

Briefing Session 2025

28 March 2025

National Gallery Singapore
The Ngee Ann Kongsi Auditorium & Foyer

Technical Briefing by CMF Secretariat

- a) Qualifying cash donations for CMF matching
- b) Key findings from the Special Purpose Audit and Corporate Governance Best Practices
- c) Opening of CMF Application Window 2025 (1 April – 31 May 2025)
- d) Refresher on 'Assessment & Funding Conditions' and recent updates

Mr. Zeng Yulin

Manager, NAC

A) Qualifying Cash donation for CMF Matching

1. Only cash receipt that is **Donation in nature** can be matched by CMF.
2. Sponsorships / sales / ticket revenue / donation of goods/service is **not** a cash donation in nature.
3. CMF takes reference to IRAS' rules and principles of issuing TDR to determine CMF eligibility, even if TDR is not issued due to other reason such as donor do not require TDR.
4. See the two e-tax guide from IRAS website to guide you to differentiate between the different forms of cash receipts and /or whether any Concessionary Tax Treatment can apply. [QR1 & QR2]
5. If agreement is required, CMF Secretariat strongly encourage the use of the Donation Agreement Template on National Arts Council website [QR3]
6. When in doubt, please check with Sector Administrator if the donation agreement qualifies TDR.



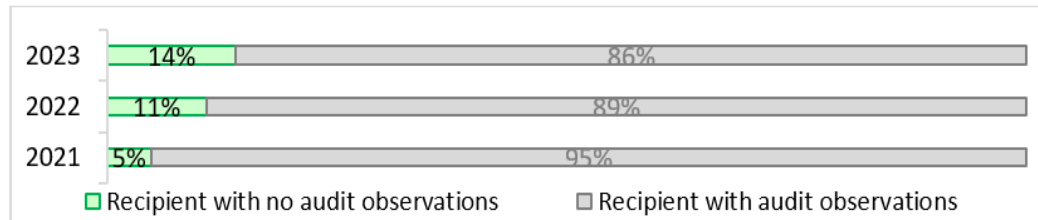
B) Key findings from the Special Purpose Audit and Corporate Governance Best Practices

- The CMF Special Purpose Audits are conducted to ensure the application and usage of the CMF is in compliant with the Deed of Acceptance of the Conditions of the Grant, as well as to strengthen overall governance of CMF grants for the sector. We thank you for working with CMF Secretariat to facilitate such audits and for making good governance a priority.

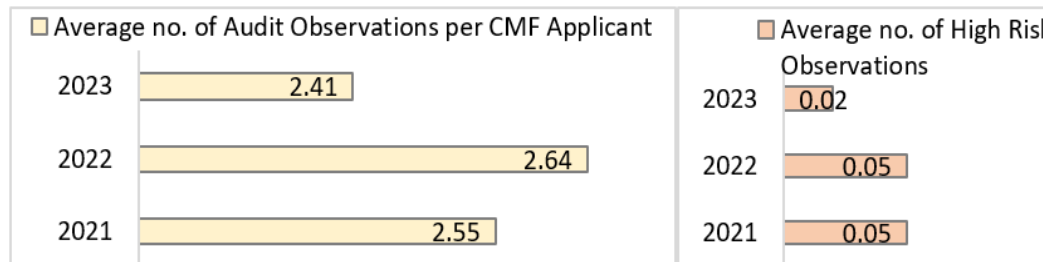
Sectoral Overview

The following paragraphs outline some key findings from past audits.

- a. The percentage of CMF recipients each year with no audit observations are increasing.

