FAQs For Artists / Arts Groups

ABOUT NAC-AEP

[-]
What is NAC-AEP?
The National Arts Council-Arts Education Programme (NAC-AEP) makes available a list of quality arts education programmes for students of all ages. This directory of programmes is updated every two years and comprises of Exposure, Excursion and Experience programmes across all art forms.

Types of Programmes	
Exposure	Assembly showcases in schools by professional artists and arts groups
Excursion	Visits to arts venues such as artists' studios, museums, performance spaces, etc.
Experience	Workshop series conducted by qualified arts instructors and practitioners with hands-on learning experiences

[-]
What are Public Arts Programmes?
Under Excursion type programmes, ticketed public performances and exhibitions presented by professional artists and arts groups in public arts venues are also eligible for Tote Board Arts Grant subsidy. Artists and arts groups can submit applications for public performances and exhibitions to be considered under Public Arts Programmes all year round.

[-]
What is the Tote Board Arts Grant?
The Tote Board Arts Grant was introduced in 1995 to encourage the development of a vibrant arts culture in schools, and promote arts appreciation among students. It subsidises schools' purchase of programmes under the NAC-AEP Programme Directory.

Schools can tap on the Tote Board Arts Grant to subsidise part of the programme cost when they purchase programmes that have been approved under NAC-AEP:

School Type	Annual Grant Quantum*	Percentage Cap
Primary and Secondary Schools, Junior Colleges and Centralised Institutes	$15,000	Up to 50% of programme cost
ITE Regional Campuses	$70,000	Up to 50% of programme cost

Special Education Schools	$9,000	Up to 70% of programme cost

While the Tote Board Arts Grant is not applicable to pre-schools, NAC has partnered with 5 Anchor Operators (E-Bridge Pre-School, MY World Preschool, My First Skool and PCF Sparkletots Preschool) for selected centres to receive funding to purchase Pre-School NAC-AEP in 2021. Interested Anchor Operator (AOP) centres should approach their respective HQs for queries. For more information on Pre-School NAC-AEP, please refer to the NAC website.

APPLYING FOR NAC-AEP AS AN ARTIST OR ARTS GROUP

[-]
How do I apply to be part of NAC-AEP? When should I submit my programmes?
You can apply to be part of NAC-AEP by responding to the biennial call for applications. The next application window for NAC-AEP 2023/2024 will be open in Q1 2022, a year before programmes are made available for schools' purchase on the NAC-AEP Programme Directory.

Applicants may apply as individuals or on behalf of an arts group. All applications must be submitted via the NAC-AEP online portal through a registered user account via SingPass. For more information on account registration, please refer to the NAC-AEP portal registration page.

[-]
My programme was approved in the previous cycle. Will I need to re-apply in the next cycle?
Yes. All NAC-AEP providers with programmes approved in the previous cycle will need to re-apply in the next cycle. This is because programmes listed on NAC-AEP Programme Directory will only be eligible for the Tote Board Arts Grant subsidy for the duration of that cycle. For the same programmes to be eligible for subsidy, NAC-AEP providers will need to reapply in the next cycle.

You are encouraged to review and update your existing programmes in response to feedback and evolving school needs.

[-]
Can I apply outside the application window? What if I miss the deadline?
No. All NAC-AEP applications must be submitted within the stipulated application window. Late submissions will not be considered.

[-]
What information do I need to provide when submitting an application?
You will need to provide the following information when submitting an application:
- Detailed programme information
- Proposed lesson plan(s)
- Proposed evaluation rubrics (optional for Experience programme applications)
- CVs of individuals conducting the programme

Application form templates containing the relevant information fields required for submitting an application will be made available for reference. Please note that these templates are merely for reference and will not be accepted as proof of application. All applications must be submitted officially via the NAC-AEP portal for consideration.

For Pre-School NAC-AEP: Teacher Training Workshops
In line with initiatives to build the expertise of local pre-school educators, workshops offering pre-school teacher training are eligible for NAC-AEP when tied to any Pre-School programme (Arts Exposure, Excursion or Experience) and offered as an optional item as part of the same programme. Individual teacher training workshops cannot be offered as a standalone programme under NAC-AEP.

If you wish to offer pre-school teacher training workshops as part of a pre-school programme, kindly note the following when submitting an application:

1. Indicate that you will be offering teacher training workshops under the programme description.
2. Provide a short description of the content offered within the teacher training component under fields titled "Programme Outline" and "Lesson Objectives"
3. Upload any additional lesson plan(s) relevant to the teacher training workshops with your application.

[-]
Do I need to submit separate applications for the same arts education programme targeting multiple levels?
There is no need to submit multiple applications for an individual arts education programme if it is offered to more than one age group (Lower Primary, Upper Primary, Lower Secondary, JC/CI, ITE) **unless you are offering the programme at the pre-school level.**

Applications for Pre-School NAC-AEP should be submitted separately from programmes designed for other age groups. Applications that are offered for both pre-schools and other educational levels will not be considered for Pre-School NAC-AEP.

