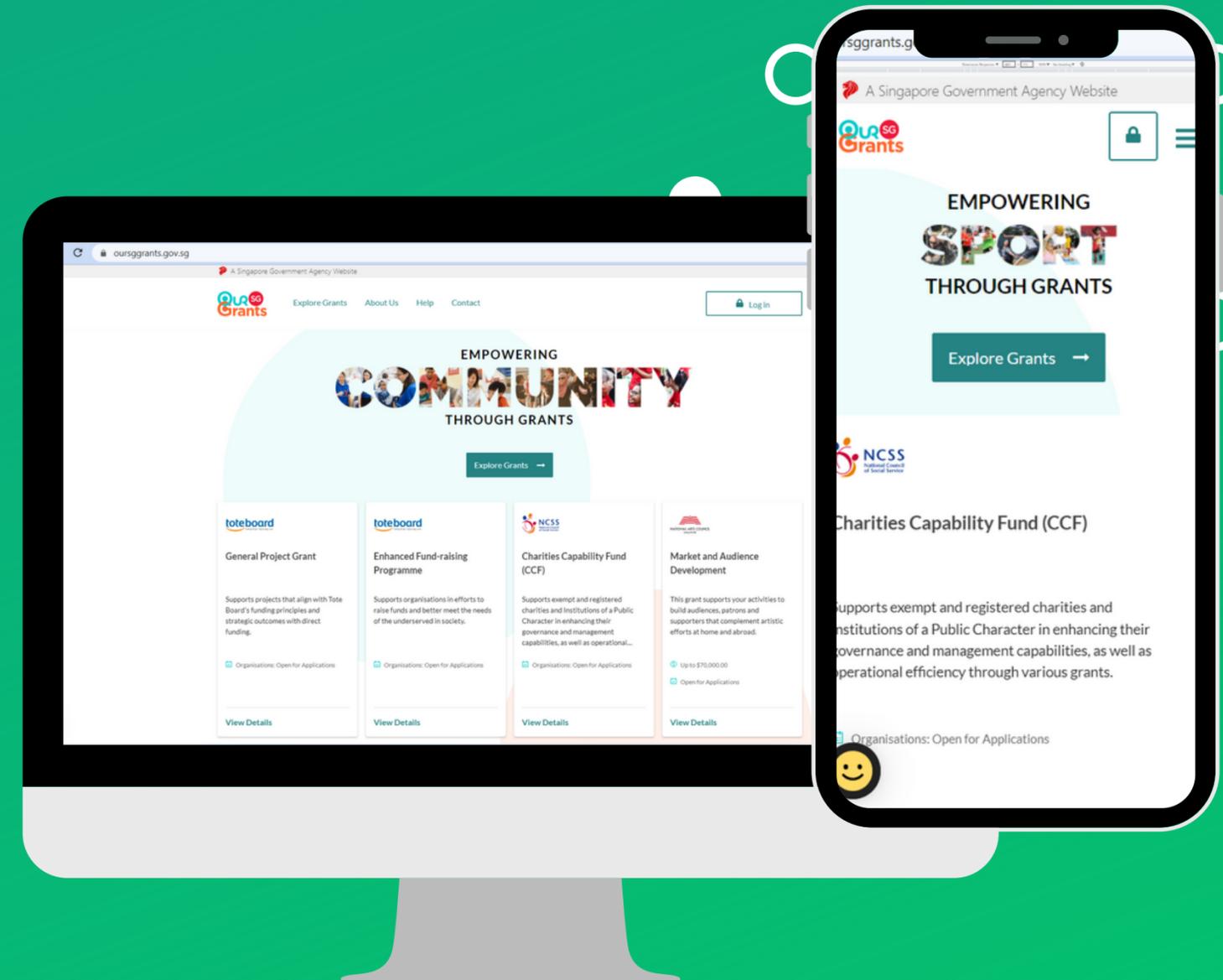# OSG APPLICATION USER GUIDE

A GUIDE TO SUBMIT CHARITIES CAPABILITY FUND (CCF) GRANT APPLICATIONS THROUGH OURSG GRANTS PORTAL (OSG)

ALL APPLICATIONS FOR CHARITIES CAPABILITY FUND (CCF) GRANTS MUST BE SUBMITTED THROUGH OURSG GRANTS PORTAL

PLEASE NOTE: This guide is not applicable to **CCF Training Grant**.

