

Preschool Opportunity Fund (PSOF)

OurSG Grants (OSG) Portal User Guides and FAQs

Applying for PSOF funding

· Application process, eligibility, and submission

Accepting your Letter of Offer

· Viewing, accepting, and managing LOF

Submitting your claims

· Claim submission and rework process, document uploads, and reviewing past claims

Frequently asked questions

Quick reference and troubleshooting

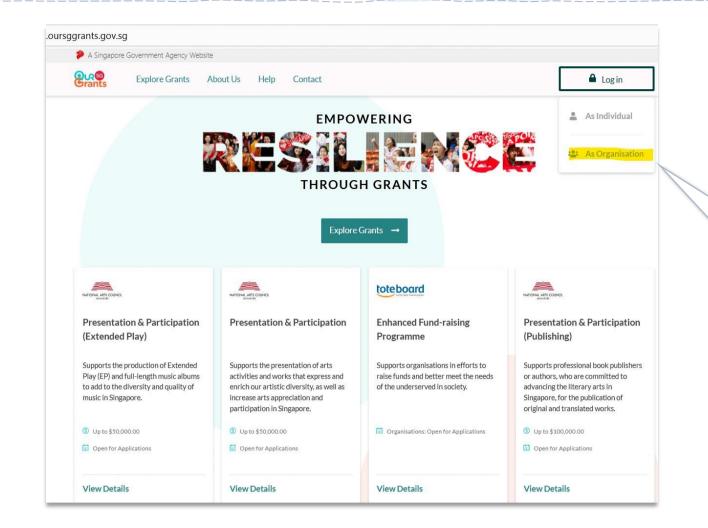
CorpPass setup instructions

· Step-by-step guide to configure CorpPass roles



How to Submit PSOF Applications on

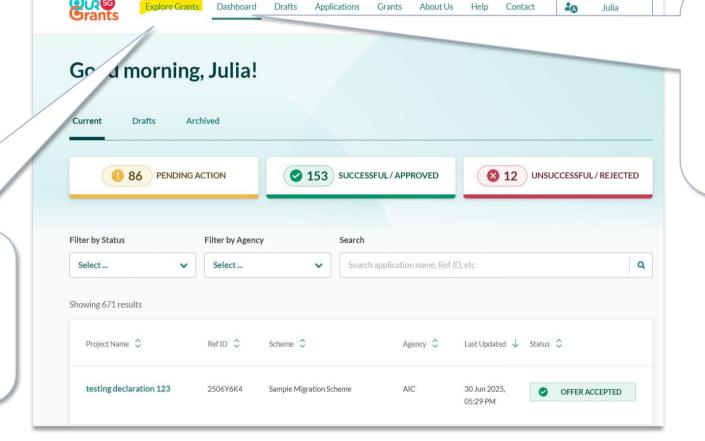
OurSG Grants Portal



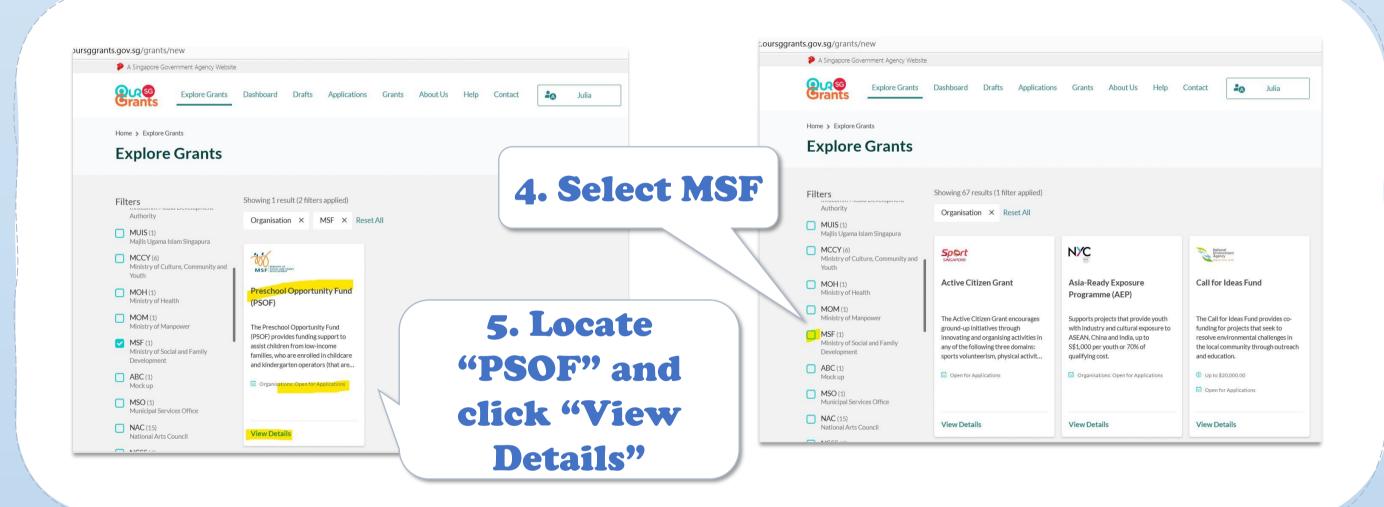
sggrants.gov.sg/dashboard

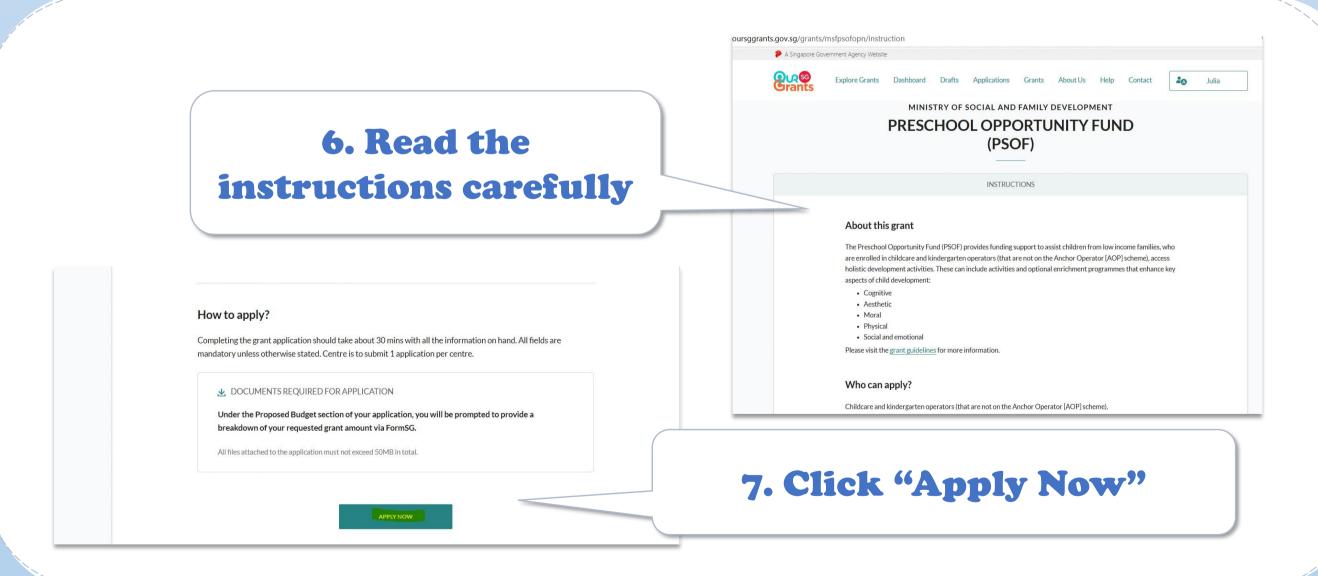
Log in via
 Singpass
 (Corporate)

