

**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.

**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**

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

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

The list of approved programmes that are eligible for grant subsidy can be found on the [NAC-AEP Directory](#).

The Directory features programmes that have been approved for the 2023-2025 cycle. The curation of these programmes was guided by the learning outcomes articulated in the [NAC Arts Education Framework](#), comprising 3 Focus Areas and 5 Points of Emphasis. Schools will be able to search for programmes by Focus Areas and Points of Emphasis, and other areas as described below.

The Directory continues to offer a variety of Art Forms, Programme Types and Programme Formats for different Student Profiles, as well as more opportunities for customisation that will better cater to the diverse interests and needs of students.

**b) Public Arts Programmes**

Public Arts Programmes that are eligible for grant subsidy are:

Ad-hoc ticketed arts events (e.g. performances, festivals or exhibitions) presented by professional artists/arts groups, in professional arts venues to the public (both physical and digital formats). They must also not fall under any of the exceptions listed below:

- Productions rated R18 (under IMDA Arts Entertainment License)



- 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
- i. As of 2022, schools can source, choose, and purchase suitable Public Arts Programmes from public event platforms (e.g., ['Family Friendly' and 'Educational' categories'](#) section of [CATCH](#) or ticketing platforms) or directly from artists/arts groups, and then claim for support under the Tote Board Arts Grant.

#### IV. DISBURSEMENT OF GRANT

- 1) All primary and secondary schools, junior colleges and centralised institutes (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.<sup>1</sup>
- 2) Schools which have opted in for the Tote Board Arts Grant are eligible to use the grant for the calendar year i.e. from 1 January - 31 December.

#### V. TERMS OF GRANT

- 1) Schools may use the grant to pay for **maximum of 50% of the total fees or ticket costs<sup>2</sup>** (inclusive of GST and ticket booking fees) for programmes by artists and arts groups that are **accepted under the NAC-AEP Directory and Public Arts Programmes**. These activities may be conducted in person or through digital platforms (synchronous or asynchronous).
- 2) Schools are to take note that the **total grant amount utilised during the year should not exceed the annual sum (\$15,000)** allocated for the year. Expenses claimed under the Tote Board Arts Grant will be subject to an annual review by an NAC-appointed independent auditor (see more in Section VII on 'Audit of Grant').

#### VI. USE OF GRANT

##### FOR NAC-AEP DIRECTORY

- 1) **Schools should request for an NAC-issued Letter of Eligibility (LOE)<sup>3</sup> from the respective artist or arts group before the start of the NAC-AEP programme**, in order to verify the following details:

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<sup>1</sup> Independent and Specialised Schools will receive the Tote Board Arts Grant funds for the CY on a reimbursement basis in Term 1 of the following year, upon the completion of the annual audit of schools' expenditure as engaged by NAC.

<sup>2</sup> 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.

<sup>3</sup> Refer to sample LOE in Annex B2.



- The programme is as shown on the 2023-2025 NAC-AEP Directory (apart from permissible areas of customisation shown in para 3 below).
  - The names of instructors conducting the programmes are reflected on the LOE.<sup>4</sup>
- 2) **For Excursions, Talks and Workshops**, schools should verify that all instructors conducting the programme on their own have been assessed by NAC by referring to the list of 'Tagged Instructor(s)' in the LOE. **For Performances**, schools will only need to verify that the lead instructor/host is listed in 'Tagged Instructor(s)'<sup>5</sup>.
- 3) Schools may work with artists/arts groups to customise the following components of approved programmes under NAC-AEP in line with the stated Lesson Goals:
- Duration of programme
  - Number of sessions
  - Number of participants
  - Cost of programme
- 4) The following areas of customisation are not permitted, unless prior written approval has been sought from NAC:
- Amending the Programme content and/or learning objectives
  - Purchasing the programme for student profile(s) not listed in the LOE
  - Inviting instructor(s) not listed in the LOE to conduct the NAC-AEP

Please note that artists/arts groups found to have made any of the abovementioned changes without prior written approval from NAC may have their programmes withdrawn from NAC-AEP Directory.

