



NATIONAL ARTS COUNCIL
SINGAPORE

Capability Development Scheme for the Arts

Launched on 16 March 2020, the Capability Development Scheme for the Arts¹ (CDSA) is a time-limited scheme in support of artists and arts organisations during the downtime caused by the COVID-19 situation. The CDSA is available for a limited period to support arts self-employed persons and employees of arts organisations to upskill and grow capabilities through training programmes that take place in Singapore.

From 8 April 2020 onwards, as part of the Arts & Culture Resilience Package², the CDSA is enhanced to benefit a wider range of arts organisations and professionals. The key enhancements are as follows:

1. Increase in funding level for Major Companies and Seed Grant Companies up to \$20,000;
2. Increase in funding level for other eligible arts organisations and companies up to \$6000;
3. Increase in funding level for Self-Employed Persons (SEPs) up to \$1000
4. Increase in absentee payroll for employees and training allowance for SEPs to \$10 per hour;
5. Increase in submissions for organisations and companies to 2 times within the application window;
6. Extend the training programmes to take place until 31 December.

As of 28 July 2020, the application window will be extended to **14 September 2020, 5pm** for training programmes that will take place from 16 March 2020 to **31 March 2021**.

A list of suggested online training programmes (non-exhaustive) can be found at www.nac.gov.sg and www.artsresourcehub.sg.

¹ The CDSA was part of the “Unity Budget” announced by Deputy Prime Minister and Minister of Finance Heng Swee Keat on 18 February 2020.

² DPM Heng subsequently announced a supplementary budget on 26 March 2020 which included enhanced measures for the arts and culture sector through the Arts & Culture Resilience Package.

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Section 1: Overview of Capability Development Scheme for the Arts

What can the Scheme support?

The Capability Development Scheme for the Arts (CDSA) is a time-limited scheme that encourages and supports continuous professional development of the people that work in Singapore’s arts and culture sector. It supports self-employed persons and employees of arts organisations who wish to attend training programmes held in Singapore:

	For Organisations	For Self-Employed Persons
<ul style="list-style-type: none"> • Professional training and skills development through programmes such as: <ul style="list-style-type: none"> ○ Workshops, masterclasses, seminars, conferences ○ Professional programmes (e.g. certified or accredited courses) ○ Residencies 	Full-Time/Part-Time employees to participate in training	Participate in training

Priority will be given to training programmes that are aligned with the priority areas in the Our SG Arts Plan (2018 – 2022). They include: digital technology for art-making and outreach (e.g. data analytics, digital marketing); audience engagement (e.g. facilitation and engagement in the arts, teaching artistry, arts pedagogy); entrepreneurship and organisation capabilities (e.g. fundraising, branding and marketing, financial management, governance, intellectual property and legal).

Supportable programmes should be relevant to the work of the self-employed persons and the role employees perform in their organisations. Online courses are also eligible for support.

Supportable programmes should be at least 3 hours in duration.

What level of funding support will be provided?

	Organisations		Self-Employed Persons
	Major Companies & Seed Grant Organisations	Others	
What the Grant covers	Up to 90% of programme fees, including absentee payroll of \$10/hr		Up to 90% of programme fees, including training allowance of \$10/hr
Funding Level	Up to \$20,000 per organisation	Up to \$6,000 per organisation	Up to \$1,000 per individual
No. of Applications	Up to 2 applications; each application can include multiple programmes		

Section 2: Eligibility

Who can apply?

- **Organisations**
 - Arts organisations that are NAC Major Companies or Seed Grant recipients, at the start of the CDSA application window (i.e. 16 March 2020), which wish to send their employees who are Singapore Citizens or Permanent Residents for training; or
 - Other arts organisations which are not Major Companies or Seed Grant recipients that are either registered with the Accounting and Corporate Regulatory Authority (ACRA) or with the Registry of Societies (ROS) which wish to send their employees who are Singapore Citizens or Permanent Residents for training. Organisations must show that they have organised at least one public arts event (e.g. performance / visual arts exhibition / literary event) in the last 12 months.
- **Self-Employed Persons³**
 - Self-employed Persons (SEPs) and sole proprietors who are Singapore Citizens or Permanent Residents residing in Singapore and work in the local arts scene.
 - Individuals must show that they have been involved in at least one public arts event (e.g. performance / visual arts exhibition / literary event) in the last 12 months.
 - Individuals are requested to be subscribers of the Arts Resource Hub⁴ and will need to have done so in order to receive the funds.
 - Priority will be given to those who have been engaged by, or done work for, in the last 12 months with:
 - NAC Major Company and Seed Grant Organisations, The Arts House Limited, The Esplanade Co Ltd, Singapore Chinese Cultural Centre, Singapore Art Museum, National Gallery Singapore, Singapore Symphonia Company Limited, Singapore Chinese Orchestra, Singapore Tyler Print Institute, School of the Arts, government agencies and providers of NAC's Arts Education Programmes.