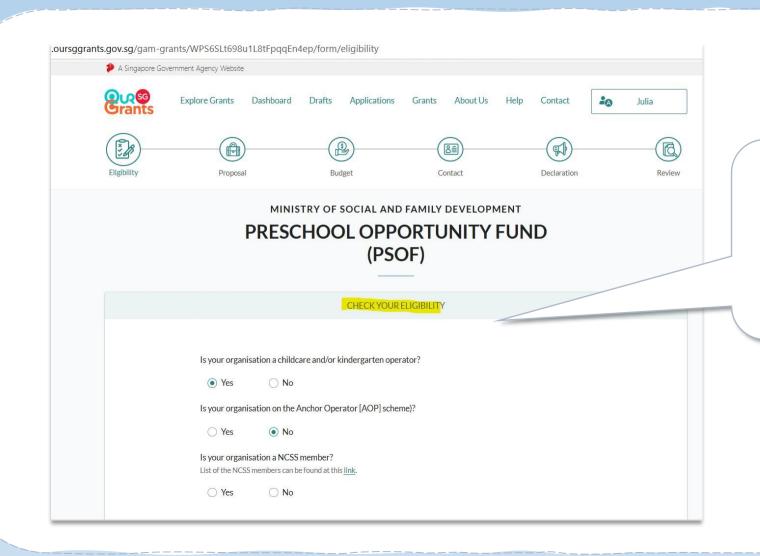




2. Dashboard screen will appear after login

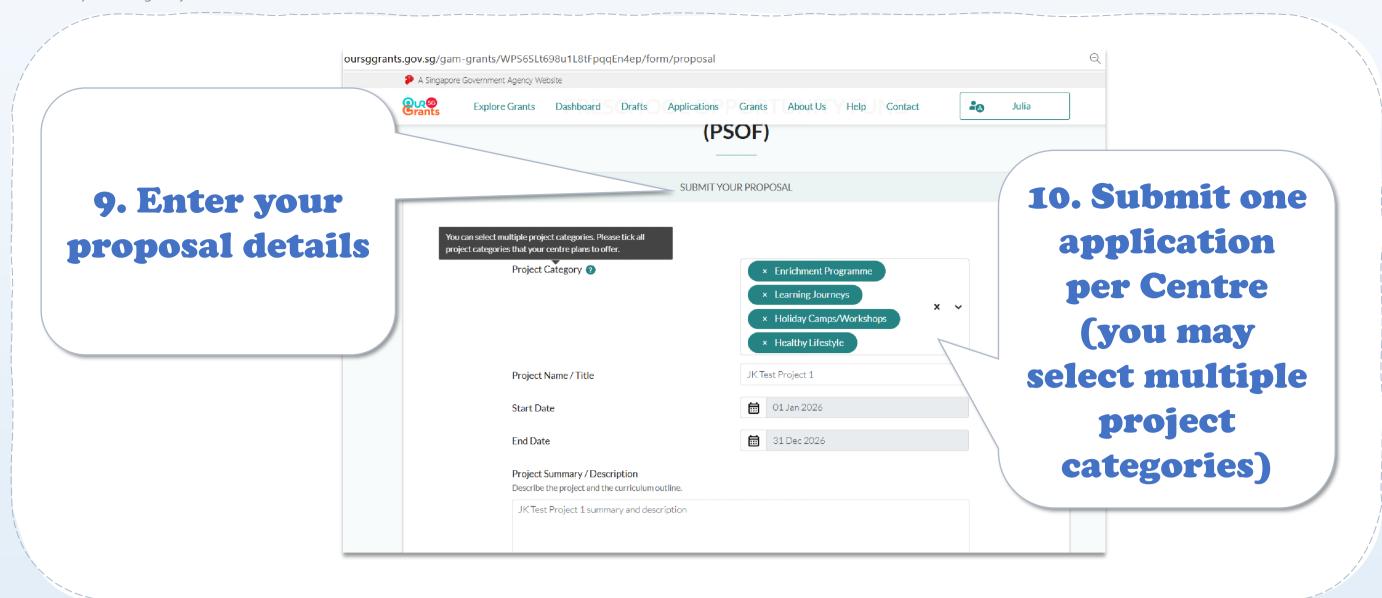


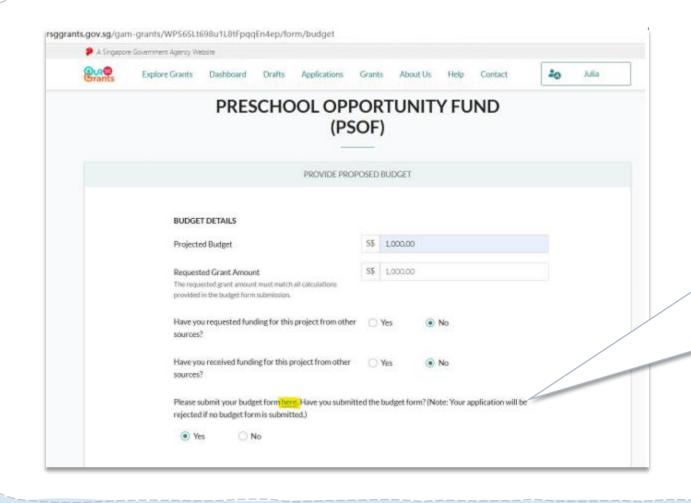




