Presentation and Participation Grant

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Document last updated: 6 April 2016
Section 1: Overview

What is the Presentation and Participation grant?

Singapore’s arts scene is today a lively and diverse mix across art forms, and includes activities by professional companies, societies, independent collectives, and active amateur groups.

The Presentation and Participation Grant aims to enable a wide range of arts practitioners and organisations to continue to present quality arts activities and works that express and enrich our artistic diversity, as well as increase arts appreciation and participation in Singapore.

What does the Presentation and Participation Grant support?

The grant supports the production and presentation costs of the following types of projects in the Performing, Visual, Literary or Multi-Disciplinary art-forms:

- Performances, exhibitions
- Art form publications *(refer to Annexes B and C)*
- Music Extended Plays (EPs) and Full-Length Albums *(refer to Annex D)*
- Process-driven / co-creative projects with members of the public
- Conferences / festivals

The list above is not exhaustive; please contact the relevant NAC officers to find out if your project can be supported under this scheme.

What is the level of funding support under this scheme?

Our funding varies by project type and applicant, as shown in the table below:

<table>
<thead>
<tr>
<th>Type of Project</th>
<th>Applicant Type</th>
<th>Funding Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>All except Publishing, EPs/Full-Length Albums</td>
<td>Individuals and Non-Profit Organisations</td>
<td>Up to 50(^1) of a realistic budget, up to $50,000 per financial year for each applicant</td>
</tr>
<tr>
<td></td>
<td>For-Profit Organisations</td>
<td>Up to 30(^%) of a realistic budget, up to $50,000 per financial year for each applicant</td>
</tr>
<tr>
<td>Publishing</td>
<td>Individuals, Non-Profit Organisations and For-profit Organisations</td>
<td>Up to 50(^%) of a realistic budget, up to $100,000 per financial year for each applicant</td>
</tr>
</tbody>
</table>
| EPs/Full-Length Albums | Individuals and Non-Profit Organisations | Tier 1: For applicants recording their first EP/Album:  
Once-off funding of up to $10,000 per project  
Tier 2: For applicants who have released one or more EP/Album: |

\(^1\) Additional conditions may be set for projects awarded higher than 30\(^\%\) support.
<table>
<thead>
<tr>
<th>For-profit Organisations</th>
<th>Up to 50% of a realistic budget, up to $50,000 per financial year for each applicant</th>
</tr>
</thead>
</table>

**Tier 1:** For applicants recording their first EP/Album:

Once-off funding of up to $10,000 per project

**Tier 2:** For applicants who have released one or more EP/Album:

Up to 30% of a realistic budget, up to $50,000 per financial year for each applicant

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.

On average, we expect to award around 350 grants a year. The Presentation and Participation Grant typically ranges from $1,000 to $30,000 per project. The actual quantum depends on the requirements of the project, as well as:

- The artistic strength of your proposed project;
- Your project’s reach and quality of public engagement;
- Your ability to execute the project;
- A realistic estimate of your budget\(^2\); and
- NAC’s availability of funds.

*You may notice that some of these activities listed above may also be supported under the Production grant. While the Presentation and Participation Grant supports a broad range of activities of varying scales, the Production Grant looks to support works of significant scale and impact, including international co-productions. Production grants are capped at $150,000, with 3-10 awardees per year. The assessment process for the Production Grant is highly selective, subject to an external assessment, and only opens once a year.

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\(^2\) 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, over-inflated budget will not necessarily guarantee more funding, and may have the counter-productive effect of casting doubt on the soundness of your overall proposal.
Section 2: Eligibility

Who is the Presentation and Participation (P&P) Grant for?

The P&P Grant is open to:

1. Individuals who are Singapore Citizens or Permanent Residents (PR);

2. Organisations that are either registered with ACRA (including Non-Profit / Non-Government / Community-based organisations / sole proprietorship / limited liability partnership (LLP) / Company Limited by Guarantee (CLG) / Private Limited Company) or a society with the Registry of Societies at the time of application;

3. Informal groups or collectives of which, the majority of members are Singapore Citizens or PR3;

4. Foreign publishers who wish to publish and/or translate Singaporean-authored literary works for promotion in Singapore and overseas.

who are able to clearly articulate the artistic intent of the project and/or engagement with members of the public. Applicants are encouraged to have the relevant art form training or experience to implement and complete the project satisfactorily.

