# TEMPLATE FOR POST-PROJECT REPORT ON ARTIST-IN-SCHOOL (AISS) PROGRAMME 2023

The following is the template for your project report that is to be submitted by schools (with input from artist/arts group) **no later than 8 weeks** after the project ends).

Please send the completed report via e-mail to: [**leon\_tan@nac.gov.sg**](mailto:leon_tan@nac.gov.sg) **&** [**muriel\_manning@nac.gov.sg**](mailto:muriel_manning@nac.gov.sg)

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| **Name of School:** |
| **Title of the Programme/Project:** |
| **Name of Artist/Arts Group:** |
| **Duration of the Project:**  *E.g. 3 March 2021 to 10 November 2021*  **Venue:** |
| **Please indicate the number of lessons and hours per class:**   |  |  |  |  | | --- | --- | --- | --- | | **Programme**  *For projects with multiple programmes E.g. specialised and general dance* | **Number of Lessons** | **Number of Hours per Class** | **Physical/ Digital/ Blended Learning** | |  |  |  |  | |  |  |  |  |   **If there are multiple classes, please state the number of classes:** |
| **Project Summary:**   1. State the project’s objectives: |
| 1. What were the outcomes of the project? (Please specify whether objectives/expectations were met) |
| **Response on participation in project:** |
| What was the total number of participants?  1. Students: 2. Teachers: 3. Others (E.g. parents etc.): |
| 1. What was the general feedback on this project from: 2. Principal 3. Students 4. Teachers 5. Parents (optional)?   Please provide quotes from each profile. |
| 1. What is the school’s feedback on the participating artist(s)? Are there plans to continue working with the artist(s)? |
| **Input from school on the impact of the project:** |
| 1. Did the project spark initiatives to further develop students’ appreciation/knowledge of this art form? If yes, what are the initiatives? If no, why? |
| 1. What are some of the achievements of the programme? Please provide examples. |
| 1. What were some of the problems and challenges encountered during the programme? (E.g. time management, space, resources etc.) |
| **Project Expenditure** |
| Please list a breakdown of the cost incurred for this project for artist fees and material costs. Do add on rows as needed. Examples are included for your reference.  Do highlight unexpected costs incurred, if any.   |  |  |  |  | | --- | --- | --- | --- | | **Manpower Costs** | **Artist Fees per hour** | **No. of contact hours** | **Total Cost** | | *E.g. Artist fees - March 2021* | *$100* | *10* | *$1,000* | | *E.g. Specialised programme (Term 3)* | *$100* | *30 hours* | *$3,000* | |  |  |  |  | |  |  |  |  | | Total manpower costs | | |  |  |  |  | | --- | --- | | **Material Costs**  (E.g. visual arts materials, printing and publishing costs, rental of instruments and equipment) | **Total Cost** | |  |  | |  |  | | Total material costs |  |  |  |  | | --- | --- | | Total AISS expenditure (Manpower costs + Material costs) | $ |   If expenditure is less than that proposed in Annex A (application form) at the start of the project, do outline the reasons for underspending in the space below: |
| **Documentation** |
| Please send us (via email) at least 2 photos of the project and other relevant forms of documentation for reference/archival.  Note:   * Some photographs can be taken from the back or side views (release form is not required if student’s face is not visible) * At least one photograph should be from a front-facing view; in such cases, please submit the signed media release form together with the post-project report to indicate consent for use of the photographs * Please download the media release form from the AISS website for dissemination to students. Do inform AISS managers if the school is planning to make any edits to the form. |
| **Submitted by:** |
| **Designation:** |
| **Contact details: (O)** **(HP)** |
| **Email:** |
| **School’s stamp and Principal’s signature:** |