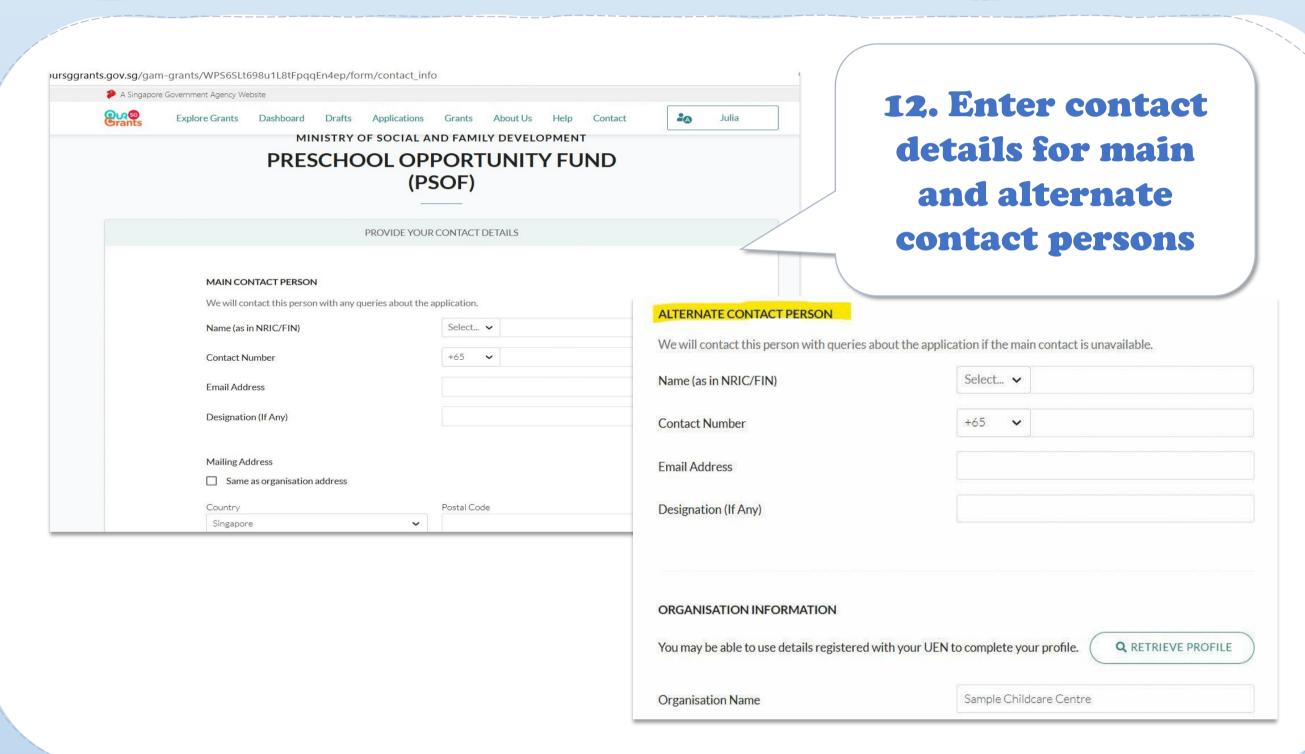
8. Answer Eligibility
Questions

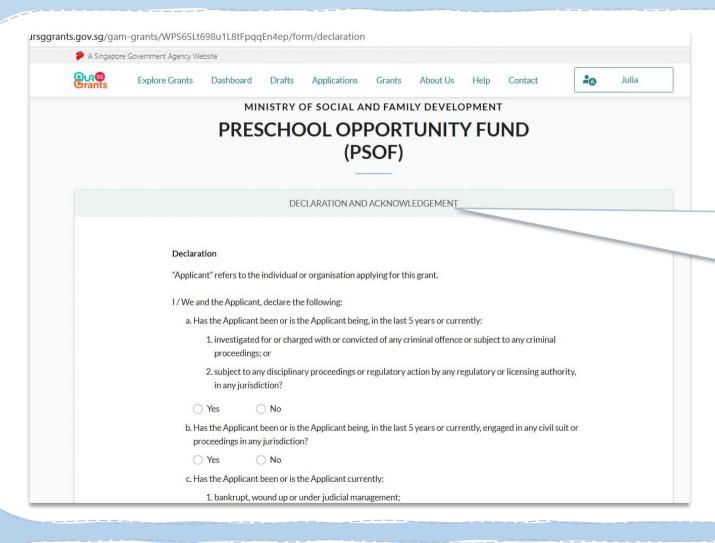




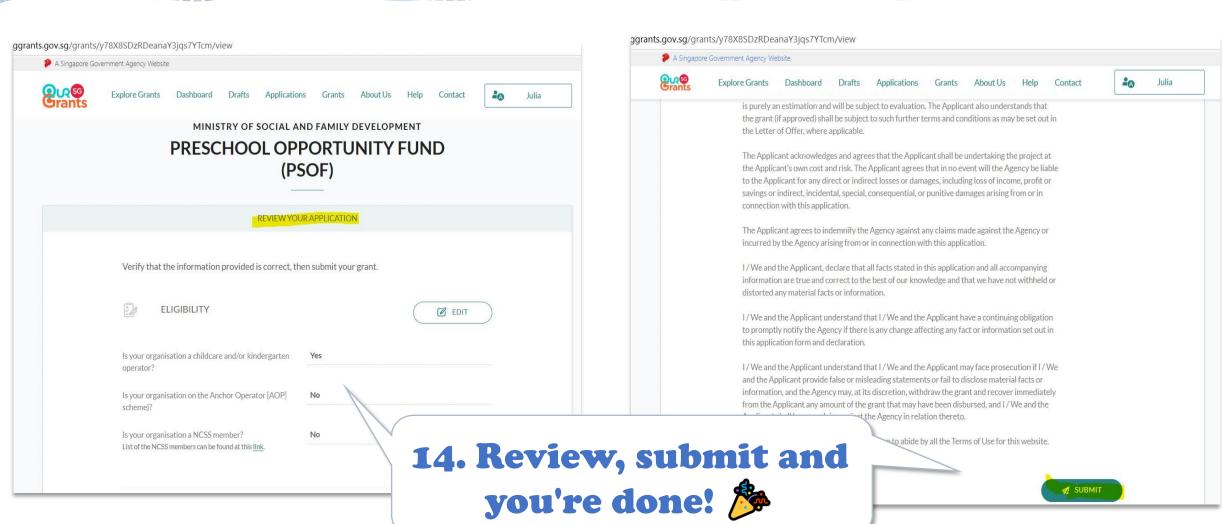


