

FAQ FOR SCHOOL REPRESENTATIVES

GENERAL

1. What is NAC-AEP?

National Arts Council-Arts Education Programme (NAC-AEP) makes available a list of quality arts education programmes for students of all ages. This directory of programmes is updated every two years and comprises of Exposure, Excursion and Experience programmes across all art forms.

Types of Programmes	
Exposure	Assembly showcases in schools by professional artists and arts groups
Excursion	Visits to arts venues such as artists' studios, museums, performance spaces, etc.
Experience	Workshop series conducted by qualified arts instructors and practitioners with hands-on learning experiences

2. What are Public Arts Programmes?

Public Arts programmes are ad-hoc ticketed public arts performances and exhibitions presented by professional artists and arts groups in public venues (both physical and digital formats) are supported under the Tote Board Arts Grant except for the following:

- Productions rated R18 (under IMDA Arts Entertainment License)
- Productions that are presented under the auspices of a school, or is part of curriculum
- Productions that are intended for fundraising purposes
- Productions that promote a religious cause
- Student-based productions, showcases and competitions
- Magic shows and circus acts
- Pop concerts featuring international acts
- Long term workshop series and regular excursions (curated under NAC-AEP Directory)

3. What is the Tote Board Arts Grant?

The Tote Board Arts Grant was introduced in 1995 to encourage the development of a vibrant arts culture in schools, and promote arts appreciation among students. The Singapore Totalisator (TOTE) Board provides an annual arts grant to all Primary & Secondary Schools, Junior Colleges & Centralised Institutes, Special Education Schools and ITE Regional Campuses who have opted in for the Grant. Schools may use the grant to subsidise the purchase of programmes listed in the NAC-AEP Directory, as well public arts programmes as outlined in the Tote Board Arts Grant Guidelines. Schools may also use the grant to subsidise the unfunded component of programmes supported under Artist-in-School Scheme.

4. What does NAC-AEP offer? What kind of programmes are available for schools to purchase?

NAC-AEP offers a wide range of arts education programmes including Dance, Music, Theatre, Literary Arts, Visual Arts and Digital Media programmes. These programmes are assessed every two years with the help of an expert panel and aim to raise arts participation and appreciation among students. These programmes can also complement schools' efforts in planning arts programmes and enriching arts experiences for students.

Schools can refer to the [NAC-AEP Directory](#) for a list of programmes eligible for the Tote Board Arts Grant subsidy.

5. Where can schools find public arts programmes that are eligible for the Tote Board Arts Grant?

From January 2022 onwards, schools can source, choose and purchase suitable public arts programmes from public event platforms (e.g., 'Inspire Your Child' section of The A-List, SISTIC) or directly from arts companies, and then claim for the purchase of tickets under the Tote Board Arts Grant. As such, NAC will no longer maintain a Public Arts Programme Directory.

6. How can I select good public arts programmes for my students? What should I look out for?

Teachers should request for sufficient event information to ensure that programmes are age and developmentally appropriate to your student profiles. Teachers should also check for the Information Media Development Authority (IMDA) Arts & Entertainment License rating and nature of content and themes discussed in the public arts programmes before making informed choices.

You can also consider requesting for additional educational resources that would enhance students' experience and learning during the programme. Programme providers who are keen to market to schools audiences may have prepared some of the following:

- Thoughtfully designed pre/post-programme facilitation session catered for student audiences
- Pre/post-programme teachers' resource pack for teachers to prepare students for the programme and/or extend students' learning after the programme
- Backstage tours for student audiences only
- Talkback sessions for students to interact with artists/performers

7. Are digital programmes eligible for the Tote Board Arts Grant?

Yes, Schools will be able to claim for all formats (in-person, digital or blended learning) of NAC-AEP and public arts programmes. We continue to recommend that arts companies offer digital live stream or video on demand formats of public arts programmes in 2022 as students' participation in external activities remain subject to prevailing safety management measures issued by Ministry of Education (MOE).

8. Does my school need to apply to use the Tote Board Arts Grant? How will my school receive the subsidy?

Schools need to opt into the scheme on an annual basis. If you are unsure if your school has opted in this year, please check with your school administrative team or contact NAC Education Unit at nac_aep@nac.gov.sg.

Different types of schools will receive the grant in different ways.

- All government and government-aided Primary and Secondary Schools, Junior Colleges and Centralised Institutes will receive the grant in their school's account through the Integrated Financial Administration and Accounting System (IFAAS) at the start of the academic year.