Proposals that involve collaborations with foreigners are eligible, as long as the lead applicant (who plays a key role in the production) and at least half the artistic team/cast is Singaporean or PR.

Who is not eligible to apply for the Presentation and Participation Grant?

NAC will not be able to support your application if you:

1) Are a group/organisation
   • constituted for non-secular purposes;
   • currently receiving funding under NAC’s Major and Seed Grant schemes;

2) Are proposing a project that
   • has already commenced prior to the time of application;
   • does not have a clearly defined arts component, including projects primarily aimed at promoting religious causes;
   • is held at a religious venue;
   • is not intended for public consumption;
   • is intended to fundraise for charitable and/or social causes;
   • is presented under the auspices of a school or tertiary institution, or is part of its curriculum;
   • is intended specifically for academic purposes;
   • (where relevant) is unable to obtain an Arts Entertainment Licence (see “Licensing Forms” at www.mda.gov.sg)
   • is directly commissioned by, or part of a programme/platform presented by a government-linked company (e.g. Huayi Festival by The Esplanade Co Ltd) or statutory board (e.g. Passion Arts by People’s Association)

3) Have pending / outstanding
   • evaluation reports on the use of previous grants from NAC;
   • debts with NAC (you are eligible to apply once you have cleared your outstanding debts).

3 Informal groups or collectives must nominate either a member of the group or a legally constituted organisation to take legal and financial responsibility on behalf of the group.
A note on Funding Guidelines

While we celebrate diversity of expression and open, balanced dialogue in the arts, 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: www.nac.gov.sg/grants/contact.
Section 3: Application and Assessment Process

How do you apply for the P&P Grant?

You will have to submit your application using STARS (https://stars.nac.gov.sg), NAC’s new online grant application system.

The application will require you to submit the following information:

- CV of key parties involved
- Samples of work (for first time applicants or if requested by NAC)
- For Theatre projects, the submission of full-length scripts is required upon application
- For Publication and Translation projects, the submission of 4 copies of your complete manuscript

When must you apply by?

For all projects except Publishing & Translation projects and Music EP/Full-Length Album projects:

The grant is open for application six times a year. The table below lists the key dates and windows that you will need to keep in mind as you are preparing your application:

<table>
<thead>
<tr>
<th>For projects on/between</th>
<th>Apply by</th>
<th>Notified by</th>
</tr>
</thead>
</table>

For Publishing & Translation projects:

From 2016, the grant is open for application four times a year.

<table>
<thead>
<tr>
<th>For publications to be published on/between</th>
<th>Apply by</th>
<th>Notified by</th>
</tr>
</thead>
</table>

*In 2017, the application deadline for this window will be 15 Jan 2017 and the notification date will be 15 Apr 2017.
For Music EP and Full-Length Album projects:

The grant is open for application twice a year.

<table>
<thead>
<tr>
<th>For projects on/between</th>
<th>Apply by</th>
<th>Notified by</th>
</tr>
</thead>
</table>

Please note that you can submit an application for your project at any point before the 'apply by' date indicated in tables above. For instance, if your project starts on 15 Mar, the application can be submitted any time before but no later than 15 Dec.

All applications have to be submitted by 11.59pm on the closing date. Late applications will not be accepted. In the event that you are awaiting confirmation from partners/collaborators or letter of invitation/acceptance to a programme, please submit your application before the closing date and state what is pending, then submit these documents to the relevant NAC officers once they are available.

**Who can you call 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 [www.nac.gov.sg/grants/contact](http://www.nac.gov.sg/grants/contact).