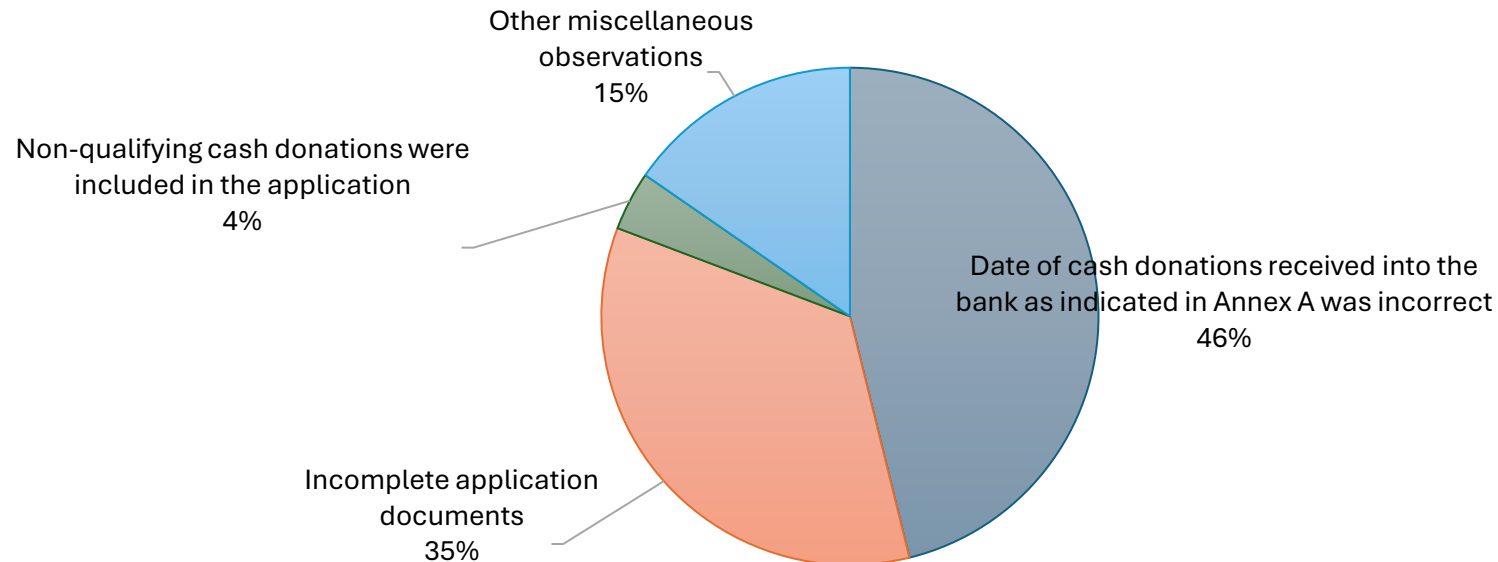


- b. The average number of audit observation per auditee had also decreased.



B) Key findings from the Special Purpose Audit and Corporate Governance Best Practices

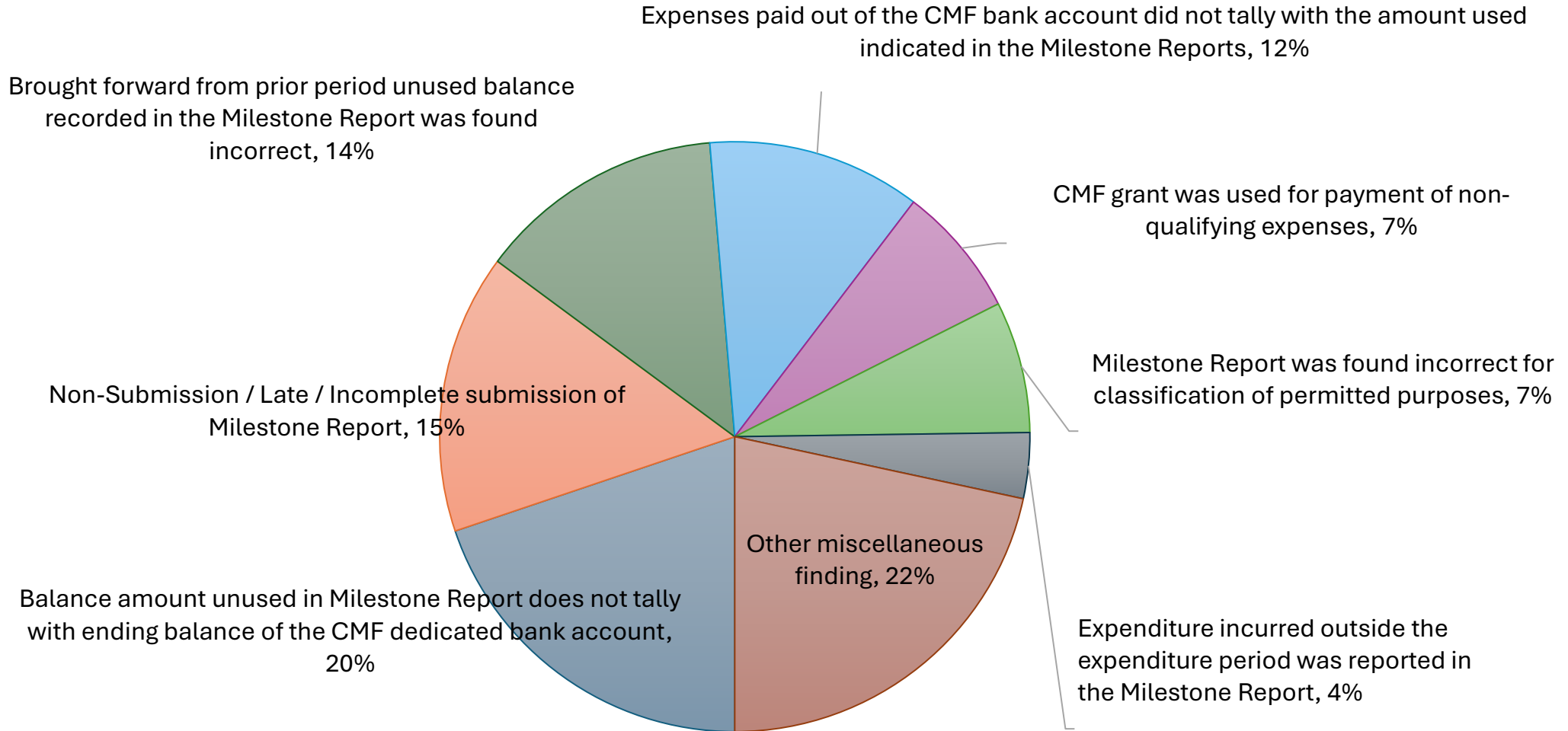
- In 2023, the top 3 most common audit findings relating to the CMF grant application were
 - Date of cash donations received into the bank was incorrect;
 - Incomplete application documents; and
 - Non-qualifying cash donations were included in the application.