- ITEs, independent and specialised independent schools can make claims for re-imbusement on their annual NAC-AEP expenditure.
- While Tote Board Arts Grant is not applicable to Pre-Schools, NAC partners selected pre-school centres to receive funding to purchase Pre-School NAC-AEP. To find out more, please refer to our webpage [here](#).

9. What is the Tote Board Arts Grant quantum that each school receives?

The following table shows the annual grant quantum given to the different school types under the Tote Board Arts Grant. Schools can tap on the grant to subsidise part of the cost of arts education programmes purchased under NAC-AEP Directory, as well Public Arts Programmes. Schools may use the grant to subsidise the unfunded component of programmes supported under Artist-in-School Scheme.

School Type	Annual Grant Quantum	Percentage Cap
Primary and Secondary Schools, Junior Colleges, Centralised Institutes	\$15,000 per year	Up to 50% of programme cost
ITE Regional Campuses	\$70,000 per year	
Special Education Schools	\$9,000 per year	Up to 70% of programme cost

The Tote Board Arts Grant can be used to subsidise the purchase of both local and overseas public arts programmes. As only up to 40% of the grant to schools should be used to subsidise foreign programmes, **Programme Providers will be required to inform schools if a programme is local or foreign** based on the following conditions:

Local	Foreign
Arts showcase/exhibition featuring works by local artists and performed/presented by local arts group.	Arts showcase/exhibition featuring works by foreign artists, and performed by foreign artists, for e.g. touring groups.
Arts showcase/exhibition featuring works by foreign artists but performed or/and presented by local arts group.	Arts showcase/exhibition featuring works by ONE foreign artist/performer, and presented by a local arts group or event organiser.

10. How do I know if the school still has Tote Board Arts Grant funds available for the year? What if my school has finished utilizing the Tote Board Arts Grant for the year? Can my school book NAC AEP using school funds and not the Arts Grant?

Please check with your school administrative manager to find out about your school's utilisation status for the year. If schools have fully utilise the Tote Board Arts Grant, you may use other sources of funding as deemed appropriate.

11. Can any unused amount of the Tote Board Arts Grant be carried forward to the following year?

Unused portions will not be rolled over to the following year. Schools are therefore encouraged to optimise the Arts Grant by the end of each calendar year. Please note that schools should ensure that the expenditure incurred for the programmes are recorded in the same calendar year as the actual date of the programme, i.e. advance payment or late payment is not allowed

12. If my school has arranged for programmes to be held in Nov-Dec but arts groups have not invoiced us by the end of the calendar year, can claims for these programmes be made when schools re-open in January?

All claims must be made within the year of the programme/performance. Teachers are encouraged to liaise closely with arts groups to ensure that invoices are submitted so that claims can be made before the end of each year. Claims across calendar year will not be accepted.

13. My school has made a booking for a programme that takes place next year and payment needs to be made to the artist / arts group before the end of this year. Can the school make claims for the programme using this year's portion of allocated funding?

All claims should be submitted within the same year of the date of programme/performance. If payment needs to be made in advance, schools may use other sources of funding and make adjustments to the claims in the next calendar year.

BOOKING PROCEDURES

14. How do I book and pay for programme under NAC-AEP?

- Visit the [NAC-AEP Directory](#) to access a list of programmes
- Contact the artist or arts group directly
- Ask for the Letter of Eligibility (LOE) for the approved programme from the provider
- Sign contract/agreement letter issued by the artist or arts group
- Make full payment to the artist or arts group upon receipt of invoice
- Ensure that all programme claims are submitted accurately
- Provide feedback about the programme to NAC via the NAC-AEP Directory.

15. How do I go about procuring programmes under NAC-AEP?

For programmes of Small Value Purchase (SVP) value, schools can choose to purchase from programme providers with approved programmes on the NAC-AEP Directory or public arts programmes. If above SVP value, schools should call for an open ITQ in GeBiz and adhere to the necessary procurement guidelines. For more information on procurement guidelines, please check with MOE Finance Division.

16. Do I book the programme through NAC?

No, Schools should contact the arts groups directly to book their programmes.

17. Do I pay only 50% of the programme costs?

Schools will need to pay for the full programme costs upfront to the arts groups and make claims thereafter.

18. Can my school request for customization of existing NAC-AEP programme?

Schools can request for arts groups and artists to make changes to the following aspects of an existing NAC-AEP approved programme according to specific needs of students:

- Duration of programme
- No. of sessions
- Cost of programme
- Class size

Under these conditions, schools can make claims based on the revised programme costs using the same Programme ID listed in the existing LOE.