#### FOR PUBLIC ARTS PROGRAMMES

- 5) Schools are responsible for the purchase of Public Arts Programmes directly from the artists, arts groups and/or ticketing websites. Please refer to [Annex B1](#) for the workflow of purchasing programmes using the Tote Board Arts Grant subsidy.
- 6) When planning for public arts programmes, schools are highly encouraged to refer to the ['Guide to Public Arts Programmes'](#) and familiarise with the use of 'S.T.A.G.E' for Public Arts Programmes via Micro Learning Unit' (MLU). The Guide provides an overview of the key steps and the MLU shows how S.T.A.G.E can be used in the selection of public arts programmes.

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<sup>4</sup> If tagged instructors are unable to make it for 1-2 sessions on short notice due to valid reasons such as MC or compassionate leave, and schools would still like to proceed with the untagged instructors, schools should inform NAC about this decision, along with the CV of the untagged instructor.

<sup>5</sup> For all 4 NAC-AEP programme types, performers / assistant instructors who play a supportive role to the lead (and tagged) instructors need not be reflected on the LOE. However, they must be MOE-registered and should not be teaching students on their own accord at any point during the NAC-AEP, without the presence/guidance of the lead (and tagged) instructors.



- 7) As NAC’s endorsement of Public Arts Programmes is not required<sup>6</sup>, schools need not obtain Letters of Eligibility (LOEs) prior to the purchase of Public Arts Programmes. Schools are strongly encouraged to check that the programme meets the Public Arts Programme definition shown in Pgs 1-2 if they intend to purchase the programme using the Tote Board Arts Grant subsidy.
- 8) Schools may use the whole annual grant (i.e. \$15,000) to subsidise the purchase of 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 definition of ‘Local’ vs ‘Foreign’ programmes, which only applies to Public Arts Programmes is 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.

Schools should check with the artists/arts groups/presenters to confirm whether their programmes are ‘Local’ or ‘Foreign’ based on the definition provided above.<sup>7</sup>

- 9) The grant only covers programme costs incurred. Other additional costs such as transportation and purchase of tickets for accompanying teachers, parents or chaperones is not eligible for claims.
- 10) No other restrictions are imposed on the quantity or cost of programmes and tickets purchased.

**VII. AUDIT OF GRANT**

- 1) **Schools will be subject to an external audit on the use of Tote Board Arts Grant on an annual basis.** Schools should retain the relevant invoices, approvals, LOEs and payment records of all purchases made under the Tote Board Arts Grant for such audit purposes. Schools are responsible for ensuring 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) Claims for the purchase(s) of programmes that do not meet the terms of the Grant may be flagged out by auditors. Should the claim amount be rejected upon consultation with NAC, schools will have to bear the full costs of the concerned NAC-AEP programme.

<sup>6</sup> Some artists/arts groups may publicise their programmes as “eligible” for the Tote Board Arts Grant subsidy. Please note that artists/arts groups are not required to submit verification of eligibility to NAC and hence schools are required to assess and check if the Public Arts Programme meets the definition as stated on pgs 1-2 above

