



NATIONAL ARTS COUNCIL SINGAPORE

Grant Application Guidelines

Publishing and Translation Grant

Welcome from the National Arts Council (NAC).

Thank you for your interest in the Publishing and Translation 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 raise the profile of Singaporean authors and to widen access to their work both locally and overseas.
- (b) To provide financial assistance to:
 - (i) **Singaporean Writers** and **Arts Organisations** who wish to publish original literary works and critical writing on the arts.
 - (ii) **Translators** (both Singaporean or foreign) who wish to translate **Singaporean-authored** literary works and critical writing on the arts targeted for publication and promotion in Singapore and overseas.
 - (iii) **Publishers** (both Singaporean and foreign) who wish to publish and/or translate **Singaporean-authored** literary works and critical writing on the arts for promotion in Singapore and overseas.

WHO MAY APPLY

Applicants must be one of the following:

(a) Writer

To be eligible for this grant, the writer must:

- (i) Be Singapore citizen or Singapore Permanent Resident.
- (ii) Write in any of the four official languages (i.e. English, Chinese, Malay or Tamil).
- (iii) Undertake to either self-publish the publication or engage full-service publisher (the publisher must meet the criteria stated below).

(b) Literary Organisation

To be eligible for this grant, the organisation must:

- (i) Be actively involved in creating / developing / promoting **Singaporean-authored** literary work (i.e. at least 50% of the content must be Singaporean-authored).
- (ii) Be registered in Singapore as a non-profit distributing organisation engaged in arts practice.
- (iii) Choose to publish with a full-service publisher and the publisher must meet the criteria stated below, for a print publication.

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(c) Translator

To be eligible for this grant, the translator must:

- (i) Be translating **Singaporean-authored** literary work (i.e. at least 50% of the content must be Singaporean-authored).
- (ii) Be a recognised professional translator or have had a least one literary translation published by a recognised publisher.
- (iii) Choose to publish with a full-service publisher and the publisher must meet the criteria stated below.

(d) Publisher

To be eligible for this grant, the publisher must:

- (i) Be publishing and/or translating a **Singaporean-authored** literary work (i.e. at least 50% of the content must be Singaporean-authored).
- (ii) Have book publishing as its primary, and not peripheral or occasional activity.
- (iii) Be committed to a sustained trade book publishing programme consisting of books by a variety of authors.
- (iv) Have books commercially available for sale, with effective national and preferably international distribution systems.
- (v) Have a record of fulfilling all its contractual obligations to writers, illustrators, translators and other copyright licensors

Eligible titles are those that:

- (a) Contain **at least 50% Singaporean-authored** content for anthologies or literary collections.
- (b) Are published in **print** (with a full-service publisher).
- (c) Have at least **48** printed pages (or **24** printed pages for Children's Literature texts).
- (d) Have a print run of at least **350** copies for fiction and **200** for poetry / plays / literary non-fiction.
- (e) Have been written (originally) in any of the four official languages of Singapore (i.e. English, Malay, Chinese or Tamil). However, translated editions of the text can be in **any** language.
- (f) Acknowledge the support of NAC.

WHO MAY NOT APPLY

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

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- (b) Projects that have already commenced at the time of application.
- (c) Publications already supported by one Publishing Grant (even if the previously approved grant was submitted by another individual / entity).
- (d) Applicants who have not submitted feedback and / or evaluation reports on the use of any previous grants given by NAC.
- (e) Writers seeking funding to translate their own work.
- (f) Subsequent editions / re-translations of a work into the same language (i.e. if a work has already been translated and published in a particular language, whether in Singapore or overseas) will receive a lower priority.

ASSESSMENT CRITERIA

Eligible applications are assessed on the following criteria:

- (A) Literary Merit and Innovation**
 - High quality & coherent manuscript
 - Engaging
 - Originality in content
- (B) Sound Project Management (i.e. use of resources)**
 - Sound financial planning
 - Effective use of resources
 - Reach out to proposed target audiences
- (C) Past Achievements / Track Record of the Writer / Organisation / Translator / Publisher**
 - Reliable and consistent performance
 - Commitment to the literary arts scene
 - Record of high quality works
- (D) Achievement of NAC's Priorities**
 - Promoting Singapore-authored work
 - Strengthen canon of local content
 - Develop new audiences for the literary arts

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 will be based on a reasonable estimate of the budget and will **not** exceed **50%** of the qualifying costs or a maximum of **\$20,000** (whichever is lower).

