



NATIONAL ARTS COUNCIL
SINGAPORE

54, 56 & 58 Waterloo Street Telok Kurau Studios

Open Call Info Pack Tenancy Application

<u>Launch Date</u>	19 March 2024 (Tuesday), 4pm
<u>Closing Date</u>	19 April 2024 (Friday), 4pm
<u>Notification of Results</u>	Around May 2024
Open Call Site Briefing	Register here
Application submission	Visit FormSG

** Late submissions received past the closing date will automatically be disqualified*

*** Please refer to the NAC website (www.nac.gov.sg) for update on the notification date*

1. INTRODUCTION

THIS INFORMATION PACK CONTAINS THE NECESSARY INFORMATION THAT WILL ASSIST YOU IN THE PREPARATION OF YOUR APPLICATION.

CONTENTS

1. INTRODUCTION	2
1.1 About National Arts Council.....	3
1.2 About Framework for Arts Spaces	3
1.3 About 54, 56 & 58 Waterloo Street	4
1.4 About Arts Housing Scheme	4
1.5 About Telok Kurau Studios.....	5
2. SUPPORT SCHEME AND ASSESSMENT CRITERIA.....	6
2.1 Overview of Schemes.....	6
2.2 Arts Centre Scheme.....	7
2.3 Arts Housing Scheme	7
2.4 Submission of Assessment Reports is Compulsory.....	8
2.5 Exit / Termination.....	8
2.6 Allocation of Spaces	9
3. TENANCY APPLICATION – WHAT YOU NEED TO KNOW.....	9
3.1 Eligibility	9
3.2 Online Application Only	9
3.3 Application Guidelines	10
3.4 Disqualification.....	10
4. APPLICATION PROCEDURE	11
4.1 Online Application.....	11
4.2 Outcome of Application	11
4.3 Confidentiality and Privacy of Personal Information.....	11
4.4 Contact Details	11
5. AVAILABLE ARTS SPACE(S) FOR APPLICATION	12
5.1 54, 56 & 58 Waterloo Street	12
5.2 Indicative Rental for 54, 56 & 58 Waterloo Street	14
5.3 Telok Kurau Studios.....	14
5.4 Floor Plan	14
5.5 Indicative Rental for Telok Kurau Studios.....	15

1.1 ABOUT NATIONAL ARTS COUNCIL

The National Arts Council (NAC) champions the arts in Singapore. By nurturing creative excellence and supporting broad audience engagement, our diverse and distinctive arts inspire our people, connect communities and profile Singapore internationally. We preserve our rich, cultural traditions as we cultivate accomplished artists and vibrant companies for the future. Our support for the arts is comprehensive – from grants and partnerships to industry facilitation and arts housing. The Council welcomes greater private and corporate giving to and through the arts, so that together we can make the arts an integral part of everyone’s lives.

For more information, visit <https://www.nac.gov.sg/>

1.2 ABOUT FRAMEWORK FOR ARTS SPACES

The Framework for Arts Spaces (FFAS) was introduced in December 2010 to better support the development needs of a growing and increasingly diverse arts sector.

The FFAS aims to support the professional and artistic development of artists and arts groups, and bring about a closer collaboration between arts disciplines, a greater sharing of resources, and a deeper engagement with the community.

Support under the FFAS is provided through 3 Schemes – (i) Incubation Scheme, (ii) Scheme for Developing Artists and Arts Groups and (iii) Arts Centre Scheme. For more information, please visit [Arts Infrastructure Schemes | National Arts Council \(nac.gov.sg\)](#)

The applicant successful in being allocated a space at **54, 56 & 58 Waterloo Street** will receive support from NAC under the **Arts Centre Scheme**.

1.3 ABOUT 54, 56 & 58 WATERLOO STREET



Waterloo Street is part of the Bras Basah.Bugis Precinct, the arts, culture, learning and entertainment district in the city's centre. Singapore Night Festival (SNF) is a signature arts and cultural festival located in the Bras Basah.Bugis (BBB) precinct organised by the National Heritage Board (NHB).

