

TOTE BOARD ARTS FUND

Application Guidelines

OVERVIEW

An initiative of the Singapore Totalisator Board, the Tote Board Arts Fund provides support to local artists and arts groups in bringing the arts to communities and creating shared experiences for people to connect with one another. The Fund is managed by a committee appointed by the National Arts Council (NAC).

ELIGIBILITY

Who is the Tote Board Arts Fund for?

The Tote Board Arts Fund is open to:

- (a) Individual Singapore Citizens or Permanent Residents recognised by their peers as practising artists;
- (b) Arts organisations that are either registered as a non-profit entity with ACRA or registered as a society with the Registry of Societies at the time of application; and
- (c) Informal groups or collectives of which, the majority of members are Singapore Citizens or Permanent Residents¹.

What does the Tote Board Arts Fund support?

- Music, dance, theatre, musical theatre and multi-disciplinary performances
- Visual arts (including photography) exhibitions
- Literary arts events (e.g. readings, poetry performances)

Proposed projects can take place in one of the following formats:

- (a) **Physical**
 - All physical presentations must obtain an Arts Entertainment Licence (see “Licences” at www.imda.gov.sg), unless exempted.
- (b) **Digital**
 - All digital presentations must adhere to the Arts Fund funding guidelines and [IMDA’s Internet Code of Practice](#).
 - Digital content should be suitable for the general public, with priority given to projects that are appropriate for [General Audience](#) viewing.
- (c) **Combination of above, i.e. both physical and digital deliveries**

¹ Informal groups or collectives must nominate either a member of the group who is a Singapore Citizen or Permanent Resident, or a legally constituted organisation, to take legal and financial responsibility on behalf of the group.



Important!

The Tote Board Arts Fund aims to support arts projects of good quality for the enjoyment of Singaporeans. Arts groups and artists are encouraged to engage their local communities, providing them with opportunities to sample, savour, and deepen their appreciation of different art forms.

Applicants are also encouraged to consider inclusive practices such as surtitling, close-captioning and sign language services to cater to diverse audiences.

Through this, the Arts Fund hopes that more Singaporeans will connect with people from different social groups through the arts.

What projects are not eligible for Tote Board Arts Fund support?

The Tote Board Arts Fund is not eligible for projects that are:

- Organised by for-profit organisations
- Presented under the auspices of a school or a tertiary institution, or is part of its curriculum
- Intended specifically for academic purposes
- Organised or presented by organisations which are already receiving Tote Board's funding² (e.g. Projects that are receiving support from institutions such as The Esplanade Co Ltd, National Gallery of Singapore, etc.)
- Intended for fund-raising purposes
- Not intended for public consumption
- Held at religious venues
- Considered as religious activities for the promotion of a religion
- Considered as political activities for the promotion of a political ideology or party
- Considered as training courses, study tours or any projects intended specifically for academic purposes
- Publications – print and media-based
- Research projects
- International touring
- (Where relevant) Unable to obtain an Arts Entertainment Licence (see "Licences" at www.imda.gov.sg)

While we celebrate diversity of expression and open, balanced dialogue in the arts, as a statutory body disbursing public funds in line with Government policies, NAC has to prioritise funding to proposals which do not:

- Advocate or lobby for lifestyles seen as objectionable by the general public;
- 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;
- Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

Applicants are to ensure that their projects do not infringe the Intellectual Property (IP) rights of others.

² Please email artsfund@nac.gov.sg if further clarifications on the eligibility of project is required.

For information on copyrights and royalties, please refer to the [Intellectual Property Office of Singapore \(IPOS\)](#) and the [Composers and Authors Society of Singapore \(COMPASS\)](#).

In addition, applications will not be considered if:

- (a) Submitted late³;
- (b) Incomplete;
- (c) Applicants have pending/ outstanding evaluation report/ post project report(s) on the use of previous grants from NAC and/or debts owed to the NAC; and/or
- (d) Applicants have already received 3 Arts Fund grants in the current financial year⁴ based on the dates of the grant offers, regardless of when the projects take place.

LEVEL OF FUNDING SUPPORT

The Tote Board Arts Fund supports up to 50% of a realistic budget for all eligible applications, capped at \$60,000 per financial year for each applicant.

ASSESSMENT CRITERIA

What are the funding priorities of the Tote Board Arts Fund?



Important!

A clear articulation of community engagement and outreach efforts are necessary for your application. Funding will be prioritised for projects that demonstrate a well-designed approach to fulfil at least one or more of the following:

- a) Allow audiences/ participants to meet/ connect with/ better understand people from another social group (e.g. age group, ethnicity)
- b) Increase audiences/ participants':
 - i. Awareness and appreciation of local arts groups and art form practices;
 - ii. Sense of national identity and pride;
 - iii. Appreciation for harmony across diverse social backgrounds and social values.

How will your application be assessed?




All applications will be rigorously assessed by the Arts Fund Secretariat and Committee. You may be contacted if we need more information.

