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

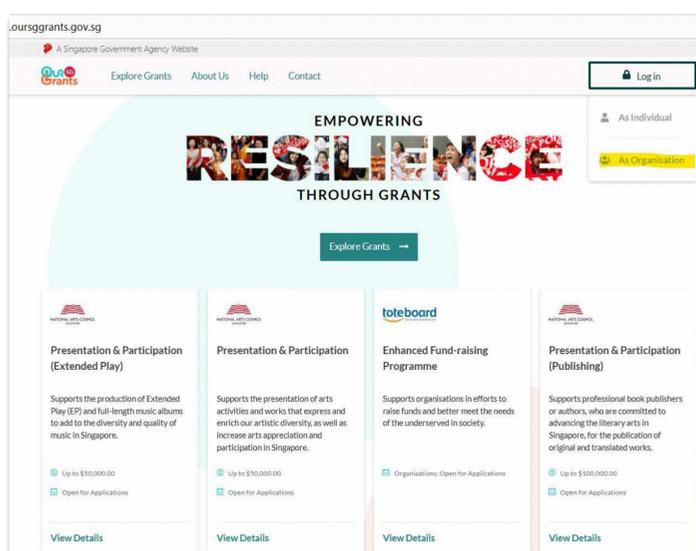- Claim submission and rework process, document uploads, and reviewing past claims

Frequently asked questions

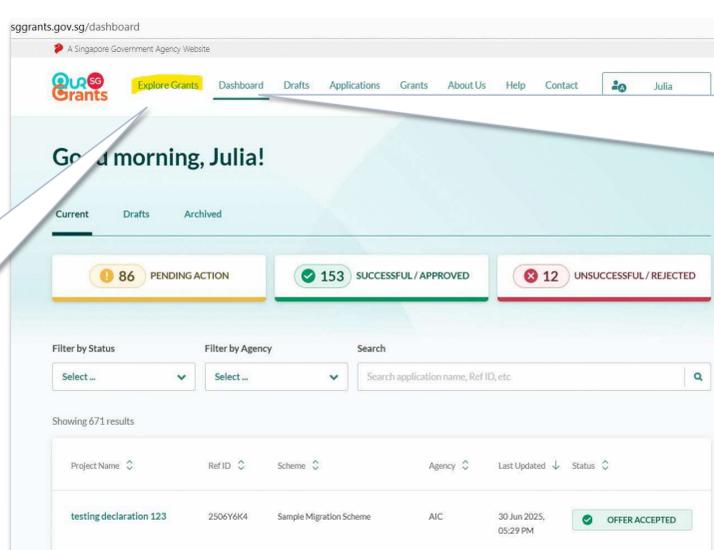- Quick reference and troubleshooting

CorpPass setup instructions

- Step-by-step guide to configure CorpPass roles

Early Childhood Development Agency

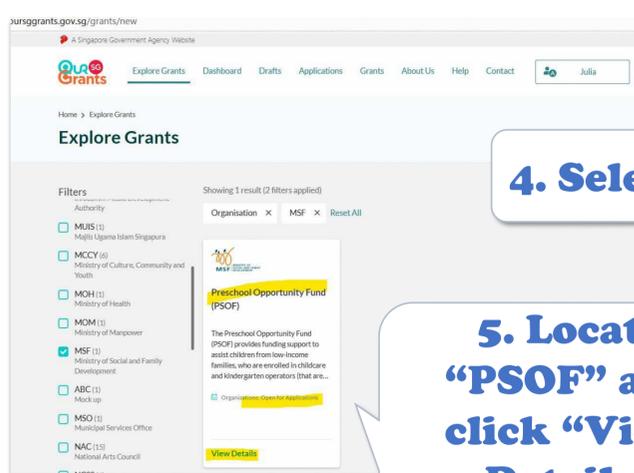# How to Submit PSOF Applications on
OurSG Grants Portal

1. Log in via Singpass (Corporate)

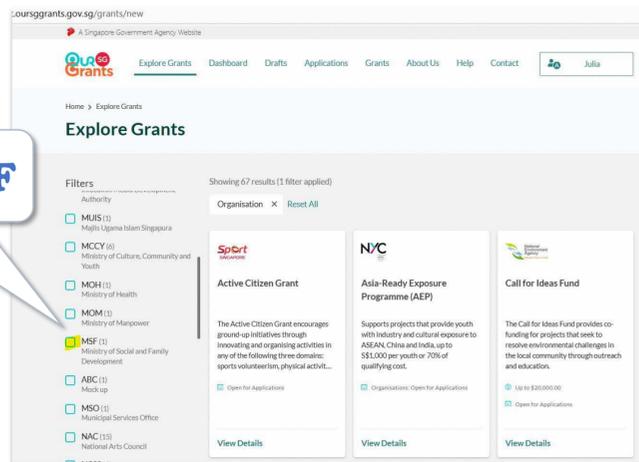**2. Dashboard screen will appear after login**
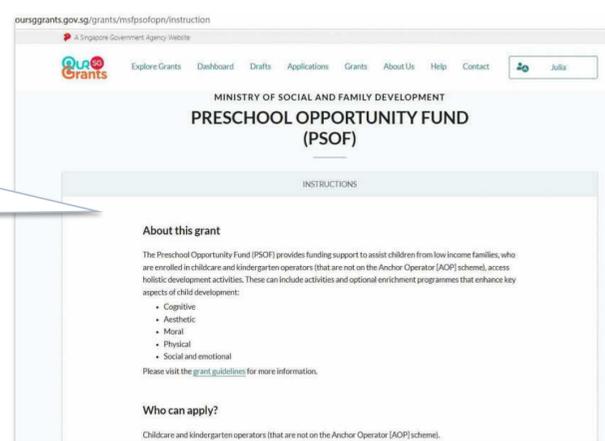
3. Click on "Explore Grants"

Good morning, Julia!

4. Select MSF

5. Locate "PSOF" and click "View Details"

6. Read the instructions carefully

MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT
PRESCHOOL OPPORTUNITY FUND (PSOF)

INSTRUCTIONS

About this grant

The Preschool Opportunity Fund (PSOF) provides funding support to assist children from low-income families, who are enrolled in childcare and kindergarten operators (that are not on the Anchor Operator (AOP) scheme), access holistic development activities. These can include activities and optional enrichment programmes that enhance key aspects of child development:

- Cognitive
- Aesthetic
- Moral
- Physical
- Social and emotional

Please visit the grant guidelines for more information.

