NATIONAL ARTS COUNCIL
SINGAPORE

CULTURAL MEDALLION
&
YOUNG ARTIST AWARD

CULTURAL MEDALLION
NOMINATION GUIDELINES (2022)

Application Deadline:

Friday, 11 March 2022, 6pm (Singapore Time)

Last updated: 20 January 2022

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I.   ABOUT THE CULTURAL MEDALLION

The Cultural Medallion is Singapore's highest artistic accolade, recognising individuals whose artistic excellence as well as contribution and commitment to the arts have enriched and shaped Singapore's cultural landscape. Since it was established in 1979, the Cultural Medallion has been awarded to 130 artists in the fields of film, literary arts, performing arts and visual arts.

Each Cultural Medallion recipient will be able to access the Cultural Medallion Fund of $80,000. The Fund supports recipients' continuous artistic pursuits and efforts towards advancing Singapore's artistic development for the benefit of society.

Know more about our Cultural Medallion recipients here.

II.   ELIGIBILITY & SELECTION CRITERIA

Scope of Award

The Cultural Medallion recognises artists who have made and continue to make significant contributions and a positive impact in the fields of film, literary arts, performing arts and visual arts.

From 2013, artists engaging in multiple artistic fields or cross-disciplinary practice can be nominated in multiple art form categories in a single nomination.

Eligibility

Nominees must be Singapore Citizens or Permanent Residents of Singapore who are of good character.

Nominations for the Cultural Medallion are accepted for living artists. The Cultural Medallion will not be conferred posthumously.

Assessment Criteria

Cultural Medallion nominees are assessed upon the extent to which they have achieved or demonstrated all of the following:

a.   Artistic excellence and professional maturity, evidenced by an outstanding and distinctive body of work;

b.   Extraordinary contribution and leadership in:
   - Shaping the development of Singapore's arts and culture;
   - Advancing his/her field of arts practice; and
   - Bringing the arts to the local public through educational and/or community development efforts.

c.   Being an inspiration and role model to other artists; and

d.   Good standing and recognition internationally.

III.   NOMINATION & SELECTION PROCESS

Who can nominate?

The Cultural Medallion is open for public nominations once a year. The National Arts Council invites individuals with strong interest in and knowledge of arts and cultural development in Singapore to submit nominations.

Self-nominations, nominations by immediate family members[1] and nominations by staff of the National Arts Council will not be accepted.

Selection Process

All eligible nominations received by the National Arts Council will be evaluated by Specialist Panels, comprising people established in the various artistic fields, appointed by the National Arts Council.

Besides artistic merit, the selection process will also consider nominees' potential to be role models. The final recommendations will be presented to the Minister for Culture, Community and Youth for approval.

Award and Notification

The Cultural Medallion will be presented by the President, Republic of Singapore at the Cultural Medallion and Young Artist Award Ceremony.

NAC will inform all nominators and nominees about the outcome of their nomination by end November.

Note: NAC reserves the right to not disclose the reasons for the outcome of any nomination, and to reject any incomplete/late nomination.

IV.   [FOR NOMINATORS] HOW TO NOMINATE

Submission of nomination by Nominators

1. Nominators should submit a nomination via the CMYAA portal: https://www.nac.gov.sg/e-services/cultural-medallion-and-young-artist-award. Please note that your nominees can only proceed to submit their nomination packages once you have submitted your nomination on the portal. Please give ample time for your nominees to submit their Nomination Package before **Friday, 11 March 2022, 6pm (Singapore Time).**

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[1] Immediate family members refer to the nominee's spouse, parents (including step-parents and parents-in-law), children and siblings.

Please prepare the following documents/details:

→ Your SingPass or CorpPass (if you are nominating on behalf of an organisation) login details;

→ Your nominee's name, contact number, email address (*please ensure that you indicate the email address which is tied to your nominee's SingPass*), last 4 characters of NRIC and art form;

→ Basis and reasons for your nomination

2. After you have successfully submitted your nomination, your nominee will be notified via email.

    As a nominator, you are encouraged to get in touch with your nominee to notify him/her of your nomination.

    To complete the nomination, do work closely with the nominee to ensure that:

    a. He/she has received your nomination;

    b. The nomination is accepted through the CMYAA Portal (via the link provided in the email) and;

    c. His/her Nomination Package is prepared according to **Section V: Nomination Package** and submitted to NAC before **Friday, 11 March 2022, 6pm (Singapore Time).**

V.   [FOR NOMINEES] NOMINATION PACKAGE

Acceptance of nomination by Nominee

Following your nominator's successful submission of your nomination via the CMYAA portal, you should receive a notification email.

