NATIONAL ARTS COUNCIL
SINGAPORE

Tote Board Arts Fund

Grant Application and Claim Submission on Our SG Grants Portal

User Guide

Updated 13 August 2025

Snapshot of Tote Board Arts Fund

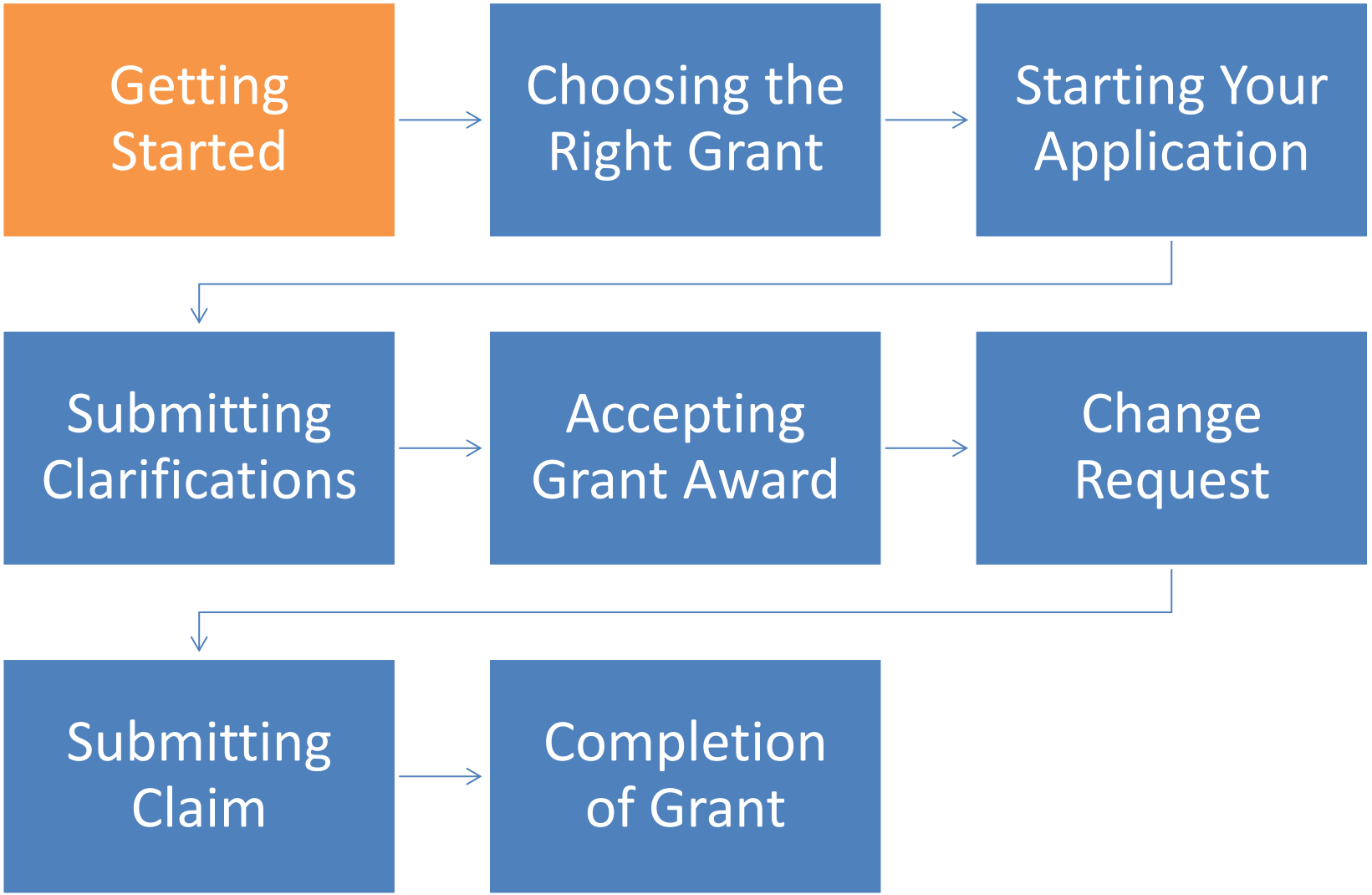
https://www.nac.gov.sg/support/funding-and-schemes/arts-fund/overview

- An initiative of the Singapore Tote 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.
- Proposals **must** articulate a well-designed approach to fulfil one or more of the following:
  a) Allow audiences/ participants to meet/ connect with/ better understand people from another social group (e.g. age group, ethnicity).
  b) Increase audiences'/ participants':
     i. Awareness and appreciation of local arts groups and art form practices;
     ii. Sense of national identity and pride;
     iii. Appreciation for harmony across diverse social backgrounds and social values.

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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



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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.



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

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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.*

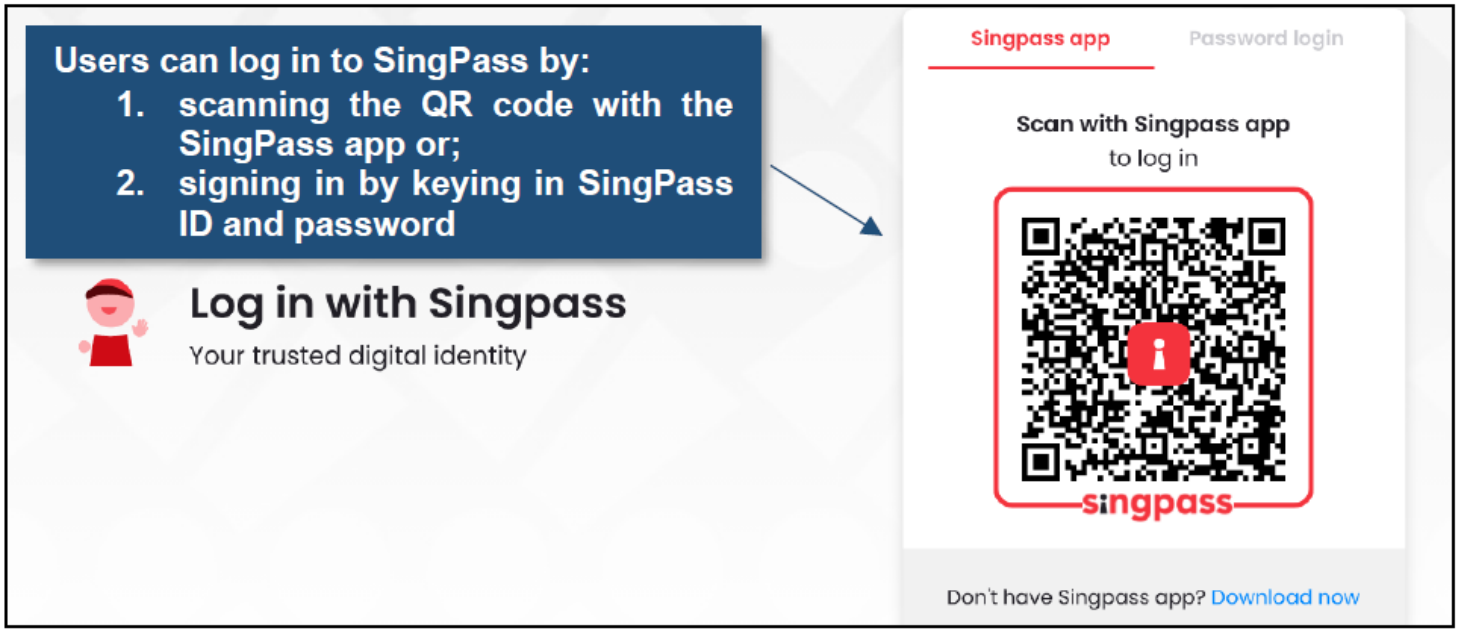


Our SG Grants Portal landing page

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Getting Started

Applicants will be redirected to log-in via SingPass.



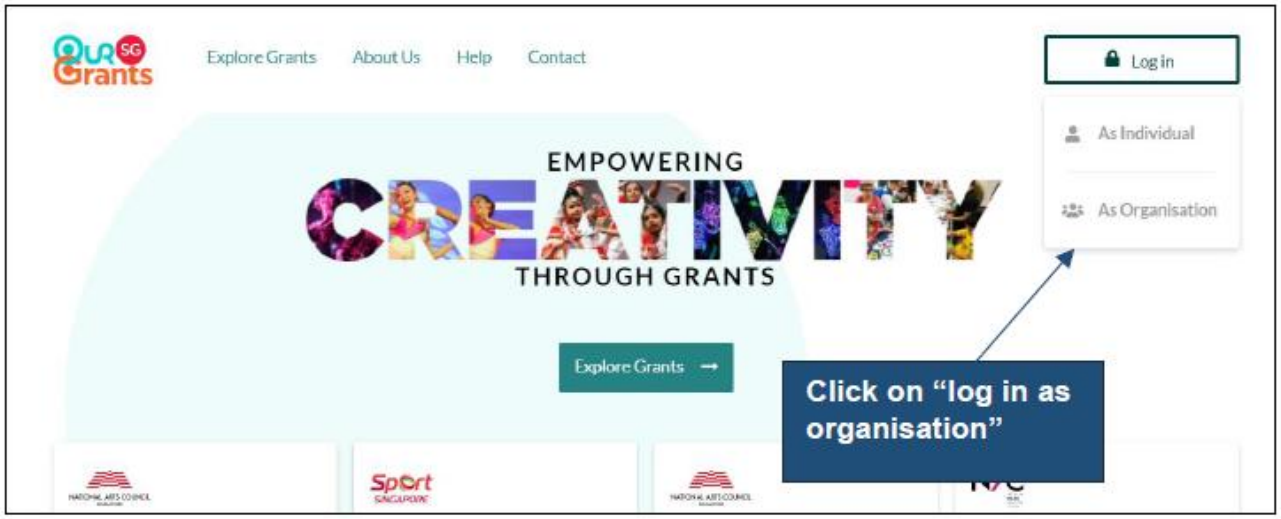
SingPass log-in page for individuals

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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".

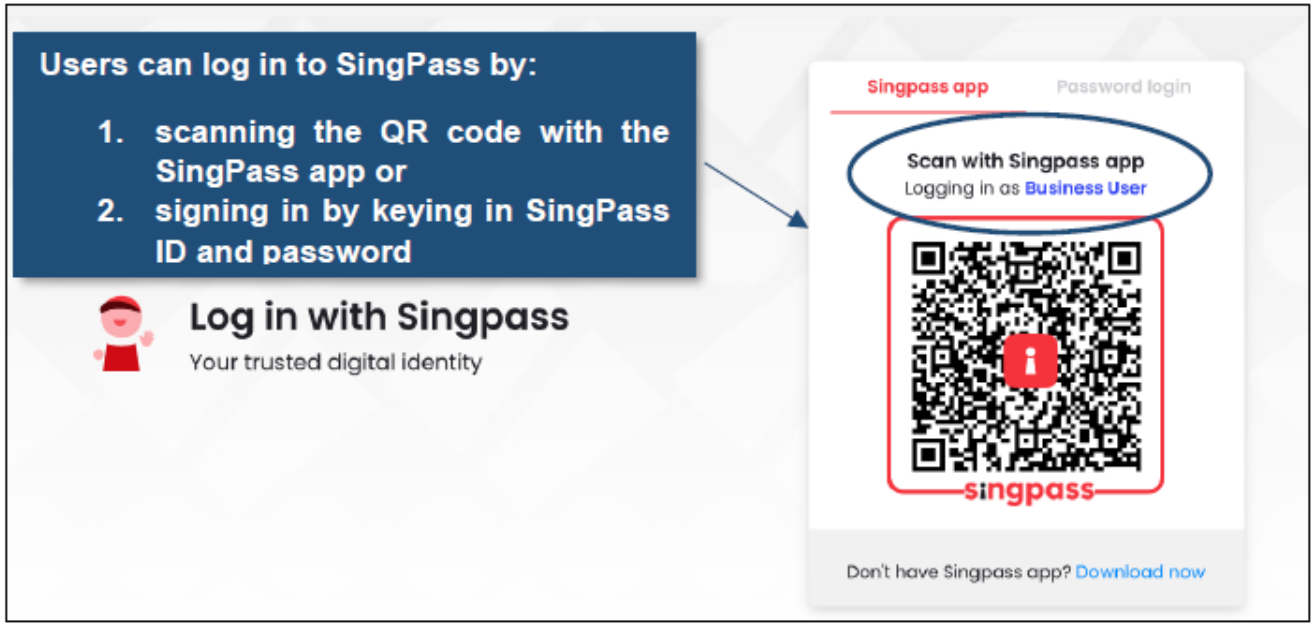


OurSG Grants Portal Landing Page

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Getting Started

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

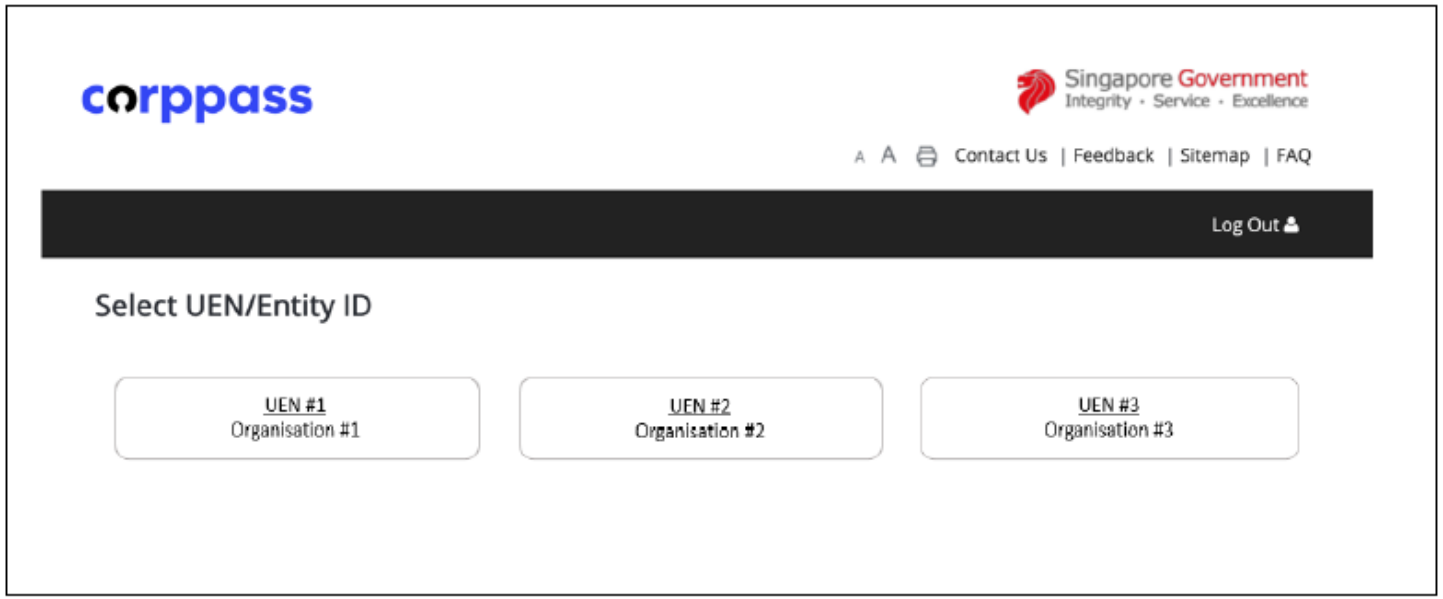


SingPass Log-in page for Business Users

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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)

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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.

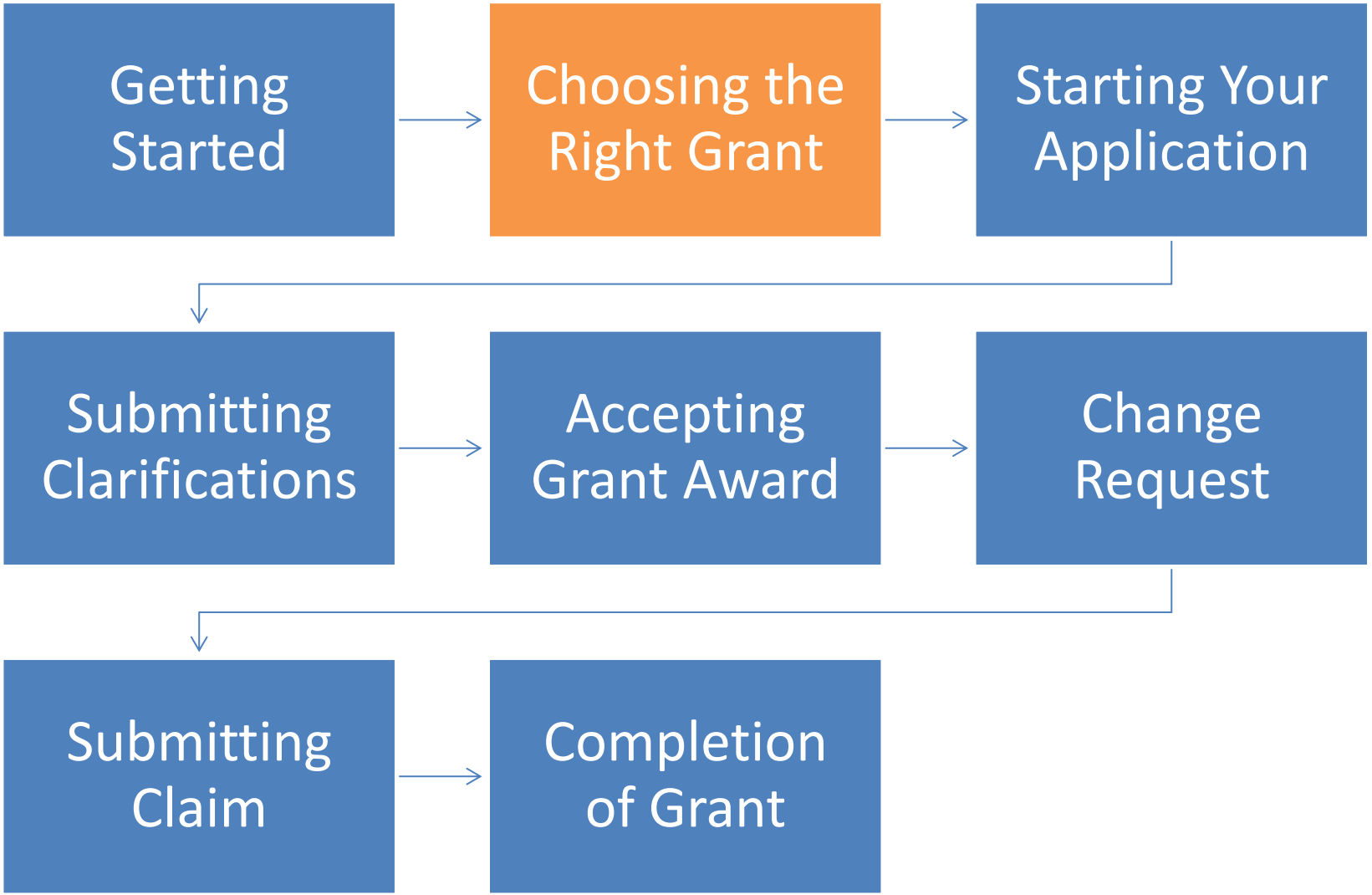
You may also wish to call the SingPass helpline at 6643 0555.

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).

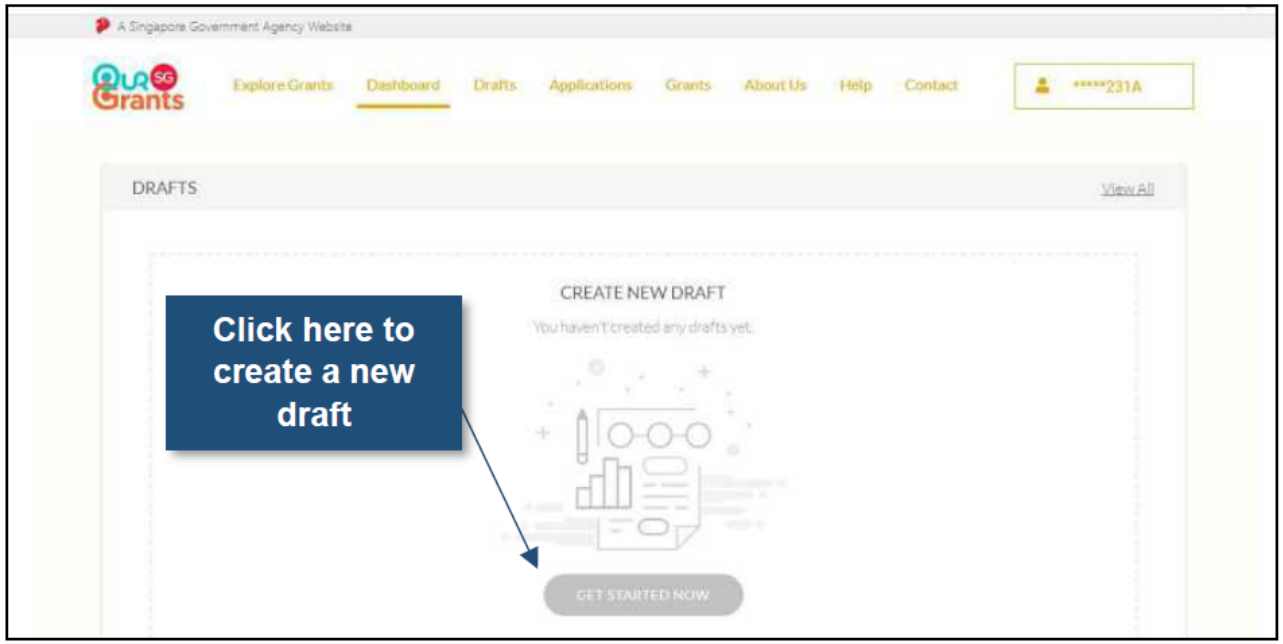
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Choosing the Right Grant

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

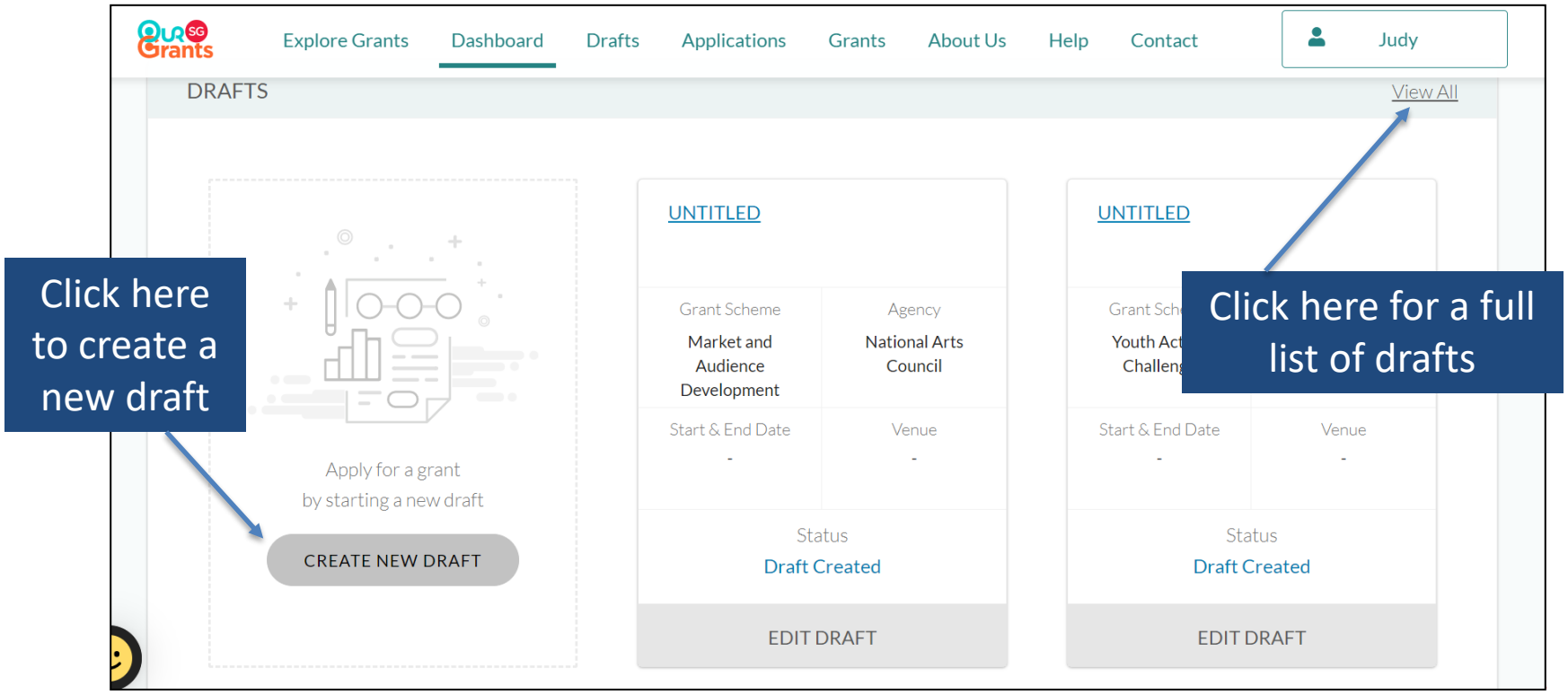


OSG Dashboard – For first time applicants

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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).