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There is no limit to the number of Publishing and Translation Grant applications a writer / organisation / translator / publisher can submit.

GRANT DISBURSEMENT

Typically, grants will be disbursed as follows:

Disbursement Schedule		
1st	2nd	3rd
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 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:

- (a) Four printed copies of the typewritten manuscript, properly bound (do **not** write the author's name on any part of the manuscript).
- (b) A one-page plot and character summary of the work(s).
- (c) One copy of the signed contract between the publisher and the writer / organisation / translator, if applicable.
- (d) Copies of at least two previously published works by Singaporean authors, for publishers applying for the first-time.
- (e) Curriculum vitae of the author(s) / organisation / translator(s).
- (f) Outline of the work's publicity, marketing and distribution plans.
- (g) Detailed budget proposal with a breakdown of the costs involved.

Please send the four printed copies of the complete manuscripts to:

National Arts Council
140 Hill Street
#03-01 MICA Building
Singapore 179369
Tel: 67464622

Upon submission of the application, the applicant is agreeable to the terms and conditions set out by NAC (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.

Four copies of the complete manuscripts must be sent to:

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Tel: 67464622

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.

By accepting NAC's offer of grant, the successful applicant agrees to give NAC access to financial and manpower records relating to the grant.

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's grants budget is limited and priority will be given to:

- (a) Projects that propose innovative publicity and / or marketing plans to reach new audiences / markets.
- (b) Projects that have a potentially strong impact in the local and / or international literary scene.
- (c) Projects that can enhance and inject new dynamism into the existing arts scene.
- (d) Publication of works by new writers.

TITLES ELIGIBLE FOR FUNDING

Only titles by Singaporean writers in the following genres are eligible for the grant:

- (a) Literary fiction
- (b) Poetry
- (c) Plays
- (d) Creative / Literary Non-Fiction (including literary biographies, essays on ideas, society, culture and the arts, etc.)
- (e) Children's Literature
- (f) Anthologies of literature (containing at least 50% Singaporean-authored work)
- (g) Reprints of significant work (i.e. publishing projects that maintain the availability of contemporary works of high literary merit that would otherwise be lost)
- (h) Critical Writing on the Arts (including critical prose on the literary arts)

ACTIVITIES NOT FUNDED

While artistic merit is a key factor in funding decisions, consideration is also given to whether the work would bring about 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;

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- (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 titles:

- (a) Academic, scholarly or assessment texts targeting the education market.
- (b) Calendars and almanacs.
- (c) Cookbooks.
- (d) Guidebooks (E.g. travel, nature, food, etc.).
- (e) Books that describe how-to techniques, games or skills (including sports manuals).
- (f) Colouring and activity books.
- (g) Trivia and quiz books.
- (h) Instructional, self-help and personal development books.
- (i) Religious testimonials.
- (j) Co-publications with other government departments (unless it makes a significant contribution to the arts. This will be assessed on a case-by-case basis).
- (k) Reference books or professional manuals for a specialised audience.
- (l) Collections of specialised conference papers, unless they make a significant contribution to the arts.
- (m) Catalogues of visual art exhibitions.
- (n) Books containing prominently displayed advertising and promotional material and corporate logos.
- (o) Books with minimal or limited text (e.g. graphic novels, comics, photographic compilations, etc).

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 and make use of the prescribed budget sheet attached to the application form.

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) Editorial
- (b) Translation (if applicable)
- (c) Artwork and Design
- (d) Typesetting
- (e) Printing
- (f) Royalties (not applicable to writers applying for this grant)
- (g) Publicity and Marketing
- (h) Distribution
- (i) Technical Support / Charges (if applicable)

SOURCES OF EXPECTED INCOME

- (a) Sales of publication
- (b) Corporate sponsorship
- (c) Donations
- (d) Grants (excluding NAC)
- (e) Advertisements