Click on the link provided in the email **or** log in to the CMYAA Portal to accept your nomination.

Submission of Nomination Package by Nominee

Nominees are wholly responsible for ensuring that all components of their nomination package are received by NAC via the CMYAA Portal before **Friday, 11 March 2022, 6pm (Singapore Time).**

Nominees are hence advised to submit their applications **early** before the application deadline.

Your Nomination Package should include the following materials:

Item	Remarks
1. NRIC	A photocopy/ scanned copy of your NRIC (front and back). Format: Document should be uploaded in PDF, Doc, Docx, JPG, PNG format. The size of the file should be less than 1MB.
2. Bio	Write-up (between 300 to 500 words) that outlines your major achievements and work. The suggested structure for this citation is as follows: a) Introduce yourself and the defining aspects of your practice. (you may wish to include details such as your educational qualifications, the genre/artform of your practice, and/or your artistic philosophy); b) Your artistic journey and practice; c) Your involvement and contribution to the arts, both locally and beyond Singapore (this could include mentoring younger artists, your contributions to the wider community, etc.); d) The awards, accolades, and recognitions that you have received. Format: Document should be uploaded in PDF, Doc, Docx format. The size of the file to be less than 1MB.
3. Curriculum Vitae (CV)	Please indicate clearly the **name, year and your role** in each item listed on your submitted CV. Format: Document should be uploaded in PDF, Doc, Docx format. The size of the file to be less than 1MB.
Portfolio **4. Up to 5 Most Recent Works and up to 5 Best Works**	Please submit the following: • **Maximum of 5 most recent works:** works produced within the last 3 years AND • **Maximum of 5 best works:** significant works that have been critically recognised and are most representative of your practice. Your portfolio should consist of works that you would like to highlight to the Specialist Panel. Please indicate in your portfolio if a particular work is both one of your recent works and is also your best work. Please refer to the list[2] below on the types of works that you may submit as part of your portfolio, in accordance with the artform that you have been nominated in.

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[2] This list is Non-exhaustive and would be dependent on your role in the works which you are intending to submit.

Artform	Type of Work
Film and Visual Arts	• Digitised copies of artworks/still images • Videos for works involving sound and moving images
Literary Arts	• Digitised excerpts of literary works – e.g. short stories, poems, published articles, play scripts or a combination of the above
Performing Arts	• Video/audio recordings of actual productions, performances, rehearsals, films • Sheet Music

When submitting your portfolio, please rename your files as such: **<Best/Recent Work_Title of Work_Name of Nominee>**.

If a particular work is both one of your best and one of your recent works, please rename your file as such: **<Best and Recent Work_Title of Work_Name of Nominee>**.

You would also be prompted to include details describing each work submitted on the portal, such as:
- Title of video/audio/document
- Year of work
- Your involvement in the work
- Brief description of work/production

The format of the works submitted with your portfolio should be as follows:

File	Format
Still images / Documents / Articles / Manuscripts / Literary Works	PDF
Video / Audio Recordings	Any of the following format: AVI / AAC / FLV / MP3 / MP4 / MKV / MOV / MPEG / MPG / M4V / RM / RMVB / WAV / WMA / WMV / 3GP

5. Letters of support	When preparing letters of support, please note that: a) All letters of support need to be dated and signed,[3] with at least 1 letter addressing the current year of nomination and award (i.e. **2022 Cultural Medallion**). Please note that letters dated <u>more than 3 years ago</u> (before 1 January 2019), will not be considered. b) At least 1 letter **must** be written by a member of the arts community in Singapore. [4] c) If you have accepted nominations in more than 1 artform, please submit at least 1 letter for every art form which you have accepted to be nominated in. [5] Additionally, please note that the following **will not** be accepted; d) Letters written by your nominator. e) Letters addressed to other events/programmes (i.e. letters written in support for other events/programmes)**.**
6. [Optional] Other supporting documents	Supporting documents such as the following may be submitted: • Critical essays or articles about you or your practice • List of essays/articles/works that have referenced/cited your artistic work • Any other documents which may provide insights into your artistic practice and/or contribution to the arts in Singapore If you have articles in languages other than English, please provide a summary in English as indicated in the portal.

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[3] E-Signatures are also accepted.

[4] The same letter may be used to fulfil the requirements in 5a.

[5] For example, if you have accepted nominations for both Music and Theatre, please submit at least 1 letter of support for Music and 1 letter of support for Theatre.

