**Artist-in-School Scheme (AISS) 2025 – Annex A**

|  |  |
| --- | --- |
| **SPED Schools** | **Mainstream Schools** |
| **Submit your school’s application through FormSG by clicking** [**here**](https://go.gov.sg/spedaiss2025) **or scanning the QR Code.**  **A qr code with a logo  Description automatically generated** | **Submit your school’s application through FormSG by clicking** [**here**](https://go.gov.sg/aissapplication2025) **or scanning the QR Code.**  **A qr code with a white circle and a white circle  Description automatically generated** |

Complete the online application in one sitting. Please ensure that you have the following information ready.

o Project Information, comprising:

* Applicant Details (school name, teacher-in-charge, contact details etc.)
* Project Summary (project title, objective, art form etc.)
* Schedule (start and end dates, number of contact hours etc.)

o Annex A template (this document), comprising:

* Programme Outline
* Budget
* Artist(s) CV

**Important Notes:**

* Save your file using the following naming convention: SchoolName\_Annex A (E.g. ForestStreetPrimarySchool\_ Annex A)
* **Adhere closely to the given template;** avoid attaching or embedding other documents (E.g. CVs, resumes) in place of, or within this document, as FormSG has a 7MB limit for attachments. Only submissions which use the given template will be considered valid.

**Part 1/3: Programme Outline Template**

**Instructions**

1. Take time to read the AISS Grant Guidelines on the [AISS website](https://www.nac.gov.sg/singapore-arts-scene/arts-education/artist-in-school-scheme) to gain a better understanding of the scheme, including funding details, qualifying criteria and application process. A well-written programme outline helps NAC envision your project.
2. Ensure that the programme outline articulates learning strategies/activities that build towards the project’s intended learning outcomes. This template should be submitted by the teacher in-charge, **in consultation with** the arts professional. Avoid submitting generic lesson plans prepared by the artist/ arts group; the programme should be customised to the target profile’s learning needs.
3. **Note that AISS projects should not replicate existing NAC-Arts Education Programme (NAC-AEP) on the Directory.** AISS supports projects with unique/ customised objectives and content to meet the specific needs of the school that cannot be fulfilled by purchasing an NAC-AEP. Do note that the NAC-AEP Directory allows for greater customisation (E.g. no. of sessions, add-on components). Please take time to view the [NAC-AEP Directory’s](https://eservices.nac.gov.sg/AEP/AEPDirectory) offerings prior to applying for AISS.

|  |
| --- |
| **School Name:**  [If applicable] If this is a **combined-schools project**, please list partner schools here: |
| **Project Title:** |
| **Name of Artist/ Arts Group:**  [If applicable] Please indicate name of Assistant(s): |
| **Intended Learning Outcomes:**  By the end of the project, students will be able to…  1)  2)  3) |
| **Details of Sessions (Students):** *Please indicate breakdown in the table below, taking reference from the example provided*   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **No.** | **Target Profile\* (indicate breakdown)** | **No. of Students** | **Number of Sessions (total and breakdown)** | **Length of Each Session** | **Frequency of Sessions** | **Project Period** | **Remarks** (optional)  Please indicate clearly if the session is not conducted by the artist (E.g. teacher-led sessions planned together with the artist) | |  | ***E.g.*** | *3 classes of Year 3 Art Students* | *25* | *20 sessions total*  *6 sessions x 3 classes, followed by 2 combined sessions.* | *50 min* | *Weekly (with exception of school hols and weighted assessment weeks)* | *Feb – June 2023* | *The three classes will have separate sessions until the last two sessions, which are combined for a gallery walk/ showcase component.* | | **Year 1** | **1** |  |  |  |  |  |  |  | | **2** |  |  |  |  |  |  |  | | **3** |  |  |  |  |  |  |  | | Please check the following box if applicable:  Year 2 project is identical to year 1 project [lines below need not be filled in] | | | | | | | | | | **Year 2**  (only for **multi-year projects**) | **1** |  |  |  |  |  |  |  | | **2** |  |  |  |  |  |  |  | | **3** |  |  |  |  |  |  |  |   \*Target Profile examples include Interest Groups, CCAs. |

|  |  |
| --- | --- |
| **Programme Outline** | |
| **Session No (duration): Session Focus**  Please include target group if your project spans multiple target profiles. | **Description of Activities**  Provide a description of the strategies and activities. NAC will be assessing the proposal on teaching strategies and how the lessons are scaffolded and tailored to the specific student profile. You may want to also state the resources, materials or tools that will be used.  Add rows below as needed. **Do not attach other documents in place of this template.** |
| *E.g.*  *Sessions 1 to 3 (3 x 1 hr):*  *An Introduction to Singapore Literature*  (Secondary 1 students only) | *E.g.*  *1. Students will be introduced to a timeline of local literature beginning from 1965. The artist will use Powerpoint slides to guide the lesson and will facilitate a quick quiz to activate students’ prior knowledge.*  *2. Students will be divided into groups to co-write a short local poem according to the assigned themes. Students who are comfortable with writing can choose to explore writing in different languages, whilst students who have less confidence can start with prompts using the writer’s previous works as a starting point.*  *3. Groups will take turns to share their poems. Through the use of guiding questions, Artist will prompt students to provide feedback on the poems.* |
| **Year 1** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Year 2** (only for **multi-year projects**)  Please check the following box if applicable:  Year 2 project is identical to year 1 project [lines below need not be filled in] | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**[If Applicable] For Projects with Teacher-Training Components Only**   
[Note for mainstream schools] AISS prioritises student-facing components of projects; the number of hours allocated to artist-interaction with students should exceed the number for teacher training.

