**Special Education Artist-in-School Scheme (SPED-AISS) – Annex B**

Please **submit your application through** [**FormSG**](https://go.gov.sg/sped-aiss-2022)**.**



Applicants will need to complete the online application in one sitting, therefore please ensure that you have the following information ready.

🞏 SPED-AISS Project Proposal, which you would need to fill up the online application form (refer to QR code above), comprising:

* School Applicant Details
* Project Summary
* Schedule (start and end date)

🞏 SPED-AISS Annex B template (this document) which comprises 4 parts:

* Programme Outline
* Project Details
* Budget
* Artist(s) CV

Note: FormSG has a 7MB limit for attachments, please ensure that all files are formatted to fit into a single document.

**Part 1/4: Programme Outline Template**

**Instructions**

A well-written programme outline helps NAC envision your project. You may refer to the Grant Guidelines document on our SPED-AISS website for a better understanding on grant terms and project assessment.

Please ensure that the plan details learning strategies and articulates plans to achieve the project’s intended objectives. This template should be submitted by the teacher in-charge, in consultation with the arts professional.

Applicants are reminded that SPED-AISS projects should not emulate existing NAC-AEP on the directory; the SPED-AISS aims to support projects with unique / customised objectives and content that cannot be fulfilled by purchasing an NAC-AEP.

|  |
| --- |
| **Project Title:** |
| **Project Objectives:****1)****2)****3)** |
| **Intended Learning Outcomes:****1)****2)****3)** |
| **Describe the project structure and how it seeks to achieve the intended objectives and outcomes:** |
| **Number of Sessions (Students):** *Please indicate breakdown – E.g. 10 sessions x 5 classes = 50 sessions.***Number of Sessions (Teachers – for projects with teacher-training components only):** |
| **Frequency of Sessions:** *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* |
| **Length of each session:** |
| **Session No. & Focus** | **Description of Activities** Provide a detailed description of the strategies and activities in each session. NAC will be assessing the proposal on teaching strategies and how the lessons are scaffolded and tailored to the specific student profile. You may want to also state the resources, materials or tools that will be used.Please add rows below as needed. |
| *E.g.**1: An Introduction to Singapore Literature* | *E.g.**Introduction:* * *Students will be introduced to a timeline of local literature beginning from 1965. [Lesson objective] The artist will be using Powerpoint slides to guide the lesson and will be facilitating a quick quiz to activate students’ prior knowledge. [Strategy]*
* *Students will then be divided into groups to co-write a short local poem according to the assigned themes. Students who are comfortable with writing can choose to explore writing in different languages, whilst students who have less confidence can start with prompts using the writer’s previous works as a starting point… [Demonstrate tailoring to various student needs].*
* *Exit pass: all students are to share one word which describes their learning experience in this lesson.*
 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**For projects with teacher-training components only (optional for SPED-AISS Objectives 1 and 2)**

|  |
| --- |
| **Description of training objectives:**  |
| **Description of training plan:***Provide a description of the topics and/or activities to be covered.**You may want to also state the resources, materials or tools that will be used.* |
| **Name of teacher(s) participating in this project** | **Designation** |
|  |  |

**Part 2/4: Project Details**

|  |
| --- |
| **How is the lesson plan customised to the specific needs of the students?** |
| **How does the project align and contribute to the school’s learning outcomes?**  |
| **How does the school plan to track and evaluate the project’s effectiveness in contributing to the learning outcomes?** |

**Part 3/4: Budget Template**

Please provide a clear breakdown of artist fees and material costs. NAC will assess if the items are supportable. Grant amount will be based on project merit and subject to funding caps. Schools may include a presentation/showcase component as a culmination of their SPED-AISS project, however stand-alone presentations/showcases will not be supported.

Guidelines for Material Costs

Please note that the following material costs are not supported under the SPED-AISS:

* Transportation
* Meals
* Equipment maintenance
* Installation costs
* Venue rental
* Assets:
	+ Equipment (E.g. kiln, iPad)
	+ Software
	+ Instruments

Do note that rental can be considered for the above items.

|  |  |  |  |
| --- | --- | --- | --- |
| **Manpower costs** (e.g. artist, assistant facilitator, choreographer) | Artist fees per hour | No. of contact hours | Total cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total manpower costs |  |
|  |
| **Material costs** (visual arts materials – E.g. clay, sculpting tools, costumes, rental of instruments and equipment) | Unit Price | Quantity | Total cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total material costs |  |
|  |
| **Total SPED-AISS Project Cost (Manpower costs + Material costs)** |  |

**Part 4/4: Artist(s) CV Template**

Please limit this portion to a maximum of one full page per artist/instructor. Please do not attach other documents (E.g. CVs, resumes) in place of this template.

Please be reminded that only local artists, or artists currently engaged under a local company with the relevant work passes, will be considered. Please refer to the Grant Guidelines document for further details on assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Biographical information*** Name
* Contact details
* Company (if relevant)
* Artist Statement *(optional)*

Note: **Do not** include NRIC or other sensitive personal information. | **Professional/educational qualifications** (e.g. certifications, diplomas, proof of mentorship or apprenticeship) in the relevant art form | Track record of relevant **local/international industry experiences** Do indicate if the artist is currently conducting NAC-AEP and state the organisation(s) which have engaged him/ her. | Track record of relevant **pedagogical qualifications/training/experience**, especially those pertaining to the student profile involved in the project  |
|  |  | No. of active years in industry:      *Please list key engagements.* | No. of active years teaching in SPED schools:      *Please list key engagements.* |