

TBBHF APPLICATION INFOKIT

This infokit sets out the step-by-step process for navigating the OSG Portal, including instructions for applying to the TBBHF Grant.

For quick reference, this guide is also available on our [AIC Website](#).

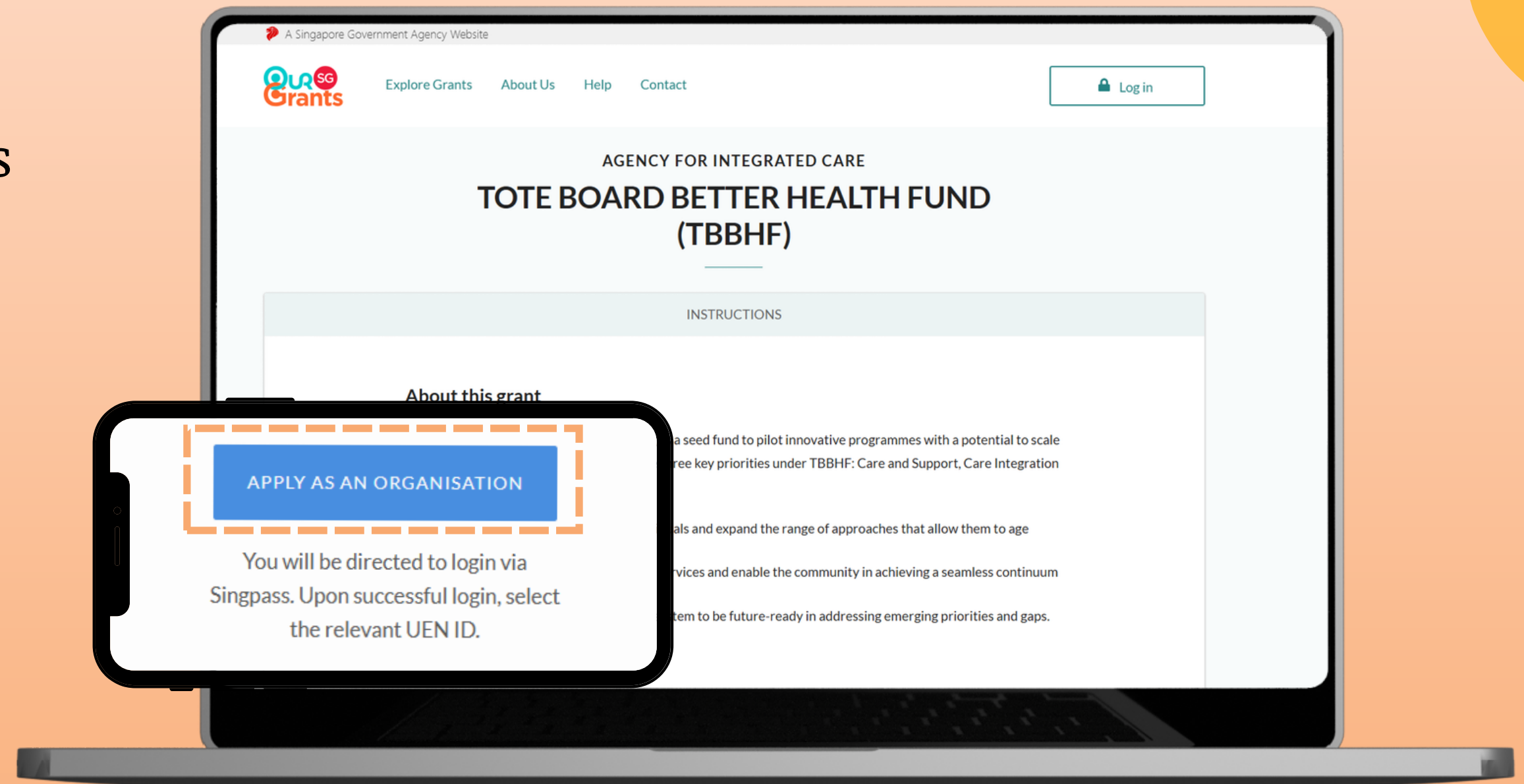
Grant Application Steps

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- 3 Grant Application: Proposal**
- 4 Grant Application: Budget**
- 5 Grant Application: Contact**
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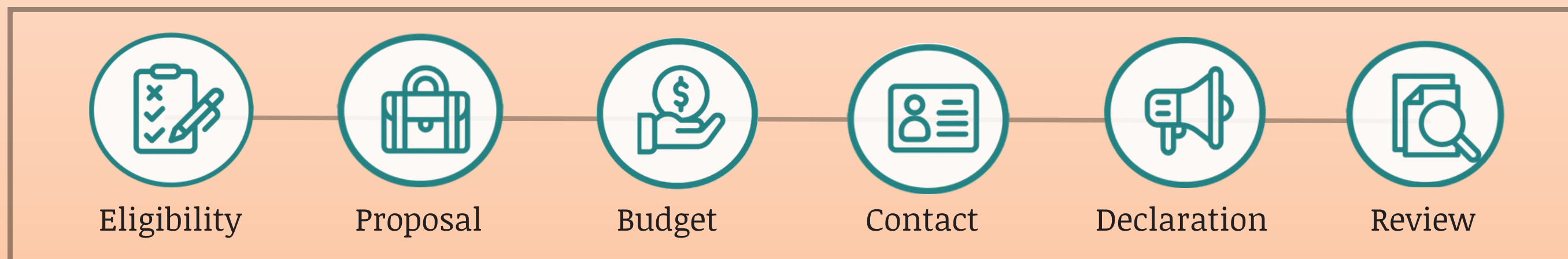
1 Log into OSG Portal

To access the OSG Portal, your CorpPass Admin must grant you access to the 'Our SG Grants Portal' e-Service via the [CorpPass website](#).