Waterloo Street evolved into a popular location for arts organisations in the 1990s. The street has become home to establishments such as the Dance Ensemble Singapore, Chinese Calligraphy Society of Singapore and Stamford Arts Centre.

1.4 ABOUT ARTS HOUSING SCHEME

The Arts Housing Scheme (AHS) was implemented in 1985 to provide affordable spaces to arts groups and artists. Its main purpose is to give arts groups and artists a home within which they can develop their activities and enable them to play a greater role in the cultural development of Singapore. With the evolving landscape of the arts community, NAC embarked on a review of the AHS in 2010 which led to the development of the Framework for Arts Spaces in place of the AHS.

Under AHS, rental charges imposed by the Singapore Land Authority are heavily subsidised by NAC. Utilities and maintenance costs are borne by the tenants. For single-tenanted properties under this scheme, tenants will be in charge of the day-to-day maintenance of the properties. For multi-tenanted properties, tenants are to elect a Management Committee (MC) who will collect Management Fees from the tenants to take care of the management and maintenance of the common areas.

Successful applicants for the arts space at **Telok Kurau Studios (TKS)** under this Open Call will be eligible for support under the **Arts Housing Scheme**.

1.5 ABOUT TELOK KURAU STUDIOS



Launched in 1997, TKS is the first arts housing project with a focus on visual arts. Located at 91 Lorong J Telok Kurau Road, the nearest MRT station is Eunos MRT.

With a floor area of about 4,680 sqm, TKS currently provides spaces for visual artists and arts societies. On the premises there is also a gallery for artists to exhibit their works, and the gallery can also be hired by non-tenants.

2. SUPPORT SCHEME AND ASSESSMENT CRITERIA

Arts spaces available in this Open Call are supported under the Arts Centre Scheme (for 54,56 and 58 Waterloo Street) and Arts Housing Scheme (for TKS).

2.1 OVERVIEW OF SCHEMES

Below is an overview of the support scheme that the applicants can apply for. Applicants should take into consideration the application criteria of the support schemes as Open Call is a competitive process and spaces will be awarded to the applications based on merit and best fit to the assessment criteria. All tenancy applications received in this Open Call will be assessed by NAC.

Support Scheme	Tenancy Period
Arts Centre Scheme	<p>Maximum tenure of 3 terms, (i.e. 3+3+3, not exceeding 9 years).</p> <p>Each term is 3 years and carries a term review (i.e. mid-term review).</p> <p>Tenancy renewal per term is not automatic and is subject to performance review (of the previous term) and assessment outcome of the renewal application submission. Applications for tenancy renewal can be made for the first and second term.</p> <p>After completion of maximum tenure of 3 terms, tenant may reapply as Re-applicant* via Open Call for a further 3-year term.</p> <p><i>*Re-applicants under FFAS Arts Centre Scheme are eligible for support in the form of a rental subvention amounting to 50% of the headlease rental, capped at \$18,000 per month (whichever is lower). There is no hard-stop for Re-applicants to apply via Open Call.</i></p>
Arts Housing Scheme	<p>1-year term only</p> <p>Renewal for subsequent terms under the scheme is not automatic and is subject to performance review (of the previous term) and assessment outcome of the renewal application submission.</p>

2.2 ARTS CENTRE SCHEME

Support will be given in the form of a rental subvention amounting to 80% of the market rental, capped at \$18,000 per month (whichever is lower). This is the highest quantum available under the Framework for Arts Spaces to enable the arts groups to manage the properties.

Aside from taking care of preventive, routine repairs and general maintenance such as cleaning of common areas, pest control and security, tenants will have to contribute 10% of market rental to a sinking fund used by NAC to manage cost for corrective and cyclical repairs and maintenance.