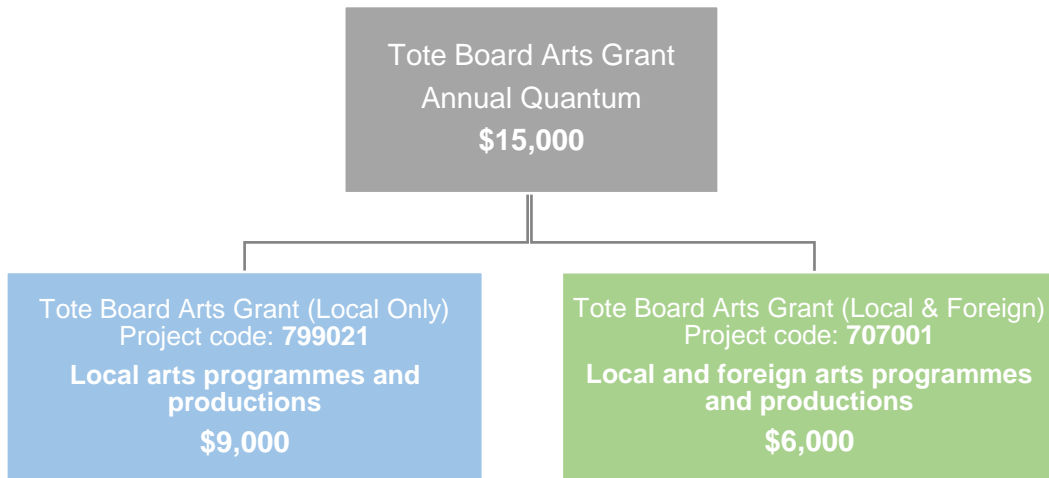
<sup>7</sup> Refer to para 4 and 5 under Section VII on ‘Audit of Grant’ on the charging of ‘Local’ vs ‘Foreign’ programmes on iFAAS.



3) Schools should indicate the following information clearly in IFAAS:

Input Field in IFAAS	Information Required
<b>Description</b>	<p><b>For NAC-AEP Directory</b></p> <ol style="list-style-type: none"><li><u>Programme ID</u> (Drop down selection)<ul style="list-style-type: none"><li>For <i>on-site programmes</i>, select the Programme ID as indicated on the LOE (E.g. AEPXXXXXX)</li><li>For <i>digital/blended programmes</i>, select 'DAEPXXXXXX'</li></ul></li><li><u>Programme Title</u> List full name of the programme as indicated on the LOE</li><li><u>Programme Provider</u> List full name of the artist/arts group as indicated on the LOE</li><li><u>No. of Participants</u> Indicate 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><u>Programme ID</u> Select the generic 'PAP000000'</li><li><u>Programme Title</u> List full name of the programme/performance/exhibition, etc.</li><li><u>Programme Provider</u> List full name of the presenter/artist/arts group/performance group, etc. Full name <u>does not</u> refer to the ticketing agent (e.g. SISTIC), bank (e.g. Citibank) or venue (e.g. Esplanade)</li><li><u>Programme Format</u> Indicate in-person or digital</li></ol>
<b>Line Amount</b>	<ol style="list-style-type: none"><li>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 for a single programme, schools should ensure that only a maximum of 50% of <b>each invoice</b> amount is charged to the Grant, and state in the respective 'Line Description' what each invoice is meant to pay for)</li><li>Remaining amount charged to SOF/EG PF and other relevant school accounts</li></ol>

- 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 project code 799021, **schools may proceed to charge further expenditure on eligible local programmes to project 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<sup>8</sup>.

## VIII. FEEDBACK AND SURVEY

- 1) For purposes of increased accountability, both Tote Board and NAC have adopted an outcome-based approach in measuring and evaluating the impact of 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:
- Facilitate NAC officers' visits to schools for NAC-AEP programme observations.
  - Participate in NAC's **Annual NAC-AEP Teachers' Survey**. The survey link will be disseminated to all schools typically in November.
  - Facilitate the dissemination and completion of minimum 20 **NAC-AEP Students' Survey** by the end of each calendar year. These surveys are to be done after the end of an NAC-AEP.
  - Submit reviews for programmes upon completion. Click on the **'Share A Review'** button found on individual programme pages on NAC-AEP Directory. School teachers should use @schools.gov.sg or @moe.edu.sg email account to login and submit reviews.

<sup>8</sup> For example, if the programme will be conducted in January 2025, the payment should be processed using 2025 funds, and not 2024 funds. If schools need to process the booking in December 2024 for administrative reasons, they should use other sources of funds to make payment. Likewise, if the programme was conducted in December 2024, the payment should be processed using 2024 funds, and not 2025 funds.