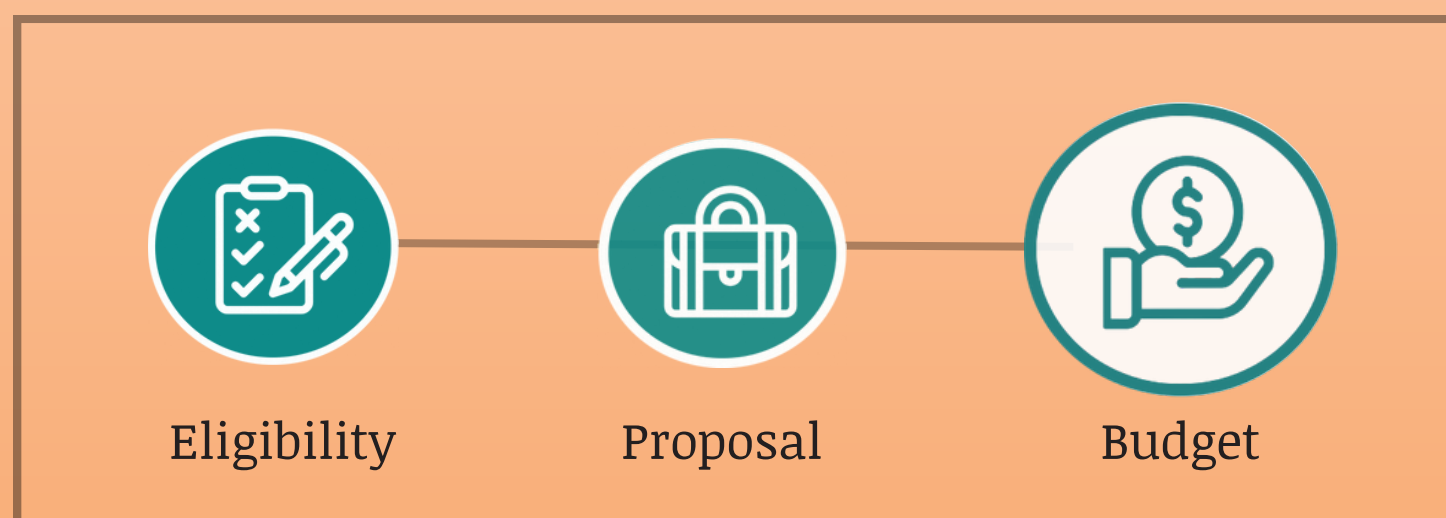
You must be assigned with one of the OSG roles: Preparer, Submitter or Acceptor. Find out more details from the FAQ on OSG Portal [here](#).



1 Log into OSG Portal



1. There is a sequential marker to guide your submission completion.
2. **All sections are mandatory.**



Note that **completed** sections will be reflected as a coloured icon.

For sections **in-progress**, the icon will be enlarged.

2 Grant Application: Eligibility

AGENCY FOR INTEGRATED CARE
TOTE BOARD BETTER HEALTH FUND
(TBBHF)

CHECK YOUR ELIGIBILITY

1. Is your organisation a legal entity registered under Accounting and Corporate Regulatory Authority (ACRA) / Registry of Societies (ROS) / Registry of Co-Operative Societies (RCS) or gazetted in AGC Statutes?

☐ Yes ☐ No

2. Is your organisation one of the following entities:

- Co-operatives
- Non-Profit Organisations (Companies Limited by Guarantee, Charity Trusts and Societies) / Social Service Agencies
- Social Enterprises which are members of the Singapore Centre for Social Enterprise (raiSE)
- Government Agencies
- Regional Healthcare Systems
- Public Healthcare Institutions
- Grassroots Organisations
- Private service providers that serve subsidised clients (e.g. private nursing homes on portable subsidy)

☐ Yes ☐ No

3. Does your organisation have General Reserves of not more than three years of Total Operating Expenditure?

☐ Yes ☐ No

< INSTRUCTIONS SAVE NEXT >

Fill in all the mandatory fields by selecting the options that are applicable to your organisation and click “**Next**”.

3 Grant Application: Proposal

TOTE BOARD BETTER HEALTH FUND (TBBHF)

SUBMIT YOUR PROPOSAL

PROJECT DETAILS

Category

Application Title

Start Date
The Start Date should be the first of April, July or October of the year. Programmes usually start 2 months after the scheduled Evaluation Panel meeting, and the typical funding period ranges from 2 to 3 years.

End Date
The End Date must be the last day of the month.

Is this your organisation's first submission to TBBHF for this project?

☐ Yes ☐ No

1. Fill in all the project details.

Category

Application Title

Start Date

End Date

2. Select “Yes” or “No” accordingly

3 Grant Application: Proposal

Is this your organisation's first submission to TBBHF for this project?

☒ Yes ☐ No

Background / Problem Statement
1. What are the needs and gaps that the programme is trying to meet?
2. Provide supporting information, quantifiable data, and relevant evidence where possible.

4000 characters left

Current Efforts
Identify and describe existing efforts (if any) that seek to address these gaps.

4000 characters left

Proposed Solution(s)
Describe the proposed solution, and how it addresses the gaps more effectively than existing efforts (if any).