Who can apply?

Childcare and kindergarten operators (that are not on the Anchor Operator (AOP) scheme).

How to apply?

Completing the grant application should take about 30 mins with all the information on hand. All fields are mandatory unless otherwise stated. Centre is to submit 1 application per centre.

📄 DOCUMENTS REQUIRED FOR APPLICATION

Under the Proposed Budget section of your application, you will be prompted to provide a breakdown of your requested grant amount via FormSG.

All files attached to the application must not exceed 50MB in total.

7. Click "Apply Now"

MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT
PRESCHOOL OPPORTUNITY FUND (PSOF)

CHECK YOUR ELIGIBILITY

8. Answer Eligibility Questions

Is your organisation a childcare and/or kindergarten operator?
○ Yes   ○ No

Is your organisation on the Anchor Operator (AOP) scheme)?
○ Yes   ○ No

Is your organisation a NCSS member?
List of the NCSS members can be found at this link.
○ Yes   ○ No

9. Enter your proposal details
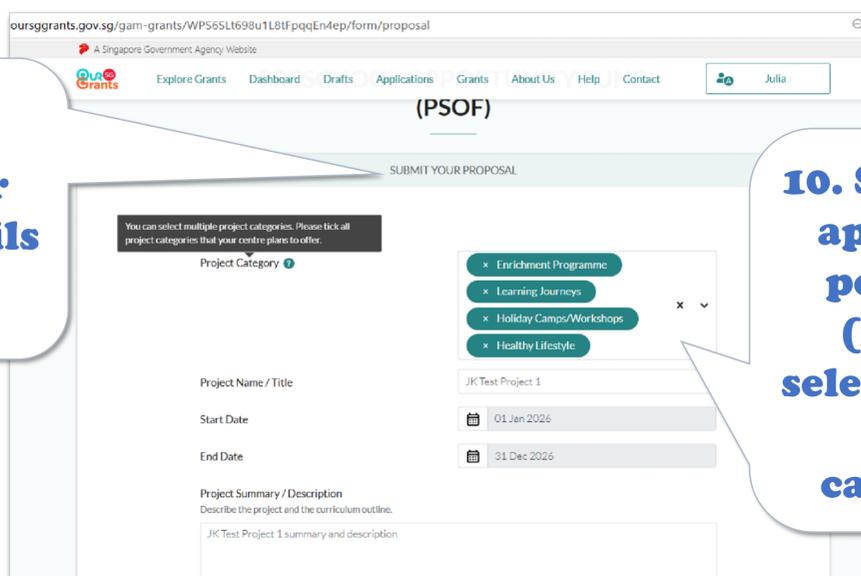
10. Submit one application per Centre (you may select multiple project categories)

PRESCHOOL OPPORTUNITY FUND
(PSOF)

SUBMIT YOUR PROPOSAL

You can select multiple project categories. Please tick all project categories that your centre plans to offer.

Project Category
- × Enrichment Programme
- × Learning Journeys
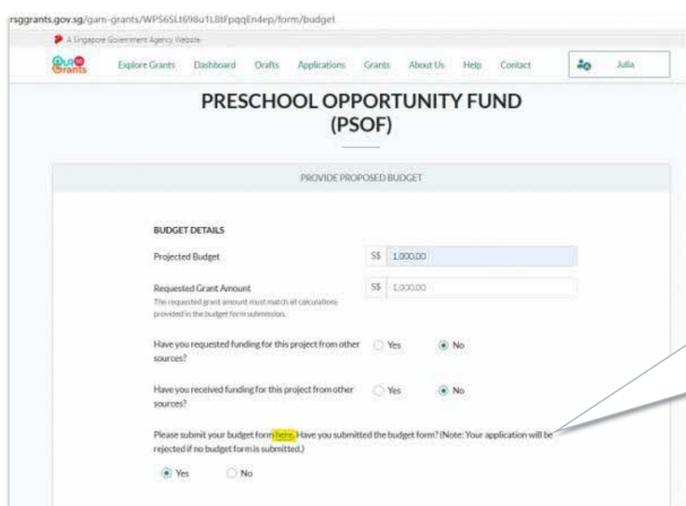- × Holiday Camps/Workshops
- × Healthy Lifestyle

Project Name / Title — JK Test Project 1
Start Date — 01 Jan 2026
End Date — 31 Dec 2026
Project Summary / Description
Describe the project and the curriculum outline.
JK Test Project 1 summary and description

PRESCHOOL OPPORTUNITY FUND
(PSOF)

PROVIDE PROPOSED BUDGET

BUDGET DETAILS
Projected Budget — S$ 1,000.00
Requested Grant Amount — S$ 1,000.00
The requested grant amount must match all calculations provided in the budget form submission.

Have you requested funding for this project from other sources? Yes ● No
Have you received funding for this project from other sources? Yes ● No
Please submit your budget form here. Have you submitted the budget form? (Note: Your application will be rejected if no budget form is submitted.)
● Yes ○ No

11. Submit budget form through FormSG link
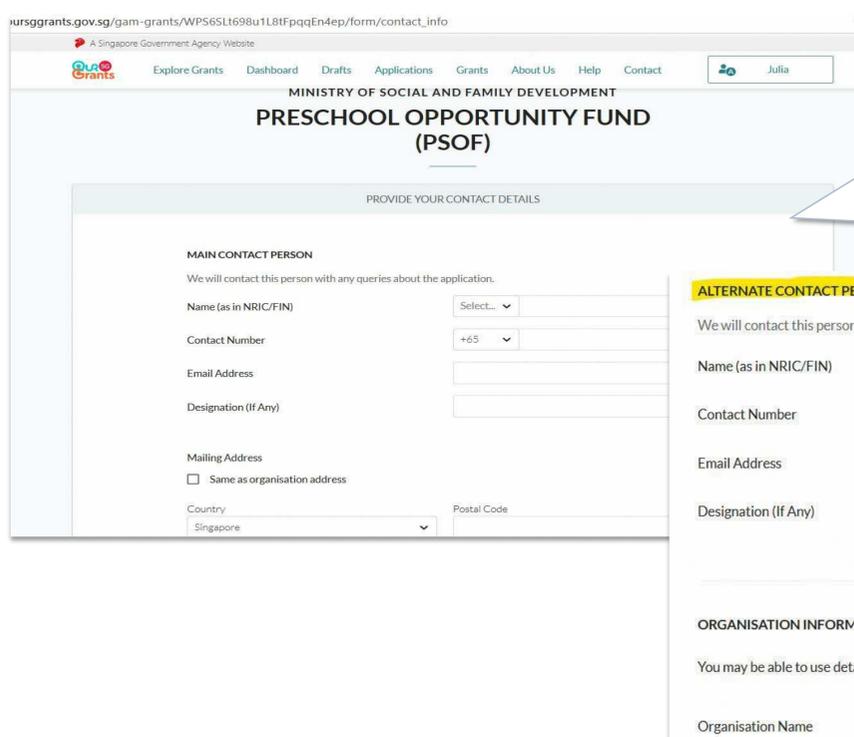
MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT
PRESCHOOL OPPORTUNITY FUND
(PSOF)