The assessment criteria for the three-year programme/proposal for the tenancy applications is as follows:

	Weightage	Assessment Criteria
A	40%	Demonstrated contribution to Singapore's cultural landscape in terms of developing the artform, promoting it and sustaining interest in the artform.
B	20%	Potential contribution to engaging the surrounding community and to the larger place making efforts of the precinct place manager.
C	20%	Potential ability to perform the role as the place manager for the arts centre to realise its vision. Ensuring that the arts centre and the shared facilities (where applicable) are well-utilised and that the arts centre is used as a shared resource benefiting other artists and arts groups.
D	20%	Sound management capabilities & strong governance.

2.3 ARTS HOUSING SCHEME

The Art Housing Scheme (AHS) provides affordable arts spaces for artist and arts organisations to facilitate their development and growth. The support provided under the AHS is as follows:

The infrastructure support will be given in the form of a rental grant amounting to 90% of the market rental. The artists and arts groups will also be required to make monthly contributions of 5% of the market rental to NAC for the 5-yearly cyclical repair and redecoration works of the property.

In addition, artists and arts groups will be required to pay such fees as may be determined by the Management Committee (MC) which is duly elected from amongst the tenants at the property. These fees are used by the MC to pay for the maintenance and upkeep of the common areas of the premises such as cleaning, minor repairs and so on.

The assessment criteria for applications by new, young artists, arts companies, associations and societies, community/amateur arts groups within first 3 years of practice or establishment, are as follows:

- (60%) 3-year programme/proposal in terms of artistic development, developing organisational/management capabilities and/or attaining operational and financial sustainability.

2024 OPEN CALL INFO PACK : Tenancy Application for 54, 56 & 58 Waterloo Street and Telok Kurau Studios

- (40%) Contribution to the community in terms of promoting the art form, developing and sustaining the community's interest in the art form, realising the vision for the arts centre¹, and/or interaction or collaboration with other artists and arts groups.

The assessment criteria for applications by established, practising artists, arts companies, associations and societies, community/amateur arts groups with more than 3 years of practice are as follows:

- (40%) 3-year programme/proposal in terms of artistic development, developing organisational/management capabilities and/or attaining operational and financial sustainability.
- (40%) Contribution to the community in terms of promoting the art form, developing and sustaining the community's interest in the art form, realising the vision for the arts centre, and/or interaction or collaboration with other artists and arts groups.
- (20%) Potential/Demonstrated ability to implement programme/proposal, sustain operations, achieve greater financial sustainability, effectively upkeep the spaces, and/or make prompt payments for rental fees and service charges.

2.4 SUBMISSION OF ASSESSMENT REPORTS IS COMPULSORY

1. For Arts Centre Scheme

Reports	Details
Mid-Term Report	Tenants will be required to submit a mid-term report 18 months into the term. This is for the purpose of reviewing the tenants' development and progress on their submitted proposal.
End-Term Report	Tenants will be required to submit an end-term report towards the expiry of the last term.

2. For Arts Housing Scheme

Tenants under the Arts Housing Scheme will be required to submit the evaluation and proposal reports to review tenants' development and progress on their submitted proposal before the 1-year tenure expires. Renewal of the tenancy is subject to the assessment outcome of the submission.

NAC will provide all necessary timing details and reporting templates for successful applicants.

2.5 EXIT / TERMINATION

Tenants are free to exit from the Scheme, subjected to the notice period as stated in the Terms and Conditions of the tenancy agreement.

¹ Please take note that applications for Telok Kurau Studios are to be focused on the promotion of visual arts.

2.6 ALLOCATION OF SPACES

The allocation of space will be based on the assessment outcome, taking into consideration the space requirements of the applicant and the compatibility with the vision of the arts centre. NAC reserves the right for the final decision.

3. TENANCY APPLICATION – WHAT YOU NEED TO KNOW

3.1 ELIGIBILITY

1. Tenancy applications are open to the following artists and arts groups:

i. For Individuals - Applicable to TKS applicants only

Singapore Citizen(s) or Singapore Permanent Resident(s) who is/are currently living and working in Singapore are eligible to apply.