**(a) If “Yes” was selected -
Fill in the fields below**

Background Problem /
Problem Statement

Current Efforts

Proposed Solution

3 Grant Application: Proposal

Is this your organisation's first submission to TBBHF for this project?

☐ Yes ☒ No

Background / Problem Statement
1. What are the needs and gaps that the programme is trying to meet?
2. Provide supporting information, quantifiable data, and relevant evidence where possible.

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Current Efforts
Identify and describe existing efforts (if any) that seek to address these gaps.

4000 characters left

Proposed Solution(s)
Describe the proposed solution, and how it addresses the gaps more effectively than existing efforts (if any).

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Programme Details
1. Please provide the theory of change and/or logic model for the proposed solution.
2. Please provide a detailed implementation plan and timeline.
3. What are the inclusion/exclusion/discharge criteria(s) for the programme?
4. Please illustrate the proposed client journey pre and post implementation of the solution.
Please attach diagrams/tables as supporting documents if needed, for the above pointers.

**(b) If “No” was selected -
Fill in the fields below**

Background Problem /
Problem Statement

Current Efforts

Proposed Solution

Programme details

3 Grant Application: Proposal

Fill in the fields below

Target Audience

Desired Outcome

Organisation Profile

Sustainability

The image shows a laptop screen with a grant application form. The form is divided into four main sections, each with a title and a list of questions. Arrows point from the right side of each section to a label on the right side of the slide.

- Target Audience**: A dropdown menu.
- Desired Outcomes**:
 - 1. What is the envisioned end state of the programme?
 - 2. List down the expected number of beneficiaries, and how the programme will benefit the target audience.
- Organisation Profile**:
 - 1. What are the key services provided by your organisation? (You may opt to provide your organisation's website link if the information is obtainable there.)
 - 2. What experience does your organisation have with the target areas / beneficiary group(s)? (Provide a list the activities previously/currently conducted.)
 - 3. What experience does your organisation have in operating programmes of the requested funding amount? (Provide a list of grants that your organisation has received for activities of a similar nature.)
- Sustainability**:
 - 1. What are the long-term plans for the programme and how are you planning to sustain it?
 - 2. How could this project be scaled in the future?

3 Grant Application: Proposal

Use the file here as guidance to fill in the “**Proposed Project Deliverables and Indicators.**”

OBJECTIVES

SUPPORTING DOCUMENTS

Upload additional documents (If Any)

- Upload any slides or relevant supporting documents (e.g. project proposal/ theory of change/ logic model/ project team information/ MOU with partners)

Guide for setting Project Deliverables and Indicators:

- [TBBHF_Indicator_Bank_V1 \(XLSX 621 KB\)](#)

Drag and drop files here or

SELECT FILES

Only jpg, jpeg, png, gif, zip, doc, docx, ppt, pptx, pdf, xls, xlsx files supported.
Total upload size per submission must not exceed 50MB.

Additional Comments (If Any)

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1. Upload additional documents (if any) – e.g. supporting documents for project proposal/project team information etc.

2. Fill in additional comments (if any).

3. Click “**Next**” when this page is completed.

4 Grant Application: Budget

1. Fill in the projected budget.

TOTE BOARD BETTER HEALTH FUND (TBBHF)

PROVIDE PROPOSED BUDGET

BUDGET DETAILS

Projected Budget ? S\$

Have you **requested** funding for this project from other sources? ☐ Yes ☐ No

Have you **received** funding for this project from other sources? ☐ Yes ☐ No

Is your organisation GST registered? ☐ Yes ☐ No

Additional Comments (If Any)

