



NATIONAL ARTS COUNCIL SINGAPORE

Grant Application Guidelines

International Development Grants

Welcome from the National Arts Council (NAC).

Thank you for your interest in the International Development Grants. 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

To promote and profile Singapore artists and works overseas, facilitates the engagement of Singapore's artists with the international arts community, and establish Singapore's image as a vibrant arts city internationally.

International Travel Grant

Provides support for individuals and groups invited to tour productions or exhibitions to established international festivals, prestigious art galleries and other established venues. Also includes support for participation in international competitions, conferences and seminars, etc. The grant contributes towards travel and/or freight costs.

International Collaboration Grant

Provides support to facilitate the development of co-productions and collaborative ventures with overseas artists resulting in performances both locally and overseas, which should result in co-production of new work(s). The grant contributes towards travel, freight and production costs.

Market Development Grant

Provides support in developing marketing collaterals for overall corporate marketing and packaging for international promotion, and also contributes toward production costs of printing, audio and video materials. Apart from this, the grant also provides support for participation in international arts markets to establish contacts, network, promote and publicise the artists/arts groups etc. The grant contributes toward registration fees and travel costs.

WHO MAY APPLY

- (a) Singaporeans or Singapore Permanent Residents who are recognised by their peers as professional practising artists. Priority will be given to full-time practitioners.
- (b) 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.

NOTE: Informal groups of individual artists may apply for funding but must nominate either an individual or a legally constituted organization to take legal and financial responsibility for the application and administering the grant should any be awarded.

NOTE: An applicant may only apply for/receive **one** grant, per project, under the International Development Grants schemes at any one time. Successful applicants of the International Collaboration Grant are **not** eligible to apply for a Presentation & Promotion Grant for the same project.

WHO MAY NOT APPLY

- a) Applicants who have failed to submit project evaluation reports on the use of any previous grants received from NAC.

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- b) Student groups formed under the auspices of schools and tertiary institutions.

ASSESSMENT CRITERIA

Eligible applications are assessed on the following criteria:

1. INTERNATIONAL TRAVEL GRANT

(A) Merit of Event

- Merit and standing of host event, festival, venues and/or collaborating partners.
- Audience reach and exposure

(B) Artistic Merit of Proposal

- Impact on raising the profile of Singapore works and artists
- Strength and clarity of the proposed project with evidence of originality and quality
- Potential impact of the proposed content in the international arts scene
- Consistency with the artists' or groups' artistic mission

(C) Merit of Artists

- Professional calibre of the applicant, articulation of a sustained project goal and clear artistic direction
- Applicant's ability to bring to fruition the idea and concept
- Applicant's commitment to sustaining and advancing the art form locally and internationally

(D) Financial and Project Management

- Sound financing strategy and how the event will benefit and impact the sustainability of the applicant
- Proposal must contribute to creating an impact on profiling Singapore's arts overseas and add value to applicant in areas of professional development.

NOTE: Priority will be given to:

- Applicants touring or working in major arts capitals and cities of the Asia Pacific, Asia, Europe and North and South America
- Qualifying applications involving arts events of high international regard featuring Singapore artists/works for the first time

2. INTERNATIONAL COLLABORATION GRANT

(A) Merit of Event

- Merit and standing of venues and/or collaborating partners etc
- Audience reach and exposure

(B) Artistic Merit of Proposal

- Impact on raising the profile of Singapore works and artists
- Strength and clarity of the proposed project with evidence of originality and collaborative elements
- Potential impact of the proposed content in the international arts scene
- Consistency with the artists' or groups' artistic mission

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(C) Merit of Artists

- Professional calibre of the applicant, articulation of a sustained project goal and clear artistic direction
- Applicant's ability to bring to fruition the idea and concept
- Applicant's commitment to sustaining and advancing the art form locally and internationally

(D) Financial, Project Management Plans

- Sound financing strategy and how the event will benefit and impact the sustainability of the applicant

NOTE: The proposal must contribute to creating an impact on profiling Singapore's arts overseas and add value to applicant in areas of professional development. Priority will be given to:

- Applicants touring or working in major arts capitals and cities of the Asia Pacific, Asia, Europe and North and South America
- Qualifying applications involving arts events of high international regard featuring Singapore artists/works for the first time

3. MARKET DEVELOPMENT GRANT

(A) Merit of Proposal

- Quality of collaterals and content
- Merit and standing of arts market
- Demonstration of effective marketing strategies to penetrate
- new markets internationally
- Potential impact on raising the profile of applicant internationally

(B) Merit of Applicant

- Professional calibre of the applicant
- Applicant's commitment to sustaining and advancing the art form
- internationally

(C) Financial, Project Management & Marketing Plans

- Sound financing strategy and how the proposal will benefit and impact the sustainability of the applicant

NOTE: The proposal must contribute to creating an impact on profiling Singapore's arts overseas and add value to applicant in areas of professional development. Priority will be given to:
Applicants touring or working in major arts capitals and cities of the Asia Pacific, Asia, Europe and North and South America.

