

# ARTIST-IN-SCHOOL SCHEME 2023

Teacher's Guide

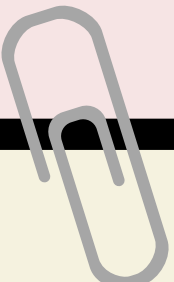


NATIONAL ARTS COUNCIL  
SINGAPORE

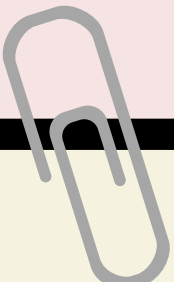
# SCHEME OBJECTIVES

The AISS supports sustained partnerships between **Singapore Arts Professionals** and **schools**, to co-develop customised arts experiences that deepen students' engagement in and through the Arts.

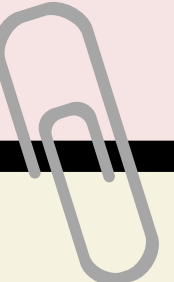
Projects should achieve one of the following objectives:



Deepen students' understanding and appreciation of various art forms



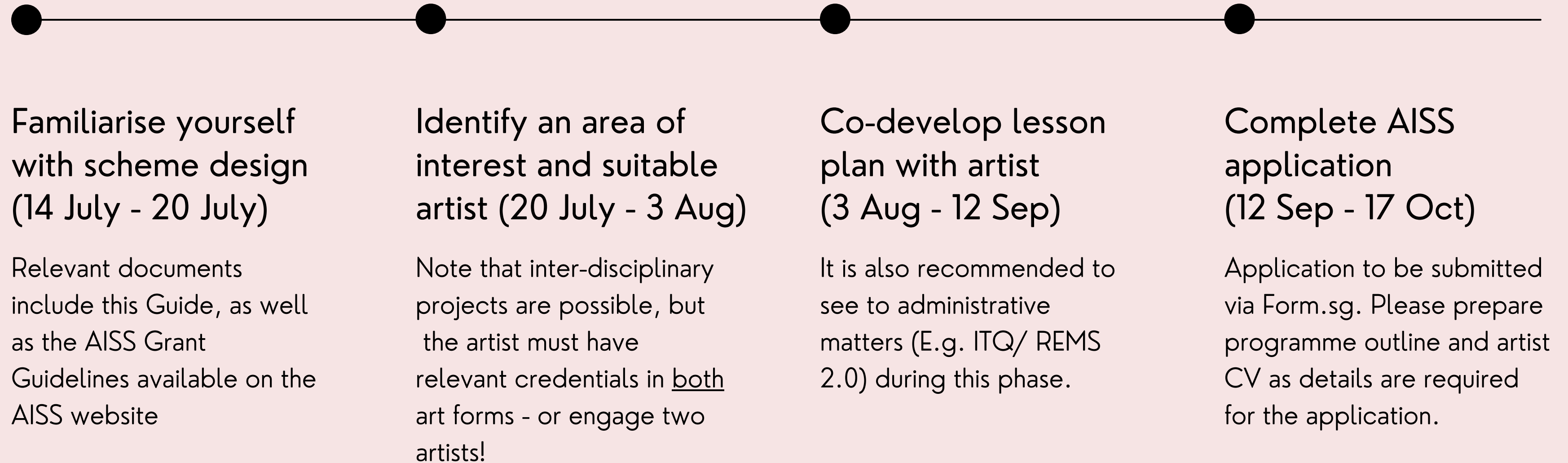
Develop students' awareness, skills and understanding of the non-performative aspects of the arts (E.g. choreography, lighting & sound design)



Support broader educational outcomes through the arts (E.g. engaging at-risk children and youth through the arts)

Schools may include a teacher-training component and/or presentation component.  
More details are available at Artist-In-School Scheme | National Arts Council ([nac.gov.sg](http://nac.gov.sg))

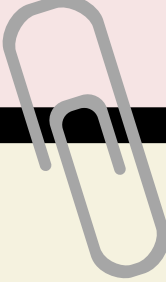
# APPLICATION PROCESS



Successful applicants will be notified between 12 - 16 December 2022, and will be required to attend an online briefing on 5 January 2022 (Thursday).

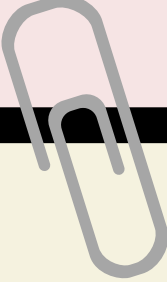
**Note: AISS projects are to begin no earlier than 9 January (Monday) 2023.**

# SCOPING YOUR PROJECT



## General Tips

- Begin with clear objectives and desired learning outcomes for your selected target profile
- Ascertain if the project will be fully in-person, digital, or blended
- Ensure that you have a timeline in mind, taking into account the school timetable/ any potential school events the AISS project may be aligned to (E.g. school anniversary)



## Lesson Plans

- Check that sessions are appropriately spaced out, with consideration to any self-directed learning or teacher-led sessions
- Note that NAC recommends that projects be at least 10 hours long for adequate depth of learning
- Customise the project for your target profile by considering scaffolding, pitching, and differentiation where appropriate



## Administrative Matters

- Confirm that your shortlisted artist is able to commit to the identified time period, and that he/ she is registered on REMS 2.0
- Set aside sufficient budget for the project, including contingencies
- Should changes be made after project award (E.g. change in scope or timelines), update NAC promptly via email

# APPLICATION EVALUATION

In order to award the grant, NAC needs to be able to envision the project clearly and be confident that the proposed artist is equipped to effectively run the programme. We will be looking at:

- a. **Suitability of Artist** (Art Form Expertise and Pedagogical Expertise)
- b. **Project Merit** (including pitching, differentiation, scaffolding, meaningful interaction with artist, demonstration of learning).