250 characters left

2. Fill in remaining fields by selecting the relevant options.

4 Grant Application: Budget

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

Country Postal Code

Blk/Hse No. Street

Level Unit Building Name

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

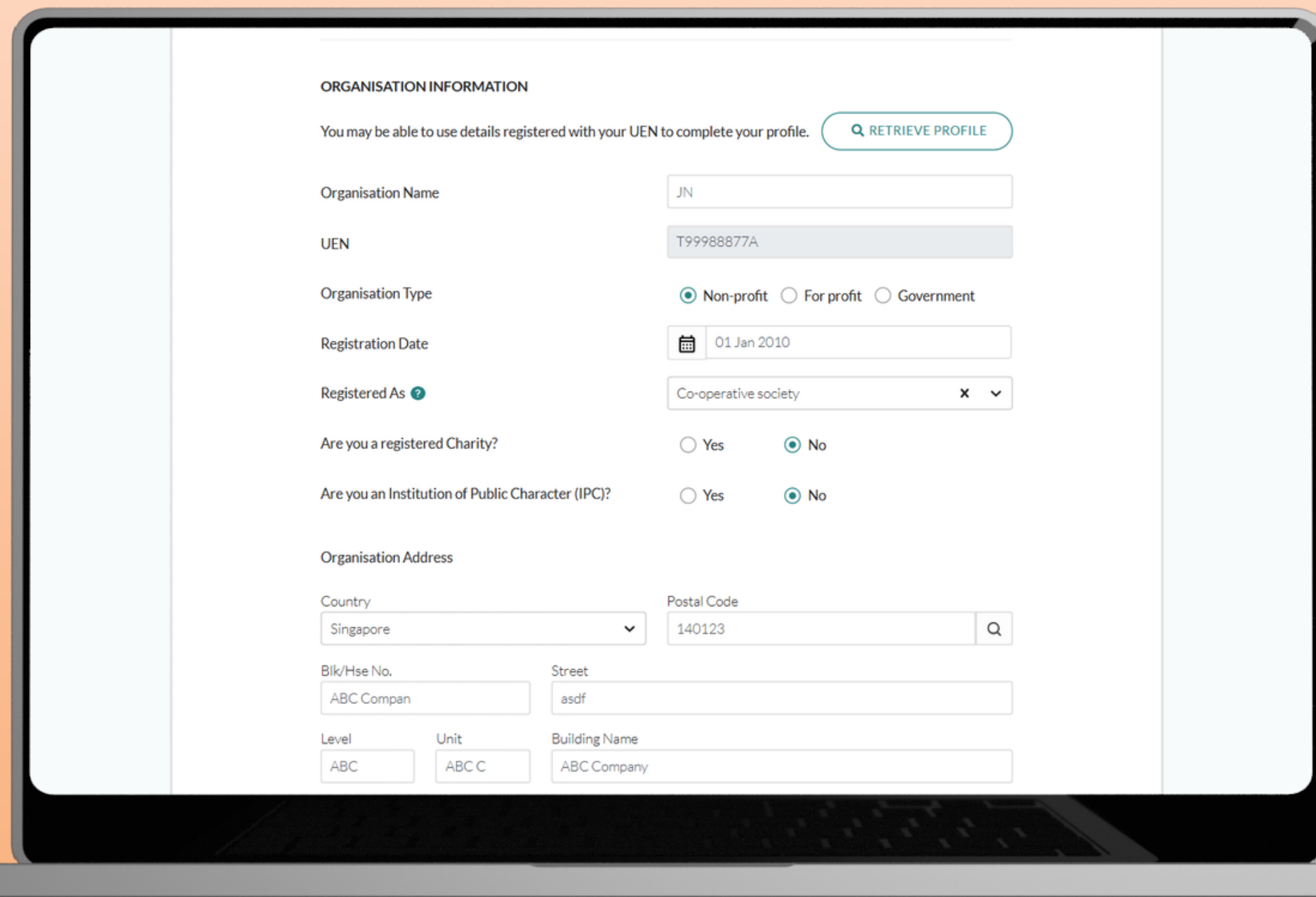
Designation (If Any)

Fill in the organisation's contact details

- Main Contact Person: AIC will contact him/her if there is any queries
- Mailing Address
- Alternative Contact Person

Note: There is a **maximum** of 2 contact persons that can be indicated. **Only** the contact persons will be notified of changes to the status of the application.

5 Grant Application: Contact



The screenshot shows a web form titled "ORGANISATION INFORMATION". It includes a "RETRIEVE PROFILE" button and various input fields for organisation details. The form is pre-populated with the following information:

Field	Value
Organisation Name	JN
UEN	T99988877A
Organisation Type	☒ Non-profit ☐ For profit ☐ Government
Registration Date	01 Jan 2010
Registered As	Co-operative society
Are you a registered Charity?	☐ Yes ☒ No
Are you an Institution of Public Character (IPC)?	☐ Yes ☒ No
Organisation Address	
Country	Singapore
Postal Code	140123
Blk/Hse No.	ABC Compan
Street	asdf
Level	ABC
Unit	ABC C
Building Name	ABC Company

Submitter/acceptor to fill in Organisation Information:

- Information is pre-populated from your organisation's previous grant application (if any).
- **Retrieve profile:** Information drawn from ACRA if there is an existing profile on OSG Portal
- Details can also be filled in manually.

Note: Information from **Organisation Information** and **LOA Addressee** will be used to populate TBBHF LOA. Ensure information is accurate and relevant to TBBHF.

5 Grant Application: Contact

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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)

Submitter/acceptor to fill in
**Letter of Award (LOA)
Addressee.**

Note: Information from **Organisation Information** and **LOA Addressee** will be used to populate TBBHF LOA. Please ensure information is accurate.

6 Grant Application: Declaration

**TOTE BOARD BETTER HEALTH FUND
(TBBHF)**

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

b. 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

c. Has the Applicant been or is the Applicant currently:

1. bankrupt, wound up or under judicial management;
2. subject to any bankruptcy, winding up or judicial management proceedings;
3. subject to having a receiver or manager appointed over any undertaking or assets;

I have read and agree to abide by all the terms of use for this website.

