



Capability Development Grant

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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"> Professional training and skills development programmes such as: <ul style="list-style-type: none"> Workshops, masterclasses, seminars, conferences Professional programmes (e.g. certified or accredited courses such as professional diplomas) Residencies Participation in Competitions¹ 	Participate only	Send your employees or members to participate or Organise for your employees or members ² , (including interns and apprentices)
<ul style="list-style-type: none"> On the job training activities such as: <ul style="list-style-type: none"> Work attachments Internships or traineeships 		
<ul style="list-style-type: none"> Mentorships and Apprenticeships (See Annex A for more information) 	Participate or arrange own mentorship or apprenticeship	

Priority Areas

The CD Grant can support your exposure and learning in diverse areas of functions and practices within the arts. However, priority is given to the following areas that have been identified as lacking in or critical to the development of our arts scene:

- Arts practice with a focus in education, working with communities and/or youth (e.g., facilitation and pedagogy)
- Arts practice with a focus in traditional art forms that reflect the Chinese, Malay and Indian heritage of Singapore
- Curating for the Visual Arts
- Literary publishing, editing, translation and creative writing
- Technical design and production management
- Arts management (including business management and leadership)
- Arts research, critique and documentation

These priority areas are reviewed periodically.

¹ 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.

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

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.

Activities that are not supportable by the CD Grant

- Activities that do not involve or benefit practising artists or arts workers.
- 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 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 the Workforce Development Agency (WDA).
- 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.

What level of funding support can the CD Grant provide?

	Individuals	Organisations	
		Non-Profit or Collectives	For-Profits*
Percentage of Actual Supportable Expenses	Up to 70%	Up to 30%	
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.

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 A** 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 **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. We can support up to 70% of your employee's actual monthly or hourly salary, capped at \$7.50 per hour (for staff paid on an hourly basis) or \$1,400/month, whichever is lower. **See Annex B** for eligibility and more details*

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.

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

- **Trainer Fees**

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

- **Mentor Honorariums**

*This is a token sum for engaging a mentor who offers professional advice and guidance towards the learning outcomes of the activity or programme. See **Annex A** 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, additional 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 Major Grant or 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 interns and apprentices who are hired to work and learn on the job. The NAC can support up to 70% of the actual training allowance, capped at \$1,400 per month.

*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. However, they will not be eligible for absentee payroll. See **Annex B** 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 is to 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

Section 2: Eligibility

Who can apply?

- **Individuals** who are Singapore Citizens or Permanent Residents (PR) preferably residing in Singapore and actively contributing to 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 will have to take legal and financial responsibility on behalf of the collective.

Who cannot apply?

- Organisations constituted for non-secular purposes
- Organisations that have outstanding evaluation reports from previous NAC grants
- Organisations 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 Grant Scheme from FY2016 onwards

Section 3: Assessment and Application

How to apply?

Please **email** your application to NAC_capabilitydevt_grant@nac.gov.sg.

If you prefer, you can also mail your application in one package to:

National Arts Council
CD Grant *[please specify area of practice]*
90 Goodman Road
Blk A #01-01
Singapore 439053

Alternatively, you may also drop off your application at the National Arts Council reception from Monday through Friday, 9am – 12pm or 2pm – 5pm.

Required Information

You are required to prepare and submit the following information at the time of application:

- Grant application form
- Curriculum Vitae of key parties involved
- Write-up and Supporting Materials of proposed capability development activity or programme
- Budget

Application Deadlines

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

For projects between or after	Apply by	Notified by
15 July – 14 September	15 April	15 June
15 September – 14 November	15 June	15 August
15 November – 14 January	15 August	15 October
15 January – 14 March	15 October	15 December
15 March – 14 May	15 December	15 February
15 May – 14 July	15 February	15 April

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 tranche will be disbursed after you submit documents confirming that you are attending the programme or activity (e.g. invitation, letter of confirmation, acceptance letter).

