



## **Artist-in-School Scheme**

NAC's **Artist-In-School Scheme (AISS)** supports sustained partnerships between Singapore arts professionals<sup>1</sup> and schools, to co-develop customised arts experiences that deepen students' engagement in and through the arts.

AISS offers an expanded scope to enable schools to co-design a range of meaningful arts experiences that focus on working with arts professionals to achieve any of the following objectives:

- Deepen students' understanding and appreciation of various art forms;
- Develop students' awareness, skills and understanding of the non-performative aspects of the arts (e.g. choreography, lighting & sound design, arts criticism etc.); and
- Support broader educational outcomes by using the arts as a tool / methodology (e.g. Addressing the needs of at-risk children & youth through the Arts; Teaching Character and Citizenship Education through the Arts).

**Digital and blended modes of learning** will be supported through the AISS.

Schools may include a teacher-training component as part of the programme on condition that the number of hours designated for teacher-training **does not exceed** the number of hours of artist-student interaction.

Schools may also include a presentation / showcase component as a culmination of their AISS project. Please note that stand-alone presentations / showcases will not be supported.

The application cycle for **mainstream schools** will be open from **11 September to 23 October 2023, 5pm**. Projects are to begin no earlier than 15 January 2024.

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<sup>1</sup> Arts professionals refer to artists (e.g. musicians, dancers, writers, sculptors etc.) and other professionals (e.g. art critics, light/sound designers etc.) with a practice in the arts industry.

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## Section 1: Overview

### ***What are the project requirements of AISS projects?***

Depending on the specific learning needs identified by the schools, the project should provide opportunities for engagement at either:

- Broad-based level (e.g. a cohort of students) and/or
- Targeted level (a group of students in a programme / CCA) or
- Targeted student-profile (e.g. children & youth-at-risk).

### **AISS projects should:**

- Involve working with a **local** arts professional<sup>2</sup> who possesses the relevant expertise and experience in the art form / industry practice and pedagogy;
- Provide **at least 10 contact hours** (recommended) with the artist for the **same group / cohort** of students; and
- **Not replicate existing programmes** on the [NAC-Arts Education Programme \(NAC-AEP\) Directory](#).

Apply for AISS if you would like to:

- Create a fully customised programme to meet specific learning needs of your students.
- Include a teacher training component.

Purchase from NAC-AEP Directory if you are looking for:

- An assembly programme, talk, excursion, or workshop that is readily available from existing Arts Providers.
  - All NAC-AEPs are eligible for a 50% subsidy from the Tote Board Arts Grant.
  - Some NAC-AEPs are customisable (duration, no. of sessions, add-on components); do liaise directly with programme providers to find out more.
- Arts learning experiences for students only with no teacher training component

All projects supported under the AISS must adhere to the funding guidelines in Section 3 (p.4).

Schools are advised to refer to the [NAC Arts Education Framework](#) whilst planning for AISS projects to guide intentional planning of projects to fulfil learning outcomes.

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<sup>2</sup> Includes Singapore Citizens, as well as foreigners currently engaged under a local company with the relevant work passes.

## Section 2: Eligibility

### *Who is the AISS for?*

- The grant is open to all Primary and Secondary Schools, Junior Colleges, Centralised Institute, ITE Regional Campuses and Special Education schools<sup>3</sup>. Priority will be given to schools that demonstrate a trend of high utilisation of the Tote Board Arts Grant, if applicable.

## Section 3: Funding

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

| School Type  | Annual Grant Quantum                               | Percentage Cap                          |
|--|--|---|
| Primary and Secondary Schools, Junior Colleges, Centralised Institutes & ITE Regional Campuses | <u>Up to</u> \$15,000 per school per calendar year | <u>Up to</u> 70% of the qualifying cost |

### **Applicants should note the following:**

- The grant amount awarded will be based on the merit of the application submitted.
- Schools may choose to submit multiple project applications, but will be subject to the annual grant quantum of \$15,000 per school.
- Combined-schools projects are accepted under the AISS; contact NAC prior to application for more details.
- For successful project applications, schools can tap on the Tote Board Arts Grant to subsidise part of the remaining AISS project costs not covered by the grant from NAC.
- Priority will be given to schools that demonstrate a trend of high utilisation of the Tote Board Arts Grant, if applicable.
- If the project cost is above \$6,000, schools are required to call for an ITQ, in compliance with financial procedures set out by the Ministry of Finance. NAC advises that the ITQ be completed prior to AISS application.
- For projects with duration of 8 hours or more: it is an MOE requirement for instructors to be REMS 2.0 registered.

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<sup>3</sup> Please refer to Grant Guidelines (SPED) document available on our [website](#).

