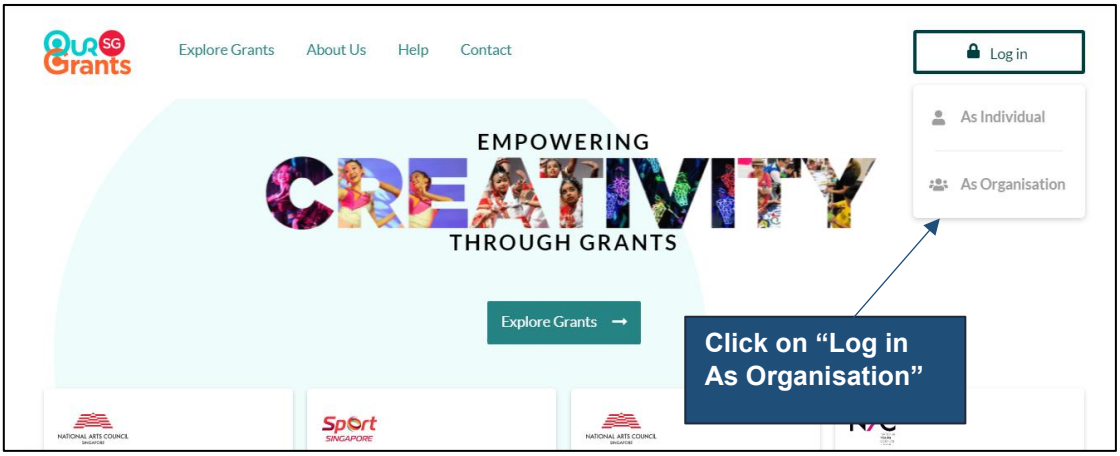


Figure 4: OurSG Grants Portal Landing Page

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

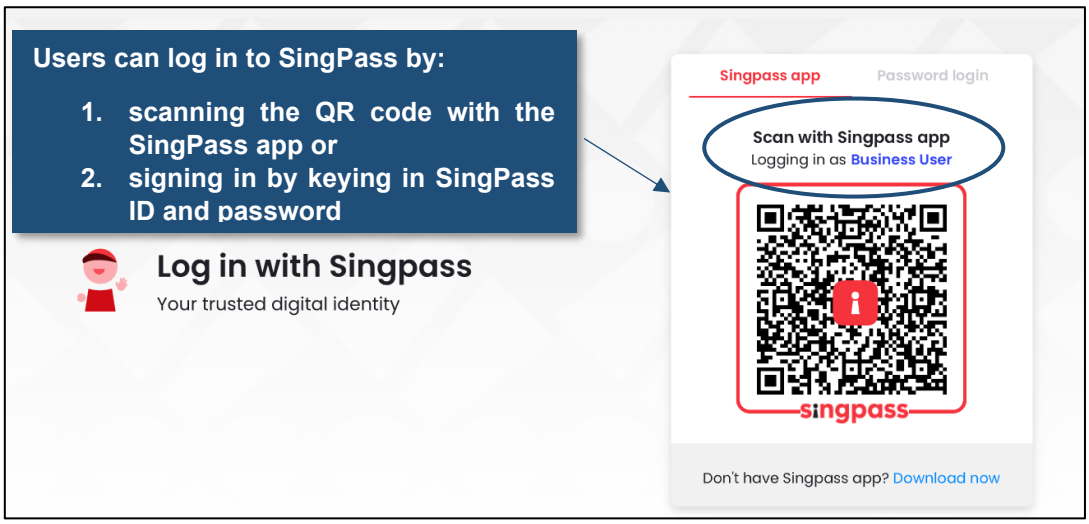


Figure 5: SingPass Log-in page for Business Users

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

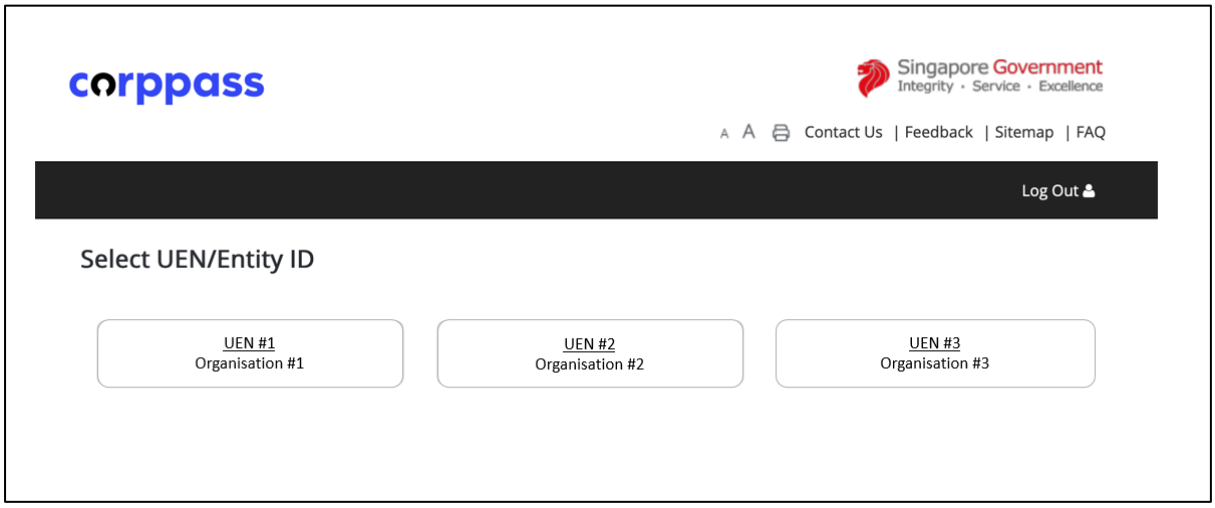


Figure 6: CorpPass log-in to select entity (for applicants with multiple CorpPass accounts only)

Important note:

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

You may also wish to call the SingPass helpline at 6335 3533.

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

You may also wish to call the CorpPass helpline at 6335 3530

To transact with the OurSG Grants Portal, your CorpPass will need to be set up to link with the portal. Please refer to Guide for Corppass Admin for the step-by-step guide on how to do so.

CHOOSING THE RIGHT GRANT

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

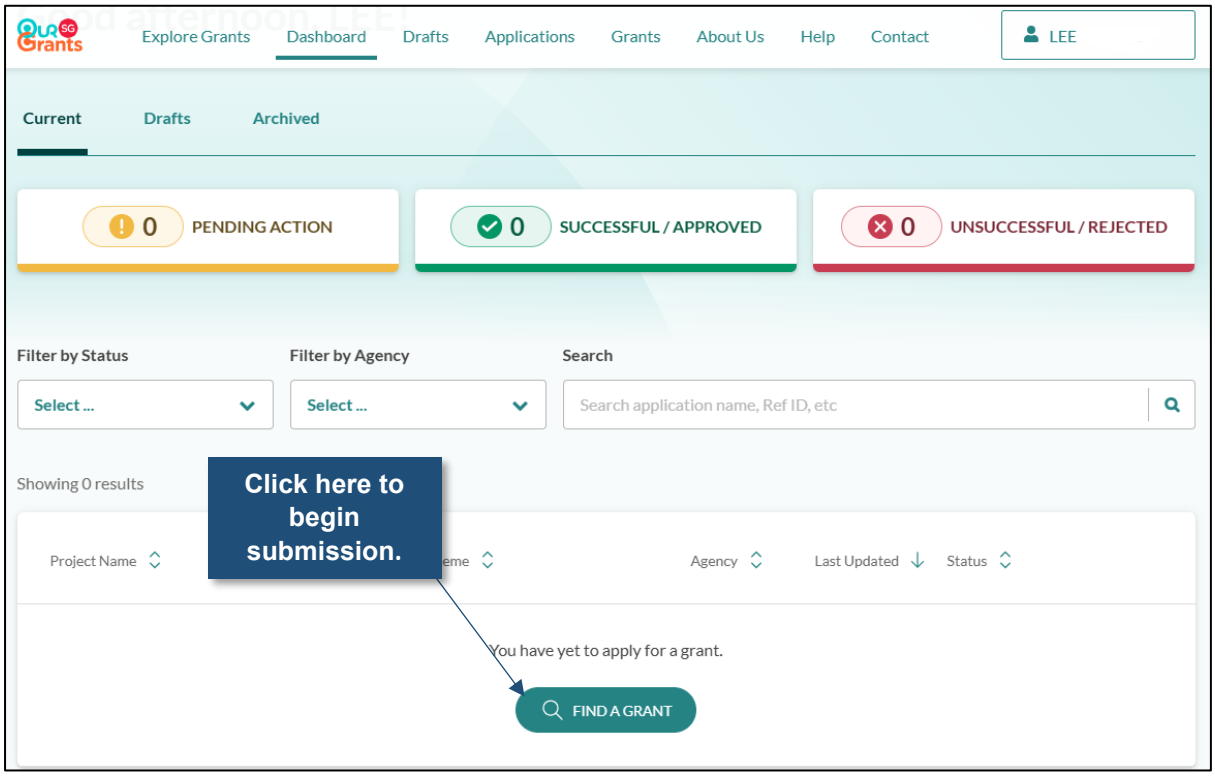


Figure 7: OSG Dashboard – For first time applicants

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

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

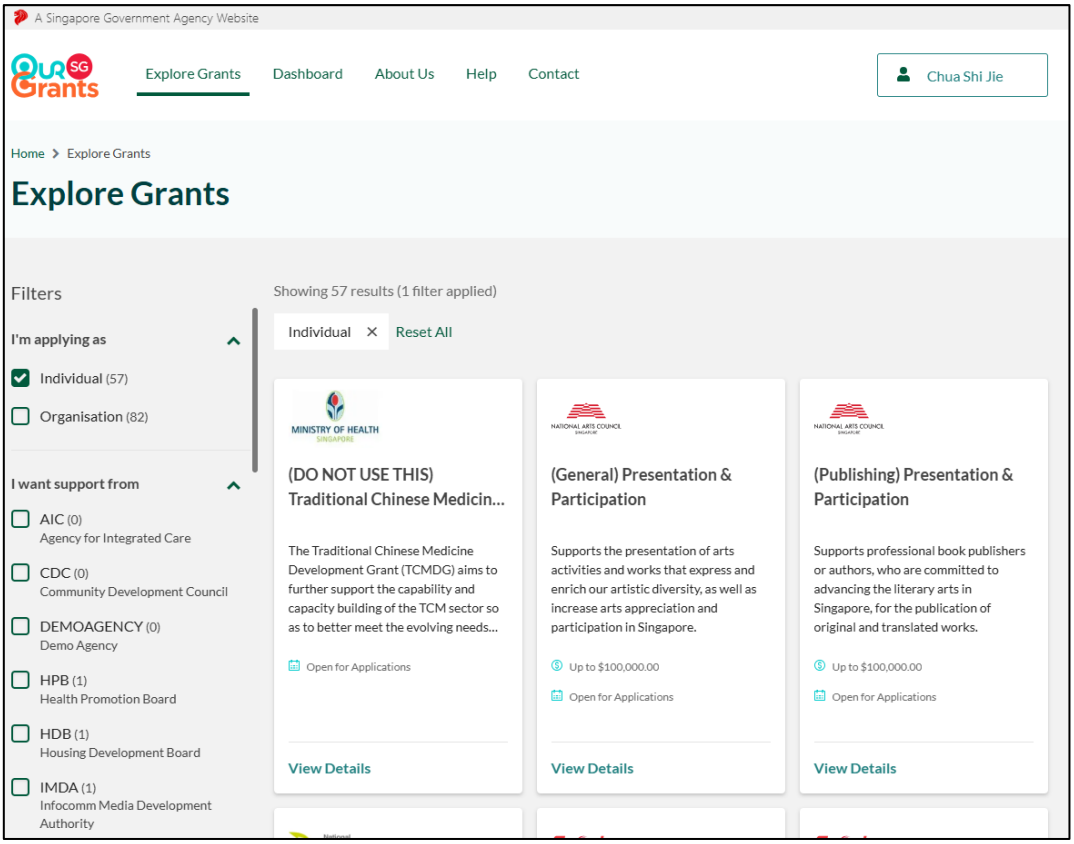


Figure 8: Use the filters on the left to narrow down and display grants that match your selected criteria

