



NATIONAL ARTS COUNCIL
SINGAPORE

42 WATERLOO STREET (LEVEL 2 ANNEX) 155/161 MIDDLE ROAD

OPEN CALL INFORMATION PACK TENANCY APPLICATION

<u>Launch Date</u>	8 September 2022 (Thursday)
<u>Closing Date</u>	*10 October 2022 (Monday), 6pm (GMT+8)
<u>Notification of Results</u>	**December 2022
Open Call Briefing / Site-Visit	Register here
Application submission	Visit FormSG

** Late submissions received past the closing date will automatically be disqualified*

***Please refer to the NAC website (www.nac.gov.sg) for update on the notification date*

1. INTRODUCTION

THIS INFORMATION PACK CONTAINS THE NECESSARY INFORMATION THAT WILL ASSIST YOU IN THE PREPARATION OF YOUR APPLICATION.

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1.1 ABOUT NATIONAL ARTS COUNCIL

The National Arts Council (NAC) champions the arts in Singapore. By nurturing creative excellence and supporting broad audience engagement, our diverse and distinctive arts inspire our people, connect communities and profile Singapore internationally. We preserve our rich, cultural traditions as we cultivate accomplished artists and vibrant companies for the future. Our support for the arts is comprehensive – from grants and partnerships to industry facilitation and arts housing. The Council welcomes greater private and corporate giving to and through the arts, so that together we can make the arts an integral part of everyone’s lives.

For more information, visit <https://www.nac.gov.sg/>

1.2 ABOUT FRAMEWORK FOR ARTS SPACES

The Framework for Arts Spaces (FFAS) was introduced in December 2010 to better support the development needs of a growing and increasingly diverse arts sector.

The FFAS aims to support the professional and artistic development of artists and arts groups, and bring about a closer collaboration between arts disciplines, a greater sharing of resources, and a deeper engagement with the community.

Support under the FFAS is provided through 3 Schemes – (i) Incubation Scheme, (ii) Scheme for Developing Artists and Arts Groups and (iii) Arts Centre Scheme. For more information, please visit [Arts Infrastructure Schemes | National Arts Council \(nac.gov.sg\)](#)

The applicant successful in being allocated a space at **42 Waterloo Street (Level 2 Annex)** will receive support from NAC under the **Arts Centre Scheme**.

The applicant successful in being allocated **151/161 Middle Road** will receive support from NAC under the **Arts Centre Scheme**.

1.3 ABOUT 42 WATERLOO STREET (LEVEL 2 ANNEX)



42 Waterloo Street (42WS) is a dedicated space for arts Self Employed Persons (SEPs) and collectives across different artforms and disciplines to create, network, and collaborate. 42WS is currently managed by the NAC [Arts Resource Hub \(ARH\)](#), which aims to provide resources to support the sustainability and progression of arts SEPs' careers.

The arts tenant located at 42WS shall complement the Arts Resource Hub's efforts to create synergy and enable independent practitioners across different disciplines and artforms to build their professionalism, networks and access to information, resources, and opportunities.

1.4 ABOUT 155/161 MIDDLE ROAD



Leveraging on the rich history of the [Bras Basah.Bugis Precinct](#) and the mix of different arts communities and institutions that surround 155/161 Middle Road, NAC envisages that it will be an energetic arts centre with a range of related public activities and serve as an intersection for the different communities to experience, engage, participate, learn and share in an intimate space.

155/161 Middle Road is part of The Waterloo Arts Belt and the larger Bras Basah.Bugis precinct. With its proximity to School of the Arts (SOTA), LASALLE College of the Arts, Nanyang Academy of Fine Arts (NAFA), Singapore Management University (SMU) as well as National Museum of Singapore (NMS) and Singapore Art Museum (SAM), we envision 155/161 Middle Road to be occupied by established arts groups whose artistic direction and programmes focus on developing and championing their artform disciplines, and in growing and connecting with new audiences and communities.

2. SUPPORT SCHEME AND ASSESSMENT CRITERIA

Arts spaces available in this Open Call are supported under the Arts Centre Scheme. This scheme targets mature, established arts groups who have the capacity to take on the role of a sector or artform champion, in operating facilities that can benefit the wider community, including Shared Facilities (where applicable).

