

10 January 2022

Principals of all Government Schools, Government-Aided Schools, Independent Schools, Specialised Schools, Specialised Independent Schools, Junior Colleges and Centralised Institute

**NATIONAL ARTS COUNCIL NOTIFICATION**  
(General Information)

**TOTE BOARD ARTS GRANT**  
GUIDELINES FOR SCHOOLS

**I. THE GRANT**

The grant was launched in 1995 by the Tote Board (formerly known as the Singapore Totalisator Board) to support the NAC-Arts Education Programme scheme (NAC-AEP) introduced in 1993. The grant is \$15,000 per school per calendar year for 2022.

**II. OBJECTIVES**

The objective of the grant is to cultivate students' interest in the arts by subsidising the cost of quality arts education programmes.

**III. AREAS OF SUPPORT**

The grant can be used to subsidise the cost of following arts education programmes:

**1) National Arts Council – Arts Education Programme (NAC-AEP) Directory**

The list of programmes that are eligible for grant subsidy can be found at the NAC Corporate website [here](#).

From 2020, the NAC-AEP Directory features programmes that have been adapted for online and blended learning. Schools can find opportunities to engage students synchronously through live streams, or asynchronously through pre-recorded material. There is a growing list of programmes with digital formats available. Schools can use filters to bring out digital format programmes available.

## 2) Public Arts Programmes<sup>1</sup>

**REVISED** – From 2022, schools can source, choose and purchase suitable public arts programmes from public event platforms (e.g., ‘Inspire Your Child’ section of [The A-List](#), SISTIC) or directly from arts companies, and then claim for support under Tote Board Arts Grant. This excludes the types of programmes that are not eligible for Tote Board Arts Grant (please see definition in footnote 1). NAC will no longer maintain a Public Arts Programmes Directory.

## IV. DISBURSEMENT OF GRANT

- 1) All primary and secondary schools, junior colleges and centralised institute (government and government-aided schools) which have opted in for the Tote Board Arts Grant will receive the \$15,000 grant in their school’s account through IFAAS.
- 2) Schools which have opted in for the Tote Board Arts Grant 2022 are eligible to use the grant for the year from 1 January - 31 December 2022.

## V. TERMS OF GRANT

- 1) Schools may use the grant to pay for **maximum of 50% of the total fees or ticket costs\*** (inclusive of GST and ticket booking fees) for programmes by artists and arts groups that are **approved and endorsed under the NAC-AEP Directory and Public Arts Programmes** (please see definition in footnote 1). These activities may be conducted in person or through digital platforms (synchronous or asynchronous).

*\*Schools may use other sources of funds, such as the Edusave Grant, Edusave Pupils’ Fund, School Operating Fund, ALP/LLP Fund, MTL Fortnight Fund, Cluster Funds, SAC/SMC Fund or other suitable MOE funds to pay for the remaining 50% of the cost. Schools should comply with prevailing regulations governing the use of funds from these sources.*

- 2) Schools should ensure that the **total grant amount utilised during the year does not exceed the annual sum (\$15,000)** allocated for the year. Grant utilisation will be subject to normal School Fund audits. Expenses claimed under the Tote Board Arts

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<sup>1</sup> Public Arts programmes are defined as ticketed public arts performances and exhibitions presented by professional artists and arts groups in public venues (both physical and digital formats) intended for sales to the public except for the following:

- Productions rated R18 (under IMDA Arts Entertainment Licence)
- Productions that are presented under the auspices of a school, or is part of curriculum
- Productions that are intended for fundraising purposes
- Productions that promote a religious cause
- Student-based productions, showcases and competitions
- Magic shows and circus acts
- Pop concerts featuring international acts
- Long term workshop series and regular excursions (curated under NAC-AEP Directory)

Grant will also be subject to an annual review by an NAC-appointed independent auditor.

- 3) Schools may use the whole annual grant (i.e. \$15,000) to purchase local arts programmes ('Local'). However, only up to 40% of the grant (i.e. \$6,000) should be used to subsidise foreign arts programmes ('Foreign'). The conditions are as follows:

Local	Foreign
Arts programmes staged/organised by local arts group or local registered entity.	Arts programmes staged/organised by foreign arts group or foreign registered entity.

No other restrictions are imposed on the quantity or cost of programmes and tickets purchased.

