

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>

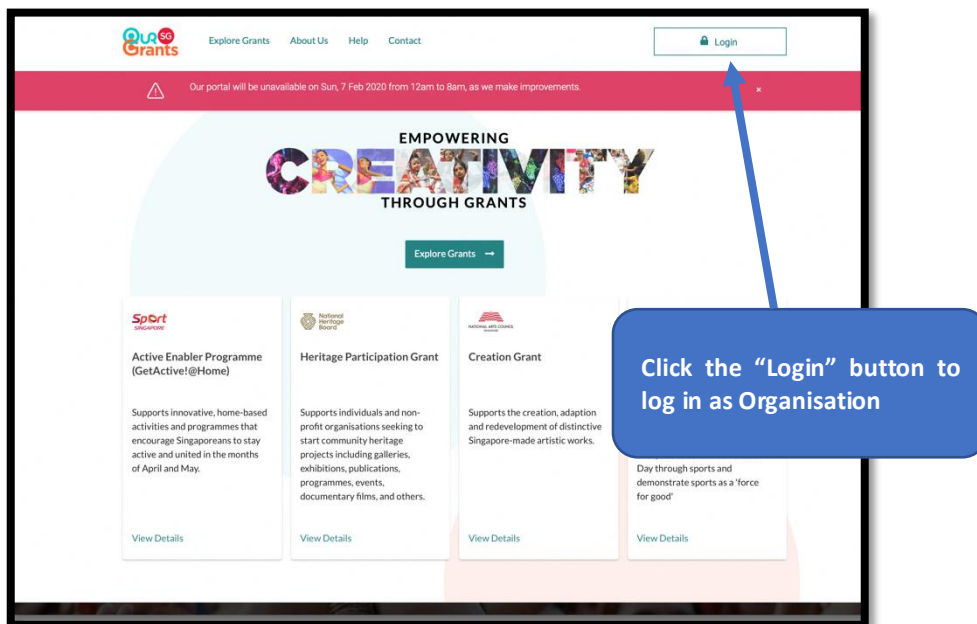
If you need further assistance after using this user guide, you may contact the CMF Secretariat at cmf@nac.gov.sg

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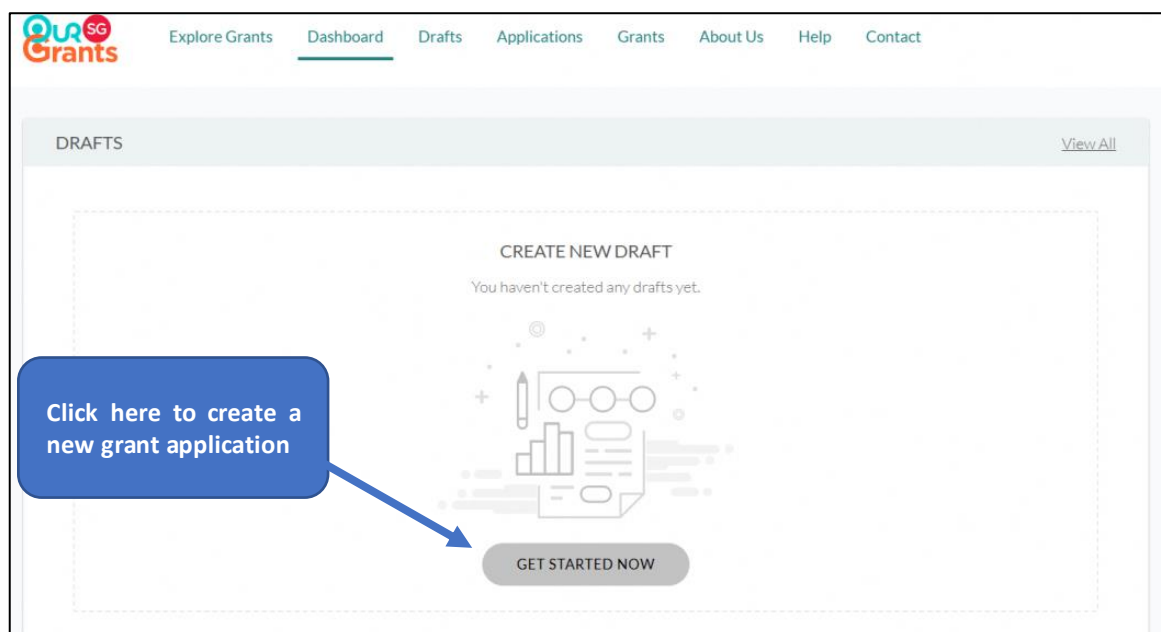
Getting Started

