



APPLICATION GUIDELINES

OBJECTIVES

An initiative of the Singapore Totalisator Board, the Arts Fund provides support to local artists and arts groups in bringing the arts to communities and creating shared experiences for people to connect with one another. The Fund is managed by a committee appointed by the National Arts Council.

WHO MAY APPLY

- (a) Performing arts/ visual arts/ literary arts organisation that is either registered as a non-profit entity with ACRA or registered as a society with the Registry of Societies at the time of application;
- (b) Individual Singapore Citizens or Permanent Residents recognised by their peers as practising artists; and
- (c) Unregistered artist collectives may apply but they must nominate a member of the group, who is a Singapore Citizen or Permanent Resident, as the lead applicant to take legal and financial responsibility on behalf of the collective.

ASSESSMENT CRITERIA

- (a) Artistic merit of the project;
- (b) Demonstration of good planning and sound budgeting;
- (c) Accessibility of the project to the community¹
- (d) Clear community engagement and outreach outcomes

PROJECTS ELIGIBLE FOR SUPPORT

- (a) Music, dance, theatre, musical theatre and multi-disciplinary performances
- (b) Visual arts (including photography) exhibitions
- (c) Literary arts events (e.g. readings, poetry performances)

PROJECTS NOT ELIGIBLE FOR SUPPORT

- (a) Projects that are presented under the auspices of a school or a tertiary institution;
- (b) Projects organised by for-profit organisations;
- (c) Applicants who have received 3 grants from Arts Fund in the current financial year are not eligible for more funding in the same financial year²;
- (d) Projects that are intended solely for fund-raising purposes
- (e) Projects that are not intended for public consumption
- (f) Projects that are held at religious venues;
- (g) Religious activities for the promotion of a religion;
- (h) Political activities for the promotion of a political ideology or party;
- (i) Projects organised or presented by organisations which are already receiving Tote Board's funding.
- (j) International touring;
- (k) Training courses, study tours or any projects intended specifically for academic purposes
- (l) Publications – print and media-based; and
- (m) Research projects.

¹ Successful applicants will have arts programmes that are designed for the target community segments and promote greater understanding and appreciation for the arts through deeper engagement. (Please see Annex A).

² For example, if a grant applicant has already been awarded an Arts Fund grant in July 2021 and two Arts Fund grants in November 2021, and the projects take place in September 2021, January 2022, and May 2022, they are not eligible to apply for another Arts Fund grant for a different project until April 2022 (i.e. the next financial year).

APPLICATION PROCEDURE**(I) SUBMISSION OF APPLICATION**

- (a) Applications must be made using the prescribed application form, completed with the following information to support the application:
- i. A short write-up (max 800 words) stating the objectives of the project and key artists involved. Information on how the project will engage and connect the target audience through the arts should be included.
 - ii. Estimated income and expenditure of the project, including all potential sources of funding from government and/or other organisations. **All projected budget should be as realistic and accurate as possible, and funding consideration for application may be affected if the projected budget is not realistic.**
 - iii. First-time applicants (individuals and unregistered artist collectives) are required to provide a letter of support from a relevant arts group/ arts organisation/ arts institution.
 - iv. Samples of work: For visual artists, please attach artwork samples of the exhibition. For spoken word and theatre projects, please attach the performance's finalised script(s) in the application. Translations in English should be provided for non-English text(s). The Secretariat may, on occasion, request other supporting materials related to your application.
- (b) Completed applications are to be submitted through email to artsfund@nac.gov.sg.
- (c) Applications will not be considered if:
- i. The application is late;
 - ii. Incomplete;
 - iii. The applicant does not submit or has submitted incomplete post performance report(s), statement(s) of income and expenditure for previous Arts Fund-supported project(s); and/or

(II) CLOSING DATES

- (a) To be eligible for funding consideration, applications must reach the Tote Board Arts Fund Secretariat **before** the commencement of your project:

For Projects taking place on/after	Application Deadline	Announcement of Outcome
1 August 2021	15 April 2021	15 July 2021
1 December 2021	15 August 2021	15 November 2021
1 April 2022	15 December 2021	15 March 2022

(III) OUTCOME

Applicants will be notified of the outcome of their application via email (i.e. the email address from which the application was sent).