OR

ii. For Not-for-Profit Organisations - Applicable to TKS and 54,56 & 58 Waterloo Street applicants

Organisations must be Singapore-registered Public Companies Limited by Guarantee or Societies registered with the Registry of Societies.

2. Application submission must be made in full in accordance with Section 4 – Application Procedure.

3. NAC will assess the eligibility of each application and NAC’s decision will be final.

3.2 ONLINE APPLICATION ONLY

1. ALL tenancy applications must be submitted online. Visit [FormSG](#) to submit your application online.

2. If you require any technical assistance during your application online, please contact us at pd_spaces@nac.gov.sg.

3.3 APPLICATION GUIDELINES

1. Proposals submitted should strongly demonstrate relevance to the assessment criterion in Section 2 – Support Schemes and Assessment Criteria as well as the points to note below.
2. We would like to highlight that the Open Call is a competitive process, and arts spaces will be awarded to applicants based on merit and alignment with arts centres' visions.

Points to Note:

i. Your organisational and artistic development plan

Consider your organisational and artistic development, programmes and plans, and how well they align with the objectives of the arts centre(s) [please refer to Section 1 for details] as well as the Our SG Arts Plan (2023 – 2027) (updates available on NAC's website at www.nac.gov.sg)

ii. You are encouraged to attend the Open Call Site Briefing

The briefing will provide interested applicants with the opportunity to seek clarifications on the content published in the Open Call Information Pack and to have a better understanding on the conditions of the arts spaces as some of them come bare and would need to be outfitted. Past applicants have found the briefing beneficial for their understanding prior to their proposal submission. Although applicants are encouraged to attend the briefing, the session is optional and applicants can apply for the arts spaces without attending the briefing session. Visit [FormSG](#) to register your interest in attending the open call site briefing.

iii. Successful applicant will be entitled to only ONE space by default

Every successful applicant will be entitled to one space by default. NAC reserves the right for the final space allocation.

3.4 DISQUALIFICATION

1. Application submission must be made in full in accordance with SECTION 4 – APPLICATION PROCEDURE.
2. Late submissions received past the Open Call closing date/time will automatically be disqualified.
3. Tenancy applications will not be considered for this Open Call if
 - i. the applicant has overdue financial obligations to NAC;

AND/OR
 - ii. the submission is incomplete.

4. APPLICATION PROCEDURE

4.1 ONLINE APPLICATION

Visit [FormSG](#) to submit your application online. **Please complete all sections of the online form, as incomplete tenancy applications will be considered disqualified.** Below is a list of key information to take note of:

The application may take 20-30 minutes to complete the application for submission.

You are encouraged to prepare all required information before you start on the application. The application will need to be completed in one sitting.

Mandatory documents to prepare beforehand

- Proof of Not-for-Profit status
- FLOORPLAN_TEMPLATE (click [here](#) to download)
- BUDGET_TEMPLATE (click [here](#) to download)
- Latest audited income and expenditure statement

4.2 OUTCOME OF APPLICATION

Results of the Open Call is expected to release in May 2024. Applicants will be advised on the outcome of their tenancy applications in writing.

For planning purposes, successful applicants may assume occupancy of their respective units, beginning from August 2024 onwards for Telok Kurau Studios and May 2025 onwards for 54, 56 and 58 Waterloo Street. However, the commencement date will differ from unit to unit. NAC will work with the successful applicant on the actual commencement date at the point of award.

NAC reserves the right not to award if none is considered to be satisfactory and, in that event, at its option, to conduct additional Open Call.

4.3 CONFIDENTIALITY AND PRIVACY OF PERSONAL INFORMATION

All information provided by an individual or organisation in support of the application of arts spaces will be treated in strictest confidence.