B) Key findings from the Special Purpose Audit and Corporate Governance Best Practices

- Common errors under Usage of CMF grant – (Milestone Reports) are:
 - Grant Usage: Non-qualifying expenditure was included in the Milestone Report
 - Cut-off:
 - Brought forward from prior period unused balance recorded in the Milestone Report was found incorrect
 - Expenditure incurred outside the expenditure period was reported in the Milestone Report
 - Recording:
 - Milestone Report was found incorrect for classification of permitted purposes
 - Expenses paid out of the CMF bank account did not tally with the amount used indicated in the Milestone Reports
 - Balance amount unused in Milestone Report does not tally with ending balance of the CMF dedicated bank account
 - Non-Submission / Late / Incomplete submission of Milestone Report

B) Key findings from the Special Purpose Audit and Corporate Governance Best Practices



B) Key findings from the Special Purpose Audit and Corporate Governance Best Practices

- From past years' CMF Special Purpose Audits, CMF Secretariat had observed there are several common repeated errors made by CMF grant recipients across the board.
- Based on the management comments received, a very common challenge is staff turnover, which leads to unfamiliarity with the CMF reporting template. CMF applicants can direct your new staff to our interactive guide* on how to complete the milestone report, and which also outlines good practices.

*<https://www.cmf.sg/milestone/>

C) Opening of CMF Application Window 2025 from 1 April 2025 to 31 May 2025



- ✓ The application window for CMF 2025 opens on 1 April 2025 and ends on **31 May 2025**.
- ✓ Detailed OurSG Portal user guide is available on CMF website: <https://www.mccy.gov.sg/sector/policies/cultural-matching-fund>
- ✓ Application forms for CMF 2025 can be downloaded from OurSG Portal: CMF <https://oursggrants.gov.sg/> upon logging in via Singpass from 1 April 2025

A screenshot of the OurSG Grants portal. The top navigation bar includes "Explore Grants", "About Us", "Help", "Contact", and a "Log in" button. The main content area shows search filters on the left and search results on the right. The filters include "I'm applying as" (Individual (13), Organisation (19)), "I want support from", and "I'm interested in" (Arts (19), Care (8), Community (20), Digital Skills/Tools (6), Education/Learning (15), Engagement Marketing (6)). The search results show 19 results with 2 filters applied: "Organisation" and "Arts". The results list three items: "Community Integration Fund" (mccy logo), "Cultural Matching Fund (CMF)" (National Arts Council logo, highlighted in yellow with a "CLOSED" tag), and "Enhanced Fund-raising Programme" (toteboard logo). Each result includes a brief description, a "View Details" link, and a status indicator (e.g., "Organisations: Applications closed" for CMF).