Important Notes on preparing the Nomination Package:

1. Click on "Nomination Package Submission". Follow the step-by-step guide provided on the portal.

2. **Items 1, 2, 3, 5 and 6** are to be uploaded on the portal.

   Item 4, your portfolio, can be submitted either via:

   (i) CMYAA Portal

   To submit your portfolio via the CMYAA portal, you may choose to either:

   → Share an existing weblink through the portal <u>OR</u>
   → Submit files through the Dropbox link provided on the portal

   1. Zip all your materials into 1 zip file and name it according to the following format:
      <Type of Award_Art form_Application Number_Name>.zip

   2. Upload the zip file onto <u>this Dropbox link</u>.

   Nominees are wholly responsible for ensuring that all components of their nomination package are uploaded on Dropbox and received by NAC before **Friday, 11 March 2022, 6pm (Singapore Time).**

   Nominees **will not** be able to upload their nomination package after the application deadline, **Friday, 11 March 2022, 6pm (Singapore Time).**

   Note:
   → A Dropbox account is not required to submit your portfolio through the Dropbox link.

   → Do not upload multiple files onto the Dropbox link. Should NAC receive multiple files under the same application reference number, NAC will only refer to the first file submitted for consideration.

   → Please take note that you will not be able to access files that have already been uploaded. A green check mark indicates that your file has been successfully uploaded.

   → Files that cannot be opened or played will render the nomination incomplete and ineligible.

   (ii) Hard copy submission of portfolio items

   Hard copy submissions are highly discouraged and will only be accepted on a case-by-case basis. However, if you have hard copy materials which may be difficult to digitise, you may send them to us via post.

Please note that if you have submitted a digitised version of your portfolio through the CMYAA Portal, you **are not** required to submit your portfolio in hard copy.

Nominees are wholly responsible for ensuring that all components of their nomination package are received by NAC before **Friday, 11 March 2022, 6pm (Singapore Time).**

1.   Before sending your hard copy portfolio to us, please only submit **a maximum of 5 Most Recent Works and a maximum of 5 Best Works**, regardless of the format they are submitted in.

2.   Send **2 sets** of your hard copy portfolio to the address below:

      2022 Cultural Medallion and Young Artist Award Nominations
      National Arts Council
      90 Goodman Road, Goodman Arts Centre
      Blk A, #01-01
      Singapore 439053

Note:

Please **DO NOT**:
→ Submit the master copy or original copy of your works. NAC will not be liable for any loss of portfolios or works if the original / master copies are submitted.
→ Submit any documents larger than A4 size
→ Use binders. Please use either folders or a stapler to organise your documents.

VI. FREQUENTLY ASKED QUESTIONS

ABOUT THE AWARD

What does the Cultural Medallion recognise?

The Cultural Medallion (CM) is Singapore's highest artistic accolade, recognising individuals whose artistic excellence as well as contribution and commitment to the arts have enriched and helped shape Singapore's cultural landscape.

What do recipients receive?

CM recipients will receive a medallion and a certificate. Each Cultural Medallion recipient will also be able to access the Cultural Medallion Fund of $80,000. The Fund supports recipients' continuous artistic pursuits and efforts towards advancing Singapore's artistic development for the benefit of society.

In addition, CM recipients will be profiled in an award ceremony publication and video which will document their artistic journey and contributions.

FOR NOMINATORS: NOMINATIONS

Who can nominate?

Nominations for the Cultural Medallion are open to public once a year. Self-nominations, nominations by immediate family members[6] and nominations by staff of the National Arts Council will not be accepted.

Can I nominate someone posthumously?

No. Nominations for the Cultural Medallion are only accepted for living artists. The Cultural Medallion will not be conferred posthumously.

Does the number of nominations/nominators affect the nominee's chances of receiving the award?

No. Each nominee is assessed by Specialist Panels according to the extent to which he/she meets the published criteria for the award. The number of nominators or nominations for a nominee does not affect the likelihood of him/her receiving the award.

Can I submit more than one nomination?

Yes. Nominators may submit more than one nomination for each award.

Can I resubmit a nomination which was not previously successful?

Previously unsuccessful nominees may be nominated again. Nominees should update their Nomination Package in the submission.

Must my nominee know of his/her nomination?

Yes. Your nominee will need to agree to be nominated by accepting your nomination via the CMYAA Portal.

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[6] Immediate family members refer to the nominee's spouse, parents (including step-parents and parents-in-law), children and siblings.

FOR NOMINEES: NOMINATION PACKAGE

What happens to my nomination package submission?