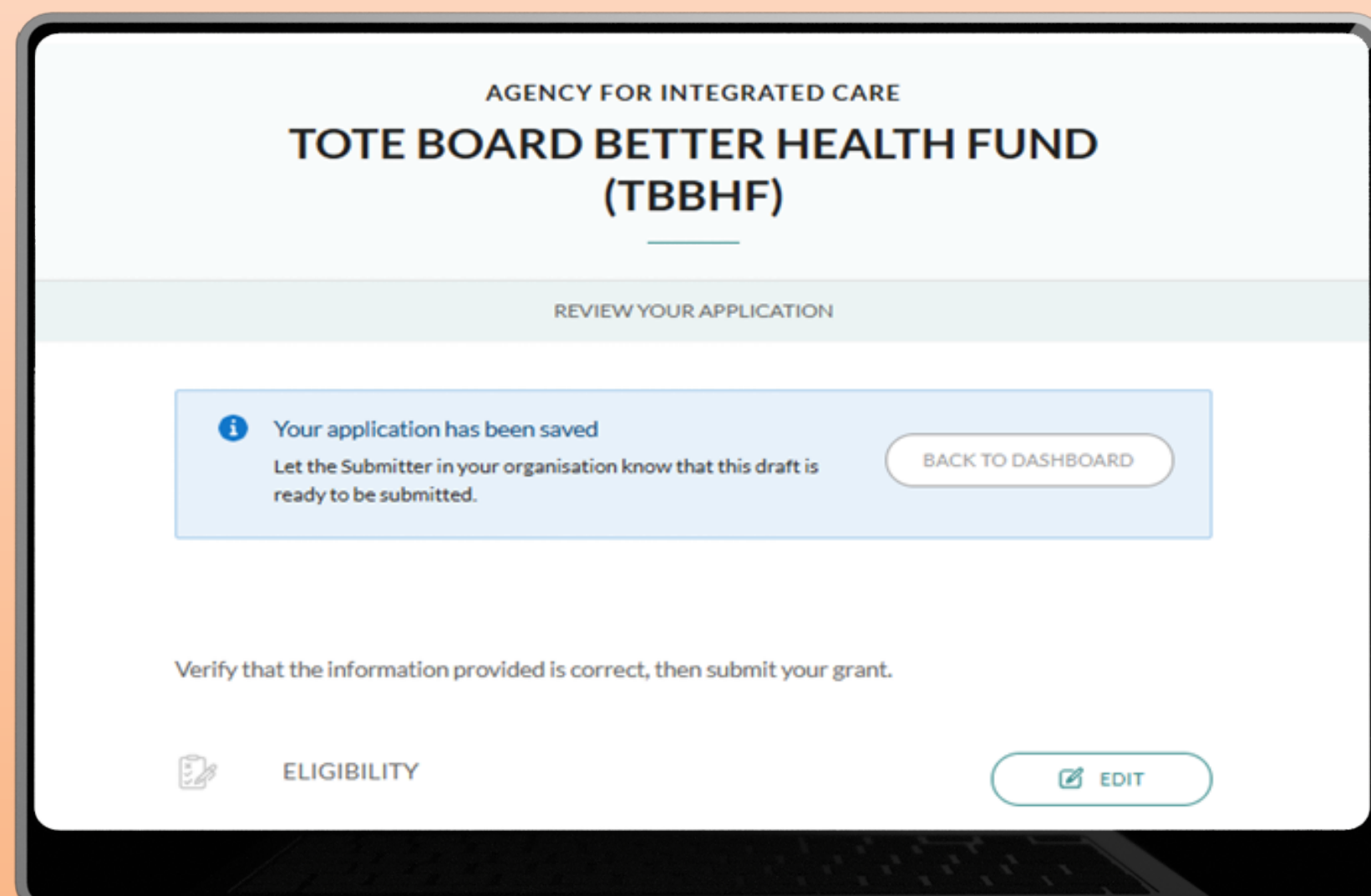
I consent to and acknowledges all of the above.

I agree to receive updates and notifications about AIC programmes, grants and events. I understand that AIC will keep my details strictly confidential.

Read through the declaration and answer accordingly.

After completing the necessary declarations, click on the **“Review”** button.

7 Grant Application: Review/Submit



AGENCY FOR INTEGRATED CARE
TOTE BOARD BETTER HEALTH FUND
(TBBHF)

REVIEW YOUR APPLICATION

i Your application has been saved
Let the Submitter in your organisation know that this draft is ready to be submitted.

BACK TO DASHBOARD

Verify that the information provided is correct, then submit your grant.