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

- 1) 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). FPD will send an email notification to the schools to request for the expenditure report typically in December.
- 2) The expenditure report submitted should include the following:
  - Programme ID and Programme Title
  - Arts group or artist providing the programme
  - Programme type (e.g. Performance, Talk, Excursion or Workshop<sup>9</sup>)
  - Programme Art form (eg: Dance, Digital Media, Literary Arts, Music, Theatre, Visual Arts)
  - Total costs (i.e. invoice amount inclusive of GST)
  - Claim amount
  - Breakdown of claims by local and foreign programmes
  - Breakdown of programmes conducted in-person or digitally
  - No. of participant/student reach of the programme – To better understand overall programme reach, schools should provide NAC with the actual number of students who attended/participated in the programme.

## **X. ROLE OF SCHOOLS**

- 1) Schools are strongly encouraged to maximise fund utilisation to enhance students' exposure to and appreciation of all six art forms (including Dance, Digital Media, Literary Arts, Music, Theatre 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 and 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 and responsibilities of the coordinator and the guidelines on the utilisation of the Grant can be found in [Annex B3](#).

## **XI. ACKNOWLEDGEMENTS**

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

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<sup>9</sup> NAC-AEP Directory programme types include Performance, Talk, Excursion or Workshop. Public Arts Programmes are typically Performances or Exhibitions, while Artist-in-School scheme projects are typically Workshops.

## XII. ENQUIRY

Please contact the following officers for clarification(s) relating to:

### a) Programmes

Education Unit, NAC

- Senior Manager, Ms. Amanda Leong ([amanda\\_leong@nac.gov.sg](mailto:amanda_leong@nac.gov.sg))
- Senior Manager, Ms Sherwinderjit Kaur ([sherwinderjit\\_kaur@nac.gov.sg](mailto:sherwinderjit_kaur@nac.gov.sg))

### a) Financial Procedures

[moe\\_ifaas\\_north\\_zone\\_schools@moe.gov.sg](mailto:moe_ifaas_north_zone_schools@moe.gov.sg)