2.1 OVERVIEW OF ARTS CENTRE SCHEME

Below is an overview of the Arts Centre Scheme. Applicants should take into consideration the application and assessment criteria of the support scheme as the Open Call is a competitive process, and arts spaces will be awarded to applicants based on merit and alignment with centres' visions. All tenancy applications received in this Open Call will be assessed by NAC.

Support Scheme	Tenancy Period
Arts Centre Scheme	<p>Maximum tenure of 3 terms, (i.e. 3+3+3, not exceeding 9 years).</p> <p>Each term is 3 years and carries a term review (i.e. mid-term review)</p> <p>Tenancy renewal per term is not automatic and is subject to performance review (of the previous term) and assessment outcome of the renewal application submission. Applications for tenancy renewal can be made for the first and second term.</p> <p>After completion of maximum tenure of 3 terms, tenant may reapply as Re-applicant* via Open Call for a further 3-year term.</p> <p><i>*Re-applicants under FFAS Arts Centre Scheme are eligible for support in the form of a rental subvention amounting to 50% of the headlease rental, capped at \$18,000 per month (whichever is lower). There is no hard-stop for Re-applicants to apply via Open Call.</i></p>

2.2 ARTS CENTRE SCHEME

- 2.2.1 Support will be given in the form of a rental subvention amounting to 80% of the market rental, capped at \$18,000 per month (whichever is lower). This is the highest quantum available under the Framework for Arts Spaces to enable the arts groups to manage the properties.
- 2.2.2 Aside from taking care of preventive, routine repairs and general maintenance such as cleaning of common areas, pest control and security, tenants will have to contribute 10% of market rental to a sinking fund used by NAC to manage cost for corrective and cyclical repairs and maintenance.
- 2.2.3 **The assessment criteria for the three-year programme/proposal for the tenancy applications is as follows:**

	Weightage	Assessment Criteria
A	40%	Demonstrated contribution to Singapore's cultural landscape in terms of developing the artform, promoting it and sustaining interest in the artform
B	20%	Potential contribution to engaging the surrounding community and to the larger place making efforts of the precinct place manager

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C	20%	Potential ability to perform the role as the place manager for the arts centre to realise its vision. Ensuring that the arts centre and the shared facilities (where applicable) are well-utilised and that the arts centre is used as a shared resource benefiting other artists and arts groups.
D	20%	Sound management capabilities & strong governance.

2.3 SUBMISSION OF ASSESSMENT REPORTS IS COMPULSORY

Reports	Details
Mid-Term Report	Tenants will be required to submit a mid-term report 18 months into the term. This is for the purpose of reviewing the tenants' development and progress on their submitted proposal.
End-Term Report	Tenants will be required to submit an end-term report towards the expiry of the last term.

2.4 EXIT / TERMINATION

Tenants are free to exit from the Scheme, subjected to the notice period as stated in the Terms and Conditions of the tenancy agreement.

2.5 ALLOCATION OF SPACES

The allocation of space will be based on the assessment outcome, taking into consideration the space requirements of the applicant and the compatibility with the vision of the arts centre. NAC reserves the right for the final decision.

3. TENANCY APPLICATION – WHAT YOU NEED TO KNOW

3.1 ELIGIBILITY

3.1.1 Tenancy applications are open to the following arts groups: -

For Not-for-Profit Organisations

- Organisations must be Singapore-registered Public Companies Limited by Guarantee or Societies registered with the Registry of Societies.

3.1.2 Application submission must be made in full in accordance with Section 4 – Application Procedure.

3.1.3 NAC will assess the eligibility of each application and NAC’s decision will be final.

3.2 ONLINE APPLICATION ONLY

3.2.1 ALL tenancy applications must be submitted online. Visit [FormSG](#) to submit your application online.

3.2.2 If you require any technical assistance during your application online, please contact us at pd_spaces@nac.gov.sg.

3.3 APPLICATION GUIDELINES

3.3.1 Proposals submitted should strongly demonstrate relevance to the assessment criterion in Section 2 – Support Schemes and Assessment Criteria as well as the points to note below.

3.3.2 We would like to highlight that the Open Call is a competitive process, and arts spaces will be awarded to applicants based on merit and alignment with arts centres’ visions.