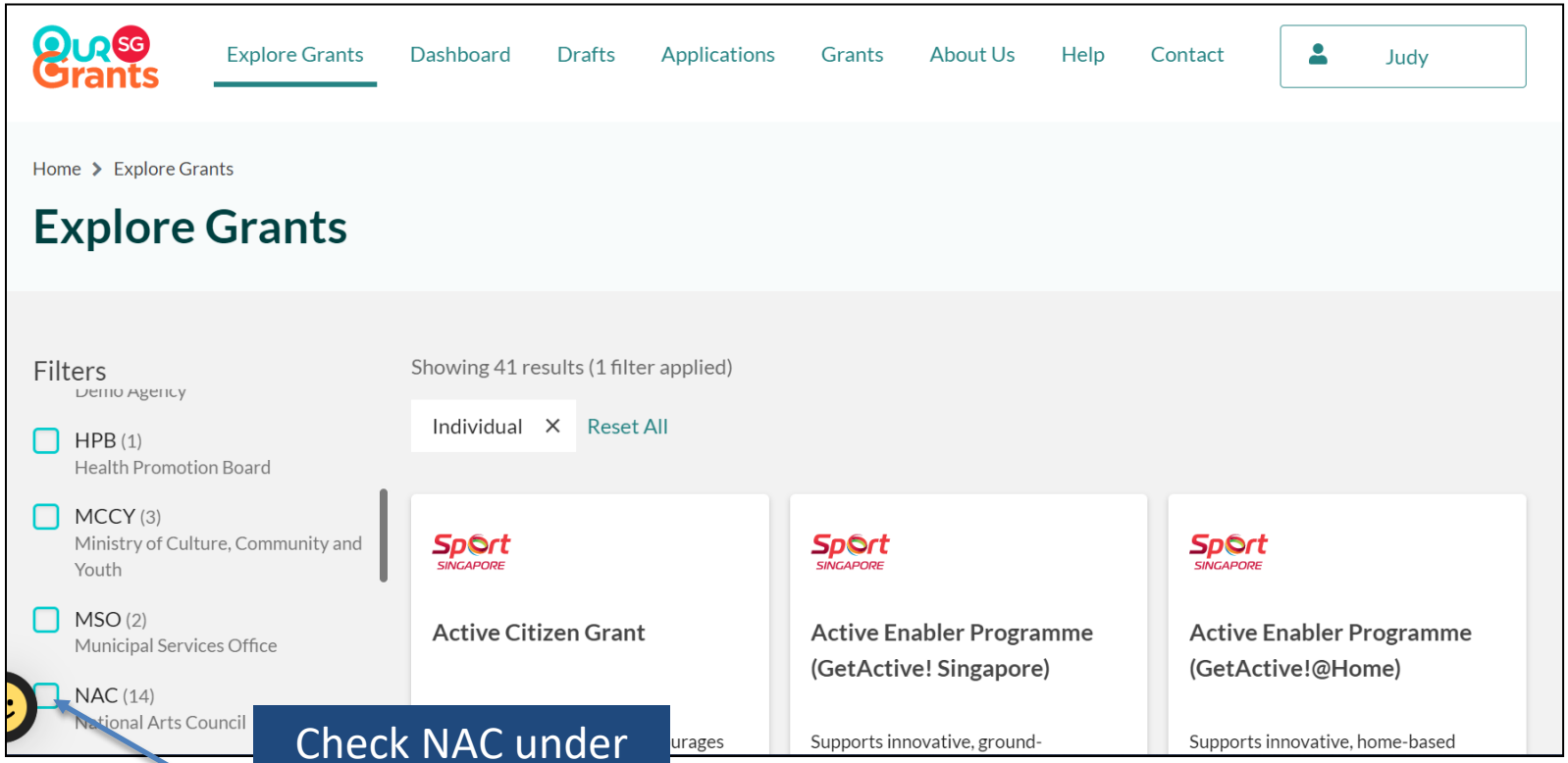


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OSG Dashboard – For return applicants

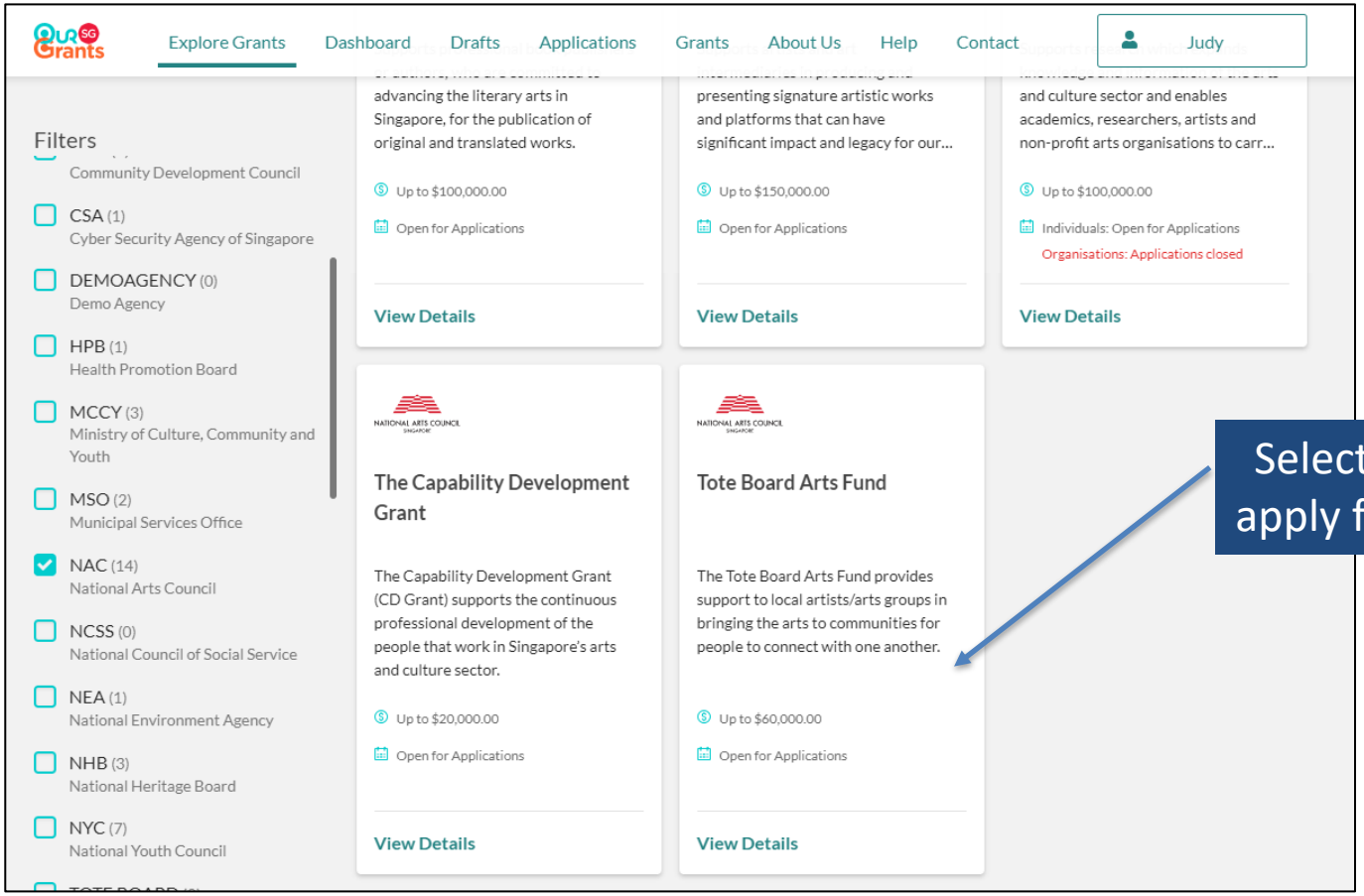
Choosing the Right Grant

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.

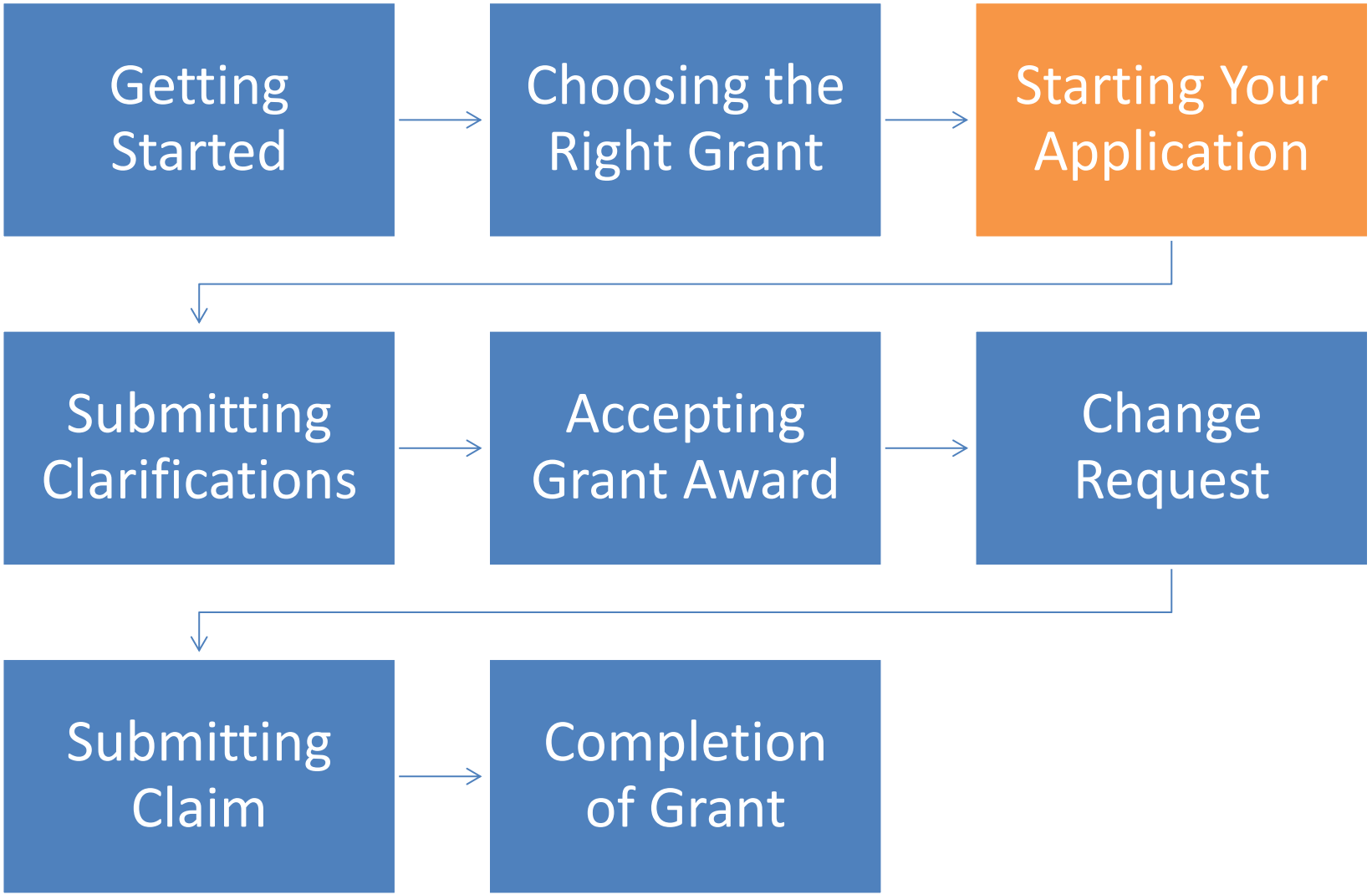


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Choosing the Right Grant



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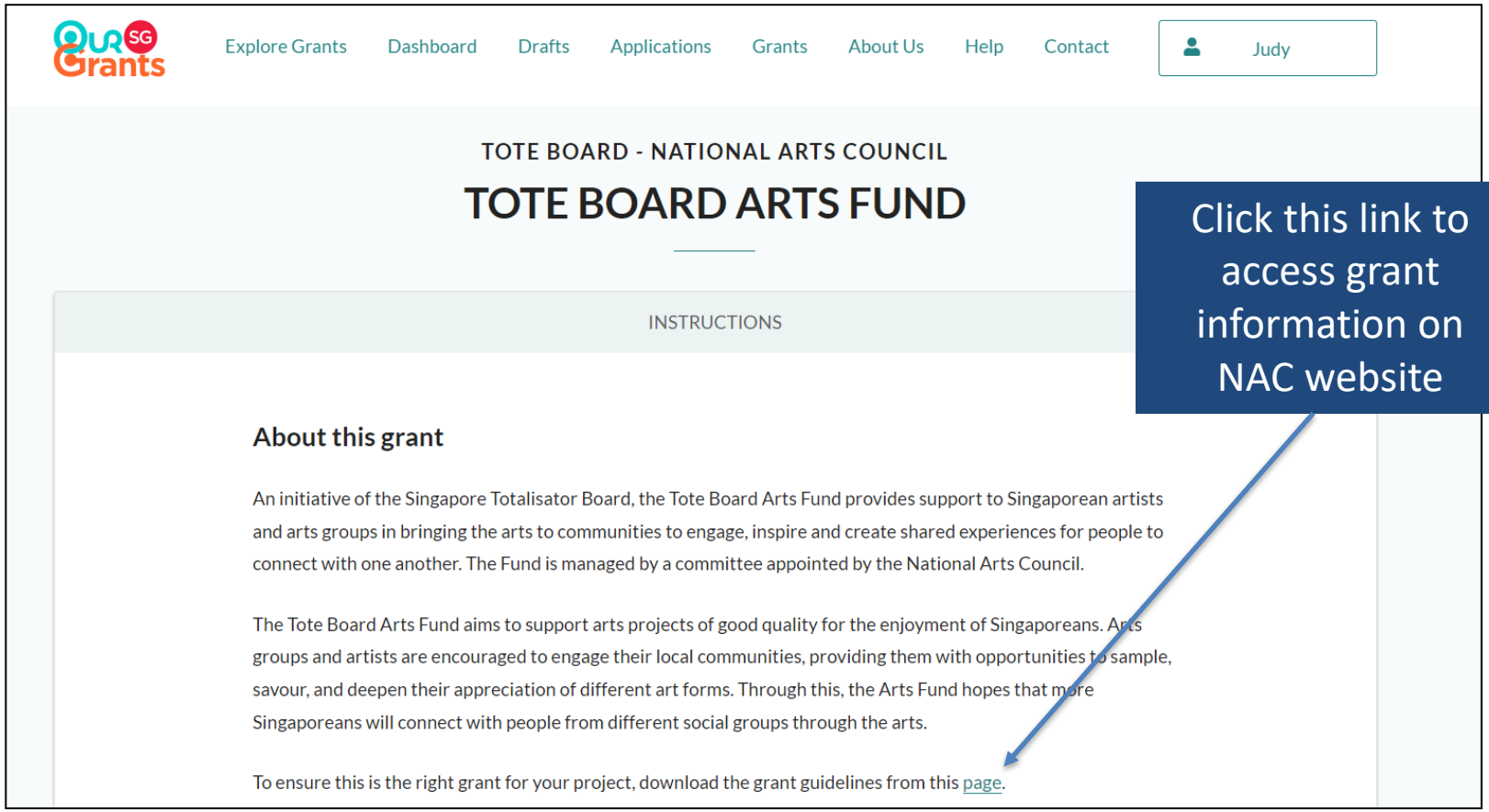


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Starting Your Application

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.

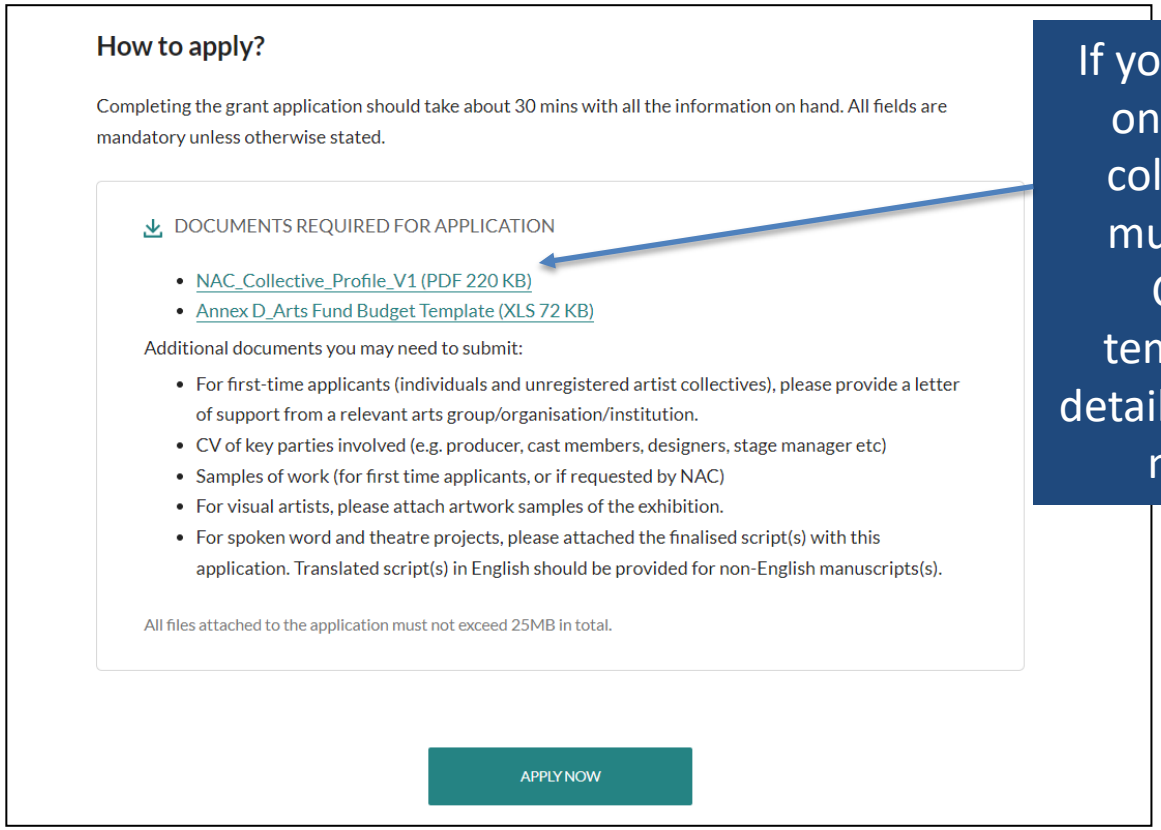
You can access the grant guidelines by clicking the link shown below:



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.

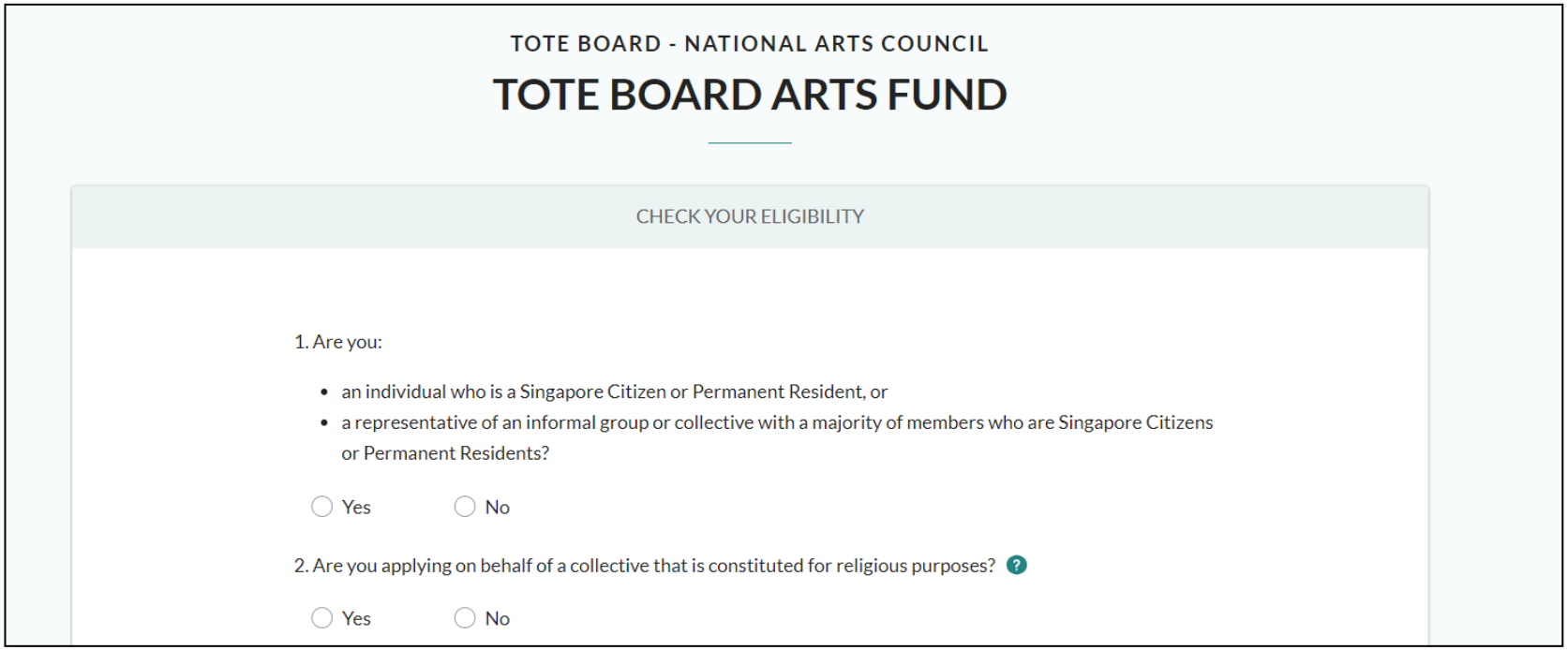


If you’re applying on behalf of a collective, you must submit a Collective template, with details of the other members.

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Starting Your Application

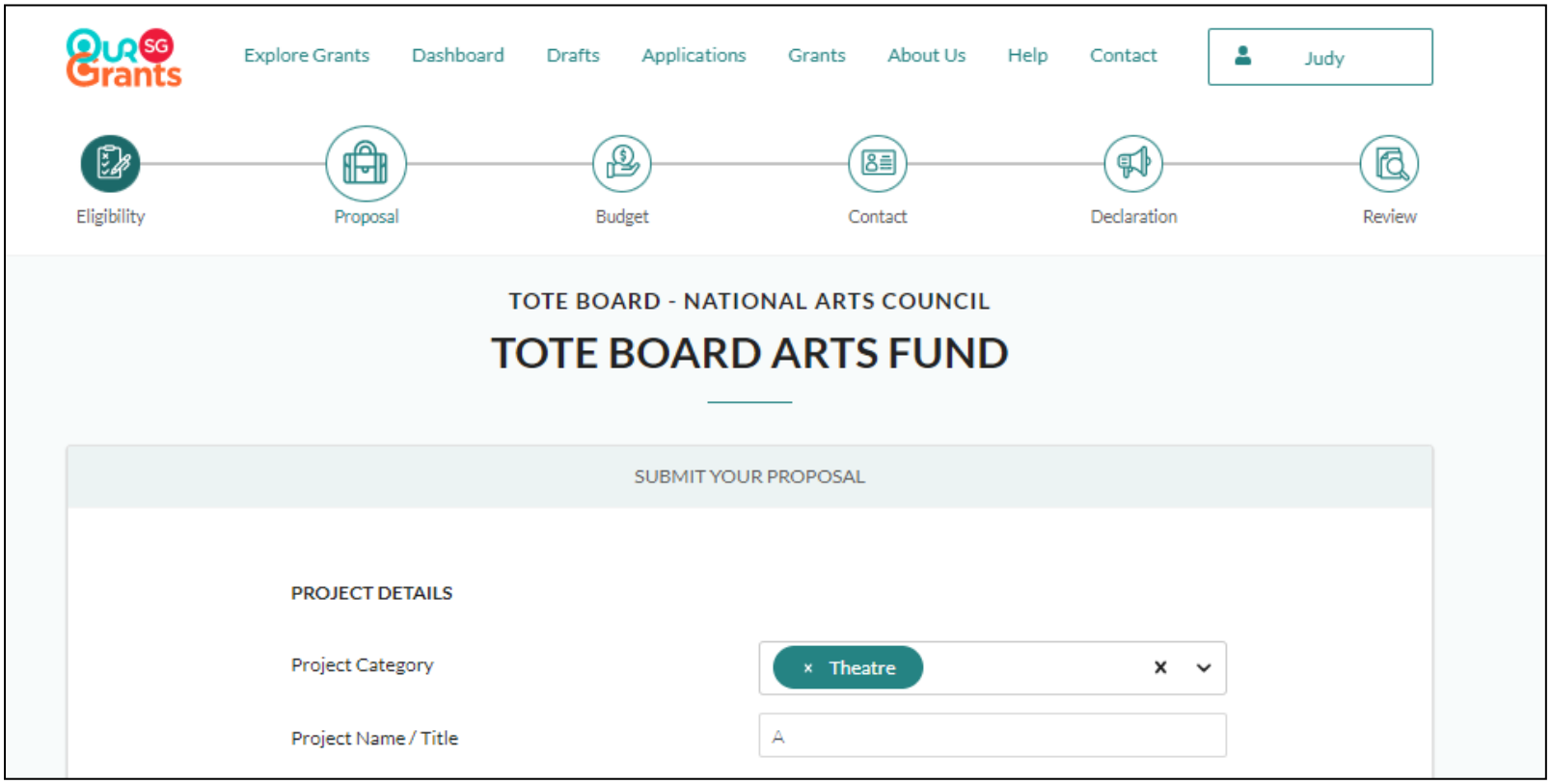
The first section of the grant application is the **Eligibility** page, which will take you through a series of questions to help determine if you are eligible for this specific grant.



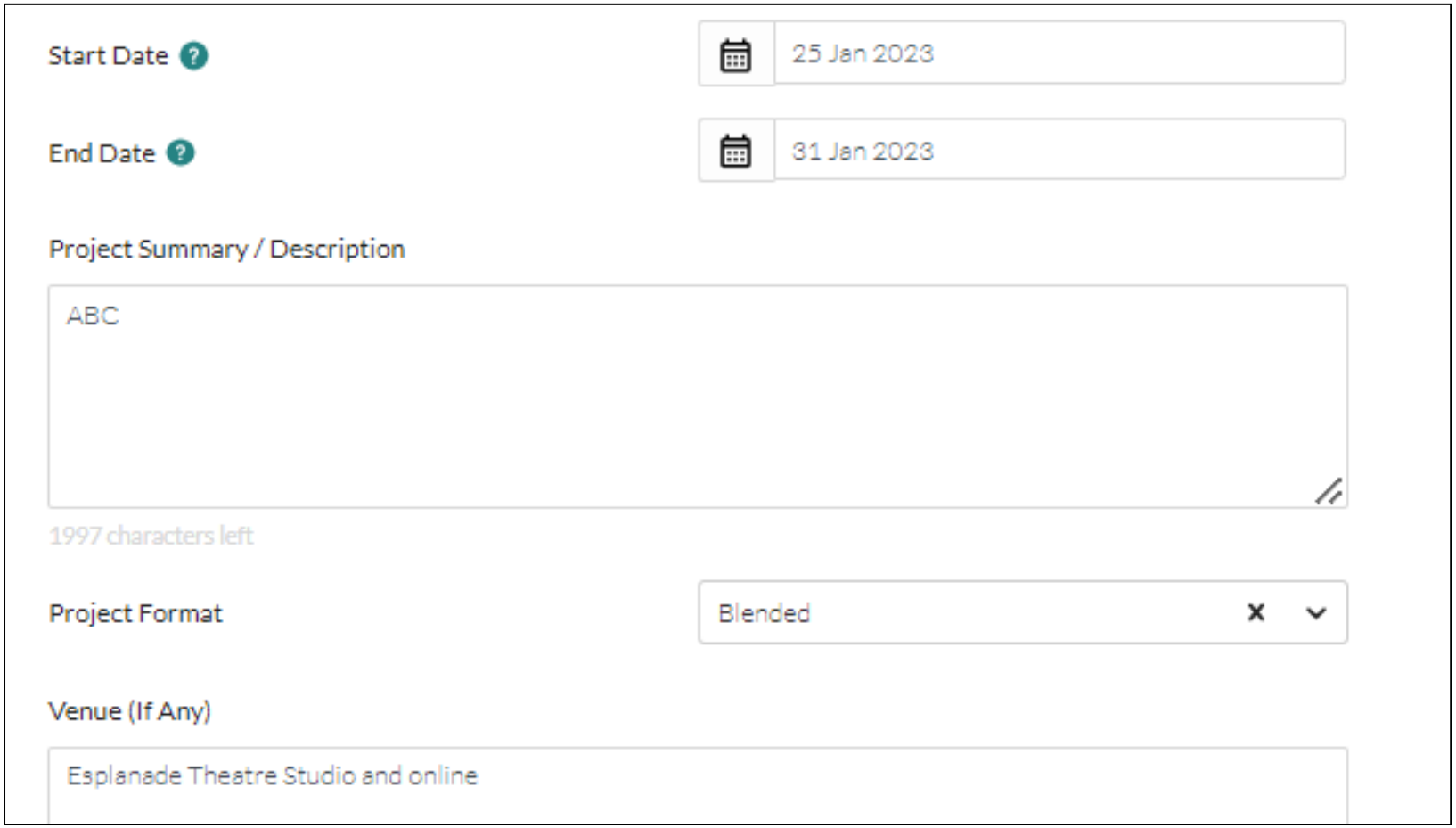
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Starting Your Application

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.