11. Submit budget form through FormSG link





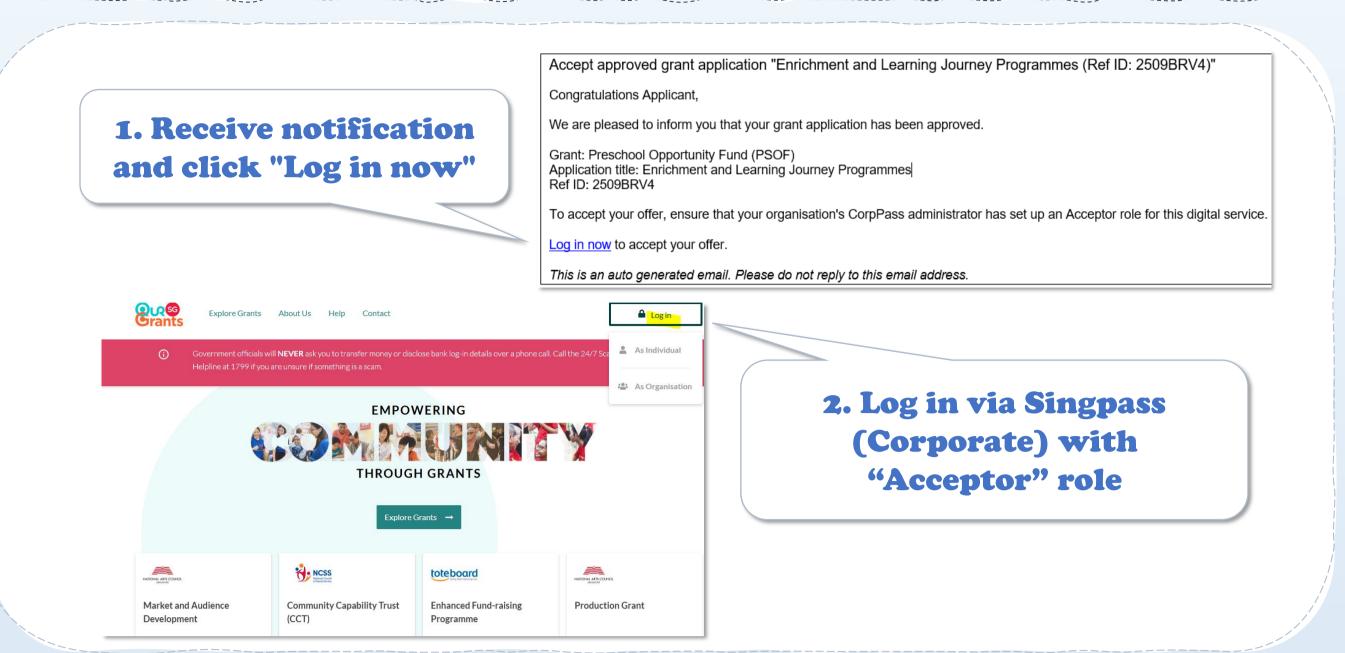
13. Complete
Declaration and
Acknowledgement
questions