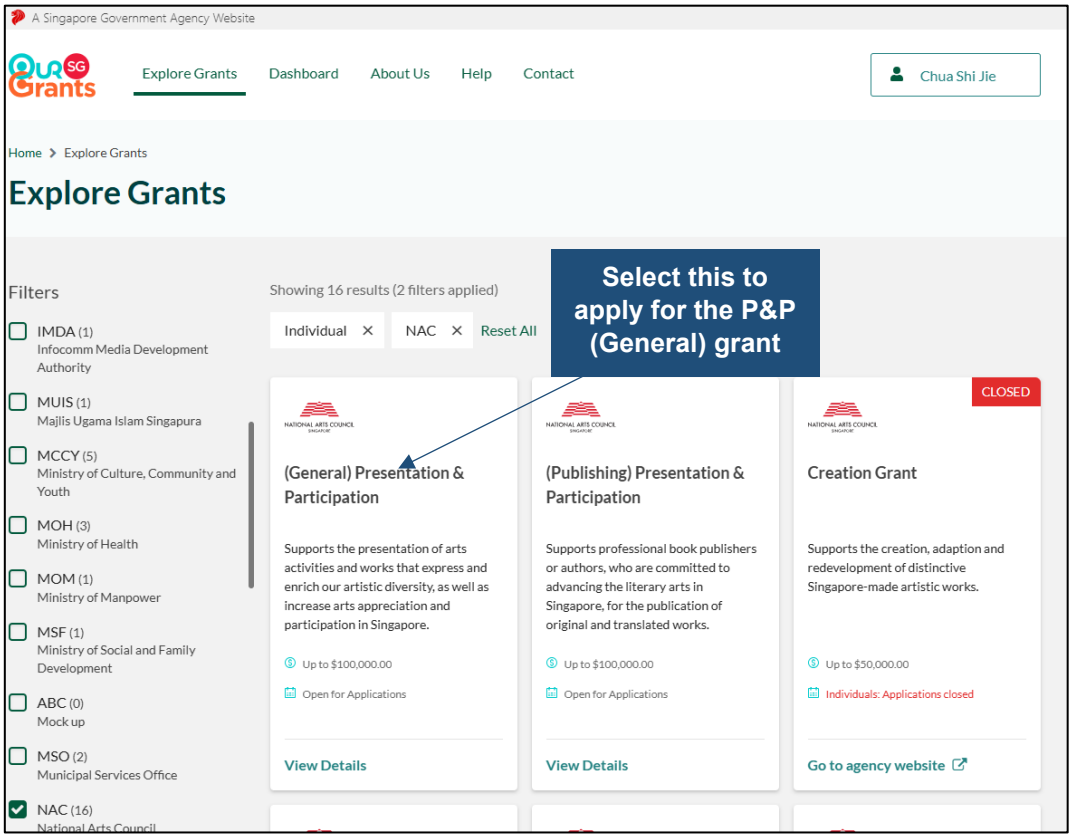


Figure 9: To illustrate grants available under NAC for Individual

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

STARTING YOUR APPLICATION

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

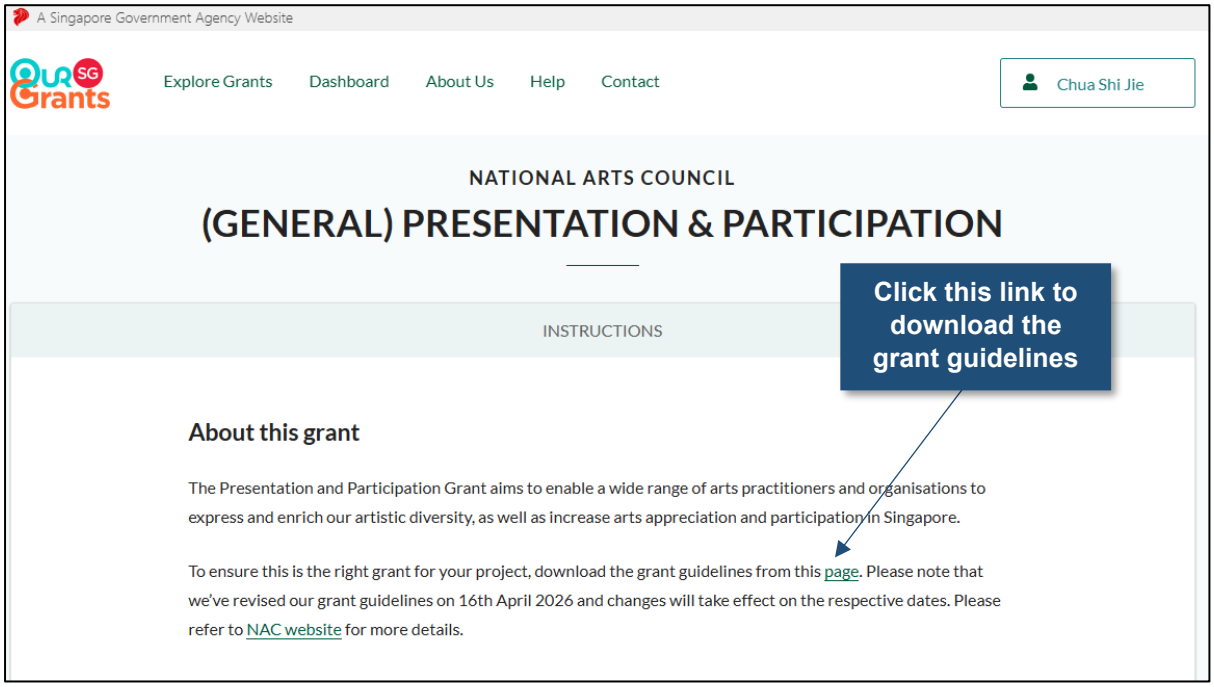


Figure 10: Main application page for (General) Presentation & Participation Grant

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

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

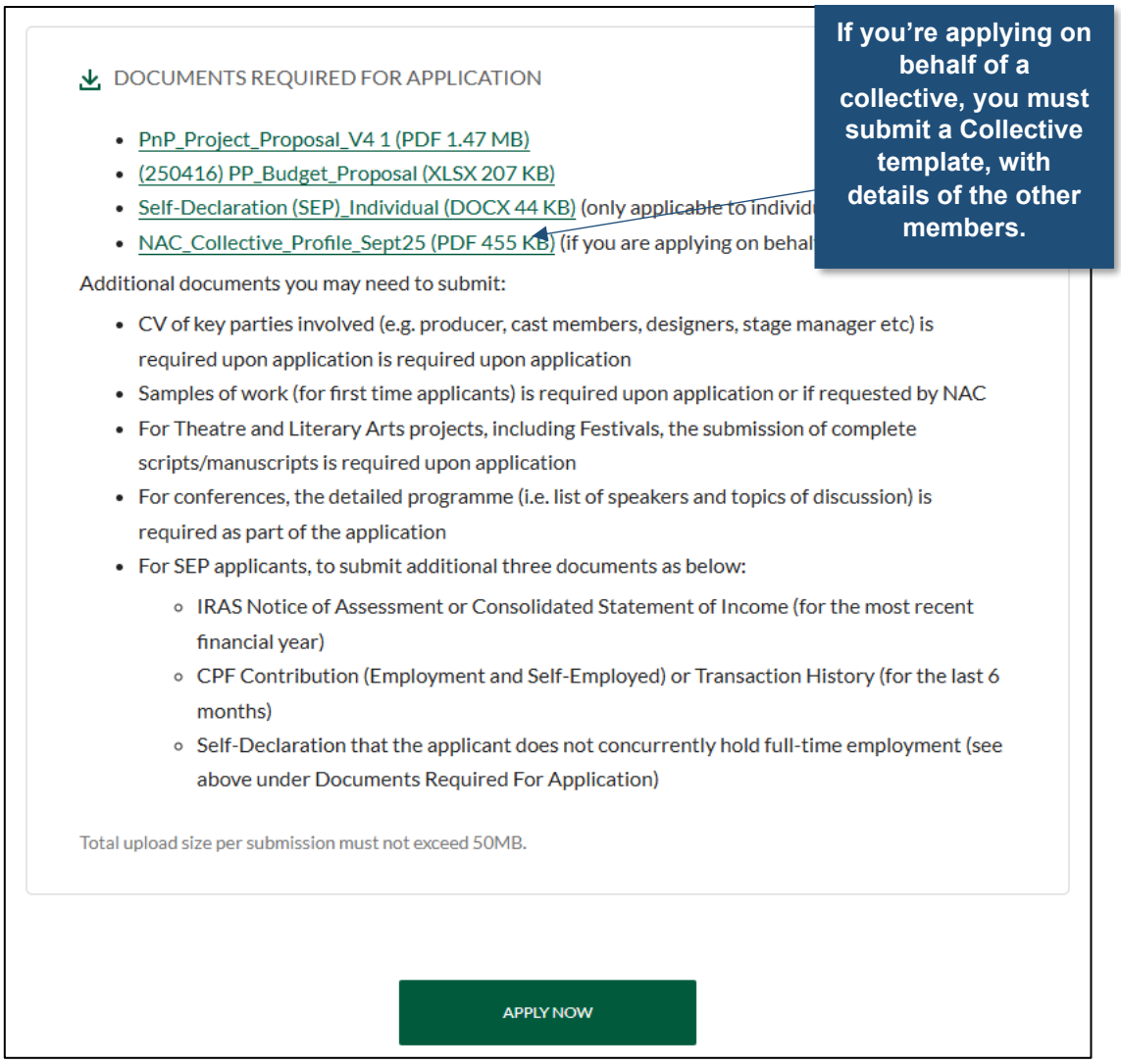


Figure 11: Main application page that details supporting documents for (General) Presentation & Participation Grant

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.