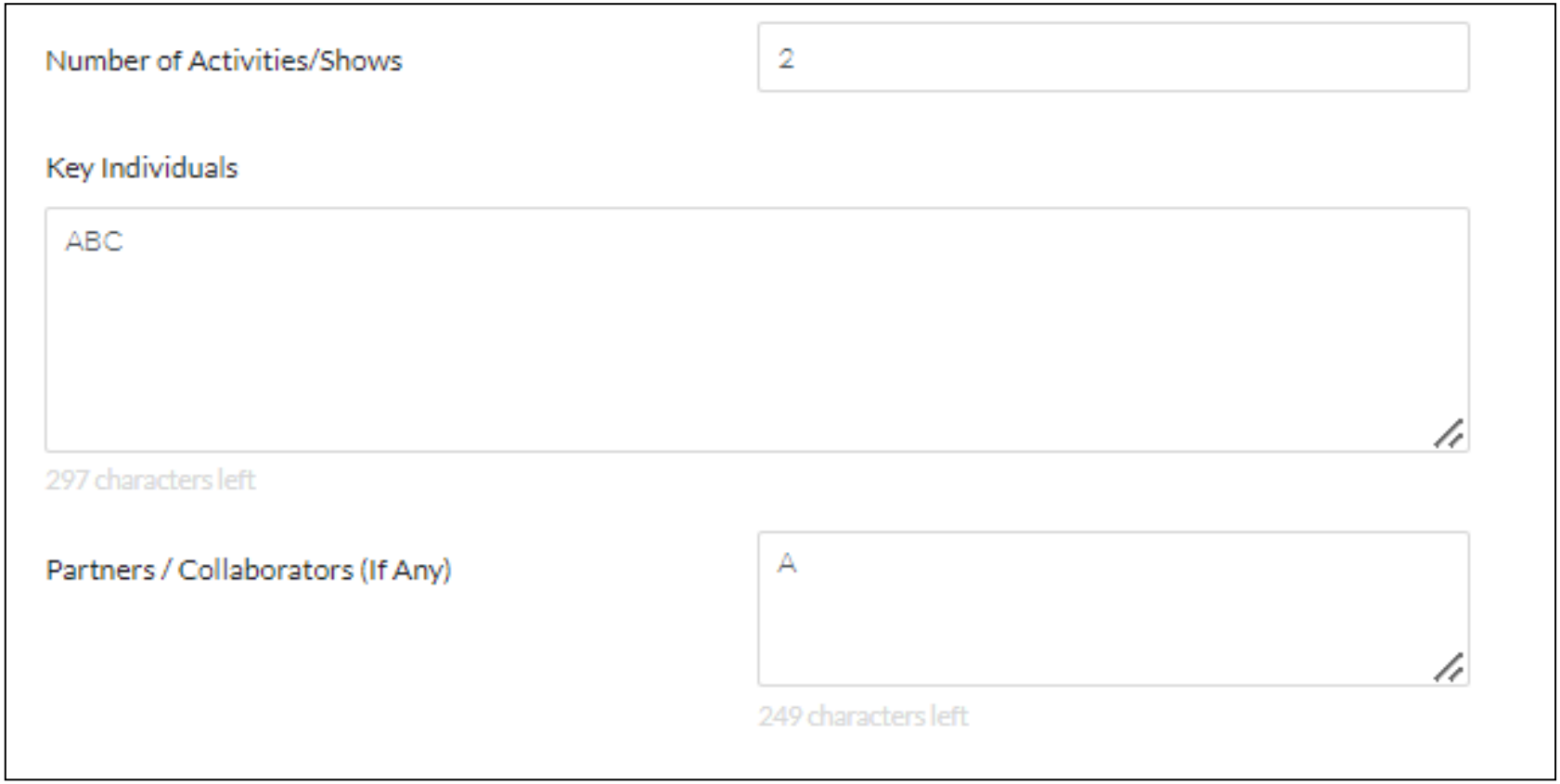


Starting Your Application



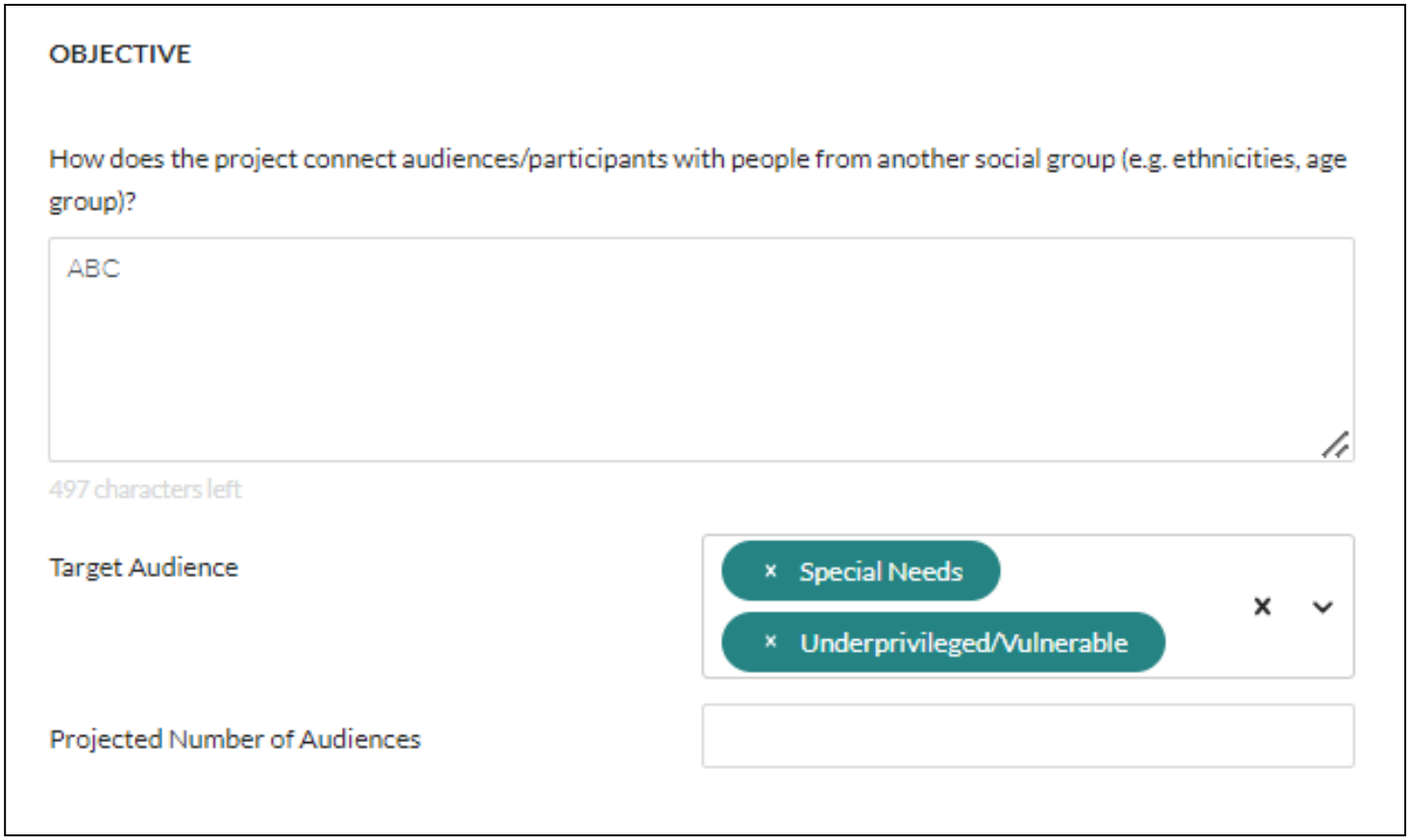
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Starting Your Application



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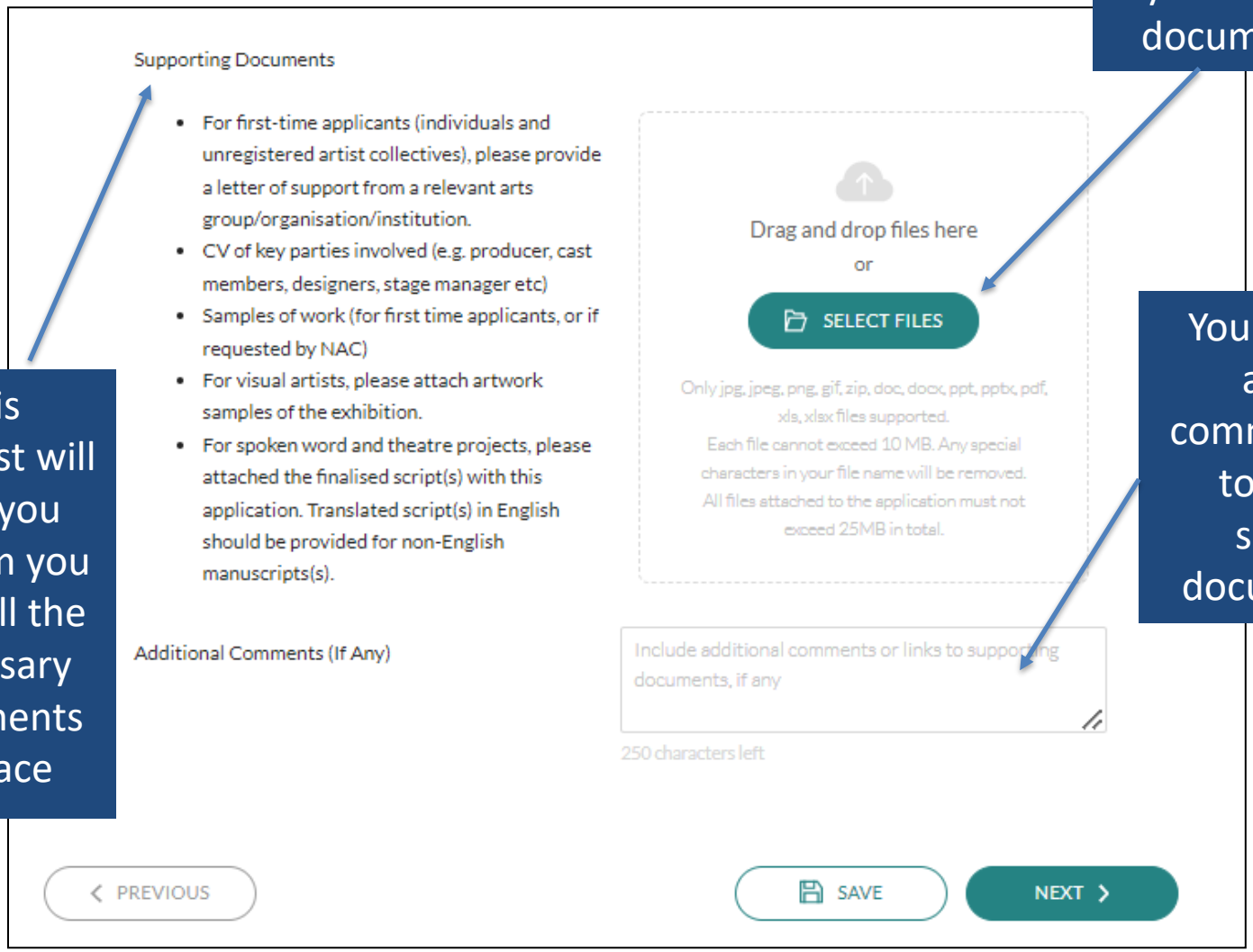
Starting Your Application



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Starting Your Application

You can upload your supporting documents here



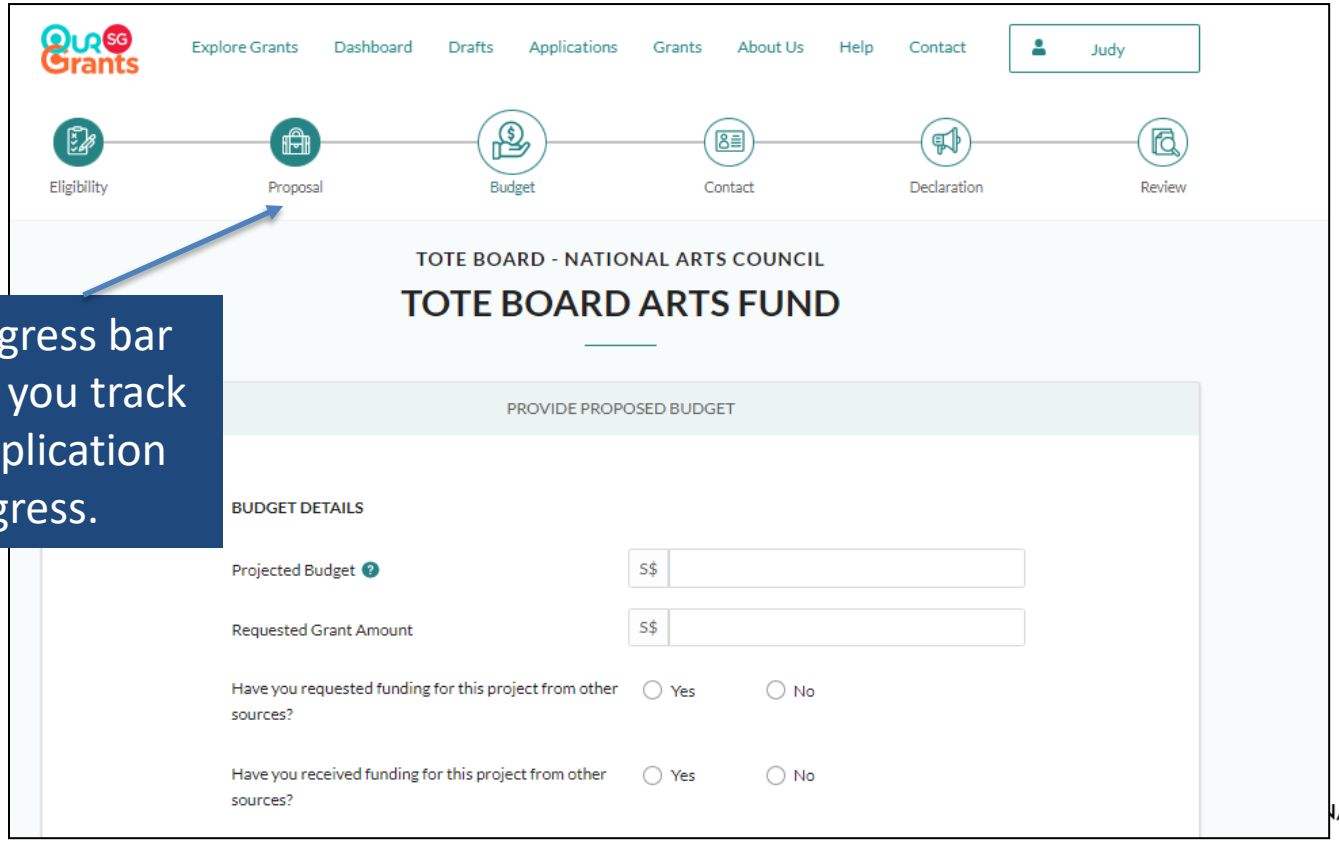
This checklist will help you confirm you have all the necessary documents in place

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

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Starting Your Application

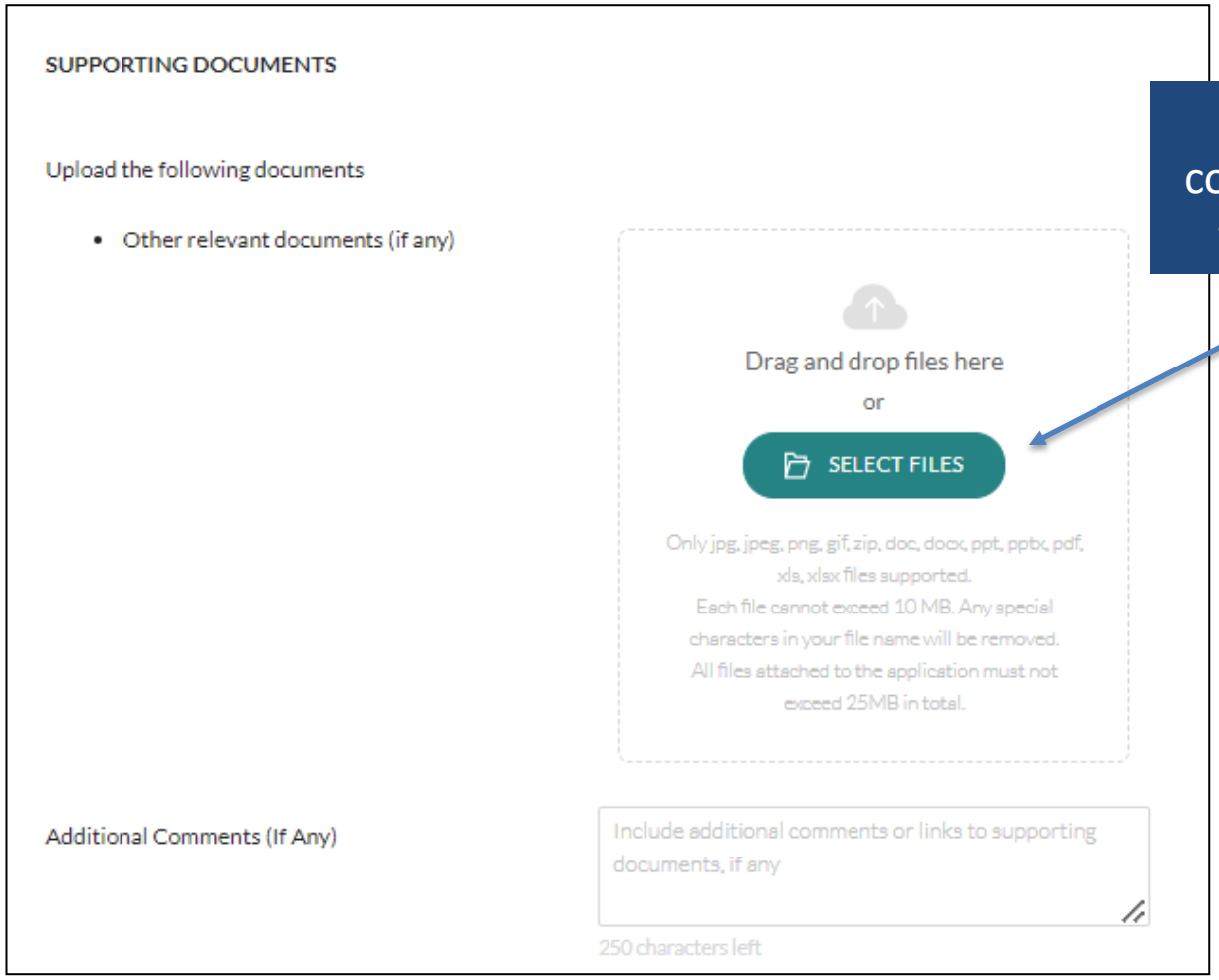
The next section to complete is the **Budget** details page. Once you have completed this section, click the “Next” button to move to the next section.



The progress bar will help you track your application progress.

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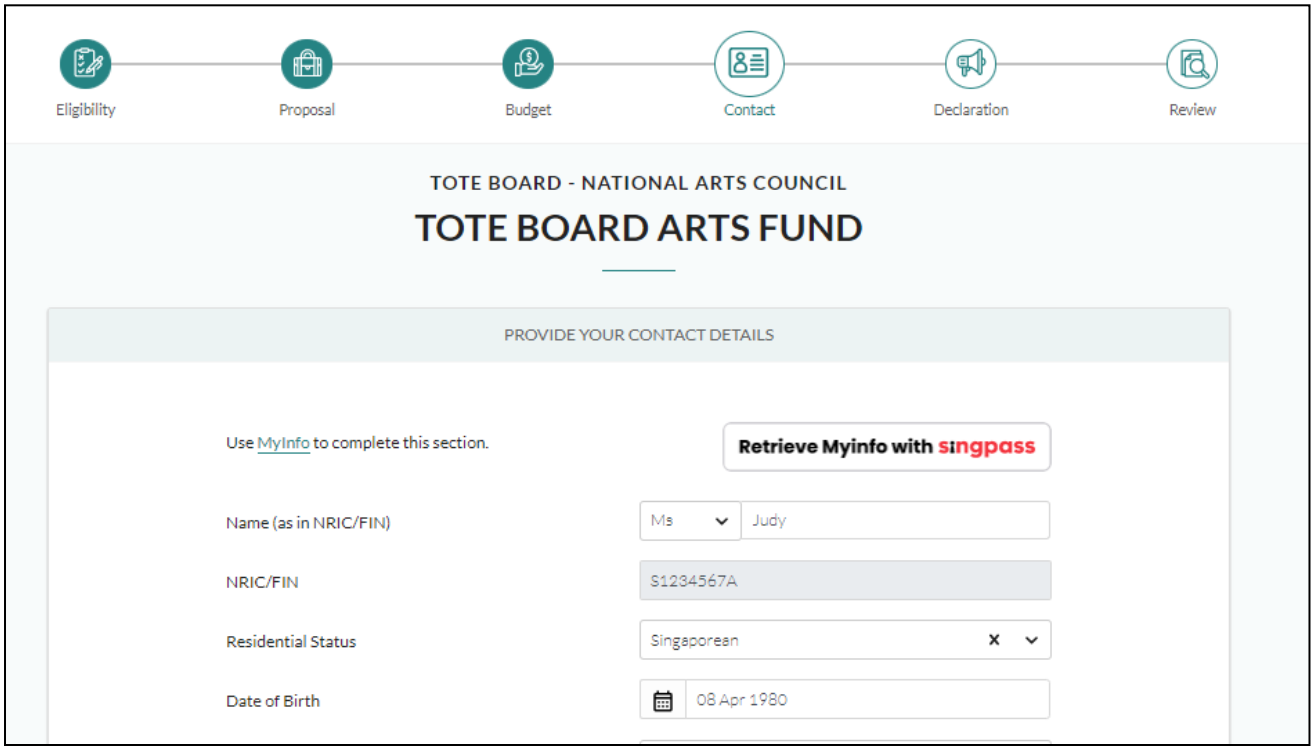
Starting Your Application



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Starting Your Application

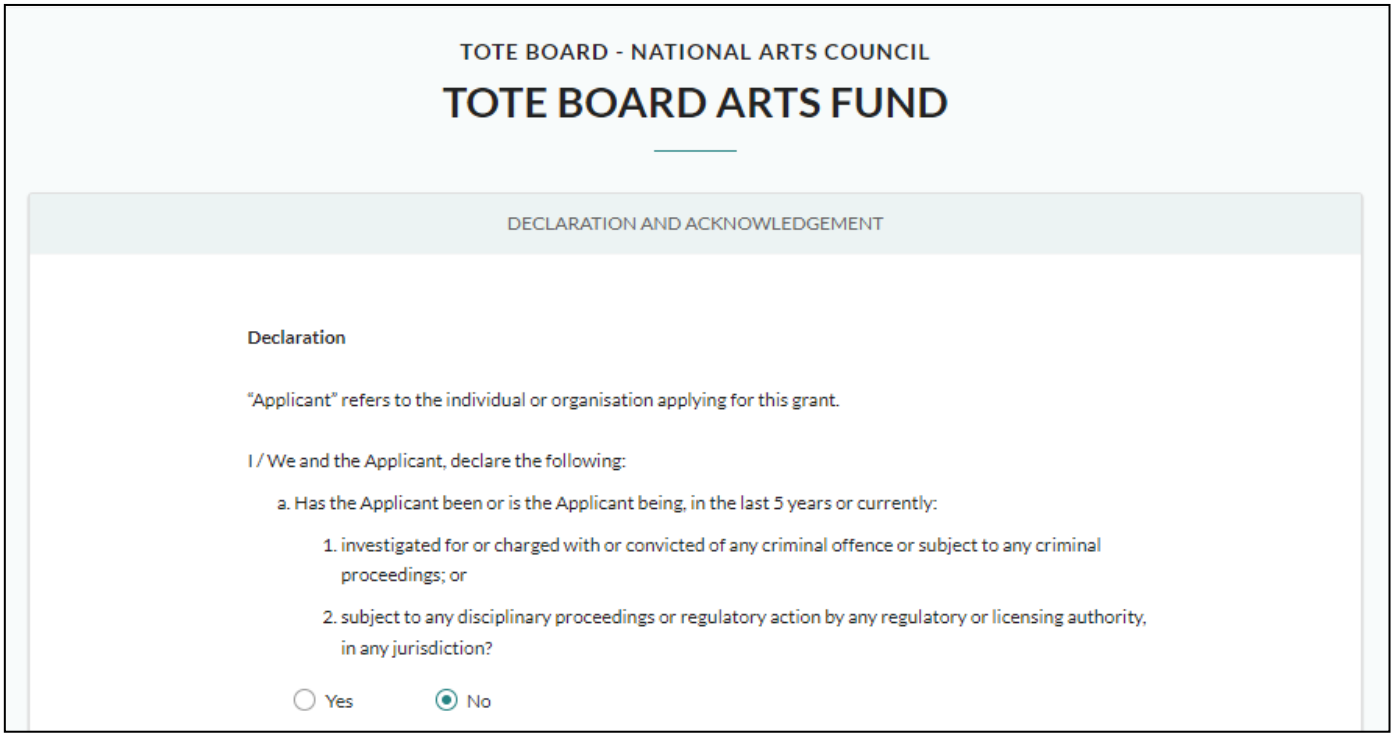
Once you have completed the project and budget details, next is the **Contact** details page. This can be auto-completed using MyInfo with SingPass.



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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

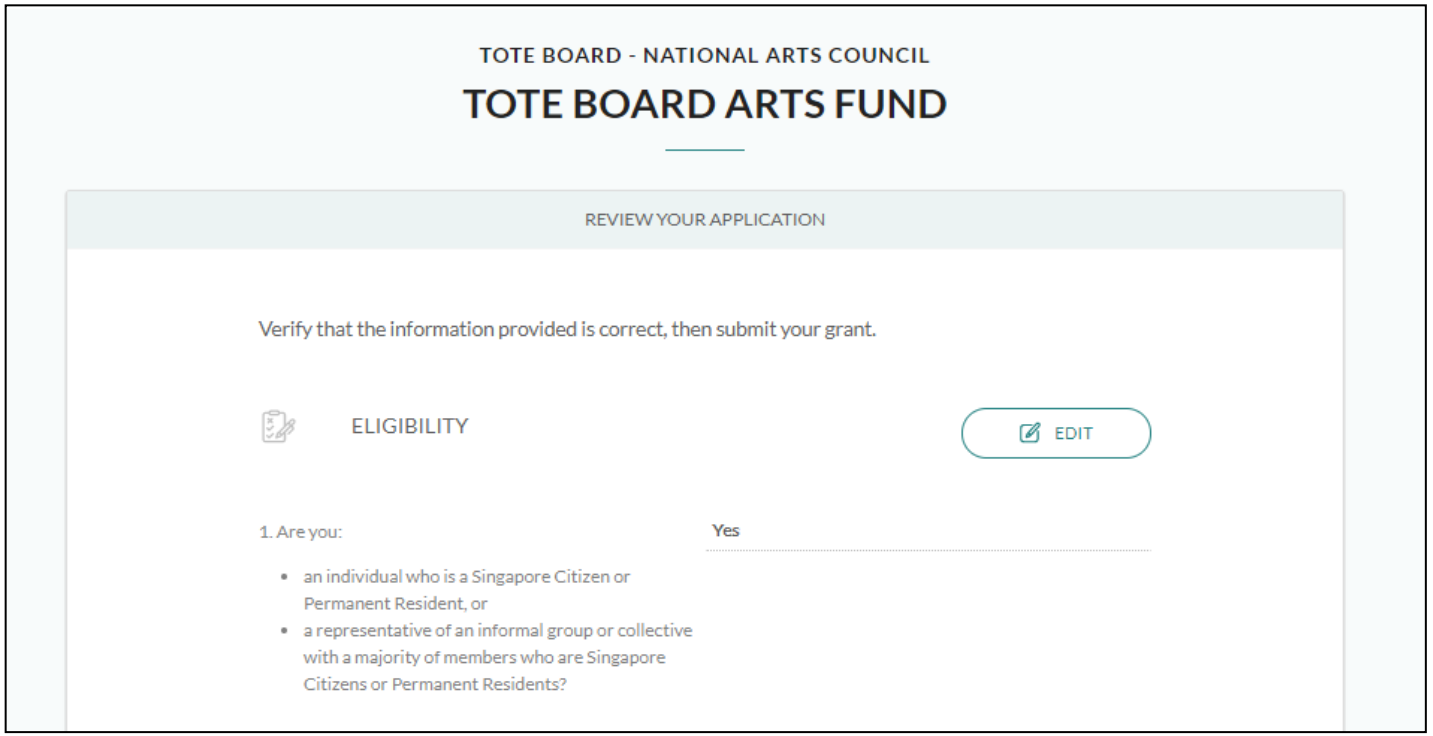
2. subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction?