## Section 4: Qualifying Criteria

***What are the key criteria my project must fulfil in order to be eligible for assessment?***

**The project must fulfil the following qualifying criteria:**

- a. Proposed artist(s) should either be Singapore Citizens, Permanent Residents or employed by a local arts organisation.
- b. Proposals for programmes should not replicate existing programmes on the NAC-AEP Directory.
- c. Budget breakdown clearly indicating artist fees and material costs should be submitted.

Do note that schools may also tap into the Tote Board Arts Grant to subsidise up to 50% of remaining project costs not covered by the AISS grant.

Projects which do not meet the above criteria will be disqualified.



## Section 5: Assessment Criteria

### *How will my project proposal be assessed?*

Our assessment will be guided by the following criteria:

#### 1. Suitability of Proposed Artist(s) (60%)

- a. Does the artist possess either a recognised industry / professional qualification from an arts institution (minimally a Diploma), or training with an established training provider in the art form? Alternatively, is the artist a [Cultural Medallion](#) or [Young Artist Award](#) recipient, or possess strong industry repute (particularly in the case of niche art forms such as Traditional Arts)?
- b. Does the artist demonstrate a good track record of relevant local and / or international industry experience?
- c. Does the artist demonstrate a good track record of relevant pedagogical experience? Alternatively, is the artist an ex-educator of a similar profile of students, or have a minimum of 10 years teaching experience in mainstream schools?
- d. Does the artist have pedagogical qualifications (E.g. attended MOE pedagogy courses) relating to the student profile involved in the project?

#### 2. Artistic and Educational Merit (40%)

- a. Are student-centric strategies and developmentally appropriate content pitching applied given the target student profile (age / learning needs)?
- b. Are there multiple opportunities for students to demonstrate evidence of learning (E.g. showcase, submission of draft, reflection log etc.)?
- c. Is there appropriate scaffolding and pace, as well as differentiated learning where applicable?
- d. Are there opportunities for students to interact meaningfully with the artist (E.g. through one-to-one feedback or gaining industry insights)?

Note: Applicants are advised to propose a duration of **at least 10 contact hours** for the same group / cohort of students; any proposed teacher-training components should be in addition to this. **The number of teacher-training cannot exceed the number of hours of artist interaction with students.**

## Section 6: Application Process

### *How do you apply for the AISS?*

#### For mainstream schools:

- Download **Annex A** from the AISS webpage and fill in the following details in consultation with your proposed artist:
  - Project Outline
  - Budget
  - Artist(s) CVs
- Fill in the **Online Application Form** on Form.Sg via the link on the AISS webpage, attaching the completed Annex A prior to submission. Do note that:
  - FormSG has a 7MB limit for attachments; and
  - **FormSG does not autosave your work; you are therefore advised to complete the application in one sitting.**

#### **FAQ:**

- Do I need to complete the ITQ process before applying for the AISS Grant, or after?

Ideally, the ITQ should be completed before application, with the identified artist's details and programme outline (co-developed by teacher and artist) submitted as part of the the AISS application. However, if this is not possible due to timeline / scheduling limitations, the ITQ process can start concurrently while applying for the AISS Grant. Applicants should then note the following:

- Grant quantum: It should not be assumed that the project would be supported at 70% as projects are supported up to 70%. It is good practice to set aside budget for contingencies. For example, NAC may remove unsupportable material costs during the assessment process (E.g. assets, transportation costs), resulting in lower-than-anticipated funding being awarded for the AISS project. In this scenario, schools should honour their commitment to their shortlisted artist. Similarly, if the proposal is not supported under the AISS, schools are advised to continue with their planned projects using school funds.
  - Reassessment of artist: Should the ITQ be carried out concurrent to application for the AISS Grant, applicants should note that NAC will not conduct a reassessment should the strongest bid be submitted by a different artist. In the unlikely scenario that this occurs, the Grant offer will be retracted, and the school should honor the commitment to the identified artist in accordance with ITQ guidelines.
- Can NAC provide a list of recommended artists to shortlist for my project?
    - No, NAC does not whitelist artists for recommendation to schools. However, a possible starting point would be to view the NAC-AEP directory, selecting the relevant art form, to get a sense of active artists / arts groups in the genre. Alternatively, applicants can view a list of [Cultural Medallion](#) or [Young Artist Award](#) recipients, and should feel free to contact any of them to make further enquiries.

- Since NAC is assessing my school's shortlisted artist, can REMS 2.0 registration be bypassed?
  - No, e-RIS registration is a requirement by MOE to ensure the safety of students. If schools are aware that the shortlisted artist has yet to be registered, it is encouraged for the artist to apply as soon as possible as the process takes 6 – 8 weeks.

