Frequently Asked Questions for the Self-Employed Person Grant

No.	Questions	Response
1.	**Eligibility Criteria**	
1.1.	**What type of documents are acceptable as proof of SEP status for the lead applicant and core project team?**	If you are a Singapore Citizen/Permanent Resident SEP, you may provide <u>any one</u> of the following documents: • Copy of IRAS statement (Form B) • Consolidated Statement of Income for Year of Assessment 2021 submitted to IRAS • Copy of your **latest** CPF statement indicating your status as Self-Employed • Proof of registration on the CPF portal as a self-employed person • Approved application for the Self-Employed Person Income Relief Scheme (SIRS) • Approved application for the COVID-19 Recovery Grant (CRG) or the COVID-19 Recovery Grant (CRG) - Temporary • Copy of ACRA registration for Sole Proprietors
1.2.	**I am a fresh graduate who has just joined the workforce as an SEP. How do I show proof of my SEP status?**	You can register your status as a Self-Employed Person on the CPF website - visit this link for more information on how to go about registering your status as an SEP. Please note that as a Self-Employed Person, you will be required to make Medisave contributions if you earn an annual Net Trade Income (NTI) of $6,000 and above.
1.3.	**I am a full-time employee drawing a regular salary, but I also occasionally perform in gigs on the side. Will I be eligible for the SEP Grant?**	Yes, as a dual status worker, you are considered an SEP and will be eligible for the SEP Grant. Please provide the relevant documents to reflect that you have been working as a SEP, e.g. proof of Net Trade Income to show multiple incomes from your performances/projects (i.e. filed taxes or declared your status as an SEP). You may visit this link for more details on what constitutes a Self-Employed Person.
1.4.	**I am a relatively new entrant to the arts SEP scene, and am not sure whether I meet the eligibility criteria of being involved in a public arts programme/event in the past 24 months. Can I apply for the SEPG?**	If you have been involved in any arts programmes or events within the last 24 months, you may wish to check with the SEPG Secretariat if you fulfil this eligibility criteria. Alternatively, you may wish to work with another arts SEP who meets the eligibility criteria and can submit the project as the lead applicant instead.
1.5.	**How many projects can I submit for the SEP Grant?**	Each applicant may only put in <u>one project submission</u> for the SEP Grant.

		Only 1 submission is allowed per project, i.e. only the first submission for the project will be assessed. E.g. SEP A has put in a submission for the SEP Grant for Project Alpha. He will not be allowed to submit any other projects for the SEP Grant. SEP B has agreed to be a member of SEP A's project team, but SEP B also has her own Project Beta. She will be able to submit a proposal for the SEP Grant as the lead applicant for Project Beta. SEP C is both a team member in SEP A and SEP B's projects Alpha and Beta, and decides to submit a proposal for Project Alpha to increase the chances of receiving the grant. NAC will not assess SEP C's proposal for Project Alpha, as a prior submission had already been made by SEP A. SEP C will also not be able to apply for any subsequent projects.
1.6.	**Is a film, photography, or documentary project eligible under the SEPG?**	While the SEPG is open to various formats and mediums for projects, we'd like to highlight a few considerations when applying, namely: • One of the eligibility criteria is that the lead applicant has to have been involved in a public arts programme/event in the past 24 months, e.g. a performance, exhibition at an arts gallery, biennale. • Depending on the nature of your proposal, there should be a clearly defined arts component to your project in order for it to be eligible. Some examples include films that are used as a medium for artistic expression and meant for artistic purposes, or are made to be presented in an arts context or setting (e.g. art galleries, biennales). • Long-form films or commercial film projects meant for distribution through cinemas and entertainment broadcasts would not typically fall under the purview of NAC. For projects that largely benefit the filmmaking community, IMDA's Talent Progression Programme also supports production of content projects, and you may wish to explore funding your project through that avenue instead. Do note also that any project should also be aligned with the SEPG's intent of providing work opportunities for arts SEPs and positively impacting SEPs' practices.

