

NATIONAL ARTS COUNCIL
ARTS CREATION FUND APPLICATION FORM

- Only ONE form is required for individual or collectives.
- Incomplete forms will not be eligible. Please print clearly or type No space in the form should be left blank. Insert 'NA' or 'NIL' where applicable. Please tick (✓) appropriate boxes or delete accordingly.
- Applications submitted by fax or email will not be accepted.
- Proposals submitted to the Council will be treated in the strictest confidence and only be reviewed and evaluated by the assessment panel. Where relevant, specific non-disclosure agreements will be carried out.
- Ineligible applicants : -
 - i) Artists who have failed to submit project evaluation reports on the use of any previous grants received from NAC
 - ii) Student groups under the auspices of schools and tertiary institutions
 - iii) Arts Organisations

Date of Submission			
(A) TYPE OF APPLICATION			
Type	<input type="checkbox"/> Individual <input type="checkbox"/> Collective		
Discipline	<input type="checkbox"/> Dance	<input type="checkbox"/> Music	<input type="checkbox"/> Multi-Disciplinary <input type="checkbox"/> Theatre <input type="checkbox"/> Visual
(BI) APPLICANT INFORMATION <i>For Individual and Collectives</i>			
Name of Individual or Lead Applicant (as in NRIC) Mr / Mrs / Miss / Dr*	NRIC		
	Nationality		
Occupation	Date of Birth	Age	
Address Postal Code	Marital Status		Sex
	Contact		
	H _____ (O) _____		
	HP _____ (Fax) _____ Email _____		
(BII) CO-APPLICANT INFORMATION <i>For Collectives</i>			
Name of First Co-Applicant (as in NRIC) Mr / Mrs / Miss / Dr*		Name of Second Co-Applicant (as in NRIC) Mr / Mrs / Miss / Dr*	
NRIC	Nationality	NRIC	Nationality
Address Postal Code		Address Postal Code	
Contact Home/Office/HP* _____ Email _____		Contact Home/Office/HP* _____ Email _____	
Please enclose a complete list of any additional co-applicants with this application form.			

(C) DETAILED PROJECT DESCRIPTION

Project Title	Target Start Date & Completion Date
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Please describe your proposed project in **no more than 1000 words**. Your project description should cover the creation and dissemination stages. Ensure that your project plan addresses **the assessment criteria outlined in the application guidelines**.

(I) Creation stage

- i) A statement of purpose outlining the artist(s) objectives
- ii) Artistic Concept or Synopsis
- iii) Creation Process
 - Research, other activities and outcome
 - Work plan schedule outlining activities and key milestones
 - If your project requires you to travel, you have to explain the purpose of travel, provide us with an itinerary, with dates and expected outcome
 - Mini-Showcase for the assessment panel and public (provide details on showcase programme, creative and production teams involved, venue etc)
- iv) Budget - Projected expenditure for the creation process
- v) Curriculum Vitae of each applicant (no more than 3 pages)

(II) Post-creation stage¹

- i) Briefly describe your presentation and dissemination strategy of your complete work
 - Identify the platforms/venues/distribution channels that you would like to present/disseminate your complete work. Explain how you plan to achieve your presentation and dissemination goals.

(D) SUPPORT MATERIAL

(I) Past works
It is important to submit a recent portfolio/and or a sample of the work in your application to support your proposal. As an individual or a collective, please submit a maximum of two items of your best recent works. Briefly describe the items and explain how the support material relates to your proposal on **Annex 1**. Support material could be written artistic materials eg scripts, catalogues, scores or digital materials such as CD recording, VCD, DVD or digital images.

(II) Others
You may include additional printed materials, such as press reviews and promotional documents of past works as supplementary support material.

Support material will not be returned to you.

(E) BUDGET INFORMATION – EXPENSES AND FUNDING

(I) Budget for Creation Stage

Please provide an itemised breakdown of the proposed expenditure using the prescribed budget form on **Annex 2**.

Estimated Total Expenditure \$ _____

Grant Amount Requested \$ _____

¹ The Arts Creation Fund does not support the presentation costs of a full-scale, complete work or the publication of a book in print form. However, recipients are encouraged to take the work further by presenting their complete work to the public. Recipients are eligible to apply for other NAC grant schemes.

(II) Other Sources of Funding

Please list your other sources of funds below. Other sources include private sponsors, foundations, grants organisations and donors. Indicate in the appropriate column where the funds are confirmed or pending confirmation.

Other Source of Funding	Amount	Confirmed	Pending
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

(F) ENCLOSURE

To ensure that your application gets a thorough and fair assessment, please submit the following documents.

- Detailed Project Description - Objectives, concept, creation process, timeline and milestones
- Curriculum Vitae of each applicant
- Annex 1 – Detailed Description of Support Material
- Annex 2 – Budget Form : Detailed breakdown of the proposed expenditure

(G) DECLARATION

- I am a Singapore Citizen or have permanent resident status.
- I have read the application guidelines and eligibility criteria for this programme and accept the conditions as outlined in the application guidelines.
- I have already submitted all my feedback reports for previous National Arts Council grants. I understand that my application will not be eligible if any of my final reports have not been submitted.
- I declare that the facts stated in this application and the supporting documents (if any) are true and correct to the best of my knowledge and that I have not suppressed any information wilfully. I understand that if I obtain the grant from the National Arts Council by providing false or misleading statements, the Council may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed.

Signature of applicant _____ Date _____
 Or lead applicant

Signature of co-applicant _____ Date _____
(if applicable)

Signature of co-applicant _____ Date _____
(if applicable)

Please submit your application form and all support material to :
 Manager / (Specify Discipline)
 National Arts Council
 140 Hill Street
 #0301 MICA Building
 Singapore 179369

DESCRIPTION OF SUPPORT MATERIAL

Annex 1

- List your items in order of viewing priority, and clearly label your support material.
- If you are submitting digital support material, please limit each item to a **maximum of 15 minutes** in duration. The selected segment should best represent your past achievements and support your proposal. Note that you are responsible for providing materials that will play on standard electronics/digital equipment.
- For collectives, please submit a maximum of two items that demonstrate your past accomplishments and best support your proposal.
- Please do not submit original copies. The Council is not responsible for the loss or damage, whatever the cause, of support material. Your support material will not be returned to you.

ITEM 1	
Title	
Applicant's role or involvement <i>(eg artist, composer, curator, choreographer, playwright, director etc)</i>	
Format <i>(eg scripts, DVD, CD)</i>	
Date of Creation	
Completion or recording date	
Brief description of how the support material relates to the proposed project	
ITEM 2	
Title	
Applicant's role or involvement <i>(eg artist, composer, curator, choreographer, playwright, director etc)</i>	
Format <i>(eg scripts, DVD, CD)</i>	
Date of Creation	
Completion or recording date	
Brief description of how the support material relates to the proposed project	