Points to Note:

i. Your organisational and artistic development plan

Consider your organisational and artistic development, programmes and plans, and how well they align with the objectives of the arts centre(s) [please refer to Section 1 for details] as well as the Arts Plan 2.0 (updates available on NAC’s website at www.nac.gov.sg)

ii. You are encouraged to attend the Open Call Briefing

The briefing will provide interested applicants with the opportunity to seek clarifications on the content published in the Open Call Information Pack and to have a better understanding on the conditions of the arts spaces as some of them come bare and would need to be outfitted. Past applicants have found the briefing beneficial for their understanding prior to their proposal submission. Although applicants are encouraged to attend the briefing, the session is optional and applicants can apply for the arts spaces without attending the briefing session.

iii. Successful applicant will be entitled to only ONE space by default

Every successful applicant will be entitled to one space by default. NAC reserves the right for the final space allocation.

3.4 DISQUALIFICATION

3.4.1 Application submission must be made in full in accordance with SECTION 4 – APPLICATION PROCEDURE.

3.4.2 Late submissions received past the Open Call closing date/time will automatically be disqualified.

3.4.3 Tenancy applications will not be considered for this Open Call if

i. the applicant has overdue financial obligations to NAC;

AND/OR

ii. the submission is incomplete.

4. APPLICATION PROCEDURE

4.1 ONLINE APPLICATION

Visit [FormSG](#) to submit your application online. **Please complete all sections of the online form, as incomplete tenancy applications will be considered disqualified.** Below is a list of key information to take note of:

The application may take 20-30 minutes to complete the application for submission.

You are encouraged to prepare all required information before you start on the application. The application will need to be completed in one sitting.

Mandatory documents to prepare beforehand

- Proof of Not-for-Profit status
- FLOORPLAN_TEMPLATE (click [here](#) to download)
- BUDGET_TEMPLATE (click [here](#) to download)
- Latest audited income and expenditure statement

4.2 OUTCOME OF APPLICATION

Results of the Open Call is expected to release in December 2022. Applicants will be advised on the outcome of their tenancy applications in writing.

For planning purposes, successful applicant may assume occupancy of the respective arts spaces based on the below projected dates:

42 Waterloo Street (Level 2 Annex)	155/161 Middle Road
•Apr 2023	•Mar 2024

NAC will work with the successful applicant on the actual commencement date at the point of award.

NAC reserves the right not to award if none is considered to be satisfactory and, in that event, at its option, to conduct additional Open Call.

4.3 CONFIDENTIALITY AND PRIVACY OF PERSONAL INFORMATION

All information provided by an individual or organisation in support of the application of arts spaces will be treated in strictest confidence.

4.4 CONTACT DETAILS

If you have any queries with regards to your application, you can reach us at email: pd_spaces@nac.gov.sg.

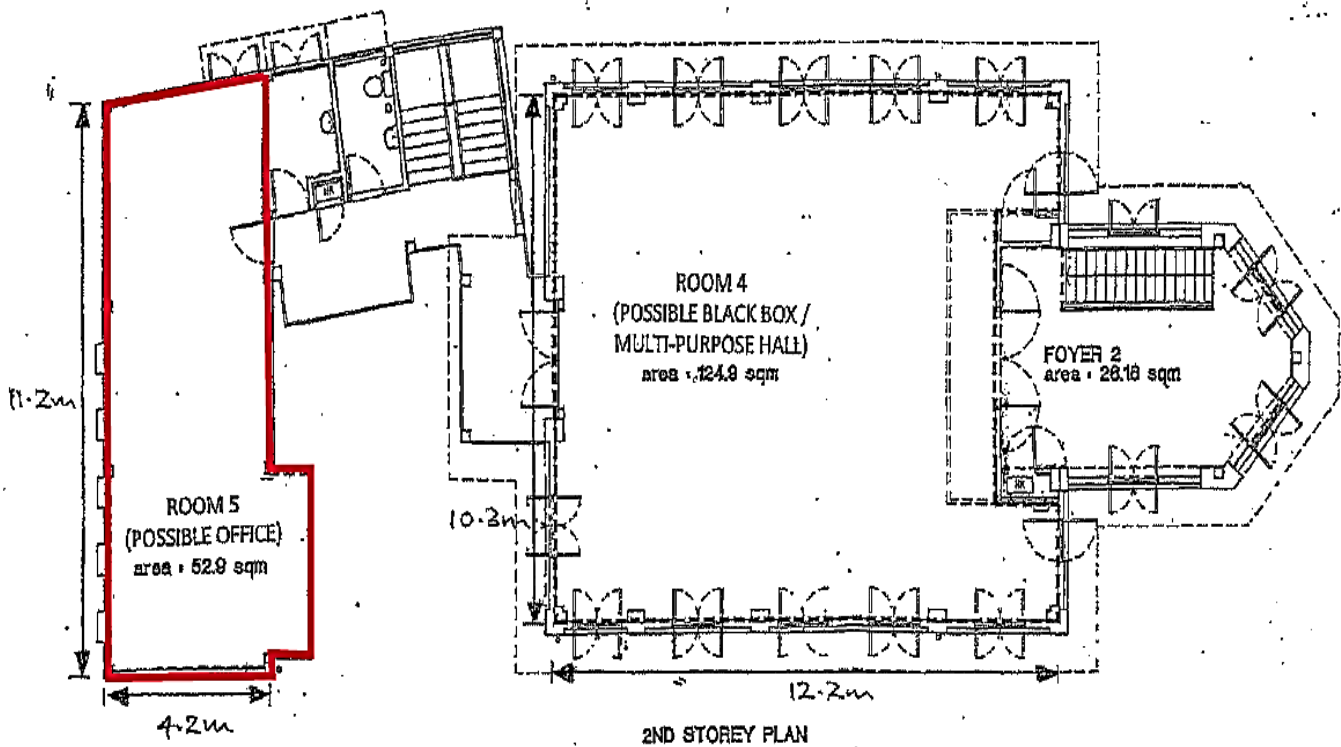
5. AVAILABLE ARTS SPACE(S) FOR APPLICATION