○ Yes ◉ No

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Starting Your Application

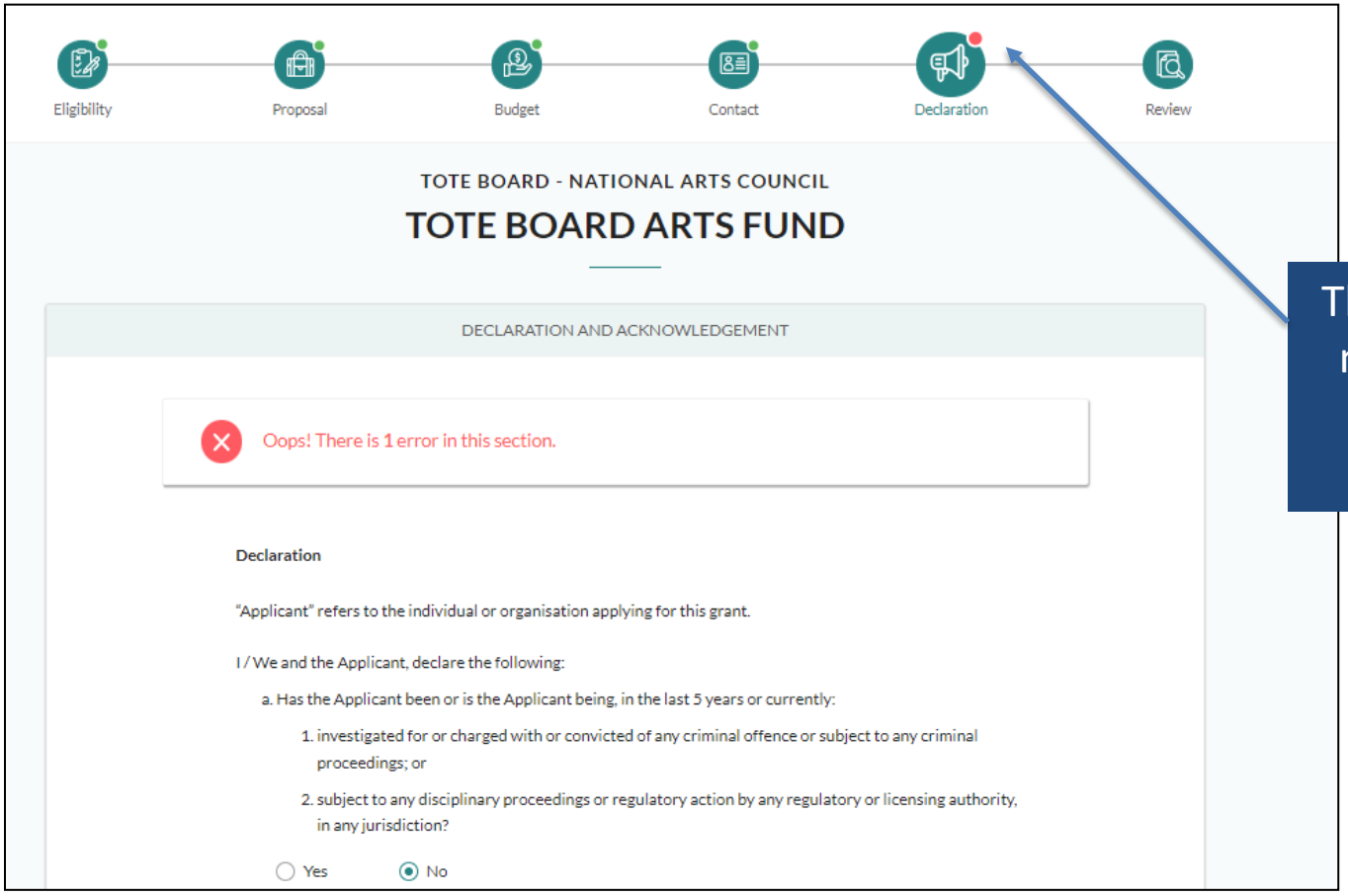
The final stage before submission is the **Review** section. At this point, you will be able to review the application one last time before you submit and make any final changes.



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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.

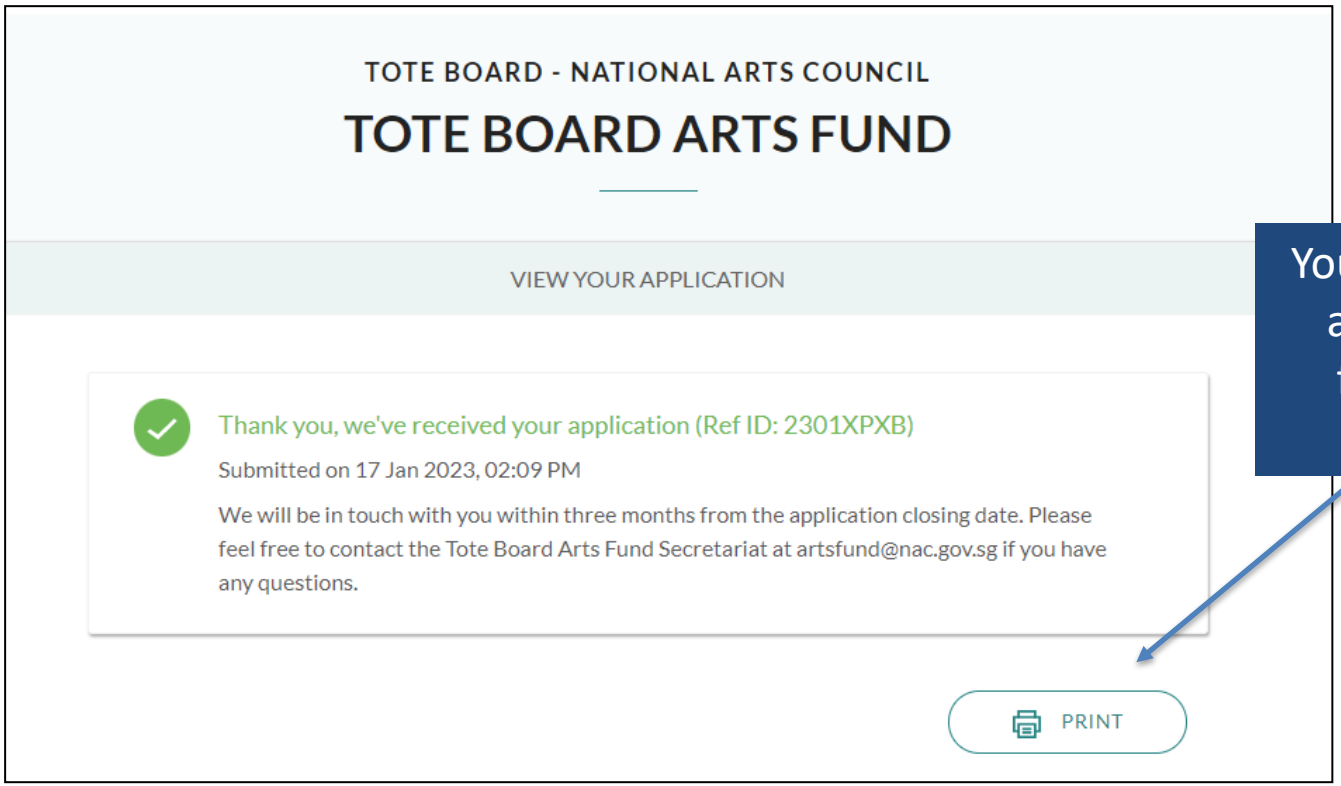


These red bubbles mark pages with missing information.

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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.

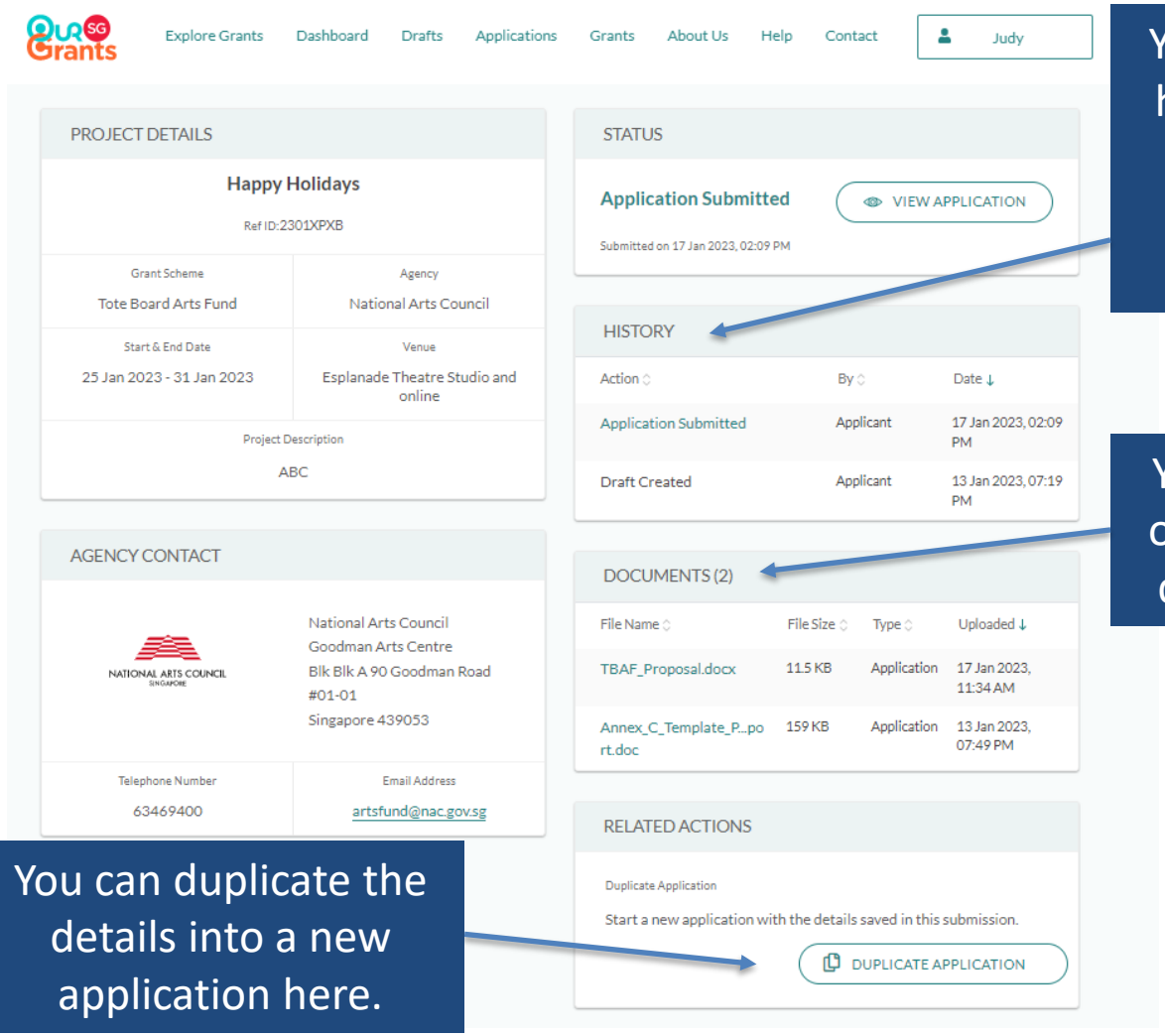


You can print your application for filing / record keeping.

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Starting Your Application

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



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

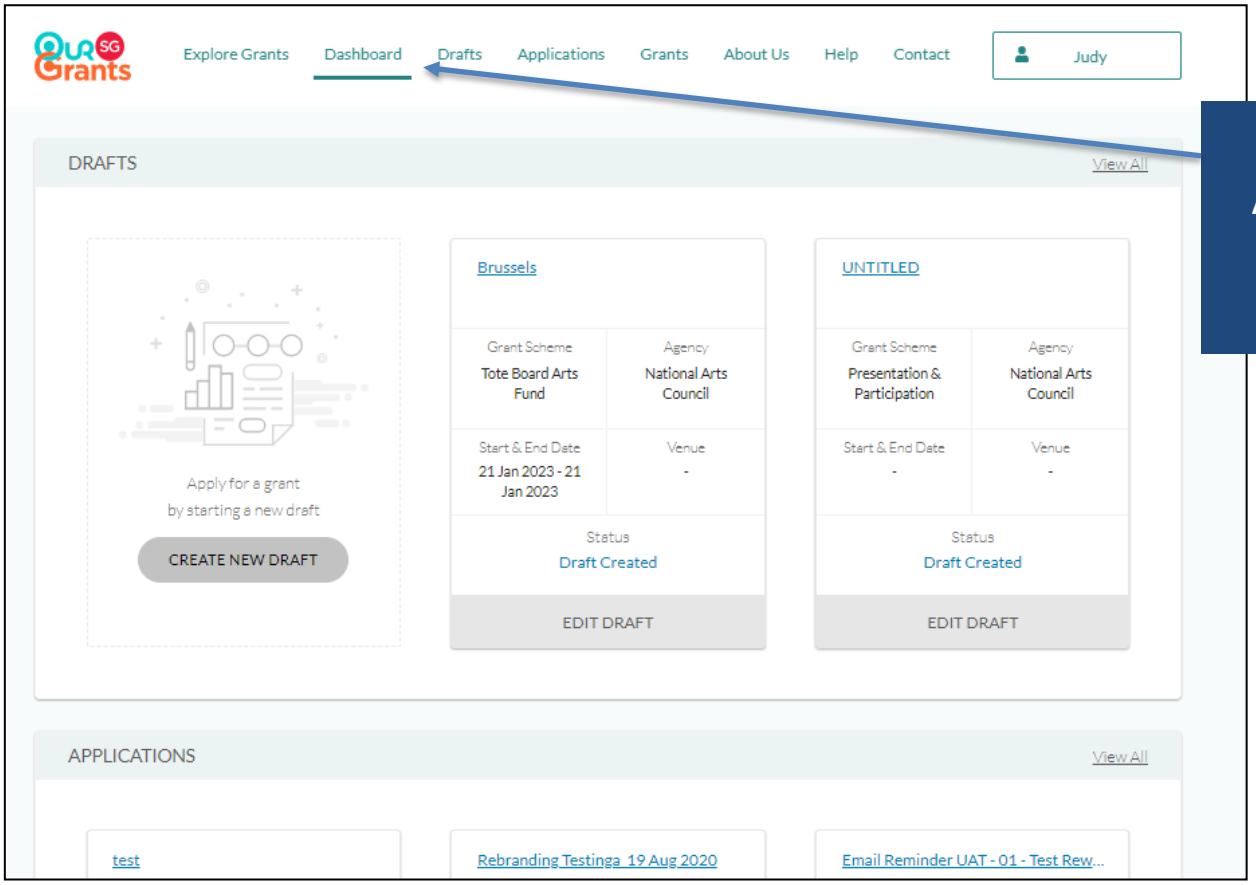
You can access all of your submitted documents here.

You can duplicate the details into a new application here.

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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.

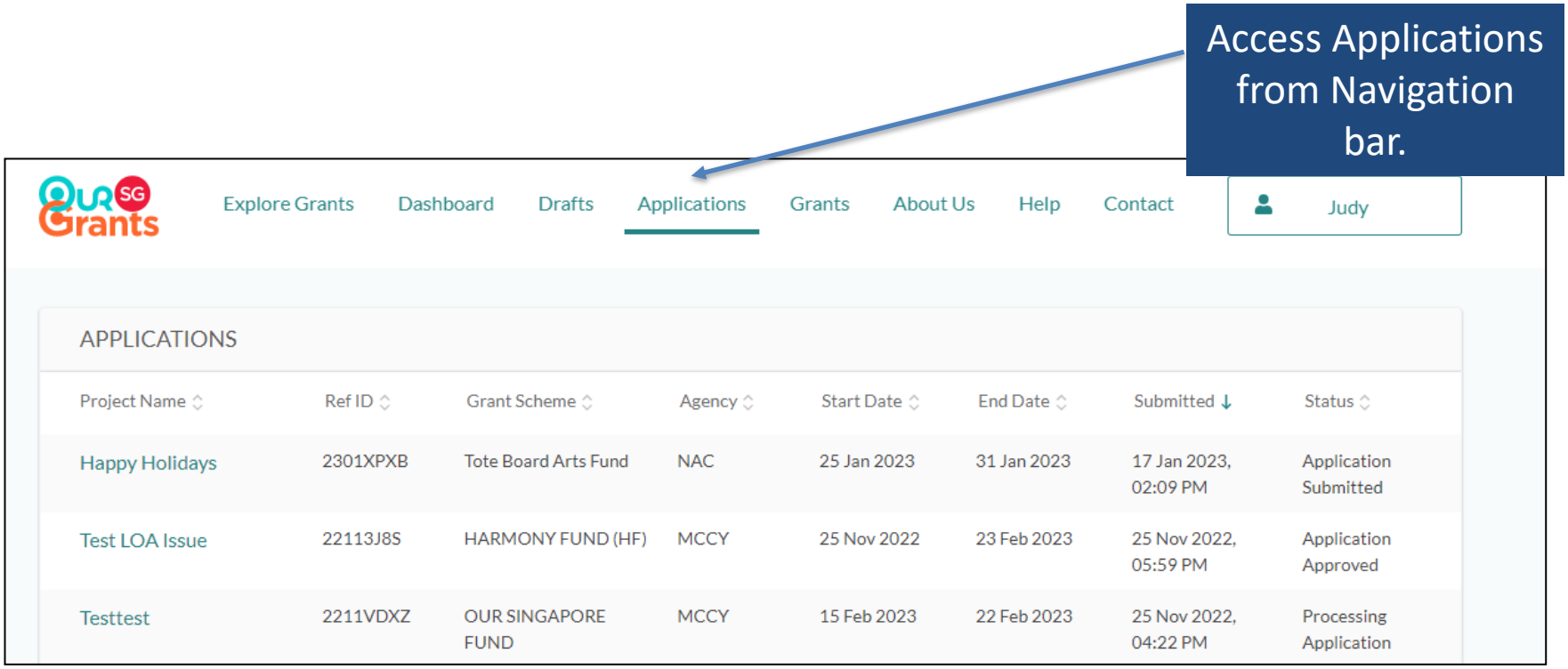


Access Drafts, Applications and Grants from Dashboard.

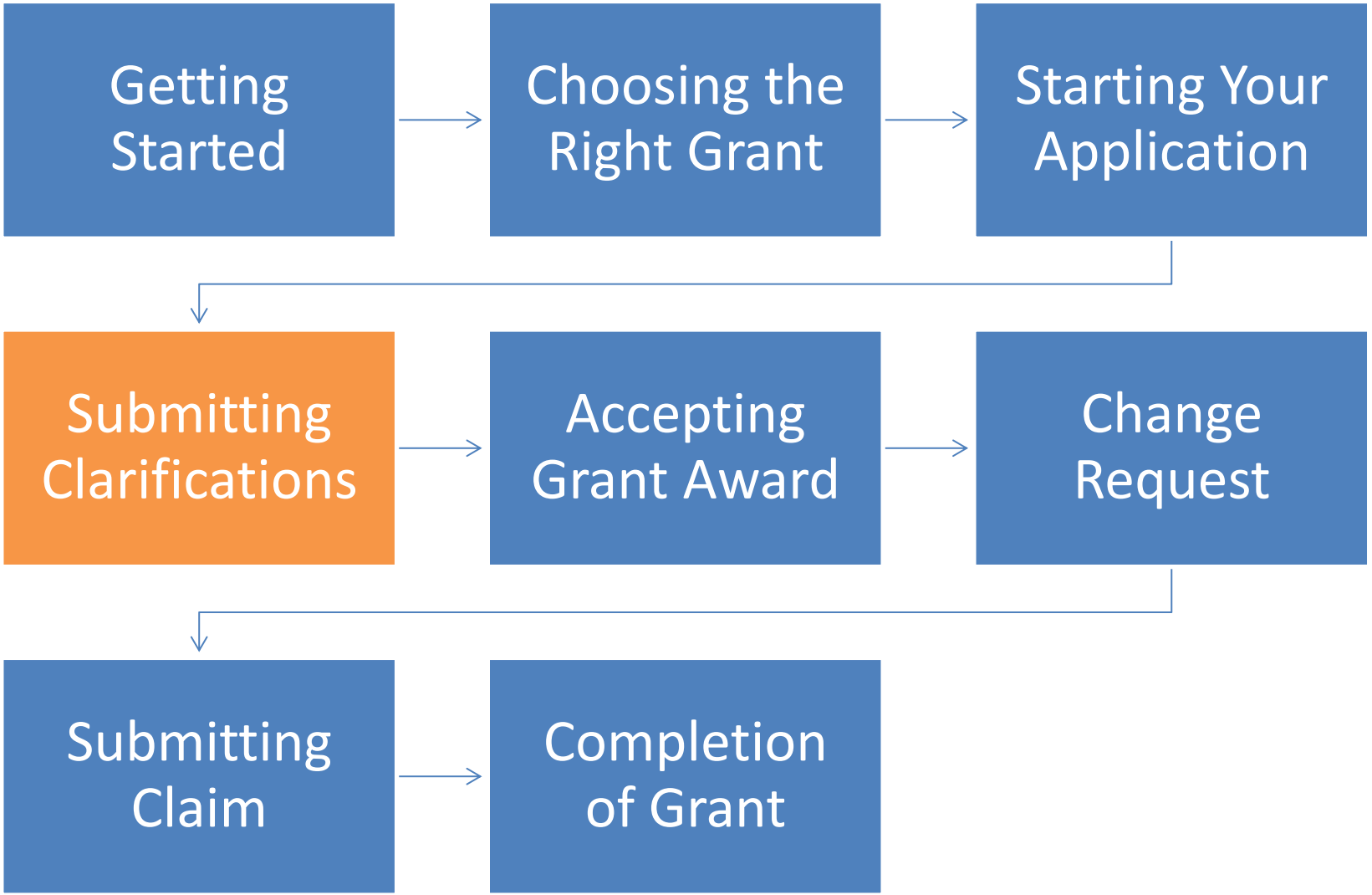
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Starting Your Application

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



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Submitting Clarifications

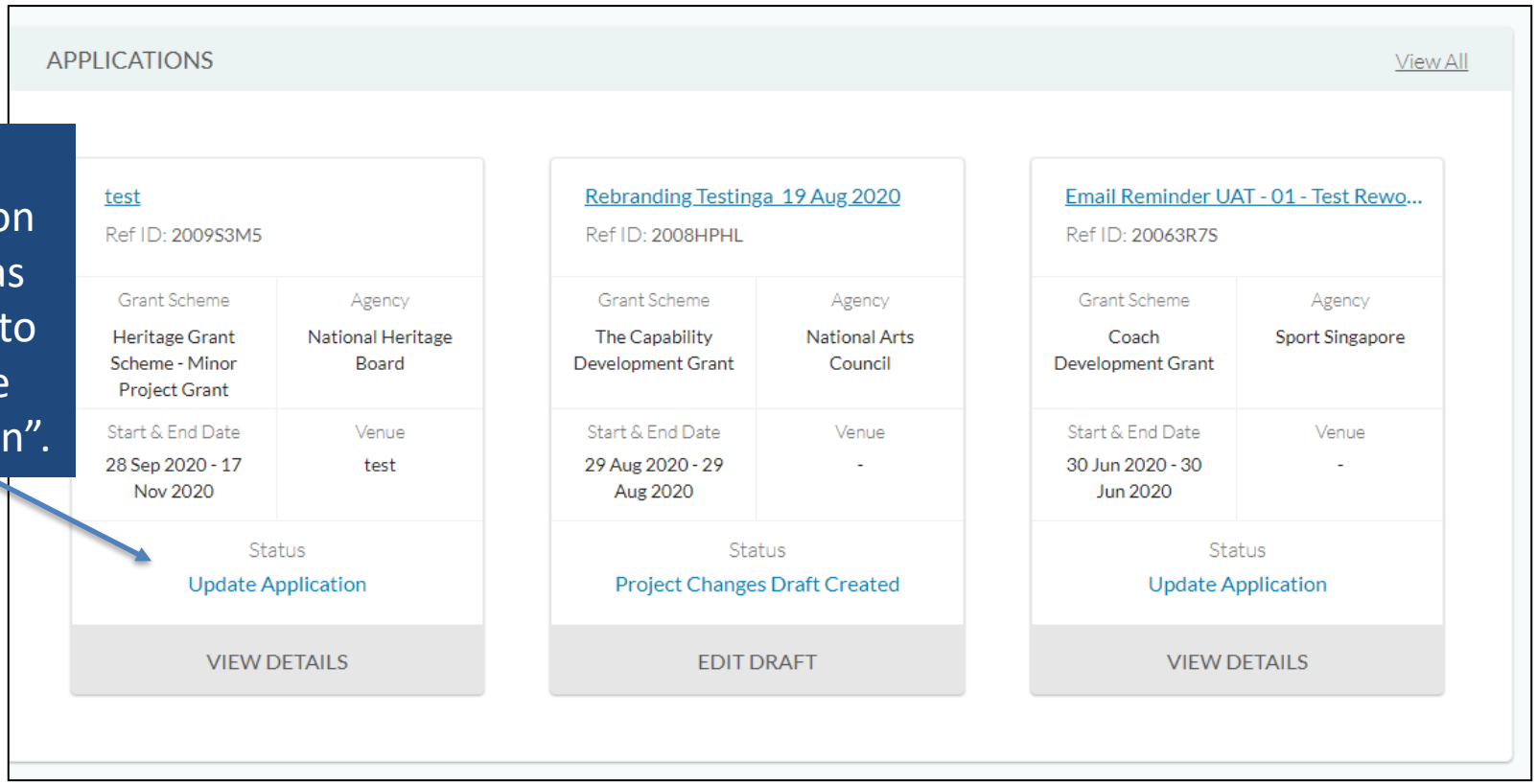
In the course of assessing the application, the Arts Fund Secretariat may request additional information about your application.

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

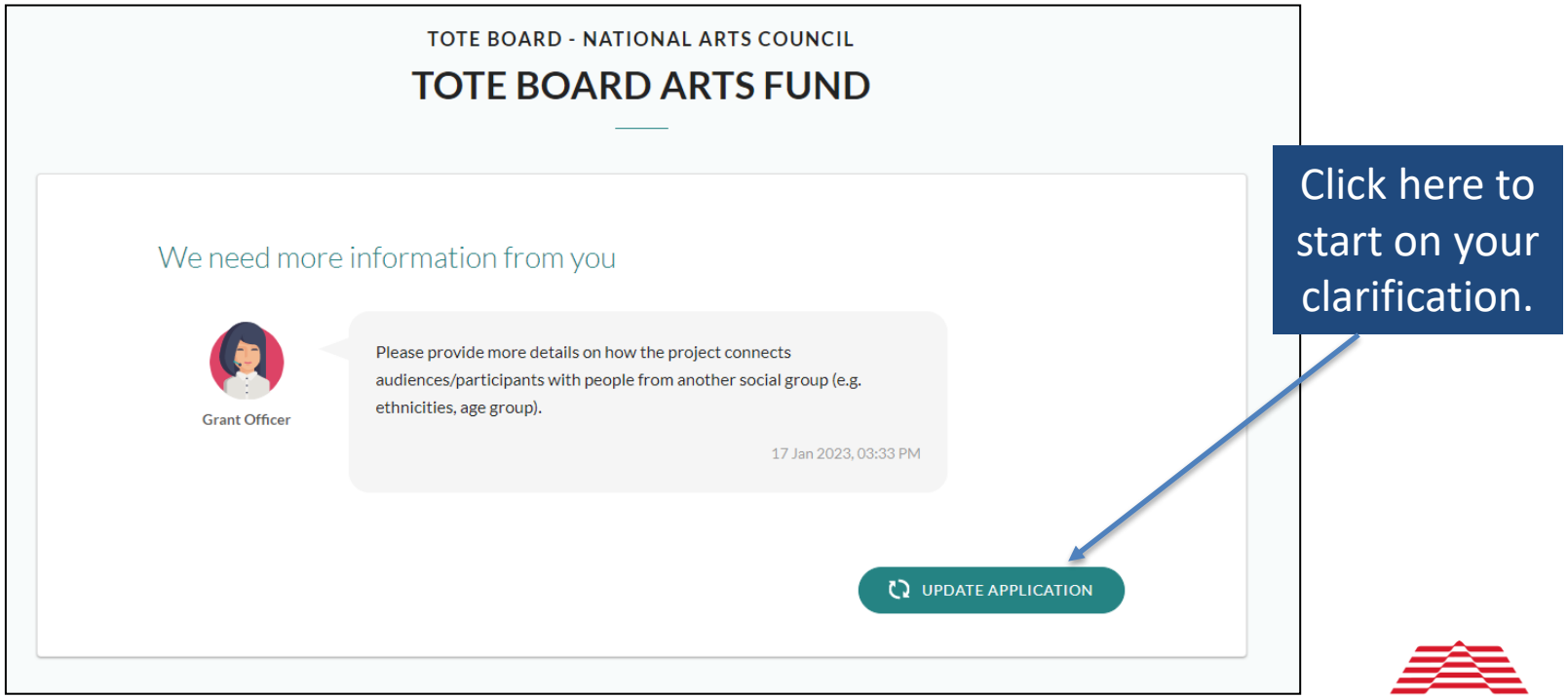
You will get an email informing you that a specific grant requires your action. Once you log in to the OSG, you will notice that the grant you submitted now appears in the **Applications** section of your dashboard, with the status **“Update Application”**.

