



NATIONAL ARTS COUNCIL  
SINGAPORE

# Capability Development Grant

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Document last updated on 1 September 2020.

## Section 1: Capability Development Grant Overview

### What can the CD Grant support?

The Capability Development Grant (CD Grant) encourages and supports the continuous professional development of the people that work in Singapore’s arts and culture sector and can support your organisation or you for the following categories of training activities or programmes:

	For you as an individual	For your organisation
<ul style="list-style-type: none"> <li>• <b>Professional training and skills development programmes</b> such as:               <ul style="list-style-type: none"> <li>○ Workshops, master classes, seminars, conferences</li> <li>○ Professional programmes (e.g. certified or accredited courses such as professional diplomas)</li> <li>○ Residencies</li> <li>○ Participation in Competitions<sup>1</sup></li> </ul> </li> </ul>	Participate only	Send your employees or members to <b>participate</b>
<ul style="list-style-type: none"> <li>• <b>On the job training activities</b> such as:               <ul style="list-style-type: none"> <li>○ Work attachments</li> <li>○ Internships or traineeships</li> </ul> </li> </ul>		or
<ul style="list-style-type: none"> <li>• <b>Mentorships and Apprenticeships</b> (See <b>Annex B</b> for more information)</li> </ul>	Participate or arrange own mentorship or apprenticeship	<b>Organise</b> for your employees or members <sup>2</sup> (including interns and apprentices)

### Priority Areas

Priority will be given to training programmes that are aligned with the priority areas in the Our SG Arts Plan (2018 – 2022). They include:

- Digital technology for art-making and outreach
  - data analytics;
  - digital marketing;
- Audience engagement
  - facilitation and engagement in the arts;
  - teaching artistry and arts pedagogy;
  - working with communities and/or youth;
- Entrepreneurship and organisation capabilities
  - arts management, including business management and leadership;
  - fundraising and financial management;
  - branding and marketing;
  - governance;
  - intellectual property and legal;
- Art-form specific capabilities

<sup>1</sup> Participation in competitions should preferably be accompanied by opportunities for professional development such as masterclasses and workshops. Organisations that are planning to organise competitions should consider applying for the Presentation and Participation Grant.

<sup>2</sup> If you are keen to organise a training activity at an industry-level fills a critical capability gap, please get in touch with us.

- arts practice with a focus in traditional art forms that reflect the Chinese, Malay and Indian heritage of Singapore;
- curating for visual arts;
- literary publishing, editing, translation and creative writing;
- technical design and production management.
- Arts research, critique and documentation

Supportable programmes should be relevant to the work of the individuals and the role employees and members perform in their organisations. Online courses are also eligible for support and should be at least 3 hours in duration.

### **Maximum Duration of Support**

The CD grant is able to support activities or programmes that span a duration of no more than 12 consecutive months.

### **What is the level of funding under this scheme?**

	Individuals	Organisations	
		Non-Profit or Collectives	For-Profits*
Percentage of Actual Supportable Expenses	Up to 70%	Up to 50%	
Overall Cap per Financial Year	\$20,000	\$75,000	

\*Projects proposed by for-profit entities must have significant developmental benefits for Singaporean artists, bring high quality arts to audiences and should achieve financial sustainability with time. In addition, we will prioritise funding to companies whose core business is in the arts.

Given the competitive nature of arts funding and limited resources, NAC will prioritise new proposals as opposed to recurrent projects of a similar nature which have been funded before.

Funding will vary depending on the requirements of the project as well as the following factors:

- The extent to which your application meets the CD grant objectives and assessment criteria; and
- A reasonable estimate of the budget<sup>3</sup>

<sup>3</sup> The first step in preparing a good budget is to identify your project's needs and understand how much they would cost. We encourage you to work out a realistic budget that demonstrates your understanding of costs and needs. An unrealistic budget, over-inflated budget will not necessarily guarantee more funding, and may have counter-productive effect of casting doubt on the soundness of your overall proposal.