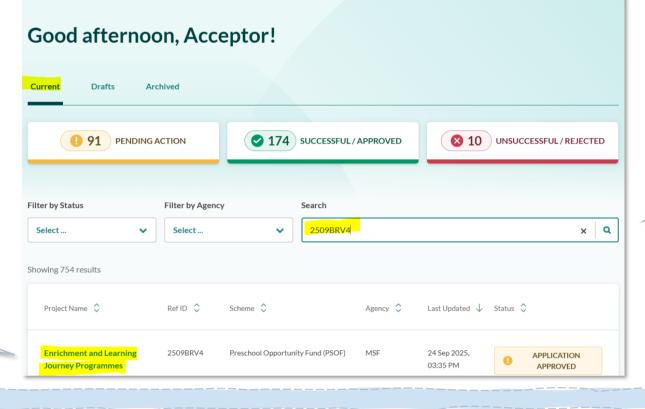


How to Accept Letter of Offer (LOF) on

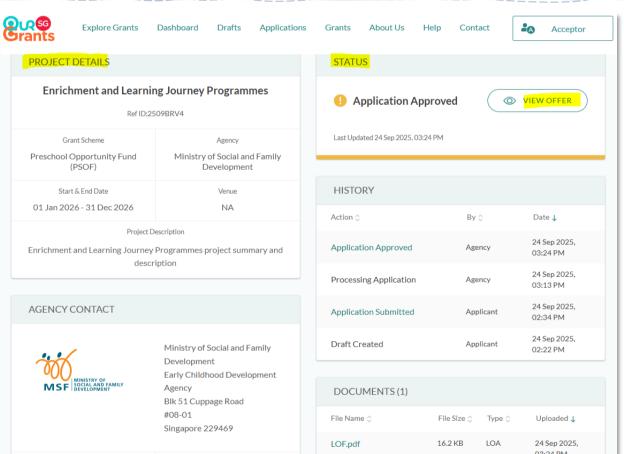
OurSG Grants Portal



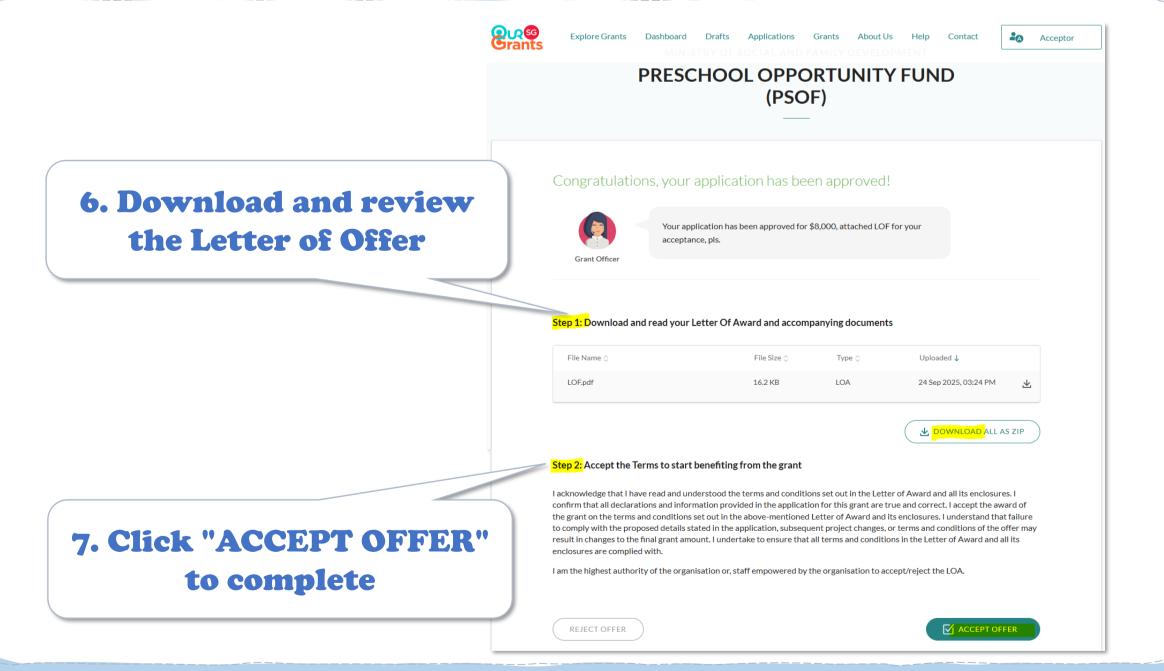
4. Click on your project to view details

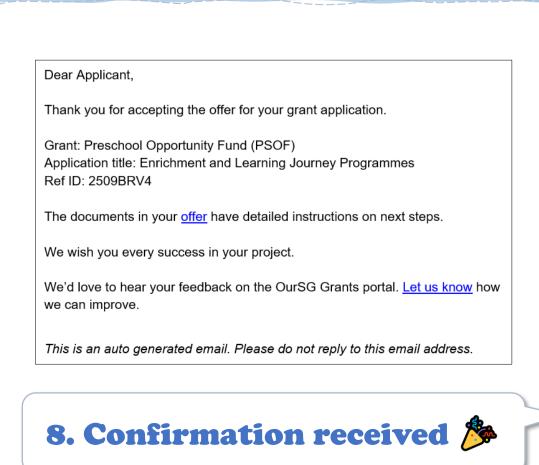


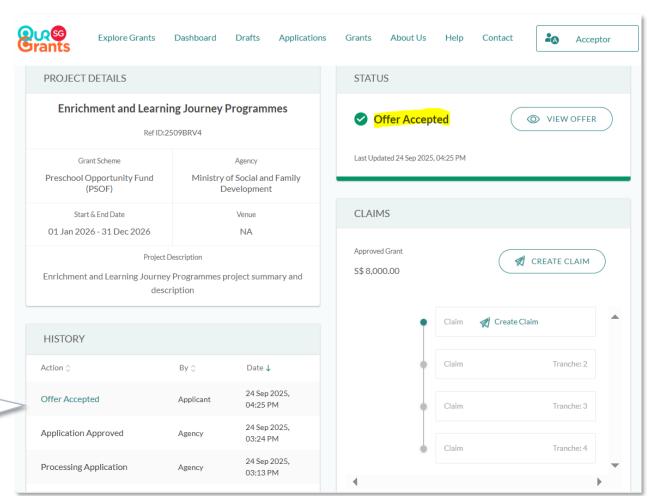
3. Search for your project using ref ID or name