PROVIDE YOUR CONTACT DETAILS

MAIN CONTACT PERSON
We will contact this person with any queries about the application.
Name (as in NRIC/FIN) — Select...
Contact Number — +65
Email Address
Designation (If Any)
Mailing Address
☐ Same as organisation address
Country — Singapore
Postal Code

12. Enter contact details for main and alternate contact persons

ALTERNATE CONTACT PERSON
We will contact this person with queries about the application if the main contact is unavailable.
Name (as in NRIC/FIN) — Select...
Contact Number — +65
Email Address
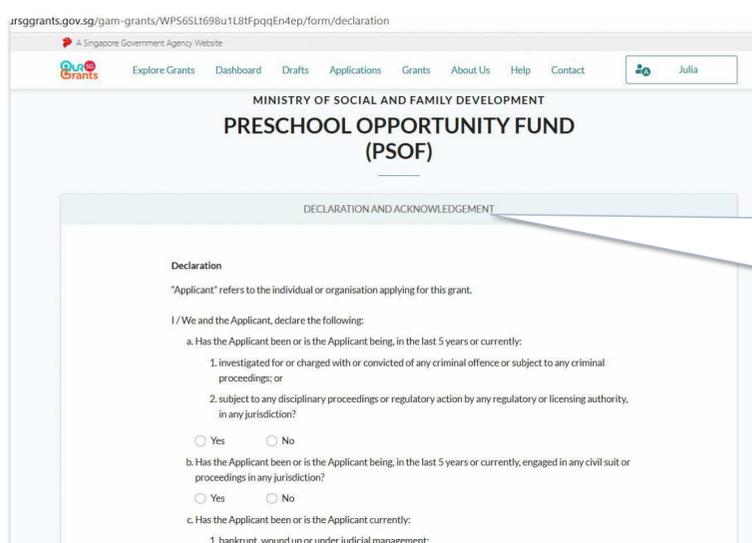Designation (If Any)

ORGANISATION INFORMATION
You may be able to use details registered with your UEN to complete your profile. [RETRIEVE PROFILE]
Organisation Name — Sample Childcare Centre

MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT
PRESCHOOL OPPORTUNITY FUND
(PSOF)

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?
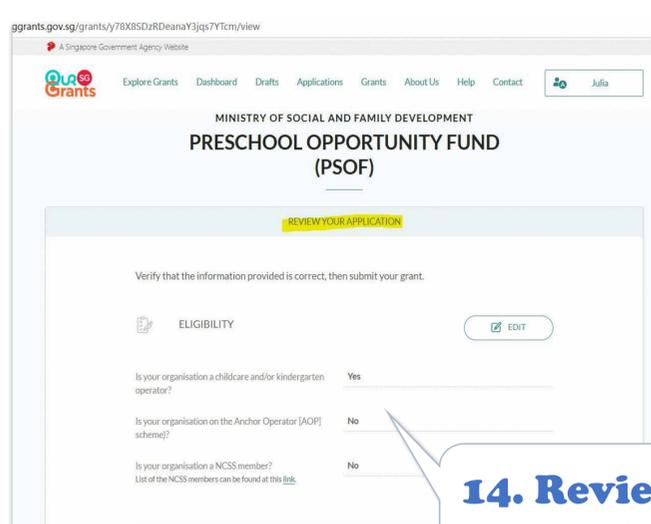 ○ Yes ○ No
b. Has the Applicant been or is the Applicant being, in the last 5 years or currently, engaged in any civil suit or proceedings in any jurisdiction?
 ○ Yes ○ No
c. Has the Applicant been or is the Applicant currently:
 1. bankrupt, wound up or under judicial management;

13. Complete Declaration and Acknowledgement questions

MINISTRY OF SOCIAL AND FAMILY DEVELOPMENT
PRESCHOOL OPPORTUNITY FUND
(PSOF)

REVIEW YOUR APPLICATION

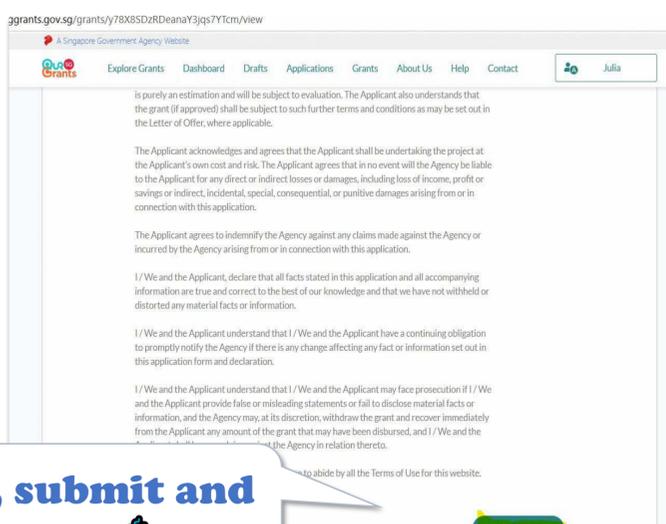Verify that the information provided is correct, then submit your grant.

ELIGIBILITY [EDIT]

Is your organisation a childcare and/or kindergarten operator? — Yes
Is your organisation on the Anchor Operator (AOP) scheme? — No
Is your organisation a NCSS member?
List of the NCSS members can be found at this link. — No

is purely an estimation and will be subject to evaluation. The Agency also understands that the grant (if approved) shall be subject to such further terms and conditions as may be set out in the Letter of Offer, where applicable.

The Applicant acknowledges and agrees that the Applicant shall be undertaking the project at the Applicant's own cost and risk. The Applicant agrees that in no event will the Agency be liable to the Applicant for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this application.

The Applicant agrees to indemnify the Agency against any claims made against the Agency or incurred by the Agency arising from or in connection with this application.