**NEW** – Schools may check with the arts groups/presenters for confirmation on whether their programmes are 'Local' or 'Foreign' based on the conditions provided above.

## VI. USE OF GRANT

- 1) Schools may visit (a) the NAC website to access a directory of approved NAC-AEP offerings and (b) the A-List or other aggregated public arts events platforms (e.g., SISTIC) for Public Arts Programmes. Schools are responsible for the purchase of these programmes directly from the artists or arts groups and/or ticketing websites.
- 2) Please refer to **Annex X1** for the workflow of purchasing programmes using the Tote Board Arts Grant subsidy.

### FOR NAC-AEP DIRECTORY

- 3) As NAC-AEP applications are assessed and reviewed every two years, programmes approved and endorsed by NAC may differ with each cycle. Therefore, **schools should request for an NAC-issued Letter of Eligibility (LOE) from respective artists or arts groups to verify that the programme has been approved and endorsed under NAC-AEP in 2019-2022.** (Sample letter is provided in **Annex X2**)
- 4) From 2017, minimum art form and pedagogy requirements have been implemented for NAC-AEP instructors conducting Experience programmes (Arts programmes that deepen knowledge and appreciation of the art form or develop skills in art-making) in order to ensure better quality arts instruction in schools. **Schools should exercise due diligence in verifying that they have been assigned an NAC-AEP approved instructor by referring to the approved arts instructors provided on the Letter of Eligibility (LOE).**

- 5) **Any existing approved programme under NAC-AEP may be customised** in terms of duration of individual sessions, number of workshop sessions and programme cost based on the individual needs of each school.
- 6) **With effect from 2017, schools no longer need to inform NAC of their customisation needs.** However, teachers should still exercise due diligence during customisation by:
  - a) Ensuring that the programme continues to be a meaningful arts experience for students; and
  - b) Requesting for a Letter of Eligibility (LOE) to verify that both the original programme AND instructor(s) have been endorsed under NAC-AEP (refer to Point 2 above)

#### **FOR PUBLIC ARTS PROGRAMMES**

- 7) **REVISED** – Letters of Eligibility (LOEs) are no longer required for Public Arts Programmes. Schools should note the following exceptions that will not be supported under Public Arts Programmes:
  - Productions rated R18 (under IMDA Arts Entertainment Licence)
  - Productions that are presented under the auspices of a school, or is part of curriculum
  - Productions that are intended for fundraising purposes
  - Productions that promote a religious cause
  - Student-based productions, showcases and competitions
  - Magic shows and circus acts
  - Pop concerts featuring international acts
  - Long term workshop series and regular excursions (which are curated under NAC-AEP Directory)
- 8) The grant is meant to benefit students and should not be used for purchase of tickets for accompanying teachers, parents or chaperones required for programmes happening outside school premises. Schools are recommended to use alternative funds for such purposes.
- 9) The grant only covers programme costs incurred and other additional costs such as transportation is not eligible for claims.

#### **VII. AUDIT OF GRANT**

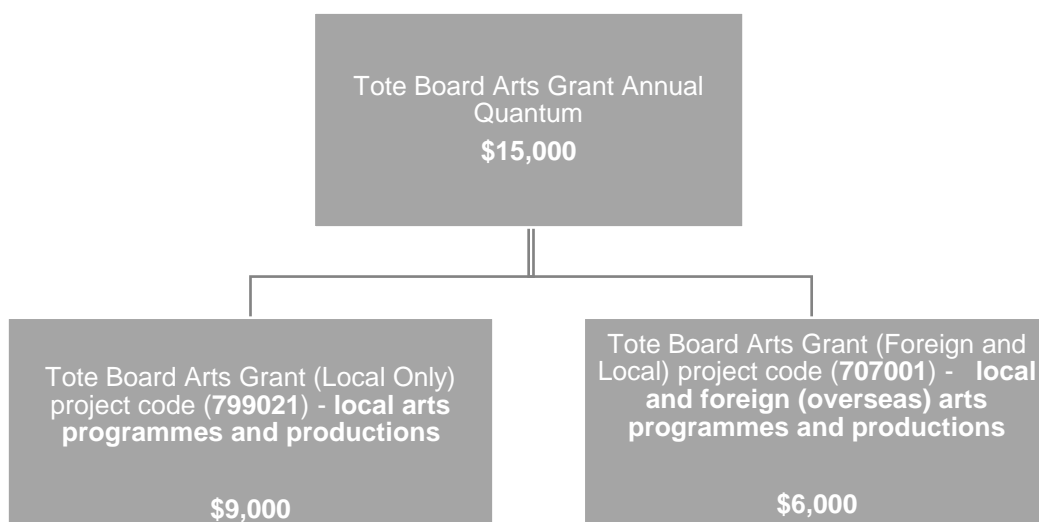
- 1) **Schools will be subject to an external audit with regard to the use of Tote Board Arts Grant on an annual basis.** Schools should retain the relevant invoices, approvals and payment records of all purchases made under the Tote Board Arts Grant for such audit purposes. Please note that it is the school's responsibility to ensure that any purchase of NAC-AEP programmes that taps on the Tote Board Arts Grant subsidy is accurately indicated in IFAAS records and to provide auditors with supporting documentation that all programmes were purchased in accordance with the terms of the Grant.

