



# NATIONAL ARTS COUNCIL SINGAPORE

## Grant Application Guidelines

### Arts Professional Development Grant

Welcome from the National Arts Council (NAC).

Thank you for your interest in the Arts Professional Development Grant. Please read this document carefully before applying.

We encourage you to contact the relevant NAC officers in the preparation of your grant application. Please refer to details within.

We strongly advise you to be complete in your grant application, especially your contact details. This is to enable us to contact you where clarification is required.

We wish you success with your application.

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*Correct as of 3 February 2010*

*NAC reserves the right to make changes to the contents of this document at any time, without prior notice.*

## SECTION I – GENERAL INFORMATION

### OBJECTIVES

- (a) To aid the **professional development** of the arts sector by providing assistance to emerging to established artists, arts management and production personnel to pursue short-term\* training for the upgrading of their professional skills.
- (b) To engage arts professional or specialised trainers to assist in the professional development of the arts industry.

\* Defined as less than 12 months

### WHO MAY APPLY

- (a) Singaporeans or Singapore Permanent Residents, who are actively engaged in the arts industry and recognised by their peers as professional practising artists.
- (b) Non-profit arts organisations registered in Singapore whose core business is related to the arts and which have been legally constituted for at least ONE year prior to application.

### WHO MAY NOT APPLY

- (a) Applicants who have failed to submit project evaluation reports on the use of any previous grants received from NAC.
- (b) Student groups formed under the auspices of schools and tertiary institutions.

### ASSESSMENT CRITERIA

Eligible applications are assessed on the following criteria:

#### **(A) Proposal**

##### *(i) Individuals Participating in the Training*

- Quality of training programme
- Relevance and Value

##### *(ii) Organisations engaging the Trainer*

- Quality of training programme
- Relevance and Value
- Calibre and Merit of the trainer
- Sound Planning and effective use of resources
- Sound Marketing Plan
- Industry Development Plan / Benefits to the Community

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**(B) Applicant**

- Artistic Merit and Track Record
- Professional Commitment to local scene
- Potential for further development

**(C) Development of the Singapore Arts Scene**

- Address and fill in the gaps in the current arts industry will take priority
- Nurture local talents and knowledge transfer; evidence that programme will benefit the individual/organisation and other Singaporean artists.

Please refer to **Annex A** for activities not funded.

**GRANT QUANTUM**

The nature and scope of the project as well as the availability of funds will determine the grant quantum. The grant amount, based on a reasonable estimate of the budget, will usually **not** exceed 50% of the projected expenditure.

There is no limit to the number of Arts Professional Development Grant applications that an individual or organisation can submit in a financial year. However, the sum total of Arts Professional Development grant awarded to any individual or organisation will **not** exceed **\$25,000** in any financial year. Each individual / group can receive no more than **two** Arts Professional Development Grants in one year.

**GRANT DISBURSEMENT**

Typically, grants will be disbursed as follows:

| Grant Amount               | Disbursement Schedule      |  |   |
|----------------------------|----------------------------|--|---|
|                            | 1 <sup>st</sup>            | 2 <sup>nd</sup>  | 3 <sup>rd</sup>                           |
| Lower Than \$10,000        | 80%<br>upon award of grant | 20%<br>upon successful<br>completion of project<br>and submission of<br>final report | -   |
| Equal to or Above \$10,000 | 50%<br>upon award of grant | 30%<br>upon successful<br>completion of Project                                      | 20%<br>upon submission of<br>final report |

## **SECTION II – APPLICATION PROCEDURE**

### **SUBMISSION OF APPLICATION**

Applications shall be made online via NAC website at <http://www.nac.gov.sg>. Late and incomplete applications will not be processed.

The following information is required to support the application:

#### **Individuals**

- (a) Curriculum vitae of applicant.
- (b) Brief description of the proposed project. Proposal should also outline objectives, scope of participation and benefits proposed project.
- (c) Budget of the proposed project.
- (d) Portfolio or sample of works, including press cuttings or articles, if any, by participating artists (eg. CD/VCD/DVD, portfolio, slides)

#### **Organisations**

- (a) Brief history of organization.
- (b) Curriculum vitae of key organisation personnel.
- (c) Brief description of the proposed project. Proposal should also outline objectives, scope of participation and benefits proposed project.
- (d) Budget of the proposed project.
- (e) Activities participated/organised in the last 2 years, indicating date, venue, attendance, sponsorships, etc
- (f) Updated list of office bearers/Board of Directors/Management of staff with designation and occupation where applicable.
- (g) Organisations applying for the first time should submit a copy of the constitution or company's memorandum, whichever is applicable.

**Upon submission of the application, the applicant is agreeable to the terms and conditions set out by NAC (as stated in Section III).**

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**WINDOWS OF APPLICATION**

Please refer to the NAC website for details on the application windows.

Late and / or incomplete applications will **not** be processed.

**PROCESSING TIME**

The estimated processing time from closing date of application to notification of the outcome is about two months. Please refer to the **Application Process Flowchart** for details.

**OUTCOME OF GRANT APPLICATION**

The applicant will be notified of the outcome by mail.

For the successful applicant, NAC will offer a **Letter of Offer** stating the following:

- (a) Terms & Conditions of the grant; and
- (b) Performance measures and deliverables of the grant as proposed by the applicant, and accepted by NAC.

The **Letter of Offer** is a legal document requiring signed acceptance of grant terms and conditions by the applicant.