C) Opening of CMF Application Window 2025 from 1 April 2025 to 31 May 2025



1. PayNow Corporate for OSG, all applicant to register CMF dedicated bank account with PAYNOW ID suffix “CMF”
2. From CMF2023, Cultural Matching Fund and grants on OurSG Grant Portal had moved to PayNow for disbursements.
3. To receive your disbursements, CMF recipients will need to set-up PayNow Corporate to your dedicated CMF bank account.
4. CMF recipient will need to register their UEN and 3 characters suffix, via their internet banking applications as illustrated below :

E.g. ABC Art Organisation	PayNow Proxy + 3 Suffix
Operating Bank Account	201450123WOPS
Dedicated CMF bank account	201450123WCMF

5. During CMF 2024 cycle, one third of recipients did not put in PayNow Suffix and had delays in their disbursement.

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Benefits of registering your corporate bank account with PayNow Corporate:

1. **Receive grant disbursements** from Singapore Government Agencies e.g. CMF by linking your Unique Entity Number (UEN) to your relevant bank account.
2. Grantees on OurSG Grant Portal **no longer need to submit GIRO form** to CMF and NAC, to allow your bank account number and details to remain private.
3. You will be **notified of disbursements** to your bank, subject to the notification settings you have registered with your bank.
4. Over 6 Million registrations nation-wide, with PayNow Corporate **provided by 15 participating banks.**

[Reminder]

CMF's "3-year usage" term and Milestone Reports due 30 April 2025



From the Application window 2018:

1. All CMF approved grants from 2018 are subjected to the 3-year utilisation period as per clause 3.7 of the Deed of Acceptance.
2. CMF has streamlined the utilisation deadline of the respective CMF grants to the end of the Financial Year (e.g. CMF Deed of Acceptance signed for CMF2021 to be fully utilized by **31 March 2025**)

We would also like to remind of timely milestone report submission as follow:

Application Window	Expenditure Period	Milestone Submission Deadline
2017 and before	1 October 2024 to 31 March 2025	30 April 2025
2018, 2019, 2020, 2021, 2022, 2023	1 April 2024 to 31 March 2025	
2024	1 June 2024 to 31 March 2025	

D) Refresher on ‘Assessment & Funding Conditions’ and recent updates

All CMF Matching Grants, regardless of the quantum of the grant received, cannot be used for items such as:

- a. entertainment expenses;
- b. staff bonuses and welfare benefits (including overseas travel costs);
- c. internal charges within a charity;
- d. legal expenses
- e. debt/loan repayment; and
- f. government fine and taxes*.

if the Recipient is not a GST registered organisation, the Recipient shall be allowed to use the CMF Matching Grants to pay for any GST charged on expenditure made with reference to the Permitted Purposes.

All CMF Matching Grants for fundraising events are subjected to the following:

- The total expenditure for each supported fundraiser should not exceed 30% of the total funds raised.
- Matching grant quantum is capped at \$50,000 per event
- Applicants are required to submit income and expenditure report for each fundraiser. CMF will only disburse the grant after submission of the report.

D) Refresher on ‘Assessment & Funding Conditions’ and recent updates

For the **first S\$300,000**

- The \$300k and below category is the main avenue through which CMF provides support for smaller arts and heritage charities.
- The first \$300,000 can be used to support overheads like salaries and rents. The charity should use the funds in line with their stated objects as arts and heritage charities as well as governance regulations for charities.
- For applications that are not aligned with CMF objectives and criteria, Trustees retain discretion to deny the application

For **above the first S\$300,000**, the funds must be used to support culture sector priorities, including projects that:

- a) Contribute significantly to artistic/heritage excellence in Singapore;
- b) Contribute to stronger and more cohesive communities in Singapore; and
- c) contribute to the capability development of the wider local arts and heritage sector.

Recipient charity may, subject to applicable laws, continue to use the donations received by donors at their own discretion, in accordance with the purpose for which the funds were raised or in accordance with the wishes of the donors.