Your application status has changed to “Update Application”.



Submitting Clarifications

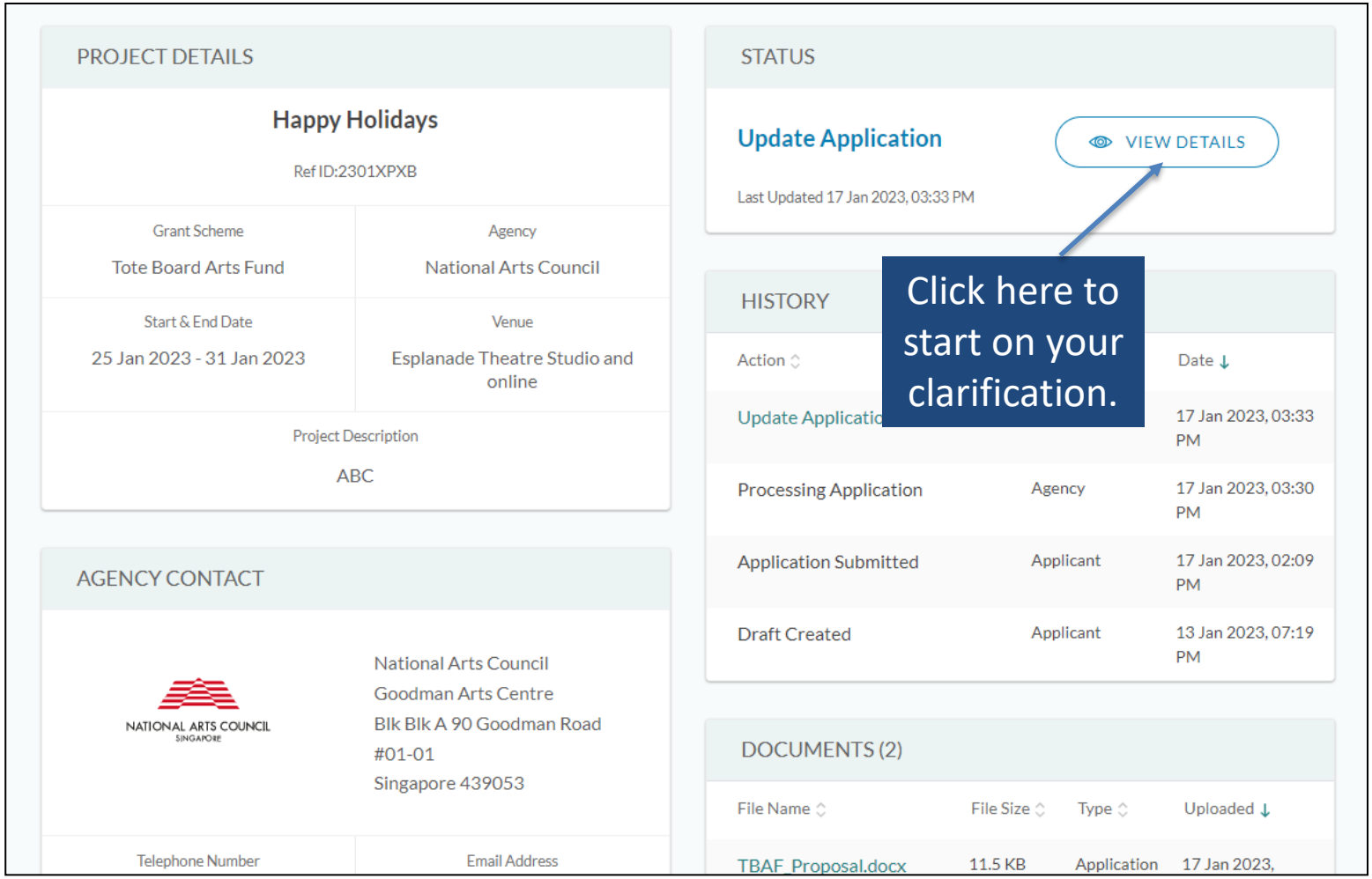
Click on **View Details**. This will re-direct you to another page, which includes a note from the Secretariat detailing the additional information that is required. You can then select the green **"Update Application"** button to start filling out this additional information.



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Submitting Clarifications

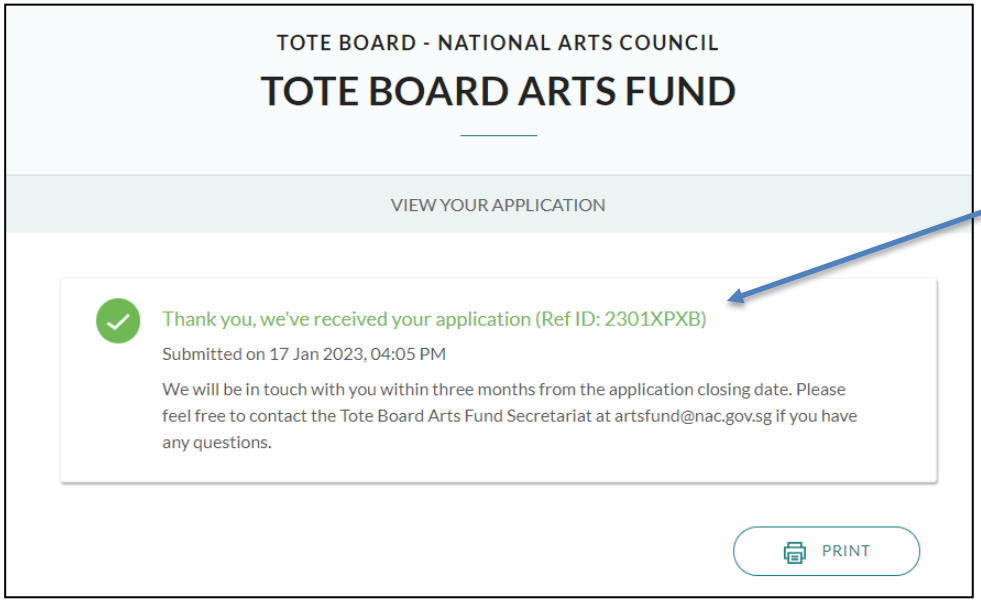
Alternatively, you can click "**View Details**" in the key info page to update the application.



Submitting Clarifications

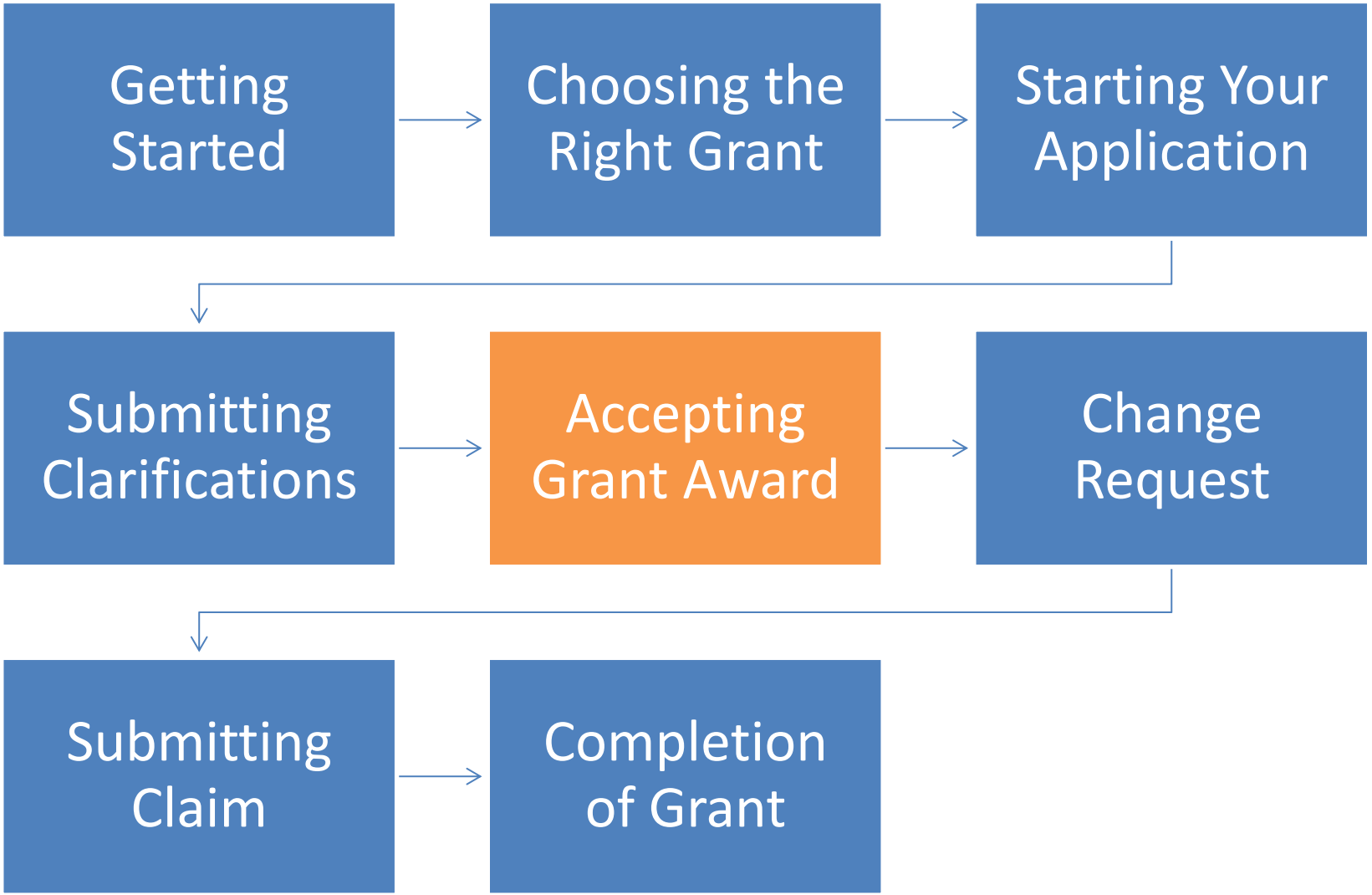
After amending the application, you will need to complete the Acknowledgement again before you can Review and Resubmit.

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.

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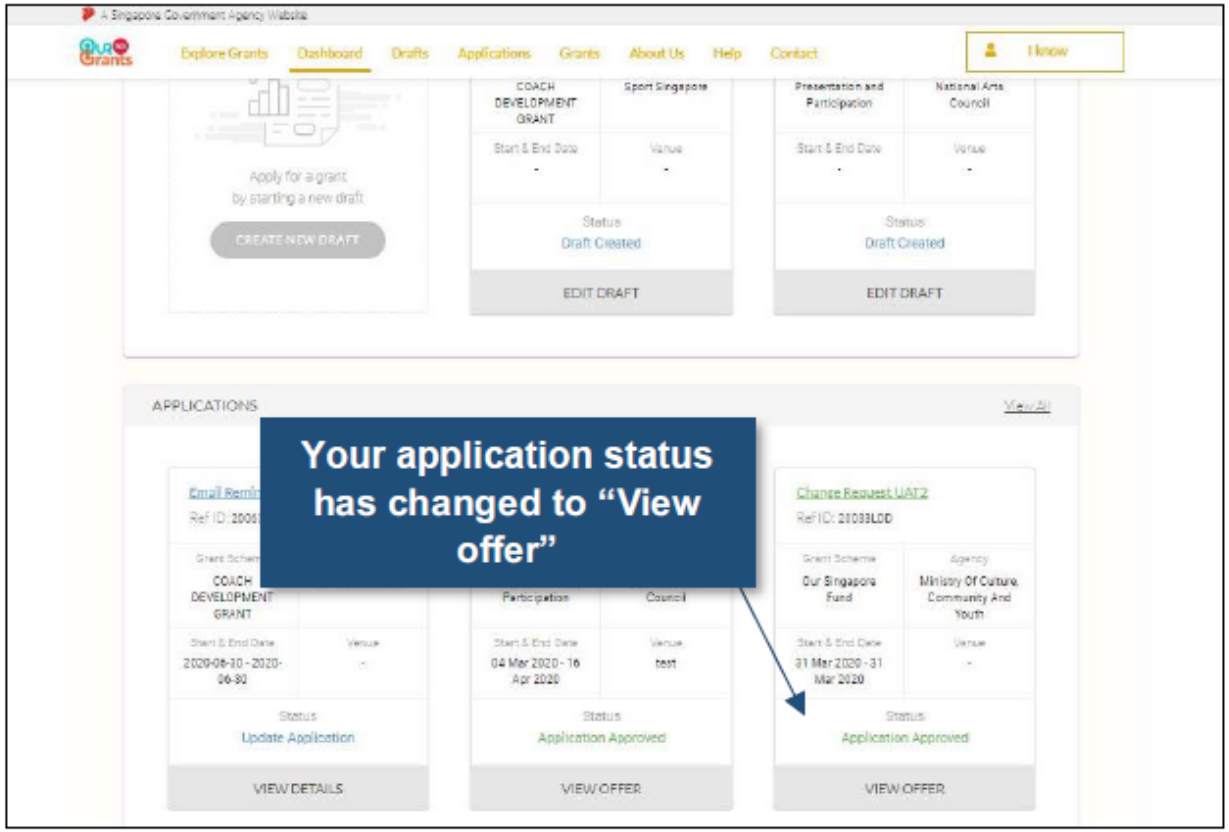


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Accepting a Grant Award

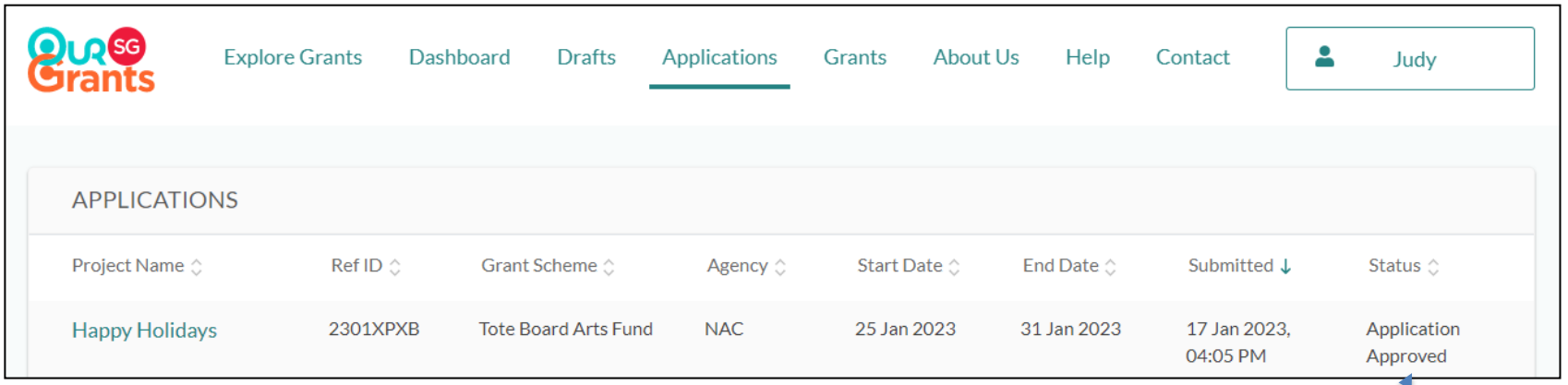
When your application is successful, you will receive an email informing you of the grant award. This email will also prompt you to log in to the OSG.

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



Accepting a Grant Award

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

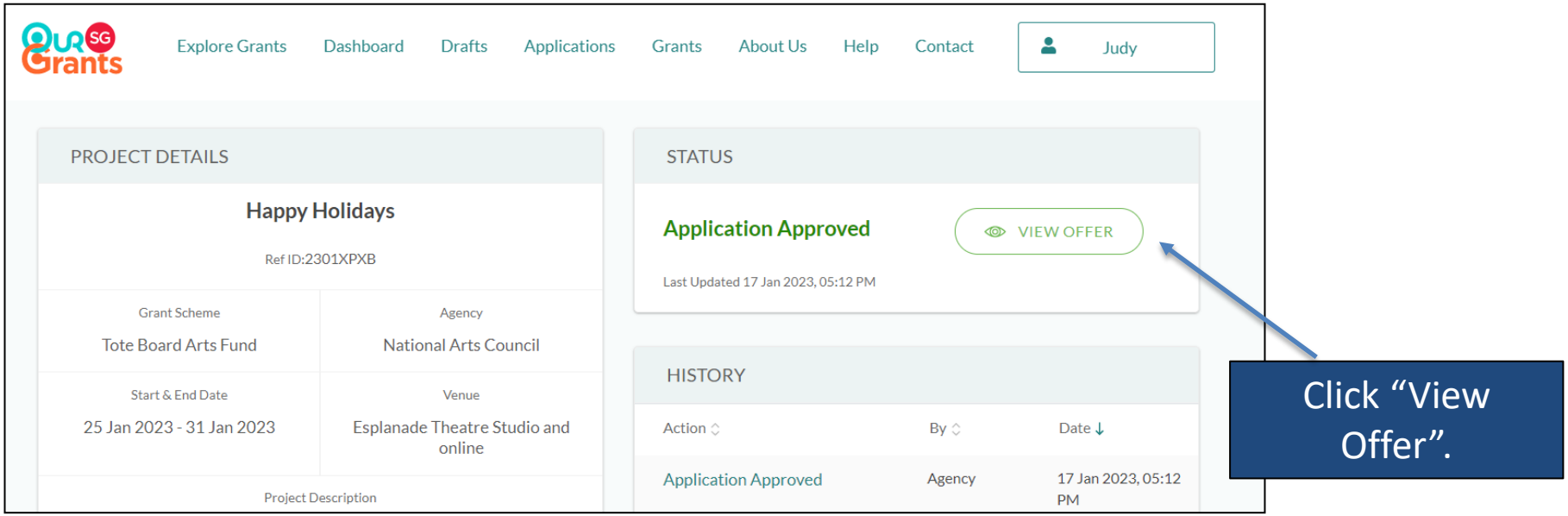


Your status has changed to "Application Approved".

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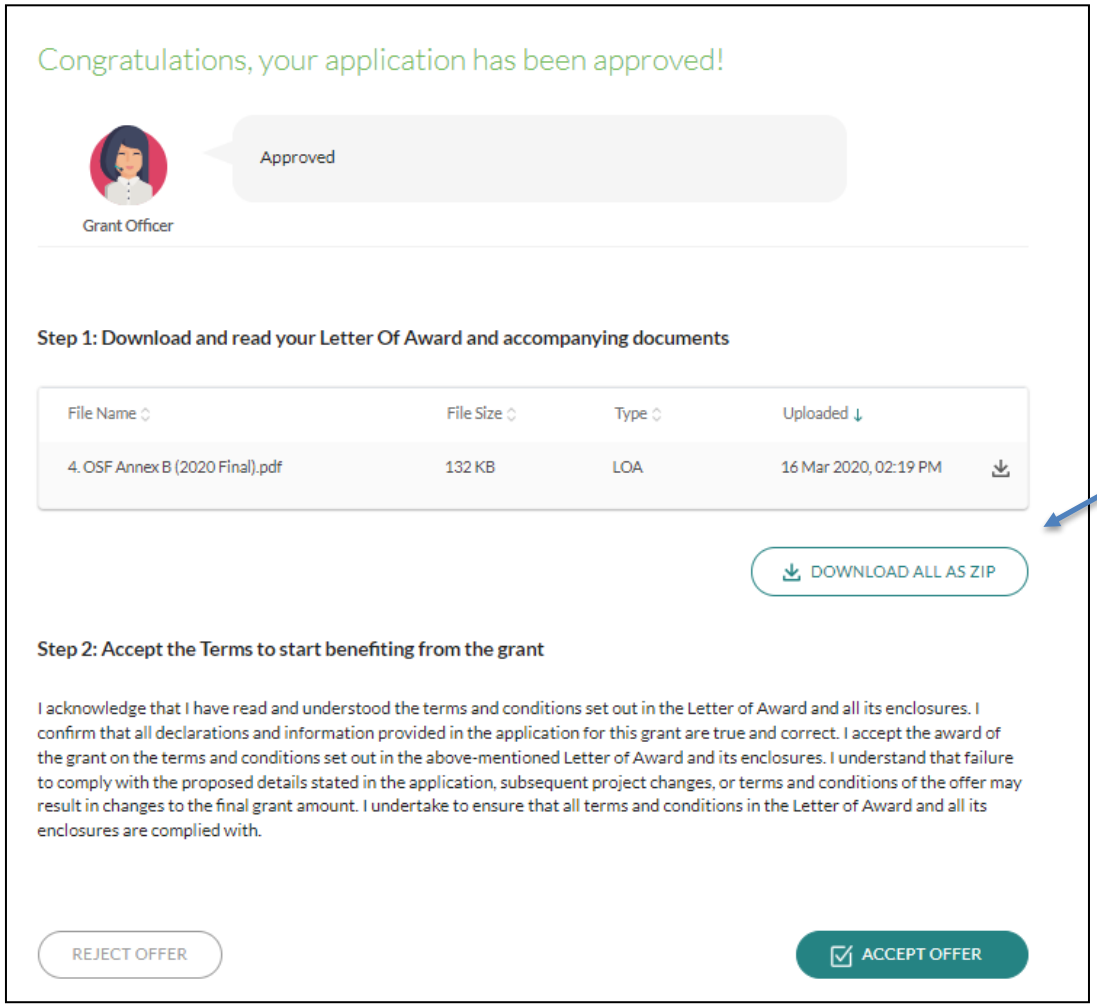
Accepting a Grant Award

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



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Accepting a Grant Award

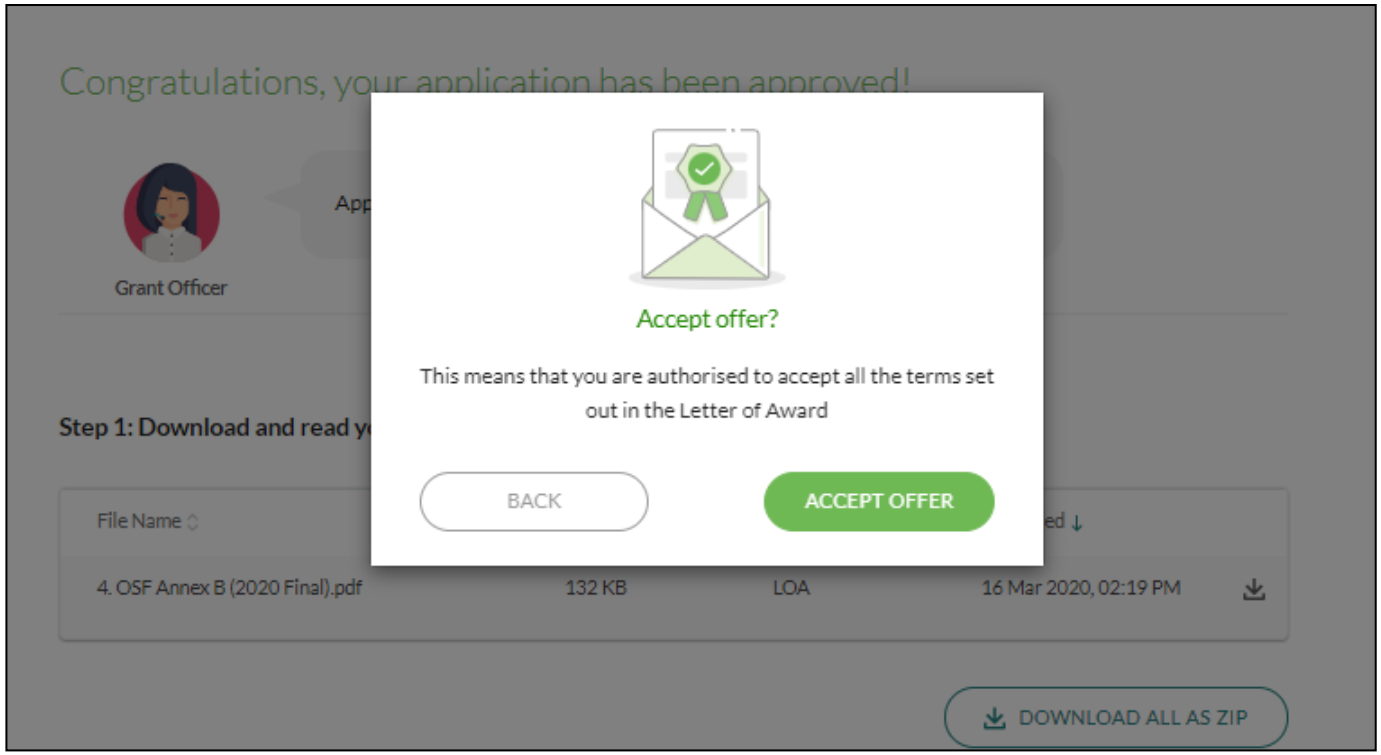


You can download the accompanying documents here.

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Accepting a Grant Award

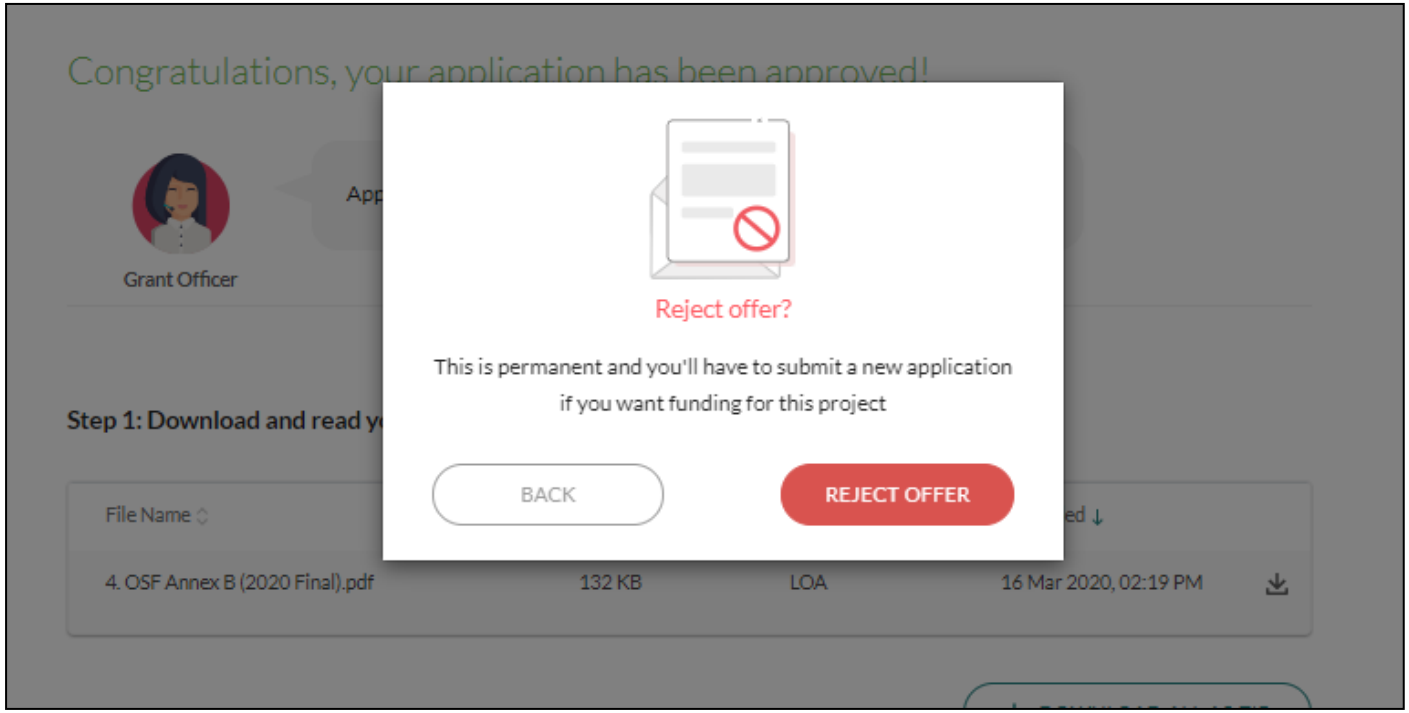
Once you are ready to accept the grant, you can select the green **“Accept Award”** button. This will trigger a pop-up asking you to confirm your decision.



