NATIONAL ARTS COUNCIL
SINGAPORE

Self-Employed Person Grant (SEPG)

The Self-Employed Person Grant (SEPG) is a time-limited scheme that aims to provide support to Arts Self-Employed Persons (SEPs) affected by COVID-19. Through this grant, NAC looks to create work opportunities for arts SEPs by encouraging them to come together and work on projects, especially projects that can make a longer-term impact on arts SEPs' practices, professionalism and livelihoods.

Applications are open from 15 June to 1 September 2021 (1700hrs), and projects should be completed by 31 March 2022. Successful applicants may receive up to $50,000 per project.

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Section 1: Overview

What does the SEPG support?

This grant supports projects across different art forms and disciplines, especially those that will make an impact on the arts SEP landscape, and/or contribute to the sustainability of SEPs' livelihoods. This includes but is not limited to the following types of projects:

- Performances, exhibitions, publications, conferences, festivals
- Research projects
- Community engagement projects
- Process-driven, incubation-type projects, such as creative labs for experimentation
- Development of training residencies or capability development courses
- Creation of platforms to encourage networking, mentorships, resource sharing

Proposed projects can take place in one of the following formats (subject to prevailing Safe Management Measures (SMMs)):

- Physical
- Digital
- Combination of physical and digital deliveries

All proposals will need to articulate proposed key deliverables and outcomes of the project by the end of the project or 31 March 2022 (whichever is earlier), including works-in-progress or incubation type/process-based works. This could include a play reading, a closed-door showcase, a written report, a prototype, or digital reach figures.

Please refer to **Annex A:** post-project report template for some examples of deliverables.

Note:

All projects supported under by SEPG must adhere to NAC's funding guidelines and IMDA's Internet Code of Practice (for digital projects).

SEPG content should be suitable for and accessible by the general public, with priority given to projects that are appropriate for **General Audience** viewing. Applicants are encouraged to consider inclusive practices such as surtitling, close-captioning and sign language services to cater to diverse audiences.

Please email SEPG@nac.gov.sg to find out if your project can be supported under this scheme.

What is the level of funding support under this scheme?

	Applicants
	All eligible Arts Self-Employed Persons and Arts Organisations
What does the Grant cover?	- Marketing and publicity costs - Manpower fees for SEPs, project fees for organisations - Venue hire and production costs (including digital production) - Capability development for the project team, e.g. research and training costs - Time-limited licenses for software, leasing of hardware/software costs - Technical services from digital solutions providers, i.e. technology related professional services for development, production and maintenance Please refer to the budget proposal's reference sheet for a list of supportable costs. **Applicants will be required to declare if you plan to seek or are receiving funding support from NAC or other organisations for your project.**
What does the Grant not cover?	- Purchase of hardware and software - Operational overheads (e.g. office rent, staff salaries for personnel involved in the project) - Projects that only stand to benefit an individual SEP or organisation as the main applicant - Projects that are <u>currently</u> supported through other NAC grant schemes - Cost items within the project which are <u>currently</u> funded by other government grants e.g. Our Singapore Fund, SportSG SEP Grant
Funding Level	The grant can support up to 100% of supportable costs, capped at $50,000 per project.
Assessment criteria	Projects will need to meet all three criteria below to be assessed, with further details available in the Assessment section: - Impact of project on SC/PR SEPs – 60% - Strength of proposal – 15% - Capacity and commitment to execute intended project – 25%

What other areas of support will NAC offer under this time-limited grant scheme?

Apart from funding support, NAC is committed to provide additional resources to bridge the potential challenges of 1) finding suitable collaboration partners, and 2) navigating the grant application process, especially for first-time grant applicants. NAC is partnering with some SEP intermediaries from the arts and creative community to facilitate these resource sessions which will run in June and July 2021.

These will include ideation and networking sessions to develop suitable ideas for the SEPG, as well as resources and panel discussions on best practices for grant applications. There will also be dedicated Ask NAC sessions to address any questions about the SEPG. More details are available on the ARH website.

It is <u>optional</u> for applicants to attend the resource sessions. Attendance of these sessions have no bearing on the outcomes of grant applications as the sessions are intended as additional resources for applicants.

Section 2: Eligibility

Who is the Self-Employed Person Grant (SEPG) for?

- **Self-Employed Persons[1]**
  - o Self-Employed Persons, Sole Proprietors and Dual Status Workers who are Singapore Citizens or Permanent Residents (SC/PR) residing in Singapore and working in the local arts scene.
  - o The **Lead grant applicant** will need to be an SC/PR individual who has been involved in at least one public arts event or programme (e.g. performance, exhibition, festival, conference, workshops, including publishing an NAC-supported title) **in the last 24 months**.
  - o Priority will be given to those who have been engaged by or done work for:
    - ▪ The Arts House Limited, The Esplanade Co Ltd, Singapore Chinese Cultural Centre, Singapore Art Museum, National Gallery Singapore, Singapore Symphony Orchestra, Singapore Chinese Orchestra, STPI, School of the Arts
    - ▪ NAC Major Companies or Seed Grant Recipients
    - ▪ Providers of NAC Arts Education Programmes
    - ▪ NAC Arts & Culture Nodes
    - ▪ Government agencies (e.g. involvement in commissioned arts projects)