 ELIGIBILITY

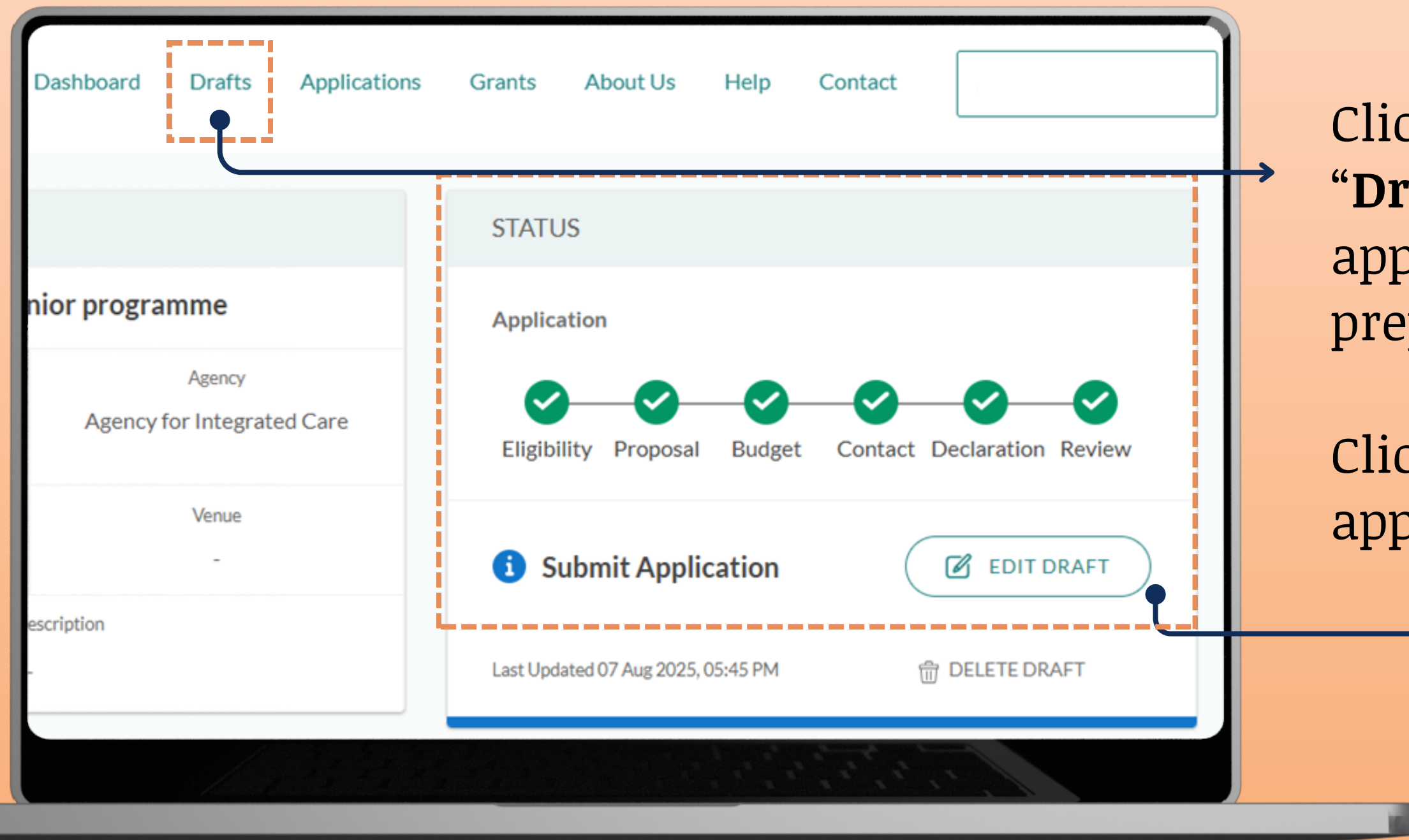
 EDIT

Review the application information and ensure all fields are complete and accurate. A PDF copy can be saved by printing the webpage to Adobe PDF or after submission.

Only the **Submitter** or **Acceptor** can submit the application.

7

Grant Application: Review/Submit



Click on Project Name under “**Drafts**” to find the draft application completed by the preparer.

Click on “**Edit Draft**” to edit the application draft.

7

Grant Application: Review/Submit

I / We and the Applicant understand that I / We and the Applicant have a continuing obligation to promptly notify the Agency if there is any change affecting any fact or information set out in this application form and declaration.

I / We and the Applicant understand that I / We and the Applicant may face prosecution if I / We and the Applicant provide false or misleading statements or fail to disclose material facts or information, and the Agency may, at its discretion, withdraw the grant and recover immediately from the Applicant any amount of the grant that may have been disbursed, and I / We and the Applicant shall have no claim against the Agency in relation thereto.

I / We and the Applicant have read and agree to abide by all the Terms of Use for this website.

- ☒ I / We and the Applicant consent to and acknowledges all of the above.
- ☒ I / We consent to receive updates and notifications about AIC programmes, grants and events. I understand that AIC will keep my details strictly confidential.