All submissions will be reviewed during the award assessment. If you have submitted any hardcopy materials, they will be retained by the National Arts Council until the Cultural Medallion and Young Artist Award Ceremony in November. If you wish to have the hardcopy materials returned to you, we will arrange a time for you to collect the submitted materials from the National Arts Council in early December.

If you do not wish to have your portfolio back, it will be disposed of by **31 December 2022**.

What else can help support my nomination?

You are strongly encouraged to include any other materials, including letters of support, articles, critical essays, and list of essays/articles/works which have referenced/cited your artistic work, which best reflect the level of excellence and impact of your contributions to the arts and cultural scene.

I encountered technical difficulties in the submission of my online application. What should I do?

Please inform NAC immediately via email (nac_cmyaa@nac.gov.sg) together with a screenshot and timestamp of the error message.

This is necessary to confirm a genuine technical issue was encountered before the deadline of submission.

SELECTION PROCESS

Is there a set number of recipients each year?

No. Recipients are assessed on how well they meet the awards' criteria.

How is the selection process carried out?

The awards process starts with a public nomination, followed by a shortlisting of the nominees by Specialist Panels appointed by the NAC. Besides artistic merit, the selection process will also consider nominees' potential as role models.

Final recommendations will be submitted to the Minister for Culture, Community and Youth for approval.

NOTIFICATION

When will I be notified of the outcome of my nomination?

NAC will inform all nominators and nominees about the outcome of their nominations by end November.