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

All applications will be rigorously assessed by NAC. You may be contacted if we need more information. Your application will either be assessed by an internal team or by a combination of internal and external assessors. External assessors comprise of industry advisors, experts and practitioners who will evaluate and comment on eligible applications based on the given criteria. Rest assured that all proposals submitted to the Council 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?**

Our assessment will be guided by the following criteria except for Publishing and EP/Album projects for which the assessment criteria are at Annex B and Annex C respectively.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Artistic strengths of project</strong></td>
<td>40%</td>
</tr>
<tr>
<td>• Is the concept well thought through and planned?</td>
<td></td>
</tr>
<tr>
<td>• Is the project original, innovative and creative?</td>
<td></td>
</tr>
<tr>
<td>• Does the project encourage and promote new Singapore work?</td>
<td></td>
</tr>
<tr>
<td><strong>Public engagement</strong></td>
<td>40%</td>
</tr>
<tr>
<td>• Does the project engage your target audience/community?</td>
<td></td>
</tr>
<tr>
<td>• Does the project enable you to reach out to new audiences, including those who do not normally engage in the arts?</td>
<td></td>
</tr>
<tr>
<td>• Does the project generate greater awareness and appreciation of the practice/artform?</td>
<td></td>
</tr>
</tbody>
</table>
• (Where applicable) Does the project involve members of the public in the artistic creation process?

<table>
<thead>
<tr>
<th>Capacity and commitment to execute the project</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the applicant(s) have a clear and sound plan to execute the project? (e.g. resources, partners)</td>
<td></td>
</tr>
<tr>
<td>Does the applicant(s) have the necessary experience to execute the project? (i.e. artistic expertise, production, project management, marketing, distribution)</td>
<td></td>
</tr>
<tr>
<td>Does the applicant(s) have sufficient knowledge and skills in managing the project's finances and administration?</td>
<td></td>
</tr>
</tbody>
</table>

Section 4: If you are awarded the Presentation and Participation Grant

If your application is successful, congratulations! You will receive a **Letter of Offer** with:

- Terms & Conditions of the grant
- Performance goals and deliverables as agreed upon by you and the NAC

The grant offer will be valid for two 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**

We will not be able to accept appeals against artistic strength. However, cases will be reviewed on grounds of improper processing procedures. All appeals 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, your grant will be disbursed in two or three installments, as summarised in the table below. The grant will be credited to your or your organisation’s recognised bank account.

<table>
<thead>
<tr>
<th>Grant Quantum</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; installment</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; installment</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; installment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $10,000</td>
<td>80% of grant quantum upon award and acceptance of grant</td>
<td>20% of grant quantum upon successful completion of project, and upon submission of evaluation report</td>
<td>-</td>
</tr>
<tr>
<td>Equal to or more than $10,000</td>
<td>50% of grant quantum upon award and acceptance of grant</td>
<td>30% of grant quantum upon successful completion of project. Applicants are to inform NAC in writing upon completion of project.</td>
<td>20% of grant quantum upon submission of evaluation report and submission of certified statement of accounts&lt;sup&gt;4&lt;/sup&gt;.</td>
</tr>
</tbody>
</table>

<sup>4</sup> Statement of accounts which have been certified by a practising accountant registered with the Institute of Singapore Chartered Accountants (ISCA) will be required for grants of $20,000 and above. 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 achieve the plans you have articulated in your funding proposal.

When you have completed your project, you will have to submit a self-evaluation report via STARS (refer to Annex A) within 2 months of project completion, to help you take stock of what you have accomplished and the challenges you faced, if any. You will have to submit this together with an updated budget breakdown of your projected and actual income and expenditure.

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

<table>
<thead>
<tr>
<th>For Performances / Exhibitions</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Performances / Exhibition Days</td>
<td></td>
</tr>
<tr>
<td>Total Attendance</td>
<td></td>
</tr>
<tr>
<td>Number of Tickets Sold (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Percentage House (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Number of New Works created (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

| For EPs / Publication projects, including catalogues for exhibitions |        |
| Number of Copies produced |        |
| Number of Copies sold |        |
| Number of New Works created (if applicable) |        |

| For Other Types of Projects including Community Participation Projects |        |
| Number of Activities |        |
| Total Attendance |        |
| Total number of Participants |        |
| Number of Tickets Sold (if applicable) |        |
| Number of New Works created (if applicable) |        |

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

Reflections
Please share with us your experiences in putting together this project:
- 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?

