

The Artist-in-School Scheme

The Special Education **Artist-In-School Scheme (SPED-AISS)** supports sustained partnerships between Singapore arts professionals¹ and schools, to co-develop customised arts experiences that deepen students' engagement in and through the arts.

The SPED-AISS offers an expanded scope to enable Special Education schools to co-design a range of meaningful arts experiences that focus on working with arts professionals to achieve any of the following objectives:

- Deepen students' understanding and appreciation of various art forms in alignment with curriculum
- Support broader educational outcomes by using the arts as a tool / methodology (e.g. developing skills and attributes in the core Learning Domains, teaching Character and Citizenship Education through the Arts)
- Deepen SPED teachers' knowledge and enhance their skills in developing or delivering arts-based lessons (e.g. through learning specific arts skills and/or pedagogy), so as to cater to students' needs

Digital and blended modes of learning will be supported through the SPED-AISS.

Schools may also include a presentation / showcase component as a culmination of their SPED-AISS project. Please note that stand-alone presentations / showcases will not be supported.

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Document last updated on September 2021

¹ Arts professionals refer to artists (e.g. musicians, dancers, writers, sculptors etc.) and other professionals (e.g. art critics, light/sound designers etc.) with a practice in the arts industry.

Section 1: Overview

What are the project requirements of SPED-AISS projects?

Depending on the specific learning needs identified by the schools, the project should provide opportunities for engagement at either:

- Broad-based level (e.g. a cohort of students) and/or
- Targeted level (e.g. a group of students in a programme / CCA)
- Targeted student-profile (e.g. high support needs)

SPED-AISS projects should:

- Involve working with a **local** arts professional² who possesses the relevant expertise and experience in the art form / industry practice and pedagogy;
- Provide **at least 10 contact hours** (recommended) with the artist for the same group / cohort of students; and
- Avoid replicating existing programmes on the NAC Arts Education Programme (NAC-AEP) Directory.

All projects supported under the AISS must adhere to the funding guidelines in Section 3.

² Includes Singapore Citizens, as well as foreigners currently engaged under a local company with the relevant work passes.

Section 2: Eligibility

Who is the SPED-AISS for?

- The grant is open to all Special Education schools. Priority will be given to schools that demonstrate a trend of high utilisation of the Tote Board Arts Grant and/or alignment and contribution to the school's learning outcomes, if applicable.

Section 3: Funding

What is the level of funding support under this scheme?

<u>School Type</u>	<u>Annual Grant Quantum</u>	<u>Percentage Cap</u>
Special Education Schools	Up to \$20,000 per school per calendar year	Up to 90% of the qualifying cost

Applicants should note the following:

- The grant amount awarded will be based on the merit of the application submitted.
- Schools may choose to submit multiple project applications, but will be subject to the annual funding quantum per school.
- For successful project applications, schools can tap on the Tote Board Arts Grant to subsidise part of the remaining SPED-AISS project costs not covered by the grant from NAC.
- For more details on supportable costs, applicants may refer to the Qualifying Criteria in Section 4.

Section 4: Qualifying Criteria

What are the key criteria my project must fulfil in order to be eligible for assessment?

The project must fulfil the following qualifying criteria:

- a. The proposed artist(s) should either be Singapore Citizens or Permanent Residents OR employed by a local arts organisation.
- b. Proposals for programmes should not replicate existing programmes on the NAC-AEP directory.
- c. A clear budget breakdown should be submitted.

Projects which do not meet the above criteria will be disqualified.

Supportable Costs:

NAC provides funding for artist fees and supportable material costs only. Schools may also tap into the Tote Board Arts Grant to subsidise up to 70% of remaining supportable project costs.

The following material costs are not supported under the SPED-AISS:

- Transportation
- Meals
- Equipment maintenance
- Installation costs
- Venue rental
- Assets, e.g. equipment (such as kiln, iPad), software, instruments.

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

Schools are to fully bear all unsupported costs, e.g. purchase of licenses, software, hardware.

Section 5: Assessment Criteria

How will my project proposal be assessed?

Our assessment will be guided by the following criteria:

1. Suitability of Proposed Artist(s) (60%)

- a. Does the artist possess either a recognised professional qualification from an arts institution (minimally a Diploma) or training with an established training provider in the art form?
- b. Does the artist demonstrate a good track record of relevant local and/ or international industry experience?
- c. Does the artist possess pedagogical qualifications relating to the student profile involved in the project?
- d. Does the artist demonstrate a good track record of relevant teaching experience in relation to the target student profile?

