**NMF (R)**

**APPLICATION FORM**

**Important Notes for the National Monuments Fund (Restoration) Grant**

1. Please read the accompanying ‘NMF: A Guide on How to Apply’ carefully before completing this form.
2. The application cannot be processed if the form or the relevant information is incomplete and will be voided if there are factual inaccuracies.

All questions in this form must be answered. If a question does not apply to you, write ‘NOT APPLICABLE or ‘N.A’. Please write clearly in BLOCK LETTERS.

1. Closing date for applications is **31 December**\* annually (by 12 noon).

Late applications will not be entertained. Works must not start before the grant is awarded.

\*If 31 December is a non-working day, the closing date will be brought forward to the last working day.

1. Please send the completed application form and supporting documents to:

**Preservation of Sites and Monuments - NMF (R)**

**61 Stamford Road**

**#03-08 Stamford Court**

**Singapore 178892**

PSM cannot accept applications via email, fax or disc as the form needs to be signed by the authorised personnel and retained as an original legally-binding document. Note that documents submitted will not be returned to the applicant.

1. PSM practises an ‘access to information’ policy. Any information provided, with the exception of financial information, may become publicly available.

|  |  |  |
| --- | --- | --- |
| **NHB/ PSM Division [For official use only]**  Applicant Name | Date of Receipt | File No. |
|  |  |  |
| Remarks | | |

**A. WHO IS APPLYING FOR NMF (R)**

1. **Applicant’s details**

|  |  |  |
| --- | --- | --- |
| National Monument (name and address): | | |
| Name of applicant (this can be the name of an individual or organization): | | |
| Name of contact person & designation in the organization: | | |
| Contact address: | | |
| Telephone: | Fax: | Email: |

1. **Is this a ‘Standard Application’ or ‘Urgent Application’**

(Please refer to Item 2.1 ‘NMF: A Guide on How to Apply’)

□ Standard Application □ Urgent Application

**For ‘Urgent Application’, have you received a ‘No Objection for Urgent Work to commence and included in NMF Application’ from PSM?**

□ Yes □ No

If Yes, please provide details:

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1. **Have you received planning permission or any other approval for these urgently necessary repair works?**

□ Yes □ No

If Yes, please provide of approval and reference no.:

|  |  |
| --- | --- |
| Type of Permission: | |
| Date of approval: | Reference no: |

**B. ABOUT YOUR PROJECT**

1. **Please provide a detailed write-up with method statement of the urgently necessary repairs for which funding is sought.**

(The write-up is to be prepared on a separate sheet and attached with this Application form on submission.)

1. **Please provide a full breakdown of the costs that you want to be considered for a grant, including any other project costs.**

(The full breakdown is to be prepared on a separate sheet in the format given below and attached with this Application form on submission. You are advised to be as detailed as possible.)

|  |  |  |
| --- | --- | --- |
| **Item Description** | **Unit Cost** | **Total Cost** |
| **Main work item (e.g. restoration, repair items)**  **…** |  |  |
| **…** |  |  |
| **Other associated project costs**  **…** |  |  |
| **…** |  |  |
| **Overall Total** |  |  |

1. **The total amount of grant you are applying for from PSM under this scheme in relation to the works outlined above?**

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1. **Have you received grants for the proposed works from other government agencies?**

If Yes, please provide details. □ Yes □ No

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1. **Do you have an existing “Tax-Exemption Scheme” (TES) Account?**

**Please indicate one (1) of the following:**

* If Yes, are you making use of the TES account**?** □ Yes □ No
* If No, would you like us to send you more information □ Yes □ No

on the TES account via the email provided in Q1?

**C. SUPPORTING DOCUMENTS CHECKLIST**

**Please tick and ensure that you have enclosed the following information.**

**Required items**

* Detailed write-up including repair method statement about proposed urgently necessary repair works (Refer Q4).
* Recent photographs of your National Monument, and the area of the works proposed, where applicable. All photographs must be taken within the last three (3) months.

All photographs are to be dated and labelled with brief description.

* Proposal annotated plans, drawings, illustrations, etc. (in “A” sizes) (See Application Form Appendix).
* Schedule of urgently necessary repair works for which Grant is requested under the NMF.
* Full breakdown of the costs for proposed urgently necessary repair work, including any other project costs (Refer Q5).
* A latest copy of balance sheets and profit & loss statement of your Organisation.
* Proposal on how to fund the Owner/Trustees’ portion of the co-funding of the works.

Please note that PSM may not be able to process the application if the form or the relevant information is incomplete. If submission is incomplete, please indicate reason(s):

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**Optional items to support your application**

* A copy of Consultant, Conservator or Specialist Contractor’s report/written advice on the urgently necessary repair works (include contact details in the report).
* A copy of a routine Maintenance plan, if one has been prepared for your National Monument.
* Letters or other Documents supporting your Application for a Grant. Please specify what these are below.

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All supporting documents submitted should be in A4 size, except for plans, drawings and photographs. To help us copy and file your application, please do not bind documents.

Please keep copies of your completed application form and all supporting documents. Do not submit original documents or anything of historical or personal value. Documents submitted to PSM will not be returned to the applicant.

**D. DECLARATION**

Your completed form must be furnished with the signatures of the authorised personnel and a witness defined as follows:

**Authorised personnel**: Appointed within the organisation to oversee the proposed works.

E.g. Chairman of building/restoration committee, key committee member.

**Witness**: Other parties not directly involved in the works.

E.g. Religious leader, trustee, committee member, patron or legal adviser.

PSM will liaise with the undersigned who will ensure adherence to the terms, if any communications are required.

* **I/we confirm that I/we have read and accepted the guidance provided, and that the information on this application form, together with the supporting documents enclosed, is accurate and complete to the best of my/our knowledge.**
* **I/we declare that I/we have no conflict of interest and am/are not affiliated to any of the contractors or the service providers.**
* **I/we further declare that I/we are able to co-fund the proposed works.**

* **I/we further declare that there is public access to the monument.**
* **I/we agree and accept that PSM has the right to reject/cancel my/our application if the application is incomplete; if there are inaccuracies in the submitted documents; or if I/we am/are not eligible for the grant.**

|  |  |
| --- | --- |
| Signature(s) of authorised personnel(s): | Signature of witness: |
| Name(s): | Name: |
| NRIC: | NRIC: |
| Designation (for organisation only): | Designation (for organisation only): |
| Date: | Date: |
| Official stamp: | |

**Application Form Appendix**

Proposal annotated plans, drawings, illustrations, etc. submitted, if any, to be in “A” sizes with the following form and scale, if appropriate:

|  |  |  |
| --- | --- | --- |
| S/No | Drawing Type | Scale |
| 1 | Overall Site Drawings   * Overall site plans * Overall topographic plans | 1:500  1:500 |
| 2 | Architectural Drawings   * Overall elevations * Floor plans of all levels * Ceiling plans * Roof plan * Longitudinal sections * Cross sections | 1:100  1:100  1:100  1:100  1:100  1:100 |
| 3 | Detail Drawings   * External elevation of all sides * Internal elevation of all sides * Details of columns/beams structure * Details of windows * Details of doors * Details of specific features (details of special historically or architecturally significant features; construction details, etc.) | 1:50  1:50  1:20  1:20  1:20  1:20 |