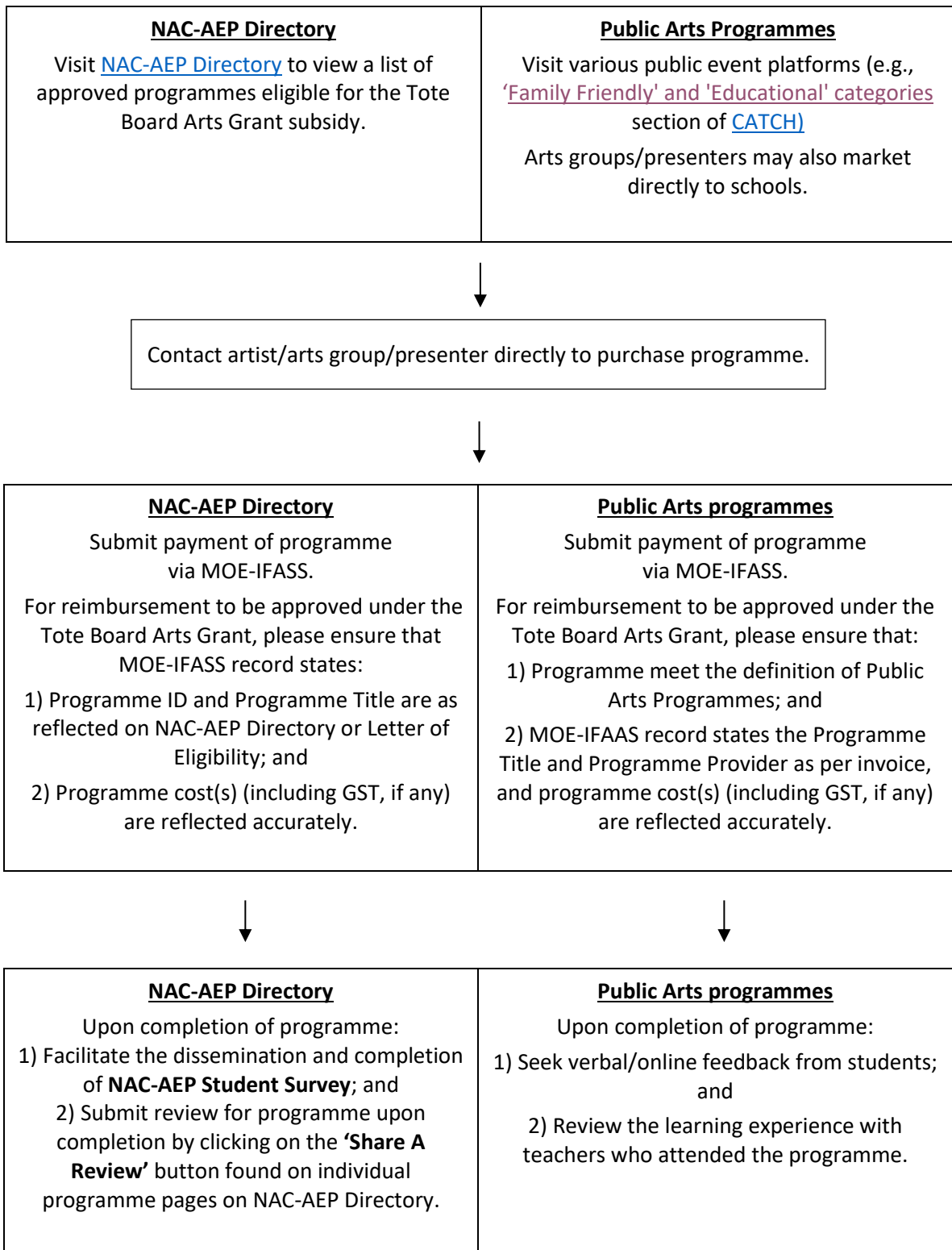
[moe\\_ifaas\\_south\\_zone\\_schools@moe.gov.sg](mailto:moe_ifaas_south_zone_schools@moe.gov.sg)

[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)



**Guide on Tote Board Arts Grant Usage**



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

**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**") 2023-2025.

**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>	<System retrieved as per application>
<b>Programme ID:</b>	< System retrieved as per system generation>
<b>Artist/ Arts Group:</b>	< System retrieved as per application>
<b>Student Profile:</b>	< System retrieved as per tagged to programme>
<b>Tagged Instructor(s)</b>	< System retrieved as per tagged to programme>
<b>Validity of Programme:</b>	1 January 2023 – 31 December 2025

**Terms and Conditions:**

1. Programme Providers 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 participating in the Programme.
2. Only the Tagged Instructor(s) stated above are eligible to conduct the abovementioned Programme.<sup>10</sup>
3. Changes to the Programme’s design within the customisable scope are permitted and should be mutually agreed between the Programme Provider and the 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.”* Programme Providers do not have permission to use the NAC logo and the Tote Board logo in the marketing of the Programme.
5. NAC reserves the right for its staff and appointed external assessors to observe the Programme.
6. Acceptance to be part of the NAC-AEP is conditional upon the Programme Providers’ agreement to these Terms and Conditions.
7. Failure to observe any of these Terms and Conditions may result in the withdrawal of the Programme from the NAC-AEP and may affect the outcome of future applications.

<sup>10</sup> If tagged instructors are unable to make it for 1-2 sessions on short notice due to valid reasons such as MC or compassionate leave, and schools would still like to proceed with the untagged instructors, schools should inform NAC about this decision, along with the CV of the untagged instructors.



NATIONAL ARTS COUNCIL  
SINGAPORE

**NAC Education Unit**

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.*

### **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 that upon completion of programmes, colleagues administer the NAC-AEP Student Survey, and submit reviews for programmes by clicking on the 'Share A Review' button found on individual programme pages on NAC-AEP Directory;
- Participate in NAC's Annual NAC-AEP Teacher's Survey; and
- Attend briefing session(s) where required.