2. Artistic and Educational Merit (40%)

- a. Does the proposal clearly articulate objectives and learning outcomes?
- b. Do the proposed strategies and learning activities in the programme outline support the articulated objectives and learning outcomes?
 - i) Does the mode of delivery (e.g. face-to-face, digital platform, or blended learning) support effective learning by students and/or teachers?
 - ii) Is there customisation to students' needs (e.g. health/learning needs for students with physical and/or multiple disabilities where applicable; development levels of students)
 - i. Are suitable strategies and pitching applied given the target student profile (e.g. health/learning needs, developmental level)?
 - ii. Is there appropriate scaffolding and pace, as well as differentiated learning where applicable?
 - iii. Does the project conclude with clear evidence of students' learning and development (e.g. students' feedback or observations of students' responses) and/or opportunities to consolidate new knowledge or skills (e.g. presentations, showcases, reflective pieces etc. – if applicable)

Note: Applicants are advised to propose a duration of **at least 10 contact hours** for the same group / cohort of students

Section 6: Application Process

How do you apply for the SPED-AISS?

For SPED schools:

- Download **Annex B** from the AISS webpage and fill in the following details in consultation with your proposed artist:
 - Programme Outline
 - Project Details
 - Budget
 - Artist(s) CVs
- Fill in the **Online Application Form** on Form.Sg via the link on the SPED-AISS webpage, attaching the completed Annex B prior to submission. Do note that:
 - FormSG has a 7MB limit for attachments; and
 - **FormSG does not autosave your work; you are therefore advised to complete the application in one sitting.**

When must you apply by?

The submission deadlines for SPED schools are on:

- **For projects from 7 February 2022 onwards, apply by 22 November 2021, 5pm.**
- **For projects from 27 June 2022 onwards, apply by 8 April 2022, 5pm.**

Late or ad-hoc submissions will not be accepted. Please allow approximately 6 weeks for NAC to process your application and make its funding decision.

Section 7: Details for Successful Applications

Successful Applications

If your application is successful, you will receive a Letter of Offer that includes the Terms & Conditions of the Grant. Schools must submit a signed reply slip within two weeks and before project commences.

Unsuccessful Applications

Unsuccessful applicants will be notified via email.

How will you receive funding?

The grant will be disbursed in two instalments, as summarised in the table below. The grant will be credited to your school's registered account.

Grant Quantum	1st disbursement	2nd disbursement
Up to \$20,000 or 90% of project costs per project, whichever is lower	80% of grant quantum upon award and acceptance of grant	20% of grant quantum upon successful completion of project and submission of post-project report

Section 8: Change Requests

What if changes need to be made to the scope, artists, target profile and/or dates of my SPED-AISS project?

- If there are any changes to the project (e.g. scope, artists, target profile, and/or dates), please inform NAC in writing at least seven working days prior to the project's original execution date. Please note that minor changes may be processed faster while major changes may require more extensive documentation / reassessment process (approximately two weeks).
- In the event of Covid-19 related disruptions (e.g. tightened Safe Management Measures / implementation of Home-Based Learning):
 - Schools are encouraged to explore pivoting from physical to digital learning modes. Please inform NAC of the changes in learning modes to facilitate our planning of observations.
 - NAC is mindful that the COVID-19 situation may have impact on project timelines and is amenable to review and allow reasonable extensions. Please inform NAC in writing at least seven working days prior to the project's original execution date.
- Schools would have to cover costs incurred from additional project hours not stated in the Letter of Offer.

Section 9: Post-Project Report

What is required after the programme has been completed?

1. Post-project report (template available for download on the SPED-AISS webpage).
2. At least two photographs of the SPED-AISS sessions in progress.

Photography Guidelines

- NAC requires photographs for documentation purposes, use in internal reports, as well as potential listing on our website / public-facing materials. In the event that any photographs are selected for public platforms, the school will be notified.
- It is recommended to take posed photographs, photographs of the students' work and photographs of the artist and students in action (e.g. during a feedback session / hands-on activity).
- Photographs should preferably be taken from a front-facing view if possible. Some photographs can be taken from the back or side views.
- **Important: For students whose faces are visible in the photograph, please submit the signed media release form together with the post-project report to indicate consent for use of the photographs.** The media release form can be downloaded from the SPED-AISS website.

All documents are to be received by NAC within two months after the completion date for the project. Please send them via email to terrena_tan@nac.gov.sg.

Section 10: Getting in Touch

Who can you contact if you have questions?

If you have any questions, or wish to discuss your applications in detail, please contact any of the following NAC officers:

- Terrena Tan: terrena_tan@nac.gov.sg
- Wang Tingting: wang_tingting@nac.gov.sg