I / We and the Applicant, declare that all facts stated in this application and all accompanying information are true and correct to the best of our knowledge and that we have not withheld or distorted any material facts or information.

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 ... the Agency in relation thereto.
... to abide by all the Terms of Use for this website.

[SUBMIT]

14. Review, submit and you're done! 🎉

Images used are for illustrative purposes only.

How to Accept Letter of Offer (LOF) on OurSG Grants Portal

1. Receive notification and click "Log in now"

Accept approved grant application "Enrichment and Learning Journey Programmes (Ref ID: 2509BRV4)"
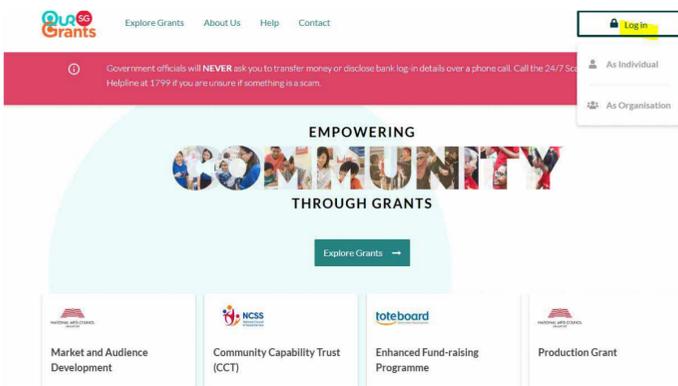
Congratulations Applicant,

We are pleased to inform you that your grant application has been approved.

Grant: Preschool Opportunity Fund (PSOF)
Application title: Enrichment and Learning Journey Programmes
Ref ID: 2509BRV4

To accept your offer, ensure that your organisation's CorpPass administrator has set up an Acceptor role for this digital service.

Log in now to accept your offer.

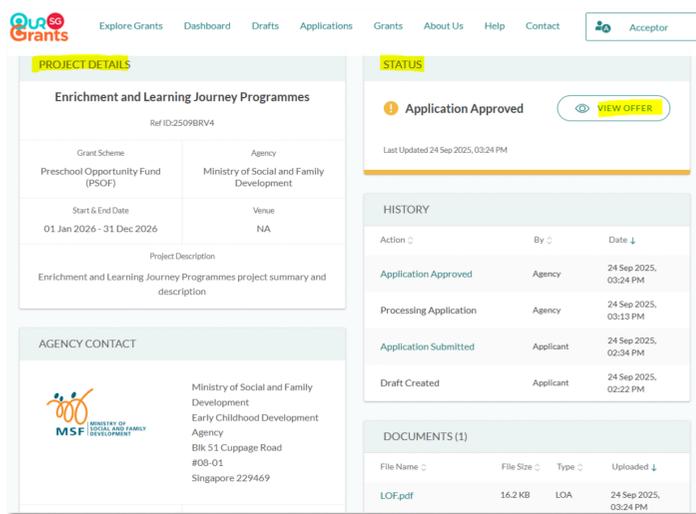*This is an auto generated email. Please do not reply to this email address.*

2. Log in via Singpass (Corporate) with "Acceptor" role
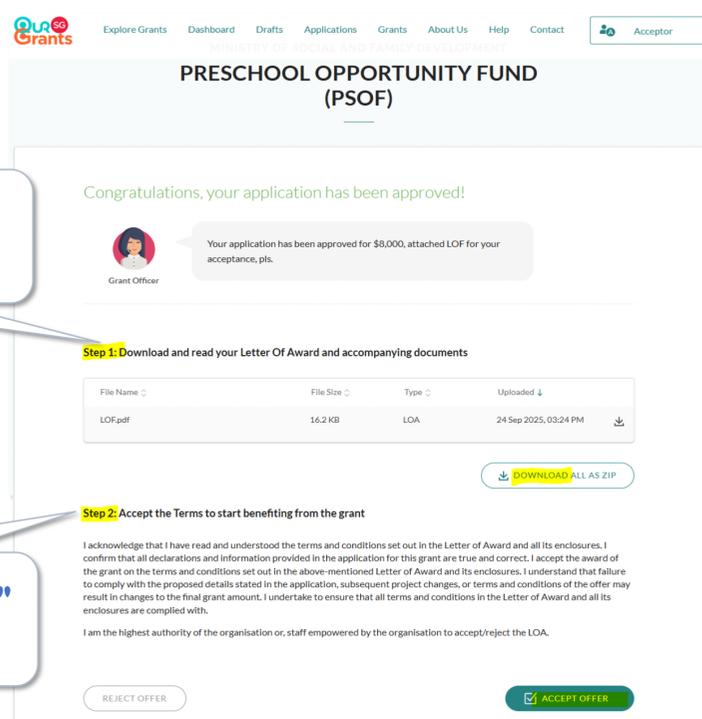
3. Search for your project using ref ID or name

4. Click on your project to view details
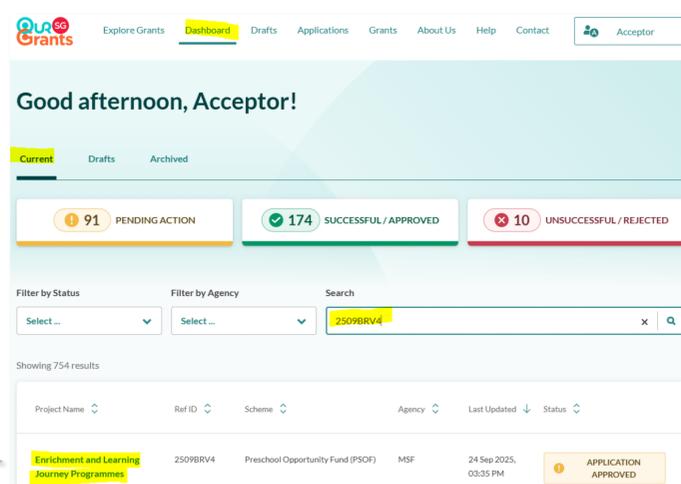
**5. Click "VIEW OFFER" to begin acceptance**

**6. Download and review the Letter of Offer**

7. Click "ACCEPT OFFER" to complete

Dear Applicant,

Thank you for accepting the offer for your grant application.

Grant: Preschool Opportunity Fund (PSOF)
Application title: Enrichment and Learning Journey Programmes
Ref ID: 2509BRV4

The documents in your offer have detailed instructions on next steps.