- 2) **All claims for the purchase(s) of programmes that do not meet the terms of the Grant will be rejected by auditors, and schools will have to bear the full costs of the programme.**
- 3) Schools would need to indicate the following information clearly in IFAAS:

Input Field in IFAAS	Information Required
Description	<p><b>For NAC-AEP</b></p> <ol style="list-style-type: none"> <li>1. <u>Programme ID (Drop down selection)</u></li> </ol> <p>If you purchased a <b>digital/blended format of the programme, please select 'DAEP XXXXXXX'</b>. If it was conducted in person physically, please select the programme ID as indicated on the LOE.</p> <ol style="list-style-type: none"> <li>2. <u>Programme Title</u> (as listed in NAC-AEP Directory, please include the full name of the programme)</li> <li>3. Programme Provider (as listed in NAC-AEP Directory, please include the full name of the provider)</li> <li>4. No. of Participants <b>NEW</b> – To better understand overall programme reach, schools should provide NAC with the actual/estimated number of students that attended/participated in the programme.</li> </ol> <p><b>For Public Arts programmes</b></p> <ol style="list-style-type: none"> <li>1. Please select the generic programme ID <b>'Public Arts Programme'</b></li> <li>2. <u>Programme Title</u> (Please include the full name of the programme)</li> <li>3. Programme Provider (Please include the presenter of the programme, and NOT the ticketing agent or venue)</li> <li>4. Whether the programme was conducted in person or digitally</li> </ol>
Line Amount	<ol style="list-style-type: none"> <li>1. Amount charged to the respective Tote Board Arts Grant account (up to 50% of the total cost of programme) If the programme has multiple invoices, schools should ensure that only a maximum of 50% of <b>each invoice</b> amount is charged to the Grant.)</li> </ol>

	2. Remaining amount charged to SOF/EG PF and other relevant school accounts
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4) Schools should charge expenditure for eligible programmes as follows:



- 5) Upon reaching the annual cap of \$9,000 (60% of grant) for eligible local programmes under code 799021, **schools may proceed to charge further expenditure on eligible local programmes to code 707001.**
- 6) Schools should ensure that the **expenditure incurred for the programmes are recorded in the same calendar year as the actual date of the programme**, i.e. advance payment or late payment is not allowed. For example, if the programme takes place in January 2022 onwards, the payment should be processed using 2022 funds and not 2021 funds. Should schools need to process the booking in December 2021 for administrative reasons, they should use other sources of funds e.g. School Operating Fund and make journal adjustments in January 2022. Payments for programmes which took place in 2021 should be made by December 2021.

## VIII. FEEDBACK AND SURVEY

- 1) With effect from 2016, schools will no longer be required to submit an annual “Record of Purchase” for review. However, NAC officers may still continue to liaise directly with schools on matters relating to programme observations.
- 2) For purposes of increased accountability, both the Tote Board and NAC will be adopting an outcome-based approach in measuring and evaluating the impact of the NAC-AEP. Under this approach, schools which have opted-in for the Tote Board Arts Grant are required to fulfill the following to facilitate outcome monitoring:

- a) Participate in NAC's **Annual NAC-AEP School Survey**. Please complete the survey in Annex B attached to the email notification by 31 January 2022.
- b) Facilitate the dissemination and completion of **NAC-AEP Student Survey (minimum of 20 responses per school)**. Schools will be provided with more details prior to the commencement of this process.
- c) For Digital programmes, submit a separate **Teacher's Survey** [here](#).
- d) **NEW** – For programmes purchased from 2022 onwards, submit **Programme Reviews** for individual programme(s) via the NAC-AEP Directory upon its completion. (School teachers can use @schools.gov.sg and @moe.edu.sg email accounts to log in and submit reviews for each programme, which are available on individual programme pages located within the NAC-AEP Directory)

#### **IX. EXPENDITURE REPORT FROM SPECIALISED, INDEPENDENT AND SPECIALISED INDEPENDENT SCHOOLS**

All specialised schools, independent schools and specialised independent schools (except SOTA) are required to submit an annual expenditure report to the Fund Management Section, Finance and Procurement Division (FPD).

The expenditure report submitted should include the following:

- Programme ID (where relevant) and Title of programme
- Arts group or artist providing the programme
- Total costs
- Claim amount, AND
- Breakdown of claims by local and foreign programmes
- Breakdown of NAC-AEP and Public Arts programmes
- Breakdown of programmes conducted in-person or digitally
- **NEW** – No. of participants/students reach of the programme – To better understand overall programme reach, schools should provide NAC with the actual/estimated number of students that attended/participated in the programme.

FPD will send an email notification to the schools to request for the expenditure report in December 2022.

## X. ROLE OF SCHOOLS

- 1) Schools are strongly encouraged to maximise fund utilisation to enhance students' exposure to and appreciation of all five art forms (including dance, drama, literary arts, music and visual arts). Beyond this, the NAC-AEP and Public Arts Programme(s) provide schools with content that may be extended beyond the field of Aesthetics towards other fields of student development including Co-curricular Activities, Character & Citizenship Education and Languages. All teachers should be informed of the availability of funds in the scheme.
- 2) From 2020, NAC has requested that schools appoint a Tote Board Arts Grant Coordinator to monitor and ensure accurate utilisation of funds. The Coordinator should be either a Head of Department (HOD) or Subject Head. The roles & responsibilities of the coordinator and the complete guidelines on the utilisation of the Grant can be found in **Annex X3**.

## XI. ACKNOWLEDGEMENTS

For matters relating to acknowledgement of the Board's contribution and the use of logos, please email the Corporate Communications team at [corporate\\_communications@toteboard.gov.sg](mailto:corporate_communications@toteboard.gov.sg).

## XII. ENQUIRY

Please contact the following officers if you require clarification(s) relating to:

### a) Programme-related queries

National Arts Council Education Unit	Leon Tan (Mr) Manager, Education	<a href="mailto:leon_tan@nac.gov.sg">leon_tan@nac.gov.sg</a>
Ministry of Education Student Development Curriculum Division  Arts Education Branch	Lee Kwee Hwa (Ms) Senior Manager, Arts Programmes	<a href="mailto:lee_kwee_hwa@moe.gov.sg">lee_kwee_hwa@moe.gov.sg</a>

### b) Financial Procedures

[moe ifaas north zone schools@moe.gov.sg](mailto:moe_ifaas_north_zone_schools@moe.gov.sg)  
[moe ifaas south zone schools@moe.gov.sg](mailto:moe_ifaas_south_zone_schools@moe.gov.sg)  
[moe ifaas east zone schools@moe.gov.sg](mailto:moe_ifaas_east_zone_schools@moe.gov.sg)  
[moe ifaas west zone schools@moe.gov.sg](mailto:moe_ifaas_west_zone_schools@moe.gov.sg)

**Annex X1**



## Guide on Tote Board Arts Grant Usage

NAC-AEP Directory	Public Arts programmes
Visit the <a href="#">NAC Arts Education website</a> to view a list of approved programmes eligible for the Tote Board Arts Grant subsidy	Visit various public event platforms including <a href="#">The A-List</a> and ticketing websites. Arts groups and presenters will also market directly to schools



Contact arts group or artist to make direct purchase of programme.