## Section 2: Eligibility

### ***Who is the Capability Development Grant for?***

- **Individuals** who are Singapore Citizens or Permanent Residents (PR) preferably residing in Singapore and actively contributing to the local arts scene.

Priority will be given to Self-employed Persons (SEPs)<sup>4</sup> and sole proprietors who are Singapore Citizens or Permanent Residents residing in Singapore and work in the local arts scene.

- **Organisations** that are either registered as entities with Accounting and Corporate Regulatory Authority (ACRA) or a Society with the Registry of Societies (ROS) at the time of application

NAC Seed Grant recipients are eligible to apply for the Capability Development Grant provided that the proposed activities are not already within the organisation's deliverables under the Seed Grant.

- **Informal groups or collectives** in which the majority of members are Singapore Citizens or PR can apply but the applicant (be it a member of the group or a legally constituted organisation) will have to take legal and financial responsibility on behalf of the collective.

### ***Who is not eligible to apply for the Capability Development Grant?***

- Organisations constituted for non-secular purposes;
- Organisations and individuals that have outstanding evaluation reports from previous NAC grants;
- Organisations and individuals that have outstanding debts with the NAC at the time of application;
- Organisations and institutions receiving ongoing operating grants from the Government;
- Organisations that have been admitted into NAC's Major Company Scheme.

### ***Activities that are not supportable***

- Activities that do not involve or benefit practising artists or arts professionals.
- Activities that are held at a religious venue or primarily aimed at promoting religious causes.
- Tertiary education programmes that are subsidised by the Ministry of Education (i.e. NITEC, Higher NITEC, Diploma, Bachelor's Degree).
- Full-time degree programmes (i.e. Bachelor's Degree, Master's Degree or Doctorate). Individuals seeking support for such programmes should apply for NAC's Scholarships.
- Activities that are presented as part of the curriculum of a school or tertiary institution.

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<sup>4</sup> 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.

- Activities that are already being supported by the NAC through other schemes or grants.
- Cost components of programmes that are already subsidised by other government agencies such as SkillsFuture Singapore (SSG) and Workforce Singapore (WSG).
- Activities that have already commenced or taken place (please refer to Page 7 for application deadlines).

### ***A note on our funding guidelines***

The NAC celebrates the diversity of expression and open, balanced dialogue in the arts. However, 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 you are eligible for NAC funding, please speak to one of our NAC officers listed on our website: <https://www.nac.gov.sg/pages/contactUs.html>**

## Section 3: Application and Assessment

### ***How do you apply for the Capability Development Grant?***

You will need to submit your application for the CD Grant via the OurSG Grants Portal (OSG). The OSG can be accessed via the NAC website <https://go.gov.sg/naccdgrant> or via <https://oursgrants.gov.sg>.

### ***Required Information***

The application will require you to submit the following information:

- Proposal details (within the OSG)
- Curriculum Vitae of key parties involved
- Write-up and supporting materials of proposed capability development activity or programme
- Budget template (template available for download with the OSG)
- (Where applicable) Proof of Self-Employed status (copy of latest CPF Statement or Consolidated Statement of Income for Year of Assessment 2020 submitted to IRAS) or Proof of status as a Sole Proprietor (copy of ACRA registration)

### ***Application Deadlines***

The CD Grant is open for application three times a year. The table below lists the key application deadlines:

Apply by	Notified by	For projects taking place on or after
15 April 2020	30 June 2020	15 August 2020
14 August 2020	30 October 2020	15 December 2020
15 December 2020 <sup>^</sup>	26 February 2021	15 April 2021

<sup>^</sup>*Specific to this cycle, applications will open from 15 September 2020, instead of 15 August 2020.*

**All applications must be submitted by 11.59pm** on the 'Apply by' date. You can submit your grant applications early, in advance of the application windows.