2.	Core project team	
2.1.	**How do I determine who should be in my core project team?** **What if I need to make changes to my project team after the grant is awarded?**	The lead applicant may wish to factor in the following considerations when determining their core project team: ○ At least 70% of the core project team should comprise Singapore Citizen/Permanent Resident SEPs; ○ The list of core project team members, their CVs, proof of SEP status and other details are required to be submitted as part of the grant application process; and ○ Lead applicants are also required to enter into contracts incorporating the key terms of engagement developed by the Ministry of Manpower with their core project team members based on the Tripartite Standards, and are legally committed to pay the core team members. ○ **Any changes to the scope of the project and personnel involved in the project requires NAC's approval, and may affect the committed funding.** As such, we suggest for lead applicants to list only the confirmed project team members whom the lead applicant is committed to work with. If there are other SEPs that may be involved in the project but whose names are yet to be confirmed, applicants can indicate the projected number of these SEPs at the project submission stage, and provide the final list of SEPs involved as part of the post-project report. Please write to the SEPG Secretariat (SEPG@nac.gov.sg) to seek permission for any changes to the project team and the rationale behind the change. If there are changes to the composition of the team that impacts how the initial project funding was awarded, NAC may consider a recovery of funds.
2.2.	**Do all members of my core project team need to fulfil the eligibility criteria, e.g. track record of public arts event in the last 24 months?**	Only the lead applicant will need to meet the full set of eligibility criteria, including being involved in at least one public arts event or project within the last 24 months. However, all arts and creative sector SEPs in the core project team will need to subscribe to the Arts Resource Hub via the new Singpass Membership portal at point of application in order to receive funds.

2.3.	**Are we only allowed to collaborate with specific groups or/and artists?**	There are no restrictions set on whom SEPs wish to work or collaborate with, as long as it is aligned to their proposed project's objectives and outcomes.
2.4.	**Are non-arts SEPs allowed to be part of the core project team, e.g. an SEP specialising in video production?**	NAC is open to non-arts SEPs being part of a project group, as long as proof of SEP status can be verified, and the SEP's involvement in the project is deemed relevant to the project's objectives and outcomes.
2.5.	**Am I allowed to include employees of organisations as part of my core project team?**	Yes, employees of organisations may be a part of the core project team if deemed relevant and necessary to the project's success. However, do note that in the event that these employees are from organisations receiving Organisation Funding from NAC (e.g. Major Company or Seed Grant), funding support for such employees through the SEPG may be moderated to avoid double funding.
2.6.	**Can I as an SEP be involved in multiple projects?**	Yes, you can be involved in multiple projects, but you should only be the lead applicant for one project.
2.7.	**My friends and I are keen to submit two project applications under different Lead Applicants, but the core project teams may look quite similar. Will I be allowed to do so?**	Given that the aim of the SEPG is to benefit as many arts SEPs as possible, we encourage applicants to involve different SEPs in your project teams. We also urge project applicants to not split up a single project into two proposals, as proposals that are deemed as to be multiple submissions for the same project would mean that the second/subsequent submissions will not be assessed by NAC.
2.8.	**If 70% of the core project team needs to comprise SC/PR SEPs, is the remaining 30% for non-local SEPs, or does it also include organisation representatives?**	The other 30% may be made up of **non-SC/PR SEPs**. Do note though that part of the project assessment criteria is about the number of SC/PR arts SEPs who will be involved as part of the core project team, thus applications will be assessed as such.
2.9.	**Can I use the MOM Key Terms of Engagement as a contract?**	The Lead Applicant, in looking to work with Self-employed persons (SEPs), may use the Key Employment Terms template for SEPs as an reference document or an alternative to a contract document. However Lead Applicants may still wish to seek legal advice on the legality and enforceability of such clauses.
3.	**Funding and supportable costs**	
3.1.	**Can I apply for another NAC grant if my project costs exceed $50,000?**	NAC will not be able to fund the same project under the SEPG if it is already receiving funding from another NAC grant. As the Arts and Culture Resilience Package (ACRP) funding is intended to provide relief funding for the arts sector, NAC hopes that the funding under the SEPG can be used to support as many projects and SEPs as possible.