< PREVIOUS

SAVE

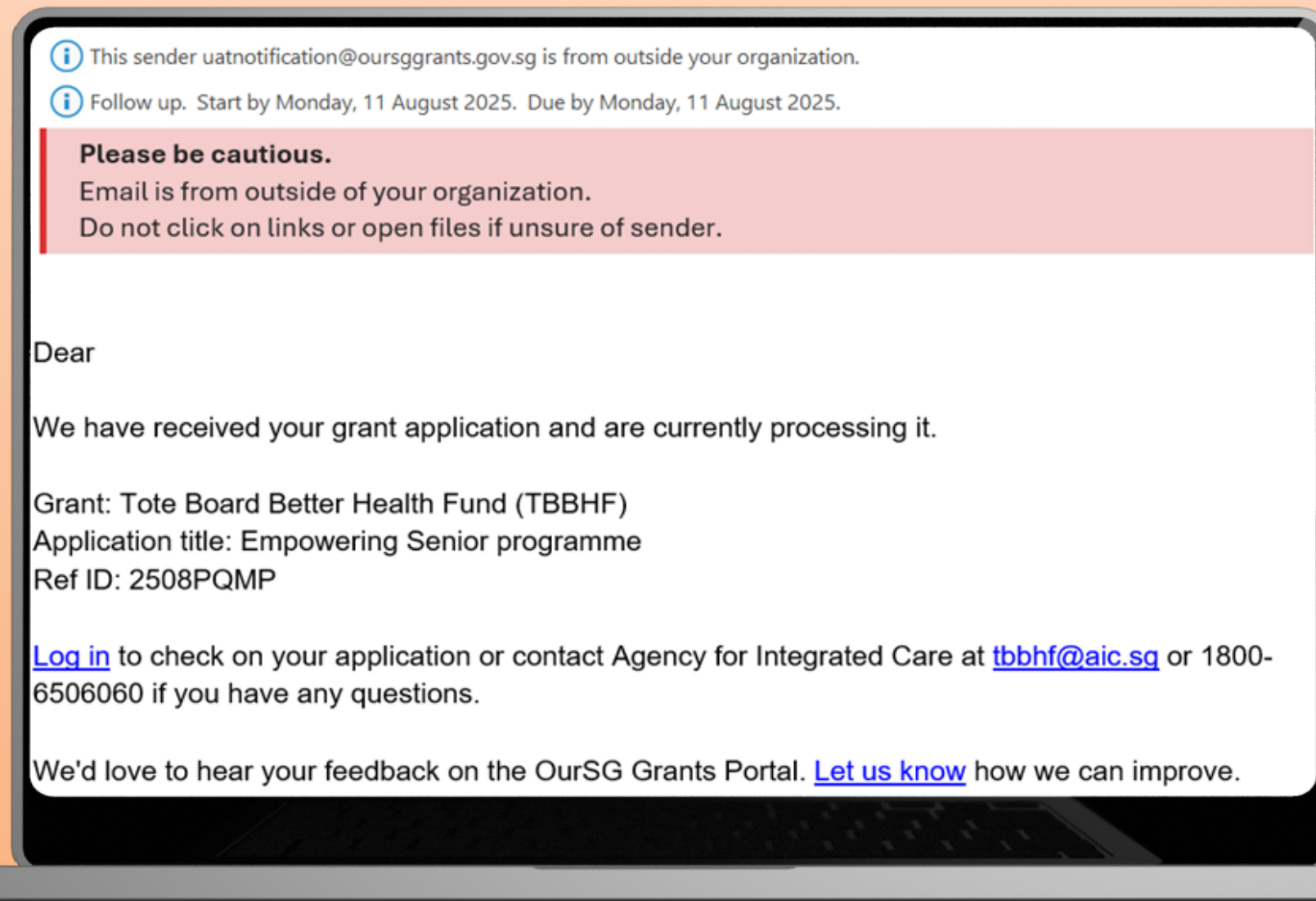
REVIEW

Review the application details and ensure all fields are complete and accurate.

Click “**Submit**” when you are ready. No further amendments to the application can be made after submission.

8

Application Status

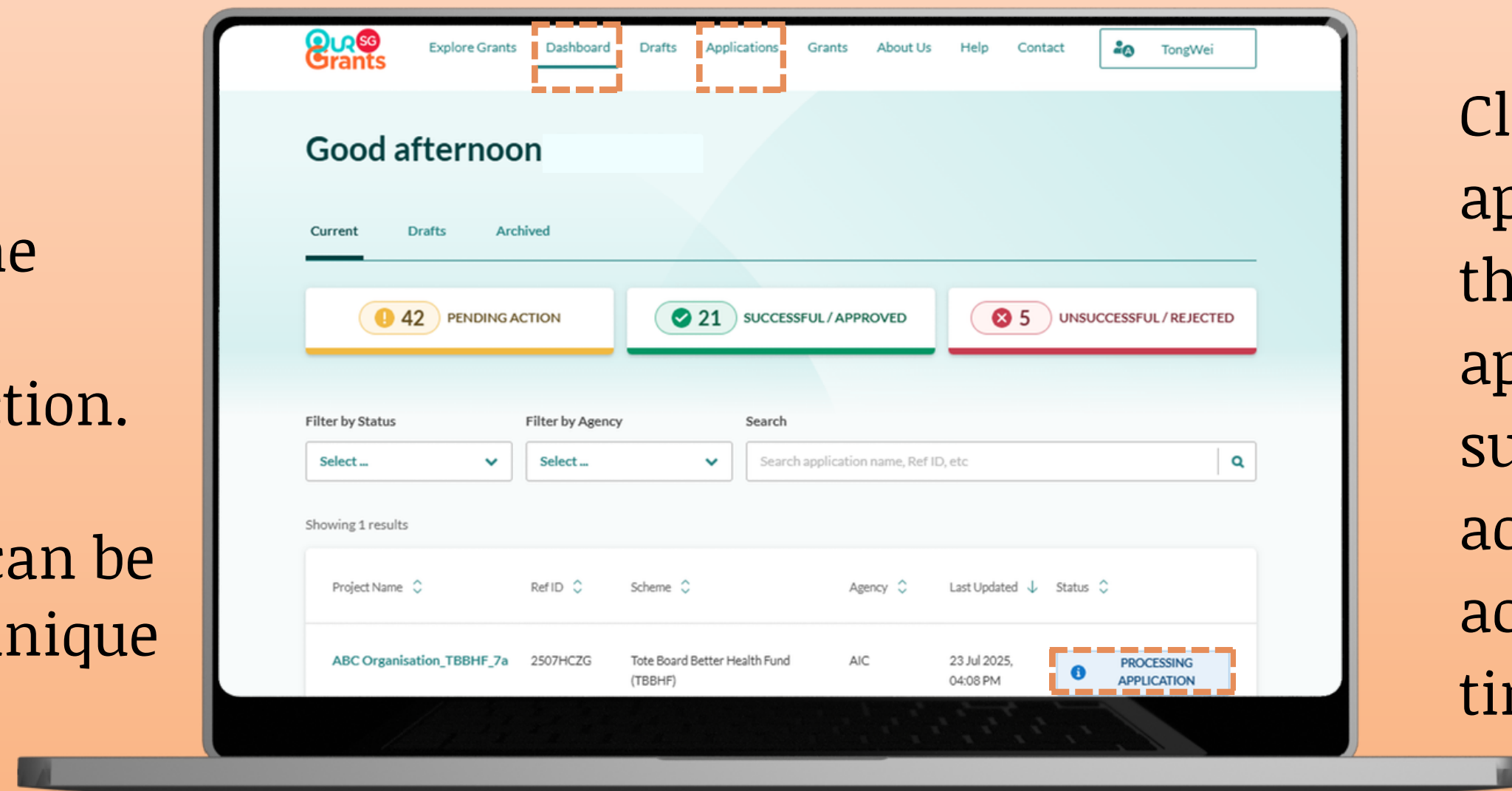


After the organisation's designated **Submitter** or **Acceptor** submits the application, the Main Contact Person, Alternate Contact Person and Acceptor (cc list) will receive an email confirming that the application has been submitted.

8 Application Status

The status of the application(s) can be found in the “**Dashboard**” or “**Applications**” section.

Each application can be identified via its unique reference ID.