- **Arts Organisations**
  - o NAC Major Companies or Seed Grant recipients (as of 1 April 2021)
  - o Other arts organisations which are not Major Companies or Seed Grant recipients that are either registered with the Accounting and Corporate Regulatory Authority (ACRA) or with the Registry of Societies (ROS). These organisations must show that they have organised at least one public arts event or programme (e.g. performance, exhibition, festival, conference, workshops, including publishing an NAC-supported title) **in the last 24 months**. Priority will be given to those who show proof of previous engagement within same period, related to arts programming by:
    - ▪ The Arts House Limited, The Esplanade Co Ltd, Singapore Chinese Cultural Centre, Singapore Art Museum, National Gallery Singapore, Singapore Symphony Orchestra, Singapore Chinese Orchestra, STPI, School of the Arts
    - ▪ NAC Major Companies or Seed Grant Recipients
    - ▪ Providers of NAC Arts Education Programmes
    - ▪ NAC Arts & Culture Nodes
    - ▪ Government agencies (e.g. involvement in commissioned arts projects)

Note:
- All Singaporean and PR SEP grant applicants and SEP core project team members are required to be subscribers of the Arts Resource Hub under its new Singpass membership portal, and will need to have done so at the point of application.

- Proposals that involve collaborations with non-Singaporeans are eligible, as long as at least 70% of the core project group comprise Singaporean/PR SEPs.

- **Any changes to the composition of core project team after the awarding of the grant will require NAC's approval, and may affect the committed funding**. As such, we strongly encourage the lead applicant to list only the confirmed project team members whom the lead applicant is committed to work with.

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[1] Refer to https://www.iras.gov.sg/irashome/Businesses/Self-Employed/Learning-the-basics/Am-I-an-Employee-or-a-self-Employed for more information

Who is not eligible to apply for the Self-Employed Person Grant (SEPG)?

NAC will not be able to support your application if you:

1) **Are a group/organisation**
   - constituted for non-secular purposes;

2) **Are proposing a project that**
   - has already commenced prior to the time of application;
   - does not have a clearly defined arts component, including projects primarily aimed at promoting religious causes;
   - is held at a religious venue;
   - is intended for fundraising purposes;
   - is presented under the auspices of a school or tertiary institution, or is part of its curriculum;
   - is intended specifically for academic purposes;
   - (where relevant) is unable to obtain an Arts Entertainment License (see "Licensing Forms" at www.imda.gov.sg)

3) **Have pending / outstanding**
   - evaluation reports on the use of previous grants from NAC;
   - debts with NAC (you are eligible to apply once you have cleared your outstanding debts).

MCCY and NAC- owned Companies Limited by Guarantee (e.g. The Arts House Limited, The Esplanade Co Ltd, Singapore Chinese Cultural Centre, Singapore Art Museum, National Gallery Singapore, Singapore Symphony Orchestra, Singapore Chinese Orchestra, STPI, School of the Arts) will not be eligible for the SEP Grant.

Note:

While we celebrate diversity of expression and open, balanced dialogue in the arts, as a statutory body disbursing public funds in line with Government policies, NAC has to prioritise funding to proposals which do not:

- Advocate or lobby for lifestyles seen as objectionable by the general public;

- Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society;

- Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

If you are not sure as to whether your project would be eligible for NAC funding, please email SEPG@nac.gov.sg

Applicants are to also ensure that their projects do not infringe the Intellectual Property (IP) rights of others.

For information on copyrights and royalties, please refer to the Intellectual Property Office of Singapore (IPOS) and the Composers and Authors Society of Singapore (COMPASS).

Section 3: Application and Assessment Process

How do you apply for the Self-Employed Person Grant (SEPG)?

Please submit your application through **FormSG**. Please note that you will be required to log in with a SingPass ID to submit your application.

While an individual may be involved in multiple SEPG-supported projects, each individual applicant is allowed only one submission as the lead applicant. Each submission can only contain one project; and only one submission is allowed per project, i.e. only the first proposal submitted to NAC for the project will be assessed.

Applicants will need to complete the application on FormSG in one sitting, therefore please ensure that you have the following documents ready. The templates for the SEPG project proposal and budget form can be downloaded from the ARH website.

1. Project Proposal and list of core project team members
2. Budget Proposal
3. CVs of individuals in the core project team and track record of projects for organisations
4. **Proof of self-employed status for all Self-Employed Persons, Dual Status Workers and Sole Proprietors in the core project team**, e.g. Latest copy of CPF or IRAS statement, or copy of ACRA registration (for sole proprietors), or proof of receipt of the Self-Employed persons Income Relief Scheme (SIRS) or Covid-19 Recovery Grant
5. Samples of work (for first-time applicants or if requested by NAC)
6. [**For Theatre, Music and Literary (eg: spoken word or storytelling) projects**] Full-length scripts / concert programme is required upon application. For Literary projects based on an existing published work, please indicate the title and author of the publication.
7. [**For Visual Arts projects**] Please include samples of artworks from all artists

When must you apply by?