		Please review the objectives of your project to determine which NAC grant best aligns with your project objectives and outcome and apply for the grant that is most relevant. For projects that may exceed $50,000 or are longer term in nature, SEPs may wish to tap on NAC's General Grants after the completion of the project phase supported by the SEPG to explore future developments of their projects.
3.2.	**Am I allowed to apply for other government grants for costs not covered under the SEPG?**	Different government grant schemes have different objectives and different supportable costs. Should you apply for the SEPG and another government grant for the same project and successfully receive funding from both grants, only cost items not supported by other government grants will be considered for funding through the SEPG, to ensure no double funding. The total funding support across all government grants should not exceed the funding cap of the respective agencies' grants, or 100% of the total budget.
3.3.	**For arts organisations, can manpower costs for full-time/part-time staff can be covered?**	As the SEPG is meant to benefit SEPs, manpower fees should primarily be channelled towards SEPs involved in the project. Arts organisations may propose a project management fee that is commensurate to the amount of effort for the project. Overheads for arts organisations (e.g. salaries) are not supportable.
3.4.	**I am looking to tap on the SEP Grant to improve my own practice, culminating in a solo performance. I do not intend to work with other SEPs. Will my project be supported?**	As this grant seeks to help as many SEPs as possible affected by COVID-19, projects that benefit only an individual SEP or an organisation as the lead applicant will not be supportable. NAC has other grants, including the Capability Development Grant, the Presentation & Participation Grant and the Creation Grant that may better suit the objectives of your project that you may wish to apply for instead.
3.5.	**Why are costs for hardware and software purchase not covered, if they are deemed important for the sustainabilty of SEPs' livelihoods?**	The SEPG is aligned with the current practice for regular project grants, which does not cover hardware and software costs. In terms of accountability for public monies through project grants, it would be difficult to justify the purchase of an asset which will have a shelf life after the project ends, and to ensure that it will be used in accordance to for the intended purposes and not be monetised through resale etc.

		Outside of the SEP Grant, the Arts Resource Hub is open to discussions with the SEP community to explore how we can support groups that may need hardware/software to help support and sustain their livelihoods.
3.6.	**How long will it take for funds to be downloaded? How many tranches will the funds be disbursed in?**	From the time that NAC receives the grant recipients' signed Letters of Offer, fund disbursements will take approximately 4 to 6 weeks via GIRO. **For grant quanta below $20,000, funds will be disbursed in two instalments:** a. 80% of quantum upon award and acceptance of grant b. 20% of quantum upon successful completion of project and submission of proof of completion of project, evaluation report, financial report, and receipts of supportable costs. **For grant quanta $20,000 and above, funds will be disbursed in three instalments:** a. 50% of quantum upon award and acceptance of grant b. 30% of quantum upon successful completion of project with proof of completion c. 20% of quantum upon submission of evaluation report, financial report, and the Statement of Accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body.
3.7.	**How many SEPs are expected to be involved in a project budgeted at $50,000?**	While there is no minimum number of SEPs expected project, the SEP Grant aims to create more work opportunities for arts SEPs. As such, projects that would only stand to benefit the lead applicant would not be eligible for support, while those that involve more SEPs would be viewed more favourably. All received applications will be assessed on its individual merit based on the published assessment criteria.
3.8.	**What level of collaboration is expected for projects, e.g. can I include cast, crew, or creatives?**	The SEPG aims to create more work opportunities for arts SEPs through projects, and will be taking a more open and inclusive approach to the definition of collaborations. There are no restrictions as to who can be a part of the core project team, and project applicants may propose whoever they wish to work with.