4.4 CONTACT DETAILS

If you have any queries with regards to your application, you can reach us at email: pd_spaces@nac.gov.sg.

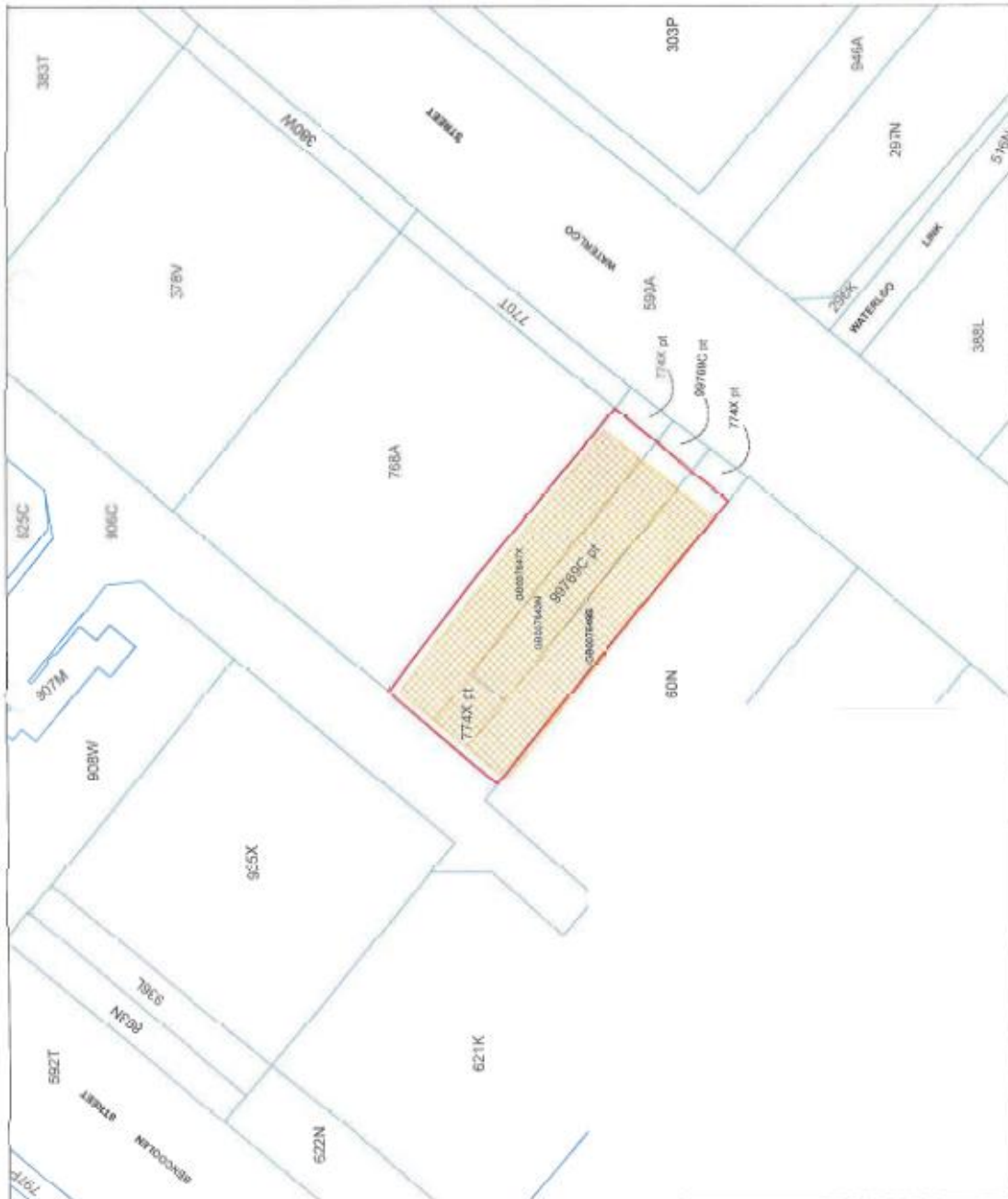
5. AVAILABLE ARTS SPACE(S) FOR APPLICATION