We wish you every success in your project.

We'd love to hear your feedback on the OurSG Grants portal. Let us know how we can improve.

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

8. Confirmation received 🎉
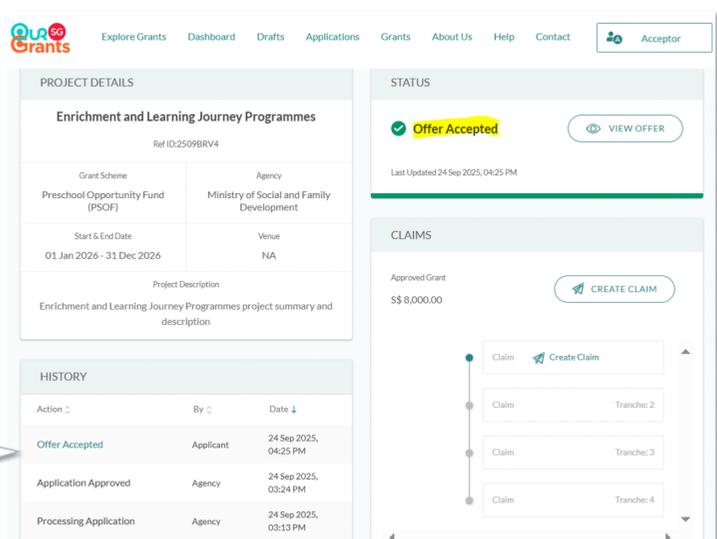
How to Submit Claims on OurSG Grants Portal
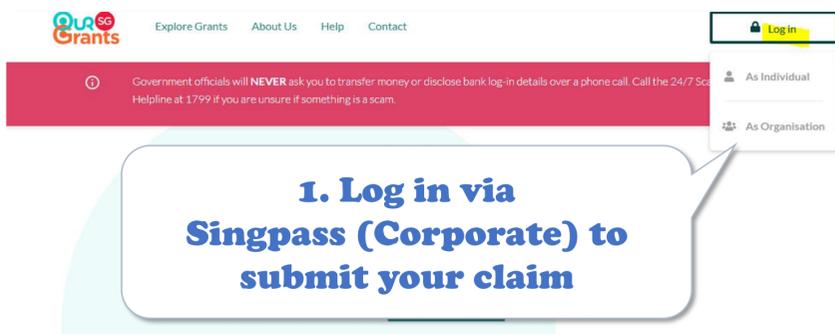
1. Log in via Singpass (Corporate) to submit your claim

Log in

As Individual

As Organisation

[Action Required] PSOF Q1 2026 Claim Submission - Deadline 30 April 2026

Dear Principal/Centre Admin,

We would like to remind you that the deadline for the Q1 (January 2026 to March 2026) claim submission is 30 April 2026.

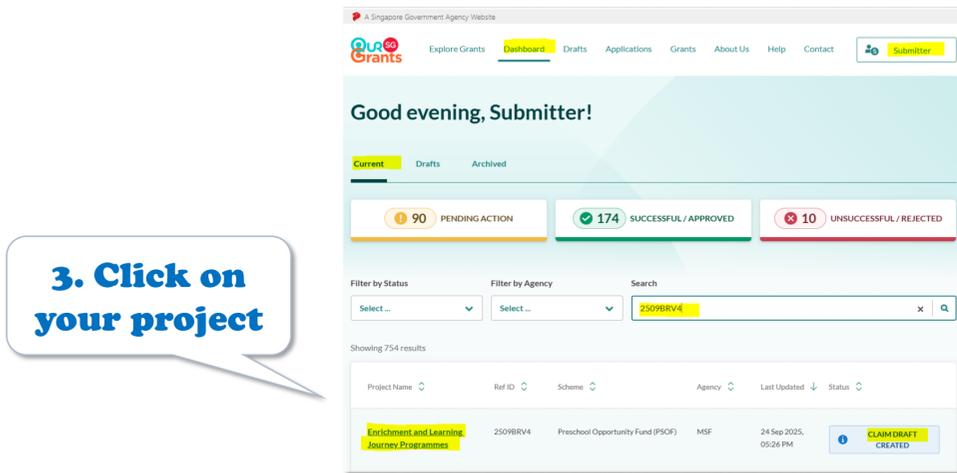Please ensure you submit the following to your project portal by the deadline:
- Endorsed Project & Claim Report
- All necessary supporting documents

Log in now to create and submit your claim.

If you have already submitted your claims and/or do not have any outstanding claims for this quarter, you may disregard this notification.

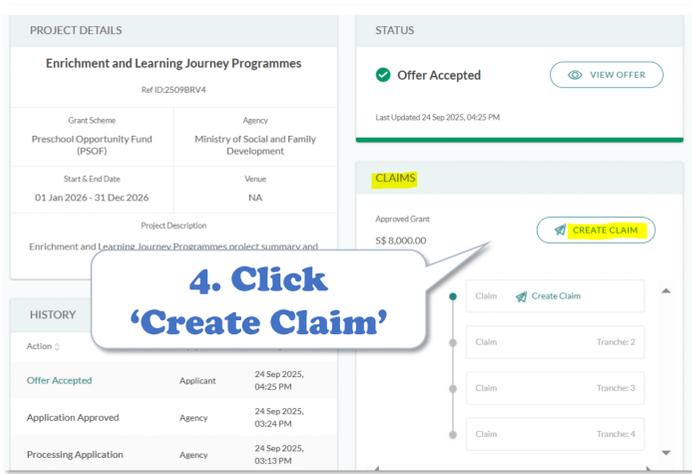We appreciate your cooperation and look forward to receiving your submissions.

