NATIONAL ARTS COUNCIL
SINGAPORE

TOTE BOARD ARTS GRANT
GUIDELINES FOR SCHOOLS

THE GRANT AND OBJECTIVES

The $15,000 annual grant **subsidises** quality arts education programmes are offered to all government and government-aided schools, junior colleges, and centralised institutes via IFAAS (unless opted out).

These quality arts education programmes by Singapore artists and arts groups aim to foster students' appreciation of the arts, enabling them to acquire skills and knowledge about the arts and express themselves through the arts.

AREAS OF SUPPORT

- Schools may claim for **maximum of 50% of the total programme fees for NAC-AEP Directory programmes or ticket costs[1] of Public Arts Programmes** (inclusive of GST and ticket booking fees). The total grant usage for the year cannot exceed $15,000.

- The grant covers programme costs for students only. Additional costs (such as transportation and tickets for accompanying teachers, parents or chaperones) are not eligible for claims. Refer to Annex A for a guide on grant workflow. Tote Board Arts Grant usage is subjected to an annual audit (refer to Annex B).

	HOW TO SELECT	WHAT TO TAKE NOTE OF
(i) NAC-AEP Directory The NAC-AEP Directory lists over 1,400 eligible programmes eligible for subsidy.	Programmes are curated with **NAC Arts Education Framework** in mind. **Consider** learning objectives and students' interests. **Search** for programmes by Focus Areas and Points of Emphasis, and other criteria e.g. art form and student levels. **Customise** (if necessary) duration, number of sessions and participants within the approved programme scope as reflected in the Directory.	1) **LETTER OF ELIGIBILITY (LOE)** obtained from the NAC-AEP Provider before programme start date (refer to sample in Annex C). 2) **INSTRUCTOR VERIFICATION:** - For Excursions/ Talks/ Workshops, **all** instructors must be listed as 'Tagged Instructor(s)'[2] on the LOE. - For Performances, only the lead instructor must be tagged and listed on the LOE. Changes to **programme content, learning objectives**, or **student profiles**, or **instructors not listed in the LOE** require prior written approval from NAC. Please confirm with the NAC-AEP Provider if there are variations to the LOE before programme start date. *Non-compliance may lead to claims for Tote Board Arts Grant subsidy to be disallowed.

[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.
[2] 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.

<table>
<tr><th></th><th>HOW TO SELECT</th><th>WHAT TO TAKE NOTE OF</th></tr>
<tr>
<td>(ii) Public Arts Programmes

Eligible programmes include ticketed public arts events e.g. plays, dance performances, concerts, festivals and exhibitions by professional artists/arts groups at professional and site-specific venues</td>
<td>Source from CATCH.sg or other event listing and ticketing platforms or directly from arts groups marketing channels.

Consider suitability of programmes based on relevance to development objective(s), students' age and interests.
- Refer to the 'Guide to Public Arts Programmes' and 'S.T.A.G.E'* for Public Arts Programmes (via Micro Learning Unit)
- Refer to IMDA Arts Entertainment Database to check the programme's rating.
- For programmes with Advisory rating or higher, consult school leaders for additional views on suitability and if added facilitation of learning is required.

* A refreshed S.T.A.G.E 2.0 will be circulated to schools in early 2026.</td>
<td>Ineligible programmes:
• R18-rated productions (under IMDA Arts Entertainment License)
• School curriculum programmes, student-based productions, showcases and competitions
• Fundraising productions
• Religious or promotional productions
• Magic shows, circus acts and international pop concerts

GRANT COVERAGE

• LOCAL VS FOREIGN PROGRAMMES
<table>
<tr><th>Local (799021)</th><th>Local & Foreign (707001)</th></tr>
<tr><td>- First $9,000 grant (60% of grant) to be used for arts programmes organised by local arts groups or local registered entities (use project code 799021).

- Subsequent $6,000, can be used for both local and foreign programmes (use project code 707001).</td><td>- Maximum $6,000 (40% of grant)

- Arts programmes organised by foreign arts groups or foreign owned entities.</td></tr>
</table>
• Schools should check with the artists/arts groups/presenters to confirm whether the presenting entities are 'Local' or 'Foreign'-owned.</td>
</tr>
</table>

ENQUIRY

i. Programmes: Education Unit, NAC
- Senior Manager, Ms Sherwinderjit Kaur (sherwinderjit_kaur@nac.gov.sg)
- Senior Manager, Ms Shangyi Xie (xie_shangyi@nac.gov.sg)

i. 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

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Annex A

Guide on Tote Board Arts Grant Workflow

NAC-AEP Directory	**Public Arts Programmes**
Visit NAC-AEP Directory to view a list of approved programmes eligible for the Tote Board Arts Grant subsidy.	Visit various public event listing or ticketing platforms (e.g., 'Family Friendly' and 'Educational' categories section of CATCH.sg) Arts groups/presenters may also market directly to schools.

↓

Contact artist/arts group/presenter directly to purchase programme.

↓

NAC-AEP Directory	**Public Arts programmes**
Submit payment of programme via MOE-IFASS. For reimbursement to be approved under the Tote Board Arts Grant, please ensure that MOE-IFASS record states: 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.	Submit payment of programme via MOE-IFASS. For reimbursement to be approved under the Tote Board Arts Grant, please ensure that: 1) Programme meet the definition of Public Arts Programmes; 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.

↓ ↓

NAC-AEP Directory	**Public Arts programmes**
Upon completion of programme: 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.	Upon completion of programme: 1) Seek verbal/online feedback from students; and 2) Review the learning experience with teachers who attended the programme.