Feedback on the Grant
- Are there any areas in which NAC can do better to support your project?
Annex B: Eligibility and Funding Criteria for Publishing Projects

The P&P Grant provides funding to active, professional book publishers or authors who are committed to advancing the arts in Singapore. Applications should be submitted by the publisher of the work (usually a company or organisation, unless the work is self-published, in which case the writer may apply for the grant).

In addition to the general eligibility criteria in Section 2, applicants must:

- Have your work commercially available for sale, with effective national and preferably international distribution systems;
- Issue clear royalty statements on a regular basis and have fulfilled all contractual obligations to writers, illustrators, translators and other copyright licensors.
- (For translators only) Be a recognised professional translator or have had at least one literary translation published by a recognised publisher.

What must you do to apply?

You will have to submit your application using STARS (https://stars.nac.gov.sg), NAC’s new online grant application system.

Check to make sure your application provides accurate information on the following:

- Three printed copies of the complete manuscript*/ original publication, properly bound (do NOT write the author’s name on any part of the manuscript). Please also indicate the print run and the estimated number of pages in print. These must be sent as hard copies. A soft copy of the manuscript is to be submitted through STARS. For larger files (> 5 mb), please email the soft copy to nac_literary_arts@nac.gov.sg
- A one-page plot summary of the work(s) detailing main characters, genre, chapter outline, setting and period, etc.
- Curriculum vitae of the author(s) / organisation / translator(s).
- Profile of selected print and/or digital publisher, including track record of past projects and sales track record.
- Proposal for digital adaptation (if any).
- Outline of the work’s publicity, marketing and local/international distribution plans.
- Detailed budget proposal with a breakdown of the costs involved.

*Manuscript Submission:

- For literary texts such as prose, poetry, drama and creative non-fiction, only complete manuscripts will be accepted.

- For illustrated works such as children picture books and comics, the complete text should be accompanied by a representative set of illustrations containing integral elements. Submitted illustrations should be representative of the entire work in terms of style of artwork and include key scenes integral to the narrative (e.g. scenes crucial to the plot but not captured by the text). Where submitted illustrations do not fully represent the intended final work, additional detailed description is highly recommended. This includes but is not limited to the styles of the artwork, treatment of characters and scenes, depictions of tone, mood, physical and historical settings. This will assist in NAC’s assessment process. NAC reserves the right to request for additional illustrations for a fuller assessment.

- For translation projects, samples (at least 10 pages) of the translated work are required.

Application procedures, notification and appeal processes are aligned with the general P&P grant.
The grant is open for application four times a year. The table below lists the key dates and windows that you will need to keep in mind as you are preparing your application:

<table>
<thead>
<tr>
<th>For publications to be published on/between</th>
<th>Apply by</th>
<th>Notified by</th>
</tr>
</thead>
</table>

*In 2017, the application deadline for this window will be 15 Jan 2017 and the notification date will be 15 Apr 2017.*
**Eligible Titles**

**Authorship**

- Titles submitted for publication should be Singapore-authored, or in the case of anthologies, contain at least 50% Singapore-authored creative content;
- Titles should be written in English, Chinese, Malay or Tamil;
- Translations should be of works by Singaporean authors, with preference given to translations in English, Chinese, Malay and Tamil;

For book series, which include a sequence of books which have certain characteristics in common (for instance, recurring protagonists) or which are formally identified together as a group by the author or publisher, the P&P Grant will support either up to five (5) books in the series, or up a point when any one title sells 10,000 copies. Titles in the series will no longer be eligible for funding upon realisation of either milestone.

**Book Formats**

- Original works of at least 48 printed pages (or at least 28 printed pages for children’s picture books) published for a trade market readership;
- Print run of at least 500 copies for fiction and 250 for poetry / drama / literary non-fiction;
- Digital formats are eligible;
- International publications of Singapore-authored content are eligible.