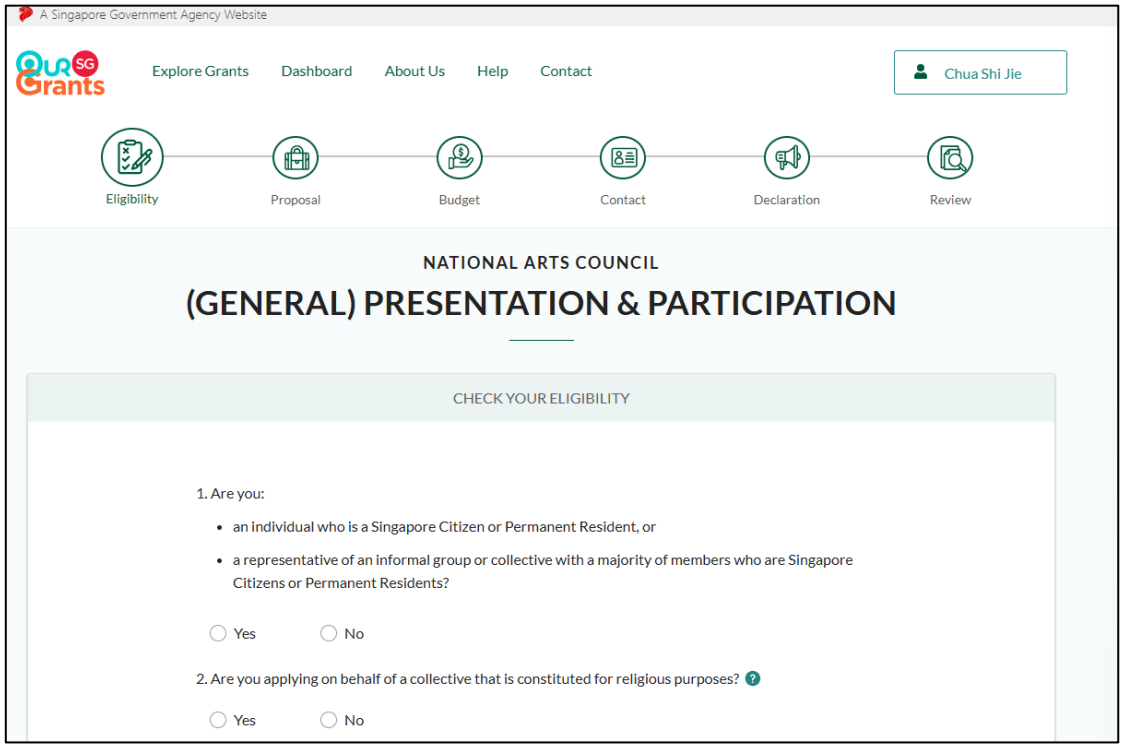


Figure 12: Eligibility page for (General) Presentation & Participation Grant

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

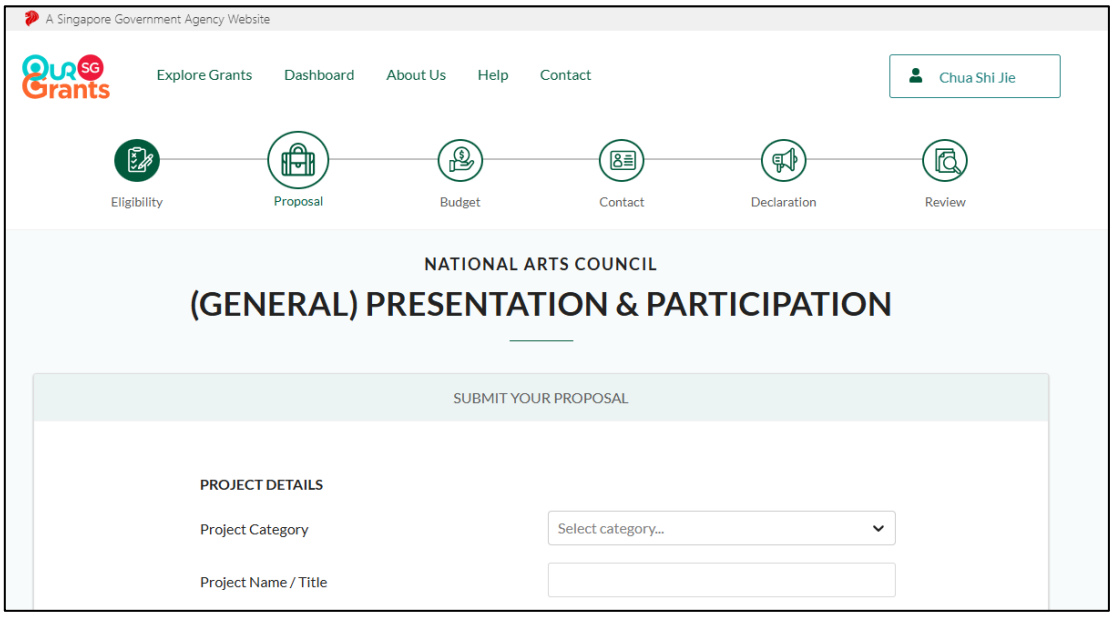


Figure 13: Proposal page for (General) Presentation & Participation Grant

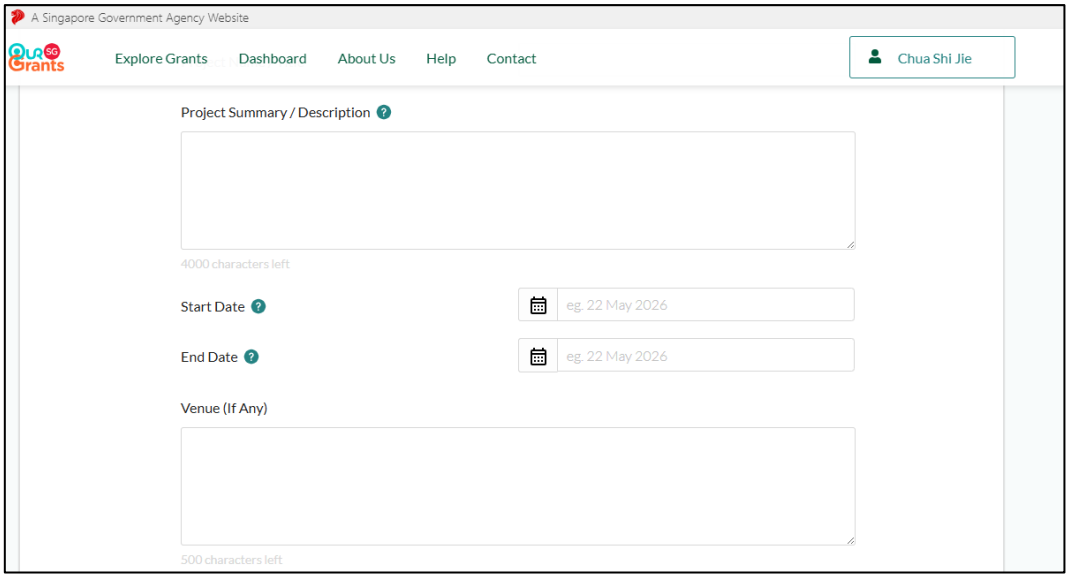


Figure 14: Proposal page for (General) Presentation & Participation Grant

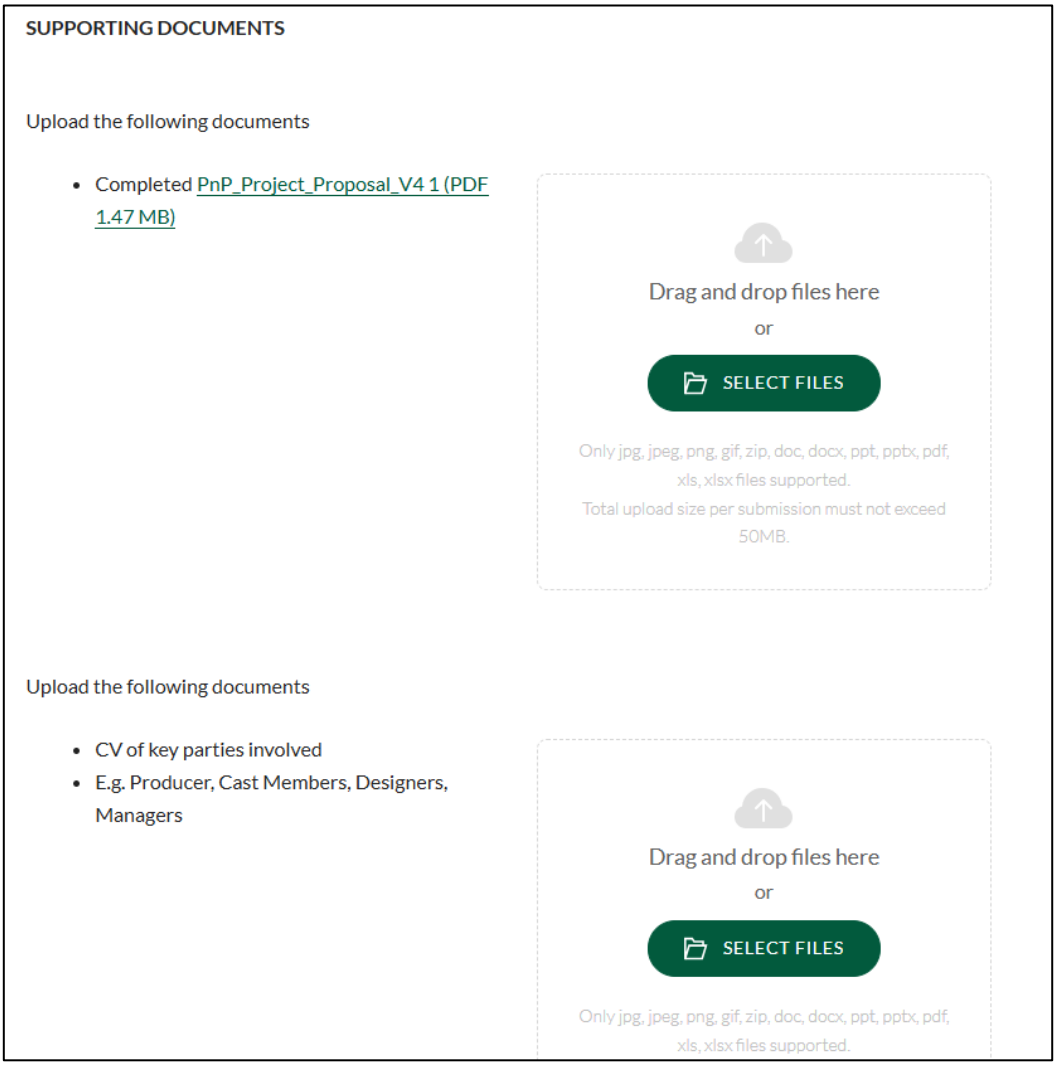


Figure 15: Proposal page for (General) Presentation & Participation Grant

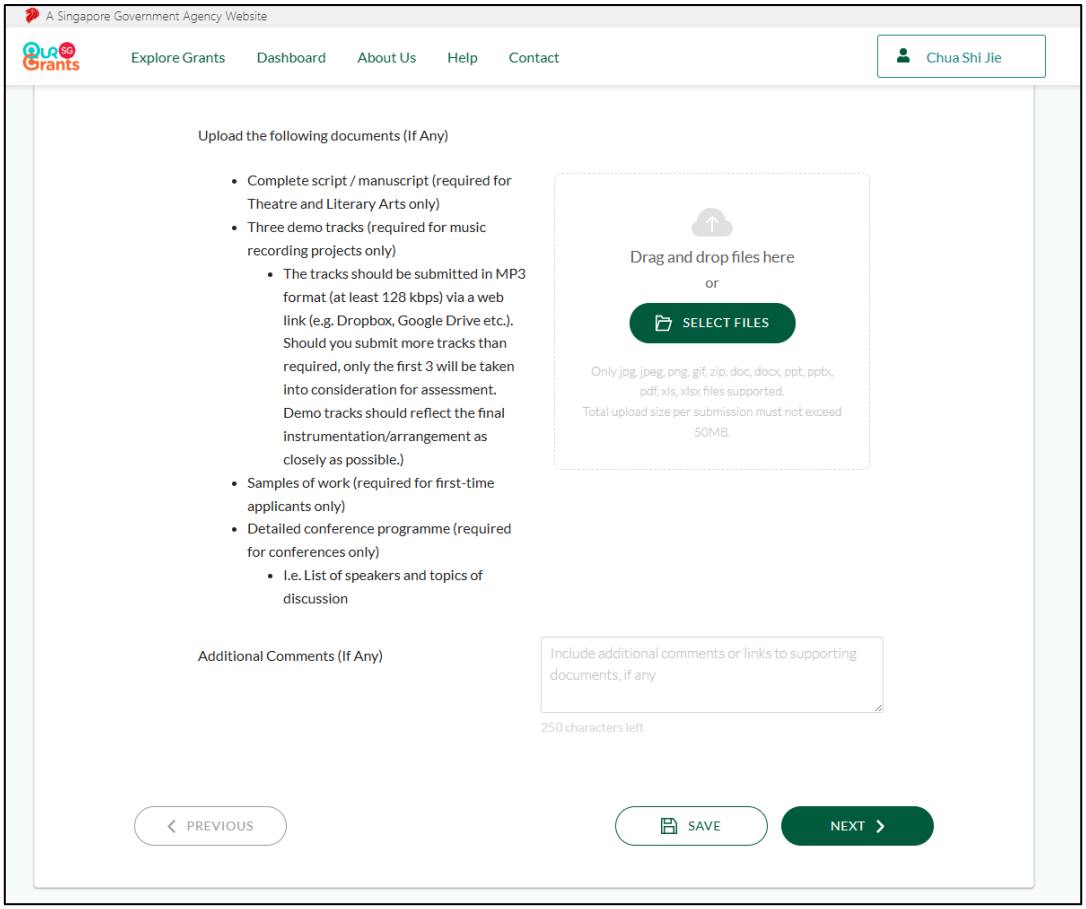


Figure 16: Proposal page for (General) Presentation & Participation Grant

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

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

