

Guidance Notes

Welcome from the National Arts Council (NAC).

Thank you for your interest in the NAC's 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.

SECTION I – COMMUNITY PARTICIPATION GRANT

OBJECTIVES

To provide funding for community arts projects participated by members of the public in the creative process so as to increase arts appreciation and participation.

WHO MAY APPLY

- a) Individual artists who are Singaporeans or Singapore Permanent Residents;
- b) Arts groups, organizations and associations that are incorporated as non-profit organisations in Singapore;
- c) Registered organisations that are incorporated as non-profit organisations in Singapore, i.e. schools, school alumni, Non-Government Organisations (NGOs), and Community Development Councils (CDCs) or community-based arts groups and agencies.

WHO MAY NOT APPLY

Government and publicly-funded agencies, and commercial business entities.

ASSESSMENT CRITERIA

Eligible applications are assessed on the following criteria:

- A. Community Participation
 - Strength and clarity of objectives
 - Extent of audience participation, including participation of at least 80% of active participants in the creation process are members of the public and the sharing of the project outcomes with the community
 - Sustainability of project on a long-term basis

- B. Artistic Merit
 - Ability of the artist(s) to create an impact on the community
 - Competence and calibre of the artist(s) involved
 - Quality of project in terms of originality, innovation, creativity and execution.

- C. Project Management
 - Sound financial planning
 - Effective publicity and marketing strategies
 - Experience in managing and implementing similar projects effectively

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 qualifying costs.

There is no limit to the number of Community Participation Grant applications an individual or organisation may submit. However, the sum total of Community Participation Grants awarded to any one particular individual or organisation will **not** exceed **\$50,000** in any financial year.

GRANT DISBURSEMENT

Typically, grants will be disbursed as follows:

Grant Amount	Disbursement Schedule		
	1 st	2 nd	3 rd
Below \$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. Please submit the following information 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 sample of works, including press cuttings or articles if any, by participating artists (e.g. 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 the proposed project.
- f) For Theatre applications, 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

Applications open once every 3 months and must reach the National Arts Council before the following closing dates:

For Projects Starting On or After:	Application Deadline	Announcement of Grant Outcome
15 July 2008	15 April 2008	15 June 2008
15 November 2008	15 August 2008	15 October 2008
15 March 2009	15 December 2008	15 February 2009

The estimated processing time from the closing date of application to notification of the outcome is about 6 weeks. 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 issue 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 2 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 & CONDITIONS & GENERAL INFORMATION

TERMS & CONDITIONS

- I. 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.
 - a) 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.

b) 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.**

c) Successful applicants must submit the following **within two months** from the end of the project:

(i) **Project Evaluation Report** – a summary of audience response and feedback to the project. Failure to submit the project evaluation report will result in automatic disqualification for any future grant applications.

(ii) **Financial Report** –

Individuals & Organisations who receive a single grant of not more than \$20,000 must submit a financial report, with supporting documents or receipts (ticket stubs for ticketed events may be requested).

Individuals & Organisations who receive a single grant equal to / more than \$20,000 must submit a certified statement of accounts which have been externally audited by an accounting firm.

II. NAC also reserves the right to recover the grant(s) disbursed, should any of the following occur:

a) The proposed project which receives funding is changed significantly without the written approval from the National Arts Council.

b) The grant is not used for the purpose for which it is awarded.

c) Wrong and/or misleading information is provided in the

application form, either deliberately or otherwise.

- d) 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 person / organisation.

ANNEX A – FUNDING GUIDELINES

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
- 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 an NAC officer 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:

- (i) Professional Fees
 - Artistic personnel
(Trainer/Facilitator/Director/Performer/Musician/Conductor/
 - Creative personnel (Composer/Writer /Choreographer)
 - Production/Project personnel
 - Marketing/Front of House personnel
- (ii) Direct Production/Project/Workshop Costs
 - Venue rental
 - Educational/training materials

- Sets and props
 - Costumes
 - Technical requirements (sound, lighting, additional manpower charges, audio visual equipment etc)
 - Transportation
 - Royalties
- (iii) Publicity and Marketing
- Printing/Production of publicity and advertising collaterals
 - Other advertising/marketing costs
- (iv) Miscellaneous
- Others (please specify)

SOURCES OF EXPECTED INCOME

- (i) Workshop/Production Revenue
- Ticket sales
 - Sales of merchandise/ programmes
 - Sale of publications
 - Registration fees
- (ii) Other Revenue
- Donations from members or well-wishers
 - Private/Corporate/Public sponsorships
 - Income from advertisements
 - Other receipts (please specify)