The following changes are **not permitted** when customising programmes:

- Changes in overall programme content
- Inclusion of non-approved instructor(s)

19. Can the Tote Board Arts Grant be used to subsidise the Ticketing fees as part of the ticket purchase?

Ticketing fees are covered under the Tote Board Arts Grant subsidy. E.g. If the ticket is \$20, and a ticketing fee of the \$3, amounting to a total cost of \$23, schools are allowed to claim up to \$11.50 (at 50% of the total cost of the ticket purchase).

20. Does the Tote Board Arts Grant cover ticket purchases for accompanying teachers?

As the Tote Board Arts Grant is intended to benefit students, schools will need to cover the cost of tickets for accompanying teachers, parents and chaperones using other sources of funding.

21. Can my school accept discounted prices that artists offer and claim the subsidy based on the discounted prices?

Yes, schools are free to negotiate with artist/arts groups on pricing as long as total costs are clearly indicates on the invoice to be paid by the school.

PAYMENT PROCEDURES

22. How do I go about claiming the 50% subsidy from the Tote Board Arts Grant?

Government and government-aided Primary and Secondary schools, Junior Colleges and Centralised Institute can charge expenditures on approved programmes to the Tote Board Arts Grant Expenditure account in the IFAAS.

Independent and Special Education schools can make claims for reimbursement by submitting an account of NAC-AEP expenditure for the year, verified by the Principal, to the Finance and Development Division in the Ministry of Education.

ITE Regional Campuses should make their submissions through the Finance Office of the ITE Headquarters.

23. How do I pay for the remaining of the programme cost?

Your school may use the Edusave Grant, Edusave Pupils' Fund, School Operating Fund or other school funds, where available. All schools should comply with prevailing regulations governing the use of funds from these sources.

24. FOR SCHOOLS USING IFAAS: What project code should I charge the NAC-AEP expenditure to?

Your school should charge expenditure on either:

- Eligible local arts programmes and productions to the "Tote Board Arts Grant (Local Only)" project code (799021)
- Eligible foreign arts programmes and productions to the "Tote Board Arts Grant (Foreign and Local)" project code (707001)

Your school can also choose to charge expenditure on eligible local programmes to 707001 when 799021 has reached its annual cap of \$9,000 (60% of grant).

25. FOR SCHOOLS USING IFAAS: Where can I find the Programme ID to submit?

The Programme ID for NAC-AE can be found on the LOE which schools can request from the arts groups and artists. Alternatively, you may also reference the NAC-AEP Directory for Programme IDs.

26. Will NAC still be issuing Letters of Eligibility (LOEs) for public arts programmes?

No, LOEs are no longer required for public arts programmes. In lieu of LOEs, schools are to indicate the following when making claims in the IFAAS:

- Programme Title (Full name of the programme)
- Programme Provider (Presenter of the programme, not the ticketing agent or venue)
- Whether the programme was conducted in person or digitally

OTHERS

27. Is it necessary to submit feedback?

Schools can provide reviews for programmes purchased under NAC-AEP. The review provided to NAC will be used as part of the assessment and evaluation of NAC-AEP and will be shared with the arts groups/artists.

You can review programmes on the specific programme detail pages of the NAC-AEP Directory upon the completion of programme. To ensure that reviews are submitted by schools, you will be required to login with your @schools.gov.sg or @moe.gov.sg email accounts to provide reviews. Reviews provided by schools will be aggregated and publish on the programme details page for reference.

Your feedback is valuable to us and will help us improve the quality of NAC-AEP offered.

28. What is the NAC AEP Student Survey and does my school need to complete it?

Every year, schools are invited to facilitate the completion of a minimum of 20 sets of NAC-AEP Student survey by the end of the academic year. Schools will receive an email in Term 1 each year with instructions.

The survey is part of an outcome-based approach that has been adopted to measure the impact of NAC-AEP for accountability of Grant usage, and to ensure that the NAC-AEP contributes effectively to developing students' arts appreciation and participation.

Surveys should ideally be completed at the end of an NAC-AEP assembly or public arts performance show, excursion or workshop. The survey can be accessed online all year round.

29. Who can I contact if I have any other queries with regards to NAC-AEP?

For further questions or clarification, please contact NAC Education Unit at nac_aep@nac.gov.sg.