# ARTIST-IN-SCHOOL SCHEME (AISS) POST-PROJECT REPORT

The Post-Project Report is to be submitted by schools **no later than 3 months** after the project ends.

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| **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): |
| **Project Duration:** *E.g. March 2026 to November 2027* |
| **Details of Sessions (Students)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **No.** | **Target Profile** | **No. of Students** | **No. of Sessions**  | **Length of Each Session**  | **Frequency of Sessions** | **Project Period** |
|  | ***E.g.*** | *3 classes of Year 3 Art Students*  | *25* | *20 sessions* | *1 hour* | *Weekly*  | *Feb – June 2025* |
| **Year 1** | **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **Year 2**(only for **multi-year projects**) | **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |

**Details of Sessions (Teachers)****Number of sessions and duration of each session:** |
| **Participation in Project** |
| What was the total number of participants? 1. Students:
2. Teachers:
3. Others (E.g. parents etc.):

If number of students/ teachers is less than what is indicated in the Letter of Agreement, do outline the reasons for the reduction. Please also state if learning objectives were/were not impacted: |
| What was the feedback on this project from the following? Please provide quotes if possible.1. Students:
2. Teachers:
3. Artist:
4. School Leaders, Parents and other Stakeholders (optional):
 |
| What is the school’s feedback on the artist(s)? You may consider the following areas: partnership with the school to co-develop the project, engagement of students, ability to bring in industry experience, etc. Are there plans to continue working with the artist(s)? |
| **Impact of the Project** |
| Please share whether the objectives and the learning outcomes of the project were achieved. Do also highlight if there were any other achievements of the project.  |
| What were some of the problems and challenges encountered during the project? (E.g. time management, space, resources, etc.) |
| **Project Expenditure** |
| Please list a breakdown of the cost incurred for this project for Manpower and Material costs. Do add on rows as needed. Examples are included for your reference. **Do highlight unexpected costs incurred, if any.****Please do not remove or replace the table.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year 1** | **Manpower costs** (e.g. artist, assistant) | Artist fees per hour | No. of contact hours | Total cost |
|  |  |  |  |
|  |  |  |  |
| **Total manpower costs** |  |
|  |
| **Material costs** (e.g. clay, paint, oil pastels, rental of instruments) | 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) | Artist fees per hour | No. of contact hours | Total cost |
|  |  |  |  |
|  |  |  |  |
| **Total manpower costs** |  |
|  |
| **Material costs** (e.g. clay, paint, oil pastels, rental of instruments) | 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** |  |

If total number of **artist contact hours/ sessions** is less than what is indicated in the school’s application, do outline the reasons for the reduction. Please also state if learning objectives were/were not impacted:If **total project cost** is less than that proposed in Annex A (application form), do outline the reasons for underspending: |

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| **Documentation** |
| Please send us (via email) **at least 3 photos** of the project and other relevant forms of documentation for reference/archival. Note:* Photographs are recommended to include:
	+ Artist demonstration to a small group and / or class of students
	+ Artist engaged in discussion with a group of students
	+ Students engaged in the creative process
	+ Students’ final product

For students whose faces are visible in the photograph, media clearance is necessary. The media release form can be downloaded from the [AISS webpage](https://www.nac.gov.sg/singapore-arts-scene/arts-education/artist-in-school-scheme) with responses collected via hard copy, Parents’ Gateway, or any other methods deemed most suitable for the school. While the forms do not need to be submitted to NAC, the school’s confirmation of consent will need to be indicated below: ​ [ ]  **The school confirms that consent from parents/ guardians has been granted for the photographs to be used for NAC’s internal reporting and/or for NAC’s publicity purposes (e.g. NAC’s Annual Report, Website and Presentations).**  |
| **Submitted by:**  |
| **Designation:**  |
| **Mobile No.:**  |
| **Email:**  |
| **School Leader’s Name and Signature:** |