5. Click "VIEW OFFER" to begin acceptance

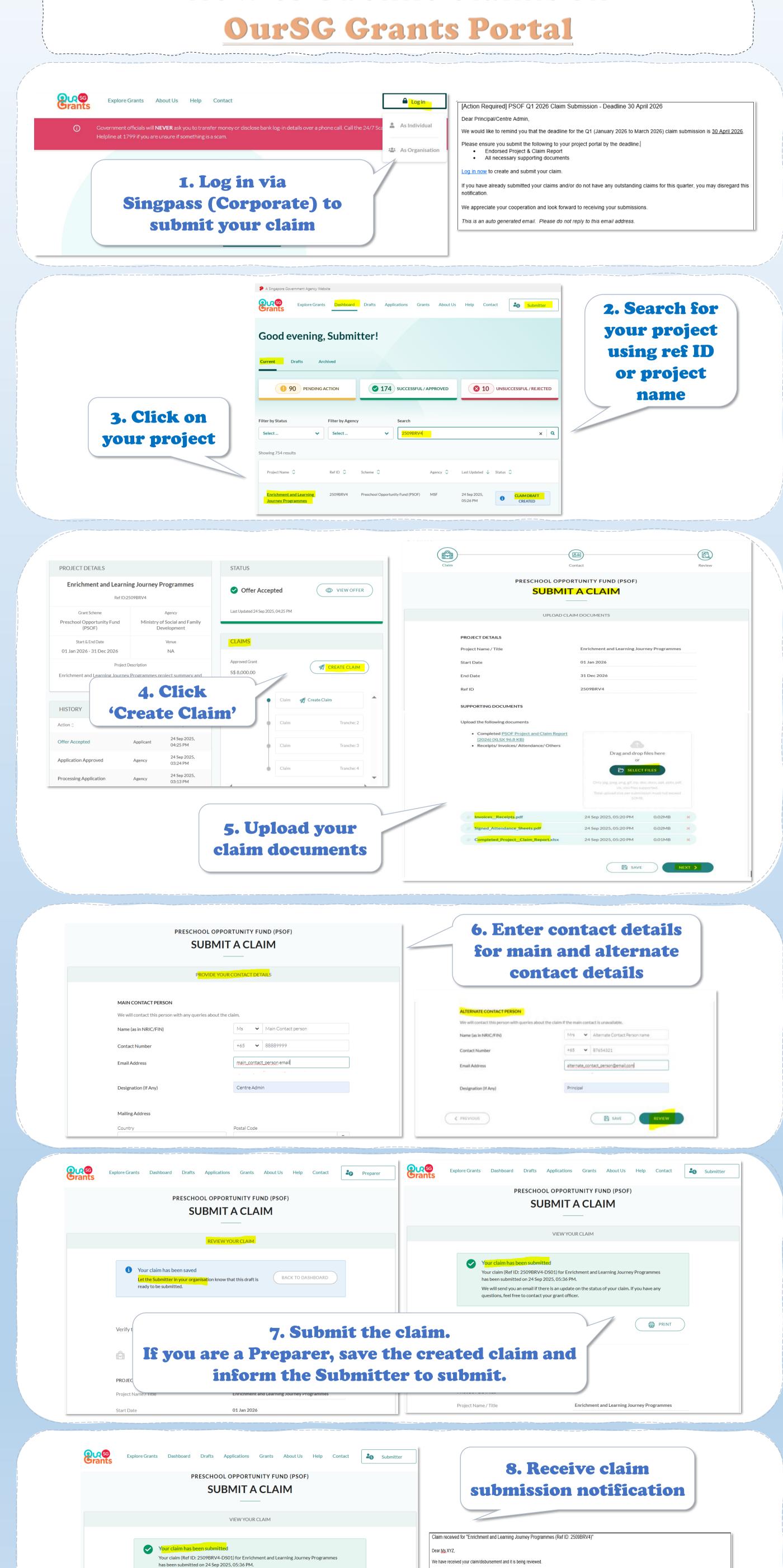








How to Submit Claims on



We will send you an email if there is an update on the status of your claim. If you have any

questions, feel free to contact your grant officer.

Grant: Preschool Opportunity Fund (PSOF)

Application title: Enrichment and Learning Journey Programmes
Ref ID: 2509BRV4

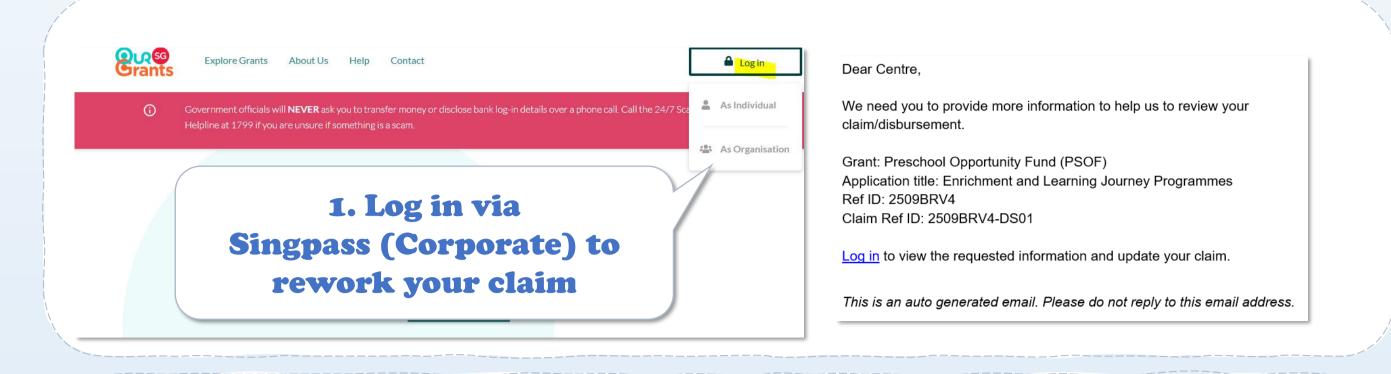
This is an auto generated email. Please do not reply to this email address.

You will be notified when the review is complete. You may contact Ministry of Social and Family Development at <a href="https://example.com/example.co

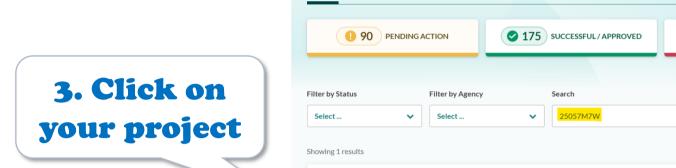


How to Rework Claims on

OurSG Grants Portal

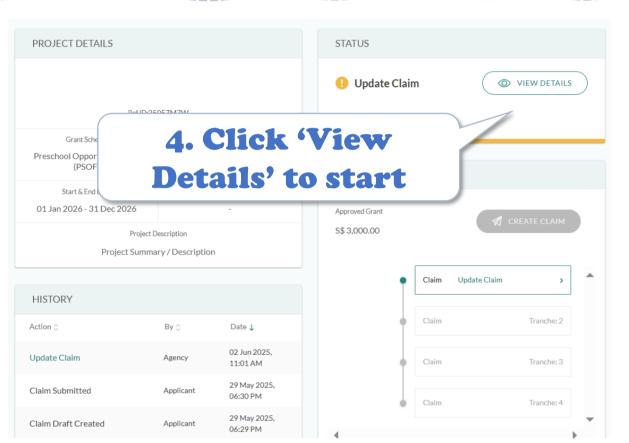


25057M7W Preschool Opportunity Fund (PSOF) MSF



Good afternoon, Submitter!