1. Detailed information about the CMF is available on our CMF website at <https://www.mccy.gov.sg/cmfi>
2. To apply for CMF using the OSG grant portal, please visit <https://oursgrants.gov.sg>



OSG Landing Page

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



OSG Dashboard

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

The screenshot displays the 'Explore Grants' interface. At the top, the 'OurSG Grants' logo is on the left, and navigation links for 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', and 'Help' are on the right. Below the logo, the breadcrumb 'Home > Explore Grants' is visible. The main heading is 'Explore Grants'. On the left, a 'Filters' section titled 'I want support from' lists various organizations with checkboxes. The 'NAC (10) National Arts Council' option is checked. The main content area shows 'Showing 10 results (2 filters applied)'. Two grant cards are visible: 'Cultural Matching Fund (CMF)' and 'Major Company Scheme'. The CMF card includes a description: 'The Cultural Matching Fund provides dollar-for-dollar matching grants for private cash donations to registered charities in the arts and heritage sector' and a status 'Organisations: Open for Applications'. The Major Company Scheme card includes a description: 'The Major Company Scheme supports the professional and artistic development of registered arts organisations that represent excellence in their core mission.' and a status 'Organisations: Applications closed'. A blue callout box with an arrow points to the CMF card, containing the text: 'Search for Cultural Matching Fund (CMF). Click on it to start the application process'. A red 'CLOSED' badge is present on the top right of the Major Company Scheme card.

Selection of available grants – Search for CMF

Starting your application

5. The first page you will see is the grant instructions page. On this page, you will find a brief information about the grant and the application document templates required for the application process. You can also access the link to the CMF website for the detailed grant information and guidelines.

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

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

CULTURAL MATCHING FUND (CMF)

INSTRUCTIONS

About this grant

Established by the Ministry of Culture, Community and Youth (MCCY), the Cultural Matching Fund (CMF) provides dollar-for-dollar matching grants for private cash donations to registered charities in the arts and heritage sector. Detailed information on the CMF can be found at <http://www.mccy.gov.sg/cmf>.

Your application will be assessed, amongst other criteria, on its eligibility, its completeness (taking into account the submission of full documentation including supporting documents and the relevant annexes), and the proposed uses of the matching grant. Please note that the CMF may, at its sole discretion, request for further supporting documents or information to be submitted at any time. In addition, the CMF may, at its sole discretion, reject any application without providing reasons. The CMF's decision with respect to the approval of applications is final and no appeals will be allowed.

Click here to access the CMF website

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

Certain sections of the form may request for documents to be uploaded. You might want to download and complete these documents before you start your application:

- [CMF 2023 Application Form \(DOCX 97.8 KB\)](#)
- [CMF 2023 Annex A_B_C \(XLSX 206 KB\)](#)
- [Annex D - Terms and Conditions 2023 \(DOC 143 KB\)](#)

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

APPLY NOW

Application document templates required for the application is available for download here.

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

OSG – CMF Instructions page

Application page 1 – Eligibility

6. There is a total of 5 pages to complete. The first page you will see is the Eligibility page. Please respond to the questions accordingly to check your organisation's eligibility to apply for the CMF grant. Only Arts and Heritage Charities and IPCs are eligible for the CMF. Please refer to our CMF website at <https://www.mccy.gov.sg/cmfi> for more information.

