

FAQ For School Representatives**GENERAL**

[-]

What is NAC-AEP?

National Arts Council-Arts Education Programme (NAC-AEP) [\[insert hyperlink\]](#) 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 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. The Singapore Totalisator (TOTE) Board provides an annual arts grant to all Primary & Secondary Schools, Junior Colleges & Centralised Institutes, Special Education Schools and ITE Regional Campuses who have opted in for the Grant. Schools may use the grant to subsidise the purchase of programmes listed in the NAC-AEP Programme Directory, the Public Arts Programme Directory as well as the Artist-in-School Scheme (AISS). For more information, please refer the NAC website.

[-]

What does NAC-AEP offer? What kind of programmes are available for schools to purchase?

NAC-AEP offers a wide range of arts education programmes including Dance, Music, Theatre, Literary Arts, Visual Arts and Digital Media programmes. These programmes are assessed every two years with the help of an expert panel and aim to raise arts participation and appreciation among students. These programmes can also complement schools' efforts in planning arts programmes and enriching arts experiences for students.

Schools can refer to the **NAC-AEP Programme Directory** and **Public Arts Programme Directory** for a list of programmes eligible for the Tote Board Arts Grant subsidy.

[-]

Are there programmes that do not qualify for the use of the Tote Board Arts Grant?

Yes. The following programmes do not qualify for the subsidy:

- Fund-raising charity events
- Programmes rated R18 under the IMDA Arts Entertainment License
- School productions and presentations by school co-curricular activities (CCAs) groups
- Social dances, magic shows and circus acts
- Pop concerts featuring international acts
- Singapore Youth Festival activities
- Religious productions

[-]

Does my school need to apply to use the Tote Board Arts Grant? How will my school receive the subsidy?

Yes. Schools need to opt into the scheme on an annual basis. If you are unsure if your school has opted in this year, please check with your school administrative team or contact us at nac_aep@nac.gov.sg.

Different types of schools will receive the grant in different ways.

- All government and government-aided Primary and Secondary Schools, Junior Colleges and Centralised Institutes will receive the grant in their school's account through the Integrated Financial Administration and Accounting System (IFAAS) at the start of the academic year.
- ITEs, independent and specialised independent schools can make claims for re-imbusement on their annual NAC-AEP expenditure.
- While Tote Board Arts Grant is not applicable to Pre-Schools, NAC partners selected pre-school centres to receive funding to purchase Pre-School NAC-AEP. To find out more, please refer to the NAC website.

[-]

What is the Tote Board Arts Grant quantum that each school receives?

The following table shows the annual grant quantum given to the different school types under the Tote Board Arts Grant. Schools can tap on the grant to subsidise part of the cost of arts education programmes purchased under NAC-AEP, as well as ticket costs for performances, exhibitions and activities endorsed under the Public Arts Programmes. Schools may use the grant to subsidise the unfunded component of programmes supported under Artist-in-School Scheme.

| School Type | Annual Grant Quantum | Percentage Cap |
|--|----------------------|-----------------------------|
| Primary and Secondary Schools, Junior Colleges, Centralised Institutes | \$15,000 per year | Up to 50% of programme cost |
| ITE Regional Campuses | \$70,000 per year | |
| Special Education Schools | \$9,000 per year | Up to 70% of programme cost |

The Tote Board Arts Grant can be used to subsidise the purchase of both local and overseas arts programmes and productions.

Schools should use at least 60% of the annual Grant quantum to subsidise the purchase of programmes by Singapore artists or arts groups. A maximum of 40% of the annual Grant quantum can be used to subsidise the purchase of Public Arts programmes by foreign arts groups.

[-]

How do I know if the school still has Tote Board Arts Grant funds available for the year? What if my school has finished utilizing the Tote Board Arts Grant for the year? Can my school book NAC AEP and Public Arts Programmes using school funds and not the Arts Grant?

Please check with your school administrative manager to find out about your school's utilisation status for the year. If schools have fully utilise the Tote Board Arts Grant, you may use other sources of funding as deemed appropriate.

[-]

Can any unused amount of the Tote Board Arts Grant be carried forward to the following year?

Unused portions will not be rolled over to the following year. Schools are therefore encouraged to optimise the Arts Grant by the end of each calendar year. Please note that 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

[-]

If my school has arranged for programmes to be held in Nov-Dec but arts groups have not invoiced us by the end of the calendar year, can claims for these programmes be made when schools re-open in January?

All claims must be made within the year of the programme/performance. Teachers are encouraged to liaise closely with arts groups to ensure that invoices are submitted so that claims can be made before the end of each year. Claims across calendar year will not be accepted.

[-]

My school has made a booking for a programme that takes place next year and payment needs to be made to the artist / arts group before the end of this year. Can the school make claims for the programme using this year's portion of allocated funding?

All claims should be submitted within the same year of the date of programme/performance. If payment needs to be made in advance, schools may use other sources of funding and make adjustments to the claims in the next calendar year.

BOOKING PROCEDURES

[-]

How do I book and pay for an arts education programme?