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Accepting a Grant Award

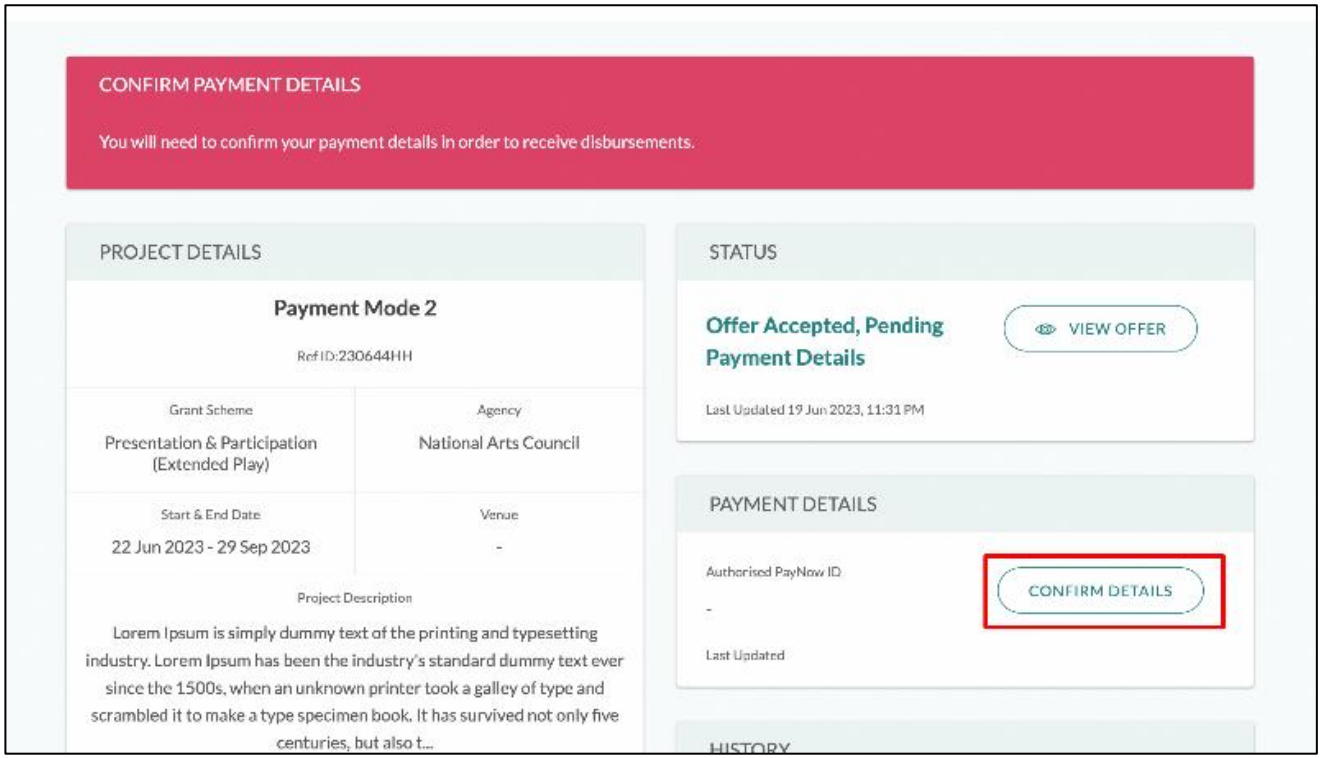
Alternatively, you may choose to reject the grant awarded. However, do note that if you reject the award, and would still like to request for Arts Fund support for the same project, you will need to submit a fresh application.



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Accepting a Grant Award

Upon accepting LOA, it goes back to the main page and then there will be a red banner asking you to confirm payment details. Click on ‘confirm details’ at the ‘payment details’ box as per screenshot below.



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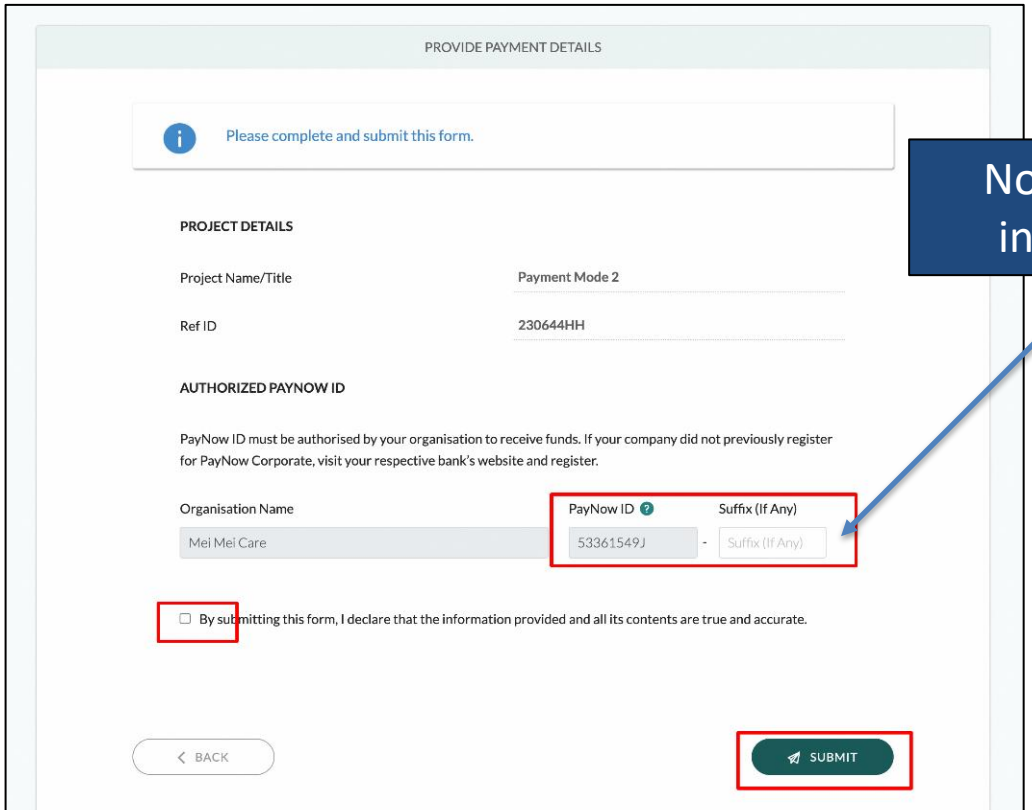
Accepting a Grant Award

Input/verify authorised PayNow ID payment details.

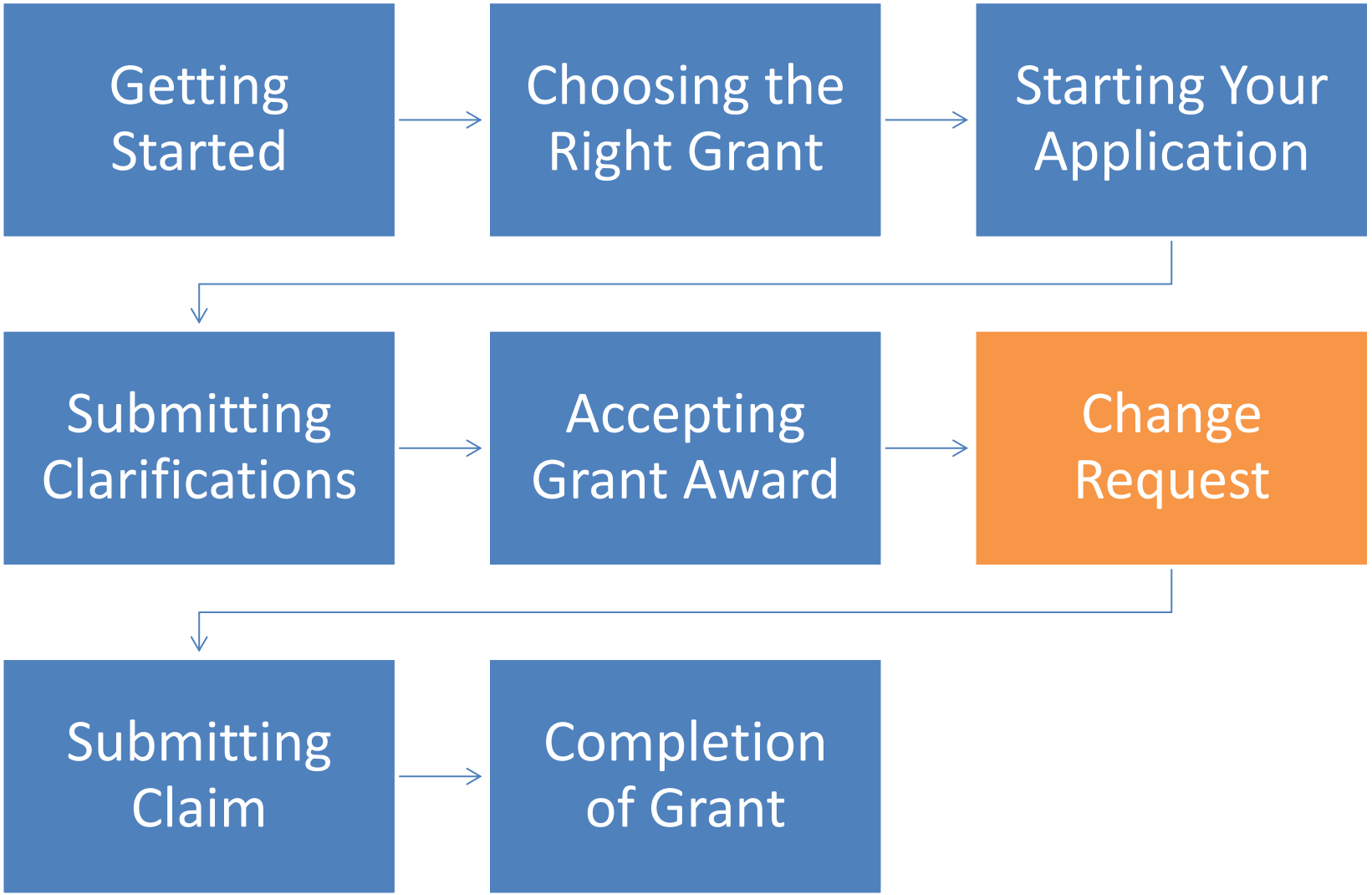
Before confirming and submitting authorised PayNow ID payment details:

A) For individuals, please ensure your bank account is linked to your NRIC; or

B) For organisations, please ensure your organisation's bank account is linked to your UEN



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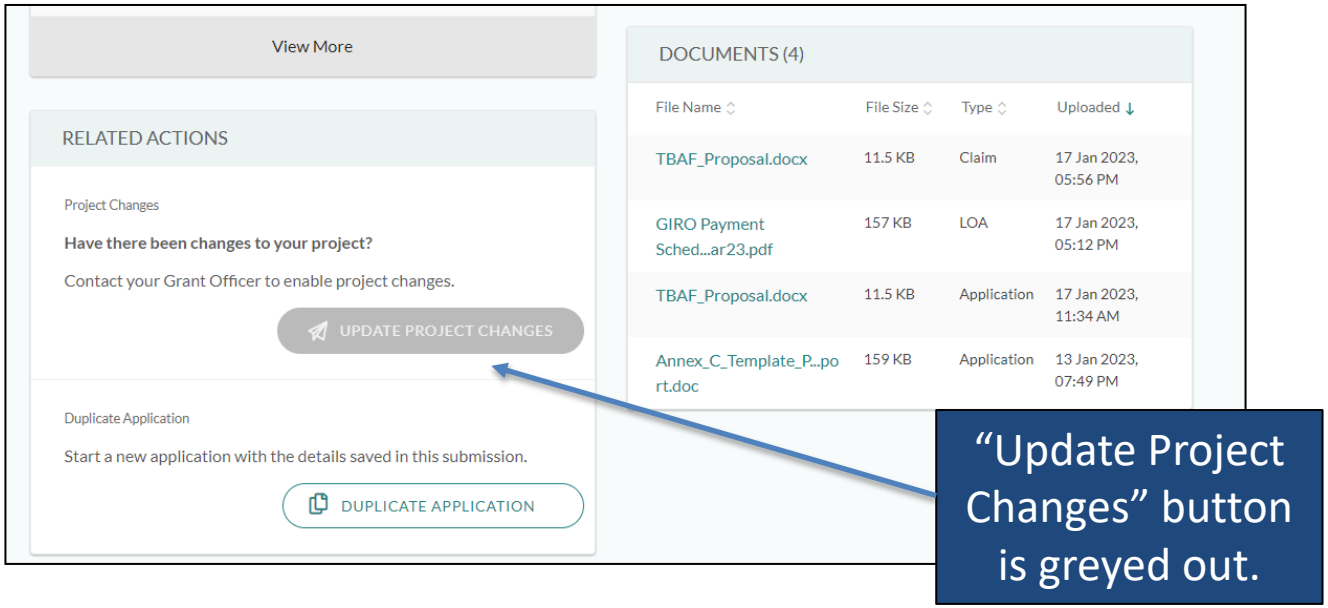


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Change Request

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.

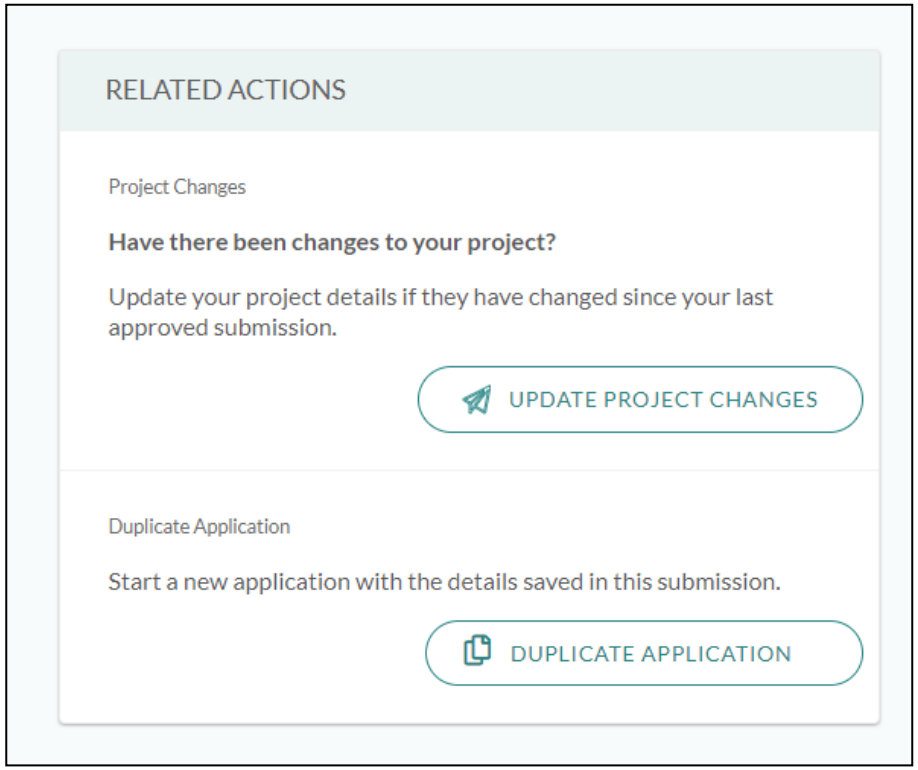
The “Update Project Changes” button is greyed out in the key info page. Please email artfund@nac.gov.sg for the Secretariat to enable project changes.



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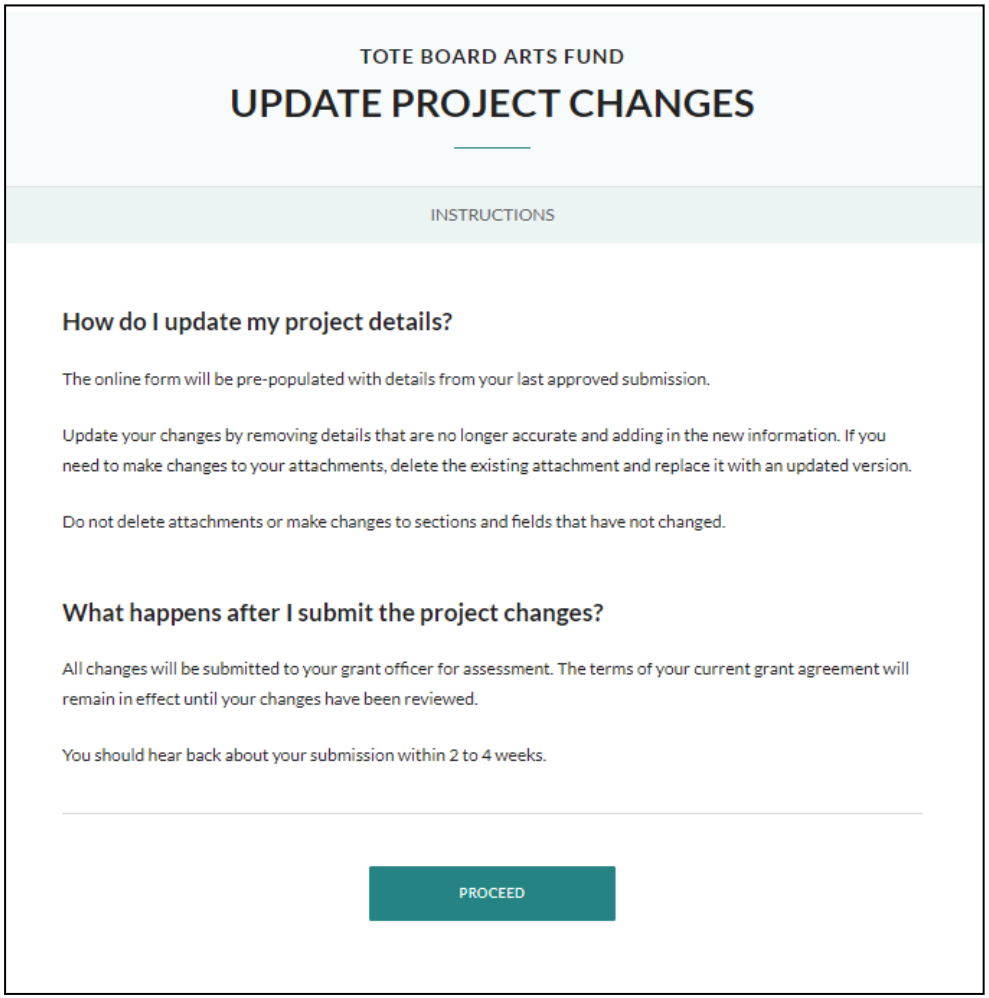
Change Request

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



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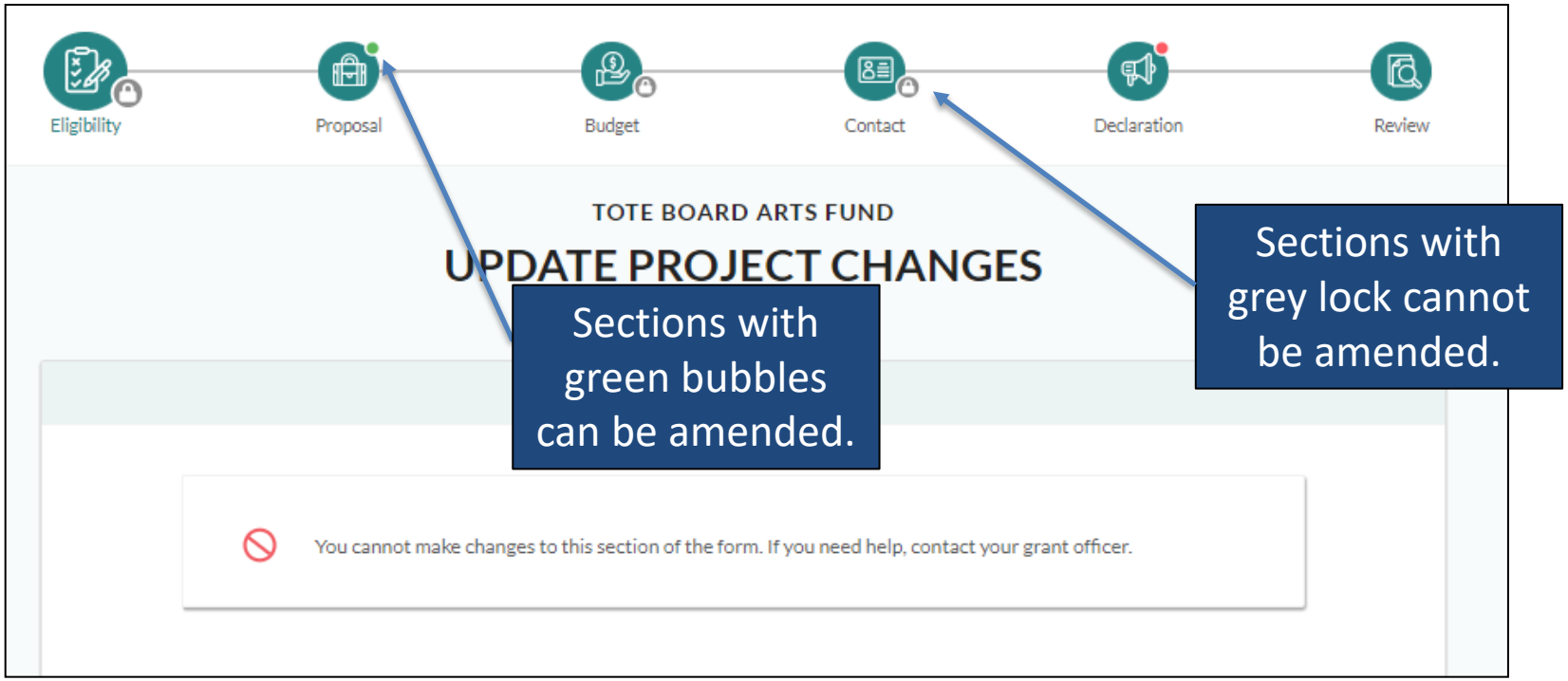
Change Request



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Change Request

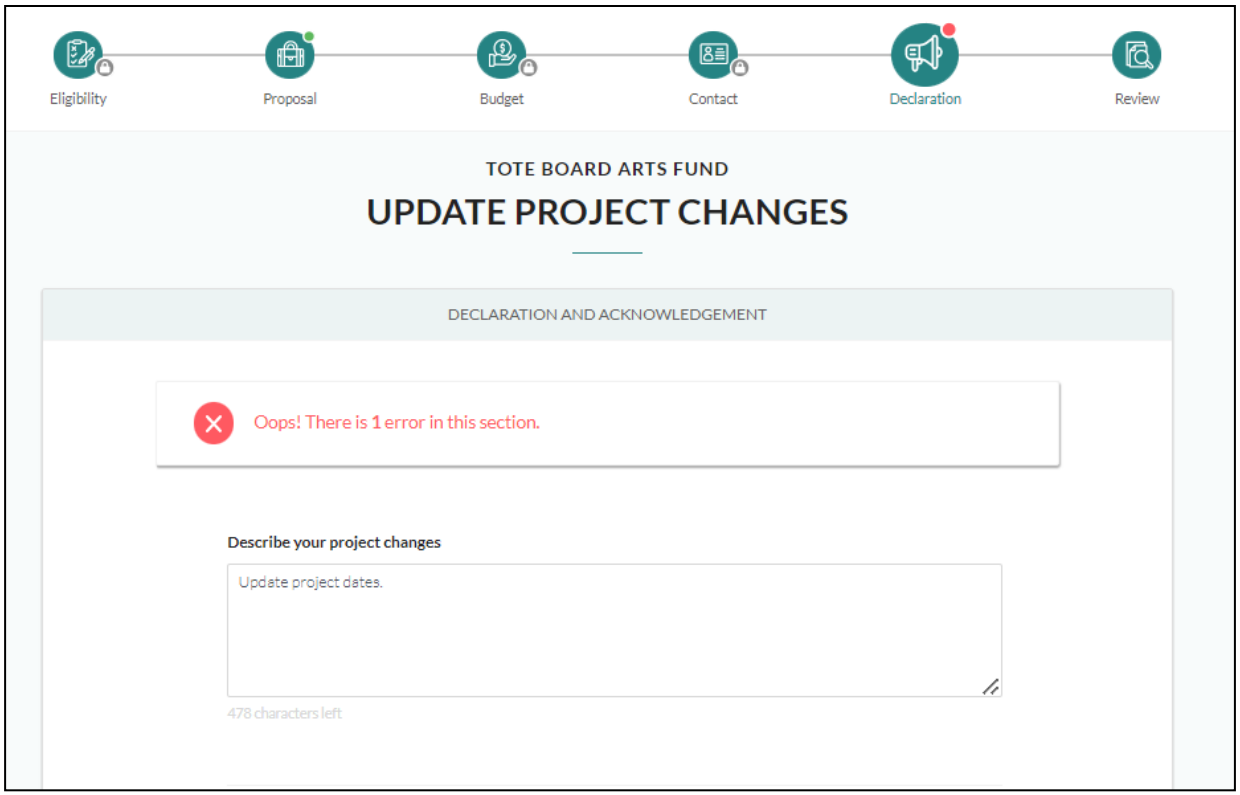
Proceed to amend the sections with changes. Do not amend the other sections.



