

PROJECT DETAILS AND GUIDELINES

Type in:

PROJECT DETAILS

1. Select your project type and provide the relevant project details

You may select as many project types as required.

Performance

No. of performances:

Performance dates:

(DD/MM/YY)

Performance times:

e.g. 8:30 pm – 10:00 pm

Ticket price(s):

Venue seating capacity:

Exhibition

No. of exhibition days:

Venue capacity:

Other

No. of activities

E.g. no. of workshops

Venue capacity:

2. No. of new works created through this project

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PROJECT TIMELINE

Please include a timeline that details the schedule of your creation process, and make your statements as specific as possible. If your application is successful, the dates you provide will be incorporated into your funding Terms and Conditions.

Stage of Creation	Start Date	Completion Date

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KEY TEAM MEMBER DETAILS

Who are the key personnel involved?

- Who are the artists and other main people involved in your project?
- Who are the partners and platforms you plan to collaborate with?
- What will they contribute to the execution of your project?

Name	Role	Remarks

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SUMMARY OF PAST AND PROPOSED WORKS

A. Describe your past experience, in detail, in creating and producing similar projects.

Max. 2000 characters

B. Past Works, Working Samples of Proposed Work and Description of Supporting Material.

To provide us with a clearer sense of what form the resulting work will take and the artistic merit of the proposal, we require applicants to submit supporting samples of both past works and an excerpt of proposed work. Samples may be submitted as an attachment or download link on the MCCY Grants Portal and/or in hardcopy to:

National Arts Council
Attn: **Manager's name, Department**
Creation Grant [please specify artform]
90 Goodman Road
Blk A #01-01
Singapore 439053

Guidelines for submitting samples are as follows:

- a) **Past Works:** Minimum of two samples (per applicant) of works created in the last 2 years. Support material could be written artistic materials e.g. books, scripts, catalogues, scores or digital materials such as CD recording, VCD, DVD or digital images.
- b) **Working Samples of Proposed Work:** All applications must be accompanied by components that convey the outline, context and content of the new work (e.g. CD, DVD or drawings that help fill out the page for the reader in the event the text does not fully describe what is proposed).

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SUMMARY OF PAST AND PROPOSED WORKS

For Dance Applicants

Please submit a 3-5minute working sample/excerpt of the proposed work. The excerpt should best represent and depict the intention of your proposal e.g. an exploration video, background research, sample music tracks with accompanying storyboard etc.

For Multi-disciplinary Applicants

Please submit a video and/or audio excerpt (minimum 3 minutes), 10-page storyboard or equivalent excerpt of the proposed work. The excerpt (taken from any part of the proposed work) should best represent and depict the intention of your proposal.

For Literary Arts Applicants

Please submit at least 10 pages of the work-in-progress manuscript (for fiction, YA and creative non-fiction); OR 5 poems; OR 10 pages of completed text and illustrations (for graphic novels and children's picture books) from the project that you are proposing for the Creation Grant.

For Music Applicants

Please submit a demo track/video recording/equivalent music score (minimum 3 minutes). Demo tracks should be in MP3 format (at least 128kbps), and sent to NAC either via a web link, or CD, or USB flash drive. Demo tracks should reflect the final instrumentation/arrangement as closely as possible.

For Theatre/Musical Theatre Applicants

Please submit a detailed proposal of the project, including, but not subject to, aspects such as the artistic intent, approach and synopsis of the work. Wherever possible, please submit a work-in-progress or draft of the proposed play or musical, and for musicals, music samples of the proposed project. For Chinese Opera applicants, we would require a detailed proposal to be submitted in both English and Chinese.

For Visual Arts Applicants

Please submit a detailed proposal of the proposed work, including, but not subject to, aspects such as the artistic intent and approach of the work, with digital images/sound clips/drawings of the proposed work (where applicable). The excerpt (taken from any part of the proposed work) or reference material should best represent and depict the intention of your proposal.

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1. Clearly label your support material in the following format:

ITEM 1	
Title	
Applicant's role or involvement	Eg. artist, composer, curator, choreographer, playwright, director etc.
Format	Eg. Scripts, DVD, CD
Date of Creation	DD/MM/YY
Completion or recording date	DD/MM/YY
Brief description of how the support material relates to the proposed project (if relevant)	

2. For collectives, please submit a maximum of two items per applicant that demonstrate your past accomplishments and best support your proposal.
3. If you are submitting digital support material, please limit each item to a maximum of 15 minutes in duration. The selected segment should best represent your past achievements and support your proposal. Note that you are responsible for providing materials that will play on standard electronics/digital equipment. Preview your samples before submitting them to ensure that there are no technical problems that might interfere with the panel's review of your work. Panellists will spend no more than five minutes on the work sample(s) for each application.
 - i) Audio samples on CD: A 5-minute selection of excerpts is recommended. Place each selection on a separate track. Indicate the track number(s) that you want reviewed, in priority order.
 - ii) Digital images on CD, DVD: in MS Windows readable format that contains up to 12 electronic images in JPEG, TIFFs etc. Image size should be consistent; suggested size is 800 pixels x 600 pixels.
 - iii) DVD-R, or DVD-ROM: A 3-5 minute selection of excerpts is recommended. Files must be in one of the following formats: QuickTime (.mov), Real Player (.rm), Windows Media Player (.wmv), or .mpeg. Format each selection as a different chapter. Provide a title menu for ease of navigation during application review.
 - iv) Text samples: Submit two copies of up to 10 pages from a book, lyrics, libretto, or script.
4. Please do not submit original copies as we are unable to return artistic support material. All support material is securely recycled after each funding cycle.

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GUIDELINES FOR PROJECT OBJECTIVES

The following guidelines may be helpful in answering the project objective questions on the online application.

What are the project's objectives?

- Describe the objectives and desired outcomes of your project.
- Elaborate on the idea (e.g. how the project pushes artistic boundaries) and impact (e.g. how does the project develop your creative practice and contribute to the arts scene, including audience development) of the project.

How do you plan to achieve your objectives?

- What are the key milestones of your project and how will you manage the main stages of your creation process? Explain the resources required at each stage, your plans for the mini-showcase (if any), and the marketing strategies and distribution channels to launch the work publicly.
- Please provide details if you are participating in any local or overseas residencies, workshops or conducting any research as part of your project. (If travel is required, please provide a full itinerary including dates and expected outcomes)

How will you measure the outcomes of your project?

- What indicators will you use to measure the success of your project? These could include the projected reach of your project, what you want the audience/participants to take away from the project, and measurements of audience development, among others.
- What are your subsequent plans to present and produce your created work?