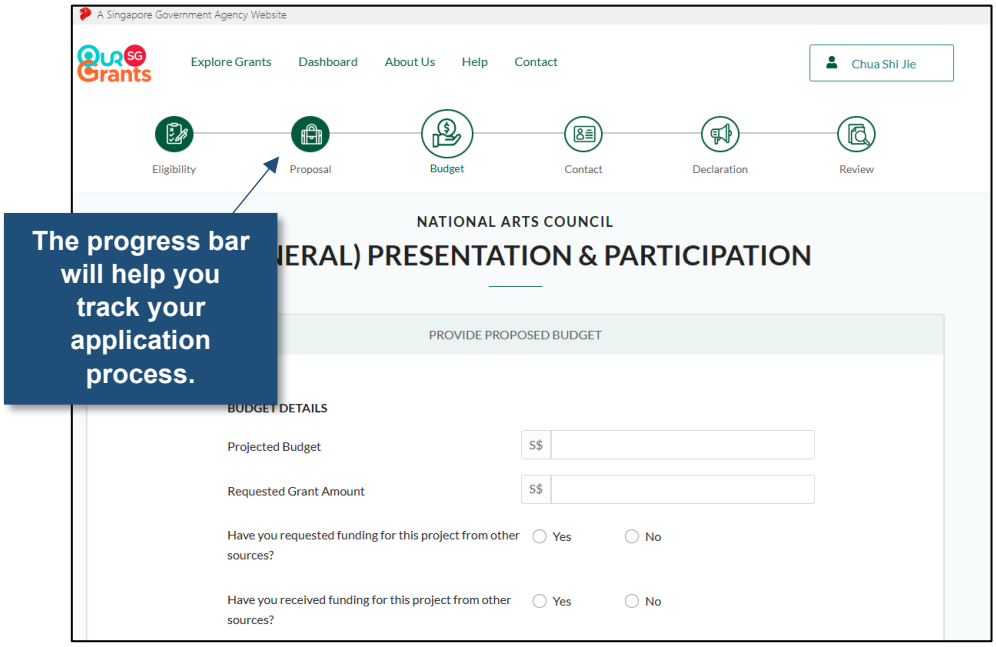


Figure 17: Budget page for (General) Presentation & Participation Grant

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

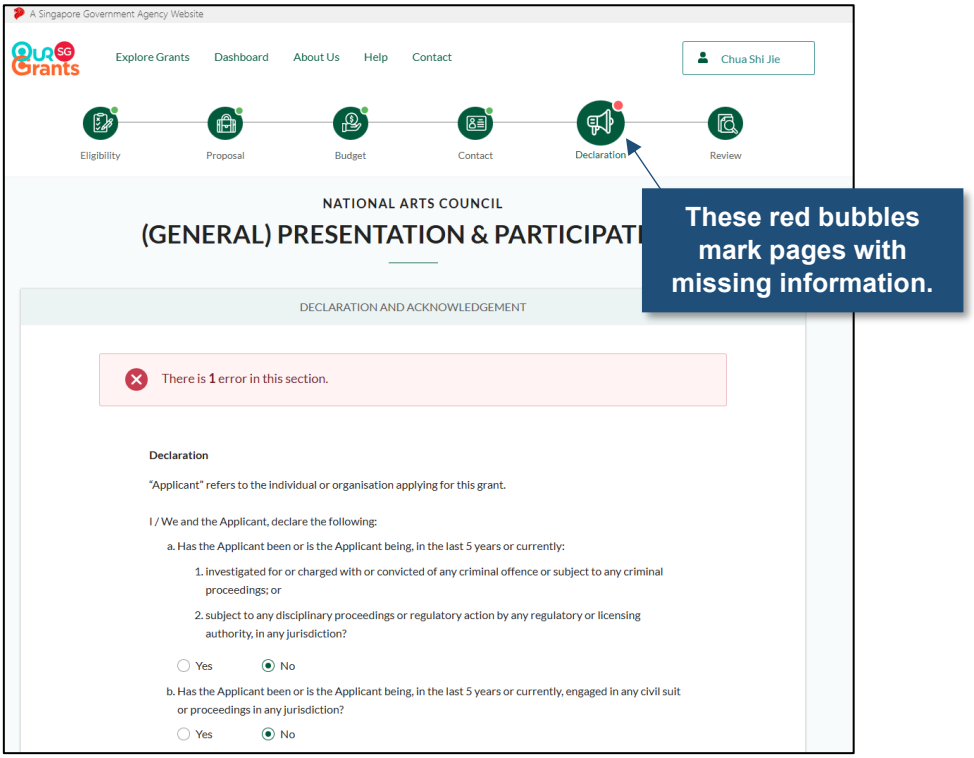


Figure 18: Declaration page for (General) Presentation & Participation Grant

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

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

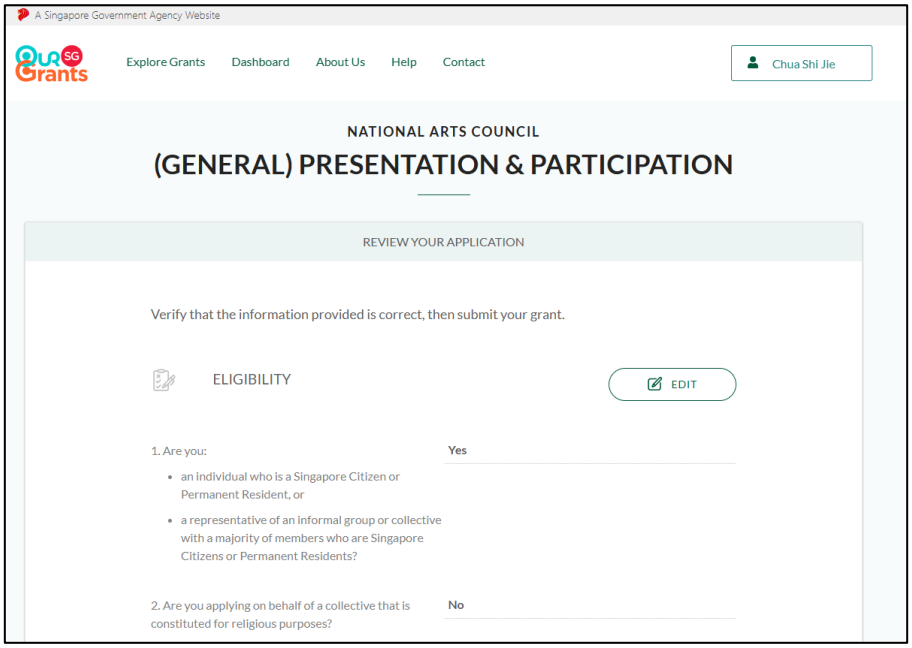


Figure 19: Review page for (General) Presentation & Participation Grant

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.

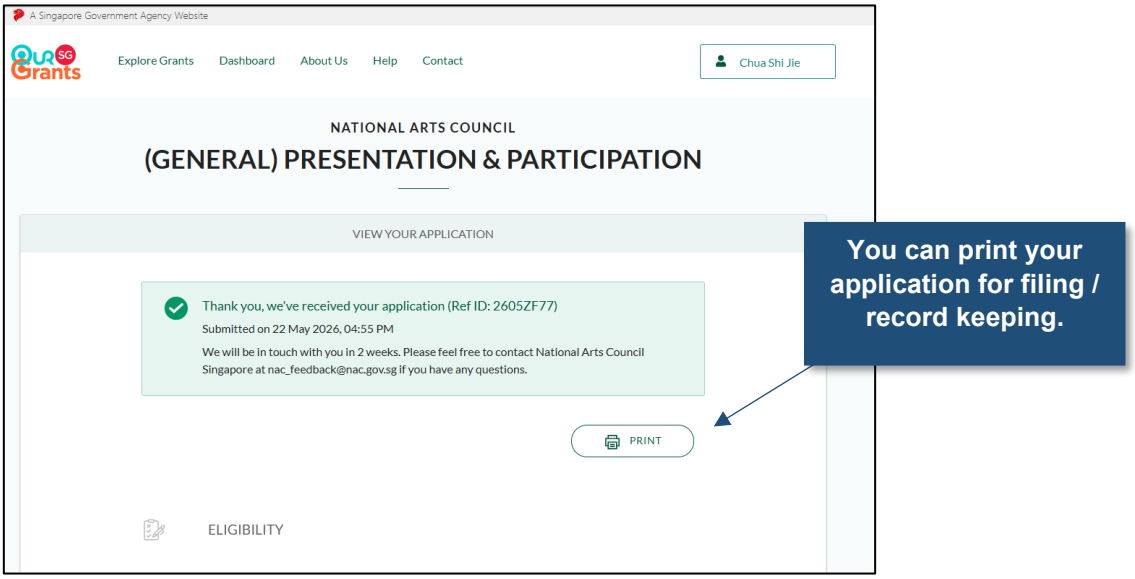


Figure 20: Application Submitted page for (General) Presentation & Participation Grant