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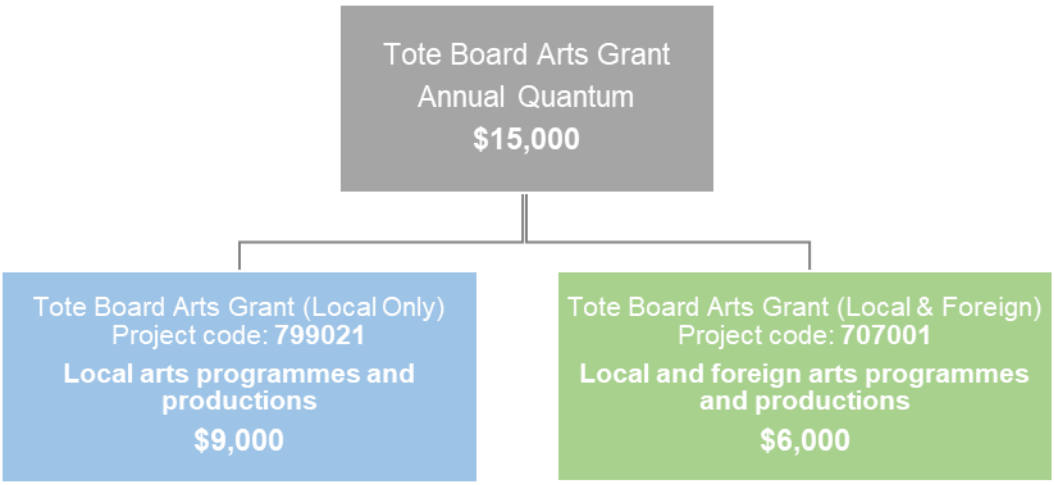
Annex B

AUDIT OF GRANT

1) **AUDIT**
   i. Schools are subjected to annual external audits by NAC-appointed independent auditors.
   ii. Schools must retain all invoices, approvals, LOEs, and payment records.
   iii. School must ensure accurate IFAAS documentation, and expenditure must be recorded in the same calendar year as programme date, i.e. advance or late payment is not allowed[3].
   iv. Claims that do not meet the terms of the Grant may be rejected, requiring schools to bear the full programme costs.

2) **IFAAS DOCUMENTATION REQUIREMENTS**

Project Codes: 799021 (local prog for the first $9,000), then 707001 (remaining local and foreign prog)



Input Field	Information Required
Description	**For NAC-AEP Directory** 1. Programme ID (Drop down selection) ○ For *on-site programmes*, select the Programme ID as indicated on the LOE (E.g. *AEPXXXXXXX*) ○ For *digital/blended programmes*, select '*DAEPXXXXXXX*' 2. Programme Title List full name of the programme as indicated on the LOE 3. Programme Provider List full name of the artist/arts group as indicated on the LOE 4. No. of Participants Indicate actual/estimated number of students that attended/participated in the programme) **For Public Arts programmes** 1. Programme ID

[3] For example, if the programme will be conducted in January 2026, the payment should be processed using 2026 funds, and not 2025 funds. If schools need to process the booking in December 2025 for administrative reasons, they should use other sources of funds to make payment. Likewise, if the programme was conducted in December 2025, the payment should be processed using 2025 funds, and not 2026 funds. EXCEPTIONS: For AISS, up to 50% of the remaining qualifying project costs (not covered under the AISS grant) can be claimed under Tote Board Arts Grant. **For multi-year projects, claims should only be submitted after project has been completed in the final year.**

	Select the generic '*PAP000000*' 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 (e.g. SISTIC), bank (e.g. Citibank) or venue (e.g. Esplanade) 4. <u>Programme Format</u> Indicate in-person or digital
Line Amount	1. Up to 50% charged to Grant account. (For programme with multiple invoices, schools should ensure that only a maximum of 50% of **each invoice** amount is charged to the Grant, and state in the respective 'Line Description' what each invoice is meant to pay for.) 2. Remaining amount charged to SOF/EG PF and/or other relevant school accounts.

EXPENDITURE REPORT FROM SPECIALISED, INDEPENDENT AND SPECIALISED INDEPENDENT SCHOOLS

1) 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.

2) All specialised, independent and specialised independent schools (except SOTA) must submit annual expenditure reports to Fund Management Section, Finance and Procurement Division (FPD), requested for in December.

3) The expenditure report should include:
   - Programme ID and Programme Title
   - Arts group or artist providing the programme
   - Programme type (e.g. Performance, Talk, Excursion or Workshop[4])
   - Programme Art Form
   - Total costs (i.e. invoice amount inclusive of GST)
   - Claim amount and breakdown (local / foreign programmes, whether in-person/digitally)
   - Participation numbers

GRANT COORDINATOR RESPONSIBILITIES

Schools must appoint a Tote Board Arts Grant Coordinator (HOD/Subject Head) to:

- Coordinate grant planning and budget reviews across departments
- Ensure accurate IFAAS documentation
- Administer minimum 20 NAC-AEP Student Surveys annually
- Submit programme reviews via NAC-AEP Directory
- Participate in NAC's Annual Teacher Survey
- Attend required briefing sessions

[4] 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.

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Annex C

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**") 2026-2028.

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 2026 – 31 December 2028

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.[5]
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.

[5] If tagged instructors are unable to make it for a session on short notice due to valid reasons, 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.