**If you are awaiting confirmation or an invitation to a programme**, you should submit your application before the respective deadlines. However, please indicate in your application that you are awaiting confirmation or an invitation from the organisers. If you are awarded the CD Grant, the first instalment will be disbursed after you submit documents confirming that you are attending the programme or activity (e.g. invitation, letter of confirmation, acceptance letter).

### ***Who can you contact if you have questions?***

If you have any questions, or wish to discuss your applications in detail, please contact any of our NAC officers listed on our website <https://www.nac.gov.sg/pages/contactUs.html>

## ***What happens after you submit an application?***

All applications will be rigorously assessed by NAC. You may be contacted if we need more information. In the event that NAC requires further clarification, an email will be sent to you from the OSG, and you will need to log in and access your application on the OSG to respond to the request.

Your application will either be assessed by an internal team or by a combination of internal and external assessors. External assessors, if engaged, comprise industry advisors, experts and practitioners who will evaluate and comment on eligible applications based on the given criteria. All proposals submitted to NAC will be treated in the strictest confidence. Likewise, our assessment panels are bound by non-disclosure agreements before reviewing your proposals.

## ***How will your application be assessed?***

In the application form, you will be required to describe to us:

- The role you play in the arts
- How the programme will support and help you develop your practice, including describing the activities that you will undertake
- How you will apply what you have learnt to your work in the arts

## ***Assessment Criteria***

Our assessment will be guided by the following criteria, which are equally weighted:

- **Ability to Meet Industry Gap**
  - The extent to which your participation in the proposed activity benefits the wider arts sector
  - The extent to which your participation in the proposed activity addresses an identified capability gap or need of the arts industry
- **Quality and Relevance of Programme**
  - The coherence of your proposal and relevance of the proposed programme or activity to your stated capability development objectives
  - The extent to which the programme or activity strengthens your practice and capacity as a professional working in the arts
  - The expertise and abilities of the key parties (e.g. organisers, trainers or partners) to carry out the proposed activity or programme
  - The viability and practicality of your proposed timeline and budget in terms of planning, resource use and evaluation
- **Track Record and Potential of Applicant**
  - Your track record and commitment to local arts scene
  - The extent to which your skills and abilities demonstrate your potential for further development and sustained contribution to the local arts scene

## Section 4: If you are awarded the Capability Development Grant

If your application is successful, you will receive a **Letter of Award** via the OurSG Grants Portal with:

- Terms & Conditions of the Grant
- Deliverables as agreed by you and the NAC

The grant offer will be valid for two (2) weeks from the time the letter of notification is sent out (unless we write to you to state otherwise). If you do not accept the offer within this period of time, the offer will lapse.

Unsuccessful applicants will receive a **Letter of Notification** within the same period.

### Appeals

All appeals will have to be submitted in writing to NAC within 2 weeks of the notification of results.

### ***How will you receive funding?***

Depending on your grant quantum, the 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:

Grant Quantum	1 <sup>st</sup> Instalment	2 <sup>nd</sup> Instalment	3 <sup>rd</sup> Instalment
Less than \$20,000	<b>80%</b> Upon award and acceptance of grant	<b>20%</b> Upon successful completion of project, submission of evaluation report and budget form with actual expenditure reflected <sup>5</sup>	-
Equal to or more than \$20,000	<b>50%</b> Upon award and acceptance of grant	<b>30%</b> Upon successful completion of project.  Applicants are required to inform NAC in writing upon completion of the project.	<b>20%</b> Upon submission of evaluation report and certified statement of accounts <sup>6</sup>

Note: For projects involving international travel, 100% of the grant quantum will be disbursed upon completion of the project. This arrangement will continue until travel restrictions related to COVID-19 are lifted internationally.

<sup>5</sup> As supporting documents such as receipts and invoices may be requested, grant recipients must retain the documents for up to six (6) months from date of submission of the final report.