2. Search for your project using ref ID or project name

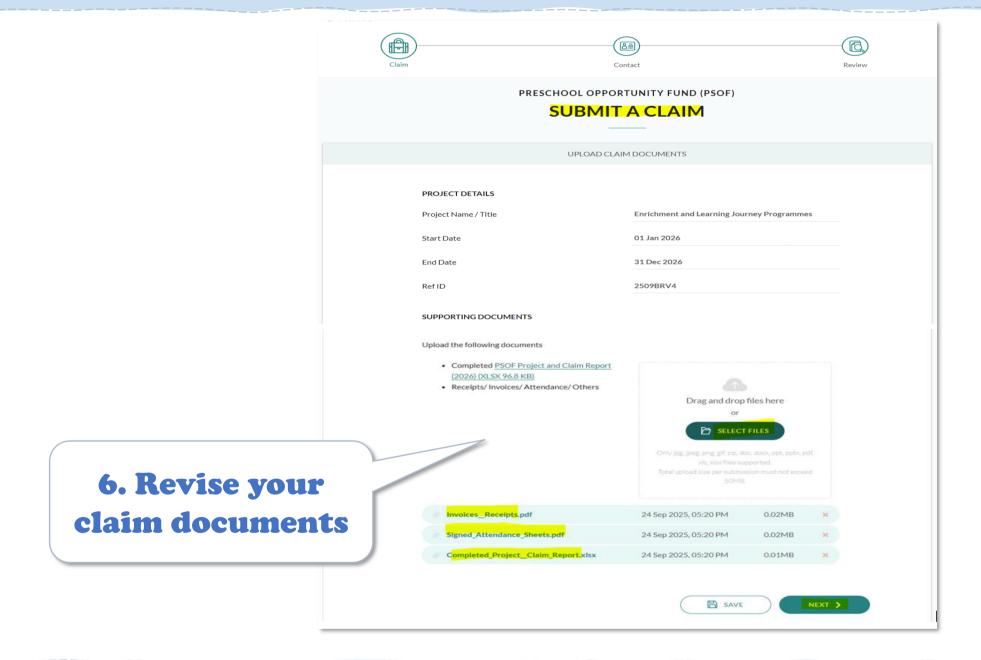


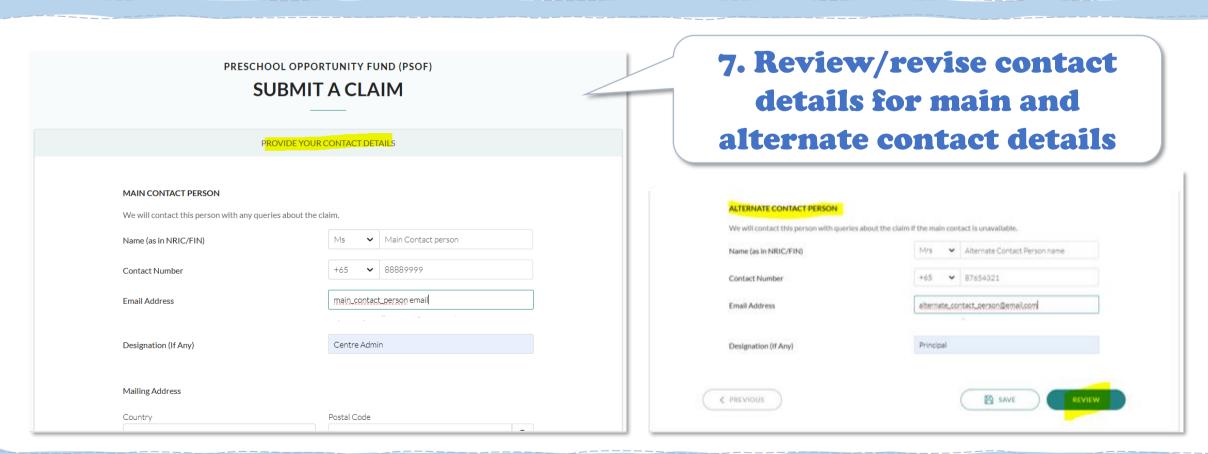


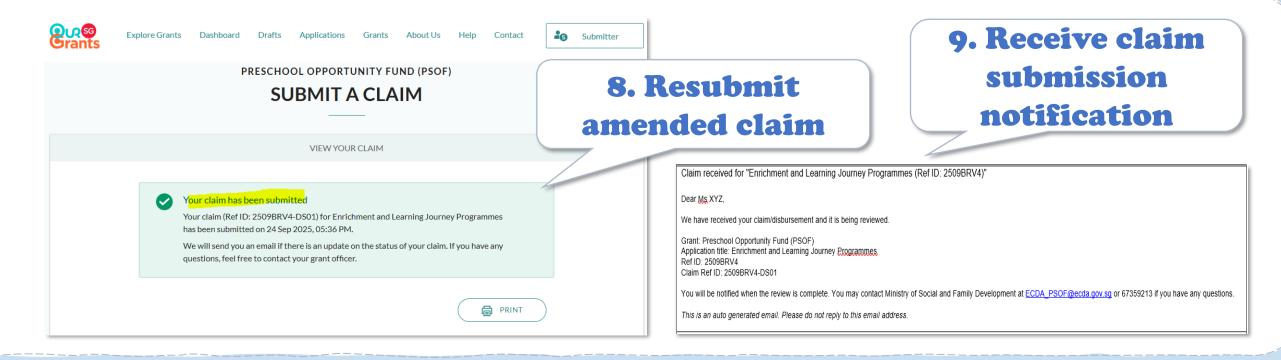
⊗ 10 UNSUCCESSFUL/REJECTED

UPDATE CLAIM

03 Jul 2025,









FREQUENTLY ASKED QUESTIONS

on PSOF Applications

Application Process

1. How does my Centre apply for 2026 PSOF?

All PSOF applications must be submitted through the OurSG Grants portal. Please refer to the step-by-step guide provided on page 2.

2. What are the benefits of using the OurSG portal?

The OurSG Grants portal enables you to track your PSOF application status and manage claims submission. You will receive automatic notifications for claim deadlines and alerts when claims require revision. The portal provides a streamlined process for all your PSOF-related transactions.