**Genres**

Genres we support are summarised in the table below:

<table>
<thead>
<tr>
<th>Art Form</th>
<th>Genre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing Arts and Visual Arts</td>
<td>Artist books, monographs, anthologies, critical writing and music scores</td>
</tr>
<tr>
<td>Literary Arts</td>
<td>Fiction, poetry, drama (only for previously staged plays), children’s and young adult literature(^5), graphic novels, literary non-fiction(^6), critical writing, anthologies.</td>
</tr>
</tbody>
</table>

**Royalties**

Paying your authors an internationally competitive royalty rate also gives your application an edge.

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\(^5\) We define these genres as all books written and produced for children and young adults, including wordless picture books with a clear story and an overarching narrative structure. However, we do not support works such as colouring books, trivia and quiz books, textbooks and other educational, concept or reference material.

\(^6\) We define literary non-fiction as writing that uses literary devices to create a narrative text about real events, people or ideas. Examples in this genre include biography, food writing, literary journalism, memoirs, personal essays and travel writing. The work should be accessible to the general reading public and cannot be intended for a specialised or academic readership.
What does the grant support?

The P&P Grant offers subsidies for both print and digital publications, as well as for translation, marketing and publicity.

You may apply for funding in any or all 4 categories above, subject to a funding cap of 50% of a realistic budget or $20,000 per application, whichever is lower. All applications for publishing should be accompanied by a detailed marketing proposal.

Please also note the following funding guidelines:

- **Print**: The subsidies for a print publication its entirety may include printing, layout, design, illustration and editorial fees among others.
- **Digital**: Enhanced eBooks refer to digital applications and eBooks with interactive features (e.g. video, animation etc.), while eBooks refer to reflowable text files read on digital devices. Please note that standalone applications for eBook conversion are not eligible. We will consider support for eBook conversion as part of a wider publishing plan for your title.
- **Marketing and Publicity**: Award of this grant is contingent on the strength and creativity of your marketing proposal, including the expected audience reach. The marketing grant will only be awarded once to any title, regardless of the media or language in which it is produced.
Annex C: Eligibility and Funding Criteria for Block Publishing (LA Only)

“Block Publishing” functions as an aggregation of at least five proposed literary publications by active, professional book publishers who are committed to advancing the literary arts in Singapore.

Qualifying publishers may submit a Block Publishing application in any of the four P&P application windows listed below, but may only do so once per FY only. You may also apply for other NAC programme grants to support other aspects of your operations. Publishers are advised to discuss their application with one of the relevant NAC officers before submitting a Block Publishing application.

In addition to the general eligibility criteria set out in Section 2 of the application guidelines, eligible publishers must:

1) Have a registered office in Singapore;
2) Have produced eligible literary titles (refer to Eligible Titles in Annex C above) in the past three years, at least five eligible titles in the last 12 months, at point of application, and have received NAC funding to support a publication in the past three years.
3) Be committed to a sustained book publishing programme featuring a variety of Singapore authors,
4) Have your work commercially available for sale, with effective national and preferably international distribution systems;
5) Issue clear royalty statements on a regular basis and have fulfilled all contractual obligations to writers, illustrators, translators and other copyright licensors.

What must you do to apply?

You will have to submit your application using STARS (https://stars.nac.gov.sg), NAC’s new online grant application system.

Check to make sure your application provides accurate information on the following:

- A one-page plot and character summary of each proposed work.
- Curriculum vitae of the author(s) / organisation / translator(s) / illustrator(s).
- Profile of selected print and/or digital publisher, including track record of past projects and sales track record.
- Proposal for digital adaptation (if any).
- Outline of the work’s publicity, marketing and local/international distribution plans.
- Detailed budget proposal with a breakdown of the costs involved.
- 20% or 20 pages of each proposed work (whichever is longer). This includes samples of translated work for Translation grant applications; samples of illustrations for children’s books / graphic novels; sample screenshots or links to graphics and animations for similar digital projects.