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

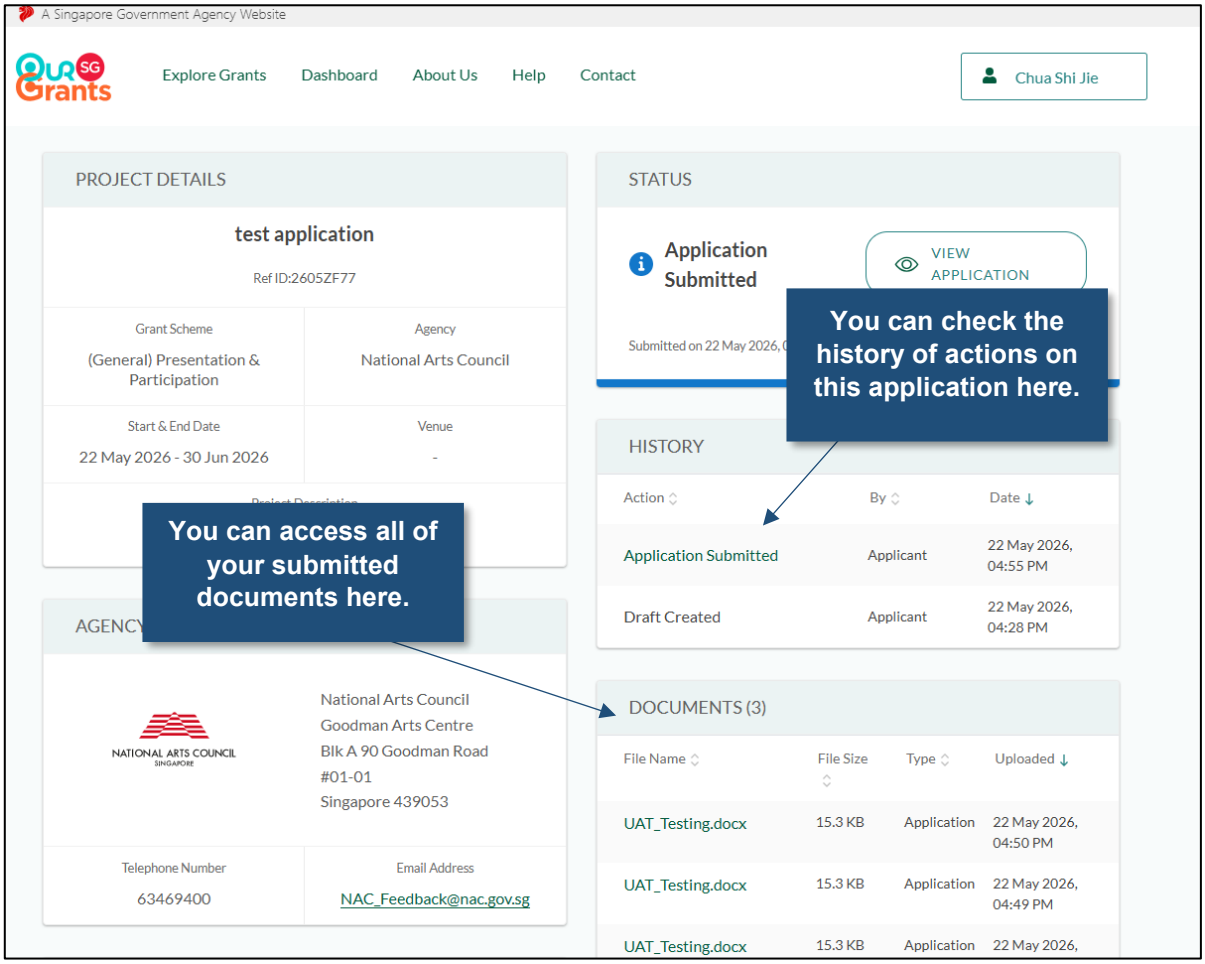


Figure 21: Key Info page for (General) Presentation & Participation Grant Application

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

SUBMITTING CLARIFICATIONS

In the course of assessing the application, your Grant Officer 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, you should contact either your assigned Grant Officer, or NAC at NAC Feedback Form | FormSG for advice on the next steps.

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

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

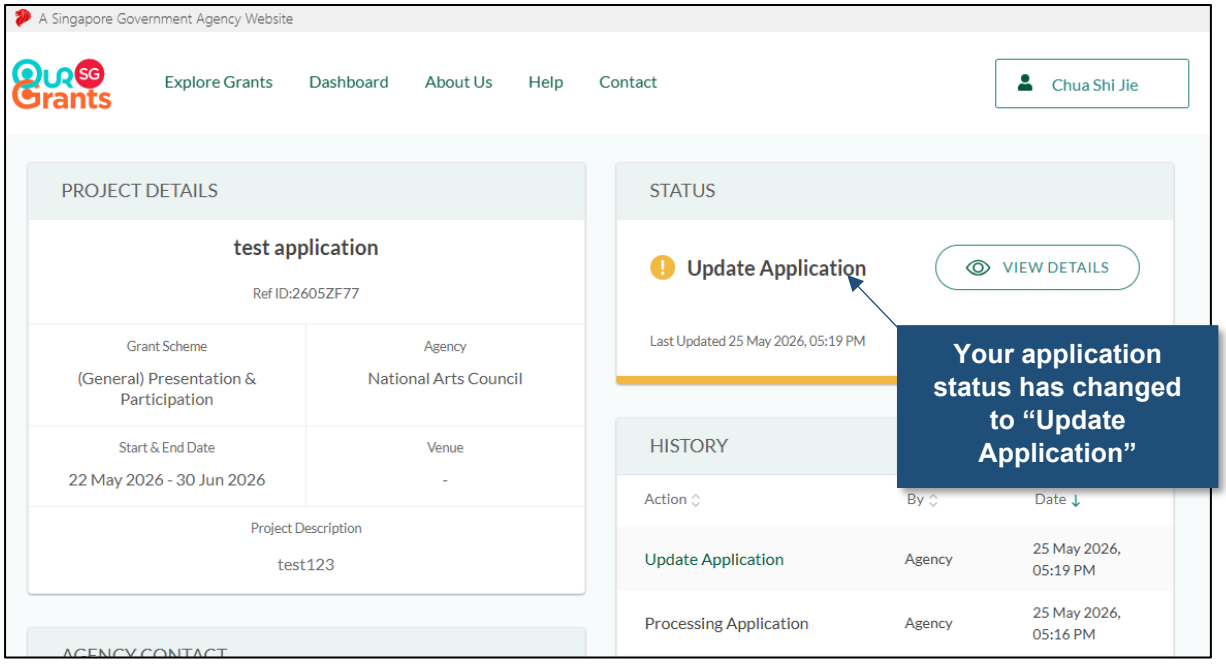


Figure 22: Key Info page for (General) Presentation & Participation Grant Application [Update Application]

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

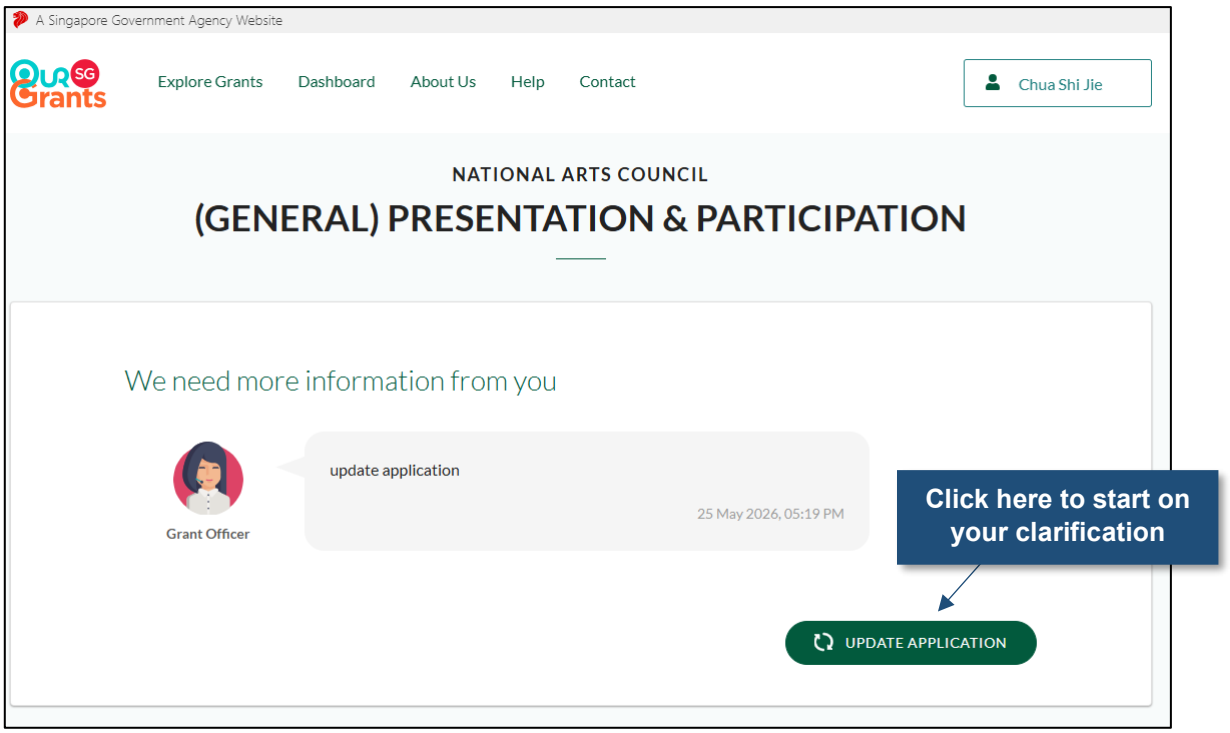


Figure 23: Comments on Grant Officer page to update application

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 contact us through NAC Feedback Form | FormSG with your reason.

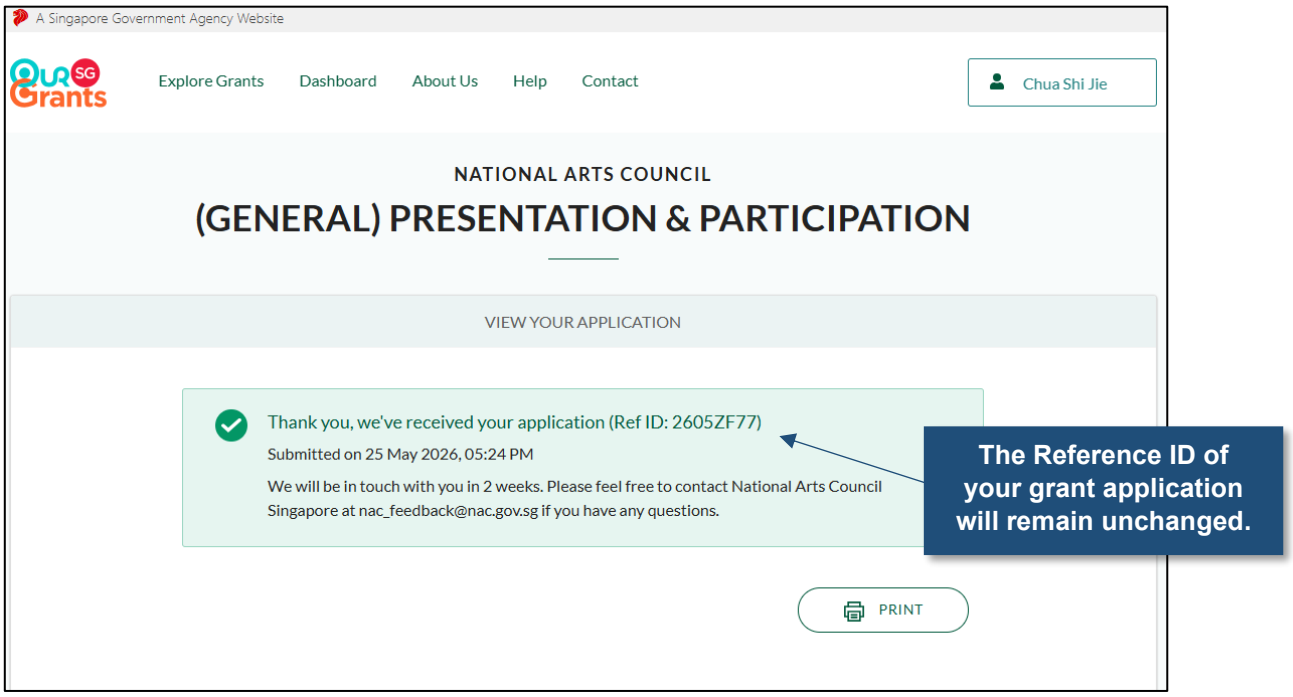


Figure 24: Successful submission of updated application

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.