Applicants should be able to clearly articulate the artistic intent of the project and the objectives of community engagement and outreach. Applicants are encouraged to have the relevant artform

³ In the event that you are awaiting confirmation from partners/collaborators, please submit your application before the closing date and state what is pending, then submit these documents to the Arts Fund Secretariat officers once they are available.

⁴ The FY2023 financial year is from 1 April 2023 to 31 March 2024, please refer to the date reflected in the Letter of Offer. For example, a grant applicant who was awarded an Arts Fund grant in July 2023 and two Arts Fund grants in November 2023 would not be eligible to be awarded another Arts Fund grant for a different project until 1 April 2024 (i.e. the next financial year).

training or experience to implement and complete the project satisfactorily. The assessment of applications will be largely guided by the following criteria:

 Community Engagement and Outreach	 Artistic Merit	 Capacity and commitment to execute the project
<ul style="list-style-type: none"> a) Does the project allow audiences/ participants to meet/ connect with/ better understand people from another social group (e.g. age group, ethnicity)? b) Does the project increase audiences/ participants' awareness and appreciation of local arts groups and art form practices? c) Does the project increase audiences/ participants' sense of national identity and pride? d) Does the project increase audiences/ participants' appreciation for harmony across diverse social backgrounds and social values? e) Does the project enable you to reach out to new audiences, including those who do not normally engage in the arts? f) Does the project involve members of the public in the artistic creation process? 	<ul style="list-style-type: none"> a) Is the concept well thought through and planned? b) Is the project original, innovative and creative? c) Does the project encourage and promote Singapore work? d) Does the project demonstrate a good understanding of the target audience segment(s) with a clear programme design to maximise audience satisfaction? 	<ul style="list-style-type: none"> a) Does the applicant(s) have a clear and sound plan to execute the project? (e.g. resources, partners) b) Does the applicant(s) have the necessary experience to execute the project? (i.e. artistic expertise, production, project management, marketing) c) Does the applicant(s) have sufficient knowledge and skills in managing the project's finances and administration?

APPLICATION PROCEDURE

How do you apply for the Tote Board Arts Fund?

Completed applications must be submitted via the OurSG Grants Portal (OSG), which can be assessed via <https://oursggrants.gov.sg/>. To aid in your application, you may also wish to refer to the OSG user guide via https://www.nac.gov.sg/docs/default-source/arts-fund/arts-fund-osg-user-guide_18-jan-2023.pdf?sfvrsn=de0ec928_2. The application will require you to submit the following information:

- i. A short synopsis (max 500 words) stating the objectives of the project, community engagement and outreach, and key personnel involved.
- ii. Projected income and expenditure of the project, including all potential sources of funding from government and/or other organisations. Budget template available for download within the OSG. **All projected budget should be as realistic and accurate as possible, and funding consideration for application may be affected if the projected budget is not realistic.**
- iii. CV of key parties involved (e.g. producer, cast, designers, stage manager etc).
- iv. For first-time applicants (individuals and unregistered artist collectives), a letter of support from a relevant arts group/ arts organisation/ arts institution and samples of work are required upon application.
- v. For visual artists, please attach artwork samples of the exhibition.
- vi. For Theatre and Literary Arts projects, including Festivals, the submission of complete scripts/ manuscripts is required upon application. Translated script(s) in English should be provided for non-English manuscript(s).

The Secretariat may request other supporting materials related to your application.

When must you apply by?

To be eligible for funding consideration, applications must reach the Tote Board Arts Fund Secretariat **before** the commencement of your project:

Apply by	Notified by	For projects taking place on/ after
14 April 2023	14 July 2023	1 August 2023
15 August 2023	15 November 2023	1 December 2023
15 December 2023	15 March 2024	1 April 2024
All applications <u>must be submitted by 23:59 (SGT)</u> on the “Apply by” date.		



Important!

The grant is currently open for application three times a year, subject to changes.

The table above lists the key dates and windows that you will need to adhere to when you prepare your application. Please note that you can submit an application for your project at any point before the 'Apply by' date indicated in table above.

What happens after you submit an application?

If your application is successful, you will receive a **Letter of Award via the OSG** with:

- (a) Terms & Conditions of the grant
- (b) Deliverables as agreed upon by you and the Arts Fund Secretariat:



Important!

The grant offer will be valid for two weeks from the time the letter of notification is sent out (unless we write to you to state otherwise).

If you do not accept the offer within this period of time on the OSG, the offer will lapse.

The nature and scope of the project, as well as the availability of funds, will determine the grant quantum.

The grant will be disbursed upon successful completion of the project and NAC's receipt of the Post Project Report (including Post Project Audience Survey Results) and Financial Report(s)⁵ via the OSG.

Unsuccessful applicants will receive a Letter of Notification within the same period. Thank you for your understanding that the Arts Fund Committee reserves the right of discretion and non-disclosure of reasons for unsuccessful applications. **Decisions made by the Committee are final and appeals will not be entertained.**



Have a question?

Please contact the Arts Fund Secretariat at artsfund@nac.gov.sg, and we'll be happy to help where possible!

⁵ The Financial Report is the budget form submitted as part of the grant application, with actual income and expenditure reflected). For grants \$10,000 and above, you will also need to submit a statement of accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body.