For programmes that target multiple age groups (e.g. Primary and Secondary levels), lesson plans should demonstrate age-appropriateness and differentiation in instruction based on target age level.

[-]
Is there a cap on the number of programme applications or instructors to be submitted?
No. There is currently no limit on the number of instructor CVs and programme applications that can be submitted for NAC-AEP.

NAC-AEP ASSESSMENT

[-]
How are programmes assessed?
All programmes are assessed based on the following criteria:

1) Artistic Merit
2) Educational Value
3) Instructors' credentials
4) Feedback on programmes

For more details, please refer to the detailed assessment criteria on the NAC website.
Please note that there is a separate set of assessment criteria for Pre-School NAC-AEP.

[-]
Who are the programmes assessed by?
All programmes under NAC-AEP are assessed by NAC Education Unit in consultation with an expert panel.

For programmes for MOE Schools, ITE Regional Campuses and Special Education Schools
The external panel may include school leaders or key personnel of arts departments in MOE schools, representatives from MOE Arts Education Branch or Singapore Teachers' Academy for the Arts, arts educators and independent arts practitioners.

For programmes for Pre-Schools
The external panel may include representatives from MOE Pre-School Education Branch, Early Childhood Development Agency (ECDA), arts educators and independent arts practitioners.

[-]
How long does the assessment take? When will I know if my programmes have been endorsed under NAC-AEP?
The assessment window usually spans from April to November of the assessment year. During this period, NAC may contact arts groups and artists for further clarifications regarding their applications. All applicants will receive an email notification regarding the outcome of their application by end of the assessment year.

INSTRUCTORS' REQUIREMENTS FOR NAC-AEP

[-]
What requirements must I meet in order to be an NAC-AEP instructor?
Instructors are approved according to arts programmes that they have submitted, and not on an individual basis.

Depending on the type of programmes they have chosen to submit (Exposure/Excursion/Experience), all approved instructors must fulfil specific requirements specific to the programme to be approved. These requirements include professional art form qualifications, minimum relevant teaching experience and pedagogical training. For more details on minimum instructor qualifications, please refer to the detailed assessment criteria on the Arts Education page on the NAC website.

[-]
I currently do not possess any pedagogical training certification. What are some of the training opportunities available for me?
For more information on some of the available professional development opportunities, please refer to the Arts Education page on the NAC website.

ART FORM-SPECIFIC NAC-AEP QUERIES

THEATRE
 [-]
Will Speech and Drama programmes be accepted under NAC-AEP?
Speech and Drama programmes will be considered if the programmes are deemed to emphasise the development of students' appreciation for drama or theatre. Programmes that focus on literacy and communication skills (i.e. public speaking and presentation) are not considered a priority for AEP and will not be accepted.

[-]
Will Applied Drama programmes be accepted under NAC-AEP?
Similarly, programmes relating to Applied Drama will be considered if they are deemed to place strong emphasis on the development of students' appreciation of drama or theatre.

DANCE
[-]
My arts group plans to offer Jazz programmes under NAC-AEP. While my instructors do not have specific training in the jazz genre, they are trained in other dance genres. Will they meet the assessment criteria to conduct this programme?
In 2017, all existing NAC-AEP Dance artists and arts groups were informed that all Jazz instructors conducting Experience programmes in the next NAC-AEP 2019/2020 cycle must now possess formal training in Jazz from the following institutions before they can be approved to deliver the programme:
1. The Commonwealth Society of Teachers of Dancing (CSTD)
2. Royal Academy of Dance (RAD)
3. Australian Teachers of Dancing (ATOD)
4. Hong Kong Academy for Performing Arts (HKAPA)

In light of this, we would like to highly encourage all artists to upgrade themselves as well as update their CVs to reflect the relevant qualifications when applying.

PORTAL-RELATED QUERIES

[-]
I am a first-time user. How do I register for a user account on the NAC-AEP portal?

You may register directly from the NAC-AEP e-services portal. To register, you will also require a valid SingPass ID depending on your account type. Please refer to the table below for a guide:

	Individual	Collective Representatives	Registered Company Representative
Account Types	*You are an individual artist/ arts educator that wish to submit applications in your own personal capacity.*	*You are representing an arts collective that is not UEN-registered.* *OR* *You are representing a community club arts group.[1]*	*You are representing an arts group/ organisation that is UEN-registered.*
ID required during registration	SingPass ID		

[-]
I am a first-time Portal user. However, I am representing an arts group that had submitted applications previously. Do I still need to register?

Yes, you will need to register for a user account if you are a first-time user.

If you are representing a UEN-registered company, you will need to have a valid SingPass ID and ensure that your SingPass is linked to your company UEN via CorpPass portal here.