This is an auto generated email. Please do not reply to this email address.
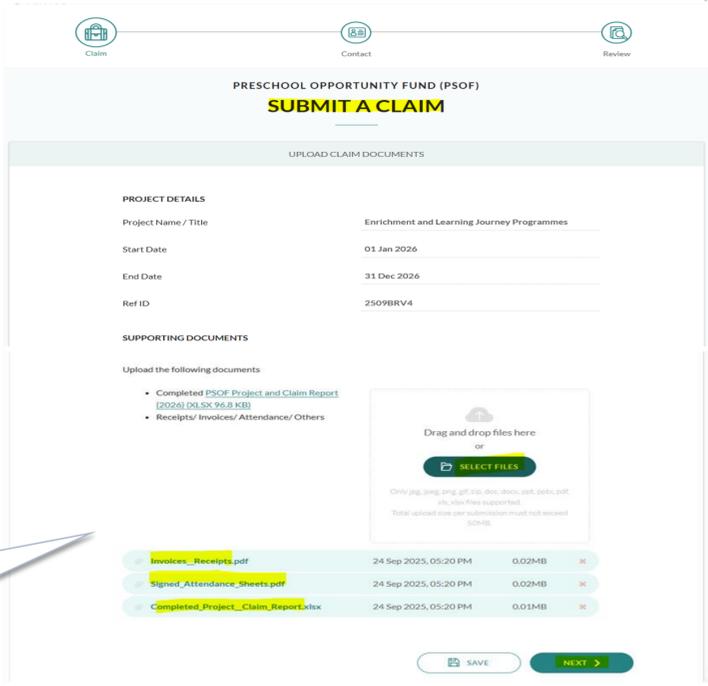
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2. Search for your project using ref ID or project name

3. Click on your project

Good evening, Submitter!

Current | Drafts | Archived

90 PENDING ACTION | 174 SUCCESSFUL / APPROVED | 10 UNSUCCESSFUL / REJECTED

Filter by Status | Filter by Agency | Search 2509BRV4

Showing 754 results

Project Name	Ref ID	Scheme	Agency	Last Updated	Status
Enrichment and Learning Journey Programmes	2509BRV4	Preschool Opportunity Fund (PSOF)	MSF	24 Sep 2025, 05:26 PM	CLAIM DRAFT CREATED

PROJECT DETAILS

Enrichment and Learning Journey Programmes
Ref ID:2509BRV4

Grant Scheme	Agency
Preschool Opportunity Fund (PSOF)	Ministry of Social and Family Development
Start & End Date	Venue
01 Jan 2026 - 31 Dec 2026	NA

Project Description

Enrichment and Learning Journey Programmes project summary and...

HISTORY

Action :

Offer Accepted	Applicant	24 Sep 2025, 04:25 PM
Application Approved	Agency	24 Sep 2025, 03:24 PM
Processing Application	Agency	24 Sep 2025, 03:13 PM

STATUS

Offer Accepted | VIEW OFFER

Last Updated 24 Sep 2025, 04:25 PM

CLAIMS

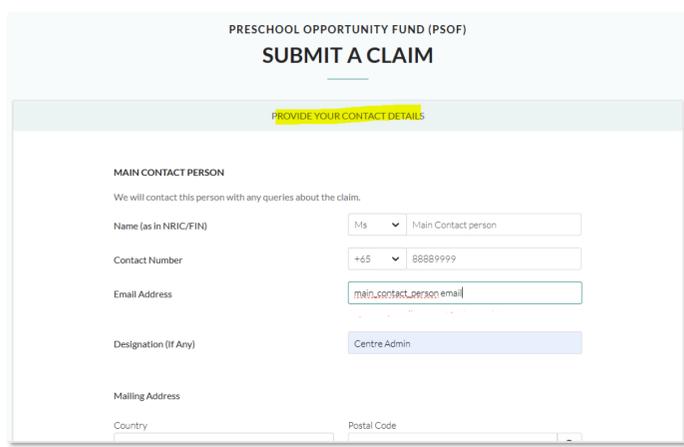Approved Grant S$ 8,000.00 | CREATE CLAIM

Claim | Create Claim
Claim | Tranche 2
Claim | Tranche 3
Claim | Tranche 4

4. Click 'Create Claim'

Claim — Contact — Review

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

UPLOAD CLAIM DOCUMENTS

PROJECT DETAILS

Project Name / Title	Enrichment and Learning Journey Programmes
Start Date	01 Jan 2026
End Date	31 Dec 2026
Ref ID	2509BRV4

SUPPORTING DOCUMENTS

Upload the following documents
- Completed PSOF Project and Claim Report (2026) (XLSX 94.8 KB)
- Receipts/ Invoices/ Attendance/ Others

Drag and drop files here
SELECT FILES

Invoices_Receipts.pdf	24 Sep 2025, 05:20 PM	0.02MB
Signed_Attendance_Sheets.pdf	24 Sep 2025, 05:20 PM	0.02MB
Completed_Project_Claim_Report.xlsx	24 Sep 2025, 05:20 PM	0.01MB
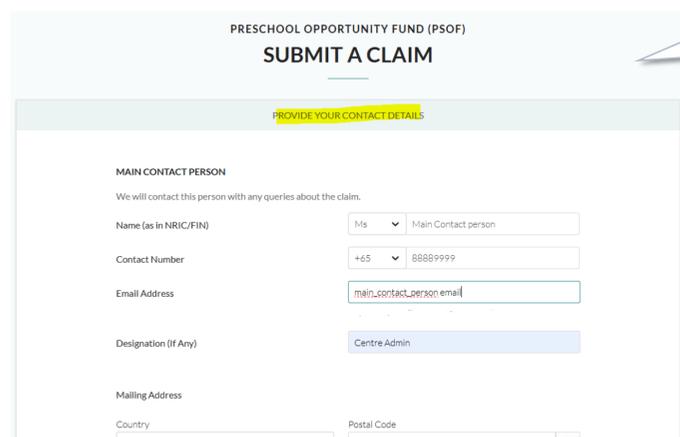
SAVE | NEXT

5. Upload your claim documents

PRESCHOOL OPPORTUNITY FUND (PSOF)
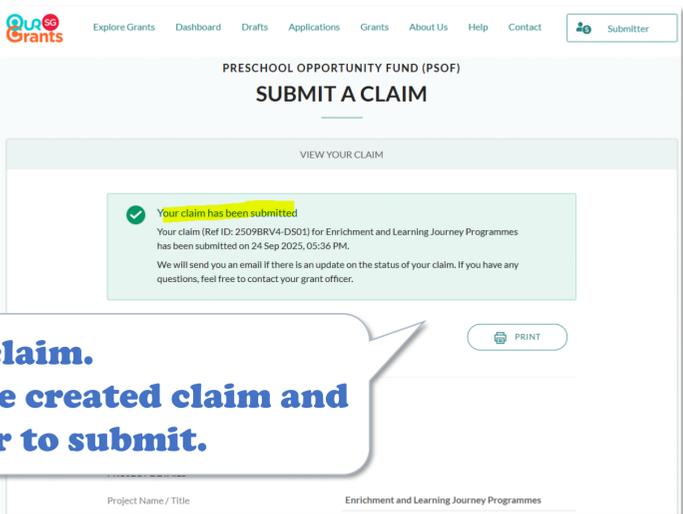SUBMIT A CLAIM

PROVIDE YOUR CONTACT DETAILS

6. Enter contact details for main and alternate contact details

MAIN CONTACT PERSON

We will contact this person with any queries about the claim.