For CCF Training Grant, please submit your applications via NCSS e-Services: **https://e-services.ncss.gov.sg/**
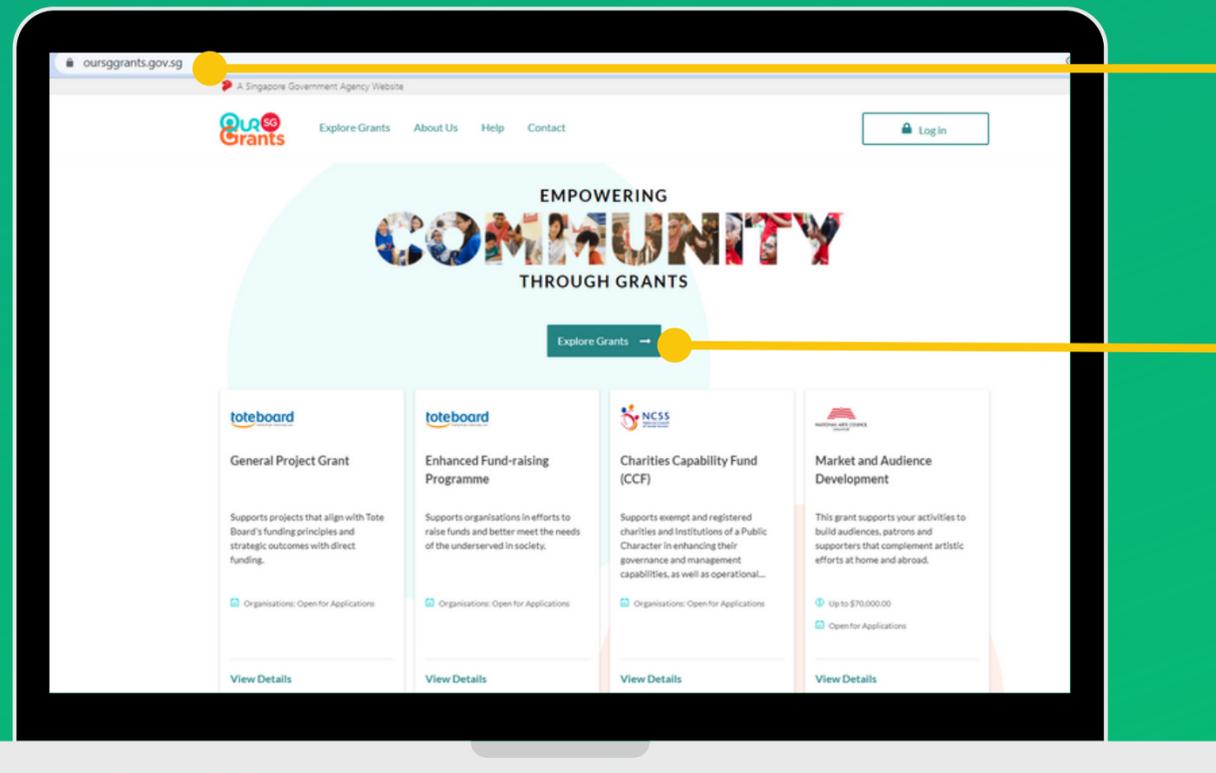
1. VISIT OSG SITE HTTPS://OURSGGRANTS.GOV.SG