The screenshot shows the 'Eligibility' page of the Cultural Matching Fund (CMF) application process. The page is part of the 'OurSG Grants' portal, managed by the Ministry of Culture, Community, and Youth - National Arts Council. The navigation menu includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. The user is logged in as 'Nelson Tan ...'. The application progress bar shows six steps: Eligibility (current), Proposal, Budget, Contact, Declaration, and Review. The main heading is 'MINISTRY OF CULTURE, COMMUNITY, AND YOUTH - NATIONAL ARTS COUNCIL CULTURAL MATCHING FUND (CMF)'. The section is titled 'CHECK YOUR ELIGIBILITY'. The first question is '1. Is your organisation a charity or institution of Public Character (IPC) registered in Singapore?' with radio buttons for 'Yes' and 'No'. The second question is '2. Is your charity/IPC registered in the Arts & Heritage Sector?' with radio buttons for 'Yes' and 'No'. At the bottom, there are three buttons: '< INSTRUCTIONS', 'SAVE', and 'NEXT >'. The 'NEXT >' button is highlighted in green.

Application page 1 - Eligibility

Application page 2 – Proposal

7. Next page is the Proposal page. **Please enter your Application Title using the following format: Your Organisation Name CMF YYYY**
e.g. The Globe Theatre Ltd CMF 2023

The screenshot shows the 'SUBMIT YOUR PROPOSAL' page for the Cultural Matching Fund (CMF). The page features a navigation menu at the top with options like 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. The user is logged in as 'Nelson Tan ...'. Below the navigation menu, there are icons for 'Eligibility', 'Proposal', 'Budget', 'Contact', 'Declaration', and 'Review'. The main heading is 'MINISTRY OF CULTURE, COMMUNITY, AND YOUTH - NATIONAL ARTS COUNCIL CULTURAL MATCHING FUND (CMF)'. The form is titled 'SUBMIT YOUR PROPOSAL' and is divided into 'GRANT DETAILS'. It includes three input fields: 'Application Title' (with a question mark icon), 'Start Date' (with a calendar icon and the value '01 Jun 2023'), and 'End Date' (with a calendar icon and the value '31 Mar 2027'). At the bottom, there are three buttons: 'PREVIOUS', 'SAVE', and 'NEXT'. A blue callout box with an arrow pointing to the question mark icon next to the 'Application Title' field contains the text: 'Please hover your mouse cursor on the "?" to display tooltip'.

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 your organisation is intending to apply for funding from other sources, please select “Yes” and provide further details.

OUR SG Grants

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

Eligibility Proposal Budget Contact Declaration Review

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

CULTURAL MATCHING FUND (CMF)

PROVIDE PROPOSED BUDGET

BUDGET DETAILS

Total Donations Raised S\$

Matching Grant Requested S\$

Is your organisation intending to apply for funding from other sources? Yes No

Please provide details of funding

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.

4000 characters left

Provide details if you are requesting funding from other sources.

Application page 3 - Budget

Application page 3 – Budget (continued)

10. This is also the page to upload all the supporting documents to your CMF application:


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]

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 2023 Application Form \(DOCX 97.8 KB\)](#) duly completed [in PDF format]
- [CMF 2023 Annex A, B, C \(XLSX 206 KB\)](#) duly completed [in Excel format]
- [Annex D - Terms and Conditions 2023 \(DOC 143 KB\)](#)
- Annex A – Breakdown of Cash Donations Received certified by Chartered Accountant [in PDF format]

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.

Upload all supporting documents here

< PREVIOUS SAVE NEXT >

Application page 3 - Budget

Application page 4 – Contact

11. 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.

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

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

ALTERNATE CONTACT PERSON

We will contact this person with queries about the application if the main contact is unavailable.

Name (as in NRIC/FIN)

Contact Number

Email Address

Designation (If Any)

Please provide Main and Alternate contact

Application page 4 - Contact

Application page 4 – Contact (continued)

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

ORGANISATION INFORMATION

You may be able to use details registered with your UEN to complete your profile. RETRIEVE PROFILE

Organisation Name Required

UEN

Organisation Type Non-profit For profit Government

Registration Date Required

Registered As X v

Are you a registered Charity? Yes No

Are you an Institution of Public Character (IPC)? Yes No

IPC Expiry Date Required

Organisation Address

Country v Postal Code Q Required

Blk/Hse No. Required Street Required

Level Unit Building Name

Organisation Website (If Any)

Organisation Vision/Description Required

Past Achievements/Projects/Work (If Any) 2000 characters left

Application page 4 - Contact

Application page 4 – Contact (continued)

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

LETTER OF AWARD ADDRESSEE

We will address the Letter of Award to your organisation's highest authority (e.g., Chief Executive Officer, Director, Chairman, Organising Chairman or President) stated below, if the application is successful.