More details are available in the **AISS Grant Guidelines** document found at Artist-In-School Scheme | National Arts Council ([nac.gov.sg](http://nac.gov.sg)).

Do familiarise yourself with the criteria as this will help you to to plan your project with greater ease.



# FUNDING STRUCTURE

- The AISS Grant covers up to 70% of supportable costs or \$15,000 - whichever is lower.
- The grant is disbursed in two tranches: upon signing of Letter of Offer (80%) and upon project completion and receipt of the Post-Project Report (20%). The grant is downloaded into your school's registered account.
- Artist fees are supportable, along with basic materials such as paint or clay. Transportation costs, meals, and assets such as tablets, guitars, or kilns are not supported under the AISS.
- The Tote Board Arts Grant can be used to subsidise up to 50% of remaining supportable costs of project fees.



# FUNDING STRUCTURE

## Example Scenario 1:

Your school proposes a project that costs \$11,000 comprising of:

Artist fees: \$8,000

Material costs: \$3,000, of which \$1,000 is for purchase of stylus pens

Total unsupported costs: \$1,000 (stylus pens are considered assets)

Total supportable costs: \$10,000 (\$8,000 artist fees and \$2,000 supportable material costs)

■ AISS Grant awarded: \$7,000 (up to 70% of total supportable cost of \$10,000)

■ **School pays**: \$4,000: \$1,000 unsupported costs (stylus pens) + \$3,000 remaining supportable costs

**\$11,000 - Total Project Cost**

\$7,000 - AISS Grant Awarded

\$4,000  
(stylus pens + remaining costs)

# FUNDING STRUCTURE

## Example Scenario 2:

Similar to Scenario 1, your school proposes a project that costs \$11,000 comprising of:

Artist fees: \$8,000

Material costs: \$3,000, of which \$1,000 is for purchase of stylus pens

However, your school wishes to tap on the Tote Board Arts Grant to subsidise 50% of remaining costs.

- AISS Grant awarded: \$7,000 (up to 70% of total supportable cost of \$10,000)
- School utilizes Tote Board Arts Grant to cover half of the remaining \$3,000 supportable costs: \$1,500
- **School pays:** \$2,500: \$1,500 (remaining cost after Tote Board subsidy) + \$1,000 unsupported costs (stylus pens)

**\$11,000 - Total Project Cost**

\$7,000 - AISS Grant Awarded

\$1,500

\$2,500



# FAQ

## Is there a list of recommended Arts professionals?

No. We believe that schools benefit from freedom to fully customise their AISS projects, including the choice of artist. As a starting point, teachers can refer to our NAC-AEP Directory for a sensing of Arts Educators currently active in schools. **Note that projects themselves should not emulate existing NAC-AEP,** though applicants are free to design customised programmes with the artists / arts groups on the directory.

## Must I complete an ITQ if my project is above \$6,000?

Yes. Being awarded the AISS Grant does not exempt schools from MOE procurement procedures or from REMS registration. **It is advised for schools to complete the ITQ prior to applying for the AISS Grant.** If the ITQ is completed after the Grant award, do note that in the unlikely scenario of a different artist being surfaced, NAC will not be able to conduct a reassessment. The Grant offer may unfortunately have to be retracted in this case.

# FAQ

**My school calendar is not yet confirmed, so I am unable to lock down the dates. What should I do?**

You should still identify tentative dates and submit them in Annex A (lesson plan). This ensures that the artist's time is respected, as he/she may be juggling other projects, and gives NAC a sense of the project period. However, if you need to amend the dates or project period, **please write in to NAC**. Please note that changes should be surfaced with a minimum of 1 month's notice, barring emergent circumstances.

**Is it possible to engage a company rather than one specific artist? Can my project involve more than one artist?**

It is possible to engage an artist who might be affiliated with a particular company, but **it is not possible to submit a company instead of an artist**. NAC assesses the CVs of specific instructors to ensure a minimum standard of proficiency; we are unable to do this if only company details are submitted. **Applicants may submit multiple artist CVs for evaluation** (E.g. inter-disciplinary projects involving artists across multiple art forms).

# FAQ

## What happens in the event of tightened Safe Management Measures?

It's helpful to have a Plan B when preparing for the project. Consider digitalisation options whilst giving consideration to the artist's comfort levels. Postponement may also be an option where digitalisation is not possible. In all cases, do **be sure to have open conversations with the artist and with NAC** to explore the best way forward. Ensure that NAC is kept updated in the event of any changes.

## Can I edit the number of students or sessions after project confirmation?

Should circumstances evolve (E.g. tightened SMM) and your project scope require updates, **drop NAC an email request, clearly outlining the changes and rationale for them**. We'll get back to you after having obtained formal approval for the changes, or we will get in touch to discuss alternatives if the proposed changes are not feasible.

# USEFUL LINKS

## **AISS WEBSITE**

Refer to AISS Grant Guidelines document for a better understanding of scheme design.

## **REMS 2.0**

Refer to webpage for information on instructor registration requirements.

## **CULTURAL MEDALLION & YOUNG ARTIST AWARD RECIPIENTS**

Enquire with NAC's Cultural Medallion and Young Artist Award recipients if you feel they might be a good fit for your AISS project.

## **OTHER QUERIES**

Can't find information you're looking for? Contact NAC Education Unit managers via email at [muriel\\_manning@nac.gov.sg](mailto:muriel_manning@nac.gov.sg) and [leon\\_tan@nac.gov.sg](mailto:leon_tan@nac.gov.sg). We're here to help!