<sup>6</sup> For grants of \$10,000 and above, a statement of accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body is required. As part of the submission, the proof of the accountant's registration with ISCA or any equivalent international body (e.g. ISCA Membership ID) should be provided as well. Accounting fees for this statement can be budgeted for in your application.



### ***What are you expected to deliver?***

If you are successful, you will be expected to deliver the plans you have articulated in your proposal.

### ***What is required after the project is complete?***

- Participant Self-Evaluation Report and Survey (template available for download within the OSG).
  - Organisers of activities or programmes are expected to administer this survey to all participants, submit the completed survey forms and summarise the findings in the Organisation evaluation report
- [For Organisations only] Organisation Evaluation Report and Survey (template available for download within the OSG).
- Mentor's/Supervisor's evaluation report (for Mentorships, Apprenticeships and Internships)
- Budget Form (submitted as part of application, with actual expenditure reflected)
- Certified statement of accounts for grants of \$10,000 and above
- Supplementary materials of the activity such as videos and photos (if available)

### ***Additional Requirements***

You **may** be asked to submit or deliver the following as part of your requirements:

<b>Certifiable courses</b>	Copies of transcripts and certificates
<b>Activities conducted overseas</b>	Sharing sessions to the NAC and/or peers

## Annex A: What expenses can the CD Grant support?

### 1. For **individuals** or **organisations** planning to send employees/members to participate in a training activity or programme

- **Participation Fees**

*This includes course fees, workshop fees, conference fees, competition registration fees, etc. Cost of optional programmes that are officially listed in the programme may be supported if they are relevant to your learning objectives.*

- **Mentor's Honorarium**

*This is a token sum for you to engage a mentor who offers professional advice and guidance towards the learning outcomes of the activity or programme. See **Annex C** for more information.*

- **Cost of Required Training Materials**

*You must demonstrate that the training materials (including books, art materials, etc.) are required in order to participate in the course/programme. Where possible, please submit the list of required materials issued by the training organisers as a supporting document.*

- **Venue and Equipment Rental**

*You must demonstrate that the rental of a specialised venue or equipment is required for your mentorship or apprenticeship to be effective.*

#### In addition, for **individuals**

- **Training Allowance**

*We will also support training allowance of \$10 per hour of training for Singaporeans or Permanent Residents.*

#### For **Organisations** that send staff for external training

- **Absentee Payroll for Existing Employees**

*This is supportable if your employee continues to receive a salary from your organisation while he or she is absent from work to participate in the training activity or programme. NAC can support up to \$10 per hour of training per employee who are Singaporeans or Permanent Residents. We may request for the organisation to submit the most recent payslip of the employee that is being sent for training as a supporting document. See **Annex C** for eligibility and more details.*

### 2. For **organisations** that are planning to organise a training activity or programme

- **Trainer Fees**

*This is applied when your organisation engages an external trainer to deliver a structured programme.*

- **Mentor Honorariums**

*This is a token sum for you to engage a mentor who offers professional advice and guidance towards the learning outcomes of the activity or programme. See **Annex C** for more information.*

- **Logistics and Material Costs** of organising the training activity

- **Venue Costs**  
*This includes the cost of renting a space to conduct the activity or programme. However, we will not be able to support venue costs if you are conducting the activity or programme within your own space that is already being supported under the NAC's Arts Housing Scheme or Framework for Arts Spaces.*
- **Materials and Logistics Costs**  
*This includes cost of printing or purchasing materials for organising the training activity, as well as the cost of logistical setup if this is not already provided by the venue.*
- **Marketing Costs**  
*This includes the cost of preparing and distributing marketing materials for the activity or programme and should only be applied if the activity is open to participants from outside your organisation. It is not applicable to in-house training programmes that are only open to your own employees or members.*
- **Cost of additional manpower**  
*This includes the cost of **additional** manpower (e.g. temporary staff, overtime pay, salary/fees for additional hours/project) to organise the activity or programme may be supportable. However, the CD grant cannot support the basic salaries of existing staff that are already being supported by the Seed Grant. Do note that we may request proof of payment of salary / fees as a supporting document.*
- **Training Allowance for Interns or Apprentices**  
*This is supportable if your organisation extends an allowance to individuals who are newly hired to work and learn on the job (e.g. interns and apprentices). The NAC can support up to \$10 per hour of training per intern or apprentice.*