5.1 42 WATERLOO STREET LEVEL 2 ANNEX

Total tenanted area

Approx. 52.9 sqm (569.42 psf) out of 512.4 sqm (5,515.47 psf)

Level 2 Annex



5.2 INDICATIVE RENTAL FOR 42 WATERLOO STREET LEVEL 2 ANNEX

Please note that the computation below is based on indicative community and civic use rates and may subject to change and periodic review by NAC and SLA.

Arts Space	(A) Pro-rated Headlease Rental per mth (\$)	(B) NAC Subsidy	(C) Rental after NAC Subsidy (\$)	(D) Sinking Fund (\$)	Monthly Payable by Tenant [Before GST] (\$)
42 Waterloo Street Level 2 Annex	588.25	Arts Centre Scheme	(C) = (A) – (B)	10% of (A)	(C) + (D)
		<u>New applicant</u> 80% headlease rental capped at \$18,000 , whichever is lower.	117.65 per mth	58.83 per mth	176.48 per mth

“Sinking Fund” means the accumulated contributions the tenant contributes on a monthly basis only to be used for cyclical repairs and replacement of the building structure or Landlord’s assets (NAC) in the Premises payable by the Tenant.

Successful applicants are to be borne other costs such as Stamp Duty for Tenancy Agreement, fitting out costs, administration fees for opening an account with SP services (water & electricity), monthly utilities costs etc, which are not included in the rates above.

5.3 155/161 MIDDLE ROAD

Total tenanted area

Approx. 699 sqm (7,523.97 sqf)