***When must you apply by?***

The submission deadline for mainstream schools is on **23 October 2023, 5pm**. Late submissions will not be accepted.

Please allow approximately 8 weeks for NAC to process your application and make its funding decision.



## Section 7: Details for Successful Applications

### Successful Applications

If your application is successful, you will receive a Letter of Offer that includes the Terms & Conditions of the Grant. Schools must submit a signed reply slip within 2 weeks and before project commences.

NAC will also be conducting an online briefing to successful applicants at the start of the year.

### Unsuccessful Applications

Unsuccessful applicants will be notified via email.

### *How will you receive funding?*

The grant will be disbursed in two instalments, as summarised in the table below. The grant will be credited to your school's registered account.

| Grant Quantum   | 1 <sup>st</sup> disbursement   | 2 <sup>nd</sup> disbursement   |
|---|--|--|
| <b>Up to \$15,000 or 70% of project costs per project, whichever is lower</b> | 80% of grant quantum upon award and acceptance of grant, downloaded into School Operating Fund (SOF) | 20% of grant quantum upon successful completion of project and submission of post-project report (see section 9 for details) |

## Section 8: Change Requests

***What if changes need to be made to the dates, artist, or scope of my AISS project?***

- **Change requests before signing of Letter of Offer (LOO)**
  - Alert NAC to the changes as soon as possible.
  - If there are changes to the no. of hours or artist fees or material costs, do be prepared for a potential change in grant quantum.
  - If there are changes to the artist, reassessment would be required; do note that this may take up to 3 weeks and possibly result in change in grant quantum or withdrawal of offer (in the event that the artist is deemed unsuitable).
  - If there are changes to the project dates, approval is likely to be straightforward; simply ensure that updates are given as soon as possible to avoid having to re-issue a new LOO.
  - If there are changes to the scope / target profile, note that minor changes are usually approved without much issue, whilst significant changes may require more extensive documentation / a longer approval process (approximately two weeks).
  
- **Change requests after signing of Letter of Offer (LOO)**
  - If there are changes to project dates / timeline: ensure that the request is sent in 1 month before the end-date stated on the Letter of Offer (E.g. For a project slated to run from January – May, a request to extend the completion deadline to June should be submitted by April).
  - In the event of Covid-19 related disruptions (E.g. tightened Safe Management Measures / implementation of Home-Based Learning):
    - Schools are encouraged to explore pivoting from physical to digital learning modes.
    - Extensions to project timelines will generally be granted favourably; do note that whilst such requests are typically to be submitted at least 1 month before the end-date stated on the LOO (similar to the first point above), NAC offers leeway in accommodation of unavoidable and emergent disruptions.
  - If there are changes to the scope / target profile, note that minor changes are usually approved without much issue, whilst significant changes may require more extensive documentation / a longer approval process.

- Should there be a need for additional project hours, it is expected that the school would cover the additional costs.
- **In all cases where a change request might be necessary, please reach out to the AISS managers as soon as possible to discuss viable options and determine if the request can be approved.**

## Section 9: Post-Project Report

### *What is required after the programme has been completed?*

1. At least five photographs of the AISS sessions in progress.
2. Signed media release form (template available for download on the AISS webpage).
3. Post-project report (template available for download on the AISS webpage).

### Photography Guidelines

- NAC requires photographs for documentation purposes, use in internal reports, as well as potential listing on our website / public-facing materials. In the event that any photos are selected for public platforms, the school will be notified.
- **Important: for students whose faces are visible in the photograph, please submit the signed media release form together with the post-project report to indicate consent for use of the photographs**
- Please download the media release form from the AISS website for dissemination to students. Do inform AISS managers if the school is planning to make any edits to the form.
- Photographs are recommended to include:
  - Artist demonstraton to a small group and / or class of students
  - Artist engaged in discussion with a group of students
  - Students engaged in the creative process
  - Students' final product.

All documents are to be submitted within **eight weeks of project completion**. If delays are anticipated, please submit a formal request for extension for NAC's approval and documentation.

Reports are to be sent via email to NAC Education Unit Managers Ms Muriel Manning at [muriel\\_manning@nac.gov.sg](mailto:muriel_manning@nac.gov.sg) and Mr Leon Tan at [leon\\_tan@nac.gov.sg](mailto:leon_tan@nac.gov.sg).

## Section 10: Getting in Touch

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

If you have any questions, or wish to discuss your applications in detail, please contact the following NAC Education Unit Managers:

- Ms Muriel Manning: [muriel\\_manning@nac.gov.sg](mailto:muriel_manning@nac.gov.sg)
- Mr Leon Tan: [leon\\_tan@nac.gov.sg](mailto:leon_tan@nac.gov.sg)

