



# NATIONAL ARTS COUNCIL SINGAPORE

## YOUNG ARTIST AWARD GRANT GUIDELINES

Welcome from the National Arts Council (NAC).

This document should give you all the information you need to know to apply. Nevertheless, please feel free to speak to the relevant NAC officer, should you have any queries in the course of preparing your application.

We look forward to receiving your application.

### CONTENTS

SECTION I	GENERAL INFORMATION	2
SECTION II	APPLICATION PROCEDURE	3
ANNEX A	TERMS AND CONDITIONS	5
ANNEX B	FUNDING GUIDELINES	7

*Correct as of 22 July 2016*

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## SECTION I – GENERAL INFORMATION

### **OBJECTIVES**

In recognition of the artistic promise of Young Artist Award recipients, the Young Artist Award Grant supports recipients of the award in continuing their artistic pursuits.

The grant can be used for arts projects or studies that have a positive impact on the recipient’s artistic development, or to the local arts scene. This may include the creation of new and significant works, research, mentorships or residencies.

### **ELIGIBILITY**

Young Artist Award recipients are eligible to apply for this Grant within **two years** of their award conferment.

However, your proposal will not be considered if:

- you have not satisfactorily completed and submitted reports for other grants;
- you have an outstanding debt with the Council.

### **GRANT QUANTUM**

The grant amount, based on a reasonable estimate of the budget, will not exceed \$20,000.

There is no limit to the number of proposals an applicant may submit. However, the grant is awarded to a Young Artist Award recipient once in his/her lifetime.

### **GRANT DISBURSEMENT**

Typically, the Young Artist Award Grant will be disbursed as follows:

	<b>Milestone for Disbursement</b>	<b>Amount Disbursed</b>
<b>1<sup>st</sup> Tranche</b>	Award of Grant	80%
<b>2<sup>nd</sup> Tranche</b>	Completion of project and submission of final report	20%

## SECTION II – APPLICATION PROCEDURE

### APPLICATION PROCESS

#### 1. Share your Proposal with us

Tell us about the project you want supported with the Young Artist Award Grant. Your proposal should outline the following information about your project:

- What is your proposed project / course of study
- What are your project's objectives
- How does your project contribute to your artistic development
- When and where will your project take place

Please also look through **Annex A – Terms and Conditions** of the grant, and **Annex B – Funding Guidelines** as you develop your proposal.

#### 2. Fill in the Application Form

#### 3. Fill in the Budget Form

The budget form serves as a tool for you in managing your project. As the proposed budget will also provide us with the information to carry out our financial assessment, it should be as clear and comprehensive as possible.

#### 4. Submit your application

Please send your proposal at least 8 weeks before commencement of your project to:

Young Artist Award Grant  
National Arts Council  
90 Goodman Road  
Blk A #01-01  
Singapore 439053

**NOTIFICATION OF OUTCOME**

We will take about 8 weeks to process your proposal, and you will be notified of the outcome by mail with a **Letter of Offer** stating the following:

- (a) Terms and Conditions of the grant;
- (b) Deliverables of the grant as proposed by you and accepted by NAC

The **Letter of Offer** is a legal document requiring the signed acceptance of grant terms and conditions by the applicant.

The offer will be valid for two weeks, unless otherwise indicated by NAC in writing. During this time, the applicant must indicate acceptance by signing and returning the **Letter of Offer Reply Slip**, failing which the offer will lapse.

**REPORTING REQUIREMENT**

As the Young Artist Award Grant is an investment of public funds, the Council will require a project report and a statement of accounts upon project completion for public accountability.

**ENQUIRIES**

If you have any enquiries about the Young Artist Award Grant, you may contact:

Contact Person	Phone	Email
Ms Iris Toh	6346 9583	iris_toh@nac.gov.sg
Ms Nadiah Shahjohan	6346 9432	nadiah_shahjohan@nac.gov.sg

## ANNEX A – TERMS AND CONDITIONS

### TERMS & CONDITIONS

- (A) NAC reserves the right to review, withdraw or suspend the grant in full or in part thereof should any of the following conditions not be complied with:
- (i) NAC's support must be acknowledged on all related publicity materials. This includes printing of the NAC logo on said material.
  - (ii) The grant must be used for the project in accordance with the description given in the proposal to NAC. For any changes or postponement to be made to the supported project, prior written agreement, which will not be unreasonably withheld, must be sought from NAC at least **21** working days in advance of the project's original execution date. These changes include any changes in the programme, key artistic personnel, venue, and/or date of the project.
  - (iii) Supported project must be completed within the proposed time-frame of the project or **two years** from the date of acceptance of the grant offer, whichever is earlier. A project may not be postponed more than once within the two-year period. Any postponement and/or cancellation must be explained in writing.
  - (iv) A Project Report must be submitted **within two months** of the end of the project.
  - (v) Applicants must submit a statement of accounts accompanied by a declaration that the information submitted is true and correct. Supporting documents such as original invoices, receipts and ticketing statements may be requested for auditing purpose.
- (B) NAC also reserves the right to recover the full amount of the grant disbursed, should any of the following occur:
- (i) The project has been cancelled.
  - (ii) The proposed project which receives funding is changed significantly without prior written approval from the National Arts Council.
  - (iii) The grant is not used for the purpose for which it is awarded.
  - (iv) Wrong and/or misleading information is provided in the application form, either deliberately or otherwise.
  - (v) Illegal or negligent acts that occur during any point of the funded project, which will adversely affect the reputation of the National Arts Council, any government bodies, public institutions, national leaders or your person / organisation.

- (vi) Failure to deliver project outcomes within the stipulated timeframe agreed upon by the applicant and the National Arts Council.
  - (vii) Breach of grant conditions
  - (viii) Serious shortcomings in the project's progress or management
- (C) In the event of under-utilisation of the grant, NAC reserves the right to recall the unused portion.
- (D) The grant is not exchangeable for cash and is not transferable to other persons.
- (E) NAC may vary the terms and conditions of the grant as it deems fit, but these will be made known to the applicant before the grant is accepted.

## **ANNEX B – FUNDING GUIDELINES**

### **ACTIVITIES NOT FUNDED**

While artistic merit is a key factor in funding decisions, as a government agency, NAC gives consideration to whether the project is potentially a negative influence to society. NAC will prioritise proposals that do not:

- (a) advocate or lobby for lifestyles seen as objectionable by the general public;
- (b) 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;
- (c) undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

In addition, NAC will not accept proposals for projects which:

- (a) do not have a clearly defined arts component, including projects whose purpose or content are to promote religious or social causes other than excellence for the arts.
- (b) are by organisations constituted for non-secular purposes or held at religious venues (including event, theatre or auditorium spaces situated within places of worship).
- (c) have commenced prior to NAC's receipt of the proposal.

**If you are not sure as to whether your project is eligible for NAC funding, please speak to one of our NAC officers before putting in your proposal.**