Name (as in NRIC/FIN)

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 characters in your file name will be removed.
All files attached to the organisation profile must not exceed 10MB in total.

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

Application page 4 - Contact

Application page 5 – Declaration

14. Final page is the Declaration and Acknowledge page. Please read through the Conflict of Interest Disclosure questions and select the appropriate responses.

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 or indirectly more than 50% of the issued share capital of a company or the legal power to direct or cause the direction of the general management of the company.	
<input type="radio"/> Yes <input type="radio"/> No	
b. The charity or its member is affiliated to any vendor, supplier, or any other party providing or bidding for providing services to the charity.	
<input type="radio"/> Yes <input type="radio"/> No	
c. Others	
<input type="radio"/> Yes <input type="radio"/> No	
If you have declared actual or potential conflicts of interest:	
a. If the CMF application is approved, matching grants requested under Annex B for salaries will not benefit any of the donors who are affiliated to the charity (e.g., board members, staff, vendors, suppliers) listed at Annex A. Please fill in the column titled "Conflict of Interest Declaration Details/Remarks" at Annex A which sets out details of the actual or potential conflicts that may arise concerning any transactions (e.g. the nature of the service/transaction, the identity of affiliated persons, and the nature of the relationships).	
<input type="radio"/> Yes <input type="radio"/> Not applicable	

Application page 5 - Declaration

Application page 5 – Declaration (continued)

15. Please read through the Declaration carefully and check the two boxes below. Click “Review” to review your application.

DECLARATION

- I/We certify that all the information provided by us, including the information in this application, any supporting documents, and the Annexes attached to this document, are accurate and complete to the best of my/our knowledge.
- I/We certify that the cash donations submitted have not been matched previously by the CMF and/or other government grants that allocate funds based on raised income (e.g. matching tertiary institution donations, Bicentennial Community Fund, conditional/ matching component within NAC and Tote Board grants specific to raised income).
- I/We certify that the cash donations submitted to CMF are Qualifying donations in cash. “Qualifying donations in cash” means: (a) if the recipient is an “Institution of a Public Character” as defined in the Charities Act 1994, cash donations made to the recipient within the Relevant Period which qualify for concessionary income tax treatment by the Inland Revenue Authority of Singapore; and (b) if the recipient is a registered charity in Singapore, but is not an “Institution of Public Character”, cash donations made to the recipient within the Relevant Period which would have qualified for concessionary income tax treatment by the Inland Revenue Authority of Singapore had the recipient been an “Institution of Public Character” as defined in the Charities Act 1994. Relevant receipts and supporting documents are properly kept and will be produced upon request by the CMF Trustees or its appointed officers.
- I/We acknowledge and agree that if any representation or warranty made by us is or proves to have been incorrect in any material respect when made, the Trust Secretary may require the Charity that I/we represent to resubmit any documents necessary to correct its representation or warranty and/or to refund any excess grant monies disbursed to the Charity, or such other amount as the Trust Secretary deems appropriate in the circumstances.
- I/We have read and understood the accompanying Terms and Conditions set out at Annex D
- I/We consent to the use of the information contained herein for the purpose of assessment for eligibility to the CMF.

I/We consent and acknowledge all of the above.

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

Applicant would need to check the two boxes here.

[< PREVIOUS](#) [SAVE](#) [REVIEW](#)

Application page 5 - Declaration

Review and submit your application

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

- I/We certify that the cash donations submitted to CMF are Qualifying donations in cash. “Qualifying donations in cash” means: (a) if the recipient is an “Institution of a Public Character” as defined in the Charities Act 1994, cash donations made to the recipient within the Relevant Period which qualify for concessionary income tax treatment by the Inland Revenue Authority of Singapore; and (b) if the recipient is a registered charity in Singapore, but is not an “Institution of Public Character”, cash donations made to the recipient within the Relevant Period which would have qualified for concessionary income tax treatment by the Inland Revenue Authority of Singapore had the recipient been an “Institution of Public Character” as defined in the Charities Act 1994. Relevant receipts and supporting documents are properly kept and will be produced upon request by the CMF Trustees or its appointed officers.
- I/We acknowledge and agree that if any representation or warranty made by us is or proves to have been incorrect in any material respect when made, the Trust Secretary may require the Charity that I/we represent to resubmit any documents necessary to correct its representation or warranty and/or to refund any excess grant monies disbursed to the Charity, or such other amount as the Trust Secretary deems appropriate in the circumstances.
- I/We have read and understood the accompanying Terms and Conditions set out at Annex D
- 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 applicants may be audited annually.