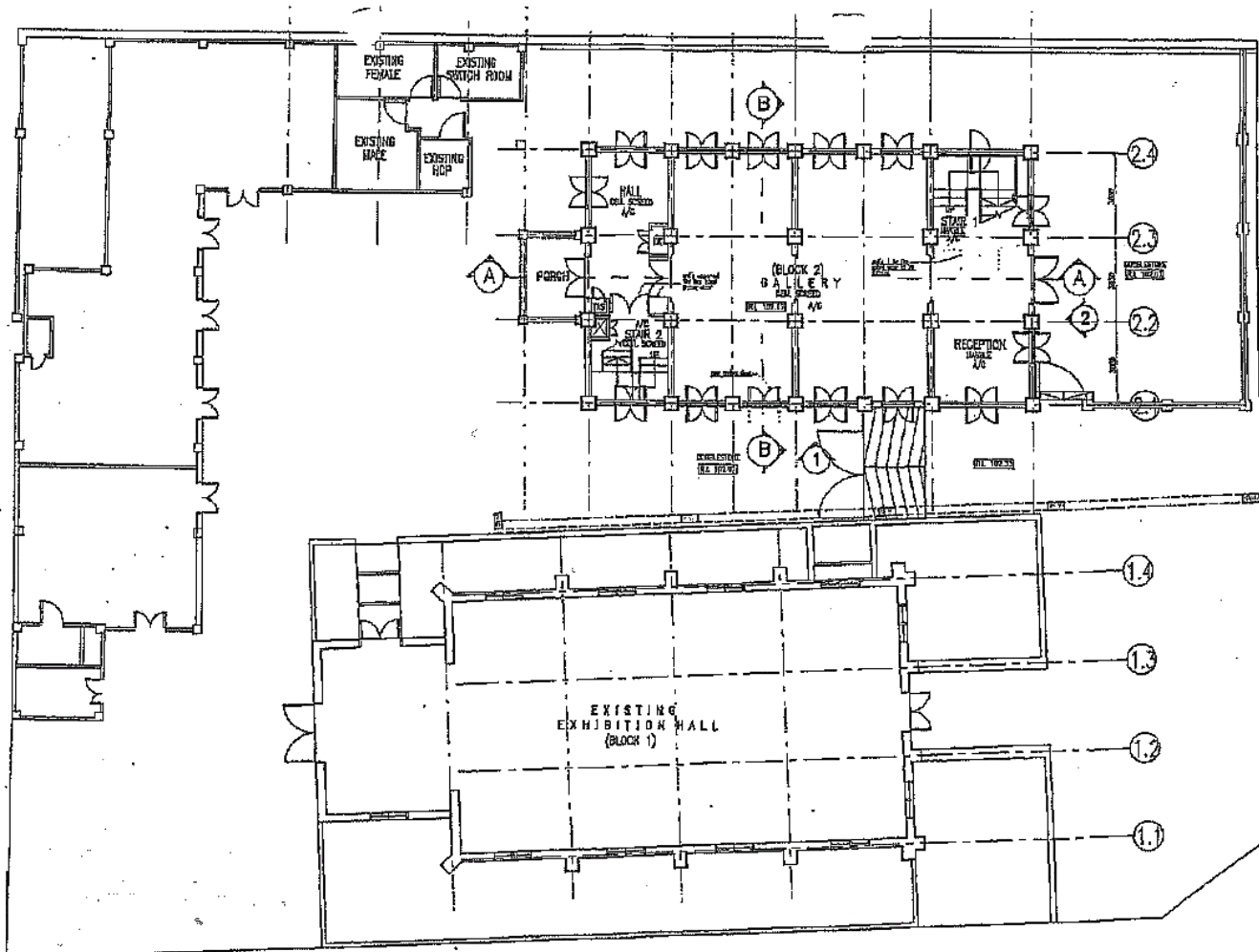
Chapel

The Chapel is outfitted to serve as a gallery space. There will be provisions for track lighting and has three entry/exit points. The Chapel, in addition to serving the programming/exhibition needs of the arts tenant, it should also be offered as a shared exhibition facility for hire from the arts community and public for non-commercial arts-related use only. Leasing and management of the chapel will be administered by the arts tenant of 155/161 Middle Road. In order to be considered favourably, all tenancy proposals must retain the Chapel's set up as a functioning gallery space regardless of the artform focus.