PROFILE ON CMYAA E-SERVICES

VIEWING/EDITING YOUR PROFILE INFORMATION

Step 1	
To view your profile details, click on the human icon (highlighted in the orange box) on the top right-hand corner of the page	
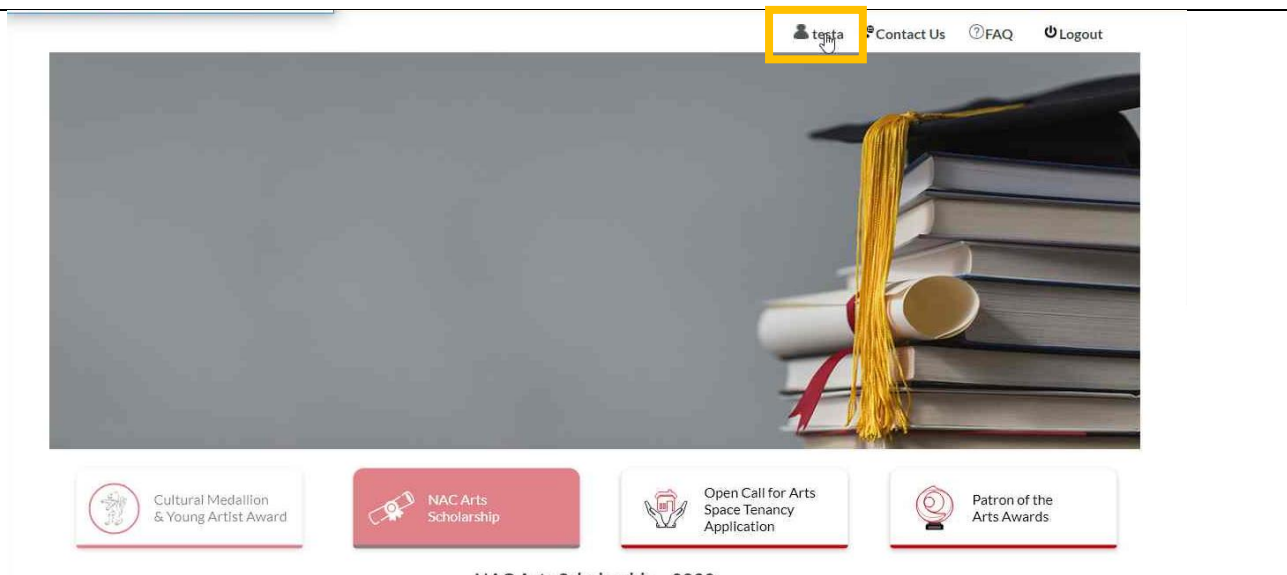
Step 2 A pop-up should appear, displaying the profile information. Clicking on 'Edit Profile' (highlighted in the orange box) will allow you to edit your profile details	
Step 3 Update the necessary details in the editable files	
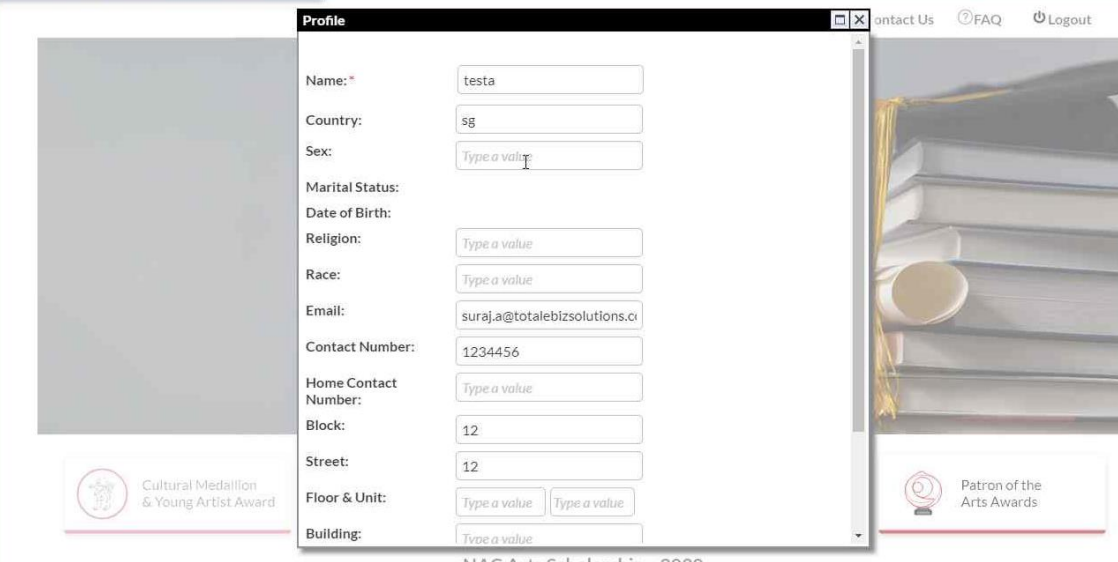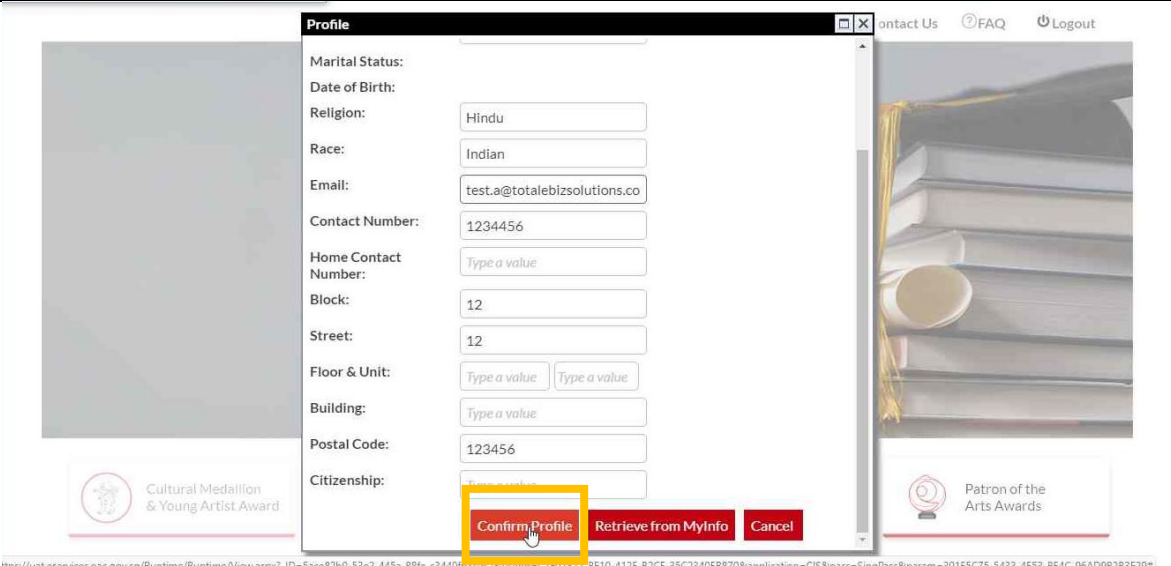
Step 4

