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**CAPABILITY DEVELOPMENT GRANT**

**Project Report Guidelines for Individuals**

Congratulations on completing your project! Your Project Report will assist NAC to better understand your project, its outcomes and how we can improve this grant to better support the professional development for you and your peers.

**How to submit your Project Report**

Please submit this project report to the manager in charge of your application. You can refer to the Letter of Offer for the contact details.

**Submission Checklist**

Your Project Report should contain:

[ ]  [Participant Self-Evaluation Report and Survey](#_Participant_Self-Evaluation_Report)

*(Pages 2 to 5)*

[ ]  Financial Report

*Individuals who receive* ***a single grant equal to or above $10,000*** *must submit Statement of Accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body*

[ ]  Any Other Documentation / Materials Specific to Your Activity

*(e.g. photographs, transcripts, certificates, receipts, etc.)*

If you have been supported to do a **mentorship or apprenticeship programme**, you are also required to submit the following document:

[ ]  Annex A: [Mentor’s/Supervisor’s Report](#_Mentor’s/Supervisor’s_Report_for) for Mentorships and Apprenticeships

*(Pages A1 to A2)*

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# Participant Self-Evaluation Report and Survey

*This survey is for all participants of the training activity or programme supported by the CD Grant*

*There are four parts to this report which will take approximately 15 minutes to complete.*

|  |  |
| --- | --- |
| Activity/Programme Title: | Click here to enter text. |
| Grant Recipient Name: | Click here to enter text. |

## Part 1: Self-Evaluation Report

|  |  |
| --- | --- |
| Q1.1 | Briefly describe the activities and programmes that you were involved in and how they have helped you meet your capability development objectives. |
| Click here to enter text. |
|  |  | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Q1.1.1 | Overall, the activity or programme has met my capability development objectives | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |
| --- | --- |
| Q1.2 | How do you see yourself applying what you have learnt to your current work in the arts and culture sector? |
| Click here to enter text. |
|  |  | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Q1.2.1 | Overall, the activity was relevant and valuable for my development as a professional in the arts and culture sector | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |
| --- | --- |
| Q1.3 | With what you have learnt, how do you see yourself contributing to Singapore’s the arts and culture sector in other ways? |
| Click here to enter text. |
|  |  | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Q1.3.1 | What I have learnt has enhanced my employment opportunities in other areas of Singapore’s arts and culture sector | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Part 2: Programme Survey and Feedback

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **N/A** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| **Programme Evaluation** |
| Q2.1 | The programme met my expectations | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.2 | The programme is well structured and of good quality | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.3 | The pace of the programme was good | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.4 | The quality of materials presented aided my understanding | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.5 | The duration of the programme was appropriate | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Instructor Effectiveness** |
| Q2.6 | The instructor/trainer was knowledgeable about the subject matter | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.7 | The instructor/trainer was a good presenter and was able to communicate ideas and concepts clearly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.8 | The instructor/trainer provided practical and useful examples to demonstrate ideas and concepts | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Instructor Effectiveness** |
| Q2.9 | I would recommend this programme to my peers |  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q2.10 | Do you have any other feedback on this programme? |
| Click here to enter text. |

## Part 3: Grant Statistics and Feedback

**Grant Statistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Q3.1 | Number of new works created | Click here to enter text. |  |  |
|  |  |  |  |  |
| Q3.2 | Number of cities visited | Click here to enter text. |  |  |

**Feedback on the CD Grant**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Q3.3 | I would not have been able to attend this programme or activity if I did not receive the Capability Development Grant | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q3.4 | The availability of the Capability Development Grant encouraged me to take up more professional development activities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Q3.5 | Do you have any comments or feedback about the grant application process or how the NAC can better support your capability development? |
| Click here to enter text. |

## Part 4: Respondent’s Information

Your information will be kept strictly confidential. We may contact you in due course to invite you to respond to a follow up survey as well as the Arts and Culture Employment Survey.

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Designation or Occupation | Click here to enter text. |
| Organisation (if applicable) | Click here to enter text. |
| Number of years working in the arts | Click here to enter text. |

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**End of Evaluation Report and Survey**

# Mentor’s/Supervisor’s Report for Mentorships or Apprenticeships

*This report is for mentors or supervisors of mentorships or apprenticeships that are arranged by individuals. This report will take approximately 10 to 15 minutes to complete and will help us better understand the mentorship, apprenticeship and internship from your experience as the mentor or supervisor.*

## Summary of Mentorship

|  |  |
| --- | --- |
| Q1 | With what you have learnt, how do you see yourself contributing to Singapore’s the arts and culture sector in other ways? |
| Click here to enter text. |

## Assessment of Mentee

|  |  |
| --- | --- |
| Q2 | How has your mentee or apprentice developed over in the course of this mentorship or apprenticeship and what is your assessment of your mentee? You can describe this in terms of quality of work, professional competence, work ethic, leadership qualities and inter-personal abilities, etc. |
| Click here to enter text. |

|  |  |
| --- | --- |
| Q3 | What skills, knowledge and attributes should your mentee continue to develop after this mentorship or apprenticeship? |

|  |
| --- |
| Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Q4 | Would you consider being a mentor or supervisor again in the near future? | Yes[ ]  | No[ ]  |

Q4.1 If your answer is no, why not?

|  |
| --- |
| Click here to enter text. |

# Mentor’s Information

Your information will be kept strictly confidential. We may contact you in due course to invite you to respond to a follow up survey as well as the Arts and Culture Employment Survey.

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Designation or Occupation | Click here to enter text. |
| Organisation (if applicable) | Click here to enter text. |
| Number of years working in the arts | Click here to enter text. |
| E-mail address | Click here to enter text. |

**End of Mentor’s / Supervisor’s Report**