If you are representing a non UEN-registered collective, you will need to register for a user account via a valid SingPass ID.

[-]
I tried logging in the NAC-AEP portal via my SingPass ID for the UEN registered company that I am working for. However, I am unable to access. Why?

If you are a first-time user (i.e. currently not in ownership of an existing user account on the NAC-AEP portal), you will need to register for an account using your SingPass ID before you can log in.

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[1] Please note that while the Community Club has a Unique Entity Number (UEN), community club arts groups are considered as arts collectives in the NAC AE portal. This is to cater to the possible scenario when a non-PA representative from the arts group wishes to submit applications and he/she may not have access to the Community Club's CorpPass IDs.

If you have difficulties getting past CorpPass authentication on the NAC-AEP portal, please ensure that you are have been assigned the necessary administrative rights by your CorpPass Admin to transact with *NAC E-Services*.

For other technical difficulties, please email us at nac_aep@nac.gov.sg

[-]
I need help navigating the NAC-AEP portal to submit my application, where can I get help?
Please refer to our step-by-step user guide on the website to the use of the NAC-AEP portal, including steps to take during registration, submission of applications and instructor CVs etc.

If you require further assistance, you may contact the NAC Arts Education unit at **nac_aep@nac.gov.sg**. We will do our best to respond to you within 3 working days.

[-]
I am encountering technical difficulties when accessing and navigating around the NAC-AEP portal, who can I call?

For technical difficulties, you may contact the website support team at **nac_aep@nac.gov.sg.** Where relevant, please provide a screenshot of the error message to assist our system developers with their investigation of the issue. We will do our best to respond to you within 3 working days.

AFTER APPLICATION OUTCOME/ PROGRAMME APPROVAL

[-]
How do I know whether my programmes or instructors have been approved?
You will be notified via email on the outcome of your applications by the end of assessment year.

Please note that every approved NAC-AEP comes with a **Letter of Eligibility (LOE)**, which also provides a list of approved instructors who have met the requirements and are eligible to conduct the particular programme under NAC-AEP.

Please also be reminded to present the LOE to schools that purchase the programmes as proof of NAC-AEP eligibility, and to ensure that only approved instructors are appointed to conduct the relevant programmes.

[-]
Who is responsible for marketing my programmes to schools?
All approved programmes will be listed on the NAC-AEP Programme Directory for schools to refer to.

Arts groups and artists are encouraged to market their programmes directly to schools. When doing so, all artists and arts groups are reminded to advertise your programmes responsibly (e.g. obtaining photo permissions, ethical use of banners and logos, providing accurate information).

[-]

Do I need to be registered on GeBIZ?

Yes, all artists and arts groups are encouraged to register as a Trading Partner with GeBIZ to facilitate schools' procurement of your programmes through the GeBIZ Portal. For more information on how to register as a Trading Partner with GeBIZ, please visit **https://www.gebiz.gov.sg/**.

[-]

To what extent can an existing NAC-AEP be customised for a school? Would I require a new Letter of Eligibility (LOE)?

Arts groups and artists are permitted make changes to the following aspects of an existing NAC-AEP approved programme according to schools' specific needs:

- Duration of programme
- No. of sessions
- Cost of programme
- Class size

Under these conditions, you may provide the same LOE to the schools as proof of NAC-AEP eligibility.

However, the following changes are not permitted:

- Changes in overall programme content that differs from that set out in the proposed application
- Addition of non LOE-listed instructor(s) conducting the programme

[-]

My arts group has engaged new instructors to replace the original instructors listed in the LOE of the approved programme. How can I inform NAC of these changes?

To make any changes to the programme upon approval, you will need to submit a Change Request for the specific programme in the NAC-AEP portal.

Please complete the new instructor's CV, indicating clearly the qualifications of the new instructors and attaching the relevant CVs. For more information on how to submit a change request, please refer to the user guide provided on the NAC website.

[-]

As an NAC-AEP artist or arts group, how should I go about invoicing schools for payment?
How do schools usually submit claims for the Tote Board Arts Grant subsidy?

As programme vendors, you may invoice schools directly for the full cost of the programme. Schools will then be able to claim a portion of their expenditure according to the subsidy quantum from the Tote Board Arts Grant Expenditure account in the IFAAS payment system.

Teachers-in-charge who are unfamiliar with the processes of claim may refer to their Administrative Manager for advice.

[-]
Is it necessary for artists and arts groups to submit monthly programme booking reports to NAC?
NAC has heard your feedback and will no longer request for Artists and arts groups to submit monthly booking reports from 2022.

[-]
How can artists and arts groups go about collating feedback from schools?
NAC will share any strong positive or negative feedback that has been received through the online portal with artists and arts groups. However, artists are also encouraged to approach schools on their own accord should they wish to collate independent feedback from students and teachers.