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

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GRANT QUANTUM

The nature and scope of the project as well as the availability of funds will determine the grant quantum. The grant amounts, based on a reasonable estimate of the budget, are subject to the following limits:

- 1) International Travel Grant: up to \$40,000, and no more than 3 grants in any financial year
- 2) International Collaboration Grant: up to \$70,000, and no more than 1 grant in any financial year
- 3) Market Development Grant: up to \$10,000, and no more than 1 grant in any financial year

There is no limit to the number of International Development Grant applications an organisation or individual can submit. However, the sum total of International Development Grants awarded to any one particular organisation or individual will **not** exceed **\$100,000** in any financial year. Each individual/group can receive no more than **five** International Development Grants in one year.

GRANT DISBURSEMENT

Typically, grants will be disbursed as follows:

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

SECTION II – APPLICATION PROCEDURE

SUBMISSION OF APPLICATION

Applications should be made online via the 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:

- (a) Brief history of organisation or curriculum vitae of the individual applicant including activities participated/organised in the last 2 years, indicating date, venue, attendance, sponsorships, etc.
- (b) For Organisations: up-to-date list of office bearers/Board of Directors/management staff with designation and occupation where applicable. Organisations applying for the first time should submit a copy of the constitution or company's memorandum, whichever is applicable.
- (c) Portfolio or samples of works, including press cuttings or articles if any, by participating artists (eg. CD/VCD/DVD, portfolio, slides).
- (d) Brief description of the proposed project. Proposal should also outline objectives, scope of participation and benefits of proposed project.
- (e) Budget of proposed project.
- (f) Brief description and itinerary of the event including a letter of invitation from the organiser.
- (g) For Theatre applications for International Collaboration Grant, the submission of full-length scripts is required.

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

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 the 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.

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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.

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 publicity materials related to the activity funded: this includes printing of the NAC logo on said material. Please refer to our website for details on how to use the NAC logo.
 - (ii) NAC must be informed 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 &/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 company.

ANNEX A – FUNDING GUIDELINES

GENERAL ACTIVITIES ELIGIBLE FOR FUNDING

The National Arts Council's grants budget is limited and priority is given to professional arts organisations and full-time practising artists and practitioners. Examples of projects that are eligible for funding include the following: (*the list is not exhaustive*)

- (a) Touring a production including participation in an established overseas arts festival or arts market
- (b) International Collaboration and co-productions with foreign artists/groups with the intent for international presentation.
- (c) Developing marketing collateral for international promotion
- (d) Delivering a paper on Singapore arts at significant international arts-related conferences and/or seminars, at the invitation of the organisers

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.
- (d) Are not exempt from requiring an Arts Entertainment Licence but which have not been issued said Licence (see "Licensing Forms" at www.mda.gov.sg)

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) Projects 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) Projects which have commenced prior to the application

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- (d) Major capital expenditure including refurbishment of buildings, office equipment, musical instruments.
- (e) Academic research and conferences and development of resources specifically for academic purposes
- (f) Projects already receiving funding or support from NAC (E.g. Singapore Arts Festival, Arts Education Programme)
- (g) Activities presented or owned by other public agencies
- (h) Small-scale competitions or new group/book/CD launches with limited outreach

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

FOR ALL PROJECTS

1. *International Travel Grant*

(A) Travel Costs

- Airfare
- Freight

2. *International Collaboration Grant*

(A) Travel Costs

- Airfare
- Freight

(B) Production Costs

- Venue rental
- Sets and Props
- Costumes
- Technical requirements
- Royalties
- Professional fees
- Marketing expenses

3a. *Market Development Grant – Production of Collaterals*

(A) Production Costs

- Editorial fees
- Translation fees
- Artwork design and printing
- Typesetting
- Production of visuals (eg. VCD/DVD)

3b. *Market Development Grant – Participation in Arts Markets*

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(A) Travel Costs

- Airfare

(B) Other Costs

- Registration fees