|  |  |
| --- | --- |
| **Year 1** | |
| **Teacher training objectives:**  **1)**  **2)** | |
| **Description of teacher training plan:**  *Provide (a) the number of sessions, b) a description of the topics and/or activities to be covered, and (c) how it seeks to achieve the intended outcomes.*  *You may want to also state the resources, materials or tools that will be used.* | |
| **Number of sessions and duration of each session:** | |
| **Name of teacher(s) participating in this training** | **Designation** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Year 2** (only for **multi-year projects**)  Please check the following box if applicable:  Year 2 project is identical to year 1 project [lines below need not be filled in] | |
| **Teacher training objectives:**  **1)**  **2)** | |
| **Description of teacher training plan:**  *Provide (a) the number of sessions, b) a description of the topics and/or activities to be covered, and (c) how it seeks to achieve the intended outcomes.*  *You may want to also state the resources, materials or tools that will be used.* | |
| **Number of sessions and duration of each session:** | |
| **Name of teacher(s) participating in this training** | **Designation** |
|  |  |
|  |  |
|  |  |
|  |  |

**Part 2/3: Budget Template**

Please provide a clear breakdown of artist fees and material costs.

Guidelines for Material Costs

1. The following material costs are **not supported** under AISS:

* Transportation
* Meals
* Equipment maintenance
* Installation costs
* Venue rental
* Assets (the list below is not exhaustive):
  + Equipment (E.g. kiln, iPad)
  + Software
  + Instruments

1. Rental can be considered for selected items such as instruments and artmaking equipment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year 1** | **Manpower costs** (e.g. artist, assistant, choreographer)  *Please refrain from stating a package price; breakdown of number of hours is required.* | Artist fees per hour | No. of contact hours | | Total cost |
|  |  |  | |  |
|  |  |  | |  |
| **Total manpower costs** | | | |  |
|  | | | | |
| **Material costs** (e.g. clay, paint, oil pastels, rental of instruments)  *Please refrain from stating a package price; breakdown of material costs is required.* | Unit Price | Quantity | Total cost | |
|  |  |  |  | |
|  |  |  |  | |
| **Total material costs** | | |  | |
|  | | | | |
| **[Year 1] Total Project Cost (Manpower costs + Material costs)** | | |  | |
| **Year 2**  (only for **multi-year projects**) | **Manpower costs** (e.g. artist, assistant, choreographer)  *Please refrain from stating a package price; breakdown of number of hours is required.* | Artist fees per hour | No. of contact hours | | Total cost |
|  |  |  | |  |
|  |  |  | |  |
| **Total manpower costs** | | | |  |
|  | | | | |
| **Material costs** (e.g. clay, paint, oil pastels, rental of instruments)  *Please refrain from stating a package price; breakdown of material costs is required.* | Unit Price | Quantity | Total cost | |
|  |  |  |  | |
|  |  |  |  | |
| **Total material costs** | | |  | |
|  | | | | |
| **[Year 2] Total Project Cost (Manpower costs + Material costs)** | | |  | |
| **Total Project Cost for Year 1 and Year 2** | | | |  | |

**Part 3/3: Artist(s) CV Template**

* Please limit this portion to a maximum of **one full page** per artist/ instructor.
* Note that only local artists, or artists **currently engaged under a local company with the relevant work passes**, will be considered. Please refer to the Grant Guidelines document for further details on assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Biographical information**   * Name * Contact details * Company (if relevant) * [Optional] Artist Statement * [Optional] Link to artist’s webpage   Note: Do **not** include NRIC or other sensitive personal information. | **Professional/ educational qualifications[[1]](#footnote-2)** (E.g. certifications, diplomas, proof of mentorship or apprenticeship etc.) **in the relevant art form** | Track record of relevant **local/ international industry experiences[[2]](#footnote-3)**  Do indicate if the artist is currently conducting NAC-AEP and state the organisation(s) which have engaged them. | Track record of **pedagogical qualifications/ training/ experience[[3]](#footnote-4)** relating to the student profile involved in the project. |
|  |  | 1. The artist is currently an NAC-AEP instructor – Y / N (highlight relevant response).   If Y, list companies which have engaged him/ her:  a.  b.   1. No. of active years in industry for this art form:   Please list key engagements. | Pedagogical qualifications / training:  a.  b.  No. of active years teaching in schools:  Please list key engagements: |

1. Examples of professional/ educational qualifications: ABRSM Diploma, LASALLE or NAFA certification, degree in the relevant art form (educational/ pedagogical certifications should not be listed here) [↑](#footnote-ref-2)
2. Examples of local/ international industry experiences: public performances/ showcases (E.g. at festivals or shows), published work, represented Singapore in competitions/ performances on the international stage etc. [↑](#footnote-ref-3)
3. Examples of pedagogical qualifications/ training/ experience: Essentials of Teaching and Learning, Diploma/ Bachelor’s in Education (please state institution), SSI / RCTC’s *En Route to Inclusivity*, Diploma/ Bachelor’s in Special Education (please state institution), current lecturer at an institution etc. [↑](#footnote-ref-4)