# TEMPLATE FOR POST-PROJECT REPORT ON SPECIAL EDUCATION ARTIST-IN-SCHOOL (SPED-AISS) PROGRAMME 2024

The following is the template for your project report that is to be submitted by schools (with input from artist(s)/arts group) **no later than 2 months** after the project ends).

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| **Name of School:** |
| **Title of the Programme/Project:** |
| **Name(s) of Artist(s)/Arts Group:** |
| **Duration of the Project:** *E.g. March 2024 to November 2024*  If completion of the project is past what is indicated in the Letter of Agreement, do outline the reasons for extension in project duration: |
| **Frequency of the Project:** *E.g. 1 session per class per week, 1 session every 4 weeks for interest group X and 1 session every week for CCA.* |
| **Please indicate the number of lessons and hours per class:**   |  |  |  |  | | --- | --- | --- | --- | | **Programme**  *For projects with multiple programmes e.g. specialised and general dance* | **Number of Lessons** | **Number of Hours Per Lesson** | **Physical/Digital/Blended Learning** | |  |  |  |  | |  |  |  |  |   **If there are multiple classes, please state the number of classes:** |
| **Project Summary:**   1. State the project’s objectives: |
| 1. What were the outcomes of the project? (Please specify whether objectives/expectations were met) |
| **Response on participation in project:** |
| What was the total number of participants?  1. Students: 2. Teachers: 3. Others (E.g. parents):   If number of students/ teachers is less than what is indicated in the Letter of Agreement, do outline the reasons for the reduction. Please also state if learning objectives were impacted: |
| 1. What was the feedback on this project from the following? Please provide quotes if possible. 2. Students 3. Teachers 4. Artist 5. Principal (optional) 6. Parents (optional) |
| 1. What is the school’s feedback on the participating artist(s)? Are there plans to continue working with the artist(s)? |
| **Input from school on the impact of the project:** |
| 1. How did the project align and contribute to the school’s overall learning outcomes? How has the school tracked and evaluated the project’s effectiveness in contributing to the learning outcomes? |
| 1. What are some of the achievements of the programme? Did the project spark initiatives to further develop students’ appreciation/knowledge of this art form? Please provide examples. |
| 1. What were some of the problems and challenges encountered during the programme? (E.g. time management, space, resources) |
| 1. Are there other areas/art forms that the school is interested to focus on for AISS?   **Yes/ No**. What are some of these plans? |
| **Project Expenditure** |
| Please list a breakdown of the cost incurred for this project for artist fees and material costs. Do add on rows as needed. Examples are included for your reference.  Do highlight unexpected cost incurred, if any.   |  |  |  |  | | --- | --- | --- | --- | | **Manpower Costs** | **Artist Fees per hour** | **No. of contact hours** | **Total Cost** | | *e.g. Artist fees - March 2021* | *$100* | *10* | *$1,000* | | *e.g. Specialised programme (Term 3)* | *$100* | *30* | *$3,000* | |  |  |  |  | |  |  |  |  | | Total manpower costs | | |  |   If total number of contact hours/ sessions is less than what is indicated in the school’s application, do outline the reasons for the reduction. Please also state if learning objectives were impacted:   |  |  | | --- | --- | | **Material Costs** (e.g. visual arts materials, printing and publishing costs, rental of instruments and equipment) | **Total Cost** | |  |  | |  |  | | Total material costs |  |  |  |  | | --- | --- | | Total AISS expenditure (Manpower costs + Material costs) | $ |   If expenditure is less than that proposed in Annex 1 (application form), do outline the reasons for underspending:  **For grants > $20,000** please include a Statement of Accounts (certified by an accountant registered with the Institute of Singapore Chartered Accountants or equivalent international body), which is to be submitted together with this post-project report. This may be submitted in a separate PDF. Do provide the accountant’s ISCA reg. number. |
| **Documentation** |
| Please send us (via email) at least 2 photos of the project and other relevant forms of documentation for reference/archival.  Note:   * Photographs are recommended to include:   + Artist demonstration to a small group and / or class of students   + Artist engaged in discussion with a group of students   + Students engaged in the creative process   + Students’ final product * For students whose faces are visible in the photograph, do ensure there is media clearance. The media release form can be downloaded from the AISS website. |
| **Submitted by:** |
| **Designation:** |
| **Contact details: (O)** **(HP)** |
| **Email:** |
| **School Leader’s name and signature:** |