Eligibility & Requirements

3. Which centres are eligible for PSOF?

All ECDA-licensed preschool operators, except Anchor Operators, are eligible to apply.

4. What expenses can be funded?

Please refer to 'Information on PSOF' and 'Information on PSOF Expenditure Guidelines' provided on the ECDA PSOF webpage for detailed funding criteria.

Application Submission

5. Can I submit one application for multiple centres?

No, please submit one application per centre.

6. Is the Budget Form submission via FormSG mandatory?

Yes, you must submit the proposal budget breakdown via FormSG link provided in your application.

7. What happens if I don't submit the budget form?

Your application will be considered incomplete and will be rejected.

<u>Application Processing & Timeline</u>

8. When will I receive the application outcome?

You will be notified of the outcome within 2 to 3 months after submission.

Technical Support

9. How do I set up or resolve Singpass (Corporate) issues?

Refer to the CorpPass setup guide on page 10 to 11 or visit the CorpPass portal (https://www.corppass.gov.sg/portal) for more user guides and FAQs.



FREQUENTLY ASKED QUESTIONS

on PSOF LOF Acceptance

Letter of Offer (LOF) Acceptance Process

1. Where do I view the LOF and how do I accept it?

You will receive a notification email once your application has been approved.

To view and accept the LOF:

- a) Log into the OurSG Grants portal
- b) Navigate to your project details
- c) Download and review the LOF
- d) Accept through the portal

For detailed instructions, please refer to the step-by-step guide provided on page 4.

2. Do I need to digitally/physically sign the LOF after accepting online?

No, there is no need for digital or physical signatures. Your online acceptance through the portal is legally binding and creates a formal agreement between your Centre and ECDA.

3. Who can accept/reject the LOF?

Centre's users with OSG access can view the LOF, but only users with the "Acceptor" role can accept/reject it.

LOF Acceptance Timeline

4. What is the timeline to accept the LOF?

Please refer to ECDA's email notification for the specific deadline to accept the LOF.

5. What if the Acceptor is unavailable?

Organisations can delegate the "Acceptor" role to another staff to accept the LOF. Otherwise, email ECDA_PSOF@ecda.gov.sg with your extension reason and proposed new date. Extensions will be reviewed on a case-by-case basis.

Post-Acceptance of LOF

6. What happens after I accept the LOF?

You will receive a confirmation email. You may start conducting your programmes with effect from 1 January 2026 and submit your quarterly claims through the portal in due time.

7. Can I withdraw my acceptance after clicking "Accept Offer"?

Please contact ECDA_PSOF@ecda.gov.sg regarding withdrawal matters.

Others

8. What's the difference between Letter of Offer (LOF) and Letter of Award (LOA)?

Both terms refer to the same document. ECDA issues the Letter of Offer (LOF), which appears as Letter of Award (LOA) in the portal.

9. Can I reject the PSOF Letter of Offer (LOF) through the portal if my Centre chooses not to proceed?

Yes, click "Reject Offer" in the portal and email us separately with your reason for declining the PSOF programme.

10. What if I find errors in the LOF details?

Please do not accept the LOF and contact <u>ECDA_PSOF@ecda.gov.sg</u> immediately with details of the discrepancies for correction before acceptance.



FREQUENTLY ASKED QUESTIONS

on PSOF Claims Submission

Claims Submission Process

1. When and how do I submit 2026 PSOF claims?

Refer to the claim submission windows stated in your LOF.

To submit a claim:

- a) Log into the OurSG Grants portal
- b) Navigate to your project
- c) Create claim and upload necessary documents
- d) Submit the claim

For detailed instructions, please refer to the step-by-step guide provided on page 5.

Claims Timeline

2. When will I receive reimbursement?

Within eight weeks once all required documents and clarifications are complete.

3. Can I submit claims semi-annually or annually?

Claims must be submitted quarterly according to the claim submission windows stated in your LOF. Late submissions outside quarterly deadlines may not be processed.

4. What if I miss the quarterly submission deadline?

Please contact <u>ECDA_PSOF@ecda.gov.sg</u> to discuss your situation. Extensions may be reviewed on a case-by-case basis.

5. What if there are no claims to submit for the quarter?

You may skip the quarterly submission and proceed to submit your claim in the next submission window.

Claims Requirements

6. What documents are required for claims?

Please submit these documents:

- a) Completed Project and Claim Report (in Excel format)
- b) Signed Centre's Declaration and Endorsement form
- c) Signed attendance sheets
- d) Invoices and payment receipts
- e) Referral letters (if applicable)
- f) Household Income Declaration forms (for Kindergartens only)

7. Under the Project and Claim Report Section A, what are Vendor ID and Vendor Name for?

The information is required for reimbursement purposes. You can log into the <u>Vendors@Gov portal</u> to locate your Centre's vendor name and ID.

8. How do I edit/submit additional documents after submission?

Please contact <u>ECDA_PSOF@ecda.gov.sg</u> to request return of your claim for reworking.

9. What happens if my claim is rejected or requires clarification?

You will receive email notification regarding your processed claim. You may log into the portal to view the details and rework your claim where required.

<u>Others</u>

10. How do I submit my 2025 PSOF claims?

For 2025 claims, please submit via email to ECDA_PSOF@ecda.gov.sg by 31 January 2026. The OSG portal will only handle claims from 2026 PSOF programmes onwards.



GUIDE TO SETUP CORPPASS e-SERVICES & OSG ROLES

OSG Roles Responsibilities

Preparer

- Can view, create and edit all the organisation's grant applications, reports, claims
- Can only view the organisation's profile (e.g. organisation name, address, formation date, past work/achievements, management profile, staff profile, bank details, financial statements and other required information)

Submitter

- Has all Preparer rights
- Can submit all the organisation's grant applications, reports, claims
- Can edit the profile of the organisation
- Should be assigned to officers overseeing the project, acting as point of contact for the grant
- Has authority to make declarations on behalf of the organisation

Acceptor

- Has all Submitter rights
- Only Acceptors can accept/reject the Letter of Award (LOA)
- Should be assigned to organisation's highest authority (President, Hon Secretary, Treasurer)
- Can be delegated to officers with approval from organisation's highest authority