*On top of the training allowance, we can extend further support to your organisation to send interns and apprentices for additional training activities such as conferences, classes or workshops. See **Annex C** for eligibility and more details.*

### 3. For Activities that are **Overseas** or Hiring Trainers Based Overseas

- **Return transport cost to and from location(s) of activity**  
*This can include items such as airfare, train tickets, ground transport or ferry tickets to travel to the location(s) of the activity or programme and back.*
- **Cost of freight for required equipment to and from location of activity**  
*Only if freight is absolutely integral to your participation in the activity or programme*
- **Visas**
- **Travel Insurance**
- **Accommodation**  
*The maximum supportable duration is from the night before the start of the activity or programme to the night of the last day of the activity or programme. For example, if the programme starts on 2 December and ends on 5 December, accommodation for the night of 1 December to the night of 5 December is supportable. The night of 6 December will not be supportable.*

- **Subsistence Allowance**

*This will cover cost of meals and daily commute.*

#### **4. Non-supportable Costs**

- **Cost of Assets** e.g. computer hardware, vehicle, furniture, musical instruments
- Cost components (e.g. course fee, absentee payroll) of training activities and programmes that are already being subsidised or funded by NAC or any other government agency.

## **Annex B: [For Organisations] Absentee Payroll for Existing Employees and Training Allowance for Interns and Apprentices**

### ***Absentee Payroll for Existing Employees***

If you are an eligible organisation, we can help you defray the manpower costs incurred when sending employees for training during working hours through Absentee Payroll.

#### **Eligibility**

To qualify, you must meet the following criteria:

- Organisation must be registered or incorporated in Singapore;
- Trainees must be full-time or permanent part-time employees of the sponsoring company;
- Trainees must continue to receive their salary when they attend training; and
- Trainees must complete the course whilst under employment of the sponsoring organisation.

### ***Training Allowance for Interns and Apprentices***

NAC can also subsidise the Training Allowance you extend to individuals whom your organisation hires to learn on the job and includes internships, apprenticeships, and traineeships.

An apprenticeship/traineeship is a form of on-the-job learning where the individual is emplaced with the organisation. Such arrangement is usually more formal than a mentorship<sup>7</sup>, and in some instances (in other industries or overseas), accredited by professional bodies/academy that lead to a formal certification. While an apprenticeship/traineeship works like a mentorship (i.e. skills transfer between two individuals), it should have clearly defined outcomes, explicit training hours and where applicable, lead to a formal certification from the trainer's professional body/academy. If the trainer is qualified and certified, he or she would also be justified in asking for a professional fee.

#### **Eligibility**

To qualify, the individual(s) you hire must be:

- Singaporean citizens or Permanent Residents;
- Committed to a full-time or part-time work schedule at your organisation.

### ***Can the CD Grant support trainees, apprentices, or interns to go for additional training activities?***

The CD Grant is open to supporting additional training that has been weaved into the individual's learning plan (e.g., workshops, overseas courses) as long as the programmes span no more than 12 consecutive months. NAC will assess whether specific activities are supportable depending on:

- (i) How relevant and critical they are towards meeting the overall learning objective of the traineeship, apprenticeship or internship
- (ii) How integrated the proposed additional training activities are to the learning plan

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<sup>7</sup> A mentorship is a loose arrangement and is usually formed based on the personal arrangement between two individuals - one being more experienced than the other. Whilst still professional in nature, the relationship is not contractual and does not necessarily lead to financial remuneration, future employment or formal certification.