How are applications assessed?

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

- The role you play in the arts
- Your capability development objectives
- What you will be doing during the activity or programme to meet these objectives
- How will you track your progress and apply what you have learnt to your work in the arts

With this information, your CD Grant application will be assessed based on the following factors:

- The extent to which your application meets the grant objectives and assessment criteria
- A reasonable estimate of the budget
- NAC's availability of funds

Assessment Criteria

NAC's 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

Who assesses your grant applications?

Applications will be assessed by an internal team or by a combination of internal and external assessors. External assessors comprise industry advisors, experts and practitioners who will evaluate and comment on eligible applications based on the given criteria.

All proposals submitted to the Council will be treated in the strictest confidence. Assessment panellists are bound by non-disclosure agreements before reviewing any proposals.

What happens after applications are assessed?

Successful Applications

If your application is successful, you will receive a Letter of Offer that includes:

- Terms & Conditions of the Grant
- Capability development goals and targets based on your application

Unless stated otherwise, the **grant offer will be valid for two (2) weeks from the time the letter of notification is sent out**. After which, the offer will lapse.

Unsuccessful Applications

A Letter of Notification will be sent out within the same notification period. All appeals will also have to be submitted within two (2) weeks of the notification of results.

Section 4: If you are awarded the Capability Development Grant

How will funding be disbursed?

Depending on the grant quantum, the grant will be credited to your bank account via GIRO in two or three tranches, as summarised in the table below:

Quantum	1 st tranche	2 nd tranche	3 rd tranche
Less than \$10,000	80% Upon award and acceptance of grant	20% Upon successful completion of project, submission of evaluation report(s) and certified statement of accounts	-
\$10,000 or more	50% Upon award and acceptance of grant	30% Upon successful completion of project. Applicants are to inform NAC in writing upon completion of the project.	20% Upon submission of evaluation report(s) and certified statement of accounts

How is progress monitored?

Your account manager will keep in regular contact with you to find out how you are progressing.

What is required after the project is complete?

- Participant Self-evaluation report and survey (Standard form provided by NAC).
 - 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
- Organisation evaluation report (for Organisations)
- Mentor's/Supervisor's evaluation report (for Mentorships, Apprenticeships and Internships)
- Final statement of accounts³
- 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:

Certifiable Courses	Copies of transcripts and certificates
Activities conducted overseas	Sharing sessions to the NAC and/or peers

³NAC can request for receipts and invoices to verify your submitted statement of accounts. For grants of \$20,000 and above, a statement of accounts certified by a practicing accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body is required.

Annex A: Mentorships and Apprenticeships

What is a mentorship?

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 need to lead to financial remuneration, future employment or formal certification. Such arrangements are common where particular skills or training transfer is usually artistic and creative in nature.

What is an apprenticeship?

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, 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.

Annex B: Absentee Payroll and Training Allowance

Absentee Payroll

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, individual(s) participating in training must be:

- Singaporean citizens or Permanent Residents;
- Fully or partially sponsored by your organisation for the training cost incurred (e.g., course fees);
- Full-time or permanent part-time employees of your organisation
- Continuing to receive their salary when they attend training;

Rate Caps

NAC can support up to 70% of the Employee's actual monthly or hourly salary, capped at \$7.50/hr (for staff paid on an hourly basis) or \$1,400/month, whichever is lower. NAC can request the company to submit the most recent payslip of the employee that is being sent for training as a supporting document.

Training Allowance

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

Eligibility

- Singaporean citizens or Permanent Residents;
- Eligible for similar employment benefits as salaried members of staff during the period of service;
- Committed to a regular work schedule at your organisation, which may be full-time or part-time.

Rate Caps

NAC can support up to 70% of the trainee's allowance, capped at or \$1,400/month, whichever is lower. NAC can request the company to submit the most recent payslip of the employee that is being sent for training as a supporting document.

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