Application procedures, notification and appeal processes are aligned with the general P&P grant.
The grant is open for application four times a year. The table below lists the key dates and windows that you will need to keep in mind as you are preparing your application:

<table>
<thead>
<tr>
<th>For publications to be published on/between</th>
<th>Apply by</th>
<th>Notified by</th>
</tr>
</thead>
</table>

*In 2017, the application deadline for this window will be 15 Jan 2017 and the notification date will be 15 Apr 2017.
Annex D: Eligibility and Funding Criteria for Music Extended Play (EP) and Full-Length Album

The P&P (Extended Play/Full-Length Album) Grant provides funding for musicians who are actively contributing to the music scene and committed to producing original Singapore music. The grant supports the production of an Extended Play (EP) or Full-Length Album, with the aim of advancing the diversity of local content.

In addition to the general eligibility criteria listed in Section 2, applicants must ensure that:

- The final produced EP/Full-Length Album contains only original compositions by Singaporeans/PRs; and has a minimum of 4 tracks (for EP) and 8 tracks (for Full-Length Album);
- A professional music producer is engaged to work on the EP/Full-Length Album;
- The EP/Full-Length Album is publicly launched within 3 months of its completion (for example, via a showcase) and made available for sale, either in physical copies or digital format, with effective national and preferably international distribution systems.

**What is the level of funding support?**

Funding is divided into 2 Tiers:

**Tier 1 – For applicants who are recording their first EP/ Full-Length Album**

- Subject to a funding cap of $10,000
- Successful applicants are eligible to receive funding only once under Tier 1

**Tier 2 – For applicants who have released one or more EP/ Full-Length Album**

- Up to 50% of a realistic budget, capped at $50,000 per financial year for each applicant (individuals and non-profit organisations)
- Up to 30% of a realistic budget, capped at $50,000 per financial year for each applicant (for-profit organisations)
- Successful applicants are eligible to receive funding only once per financial year under Tier 2

**What must you do to apply?**

Soft copy of the application and budget forms can be downloaded from [https://www.nac.gov.sg/grants-schemes/grants/presentation-and-participation]

Check to make sure your application accurately provides:

- Three demo tracks from the EP/Full-Length Album. These 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. Should you submit more tracks than required, only the first 3 will be taken into consideration for assessment. Demo tracks should reflect the final instrumentation/arrangement as closely as possible.
- A project proposal including a synopsis of the EP/ Full-Length Album and details of your marketing / distribution plans
- Profiles of the musicians and music producer.
- A detailed budget proposal with a breakdown of the costs involved, including costs of a mini showcase.
As mentioned in Section 3, EP/Album applications are open twice a year. The table below lists the key dates and windows that you will need to keep in mind as you are preparing your application:

<table>
<thead>
<tr>
<th>For projects on/between</th>
<th>Apply by</th>
<th>Notified by</th>
</tr>
</thead>
</table>

**How will your application be assessed?**

Our assessment will be guided by the following criteria:

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Artistic strengths of the project</strong></td>
<td>60%</td>
</tr>
<tr>
<td>• Is the music original, innovative and creative?</td>
<td></td>
</tr>
<tr>
<td>• Does the music inspire and provide fresh perspective?</td>
<td></td>
</tr>
<tr>
<td><strong>Capacity and Commitment to execute the project</strong></td>
<td>40%</td>
</tr>
<tr>
<td>• Does the applicant and/or the team have a clear and sound plan to execute the project (e.g. resources, partners), including strategies to reach its audience, market and promote the work?</td>
<td></td>
</tr>
<tr>
<td>• Does the applicant(s) have the necessary experience, sufficient knowledge and skills to manage and execute the project? (i.e. artistic expertise, production, project management, marketing, distribution, finance and administration)</td>
<td></td>
</tr>
</tbody>
</table>

For details on Notification, Appeals and Disbursement processes, please refer to Section 4 (page 8).

**What are you expected to deliver?**

If you are successful, you will be expected to:

- Complete production of the EP/Album within 1 year from the date of grant offer.

- Stage a public launch (e.g. via a showcase) in Singapore within 3 months of completing the EP/Album.

- Submit 2 copies of the EP/Album with a self-evaluation report (Refer to Annex A) within 2 months from the mini showcase. You will have to submit this together with an updated budget breakdown of your projected and actual income and expenditure. For grants of $20,000 and above, your statement of accounts will also need to be certified by a practising accountant registered with the Institute of Singapore Chartered Accountants (ISCA).