# TEMPLATE FOR POST-PROJECT REPORT ON SPECIAL EDUCATION ARTIST-IN-SCHOOL (SPED-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 2 months** after the project ends).

Please send the report via e-mail to: [lucille\_tay@nac.gov.sg](mailto:lucille_tay@nac.gov.sg)

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| **Name of School:** |
| **Title of the Programme/Project:** |
| **Name of Artist/Arts Group:** |
| **Venue:** |
| **Duration of the Project:** *e.g. 3 March 2021 to 10 November 2021* |
| **Frequency of the Project:** *E.g. 1 session per class per week, 1 session every 4 weeks for interest group X and 1 session every week for interest group Y* |
| **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** | **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? |
| 1. Were the school’s expectations of the projects met?   If yes, how? If no, why? |
| **Response on participation in project:** |
| What was the total number of participants?  1. Students: 2. Teachers: 3. Others (E.g. parents): |
| 1. What was the general feedback on this project from the following? Please provide quotes. 2. Students 3. Teachers 4. Principal 5. Parents (optional)   *Please provide quotes.* |
| 1. What is the school’s feedback on the participating artist(s)? Are there plans to continue working with the artist(s)? |
| 1. What is the feedback from artist(s)? |
| **Input from school on the impact of the project:** |
| 1. How did the project align and contribute to the school’s overall learning outcomes? |
| 1. How has the school tracked and evaluated the project’s effectiveness in contributing to the learning outcomes? |
| 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) |
| 1. Are there other areas/art forms that the school is interested to develop?   **Yes/ No**. What are some of these plans? |
| **Project Expenditure (for grants below $20,000)** |
| **For grants below $20,000, please provide the following:**   1. **Expenditure Record signed by your school leader** (table below)   • The Expenditure Record should indicate a breakdown of the expenditure incurred for this project (artist fees, number of hours/sessions, material costs).  • Do highlight unexpected cost incurred, if any.   1. **Invoices**  * These should correspond with the items listed in the Expenditure Record. * Invoices could be submitted in a separate document from the Expenditure Record.  |  |  |  |  | | --- | --- | --- | --- | | **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 1 (application form submitted upon application) at the start of the project, do outline the reasons for underspending: |
| **Project Expenditure (for grants >$20,000)** |
| **For grants > $20,000, please indicate the manpower and materials costs (if any).** The expenditure should reflect that of the Statement of Accounts (certified by an accountant registered with the Institute of Singapore Chartered Accountants or equivalent international body), which is to be submitted together with this post-project report. This may be submitted in a separate PDF. Do provide the accountant’s ISCA reg. number.  **Do highlight unexpected cost incurred, if any.**  If expenditure is less than that proposed in Annex 1 (application form submitted upon application) at the start of the project, do outline the reasons for underspending: |
| **Documentation** |
| Please send us (via email or post) at least 5 photos of the project (lessons, performances) and other relevant forms of documentation (e.g. curriculum) for reference/archival.  Note:   * Photographs are recommended to include:   + Artist demonstraton to a small group and / or class of students   + Artist engaged in discussion with a group of students   + Students engaged in the creative process   + Students’ final product. * For students whose faces are visible in the photograph, do ensure there is media clearance. The media release form can be downloaded from the SPED-AISS website. |
| **Submitted by:** |
| **Designation:** |
| **Contact details: (O)** **(HP)** |
| **Email:** |
| **School’s stamp and School Leader’s signature:** |