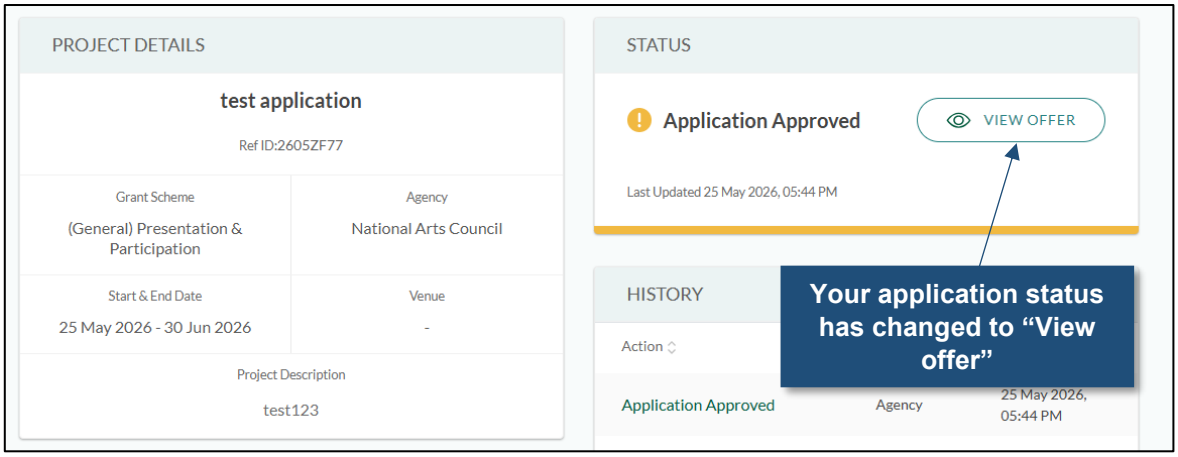


Figure 25: Key Info Page for Application Approved

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

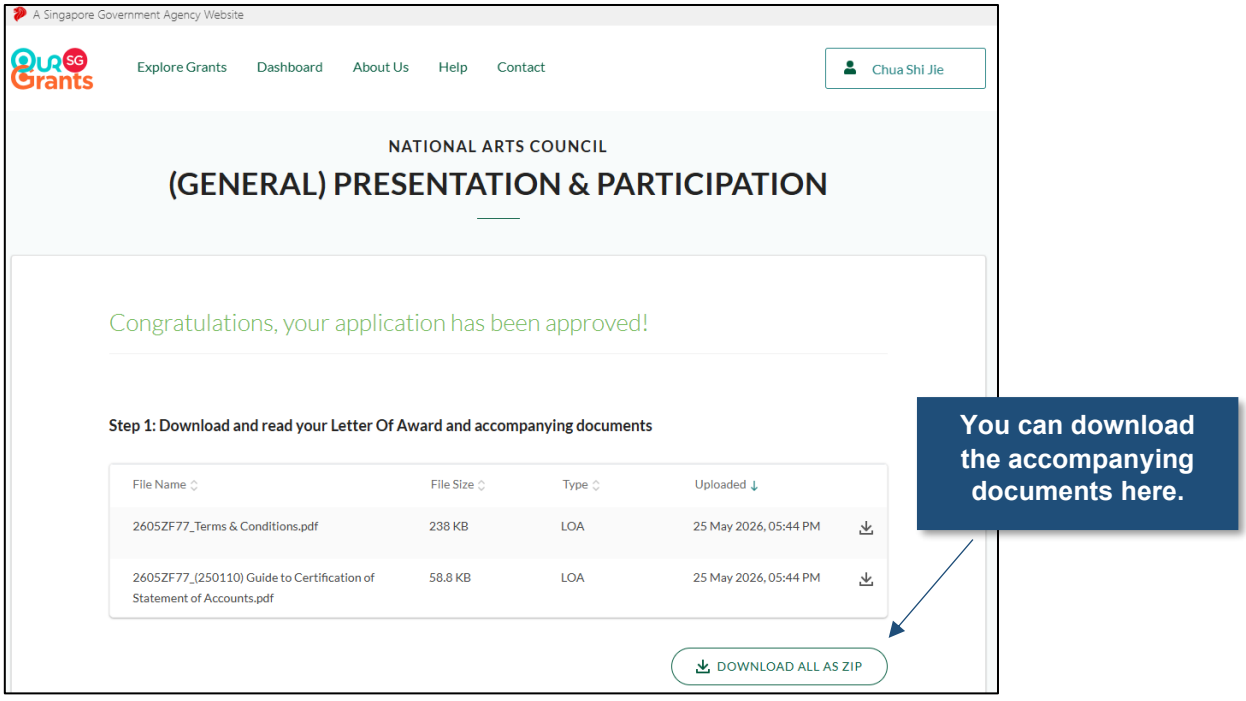


Figure 26: Page upon clicking 'View Offer'

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.