Click on "Confirm Profile" (highlighted in the orange box) to save the details
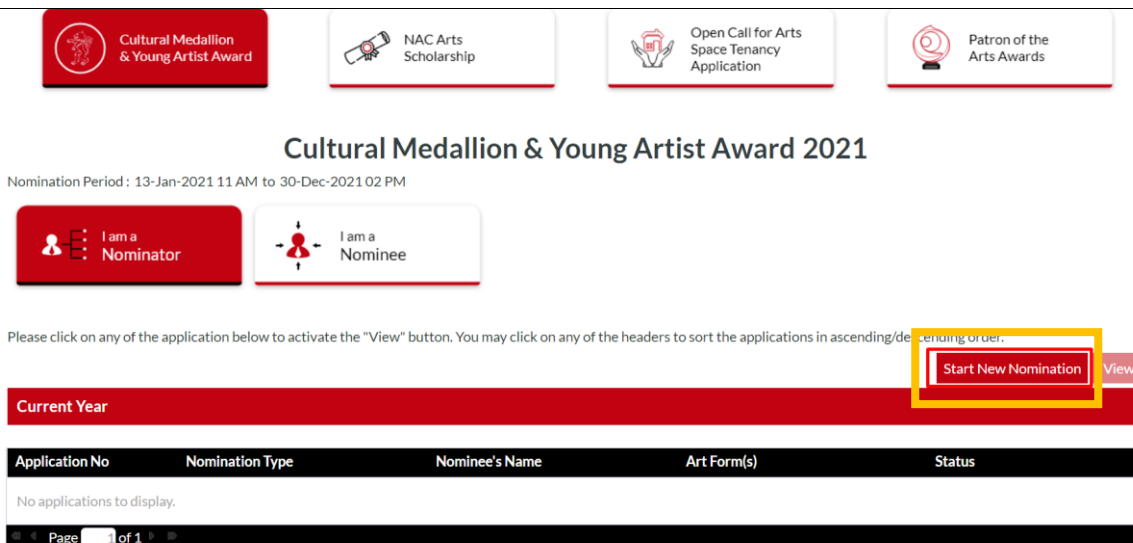
APPLYING FOR 2022 CMYAA

[FOR NOMINATORS] STARTING A NEW NOMINATION

Note: The portal will auto-save your nomination every 2 minutes. However, it is recommended to always click on "Save as draft" if you choose to continue with the nomination later

Step 1 Click on "Start New Nomination" (highlighted in the orange box)	

Step 2

As a nominator, your information would be populated from the information on your profile.

Fill up any remaining information if needed and click on "Add" to add nominees.

Nominator's Information

Salutation:	Mr.		
Name:	sample	Email:	sample@sample.com
Occupation:	asdsa	Mobile Number:	435345345
Address:	33, dfgdg	Country of Birth:	GUATEMALA
	,		
	534343		
Race:	ANGLO SAXON	Sex:	MALE
Nationality:	BH	Residential Status:	Citizen
Age:	28	Memberships and positions held in arts organisations (if applicable):	Enter Memberships and positions held

List of Nominees *

+ Add   Edit   Delete

Nominee's Name	Nominee's Email	Art Form(s)
No items to display.		

Step 3

Fill up all the mandatory information of the nominee and click on "Save".

Note: In order for the system to capture the nomination and accurately match it to the nominee you are intending to nominate, please ensure that the nominee's NRIC and email address is correct (the email address should match with the nominee's email indicated in the profile)

NOMINEE'S INFORMATION

Salutation:*

Nominee's Name:*

Contact Number:* +65

Nominee's Email:*

Confirm Email:*

NRIC/FIN:*

Nomination Type:* ● Cultural Medallion   ○ Young Artist Award

Art Form(s):* ☐ Literary Arts ☐ Literary Arts ☐ Music

Save   Cancel

Step 4

Indicate that you've acknowledge the terms in the Declaration section and click on "Submit"

Declaration*

I confirm that the above particulars of the nominee are, to the best of my knowledge, true and I have not willfully suppressed any material fact.

I certify that I am not an immediate family member* of the nominee.

* Immediate family members refer to the nominee's spouse, parents (including step-parents and parents-in-law), children and siblings.