OSG is also accessible via mobile devices
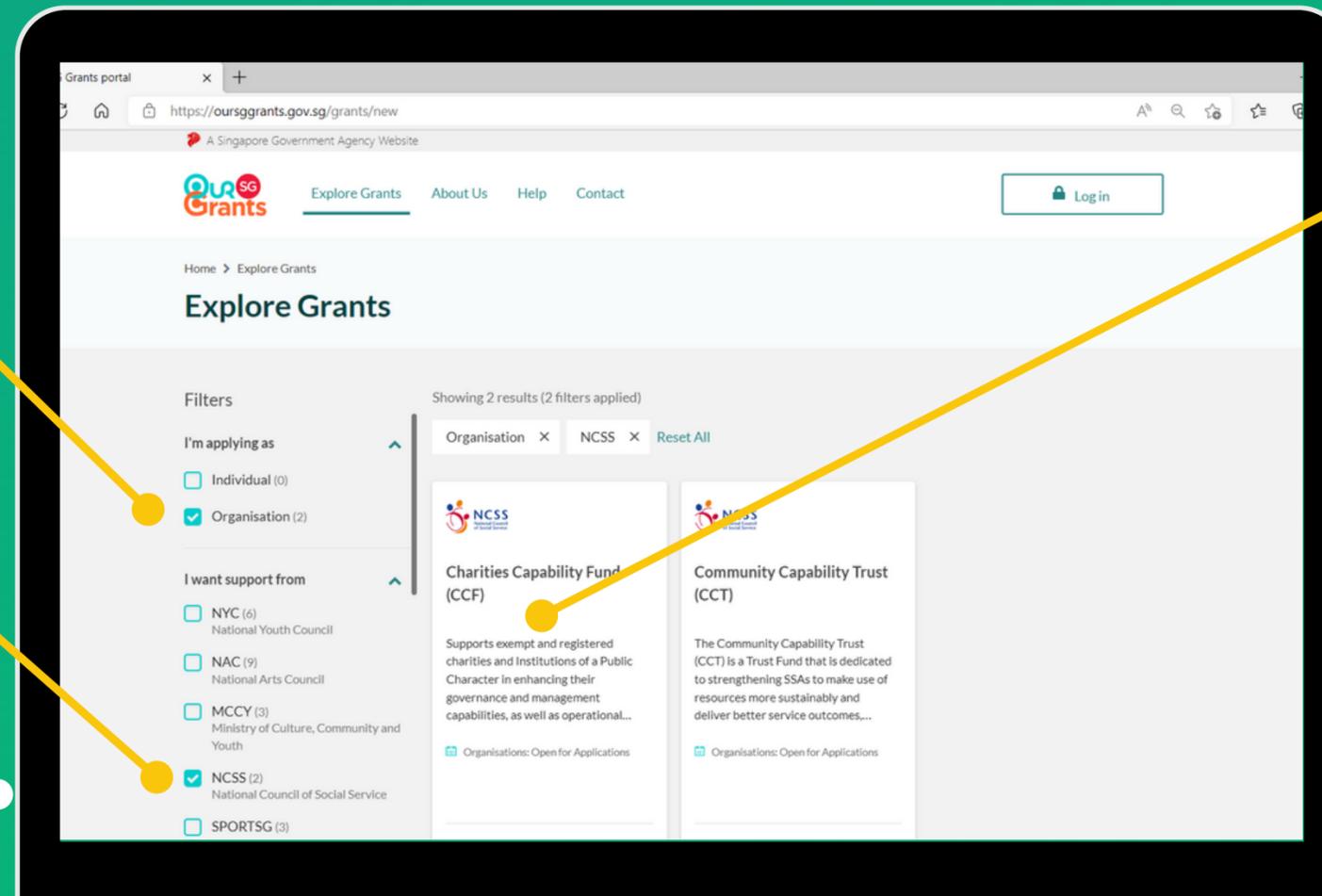
2. SEARCH FOR CCF IN OSG

Click on Explore grants button

3. SELECT ORGANISATIONS
To filter grants for organisations

4. SELECT NCSS
To filter for grants under NCSS' administration

5. CLICK ON CCF
Click on **Charities Capability Fund (CCF)** to load the CCF online application page.

6. CLICK ON:

APPLY AS AN ORGANISATION

Login to OSG using **CorpPass*** to continue with the application process

*Refer to CorpPass guide for set up and assignment of users'digital service access