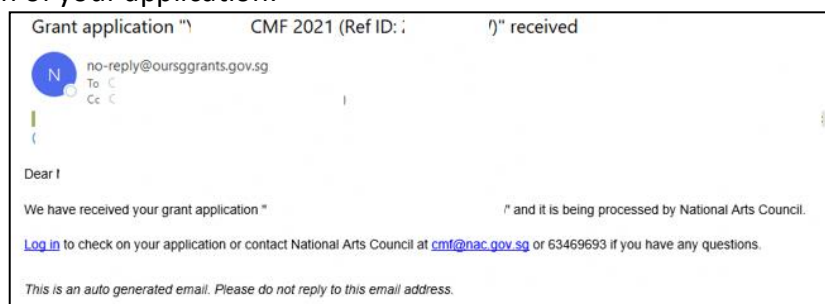
Yes

[← PREVIOUS](#) [SUBMIT](#)

Review Your Application page

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

18. 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.



Viewing of Application Status

19. You may go to the Application page to retrieve your submitted application and view its latest application status.

The screenshot shows the 'OurSG Grants' website interface. The navigation menu includes 'Explore Grants', 'Dashboard', 'Drafts', 'Applications', 'Grants', 'About Us', 'Help', and 'Contact'. A user profile for 'Nelson Tan...' is visible in the top right. The main content area is titled 'APPLICATIONS' and contains a table with the following data:

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
My Fav Arts Ltd (uat3)	2304J8J8	Cultural Matching Fund (CMF)	NAC	01 Jun 2023	31 Mar 2027	25 Apr 2023, 12:21 PM	Processing Application

Three blue callout boxes with arrows point to specific elements: 'Application page' points to the 'Applications' menu item; 'Unique Ref ID' points to the '2304J8J8' value in the 'Ref ID' column; and 'Application status' points to the 'Processing Application' value in the 'Status' column.

Submitting Clarifications

20. 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

Accepting Offer

21. When your application is successful, you will receive an email informing you of the grant award. This email will also prompt you to log in to the OSG. Once you have logged in, go to Application page and you should see the application status as “Application Approved”. Click on the “Project Name” of your CMF application to view the details.

APPLICATIONS

Project Name	Ref ID	Grant Scheme	Agency	Start Date	End Date	Submitted	Status
My Fav Arts Ltd (uat3)	2304J8J8	Cultural Matching Fund (CMF)	NAC	01 Jun 2023	31 Mar 2027	25 Apr 2023, 12:21 PM	Application Approved

Click here

22. Click on the “View Offer” icon to review the terms of the grant awarded and to Accept or Reject the grant. **Note: The acceptance can only be done by the “Acceptor” role as assigned in the CorpPass portal. If your organisation has not yet set up the Preparer, Submitter and Acceptor Roles in OSG, please refer to Annex A for the guide.**

PROJECT DETAILS

My Fav Arts Ltd (uat3)
Ref ID: 2304J8J8

Grant Scheme	Agency
Cultural Matching Fund (CMF)	National Arts Council
Start & End Date	Venue
01 Jun 2023 - 31 Mar 2027	-

Project Description

AGENCY CONTACT

National Arts Council
Blk 90 Goodman Road
Singapore 439053

STATUS

Application Approved [VIEW OFFER](#)

Last Updated 25 Apr 2023, 02:40 PM


HISTORY

Action	By	Date
Application Approved	Agency	25 Apr 2023, 02:40 PM
Processing Application	Agency	25 Apr 2023, 01:59 PM
Application Submitted	Applicant	25 Apr 2023, 12:21 PM
Draft Created	Applicant	25 Apr 2023, 09:54 AM

Click here

23. At this screen, you can download the **Grant Award Cover Letter and the accompanying Deed of Acceptance of Conditions of Grant**. Once you are ready to accept the grant, click on “Accept Offer”. This will trigger a pop-up asking you to confirm your decision. Alternatively, you may choose to reject the grant awarded. However, do note that if you reject the award at this stage, you will need to submit a fresh application in the next application window.

