



# NATIONAL ARTS COUNCIL SINGAPORE

## Grant Application Guidelines

### Presentation & Promotion Grant

Welcome from the National Arts Council (NAC).

Thank you for your interest in the Presentation & Promotion 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

To support arts activities of quality, which reflect diversity and cultural vibrancy of the Singapore arts scene, and contribute to its overall advancement.

### 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) Non-profit distributing arts organisations registered in Singapore whose core business is related to the arts.

**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.

### 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) Artistic Merit and Innovativeness of the Proposal**

- Originality and innovativeness of content
- Competency and calibre of artists involved in the presentation
- Consistency of the proposed activity with the applicant's artistic mission
- Impact of the proposed activity in the arts scene

#### **(B) Promotion and Development of Singapore Content and Artists**

- Proposed activity presents and promotes Singapore works
- Proposed activity supports, promotes and develops Singapore artists

#### **(C) Merit of Applicant**

- Applicant's track record or potential in achieving artistic excellence
- Applicant's ability to successfully deliver and execute proposed activity
- Applicant's commitment to sustaining and advancing the art form

#### **(D) Effective Project Management**

- Sound financial planning
- Calibre of administrative and management personnel

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- Effective marketing and audience engagement strategies

**NOTE:** Priority will be given to applicants with **new and original Singapore works** that contribute to the Singapore canon of literary / visual / performing art works.

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 30% of the qualifying costs.

There is no limit to the number of Presentation & Promotion Grant applications an organisation or individual may submit. However, the sum total of Presentation & Promotion Grants awarded to any one particular organisation or individual will **not** exceed **\$50,000** in any one financial 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% 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/imas>. 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 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

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.

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

- (a) Terms & Conditions of the grant; and

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- (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 related publicity materials. 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 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 prior written approval from the 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 person / organisation.

## **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) Music concerts
- (b) Theatre productions
- (c) Dance productions
- (d) Multi-disciplinary productions
- (e) New media productions
- (f) Exhibitions
- (g) Readings
- (h) Conferences and Forums

### **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](http://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.

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- (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 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 PERFORMING ARTS PROJECTS**

- (A) Professional Fees
- Artistic personnel (Director / Performer / Musician / Conductor)
  - Creative personnel (Composer / Writer / Choreographer)
  - Production personnel
  - Marketing / Front of House personnel
- (B) Direct Production Costs
- Venue rental
  - Sets and props
  - Costumes
  - Technical requirements (sound, lighting, additional manpower charges, etc)
  - Transportation
  - Royalties
- (C) Publicity and Marketing
- Printing / Production of publicity and advertising collaterals
  - Other advertising / marketing costs
- (D) Miscellaneous
- Others (please specify)

#### **FOR VISUAL ARTS PROJECTS**

- (A) Professional Fees
- Artistic / Creative personnel (i.e. Artist / Artistic Director / Curator)
  - Production personnel (i.e. Technical collaborator)
  - Marketing / Front of House personnel
- (B) Direct Exhibition / Production Costs
- Venue rental
  - Framing / Mounting/Installation
  - Production of artwork (please specify)
  - Technical requirements (e.g. sound, lighting, additional manpower charges, etc)

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- Transportation
  - Insurance
- (C) Publicity and Marketing
- Printing / Production of catalogues / publicity and advertising collaterals
  - Other advertising / marketing costs
- (D) Miscellaneous
- Others (please specify)

**FOR LITERARY ARTS PROJECTS**

- (A) Professional Fees
- Creative personnel (i.e. Editor / Author / Poet / Playwright)
  - Production personnel (i.e. Designer / Layout Artist or if performance / event / activity will be produced)
  - Marketing / Front of House personnel
- (B) Direct Production Costs
- Venue rental
  - Costumes, sets and props
  - Technical requirements (e.g. sound, lighting, additional manpower charges, etc)
  - Transportation
  - Royalties
- (C) Publicity and Marketing
- Printing / Production of publicity and advertising collaterals
  - Other advertising / marketing costs
- (D) Miscellaneous
- Others (please specify)

**FOR CONFERENCES / FORUMS / WORKSHOPS**

- (A) Professional Fees
- Expenses for speakers (Honorarium, Allowances, Airfare, Accommodation)
  - Artistic / Creative personnel
  - Production personnel
  - Marketing / Front-of-House personnel
- (B) Direct Production Costs
- Venue rental
  - Printing / Production of conference / forum materials
  - Technical requirements (e.g. sound, lighting, additional manpower charges, etc)
  - Set up / Logistics / Transportation
  - Royalties
- (C) Publicity and Marketing

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- Printing / Production of publicity and advertising collaterals
- Other advertising / marketing costs

(D) Miscellaneous

- Others (please specify)

**SOURCES OF EXPECTED INCOME**

(A) Production Revenue

- Ticket Sales
- Sales of merchandise / programmes
- Sale of publications
- Booth rental
- Commissions arising from Sales

(B) Other Revenue

- Donations from members or well-wishes
- Private / Corporate sponsorships
- Income from advertisements
- Other receipts (please specify)