This offer will be valid for two weeks, unless otherwise indicated by NAC in writing. During this time, the applicant must indicate acceptance by signing and returning the **Letter of Offer Reply Slip**, failing which the offer will lapse.

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**APPEAL**

NAC's decision is final. NAC reserves the right not to disclose reasons for approving or disapproving an application.

Appeals against artistic appreciation and judgement will not be accepted. Cases will be reviewed only on grounds of:

- (a) Improper processing procedures, and/or
- (b) Inaccurate interpretation of the project by the grants officer.

Unsuccessful applicants must substantiate these claims with concrete evidence and reasons. Appeals must be submitted on a prescribed form **within two weeks** from the date of the letter of notification, and before the commencement of the project.

## SECTION III – TERMS AND CONDITIONS

### TERMS AND CONDITIONS

- (A) NAC reserves the right to review, withdraw or suspend the grant in full or in part thereof should any of the following conditions not be complied with.
- (i) NAC's support must be acknowledged on all related publicity materials. Please refer to our website for details on how to use the NAC logo.
  - (ii) NAC must be informed in writing of any changes to the proposed project at least **seven** working days prior to the project's original execution date. These changes include any changes in the programme, key artistic personnel, venue, and/or date of the project. **A project may not be postponed more than once. Any postponement and/or cancellation must be fully explained in writing.**
  - (iii) A Project Evaluation Report must be submitted online **within two months** of the end of the project. Failure to submit this report will result in the automatic disqualification of any future grant applications.
  - (iv) **Individuals and Organisations that receive a single grant below \$20,000** may be requested to provide supporting documents or receipts (ticket stubs for ticketed events may be requested), in addition to the Project Evaluation Report.
  - (v) **Individuals and Organisations who receive a single grant equal to or above \$20,000** must submit a certified statement of accounts which has been externally audited by an accounting firm.
- (B) NAC also reserves the right to recover the grant(s) disbursed, should any of the following occur:
- (i) The proposed project which receives funding is changed significantly without the prior written approval of National Arts Council.
  - (ii) The grant is not used for the purpose for which it is awarded.
  - (iii) Wrong and/or misleading information is provided in the application form, either deliberately or otherwise.
  - (iv) Illegal or negligent acts that occur during any point of the funded project, which will adversely affect the reputation of the National Arts Council, any government bodies, public institutions, national leaders or your organisation.

## **ANNEX A – FUNDING GUIDELINES**

### **GENERAL ACTIVITIES ELIGIBLE FOR FUNDING**

The National Arts Council Grants budget is limited and priority is given to professional arts organisations and full-time practising artists and practitioners. Examples of programmes that advance artistic and professional work and careers, including the following (*the list is not exhaustive*):

#### **Individuals**

- (a) Specialised (Skill-Based, Hands-on) Workshops, Seminars, Masterclasses
- (b) Overseas Residencies/Training (Dance Choreography, Scriptwriting, Visual Art etc)
- (c) Apprenticeships with masters or established professional companies
- (d) Training courses on restoration of instrument, set-design, costume making etc

#### **Organisations**

- (a) Residencies by foreign artists where they provide vocational training to local groups

### **ACTIVITIES NOT FUNDED**

While artistic merit is a key factor in funding decisions, consideration is also given to whether the work would bring about other negative influences. As a public arts agency, NAC is obliged to prioritise financial support away from artistic projects which:

- (a) Erode the core moral values of society, including, but not limited to the promotion of permissive lifestyles and depictions of obscenity or graphic sexual conduct;
- (b) Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society;
- (c) Disparage or demean government bodies, public institutions or national leaders, and/or subvert the nation's security or stability.

There are many activities that are beyond the scope of the Council's funding, regardless of their merit. NAC will not accept applications for the following:

- (a) Training Programmes that do not have a clearly defined arts component, including projects primarily aimed at promoting religious or social causes other than excellence for the arts.
- (b) Fundraising events.
- (c) Training Programmes which have commenced prior to the application.
- (d) Major capital expenditure including refurbishment of buildings, office equipment, musical instruments.

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- (e) Academic research and conferences and development of resources specifically for academic purposes.
- (f) Training Programmes already receiving funding or support from NAC (e.g. Singapore Arts Festival, Arts Education Programme).
- (g) Training Programmes presented or owned by other public agencies.

Other restrictions specific to each grant scheme may apply.

**If you are not sure as to whether your proposed project is eligible for NAC funding, please speak to one of our Grant officers before applying.**

## **ANNEX B – BUDGET GUIDELINES**

### **CHECKLIST FOR FINANCIAL ESTIMATES**

Please budget carefully using the prescribed online budget sheet.

An accurate and well-presented budget is indicative of the administrative capacity of the applicant.

The following Qualifying Costs and Sources of Expected Income (where applicable) should be used as a guide when preparing your budget.

### **QUALIFYING COSTS**

#### **(A) Individuals**

- Fees for courses, residencies, mentorship programmes
- Airfare for overseas programme
- Accommodation for overseas programme
- Subsistence allowances (include local transport, daily expenses etc)
- Books / Materials (eg. Dance shoes)

**Note:** Fixed Assets are not considered as qualifying costs

#### **(B) Organisations (where applicable)**

- Professional fees
- Airfare
- Accommodation
- Subsistence allowances
- Venue rental

### **SOURCES OF EXPECTED INCOME**

#### **(A) Individuals**

- Donations
- Sponsorship
- Others (Please Specify)

#### **(B) Organisations**

- Participants' Course Fees
- Donations
- Sponsorship
- Others (please Specify)