(IV) GRANT QUANTUM

The nature and scope of the project, as well as the availability of funds, will determine the grant quantum.

Note: The Arts Fund Committee reserves the right of discretion and non-disclosure of reasons for unsuccessful applications. Decisions made by the Committee are final and appeals will not be entertained.

TERMS & CONDITIONS FOR SUCCESSFUL APPLICANTS

- (I) The successful applicant must:
- (a) Inform the Arts Fund Secretariat if there are any material changes to the project, including change in project details, date, and venue..
 - (b) Acknowledge support by the Arts Fund in all publicity collaterals of the project;
 - (c) Submit a post-performance report together with the completed budget form indicating actual income and expenditure within **2 months** of the completion of the project. The statement of income and expenditure should be certified by the organisation's top office bearer with his/her original signature.
- (II) Grant on Reimbursement Basis:
The payment of the grant will be made on a reimbursement basis to successful applicants after the Arts Fund Secretariat has received and reviewed the post performance report and statement of accounts.
- (III) Review, Withdrawal or Withholding of Grant
The Arts Fund Committee also reserves the right to review, withdraw or withhold any grant awarded in full or in part should any of the following occur:
- (a) The proposed project which receives funding undergoes a material change without prior written approval from the Arts Fund Secretariat. A material change includes (but is not limited to) any changes in the content, scale, budget, key artistic personnel, venue, and/or date of project;
 - (b) The Grant Recipient is not able to deliver the proposed Project by the proposed date, unless approval for an extension is obtained from the Arts Fund Secretariat;
 - (c) The Grant is not used for the purpose for which it is awarded;
 - (d) Wrong and/or misleading information is provided in the application form, either deliberately or otherwise;
 - (e) Illegal or negligent acts occur during any point of the funded project, which will adversely affect the reputation of The Arts Fund Committee, any government bodies, public institutions, national leaders or your person / organisation.
 - (f) The project and/or any activities undertaken in relation to the Project are, in the view of The Arts Fund Committee, (i) offensive or obscene in nature; (ii) derogatory or defamatory of any third party; or (iii) bring dispute to or prejudice the Arts Fund Committee in any way whatsoever, or be construed to:
 - i. advocate or lobby for lifestyles seen as objectionable by the general public;
 - ii. 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; and/or
 - iii. undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.
- (IV) The Arts Fund Committee has the right to amend any terms and conditions of any Grant at any time. Before any amendment comes into effect, the Arts Fund Committee shall notify the Grant Recipient of the intended amendment.

Community Engagement and Outreach Outcomes

The Tote Board Arts Fund aims to support arts projects of good quality for the enjoyment of Singaporeans. Arts groups and artists are encouraged to engage their local communities, providing them with opportunities to sample, savour, and deepen their appreciation of different art forms. Through this, the Arts Fund hopes that more Singaporeans will connect with people from different social groups through the arts.

Funding will be prioritised for projects that fulfil one or more of the following :

- a) Staging a performance/exhibition in **non-conventional venues** to connect audiences from different social groups. Facilities under the NAC Arts Housing Scheme are not considered as non-conventional venues;
- b) Well-considered plans to **reach out to under-served community segments** and ensure better accessibility by involving them in the production/creative process. Arts group should articulate reasons for targeting specific under-served segments and how the project will allow them to meet and connect with people from another social group (e..g different ethnic or age group).
- c) Efforts to reach out to participants and audiences from different social groups and **improve their engagement of the project by incorporating interpretative or educational components** (such as pre/post-shows talks for dance, music and visual arts projects, guided tours, and information kits). These interpretative or educational components should be publicised in the projects' collaterals and marketing materials.

Strategic Priority Areas (FY2020 to FY2022)

For the period of FY2020 to FY2022, projects that demonstrate concerted efforts towards the following strategic priority areas for the Tote Board Arts Fund may be considered for a higher level of funding.

1. Projects that demonstrate a well-designed approach to connect audiences/ participants with people from another social group (e.g. ethnicities, age groups).
2. Projects that demonstrate a good understanding of its target audience segment(s) and are designed to appeal to their specific needs to maximise audience satisfaction and engagement.

Should you have any queries about these strategic priority areas, please email artsfund@nac.gov.sg.