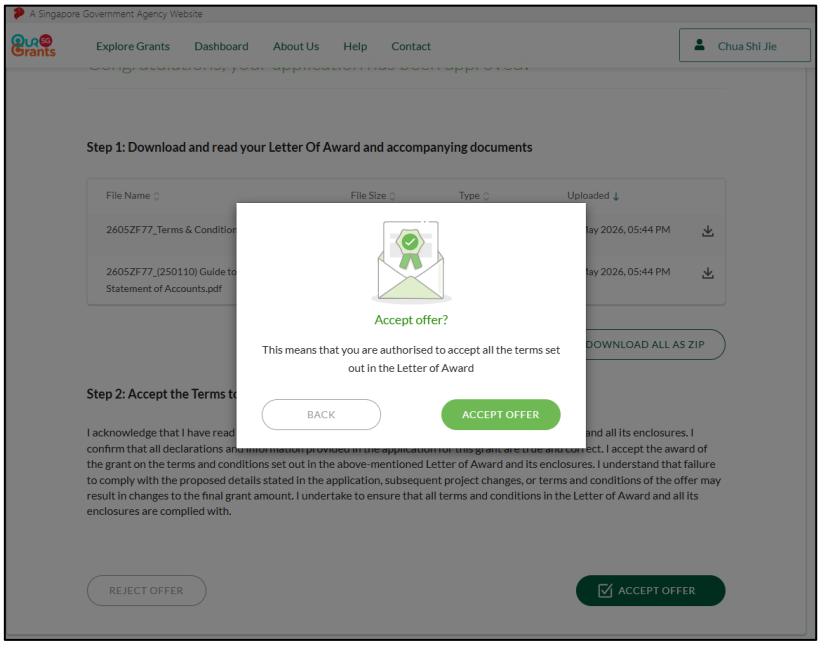


Figure 27: Accept Award

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

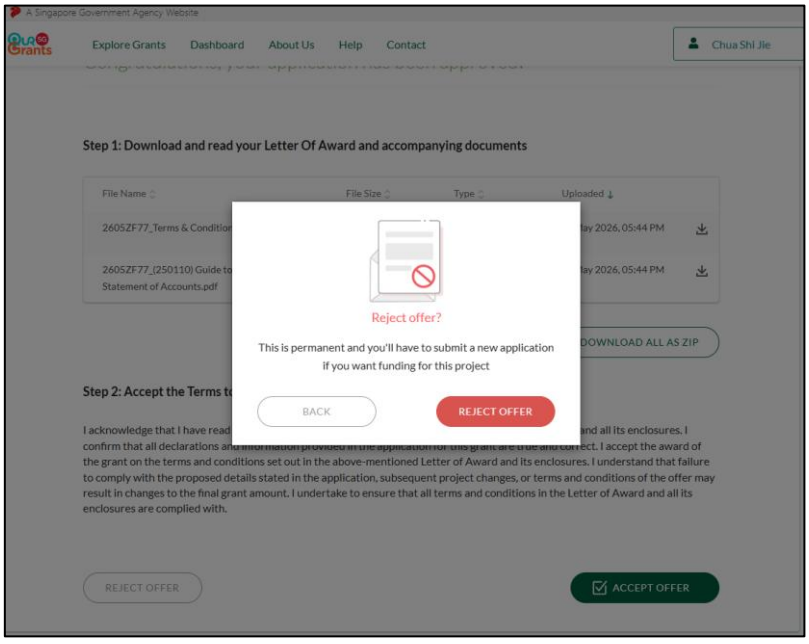


Figure 28: Reject Award

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

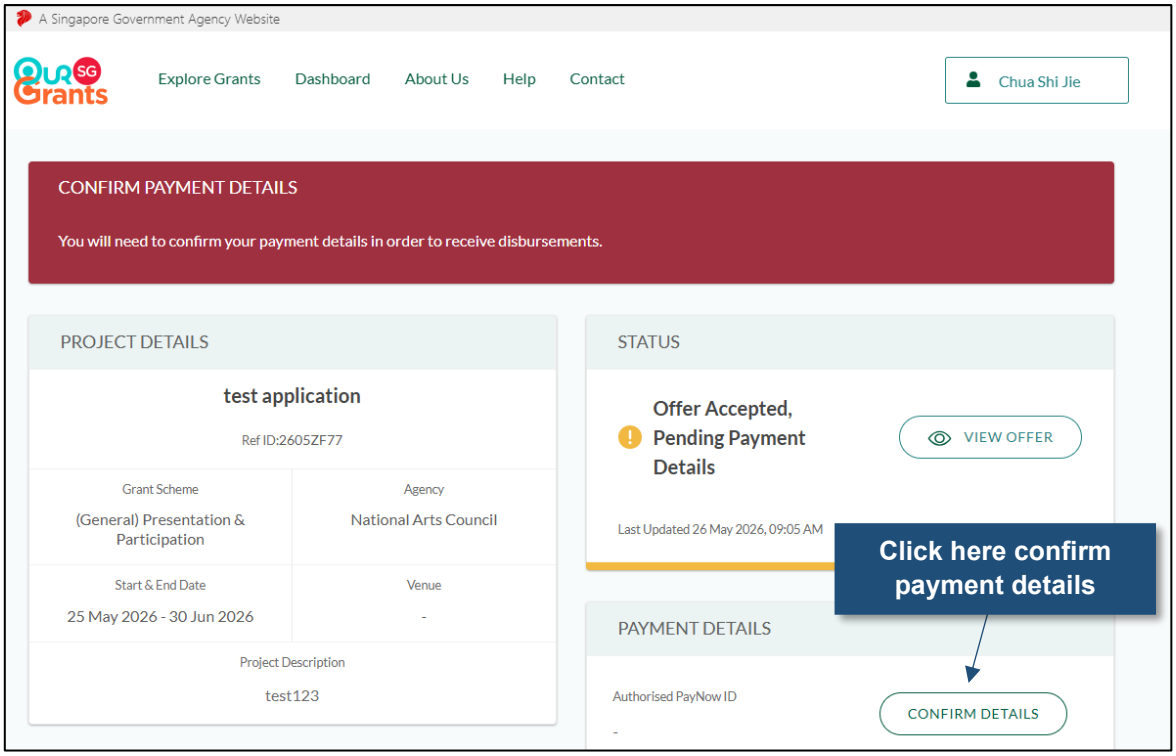


Figure 29: Key Info Page Pending Payment Details

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

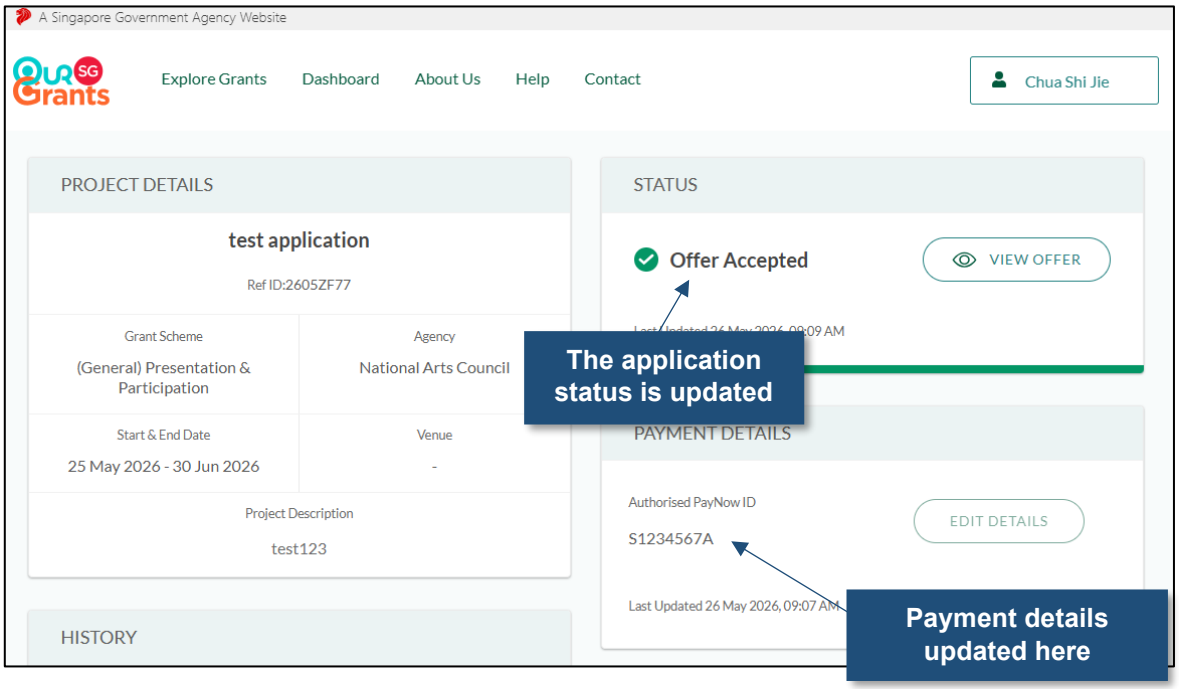


Figure 30: Key Info Page Payment Details Updated

You will not be required to do anything else as NAC will do the necessary to arrange the first disbursement for funding. Once payment has been successfully processed, you will receive a payment confirmation sent to your email. The grant status will change from **"Offer Accepted**" to "**Claim Reviewed"** in the status column of the selected grant page in the **Grants** section. Payment will be disbursed in the registered bank account within three to seven working days.

