

**Presentation & Participation Grant: Self-Evaluation Report**

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| **Date of Submission** | |
| **Applicant Name** | **Project Title** |
| **Venue(s)** | **Project Dates** Start  End |

When your project is completed, we would like you to share your evaluation and reflections on your project with us. Please attach any

* Photos / recordings
* Any publicity material used
* Media clippings / press reviews, if available

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| **For Performances / Exhibitions** | **Actual** |
| Number of Performances / Exhibition Days |  |
| Total Attendance |  |
| Number of Tickets Sold (if applicable) |  |
| Percentage House (if applicable) |  |
| Number of New Works created (if applicable) |  |
| Number of Volunteers Engaged (if applicable) |  |
| **For EPs / Publication projects, including catalogues for exhibitions** | |
| Number of Copies produced |  |
| Number of Copies sold |  |
| Number of New Works created (if applicable) |  |
| Number of Volunteers Engaged (if applicable) |  |
| **For Other Types of Projects including Community Participation Projects** | |
| Number of Activities[[1]](#footnote-1) |  |
| Total Attendance |  |
| Total number of Participants |  |
| Number of Tickets Sold (if applicable) |  |
| Number of New Works created (if applicable) |  |
| Number of Volunteers Engaged (if applicable) |  |

We would like to hear your reflections on your overall project experience. You may use the following questions as a guide.

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| **Reflections**  Please share with us your experiences in putting together this project:   * Did your project go as planned? Highlight key changes to your project (if any). * How do you think your project has contributed to your development as an artist, and to the larger arts scene? * What was your audience / participant profile like and how was their response to your work? * What challenges did you meet along the way, and how did you overcome them? * What would you have done differently with this project on hindsight? |
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| **Feedback on the Grant**   * Are there any areas in which NAC can do better to support your project? |
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***For grants applied through the MCCY Grants Portal (now rebranded to OurSG Grants Portal)***

Please log onto the OurSG Grants Portal to submit your **Self-Evaluation Report** and **Financial Report** (i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected). To help you navigate the portal, you may refer to the user guide uploaded at <https://go.gov.sg/nacppgrant>.

***For grants applied through the Presentation & Participation Grant Mailbox***

Please **email** your **Self-Evaluation Report** and **Financial Report** (i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected) to the Manager in charge of your application (please refer to your Letter of Award) or to [nac\_presentationparticipation\_grant@nac.gov.sg](mailto:nac_presentationparticipation_grant@nac.gov.sg) and **indicate “EVAL: Your Project Name”** in your email subject title.

1. If you are organising a 5-day conference, it is considered 1 activity. If you are organising a Festival, please break it up into the different performances /exhibitions and report them under the Presentations/ Exhibitions. [↑](#footnote-ref-1)