Congratulations, your application has been approved!



[uat] Your CMF2023 application is approved :)

Grant Officer

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

File Name	File Size	Type	Uploaded
dummy award letter or Deed [uat].docx	14.4 KB	LOA	25 Apr 2023, 02:40 PM

[DOWNLOAD ALL AS ZIP](#)

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

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

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

REJECT OFFER

ACCEPT OFFER

Corporate PayNow¹

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

The screenshot shows a web browser window with the URL https://uat.oursgrants.gov.sg/grant_info/oxdbpDK5PvCETL9RD3qg8Wfn. The page title is 'CONFIRM PAYMENT DETAILS'. A red banner at the top states: 'You will need to confirm your payment details in order to receive disbursements. As payment is done through PayNow, ensure you/your organisation has a registered PayNow ID with your NRIC/FIN or UEN before submitting. For more information regarding PayNow registration, contact your respective banks.' Below this, there are two main sections: 'PROJECT DETAILS' and 'STATUS'. The 'PROJECT DETAILS' section shows: Project Name/Title: My Fav Arts Ltd CMF2023 [uat], Ref ID: 23044DJN, Grant Scheme: Cultural Matching Fund (CMF), Agency: National Arts Council, Start & End Date: 01 Jun 2023 - 31 Mar 2027, Venue: -, Project Description: -. The 'STATUS' section shows: Offer Accepted, Pending Payment Details, Last Updated: 21 Apr 2023, 11:26 AM, and a 'VIEW OFFER' button. Below the status is the 'PAYMENT DETAILS' section, which shows: Authorised PayNow ID: -, and a 'CONFIRM DETAILS' button. A blue callout box on the right contains the text: 'Click here to update OSG of your PayNow Corporate detail' with an arrow pointing to the 'CONFIRM DETAILS' button.

25. Organisation is to key in your **PayNow Corporate Suffix**.

IMPORTANT: Kindly ensure your organisation has already set up this PayNow Corporate Suffix with your bank that is maintaining your CMF dedicated bank account. Click Submit once this is done.

The screenshot shows a web browser window with the URL https://uat.oursgrants.gov.sg/payment_details/3HDsxYPJMU6KT3oee66CCiMc/form. The page title is 'payment_details'. The form contains the following fields: Project Name/Title: My Fav Arts Ltd CMF2023 [uat], Ref ID: 23044DJN, AUTHORIZED PAYNOW ID section with a note: 'PayNow ID must be authorised by your organisation to receive funds. If your company did not previously register for PayNow Corporate, visit your respective bank's website and register.', Organisation Name: My Fav Arts Ltd, PayNow ID: 201000335Z, Suffix (If Any): CMF. There is a checkbox for 'By submitting this form, I declare that the information provided and all its contents are true and accurate.' At the bottom, there are 'BACK' and 'SUBMIT' buttons. A blue callout box on the right contains the text: 'Click here to update OSG of your PayNow Corporate detail' with an arrow pointing to the 'Suffix (If Any)' field.

¹ Please refer to <https://www.mccy.gov.sg/-/media/CMF/Corporate-PayNow.pdf> for details on how to set-up with your banks.

26. Organisation should confirm this is reflected accurately here.

The screenshot shows the OursGrants website interface. The URL is https://uat.oursgrants.gov.sg/grant_info/oxdbpDK5PvCETL9RD3qg8Wfn. The page title is "A Singapore Government Agency Website". The navigation menu includes "Explore Grants", "Dashboard", "Drafts", "Applications", "Grants", "About Us", "Help", and "Contact". The user profile is "Nelson Tan ...".