The SEPG is **open for application from 15 June to 1 September 2021 (5pm)**, and all projects should be completed by 31 March 2022.

Please apply within the following three grant application windows, with results to be announced approximately within **five weeks** from the close of each grant window. Late applications will not be accepted. Should NAC assess that applications in the earlier windows require further clarification and planning, NAC may direct these applicants to the subsequent application windows accordingly.

Application Window	Submit by:	Notified by:	Timeframe to complete project
1st application window	1 Jul 2021, 5pm	Week of 2 Aug 2021	8 months
2nd application window	1 Aug 2021, 5pm	Week of 30 Aug 2021	7 months
3rd application window	1 Sep 2021, 5pm	Week of **4 October 2021**	6 months

Who can you contact if you have questions?

If you have any questions, or wish to discuss your applications in detail, please contact us at SEPG@nac.gov.sg.

How will your application be assessed?

Our assessment will be guided by the following criteria and projects will need to pass all criteria in order to receive support:

Assessment Criteria	Weightage
1. Impact of project on Singaporean Arts SEPs • How many Singapore Citizen/Permanent Resident SEPs are involved in the core team? • Does the project positively impact Arts SEPs' practices (e.g. supporting the development of new capabilities, exploring new ways of work, developing new partnerships and collaborations)? • How does the project have a longer-term impact on supporting the project team's livelihoods? • Can this project potentially benefit a wider group of SEPs?	**60%**
2. Strength of proposal • Is the concept well thought through and planned? • Have contingencies been factored in for any potential changes to Safe Management Measures, e.g. pivoting to digital platforms?	**15%**
3. Capacity and commitment to execute intended project • Soundness and clarity of plan (e.g. resources, partners) • Necessary experience to execute the project • Sufficient knowledge and skills in managing the project's finances and administration • Realistic budget estimate[2]	**25%**

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[2] The first step in preparing a good budget is to identify your project's needs and understand their cost. We encourage you to work out a realistic budget that demonstrates your costs and needs. An over-inflated budget will not necessarily guarantee more funding, and may instead cast doubt on the soundness of your overall proposal.

Section 4: If you are awarded the Self-Employed Person Grant (SEPG)

Successful Applications

If your application is successful, you will receive a Letter of Offer that includes the Terms & Conditions of the Grant[3]. Unless stated otherwise, the **grant offer will be valid for two (2) weeks from the date of the letter of notification**. After which, the offer will lapse.

> SEP Grant recipients (individual SEPs or organisations) should comply with the [Tripartite Standard on Contracting with Self-Employed Persons](#) by **entering into contractual arrangements with members of the core project team,** to lend clarity to the expectations and conduct of the working relationship for all members involved in the project.
>
> [Click here](#) to download a template form developed by the Ministry of Manpower, detailing the key terms of engagement that should be included in a written contract.

Unsuccessful Applications

A Letter of Notification will be sent out within the same notification period.

How will you receive funding?

Depending on your grant quantum, your grant will be disbursed in two or three instalments, as summarised in the table below. The grant will be credited to you or your organisation's recognised bank account.

Projects with awarded grant quantums of $20,000 and above will require their Statement of Accounts to be certified by an accountant registered with the [Institute of Singapore Chartered Accountants (ISCA)](#) or an equivalent international body.

Grant quantum	1st instalment	2nd instalment	3rd instalment
Less than $20,000	**80%** of grant quantum upon award and acceptance of grant	**20%** of grant quantum upon successful completion of project, and upon submission of post-project report and financial report	-
Equal to or more than $20,000[4]	**50%** of grant quantum upon award and acceptance of grant	**30%** of grant quantum upon successful completion of project. Applicants are to inform NAC in writing upon	**20%** of grant quantum upon submission of post-project report and

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[3] The Letter of Offer will clearly indicate the lead applicant's responsibility to pay all expenses associated with the project, including payments due to a specified number of SEPs, as per the application submission. More details on fair employment practices can be found at the [Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP).](#)

[4] For grants of $20,000 and above, grant recipients are required to submit Statement of Accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body. Accounting fees for this statement can be budgeted for in your application.

		completion of project.	submission of Statement of Accounts, to be certified by an accountant registered with the Institute of Chartered Accountants (ISCA) or equivalent international body.

What are you expected to deliver?

If you are successful, you will be expected to achieve the outcomes you have articulated in your funding proposal.

What is required after the programme is complete?
- ❑ Post-project report
- ❑ Proof of completion of project (e.g. submit the content to NAC)
- ❑ Financial report (i.e. the budget proposal submitted as part of the grant application, with actual expenditure reflected and a certified Statement of Acccounts if applicable). <u>This should include proof of fee disbursements to all core project team members and other collaborators.</u>
- ❑ Receipts of all supportable costs[5] will be requested by NAC

All documents are to be submitted within **<u>two months of project completion</u>**.

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[5] For organisations, salary slips will not be accepted as supporting documents for project fees paid to staff.