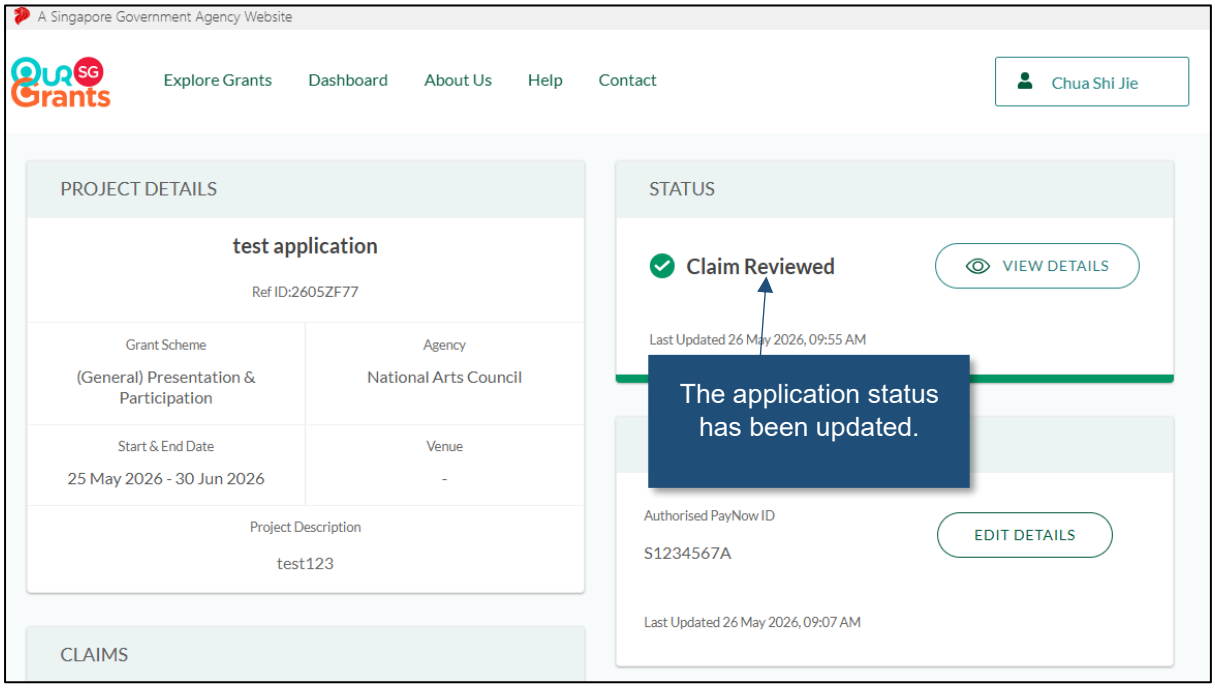


Figure 31: Key Info Page Claim Reviewed

SUBMITTING SUBSEQUENT CLAIMS

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

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

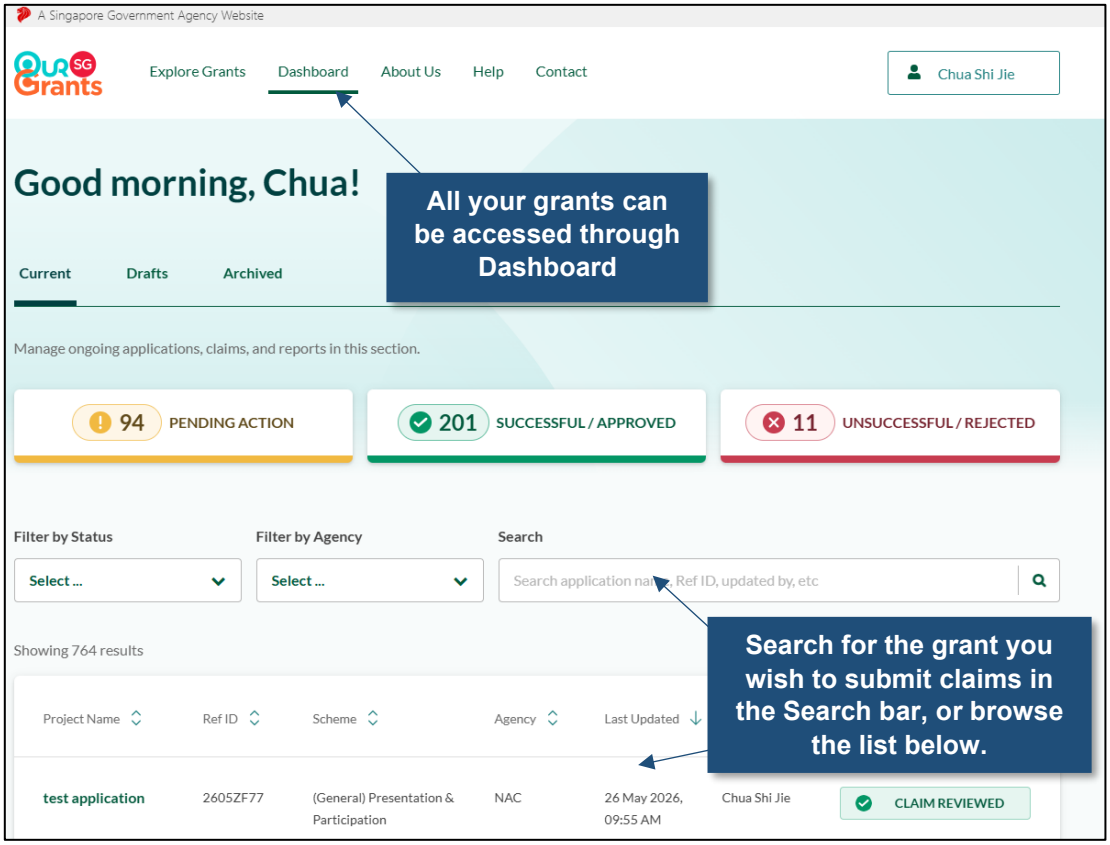


Figure 32: OSG Dashboard View

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

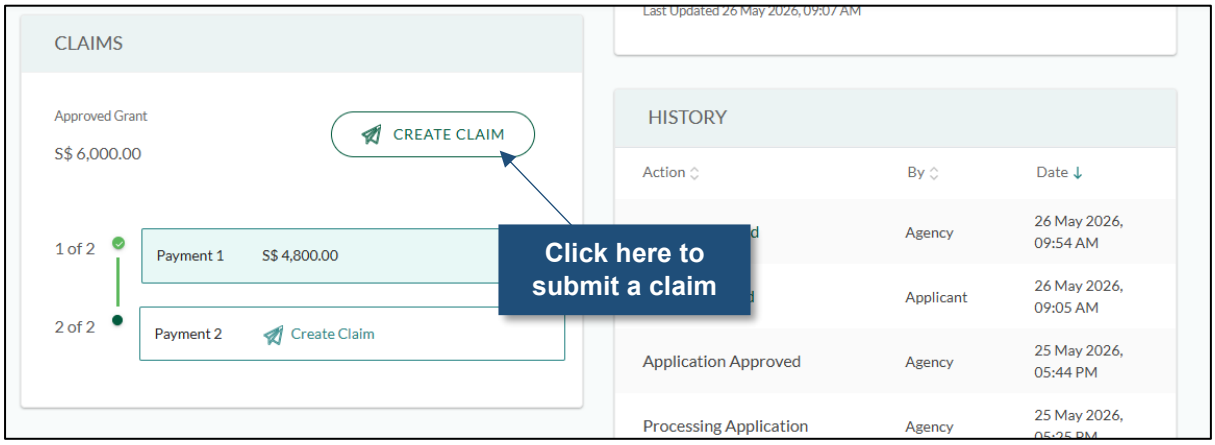


Figure 33: Case Dashboard Create New Claim

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

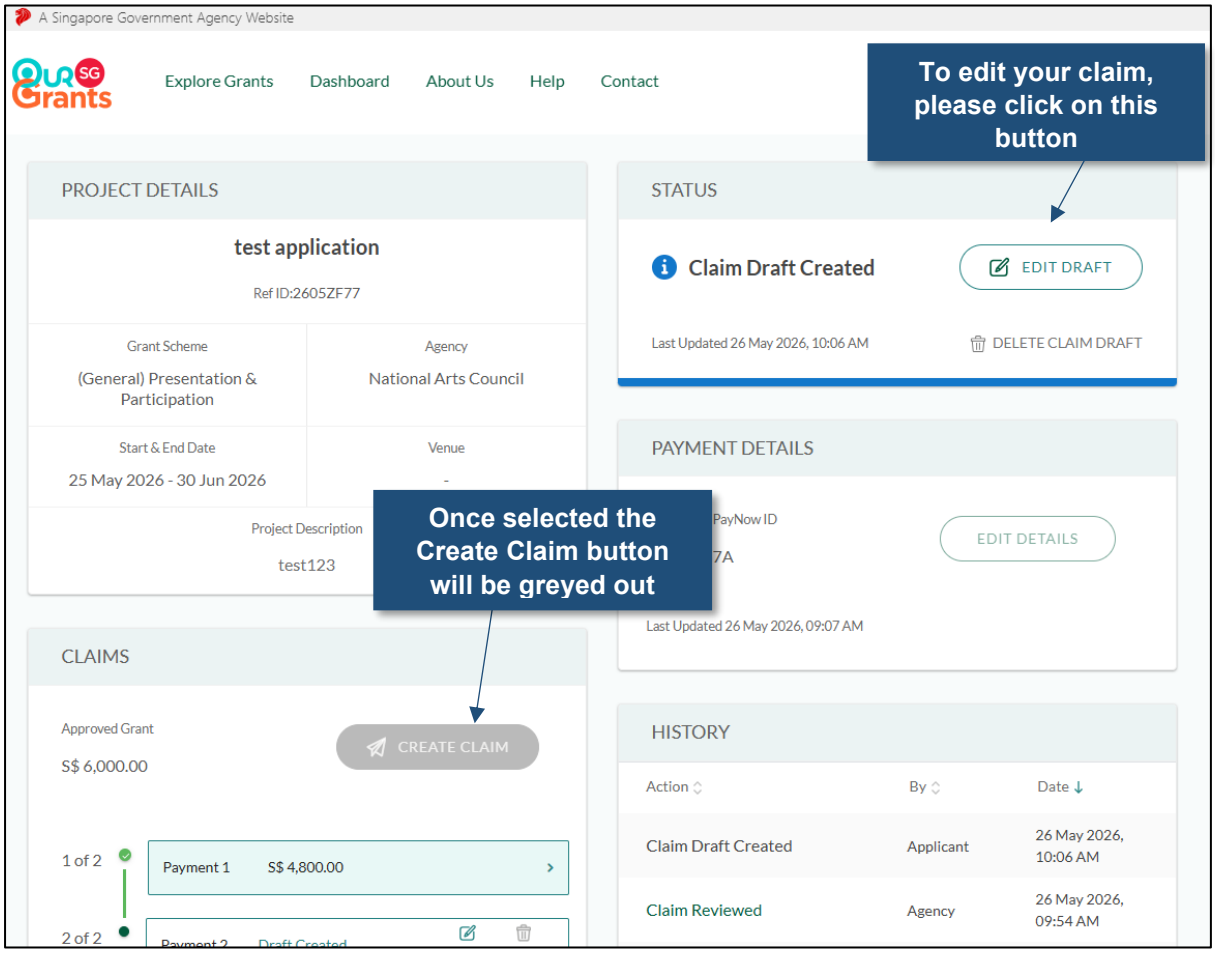


Figure 34: Case Dashboard Claim Draft Created

This will bring you to the **Submit A Claim** page. Please upload the necessary documents (as required in your Letter of Offer) onto the portal and follow through the instructions.

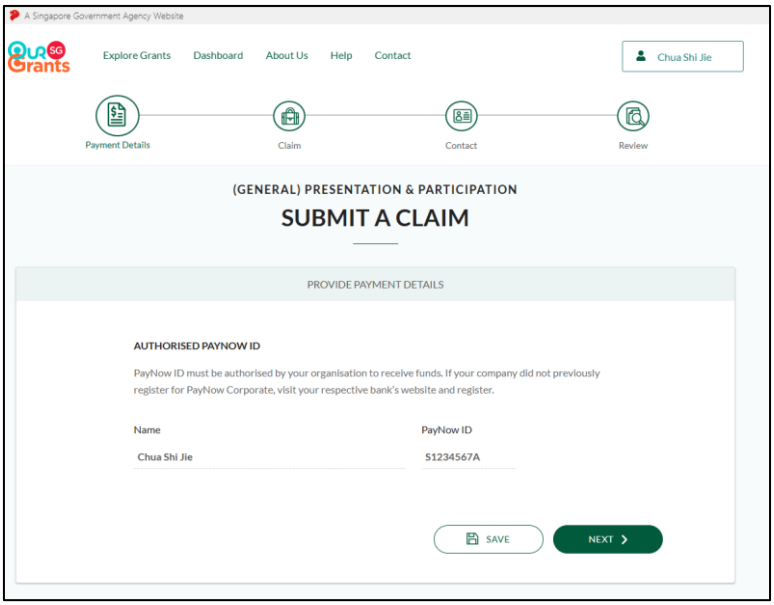


Figure 35: Submit A Claim Page

Please indicate whether this is your final claim. If yes, you will be prompted to select your grant quantum, which will determine the corresponding documents required for submission.

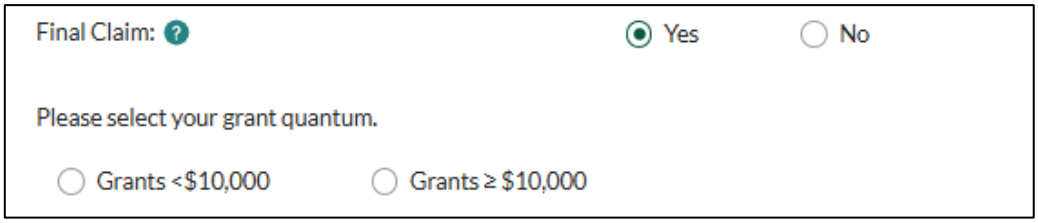


Figure 36: Indicate Final Claim

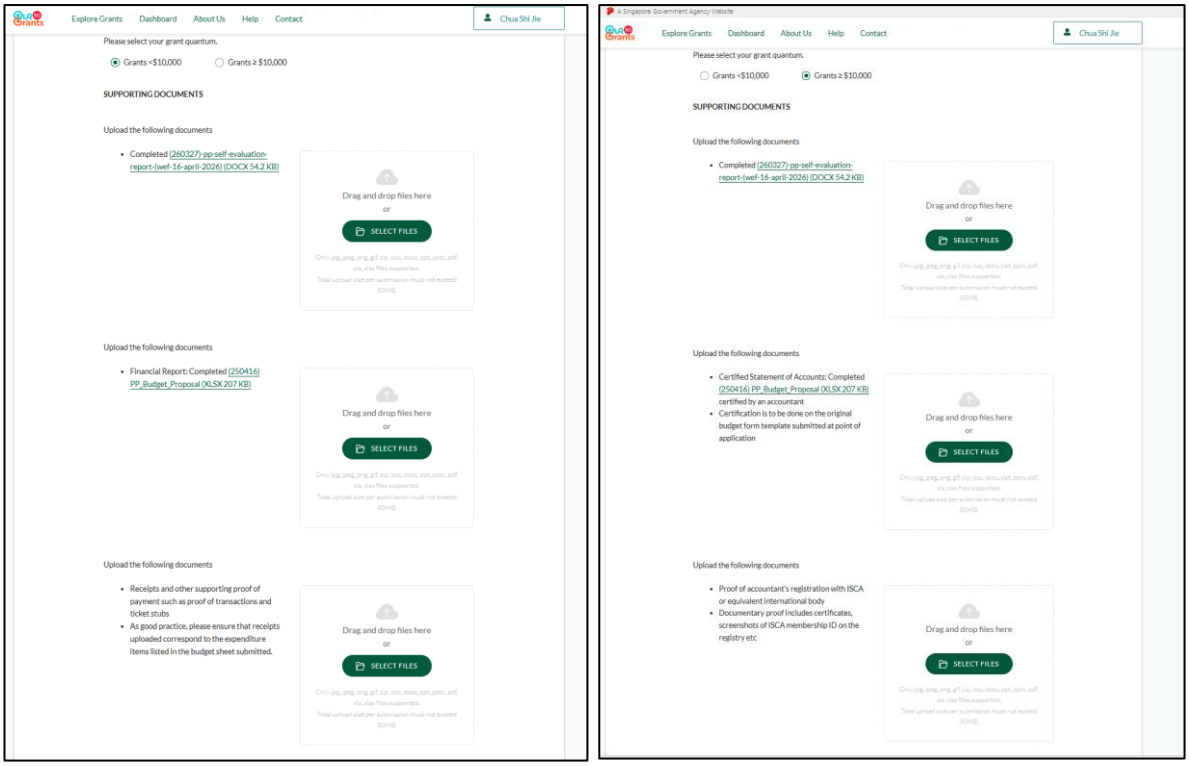


Figure 37: Final Claim documents to submit for grant quantum less than $10k and more than or equals to $10k

Please ensure all the mandatory documents (e.g. Self-Evaluation Report, Financial Report etc) are completed and submitted within the deadline. A Financial Report applies to a grant quantum of less than $10,000 and refers to the budget sheet submitted during application, updated with actual expenditure. A Statement of Accounts applies to a grant quantum of $10,000 and above and refers to the same budget sheet updated with actual expenditure but additionally certified by an accountant.

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

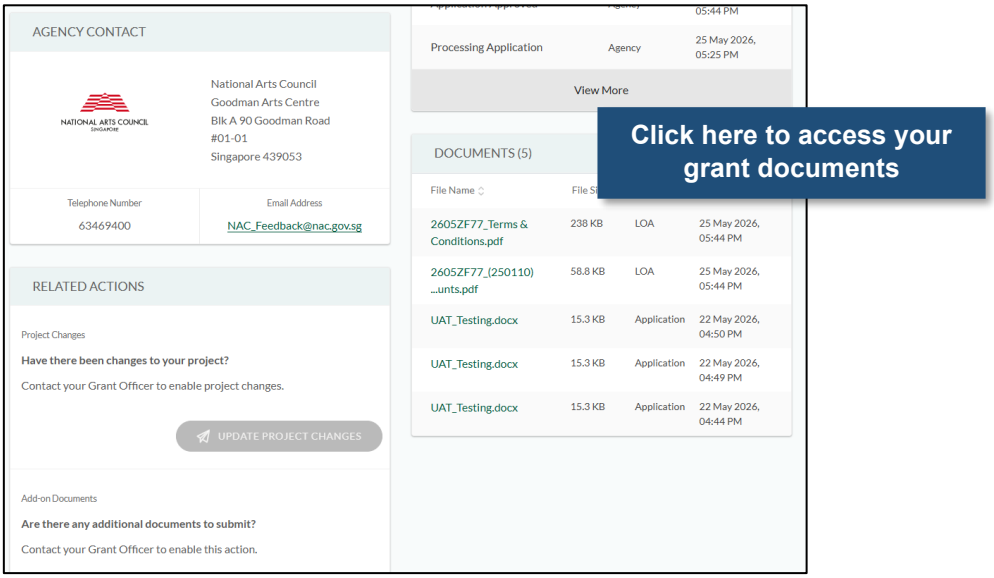


Figure 38: Case Dashboard Documents

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

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

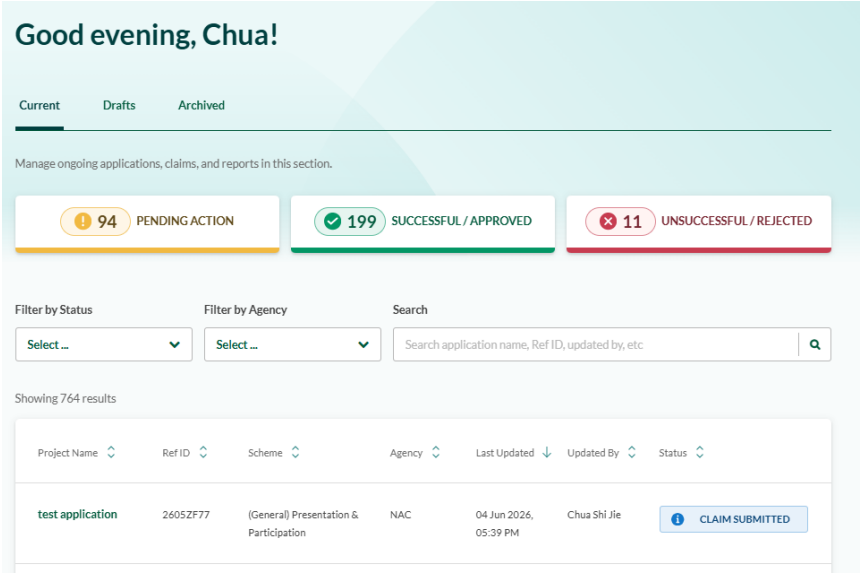


Figure 39: OSG Main Dashboard with 'Claim Submitted' Status

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

FOR FURTHER QUERIES

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

Otherwise, please contact us via the NAC Feedback Form | FormSG.