☐ I acknowledge and consent to the terms above. *
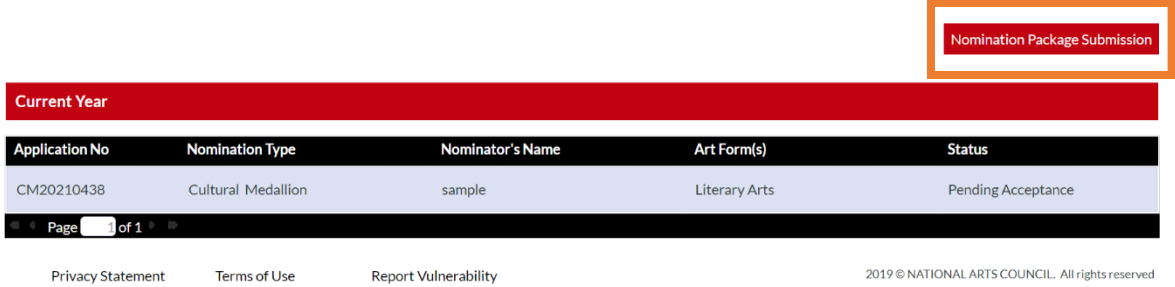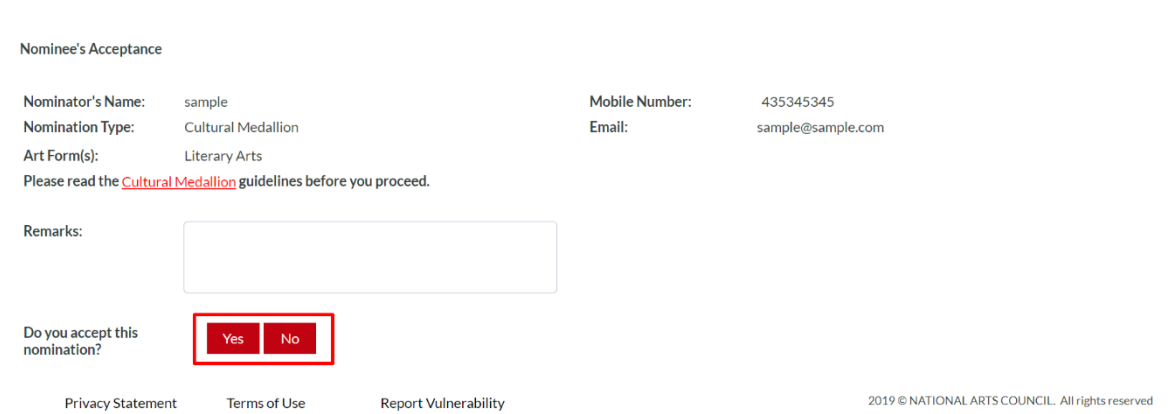
Last Auto Saved on : 08 February 2021 08:32:21

Previous   Save as Draft   Submit

[FOR NOMINEES] ACCEPTING YOUR NOMINATION & STARTING ON THE NOMINATION PACKAGE SUBMISSION

Note: The portal will auto-save your nomination every 2 minutes. However, it is recommended to always click on "Save as draft" if you choose to continue with the nomination later

Step 1 Select the record and click on "Nominee Package Submission".	
Step 2 Click on either "Yes" to accept the nomination or "No" to reject the nomination.	