Name (as in NRIC/FIN)	Ms	Main Contact person
Contact Number	+65	88889999
Email Address	main_contact_person email
Designation (If Any)	Centre Admin

Mailing Address

Country | Postal Code
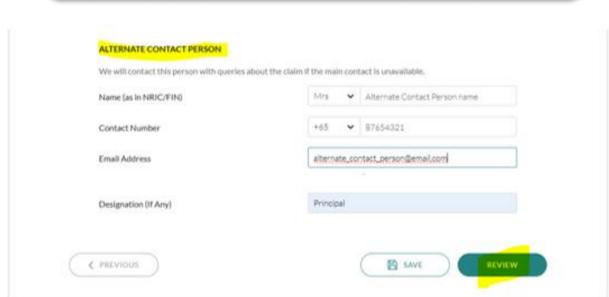
ALTERNATE CONTACT PERSON

We will contact this person with any queries about the claim if the main contact is unavailable.

Name (as in NRIC/FIN)	Mrs	Alternate Contact Person name
Contact Number	+65	87654321
Email Address	alternate_contact_person@email.com
Designation (If Any)	Principal

PREVIOUS | SAVE | REVIEW

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

REVIEW YOUR CLAIM

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

BACK TO DASHBOARD

Verify...

PROJE...
Project Name / Title | Enrichment and Learning Journey Programmes
Start Date | 01 Jan 2026

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

VIEW YOUR CLAIM

Your claim has been submitted
Your claim (Ref ID: 2509BRV4-D501) for Enrichment and Learning Journey Programmes has been submitted on 24 Sep 2025, 05:36 PM.
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.

PRINT

Project Name / Title | Enrichment and Learning Journey Programmes
Start Date | 01 Jan 2026

7. Submit the claim. If you are a Preparer, save the created claim and inform the Submitter to submit.

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

VIEW YOUR CLAIM

Your claim has been submitted
Your claim (Ref ID: 2509BRV4-D501) for Enrichment and Learning Journey Programmes has been submitted on 24 Sep 2025, 05:36 PM.
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.

PRINT

8. Receive claim submission notification

Claim received for "Enrichment and Learning Journey Programmes (Ref ID: 2509BRV4)"

Dear Ms XYZ,

We have received your claim/disbursement and it is being reviewed.

Grant: Preschool Opportunity Fund (PSOF)
Application title: Enrichment and Learning Journey Programmes
Ref ID: 2509BRV4
Claim Ref ID : 2509BRV4-D501

You will be notified when the review is complete. You may contact Ministry of Social and Family Development at ECDA_PSOF@ecda.gov.sg or 67359213 if you have any questions.

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

Images used are for illustrative purposes only.

How to Rework Claims on OurSG Grants Portal

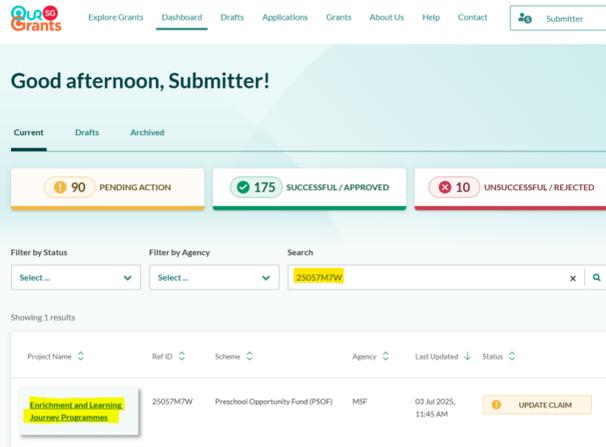**1. Log in via Singpass (Corporate) to rework your claim**

Dear Centre,

We need you to provide more information to help us to review your claim/disbursement.

Grant: Preschool Opportunity Fund (PSOF)
Application title: Enrichment and Learning Journey Programmes
Ref ID: 2509BRV4
Claim Ref ID: 2509BRV4-DS01

Log in to view the requested information and update your claim.

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

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

3. Click on your project

Good afternoon, Submitter!

4. Click 'View Details' to start

We need more information from you

Please rework on this claim.

Grant Officer   02 Jun 2025, 11:01 AM

5. Review ECDA's remarks and make necessary amendments

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

UPLOAD CLAIM DOCUMENTS

PROJECT DETAILS

Project Name / Title   Enrichment and Learning Journey Programmes
Start Date   01 Jan 2026
End Date   31 Dec 2026
Ref ID   2509BRV4

SUPPORTING DOCUMENTS

Upload the following documents

- Completed PSOF Project and Claim Report (2026) (XLSX 96.8 KB)
- Receipts/ Invoices/ Attendance/ Others

6. Revise your claim documents

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

PROVIDE YOUR CONTACT DETAILS

MAIN CONTACT PERSON
We will contact this person with any queries about the claim.

ALTERNATE CONTACT PERSON
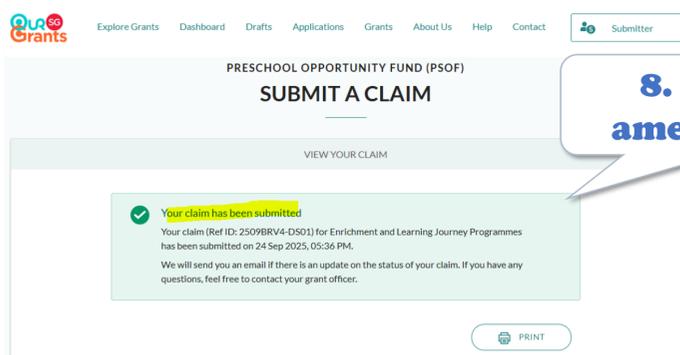We will contact this person with queries about the claim if the main contact is unavailable.

7. Review/revise contact details for main and alternate contact details

PRESCHOOL OPPORTUNITY FUND (PSOF)
SUBMIT A CLAIM

VIEW YOUR CLAIM

Your claim has been submitted
Your claim (Ref ID: 2509BRV4-DS01) for Enrichment and Learning Journey Programmes has been submitted on 24 Sep 2025, 05:36 PM.
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.

