

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

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

The new Directory features programmes that are curated for the 2023-2025 cycle. The curation is guided by the learning outcomes articulated in the new NAC Arts Education Framework, consisting of 3 Focus Areas and 5 Points of Emphasis. Schools will be able to search for programmes by Focus Areas and Points of Emphasis.

The new Directory continues to offer a variety of Programme Formats (physical, digital and blended) and Programme Types (performance, excursion, talk and workshop) as well as more opportunities for customisation that will better cater to the diverse interests and needs of students.

2) Public Arts Programmes

From 2022, schools can source, choose, and purchase suitable public arts programmes from public event platforms (e.g., 'Inspire Your Child' section of [CATCH](#), or [SISTIC](#)) or directly from arts companies, and then claim for support under Tote Board Arts Grant. Please refer to para 6 (under point VI) on p.4 for exceptions that will not be supported under Public Arts Programmes. 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 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 costs¹** (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 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 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.

Schools should check with the artists/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 the NAC-AEP Directory for a list of approved programmes. Schools may also visit public events platforms (e.g., 'Inspire Your Child' section of [CATCH](#), or [SISTIC](#)) or arts companies' websites for Public Arts Programmes. Schools are responsible for the

¹ 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.



purchase of these programmes directly from the artists, arts groups and/or ticketing websites.

- 2) Please refer to [Annex B1](#) (p.9) for the workflow of purchasing programmes using the Tote Board Arts Grant subsidy.

FOR NAC-AEP DIRECTORY

- 3) **Schools should request for an NAC-issued Letter of Eligibility (LOE) from respective artists or arts groups to verify that the programme has been accepted under NAC-AEP 2023-2025.** The LOE states information about the programme as well as the terms & conditions. Sample LOE is provided in [Annex B2](#) (p.10).
- 4) Schools should verify that the instructors conducting Talks, Excursions and Workshops have been registered to conduct NAC-AEP by referring to the list of 'Tagged Instructor(s)' in the LOE. **For Performances, schools will only need to verify that the lead educators/hosts are listed in 'Tagged Instructor(s)'**.
- 5) Schools may work with artists/arts groups to customise the following components of approved programmes under NAC-AEP:
 - Duration of programme
 - Number of sessions
 - Cost of programme
 - Number of participants

Schools should still exercise due diligence to request for LOE to verify that the original programme is accepted under NAC-AEP 2023-2025 and the instructor(s) conducting the programme has been registered to conduct NAC-AEP (refer to points 3 and 4 above).

The following changes are **not** permitted for approved programmes:

- Changes in overall programme content
- Inclusion of an instructor not listed in the LOE

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

FOR PUBLIC ARTS PROGRAMMES

- 6) Letters of Eligibility (LOEs) are not 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)
- 7) 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 outside school premises.
- 8) The grant only covers programme costs incurred. Other additional costs such as transportation is not eligible for claims.
- 9) When planning the inclusion of 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)². The Guide provides an overview of the key steps and the MLU shows how S.T.A.G.E can be used in different contexts for planning and implementation of public arts programmes.

VII. AUDIT OF GRANT

- 1) **Schools will be subjected 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) **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.**

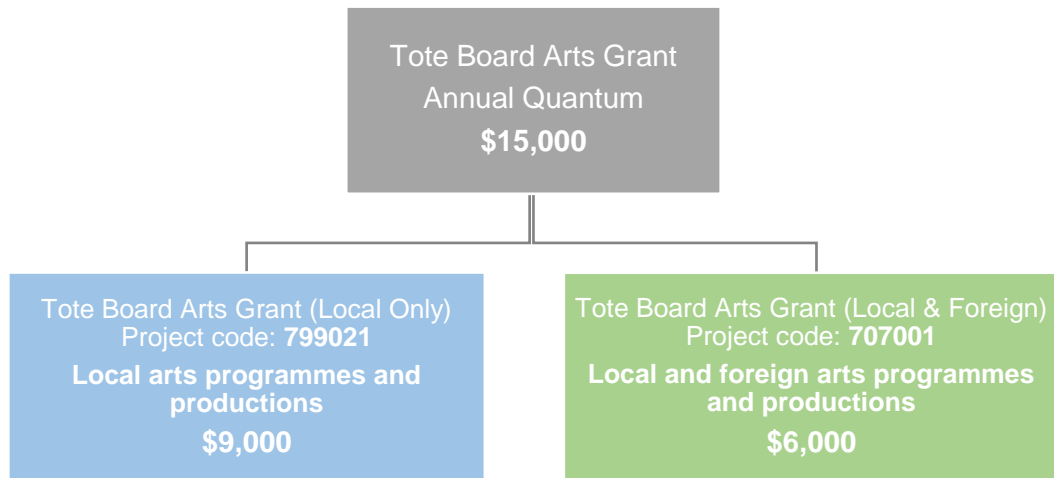
² Refer to email sent by MOE Arts Education Branch (AEB) on Tuesday, 27 December 2022 at 7:13 am with subject title '[For information] Support to Schools on Planning Public Arts Programmes'.