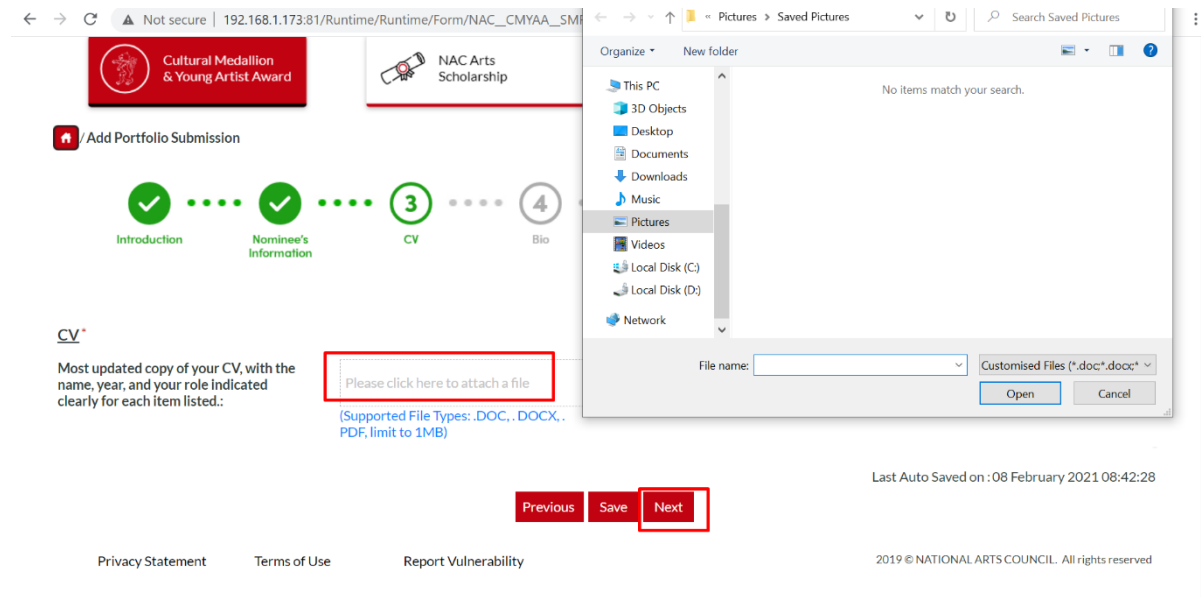|	
Step 3 Provide any necessary information in nominee's information section and click on "Next".	**Additional Information** Overseas Address (where applicable): Overseas Contact Number (where applicable): +65 Enter Overseas contact Number Photocopy of Nominee's NRIC (front and back): Attach Front Photocopy of NRIC Attach Back Photocopy of NRIC (Supported type : PDF, doc, Jpg, Png, limit to 1MB) Previous Save Next
Step 4 Upload a document under CV and click on "Next" (repeat the same process when uploading your Bio).	Not secure | 192.168.1.173:81/Runtime/Runtime/Form/NAC__CMYAA__SM Cultural Medallion & Young Artist Award NAC Arts Scholarship / Add Portfolio Submission ✓ Introduction ✓ Nominee's Information 3 CV 4 Bio Organize ▾ New folder This PC 3D Objects Desktop Documents Downloads Music Pictures Videos Local Disk (C:) Local Disk (D:) Network No items match your search. **CV** * Most updated copy of your CV, with the name, year, and your role indicated clearly for each item listed.: Please click here to attach a file (Supported File Types: .DOC, . DOCX, . PDF, limit to 1MB) File name: Customised Files (*.doc;*.docx;* ▾ Open Cancel Last Auto Saved on : 08 February 2021 08:42:28 Previous Save Next Privacy Statement Terms of Use Report Vulnerability 2019 © NATIONAL ARTS COUNCIL. All rights reserved

Step 5 Add in up to 5 most recent and up to 5 best works by clicking on "Add" on the table, followed by "next".	Works * **Recent Works** Best Works **Up to 5 Most Recent Works** (Works produced within the last 3 years) + Add Edit ⊗ Delete 👁 View | File Type	Title of Work	Year Of Work	Involvement in the Work	Submitted As Hardcopy | No items to display. Last Auto Saved on : 08 February 2021 08:44:29 Previous Save Next
Step 6 Upload your letters of support works by clicking on "Add" on the table, followed by "next".	🏠 / Add Portfolio Submission ✅ Introduction ✅ Nominee's Information ✅ CV ✅ Bio ✅ Works ⑥ Letter(s) of Support ⑦ Supporting Documents ⑧ Declaration **Letter(s) of Support** * + Add Edit ⊗ Delete | File	Referee Name	Designation	Organisation	Remarks | (Add new row) (Supported File Types: .DOC, .DOCX, .PDF, limit to 1MB) Last Auto Saved on : 08 February 2021 08:46:30 Previous Save Next Privacy Statement Terms of Use Report Vulnerability 2019 © NATIONAL ARTS COUNCIL. All rights reserved
Step 7 Upload any necessary supporting documents and click on "Next"	+ Add Edit ⊗ Delete 👁 View | Attachment	Document Type	Submitted as Hardcopy	Document is in non-English Language?	Author/Source | No items to display. Last Auto Saved on : 08 February 2021 08:48:30 Previous Save Next

Step 8	
Agree to the declaration and click on "Submit".	

Step 9

Click on "OK" when the pop-up confirmation is displayed.

A "Submitted" status should be reflected on the right hand column, upon returning to the homepage.

Following which, there should be an email notification to both yourself and your nominator, informing you of your portfolio submission.

- To activate the "Nomination Package Submission" button, please select a record below.
- If you have received multiple nominations, please submit your Nomination Package only once. To do so, please click and hold "Ctrl" to select multiple records, and click on the "Nomination Package Submission" button.
- You may click on any of the headers to sort the applications in ascending / descending order.

Nomination Package Submission

Current Year

Application No	Nomination Type	Nominator's Name	Art Form(s)	Status
				Submitted

Page ☐ of 1

NOTE:

For applications that have been saved as drafts, kindly click on **'Edit'** on the right-hand corner of the application page before continuing with your application.

Click on 'Edit' on the right-hand corner of the application page, prior to continuing with your application	

For enquiries, please email nac_cmyaa@nac.gov.sg, or contact:

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