Who cannot apply?

- Informal groups or collectives. However, members of informal groups or collectives can apply as individuals if they are self-employed persons/sole proprietors;
- Organisations constituted for non-secular purposes;
- Organisations and individuals who have outstanding evaluation reports from previous NAC grants;
- Organisations and individuals who have outstanding debts with the NAC at the time of application.

Activities that are not supportable

- Activities that do not involve or benefit practising artists or arts professionals.
- Activities that are held at a religious venue or primarily aimed at promoting religious causes.
- Tertiary education programmes that are subsidised by the Ministry of Education (i.e. NITEC, Higher NITEC, Diploma, Bachelor's Degree).

³ Refer to <https://www.iras.gov.sg/irashome/Businesses/Self-Employed/Learning-the-basics/Am-I-an-Employee-or-a-Self-Employed/> for more information.

⁴ To subscribe, go to <https://www.artsresourcehub.sg/subscribe>

- Full-time degree programmes (i.e. Bachelor’s Degree, Master’s Degree or Doctorate). Individuals seeking support for such programmes should apply for the NAC Arts Scholarship.
- Activities that are presented as part of the curriculum of a school or tertiary institution.

Section 3: Application

How to Apply?

Please **email** your application to cdsa@nac.gov.sg. Please refer to **Annex B** for the file requirements for email submissions to NAC.

If you prefer, you can also mail your application in one package to:

National Arts Council
 Capability Development Scheme for the Arts *[please specify area of practice]*
 90 Goodman Road
 Blk A #01-01
 Singapore 439053

Required Information

You are required to prepare and submit the following information at the time of application:

Major Company and Seed Grant Organisations

- Application Form, including training plan for your employees
- Budget Form

Other Arts Organisations

- Application Form, including training plan for your employees
- Budget Form
- Key highlights of involvement in arts activities, including at least one public arts event (e.g. performance / visual arts exhibition / literary event) that has been organised by the applicant in Singapore in the last 12 months

Individuals

- Application Form
- Budget Form
- Proof of course registration and cost
- Proof of Self-Employed status (copy of latest CPF Statement or Consolidated Statement of Income for Year of Assessment 2020 submitted to IRAS) or Proof of status as a Sole Proprietor (copy of ACRA registration)
- Curriculum Vitae that demonstrates involvement in arts activities, including at least one public arts event (e.g. performance / visual arts exhibition / literary event) that was held in Singapore in the last 12 months

Application Deadlines

The CDSA is open for application for a limited time period only:

Apply Between	For Training Taking Place
16 March 2020 to 14 September 2020, 5pm	16 March 2020 to 31 March 2021

Applications can be submitted throughout the application window from 16 March onwards. Training programmes which started from 16 March onwards can be submitted retrospectively for support.

We encourage you to submit your application as early as possible before the start date of your training programme. Please allow approximately 3 weeks to process your application.

The application window will close on 14 September 2020, 5pm.

What happens after applications are assessed?

Successful Applications

If your application is successful, you will receive a Letter of Offer that includes the Terms & Conditions of the Grant. Unless stated otherwise, the **grant offer will be valid for two (2) weeks from the date of the letter of notification**. After which, the offer will lapse.

Unsuccessful Applications

A Letter of Notification will be sent out within the same notification period. All appeals will also have to be submitted within two (2) weeks of the notification of results.

Section 4: Offer and Disbursement of Grant

How will funding be disbursed?

Organisations: The grant will be credited to your bank account via GIRO on a **reimbursement basis** after the training is completed.

SEPs: 50% of the grant will be credited to your bank account via GIRO upon acceptance of the CDSA offer and the balance of the grant will be credited after the training is completed.

What is required after the programme is complete?