		Through the SEPG, we hope for more SEPs to receive support, especially those who may not typically apply for or benefit from grants, e.g. technical and production crew.
3.9.	**Am I allowed to charge for my project, e.g. for show tickets, registration fees, materials, participation fees for a training course?**	Depending on the project deliverables and outcomes, project applicants may wish to charge a fee for their product/service, as part of a sustainable practice.
4.	**Timelines and Deliverables**	
4.1.	**What am I expected to deliver by the end of my project?**	As part of your project proposal, project applicants may suggest the proposed deliverables and outcomes based on the nature of your project. Deliverables will include proof of completion of the projects, and some sample tracking/measurement indicators are included below: - For performances, exhibitions, workshops or competitions: Number of performances/activities, number of audience members/attendees, number of works created - Digital projects: prototypes of project, and updates on digital indicators including reach, engagement on social media, and digital consumption - Community engagement projects: number of activities, number of participants, number of new works created - Residencies: number of opportunities created, number of organisations coming onboard - Networking platforms: Number of organisations and SEPs involved - Capability Development/training roadmaps: Number of SEPs/organisations involved in development, feedback and response from SEPs on effectiveness of programme, number of SEPs that benefitted
4.2.	**Is there a possibility of extending the project completion date beyond 31 March 2022?**	All SEPG projects will be required to be complete by 31 March 2022 as this is the stipulated timeframe for the enhanced Arts and Culture Resilience Package announced on 8 March 2021. All funds have to be committed before 31 March 2022, and projects must achieve a state of completion by that date. Grant recipients should use the 2 months from the project's completion date to consolidate their reporting documents and

		submit them to NAC before the final disbursement of funds is released. Given the time-limited support, proposals may focus on one phase of a longer-tail plan, such as pilots, incubation projects, or works-in-progress. Milestones and deliverables for the phase for which the SEPG funding is sought should be clearly defined. The Arts Resource Hub is open to supporting SEPG projects that have a longer-term, positive impact on the SEP landscape and the sustainability of SEPs' livelihoods after the SEPG ends on 31 March 2022.
4.3.	**If there are changes to the COVID-19 Advisory, would there be allowances for adaptations or deferment of the project?**	As part of your proposal, we would like you to factor in contingencies and back-up plans for your projects should there be changes to the COVID-19 situation. We may not be able to cover any sunk costs for physical productions in the event of cancellations or postponements due to COVID-19.
4.4.	**I am doing a devised work, and my script will not be ready at the point of application. What should I submit instead?**	For performances intended for public showcase, a draft of a full-length script would be required for assessment. In the case of devised works, we would minimally require the submission of the performance structure, scene breakdown, and any text that would be used, in addition to the concept, synopsis and themes explored. Please also note that public performances will require an Arts Entertainment License from IMDA, unless it is an exempted artform.
4.5.	**Will I be allowed to amend my project scope and the number of people in my core project team if I am not awarded the full amount I had initially requested for in my project proposal?**	The possibility of the full quantum not being received is present with any grant application, as given the competitive nature of arts funding and limited resources. If the project requires irretrievable upfront financial commitments to proceed, it would be prudent to ensure there is sufficient buffer in your budget independent of the SEPG awarded quantum. <u>The project cannot be retroactively amended to fit the funds granted as this would require another round of re-assessment, and would be unfair to other applicants at the point of assessment.</u> If you plan to make any changes to the project scope, or the number and the composition of core project team members during the process of completing the project, please reach out to the SEPG Secretariat. Do note as well that any changes to the scope of the project and personnel involved in the project

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To keep to the spirit of the SEPG in supporting SEPs that have been impacted by the pandemic, we strongly encourage you to commit to SEPs the fees agreed upon. In the event that adjustments are required, it is important to ensure that the Lead Applicant and parties involved, especially SEPs, come to a common understanding and agreement on these changes.

You may also be able to apply for other grants for the same project (see Q3.2).</td></tr>
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