NAC-AEP Directory	Public Arts programmes
<p>Submit payment of programme via IFASS. Ensure that the <b>MOE-IFAAS record clearly states the programme ID and title as reflected on the NAC Arts Education website. Please ensure that programme cost(s) (including GST, if any) are reflected accurately.</b></p> <p>Names of programmes submitted on MOE-IFAAS must tally with programme titles listed on the NAC-AEP Directory or LOE in order for reimbursement to be approved under the Tote Board Arts Grant.</p>	<p>Submit payment of programme via IFASS. Ensure that the <b>MOE-IFAAS record clearly states the programme title and provider as per invoice. Please ensure that programme cost(s) (including GST, if any) are reflected accurately.</b></p> <p>Programmes must meet the definition of Public Arts Programmes as outlined in Footnote 1.</p>



**Submit review upon completion of programme.** Reviews specific to each programme can be accessed from the individual programme page in the NAC-AEP Directory. A valid MOE or schools email address (@schools.gov.sg and @moe.edu.sg) is required to submit reviews.

***[SAMPLE COPY] LETTER OF ELIGIBILITY – FOR INFO ONLY***

**Annex X2**

## NATIONAL ARTS COUNCIL - ARTS EDUCATION PROGRAMME

This letter of eligibility ("**Letter of Eligibility**") confirms that the following programme stated in the table below has been accepted under the National Arts Council - Arts Education Programme ("**NAC-AEP**") 2019-2022.

### **Eligibility of Schools**

- 1) MOE Primary and Secondary Schools, Junior Colleges, Centralised Institute & ITE Regional Campuses may use the Tote Board Arts Grant to subsidise up to 50% of the programme cost under the NAC-AEP.
  
- 2) Special Education (SPED) Schools may use the Tote Board Arts Grant to subsidise up to 70% of the programme cost under the NAC-AEP.

<b>Programme Title:</b>	
<b>Programme ID:</b>	
<b>Artist/ Arts Group:</b>	
<b>Target Audience:</b>	
<b>Approved Instructor(s) / Performer(s):</b>	
<b>Validity of Programme:</b>	

### **Terms and Conditions:**

1. Artists / Arts Groups must present this Letter of Eligibility to schools prior to the commencement of the programme for verification purposes, and for schools to apply to utilise the Tote Board Arts Grant to subsidise the cost of the programme.
2. Only the Approved Instructor(s) / Performer(s) stated above are eligible to conduct the abovementioned programme and approval from NAC must be sought to make any changes to the abovementioned list.
3. Changes to the programme design are permitted and should be mutually agreed between the Artist / Arts Group and school.
4. Only the following text may be used to inform schools that the programme is eligible for the Tote Board Arts Grant: *"This programme is eligible for the Tote Board Arts Grant subsidy."* There is no permission given to Artists / Arts Groups to use the NAC logo in the marketing of the programme.
5. NAC reserves the right for its staff and appointed external assessors to observe the programme(s).
6. Acceptance to be part of the NAC-AEP is conditional upon agreement of the Terms and Conditions set out herein.
7. Failure to observe any of the terms and conditions may result in the withdrawal of this programme from the NAC-AEP and may affect the outcome of future applications.

<Name of NAC Officer>

<Designation of NAC Officer >, Education

Date of Issue:	<Date of approval of new application>
Date Updated:	<Date of approval of Change Request>

*This is a computer-generated letter. No signature is required.*

**Annex X3**

## **Roles and Responsibilities of the Tote Board Arts Grant Coordinator**

Since 2020, NAC has requested that schools appoint a Tote Board Arts Grant Coordinator to monitor and ensure accurate utilisation of funds. The Coordinator should be either a Head of Department (HOD) or Subject Head. As the Tote Board Arts Grant Coordinator, the role is instrumental in helping the school utilise the Tote Board Arts Grant effectively and providing students with a holistic arts experience.

The Coordinator will:

- Familiarise themselves with the Tote Board Arts Grant Guidelines, and ensure that all school personnel using the grant are familiar with its terms and conditions;
- Coordinate across departments to facilitate advance planning for the use of the Grant, and conduct regular reviews on the Grant budget utilisation status, and reallocate where necessary;
- Ensure that all personnel using the Grant know how to accurately document approvals and payment records of all purchases made under the Grant in IFAAS for audit purposes;
- Ensure the submission of the Programme Feedback for individual programme(s) via the NAC-AEP website upon its completion;
- Participate in NAC's Annual NAC-AEP Teacher's Survey
- Administer the NAC-AEP Student Survey (KPI measurement required for reporting to Tote Board); and
- Attend briefing sessions where required.