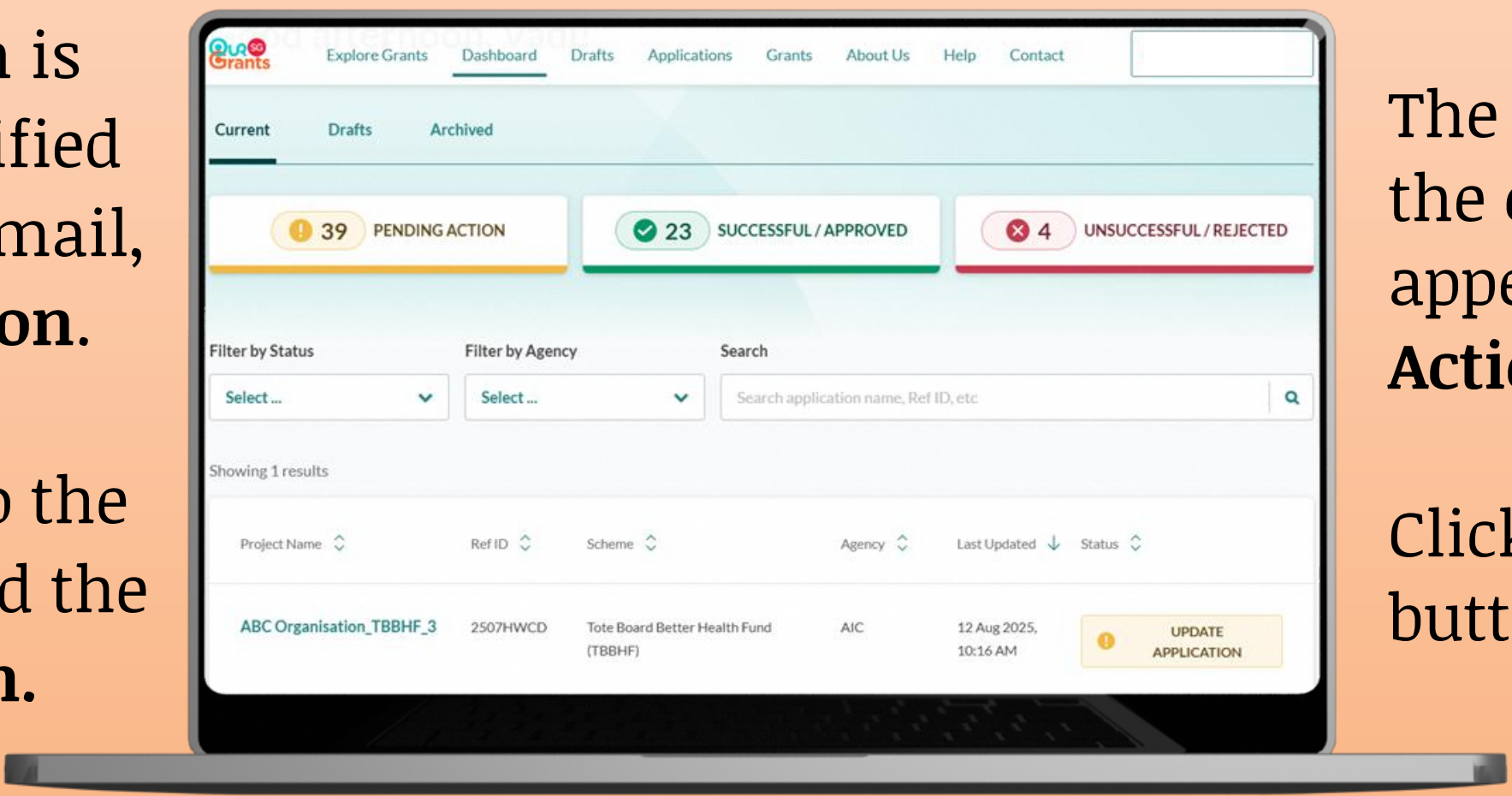


Click into the application to view the details of the application’s status, submitted details and action history (e.g. action(s) taken and timestamp).

8 Application Status

If additional information is required, you will be notified through an automated email, to **update your application**.

This email will be sent to the **Main Contact Person** and the **Alternate Contact Person**.



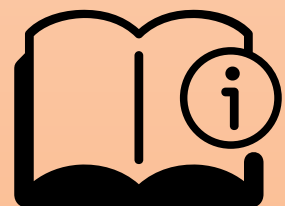
The application that requires the organisation to act on will appear under the “**Pending Action**” tab in the Dashboard.

Click the “**Update Application**” button to view the application.

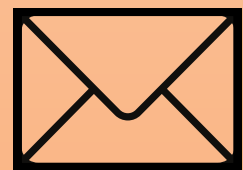


CONTACT US

For support on the TBBHF Grant Application:



More info about TBBHF Grant: Refer to our [AIC Website](#).



Enquiries: Write in to us at tb.secretariat@aic.sg.

Annex: OSG Roles

Grant Application Steps	Preparer	Submitter	Acceptor
1 Log into OSG Portal	✓	✓	✓
2 Grant Application: Eligibility	✓	✓	✓
3 Grant Application: Proposal	✓	✓	✓
4 Grant Application: Budget	✓	✓	✓
5 Grant Application: Contact	Only Submitter/Acceptor can update “ Organisation Profile ” and “ LOA Addressee ”	✓	✓
6 Grant Application: Declaration	✓	✓	✓
7 Grant Application: Review/Submit	Only able to review application	✓	✓
8 Application Status	N/A	N/A	N/A