3) Schools would need to indicate the following information clearly in IFAAS:

Input Field in IFAAS	Information Required
Description	<p>For NAC-AEP Directory</p> <ol style="list-style-type: none">1. <u>Programme ID</u> (Drop down selection)<ul style="list-style-type: none">○ For <i>on-site programmes</i>, select the Programme ID as indicated on the LOE (E.g. <i>AEPXXXXXXX</i>)○ For <i>digital/blended programmes</i>, select '<i>DAEPXXXXXXX</i>'2. <u>Programme Title</u> List full name of the programme as indicated on the LOE3. <u>Programme Provider</u> List full name of the artist/arts group as indicated on the LOE4. <u>No. of Participants</u> Indicate actual/estimated number of students that attended/participated in the programme) <p>For Public Arts programmes</p> <ol style="list-style-type: none">1. <u>Programme ID</u> Select the generic '<i>PA000000</i>'2. <u>Programme Title</u> List full name of the programme/performance/exhibition, etc.3. <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 or venue4. <u>Programme Format</u> Indicate in-person or digital
Line Amount	<ol style="list-style-type: none">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 each invoice amount is charged to the Grant.)2. Remaining amount charged to SOF/EG PF and other relevant school accounts

- 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. For example, if the programme will be conducted in January 2024, the payment should be processed using 2024 funds and not 2023 funds. If schools need to process the booking in December 2023 for administrative reasons, they should use other sources of funds to make payment. Likewise, if the programme was conducted in December 2023, the payment should be processed using 2023 funds and not 2024 funds.

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 Tote Board and NAC 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:
 - a) Participate in NAC’s **Annual NAC-AEP Teachers’ Survey**. The survey link will be disseminated to all schools sometime in November 2024.
 - b) Facilitate the dissemination and completion of minimum 20 **NAC-AEP Students’ Survey** by the end of 2024. These surveys are to be done after the end of an NAC-AEP. Please take note that the questions for the NAC-AEP Students’ Survey will be



revised with effect from January 2024 to facilitate a more accurate measurement of NAC-AEP's impact on students' interest in the arts.

- c) 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.

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
- 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 2024.

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 guidelines on the utilisation of the Grant can be found in [Annex B3 \(p.11\)](#).

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.

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)
- Manager, Mr. Leon Tan (leon_tan@nac.gov.sg)

a) Financial Procedures

moe_ifaas_north_zone_schools@moe.gov.sg

moe_ifaas_south_zone_schools@moe.gov.sg

moe_ifaas_east_zone_schools@moe.gov.sg

moe_ifaas_west_zone_schools@moe.gov.sg

Guide on Tote Board Arts Grant Usage

<p style="text-align: center;"><u>NAC-AEP Directory</u></p> <p>Visit NAC-AEP Directory to view a list of approved programmes eligible for the Tote Board Arts Grant subsidy.</p>	<p style="text-align: center;"><u>Public Arts Programmes</u></p> <p>Visit various public event platforms (e.g., ‘Inspire Your Child’ section of CATCH and SISTIC).</p> <p>Arts groups/presenters may also market directly to schools.</p>
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Contact artist/arts group/presenter directly to purchase programme.



<p style="text-align: center;"><u>NAC-AEP Directory</u></p> <p>Submit payment of programme via MOE-IFASS.</p> <p>For reimbursement to be approved under the Tote Board Arts Grant, please ensure that MOE-IFASS record states:</p> <ol style="list-style-type: none"> 1) Programme ID and Programme Title are as reflected on NAC-AEP Directory or Letter of Eligibility; and 2) Programme cost(s) (including GST, if any) are reflected accurately. 	<p style="text-align: center;"><u>Public Arts programmes</u></p> <p>Submit payment of programme via MOE-IFASS.</p> <p>For reimbursement to be approved under the Tote Board Arts Grant, please ensure that:</p> <ol style="list-style-type: none"> 1) Programme meet the definition of Public Arts Programmes as outlined on p.; and 2) MOE-IFAAS record states the Programme Title and Programme Provider as per invoice, and programme cost(s) (including GST, if any) are reflected accurately.
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<p style="text-align: center;"><u>NAC-AEP Directory</u></p> <p>Upon completion of programme:</p> <ol style="list-style-type: none"> 1) Facilitate the dissemination and completion of NAC-AEP Student Survey; and 2) Submit review for programme upon completion by clicking on the ‘Share A Review’ button found on individual programme pages on NAC-AEP Directory. 	<p style="text-align: center;"><u>Public Arts programmes</u></p> <p>Upon completion of programme:</p> <ol style="list-style-type: none"> 1) Seek verbal/online feedback from students; and 2) Review the learning experience with teachers who attended the programme.
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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.

Programme Title:	<System retrieved as per application>
Programme ID:	< System retrieved as per system generation>
Artist/ Arts Group:	< System retrieved as per application>
Student Profile:	< System retrieved as per tagged to programme>
Tagged Instructor(s)	< System retrieved as per tagged to programme>
Validity of Programme:	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.
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.

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 (KPI measurement required for reporting to Tote Board), 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.