The main content area is divided into two columns:

- PROJECT DETAILS:**
 - Project Name: My Fav Arts Ltd CMF2023 [uat]
 - Ref ID: 23044DJN
 - Grant Scheme: Cultural Matching Fund (CMF)
 - Agency: National Arts Council
 - Start & End Date: 01 Jun 2023 - 31 Mar 2027
 - Venue: -
 - Project Description: -
- STATUS:**
 - Status: Offer Accepted, Pending Payment Details
 - VIEW OFFER button
 - Last Updated: 21 Apr 2023, 11:26 AM
- PAYMENT DETAILS:**
 - Authorised PayNow ID: 201000335Z - CMF
 - EDIT DETAILS button
 - Last Updated: 21 Apr 2023, 11:29 AM

A blue callout box with the text "To double check" has an arrow pointing to the "Authorised PayNow ID" field in the Payment Details section.

Signed Deed of Acceptance

27. On the same page, Organisation is to use the "Add-on Documents" function to upload the soft copy of the signed Deed of Acceptance of Conditions of Grant with Schedule 3 completed. **The CMF grant will only be disbursed after the signed Deed of Acceptance of Conditions of Grant (all pages including Schedules) is uploaded on OSG.**

The screenshot shows the "RELATED ACTIONS" section of the OursGrants website. It contains three main sections:

- Project Changes:**
 - Text: "Have there been changes to your project?"
 - Text: "Contact your Grant Officer to enable project changes."
 - UPDATE PROJECT CHANGES button
- Add-on Documents:**
 - Text: "Supplement your records with additional documents."
 - SUBMIT DOCUMENTS button
- Duplicate Application:**
 - Text: "Start a new application with the details saved in this submission."
 - DUPLICATE APPLICATION button

A blue callout box with the text "Click here to upload your signed Deed of Acceptance" has an arrow pointing to the "SUBMIT DOCUMENTS" button.

Annex: 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

The screenshot illustrates the 'Add e-Service' process in CorpPass. It is divided into three main sections:

- Navigation and Main Actions:** At the top, there are tabs for 'User Accounts', 'e-Service Access' (which is selected), and 'Third Party'. Below these are three large action cards: 'Select Entity's e-Services', 'Assign selected e-Services', and 'View Entity's e-Service Access'. A blue arrow points to the 'e-Service Access' tab, and another points to the 'Select Entity's e-Services' card.
- Select Entity's e-Services:** This section shows a progress indicator with three steps: 1. Select e-Services (active), 2. Enter Details, and 3. Review & Submit. Below the indicator, there is a note: 'Note: Selected e-Services require details to be set up on CorpPass (denoted by [i]). Selected e-Services may require additional checks when you log in. Click [i] for more information.' A search filter is set to 'MCCY'.
- Search Results:** A table displays the search results for 'mccy'. The first item is selected:

Govt. Agency	e-Service	Description	Additional Agency Check	Additional Details Required
<input checked="" type="checkbox"/> MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	Grant Application via OurSG Grants portal	MCCY Family Grants Portal		
<input type="checkbox"/> MINISTRY OF CULTURE, COMMUNITY AND YOUTH (MCCY)	CHARITY PORTAL	The Charity Portal is a one stop portal for Charities and Institutions of a Public Character to manage their charity or IPC status and submit their statutory returns. Organisations can also submit their applications for charity status and fundraising permits for foreign charitable purposes.		

At the bottom of the results, it says '1 e-Service(s) Selected' and 'Showing 1 to 2 of 2 items'. There are 'Cancel' and 'Next' buttons, and an 'Ask Jam' button.

Step 2: Assign Users to e-Service

The screenshot displays the 'Assign Selected e-Services' workflow. The top navigation includes 'User Accounts', 'e-Service Access', and 'Third Party'. A blue arrow points to the 'Assign selected e-Services' card. Below this, the 'Assign Selected e-Services' section features a progress indicator with four steps: 1. Select Users (active), 2. Select e-Services, 3. Enter Details, and 4. Review & Submit. A table lists selected users with columns for Full Name, Email Address, CorpPass ID, and User Type. Two users are selected. Below the table, there is a 'Role' dropdown menu with options: Preparer, Submitter, and Acceptor. To the right, there are input fields for 'Authorisation Effective Date' and 'Authorisation Expiry Date'.

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.