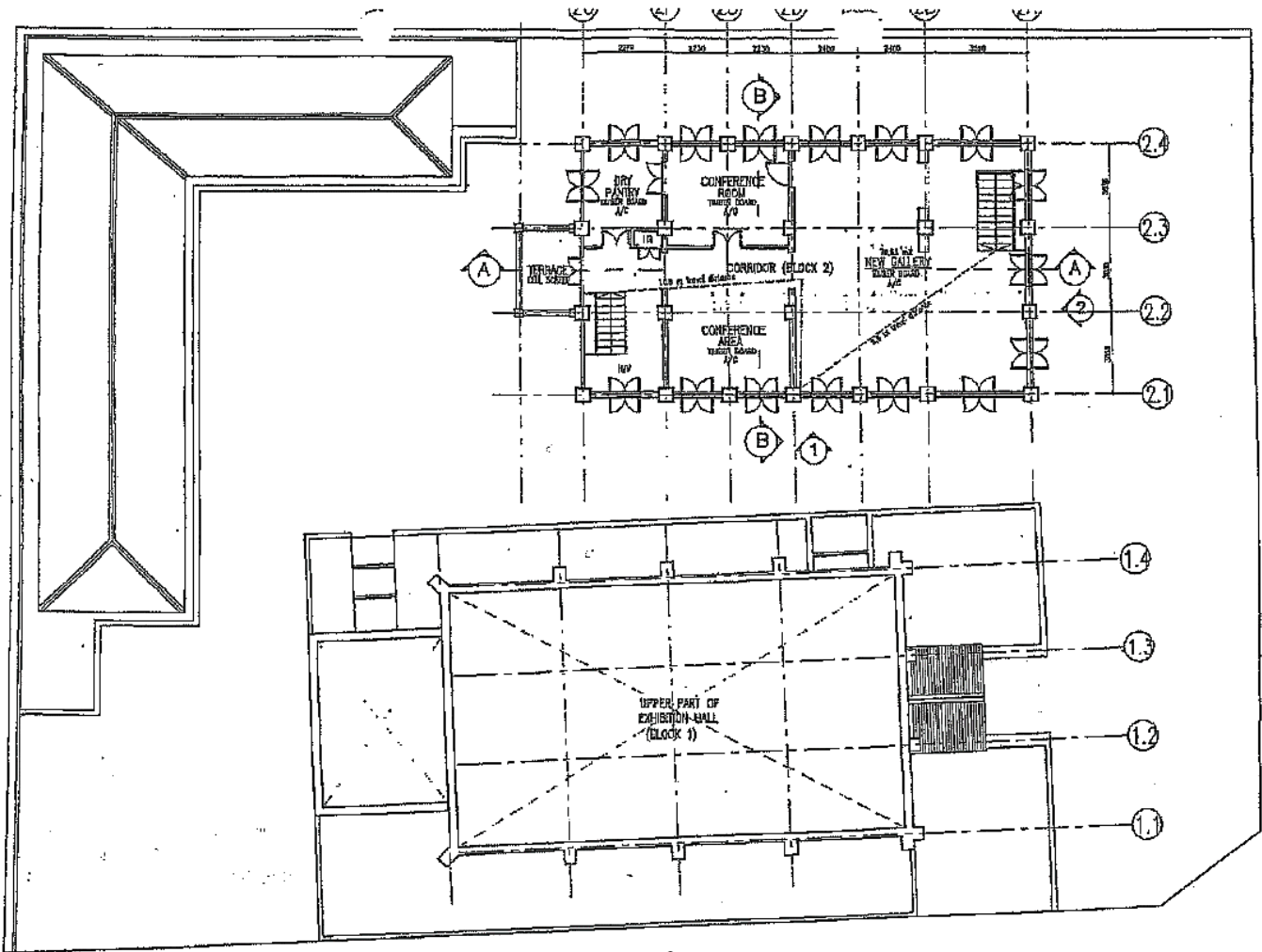
Studio / Office / Meeting /Shared Spaces

There are numerous rectangular spaces and rooms in the premise. It has the potential to be converted into studios, workshops, offices, meeting spaces or shared facilities such as a resource library. The arts tenant will be responsible to make submissions to the relevant authorities (e.g. Fire Safety & Shelter Department) on the final configuration of the space for necessary approvals before commencing any reconfiguration works.

1st storey



2nd storey



5.4 INDICATIVE RENTAL FOR 155/161 MIDDLE ROAD

Please note that the computation below is based on indicative community and civic use rates and may subject to change and periodic review by NAC and SLA.

Arts Space	(A) Headlease Rental per mth	(B) NAC Subsidy	(C) Rental after NAC Subsidy (\$)	(D) Sinking fund (\$)	Monthly Payable by Tenant [Before GST] (\$)
155/161 Middle Road	\$8,300	Arts Centre Scheme	(C) = (A) – (B)	10% of (A)	(C) + (D)
		80% headlease rental capped at \$18,000 , whichever is lower.	1,660 per mth	830 per mth	2,490 per mth
		<u>Re-applicants</u> 50% headlease rental capped at \$18,000 , whichever is lower.	4,150 per mth	830 per mth	4,980 per mth

“Sinking Fund” means the accumulated contributions the tenant contributes on a monthly basis only to be used for cyclical repairs and replacement of the building structure or Landlord’s assets (NAC) in the Premises payable by the Tenant.

Successful applicants are to be borne other costs such as Stamp Duty for Tenancy Agreement, fitting out costs, administration fees for opening an account with SP services (water & electricity), monthly utilities costs etc, which are not included in the rates above.