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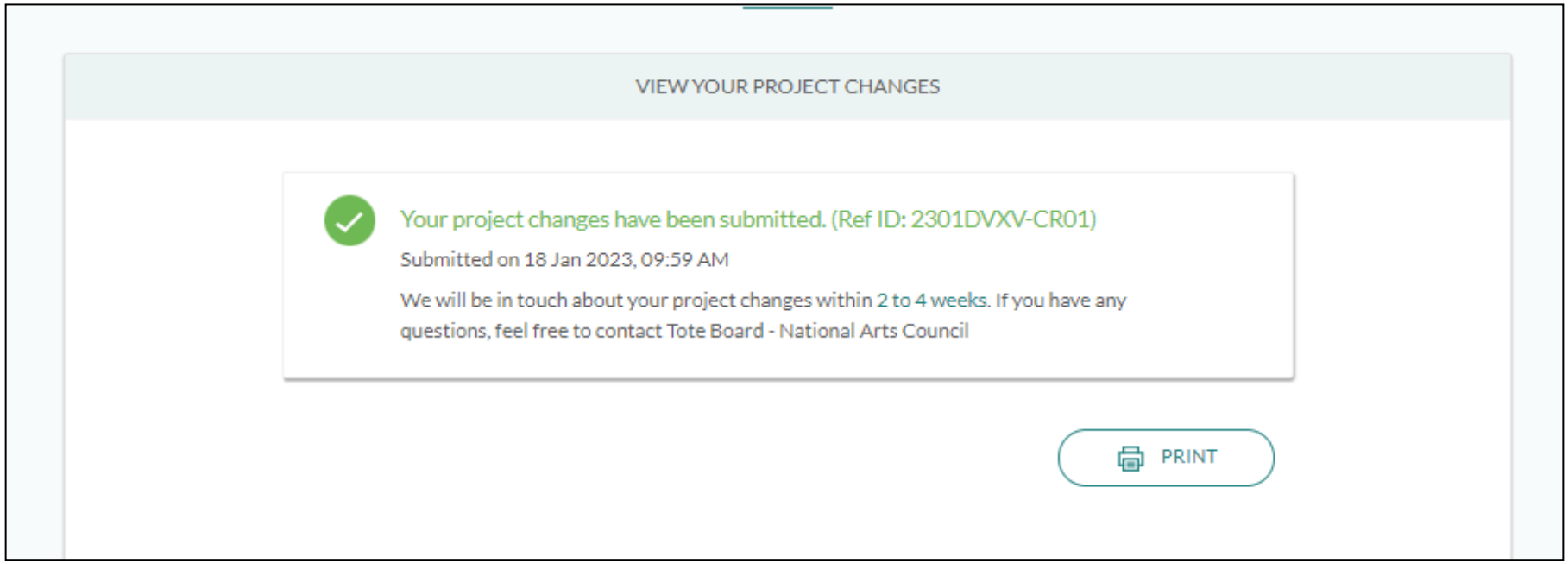
Change Request

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



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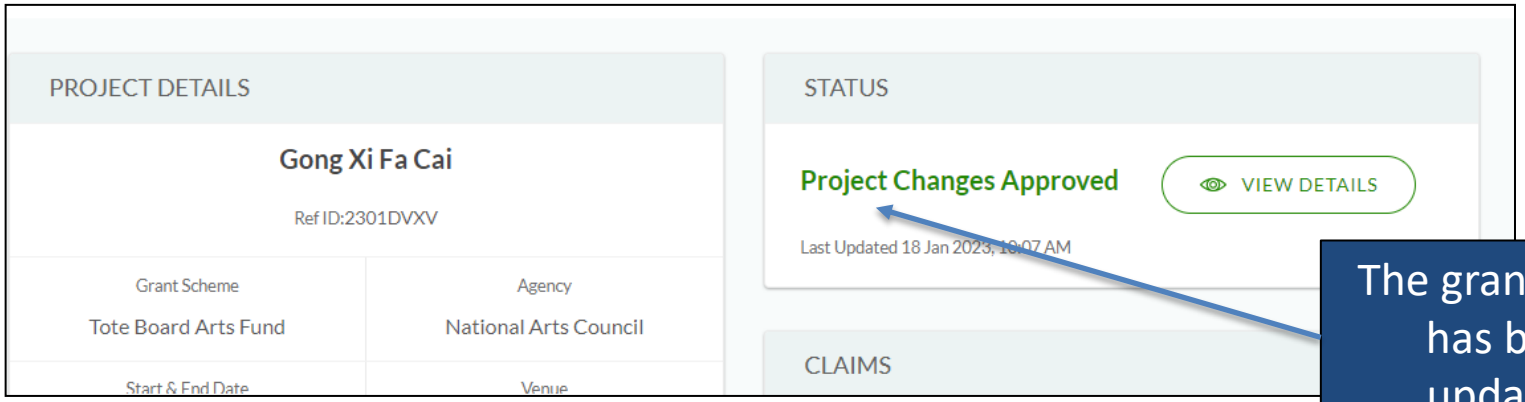
Change Request



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Change Request

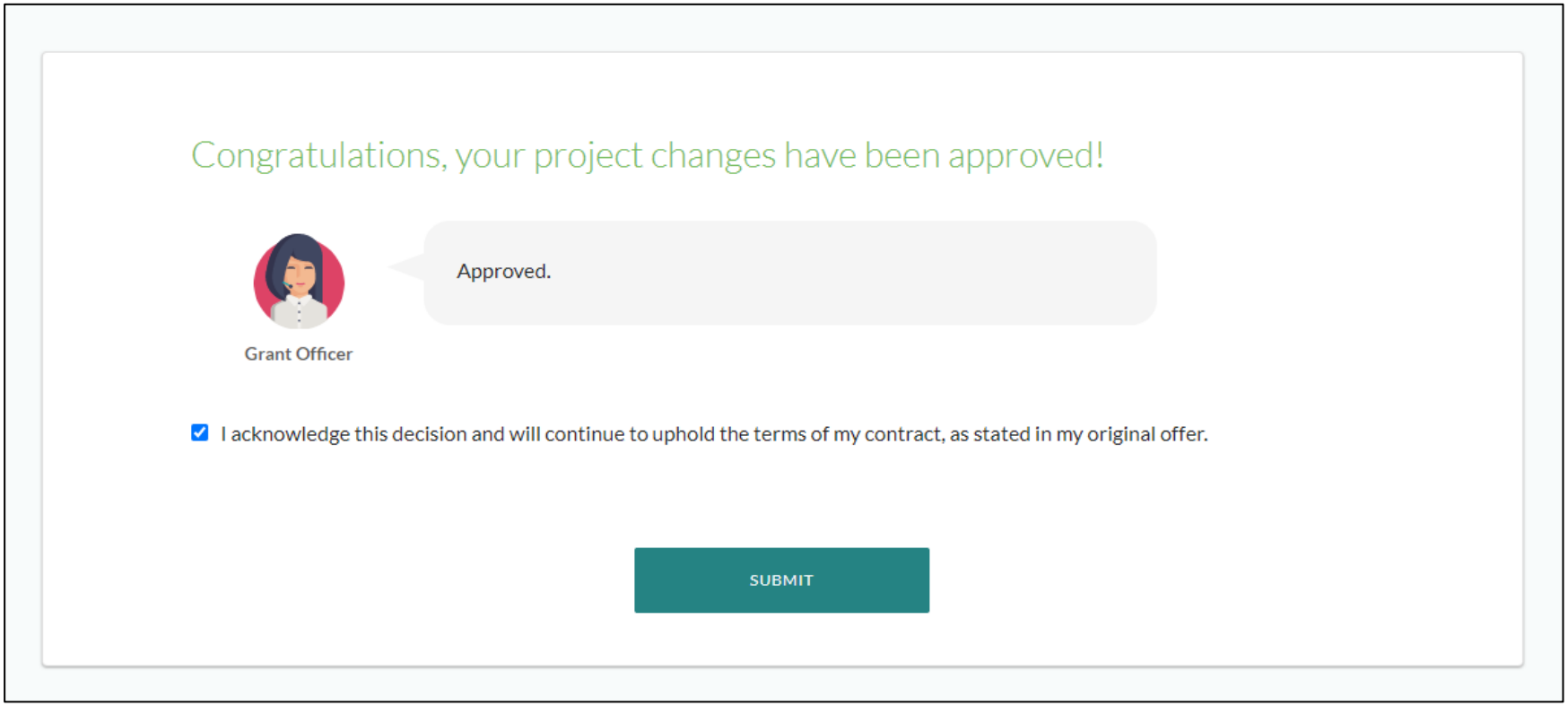
You will receive a notification email when the changes have been approved or rejected. The grant status will be changed from “Project Changes Submitted” to “Project Changes Approved”.



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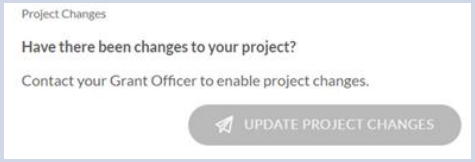
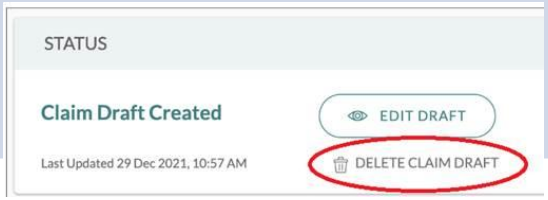
Change Request

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



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Change Request- Troubleshooting

	Scenario	Possible Issue	Recommended Solution
1	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. For example, they might only see a greyed out, unclickable button such as the one below: 	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.	Check if a draft has been created. Step 1: Go to "Grants", search ref-id, and click the link. Step 2: Click on "Edit Draft" under "STATUS" column and click on the "Proceed Changes", or Claim Submission button. Step 3: Click on "Review" tab and submit the draft. 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. 

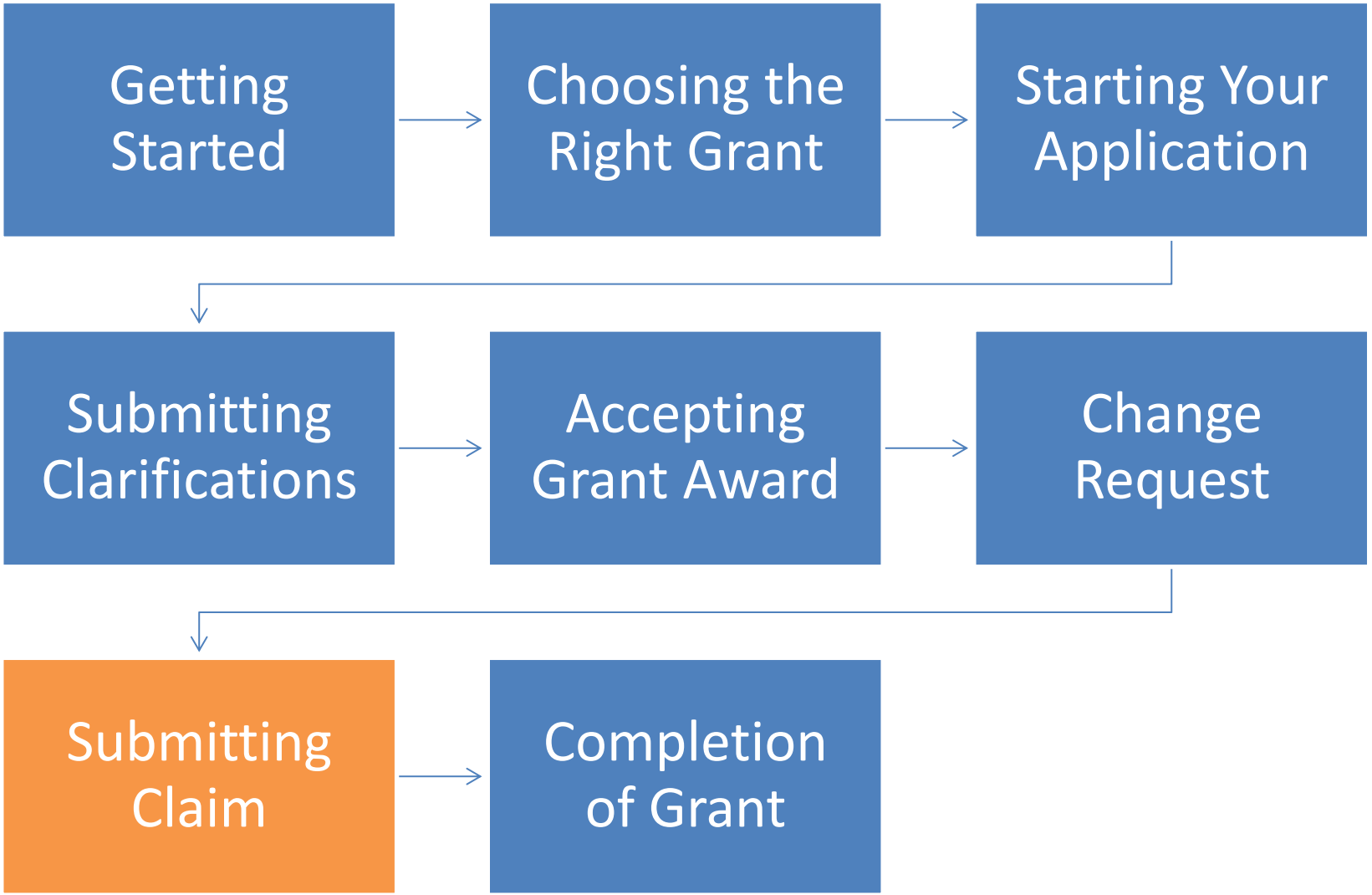
Change Request- Troubleshooting

	Scenario	Possible Issue	Recommended Solution
2	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. 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.	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. 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. 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.	Check if the new mandatory field “Company Registered As”, or any other mandatory field, has not been filled in, in the “Contact” section. 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.
3	Applicant receives a “Claim Deadline Passed” message when they attempt to submit a claim.	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.	Delete the existing claim draft, and create a new draft. They should be able to submit it as per normal thereafter.

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 **Accept** the CR outcome. Otherwise, the applicant cannot proceed further with their claim submission.	Accept the CR outcome.

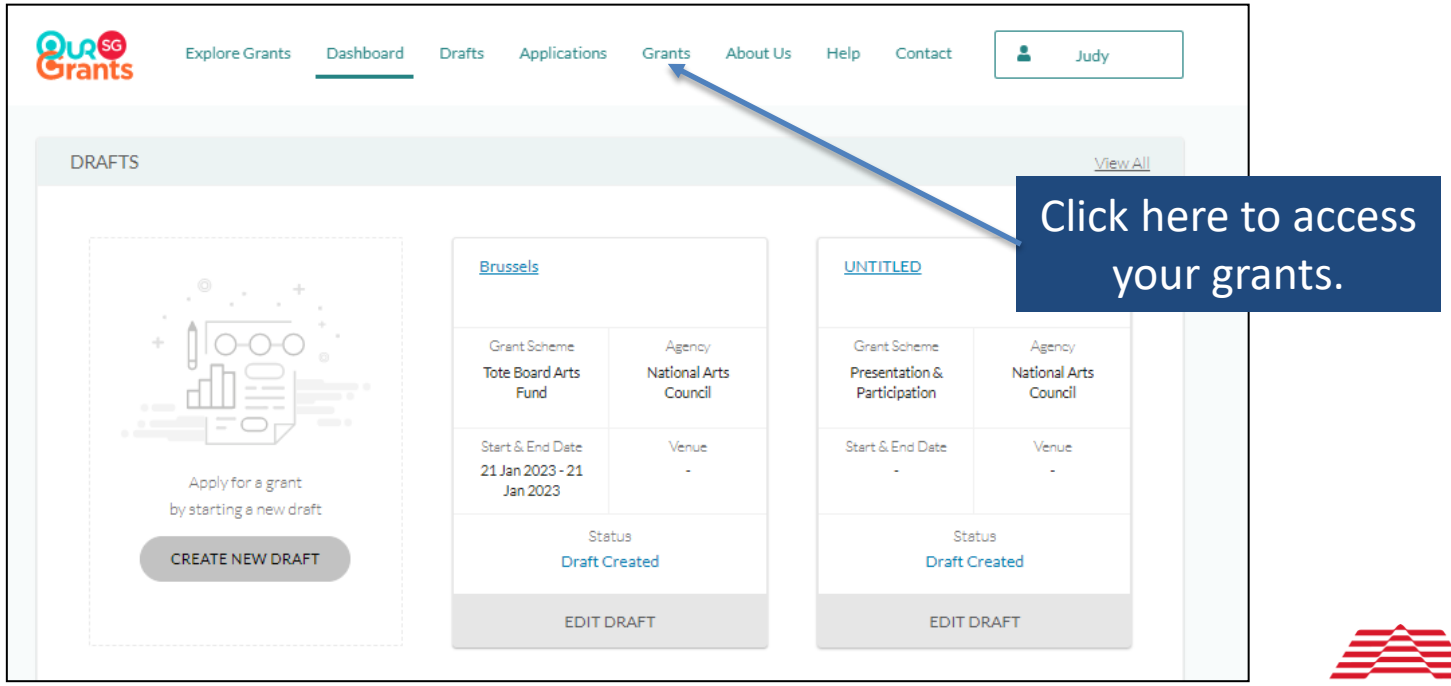
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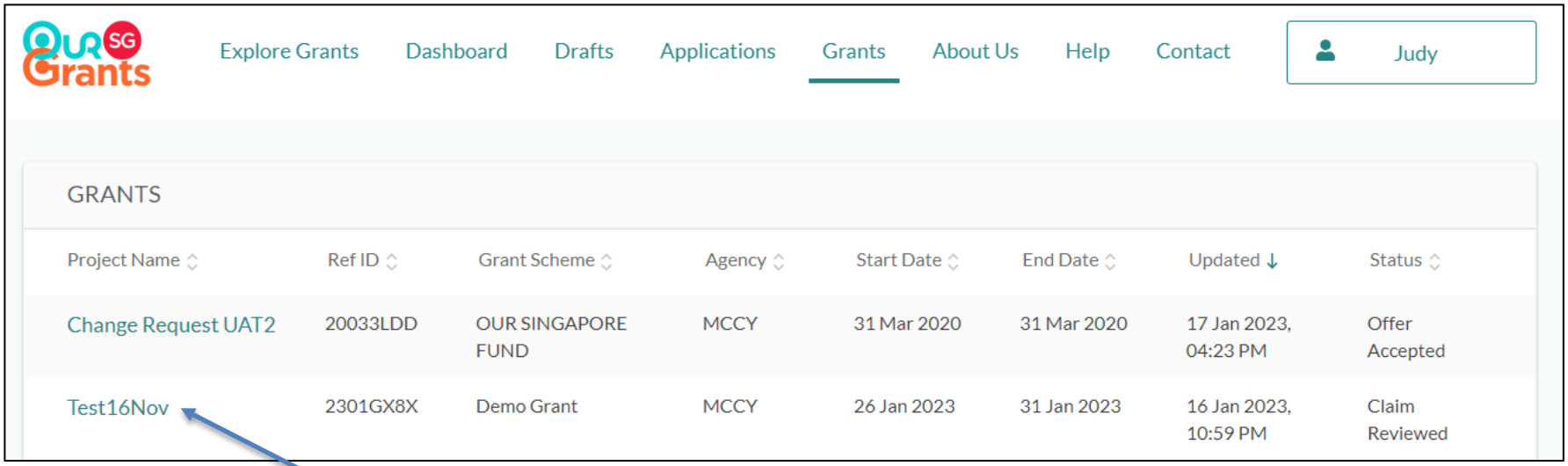
Submitting Claim

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.



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Submitting Claim

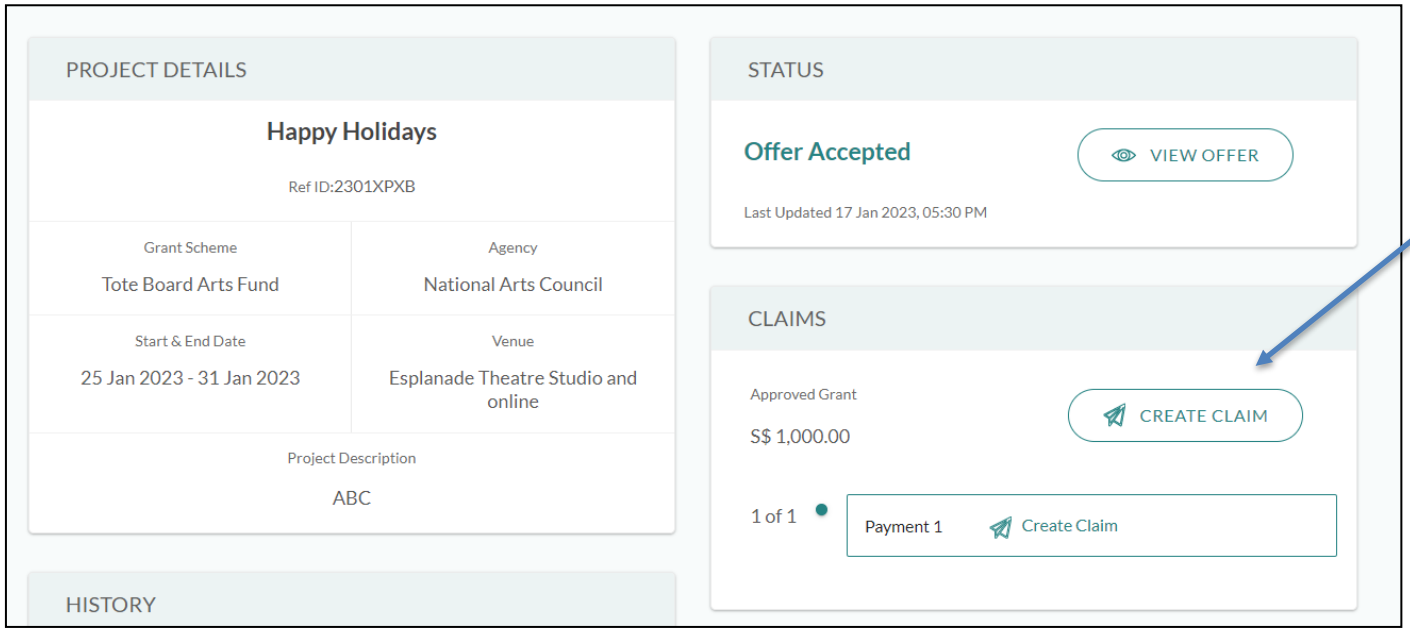


Click here to select grant to submit claim.

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Submitting Claim

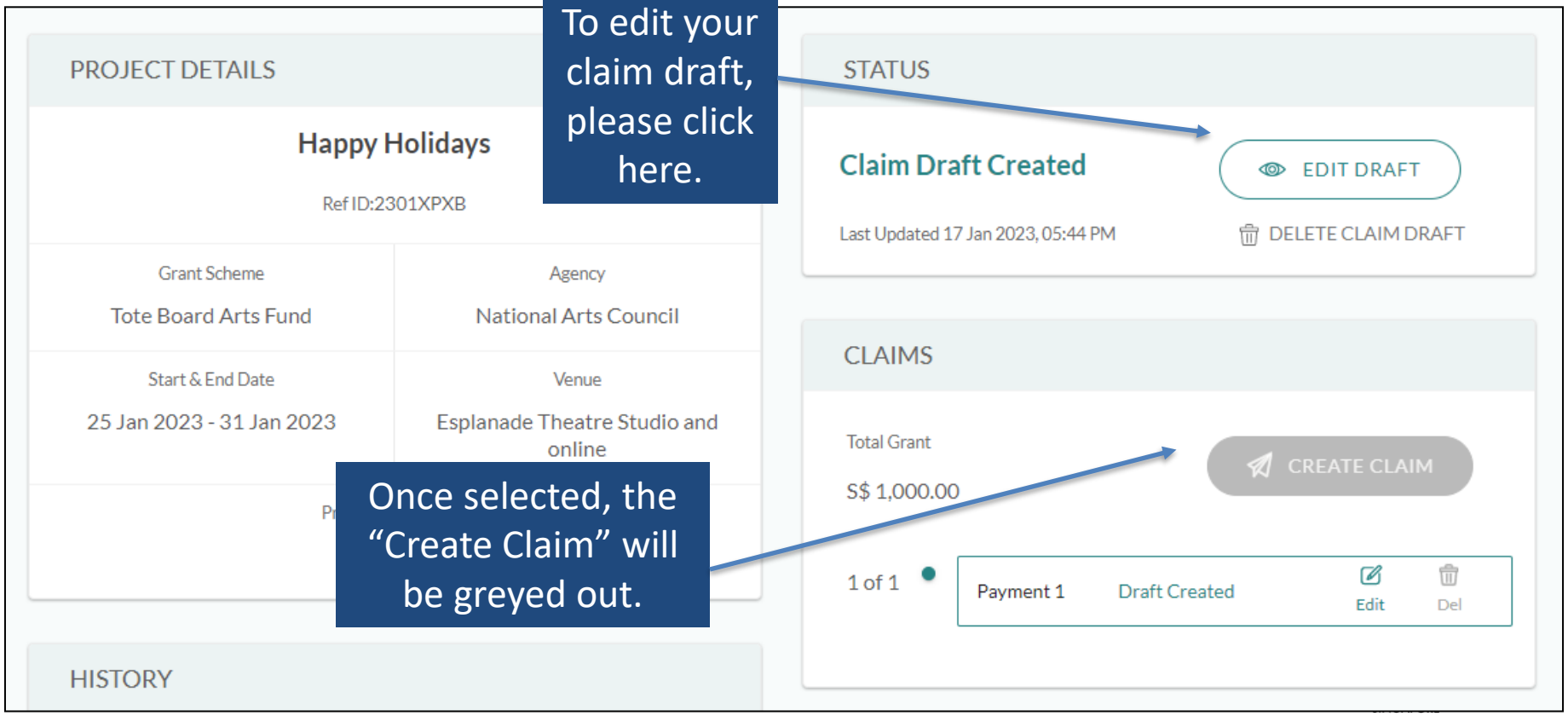
Within the selected grant page, click on the **“Create Claim”** button.



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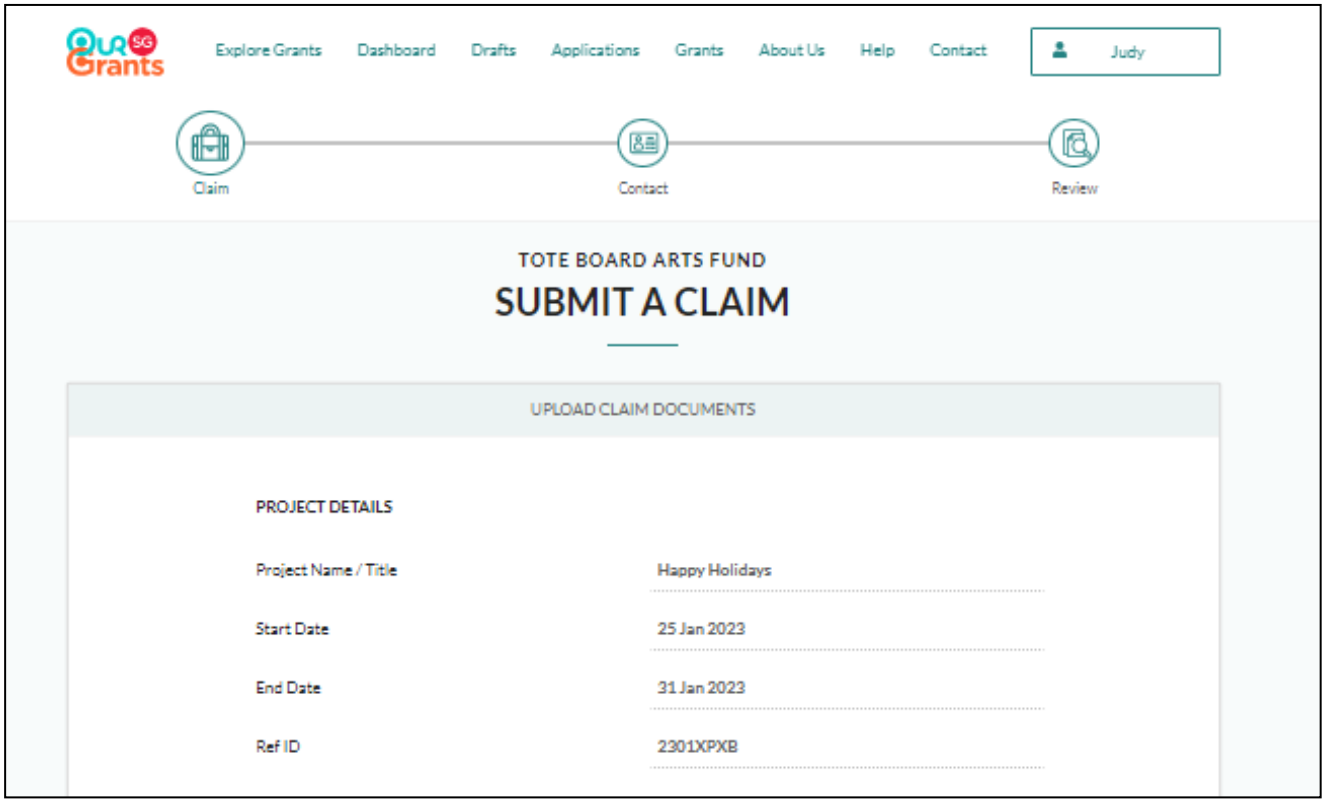
Submitting Claim

- 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.



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.

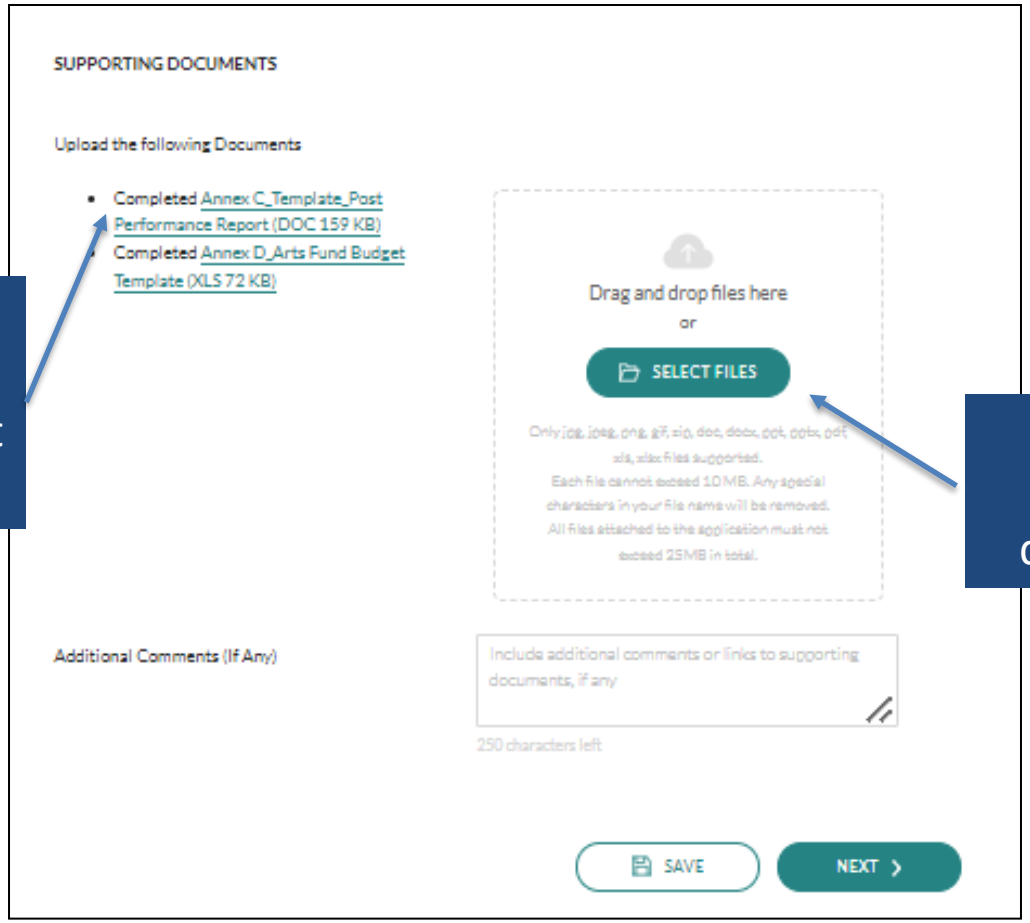


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Submitting Claim

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.