5.1 54, 56 & 58 WATERLOO STREET

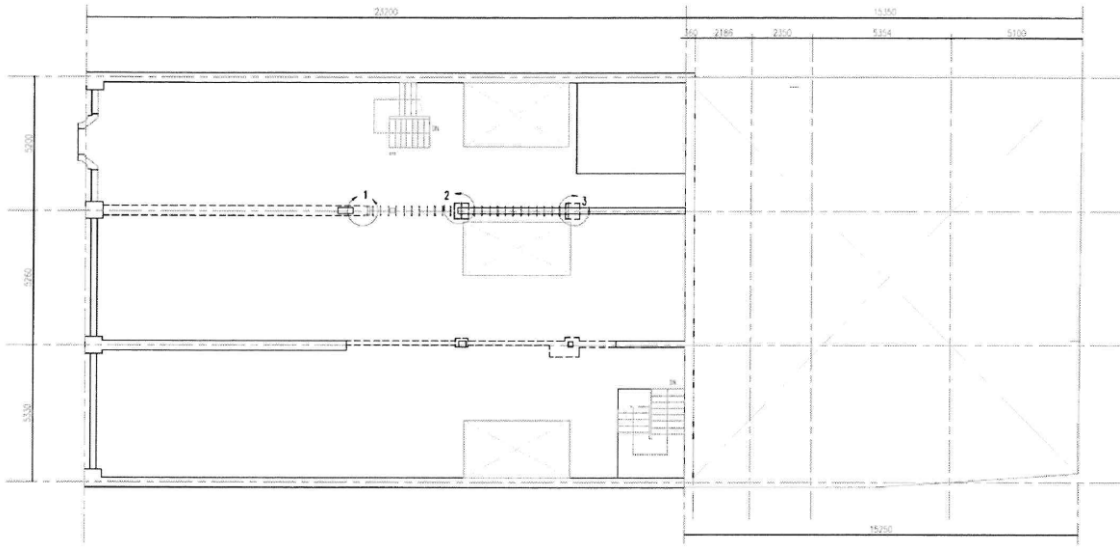
Total GFA (sqm)