8. Resubmit amended claim

9. Receive claim submission notification

Claim received for "Enrichment and Learning Journey Programmes (Ref ID: 2509BRV4)"

Dear Ms XYZ,

We have received your claim/disbursement and it is being reviewed.

Grant: Preschool Opportunity Fund (PSOF)
Application title: Enrichment and Learning Journey Programmes
Ref ID: 2509BRV4
Claim Ref ID: 2509BRV4-DS01

You will be notified when the review is complete. You may contact Ministry of Social and Family Development at ECDA_PSOF@ecda.gov.sg or 67359213 if you have any questions.

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

Images used are for illustrative purposes only.

6

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.

Application Processing & Timeline

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 ECDA_PSOF@ecda.gov.sg 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 ECDA_PSOF@ecda.gov.sg 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 Vendors@Gov portal to locate your Centre's vendor name and ID.

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

Please contact ECDA_PSOF@ecda.gov.sg 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.

Others

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

1. Login to Corppass Admin at www.corppass.gov.sg
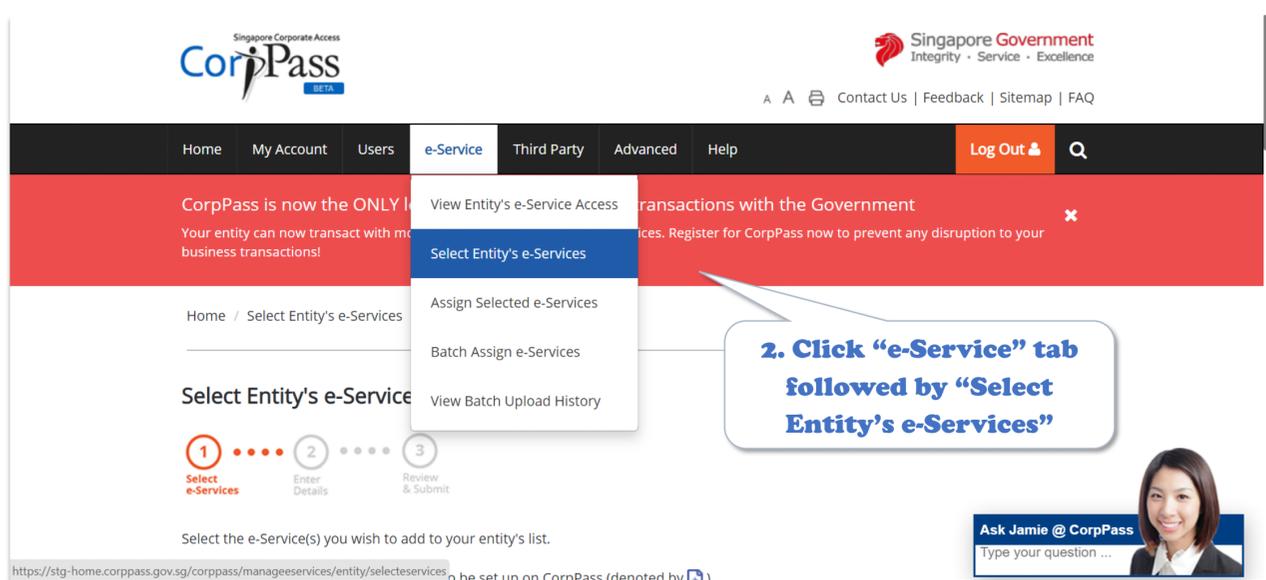
2. Click "e-Service" tab followed by "Select Entity's e-Services"
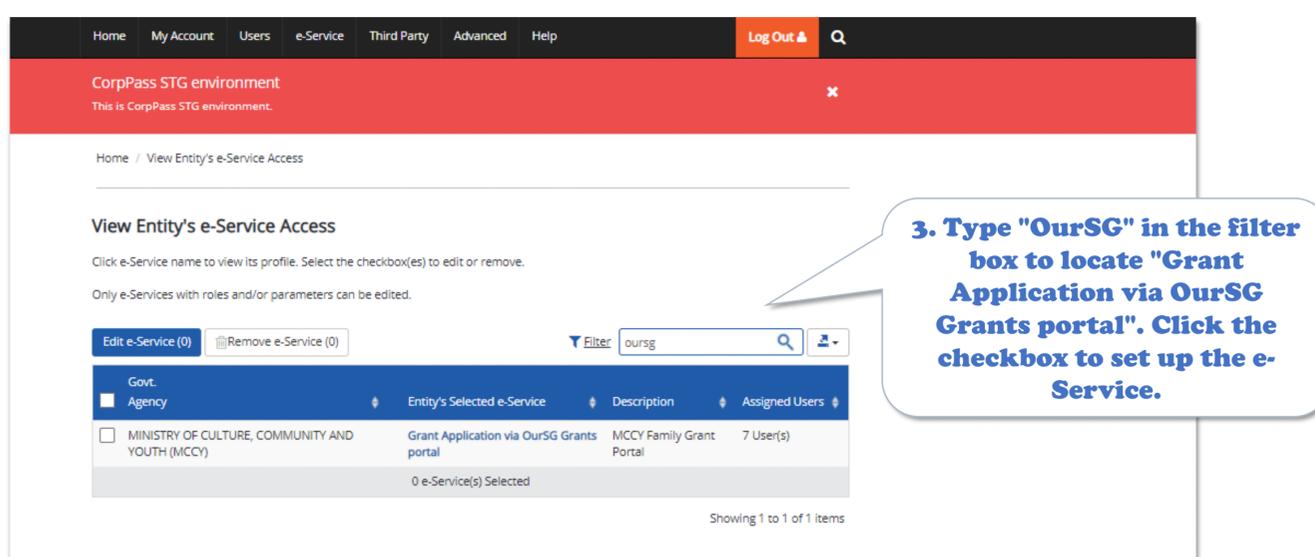
3. Type "OurSG" in the filter box to locate "Grant Application via OurSG Grants portal". Click the checkbox to set up the e-Service.

4. Click "Assigned Users" tab, then click the blue "Assign e-Service to User(s)" button.

5. Select the user checkbox and click "Next". Select "Grant Application via OurSG Grants Portal" checkbox on the next screen and click "Next".

6. Click the "Role" dropdown list on the right, select the desired role, enter the effective date, and click "Next".

7. Review the details on the verification screen and click "Submit".

8. Congratulations! The e-service has been successfully assigned to your user. 🎉

For any queries, please contact the ECDA PSOF team @ ECDA_PSOF@ecda.gov.sg.

11