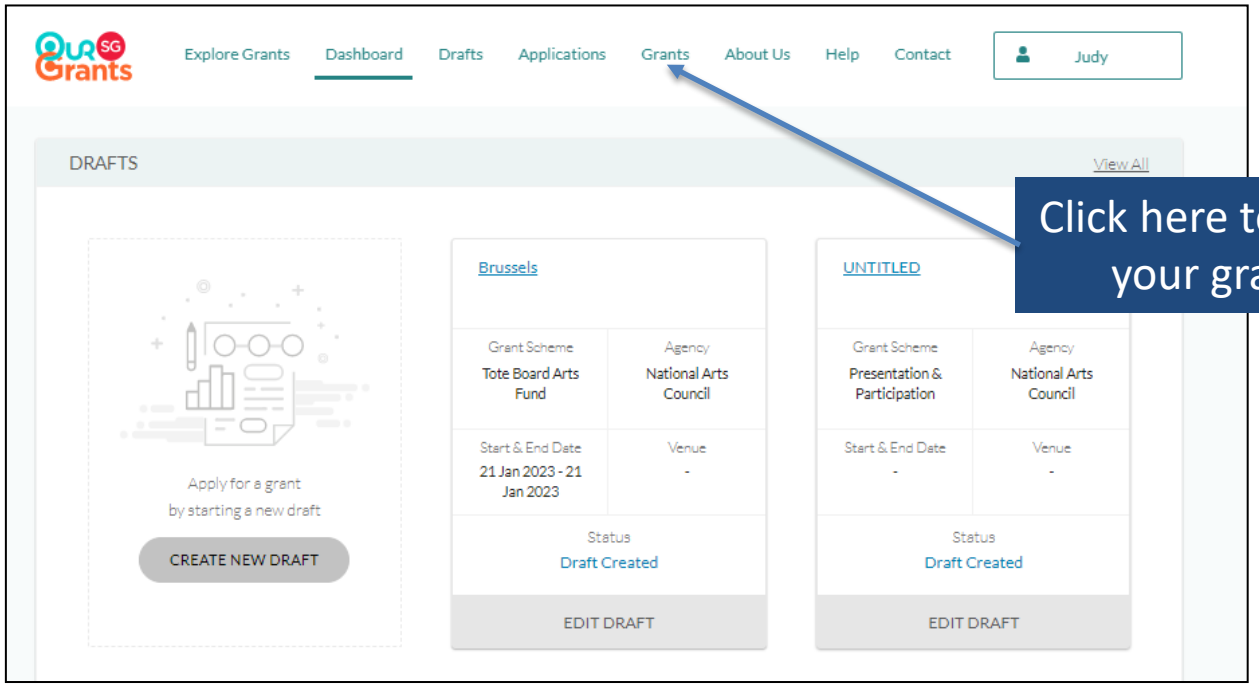
Click here to download the Post Performance Report template.

Upload the necessary documents here.

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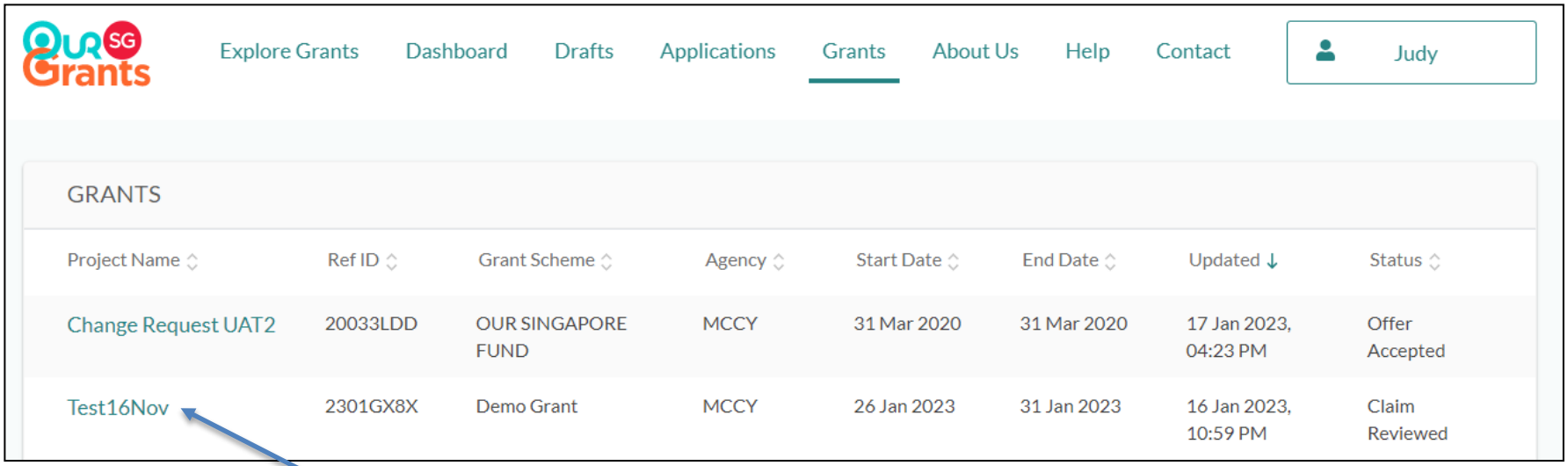
Submitting Claim

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.



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Submitting Claim

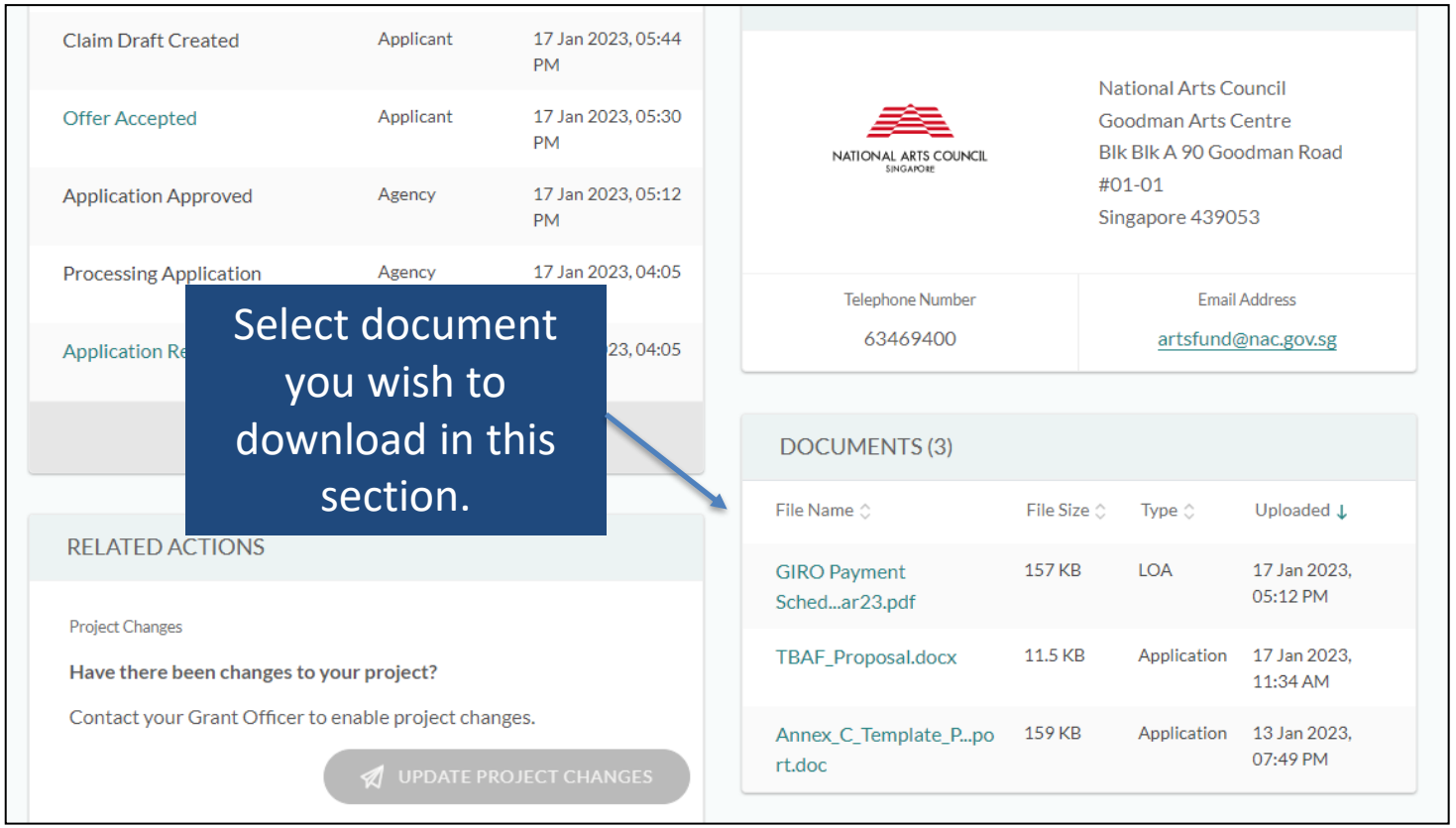


Select the grant that you would like to download the documents that you had previously submitted.

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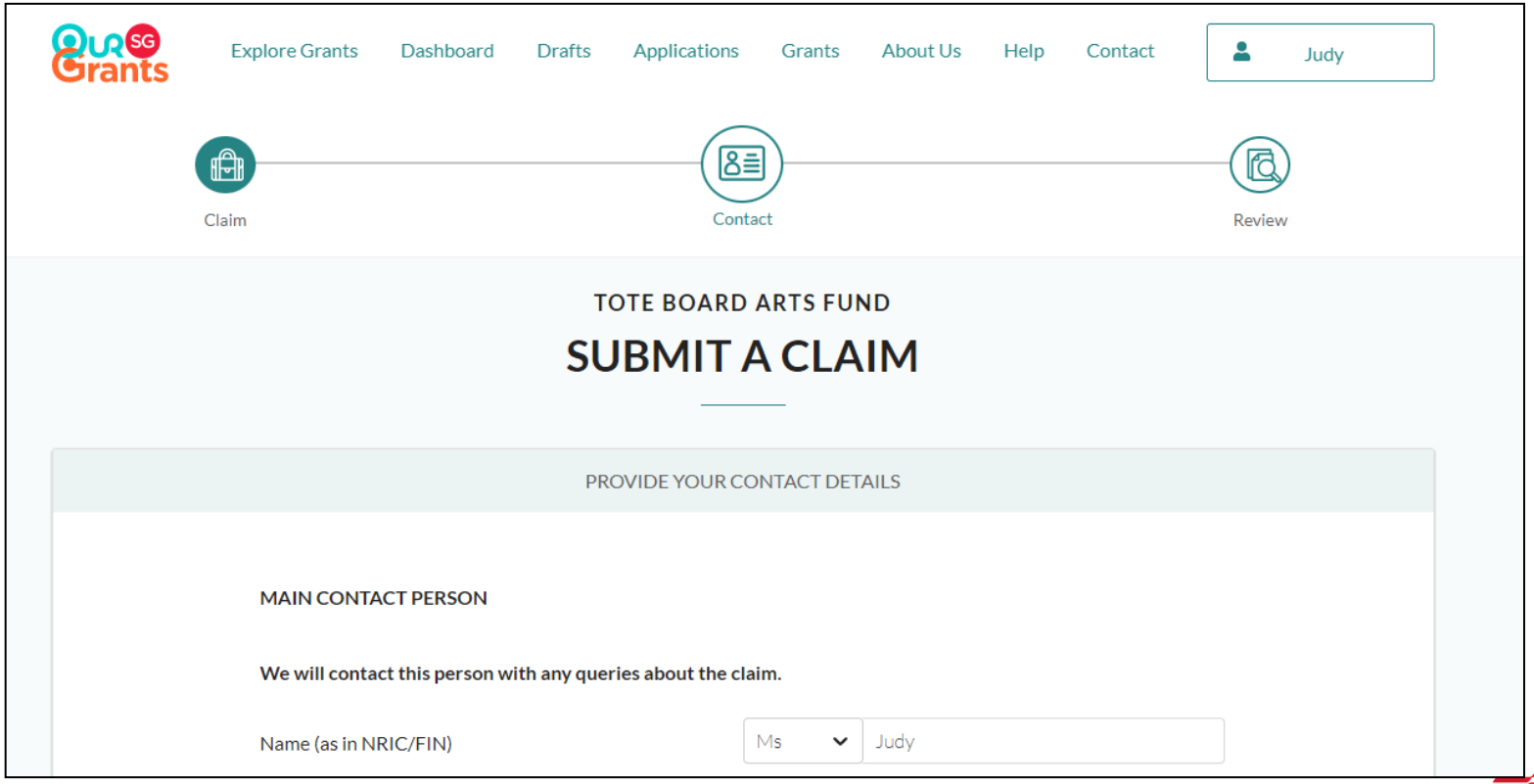
Submitting Claim

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.



Submitting Claim

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

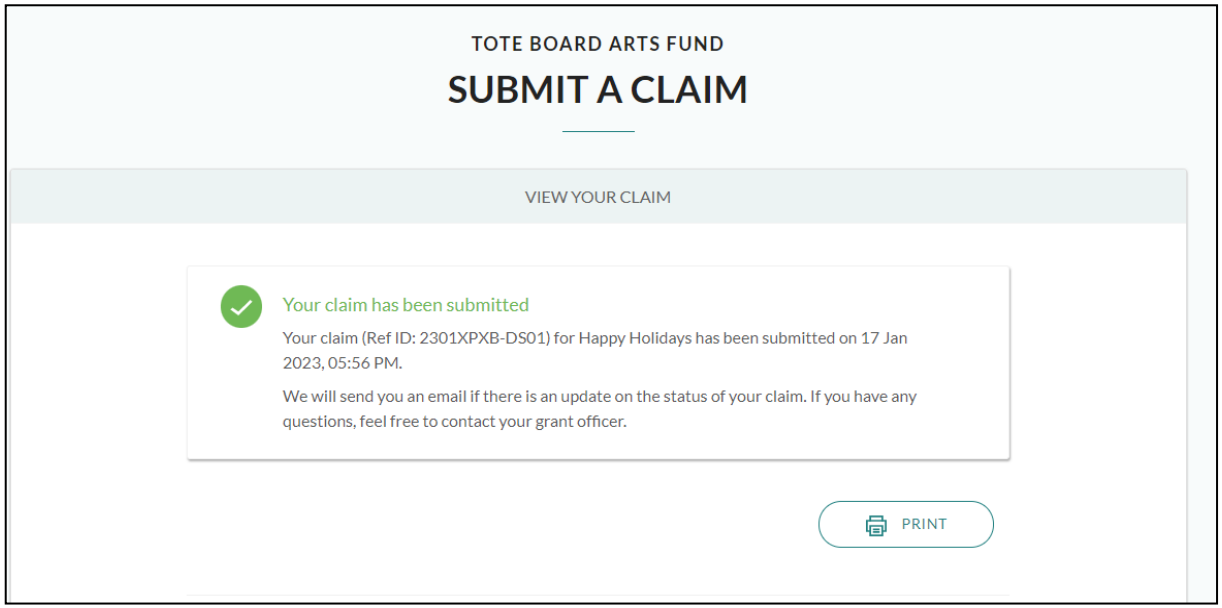


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Submitting Claim

Once you click on the **“Submit”** button, an auto generated email will be sent to you to confirm the claim submission. 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.

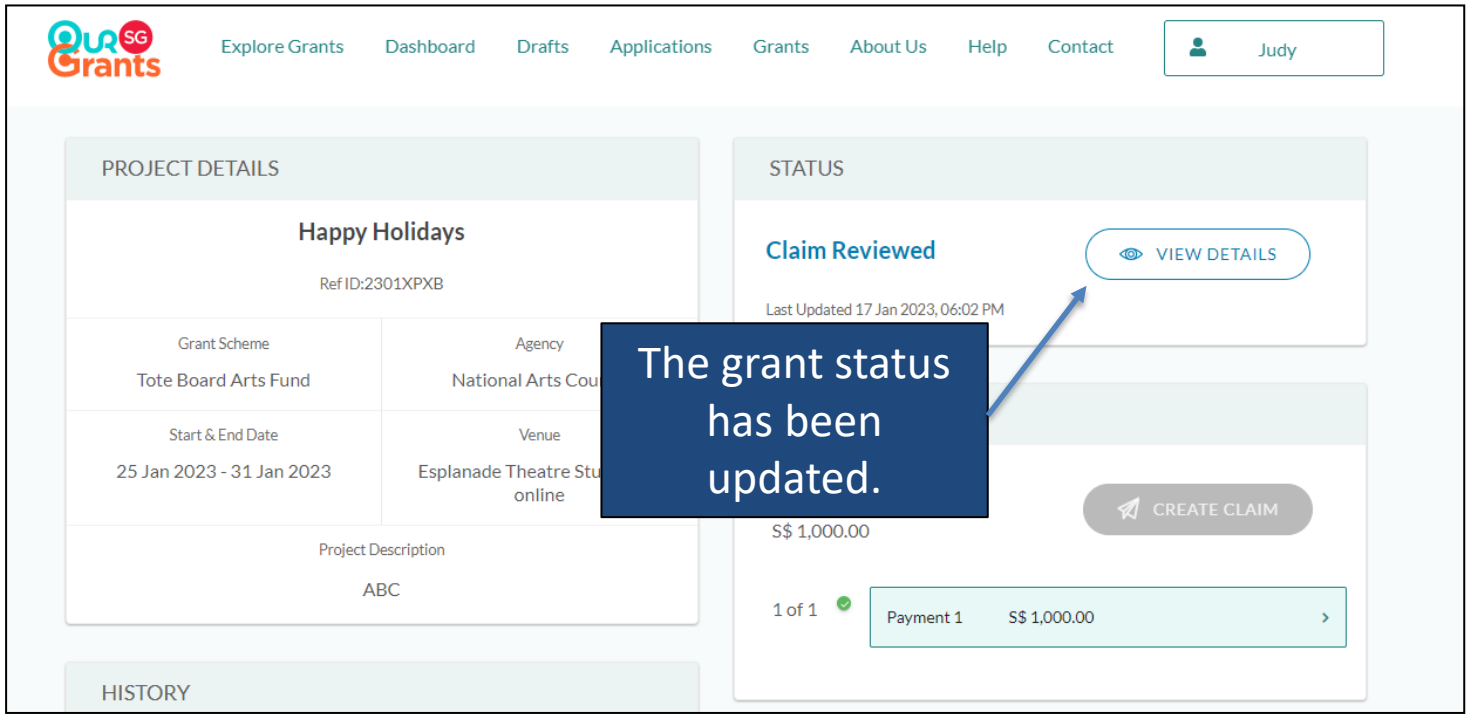
In the course of assessing the claim, the Secretariat may request for additional information. You will receive an auto generated email to update your claim. The process to submit clarifications will be similar to that of the application phase.



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Submitting Claim

When the necessary documents are verified and the Claim is processed, OSG will send a payment confirmation through the portal. The grant status will change to **“Claim Reviewed”** in the status column of the selected grant page in the **Grants** section.

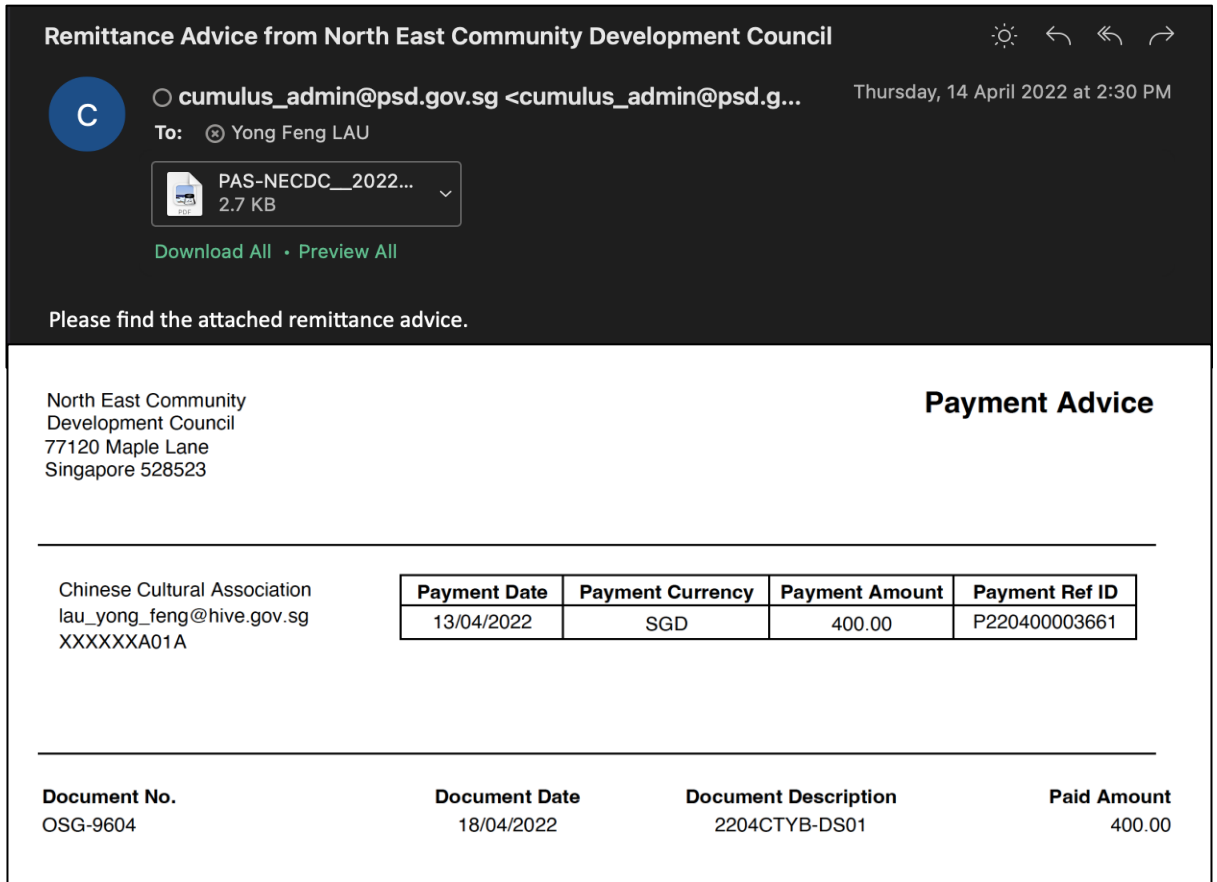


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Submitting Claim

You will also receive email notification with payment advice once the payment is released. It typically takes about 4-5 working days (from date of receiving payment advice) for the funds to be deposited in your bank account.

Do note that if your bank account has not been linked to your NRIC/UEN, payment will be delayed.



Remittance Advice from North East Community Development Council

C

cumulus_admin@psd.gov.sg <cumulus_admin@psd.g...

Thursday, 14 April 2022 at 2:30 PM

To: Yong Feng LAU

PAS-NECDC__2022...
2.7 KB

Download All • Preview All

Please find the attached remittance advice.

North East Community
Development Council
77120 Maple Lane
Singapore 528523

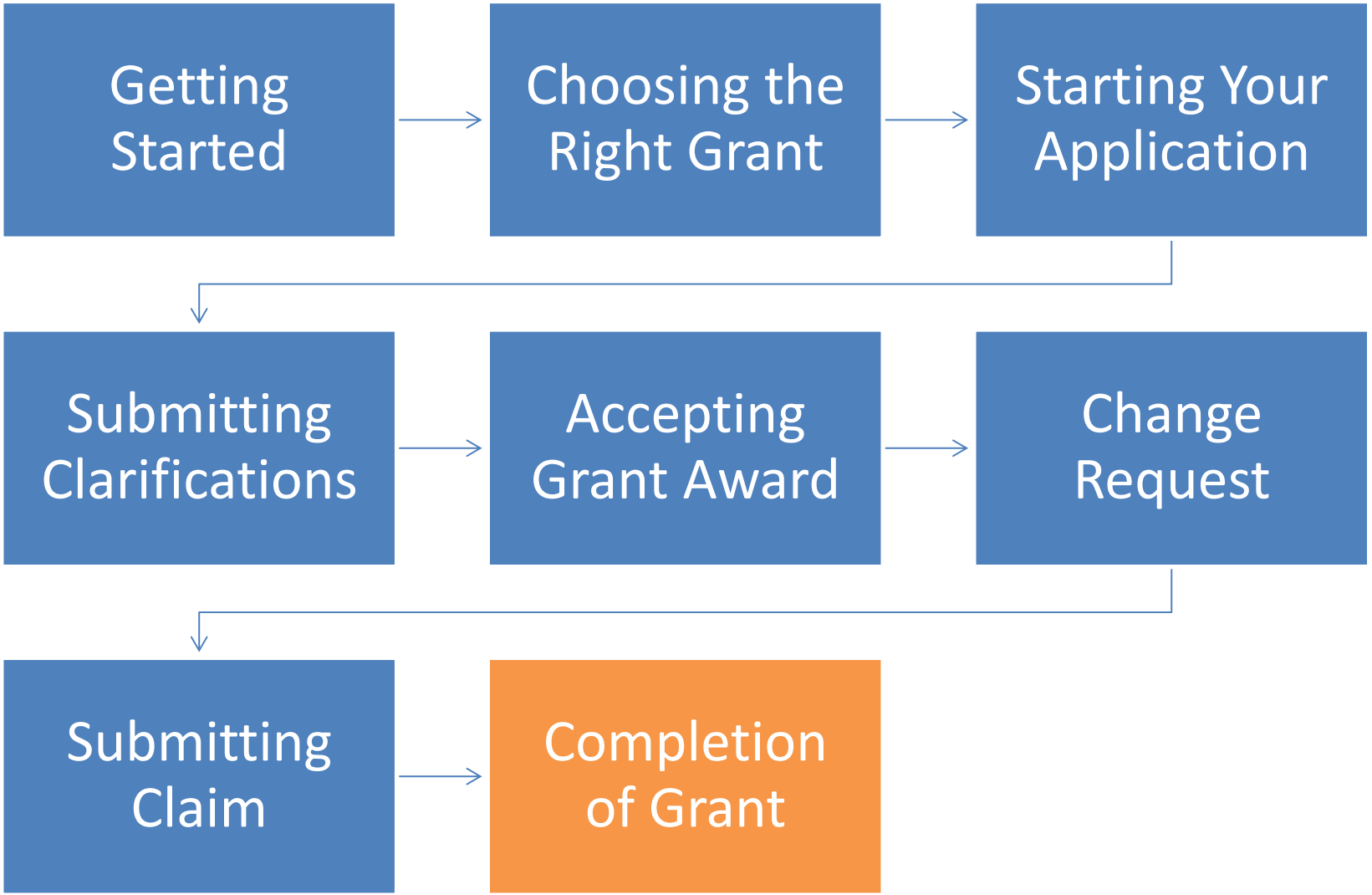
Payment Advice

Chinese Cultural Association
lau_yong_feng@hive.gov.sg
XXXXXXA01A

Payment Date	Payment Currency	Payment Amount	Payment Ref ID
13/04/2022	SGD	400.00	P220400003661

Document No.	Document Date	Document Description	Paid Amount
OSG-9604	18/04/2022	2204CTYB-DS01	400.00

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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.