- Visit the NAC-AEP Programme Directory to access a list of programmes
- Contact the artist or arts group directly
- Ask for the Letter of Eligibility (LOE) for the approved programme from the artist or arts group
- Sign contract/agreement letter issued by the artist or arts group
- Make full payment to the artist or arts group upon receipt of invoice
- Ensure that all programme claims are submitted accurately
- Provide feedback about the programme to NAC via the NAC-AEP Programme Directory.

[-]

How do I go about procuring programmed under NAC-AEP?

For programmes of Small Value Purchase (SVP) value, schools can choose to purchase directly from the NAC-AEP programme directory. If above SVP value, schools should call for an open ITQ in GeBiz and adhere to the necessary procurement guidelines.

[-]

Do I book the programme through NAC?

No, Schools should contact the arts groups directly to book their programmes.

[-]

Do I pay only 50% of the programme costs?

Schools will need to pay for the full programme costs upfront to the arts groups and make claims thereafter.

[-]

Can my school request for customization of existing NAC-AEP programme?

Schools can request for arts groups and artists to make changes to the following aspects of an existing NAC-AEP approved programme according to specific needs of students:

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

Under these conditions, schools can make claims based on the revised programme costs using the same Programme ID listed in the existing LOE.

The following changes are **not permitted** when customising programmes:

- Changes in overall programme content
- Inclusion of non-approved instructor(s)

[-]

Can the Tote Board Arts Grant be used to subsidise the SISTIC charge as part of the ticket purchase?

Yes, SISTIC charges are covered under the Tote Board Arts Grant subsidy.

E.g. If the ticket is \$20, and the SISTIC charge is \$3, amounting to a total cost of \$23, schools are allowed to claim up to \$11.50 (at 50% of the total cost of the ticket purchase).

[-]

Does the Tote Board Arts Grant cover ticket purchases for accompanying teachers?

As the Tote Board Arts Grant is intended to benefit students, schools will need to cover the cost of tickets for accompanying teachers, parents and chaperones using other sources of funding.

[-]

Can my school accept discounted prices that artists offer and claim the subsidy based on the discounted prices?

Yes, as long as the programme is endorsed under NAC AEP or Public Arts Programme directories and the artist/arts group clearly indicates the discounted ticket price/costs to be paid by the school.

PAYMENT PROCEDURES

[-]

How do I go about claiming the 50% subsidy from the Tote Board Arts Grant?

- Government and government-aided Primary and Secondary schools, Junior Colleges and Centralised Institute can charge expenditures on approved programmes to the Tote Board Arts Grant Expenditure account in the IFAAS.
- Independent and Special Education schools can make claims for reimbursement by submitting an account of NAC-AEP expenditure for the year, verified by the Principal, to the Finance and Development Division in the Ministry of Education.
- ITE Regional Campuses should make their submissions through the Finance Office of the ITE Headquarters.

[-]

How do I pay for the remaining of the programme cost?

Your school may use the Edusave Grant, Edusave Pupils' Fund, School Operating Fund or other school funds, where available. All schools should comply with prevailing regulations governing the use of funds from these sources.

[-]

FOR SCHOOLS USING THE IFAAS: What project code should I charge the NAC-AEP expenditure to?

Your school should charge expenditure on:

- Eligible local arts programmes and productions to the "Tote Board Arts Grant (Local Only)" project code (799021)
- Eligible foreign arts programmes and productions to the "Tote Board Arts Grant (Foreign and Local)" project code (707001)

Your school can also choose to charge expenditure on eligible local programmes to 707001 when 799021 has reached its annual cap of \$9,000 (60% of grant).

FOR SCHOOLS USING THE IFAAS: Where can I find the Programme ID to submit?

The Programme is provided on the LOE which schools can request from the arts groups and artists. Alternatively, you may also reference the NAC-AEP Programme Directory and Public Arts Programme Directory for Programme IDs. Information on whether the programme is a local or foreign programme can also be found on the LOE.

OTHERS

[-]

Is it necessary to submit feedback?

Schools should submit feedback on arts education programmes purchased under NAC-AEP. The feedback provided to NAC will be used as part of the assessment and evaluation of NAC-AEP and will be shared with the arts groups/artists.

Please submit your feedback to NAC via the specific programme detail page on the NAC-AEP Programme Directory upon the completion of each programme. The feedback channel is reserved for school representatives and you will need to use your @schools.gov.sg or @moe.gov.sg accounts to access the feedback form. You will be able to view general feedback from other teachers on the programme detail page. Your feedback is valuable to us and will help us improve the quality of programme content offered on NAC-AEP.

[-]

What is the NAC AEP Student Survey and does my school need to complete it?

Every year, schools are invited to facilitate the completion of a minimum of 20 sets of NAC-AEP Student survey by the end of the academic year. Schools will receive an email in Term 1 each year with instructions.

The survey is part of an outcome-based approach that has been adopted to measure the impact of NAC-AEP for accountability of Grant usage, and to ensure that the NAC-AEP contributes effectively to developing students' arts appreciation and participation.

Surveys should ideally be completed at the end of an NAC-AEP assembly or public arts performance show, excursion or workshop. The survey can be accessed online all year round.

[-]

Who can I contact if I have any other queries with regards to NAC-AEP?

For further questions or clarification, please contact nac_aep@nac.gov.sg.