- Proof of completion of course (e.g. certificate of completion from training provider), including details on training hours
- Financial report (i.e. the budget form submitted as part of the grant application, with actual expenditure reflected)
- Receipts/Supporting Documents⁵ of all supportable costs

⁵ For organisations, supporting documents should include proof of daily attendance signed off by trainer(s) and participants for programmes involving external trainer.

Annex A: What expenses can be supported?

What expenses can be supported?

1. For individuals or organisations planning to send employees to **participate** in an external training activity or programme

- **Participation Fees**

This includes course fees, workshop fees, conference fees, etc. Cost of optional programmes that are officially listed in the programme may be supported if they are relevant to your learning objectives.

- **Cost of Required Training Materials**

You must demonstrate that the training materials (including books, art materials, etc.) are required in order to participate in the course/programme. Where possible, please submit the list of required materials issued by the training organisers as a supporting document.

In addition, for Self-Employed Persons and Sole Proprietors:

- **Training Allowance**

We will also support training allowance of \$10 per hour of training for Singaporeans or Permanent Residents.

For Organisations whose staff participate in training:

- **Absentee Payroll for Existing Employees**

We can support up to \$10 per hour of training per employee who are Singaporeans or Permanent Residents. We may request for the organisation to submit the most recent payslip of the employee that is being sent for training as a supporting document.

To be eligible for the absentee payroll funding, you must meet the following criteria:

- a. Organisation must be registered or incorporated in Singapore;*
- b. Trainees must be full-time or permanent part-time employees of the sponsoring company;*
- c. Trainees must continue to receive their salary when they attend training; and*
- d. Trainees must complete the course whilst under employment of the sponsoring organisation.*

2. For organisations which engage an external trainer for a training activity or programme for their employees

- **Trainer Fees**

This is applied when your organisation engages an external trainer to deliver a structured programme.

- **Other Related Costs if Overseas Trainer is engaged**

This includes cost items for the overseas trainer, such as visa, travel insurance, airfare, accommodation, subsistence allowance, train tickets, ground transport or ferry tickets to travel to the location(s) of the activity or programme and back.

It can also include cost of freight for required equipment to and from location of activity only if freight is absolutely integral to the activity or programme.

For accommodation, the maximum supportable duration is from the night before the start of the activity or programme to the night of the last day of the activity or programme. For example, if the programme starts on 2 December and ends on 5 December, accommodation for the night of 1 December to the night of 5 December is supportable. The night of 6 December will not be supportable.

Subsistence Allowance will cover cost of meals and daily commute.

- **Logistics and Material Costs** of organising the training activity:
 - **Venue Costs**
This includes the cost of renting a space to conduct the activity or programme. However, we will not be able to support venue costs if you are conducting the activity or programme within your own space that is already being supported under the NAC Arts Housing Scheme or Framework for Arts Spaces.
 - **Materials and Logistics Costs**
This includes cost of printing or purchasing materials for organising the training activity, as well as the cost of logistical setup if this is not already provided by the venue.
 - **Cost of additional manpower**
*This includes the cost of **additional** manpower (e.g. temporary staff, overtime pay, salary/fees for additional hours/project) to organise the activity or programme. However, the CDSA cannot support the basic salaries of existing staff that are already being supported by the Major Company or Seed Grant Scheme. Do note that we may request proof of payment of salary / fees as a supporting document.*

What expenses will not be supported?

- **Cost of Assets** e.g. computer hardware, vehicle, furniture, musical instruments

Annex B: File Requirements for Email Submissions

For all email submissions to NAC, please note the following requirements:

1. All emails sent must not exceed 30MB in total.
2. The file name should be less than 10 characters – no symbols, only in alphabet or numbers e.g. “abcdefg123.jpg”.
3. The file name must include the file extension, e.g. “.doc” or “.jpg”.
4. The file must not contain script or macros.
5. Zip files cannot be encrypted or locked with password.
6. Only the following file types are allowed to be sent as email attachments:

Category	File Type
Video/Audio	.avi, .aac, .flv, .mp3, .mp4, .mkv, .mov, .mpeg, .mpg, .m4v, .wav
Image	.gif, .jpeg, .jpg, .png, .tif, .tiff
Document	.doc, .docx, .pdf, .ppt, .pptx, .xls, .xlsx
Compression	.zip, .7z