Approx. 1,061.87

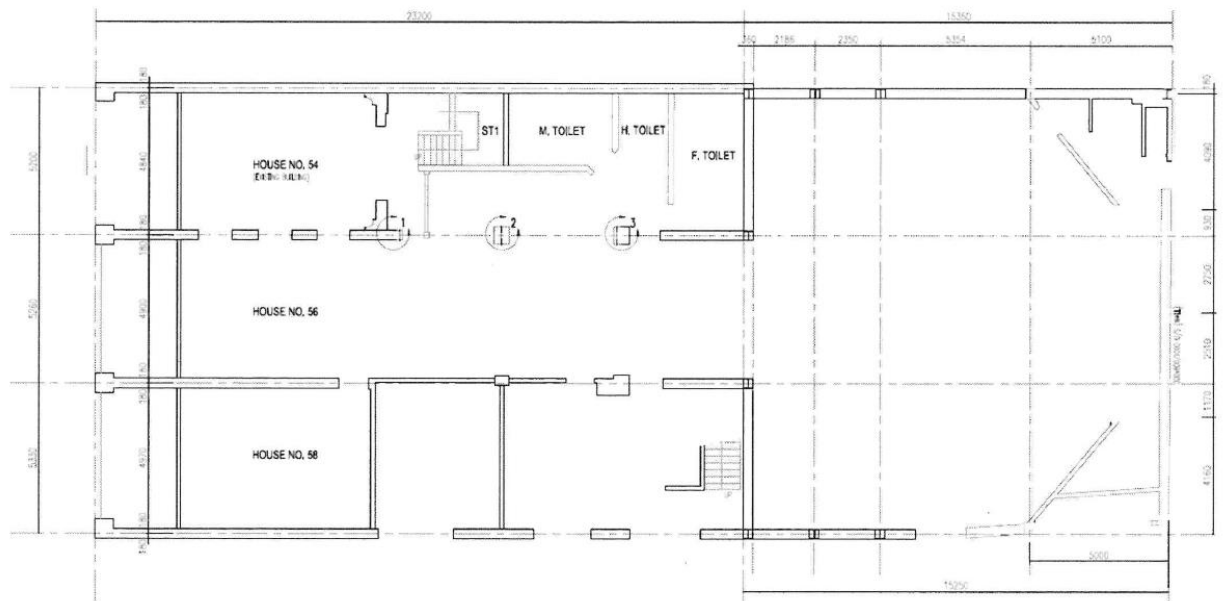
Site Plan



Floor Plan



2ND STOREY PLAN



1ST STOREY PLAN

5.2 INDICATIVE RENTAL FOR 54, 56 & 58 WATERLOO STREET

Please note that the computation below is based on indicative community and civic use rates and may subject to change and periodic review by NAC and SLA.

Arts Space	(A) Headlease Rental per mth (\$)	(B) NAC Subsidy	(C) Rental after NAC Subsidy (\$)	(D) Sinking Fund (\$)	Monthly Payable by Tenant [Before GST] (\$)
54, 56 & 58 Waterloo Street	12,690.00	Arts Centre Scheme	(C) = (A) – (B)	10% of (A)	(C) + (D)
		<u>New applicant</u> 80% headlease rental capped at \$18,000 , whichever is lower.	2,538 per mth	1,269 per mth	3,807 per mth
		<u>Reapplicant</u> 50% headlease rental capped at \$18,000, whichever is lower	6,345 per mth	1,269 per mth	7,614 per mth

“Sinking Fund” means the accumulated contributions the tenant contributes on a monthly basis only to be used for cyclical repairs and replacement of the building structure or Landlord’s assets (NAC) in the Premises payable by the Tenant.

Successful applicants are to be borne other costs such as Stamp Duty for Tenancy Agreement, fitting out costs, administration fees for opening an account with SP services (water & electricity), monthly utilities costs etc, which are not included in the rates above.

5.3 TELOK KURAU STUDIOS

Available units at Telok Kurau Studios (TKS):

S/No.	Unit	GFA (sqm)
1	#115	36.30
2	#204	31.12
3	#303	50.37

5.4 FLOOR PLAN

Please refer to **Annex A** for the floor plan of TKS.

5.5 INDICATIVE RENTAL FOR TELOK KURAU STUDIOS

Please note that the rental, sinking fund and floor areas listed are indicative figures and will be subject to change and periodic review by NAC and The Management Committee (MC).

Property	(A) Head Lease Rental (\$)	(B) NAC Subsidy	(C) Rental after NAC Subsidy (\$)	(D) Sinking Fund	(E) MC Fees	Tenant Pays Every Month [Before GST] (\$)
Telok Kurau Studios	\$22.16 psm unit size	Arts Housing Scheme 90% of Head Lease Rental (A)	(C) = (A) – (B)	5% of Head Lease Rental (A)	To be determined by the Management Committee	(C) + (D) + (E)

Subsidized Rental and Sinking Fund at Telok Kurau Studios to be paid by tenant will be revised within the lease term with prior notice provided by NAC due to Singapore Land Authority (SLA) renewal of tenancy.

For Telok Kurau Studios, Tenants are to pay a monthly Management Fees to the Management Committee and monthly utilities charges as determine by the MC. MC Fee is at current rate and is subject to changes with prior notice to be provided by the Management Committee.

Successful applicants are to be borne other costs such as Stamp Duty for Tenancy Agreement, renovation costs, administration fees for opening an account with SP services (water & electricity), monthly utilities costs etc, which are not included in the rates above.

Annex A

