



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.

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; and
- (b) Arts organisation 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;
- (c) Informal groups or collectives of which, the majority of members are Singapore Citizen or Permanent Resident¹.

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)

Who is not eligible to apply for the Tote Board Arts Fund?

Tote Board Arts Fund will not be able to support your application if you are proposing a:

- Project organised by for-profit organisations
- Project that is presented under the auspices of a school or a tertiary institution
- Project that is organised or presented by organisations which are already receiving Tote Board's funding² (e.g. Projects that are receiving monetary support from institutions such as The Esplanade Co Ltd, National Gallery of Singapore, etc.).
- Applicants who have received 3 grants from Tote Board Arts Fund in the current financial year are not eligible for more funding in the same financial year³
- Projects that are intended solely for fund-raising purposes
- Projects that are not intended for public consumption
- Projects that are held at religious venues

¹ Informal groups or collectives must nominate either a member of the group or a legally constituted organisation to take legal and financial responsibility on behalf of the group.

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

³ The FY2022 financial year is from 1 April 2022 to 31 March 2023, 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 2022 and two Arts Fund grants in November 2022 would not be eligible to apply for another Arts Fund grant for a different project until 1 April 2023 (i.e. the next financial year).

- Religious activities for the promotion of a religion
- Political activities for the promotion of a political ideology or party
- Training courses, study tours or any projects intended specifically for academic purposes
- Publications – print and media-based
- Research projects
- International touring;

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

The assessment of Tote Board Arts Fund applications will be guided by the following criteria

- (a) Artistic merit of the project
 - Is the concept well thought through and planned?
 - Is the project original, innovative and creative?
 - Does the project encourage and promote Singapore work?
 - Does the project demonstrate a good understanding of the target audience segment(s) with a clear programme design to maximise audience satisfaction?
- (b) Community Engagement and Outreach
 - Does the project engage seek to connect audiences/ participants with people from another social group? (e.g. ethnicities, age groups).
 - Does the project enable you to reach out to new audiences, including those who do not normally engage in the arts?
 - (Where applicable) Does the project involve members of the public in the artistic creation process?
- (c) Capacity and commitment to execute the project
 - Does the applicant(s) have a clear and sound plan to execute the project? (e.g. resources, partners)
 - Does the applicant(s) have the necessary experience to execute the project? (i.e. artistic expertise, production, project management, marketing)
 - Does the applicant(s) have sufficient knowledge and skills in managing the project's finances and administration?

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 training or experience to implement and complete the project satisfactorily.

APPLICATION PROCEDURE

(I) Submission of Application

- (a) Applications must be made using the prescribed application form, completed with the following information to support the application:
 - 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. **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. First-time applicants (individuals and unregistered artist collectives) are required to provide a letter of support from a relevant arts group/ arts organisation/ arts institution.
- iv. For visual artists, please attach artwork samples of the exhibition.
- v. For spoken word and theatre projects, please attach the performance's finalised script(s) in the application. Translated script(s) in English should be provided for non-English manuscripts(s). The Secretariat may, on occasion, request other supporting materials related to your application.

(b) Completed applications are to be submitted through email to artsfund@nac.gov.sg.

(c) Applications will not be considered if:

- i. The application is late;
- ii. Incomplete;
- iii. The applicant does not submit or has submitted incomplete post performance report(s), statement(s) of income and expenditure for previous Arts Fund-supported project(s).

(II) CLOSING DATES

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

For Projects taking place on/after	Application Deadline	Announcement of Outcome
1 August 2022	15 April 2022	15 July 2022
1 December 2022	15 August 2022	15 November 2022
1 April 2023	15 December 2022	15 March 2023

(III) OUTCOME

Applicants will be notified of the outcome of their application via email (i.e. the email address stated in the application form). Please refer to Annex B for Terms and Conditions for successful applicants.

(IV) GRANT QUANTUM

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

Note: 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.

Community Engagement and Outreach Outcomes

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

Funding will be prioritised for projects that fulfil one or more of the following :

- a) Projects that demonstrate a well-designed approach to connect audiences/ participants with people from another social group (e.g. ethnicities, age groups).
- b) Projects that demonstrate a good understanding of its target audience segment(s) and are designed to appeal to their specific needs to maximise audience satisfaction and engagement.

Should you have any queries about these strategic priority areas, please email artsfund@nac.gov.sg.

TERMS & CONDITIONS FOR SUCCESSFUL APPLICANTS

Annex B summarises some of the key terms and conditions, but successful applicants should go through the full Terms and Conditions to understand the funding obligations before accepting the offer.

- (I) The successful applicant must:
- (a) Inform the Arts Fund Secretariat through [FormSG](#) if there are any material changes to the project, including change in project details, date, and venue.
 - (b) Acknowledge support by the Arts Fund in all publicity collaterals of the project;
 - (c) Submit a post-performance report together with the completed budget form indicating actual income and expenditure within **2 months** of the completion of the project. The statement of income and expenditure should be certified by the organisation's top office bearer with his/her original signature.
- (II) Grant on Reimbursement Basis:
The payment of the grant will be made on a reimbursement basis to successful applicants after the Arts Fund Secretariat has reviewed the post performance report (including the submission of survey results) and statement of accounts.
- (III) Review, Withdrawal or Withholding of Grant
The Arts Fund Committee also reserves the right to review, withdraw or withhold any grant awarded in full or in part should any of the following occur:
- (a) The proposed project which receives funding undergoes a material change without prior written approval from the Arts Fund Secretariat. A material change includes (but is not limited to) any changes in the content, scale, budget, key artistic personnel, venue, and/or date of project;
 - (b) The Grant Recipient is not able to deliver the proposed Project by the proposed date, unless approval for an extension is obtained from the Arts Fund Secretariat;
 - (c) The Grant is not used for the purpose for which it is awarded;
 - (d) Wrong and/or misleading information is provided in the application form, either deliberately or otherwise;
 - (e) Illegal or negligent acts occur during any point of the funded project, which will adversely affect the reputation of The Arts Fund Committee, any government bodies, public institutions, national leaders or your person / organisation.
 - (f) The project and/or any activities undertaken in relation to the Project are, in the view of The Arts Fund Committee, (i) offensive or obscene in nature; (ii) derogatory or defamatory of any third party; or (iii) bring dispute to or prejudice the Arts Fund Committee in any way whatsoever, or be construed to:
 - i. advocate or lobby for lifestyles seen as objectionable by the general public;
 - ii. 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; and/or
 - iii. undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.
- (IV) The Arts Fund Committee has the right to amend any terms and conditions of any Grant at any time. Before any amendment comes into effect, the Arts Fund Committee shall notify the Grant Recipient of the intended amendment.