7. COMPLETE AND SUBMIT APPLICATION

• • • At any point of time, you may click on **Save** to save the application as a draft, and continue with the application by going to the **Drafts** page from the top menu
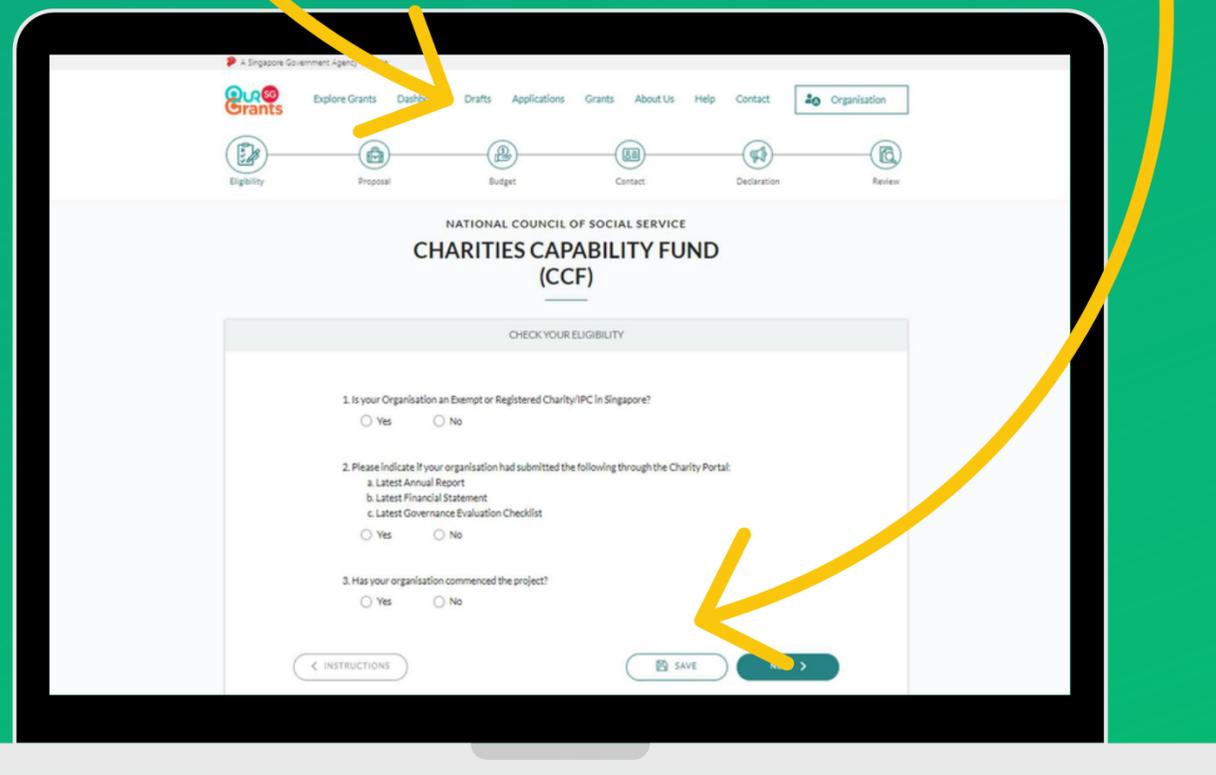
- • **ELIGIBILITY**
  Complete all mandatory fields

- • **PROPOSAL**
  Supporting forms required to be attached can be downloaded from this page

- • **BUDGET**
  To attach any supporting documents, if any
  Eg.: Quotation/proposal from consultant/vendor

- • **CONTACT**
  Provide contact details for the application

- • **DECLARATION**
  Review declarations and acknowledgements

- • **REVIEW AND SUBMIT**
  Confirm application details and submit online application*

  Submission can only be done by a CorpPass user with a Submitter or an Acceptor role

ACCEPTING AN APPROVED CCF GRANT APPLICATION
SUCCESSFUL APPLICANTS WILL BE NOTIFIED OF THE APPROVAL VIA EMAIL

1. LOGIN TO OSG
Login using **CorpPass** as an **Acceptor** to accept the grant offer

2. RETRIEVE APPROVED APPLICATION
Retrieve the approved application from **Dashboard** or **Applications** page

3. CLICK ON VIEW OFFER
Download the **Letter of Award and accompanying documents** for review

4. CLICK ON:

ACCEPT OFFER

to accept the offer

No signatures and/or hardcopy submissions are required

Singapore Government Agency Website

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PROJECT DETAILS

Propsal6- Charities

Ref ID:2203WH6W

Grant Scheme	Agency
Enhanced Fund-raising Programme	Tote Board

Start & End Date	Venue
24 Dec 2020 - 12 Jun 2030	Propsal6- charities

Project Description
Propsal6- Charities

AGENCY CONTACT

STATUS

Application Approved   👁 VIEW OFFER

Last Updated 25 Mar 2022, 03:36 PM

HISTORY

Action	By	Date
Application Approved	Agency	25 Mar 2022, 03:36 PM
Processing Application	Agency	25 Mar 2022, 03:33 PM
Application Submitted	Applicant	16 Mar 2022, 02:09 PM

FOR ENQUIRIES CONTACT

• • •

✉ ccf_enquiries@ncss.gov.sg

🌐 www.charities.gov.sg