PROJECT DETAILS AND GUIDELINES

NATIONAL ARTS COUNCIL
SINGAPORE

Type in:

PROJECT DETAILS

1. **Select your project type and provide the relevant project details**
   You may select as many project types as required.

☐ Performance

No. of performances:

Performance dates:
(DD/MM/YY)

Performance times:
e.g. 8:30 pm – 10:00 pm

Ticket price(s):

Venue seating capacity:

☐ Exhibition

No. of exhibition days:

Venue capacity:

☐ Other

No. of activities
E.g. no. of workshops

Venue capacity:

2. **No. of new works created through this project**

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PROJECT TIMELINE

Please include a timeline that details the schedule of your production and marketing plan, and make your statements as specific and detailed as possible. If your application is successful, the dates you provide will be incorporated into your funding Terms and Conditions.

Stage of Production	Venue (if relevant)	Start Date	Completion Date

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KEY TEAM MEMBER DETAILS

Who are the key personnel involved?

- Who are the artists and other main people involved in your project?
- Who are the partners and platforms you plan to collaborate with?
- What will they contribute to the execution of your project?

Name	Role	Remarks

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SUMMARY OF PAST AND PROPOSED WORKS

A. Describe your past experience, in detail, in creating and producing similar projects.

Max. 2000 characters

B. Past Works and Description of Supporting Material (first-time applicants only)

To provide us with a clearer sense of what form the resulting work will take and the artistic merit of the proposal, we require applicants to submit supporting samples of both past works and an excerpt of proposed work. Samples may be submitted as an attachment or download link on the OurSG Grants portal and/or in hardcopy to:

National Arts Council
Attn: Manager's name, Department
Production Grant [please specify artform]
90 Goodman Road
Blk A #01-01
Singapore 439053

Guidelines for submitting samples are as follows:

Please submit a **minimum of two samples** of you or your organisation's past work in the last 2 – 3 years. This will help us better understand what you have done so far, and whether you have the artistic vision and capacity to execute your current proposal. Clearly label your support material in the following format:

ITEM 1	
Title	
Applicant's role or involvement	Eg. artist, composer, curator, choreographer, playwright, director etc.
Format	Eg. Scripts, DVD, CD
Date of Creation	DD/MM/YY
Completion or recording date	DD/MM/YY
Brief description of how the support material relates to the proposed project (if relevant)	

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SUPPORTING MATERIAL FOR PAST WORKS

1. Clearly label your supporting material with your name and the name of the project for which you are applying for funding.

2. If you are submitting digital support material, please limit each item to a maximum of 15 minutes in duration. The selected segment should best represent your past achievements and support your proposal. Note that you are responsible for providing materials that will play on standard electronic/digital equipment. Preview your samples before submitting them to ensure that there are no technical problems that might interfere with staff's / the assessment panel's review of your work.

   i) Audio samples on CD: A 5-minute selection of excerpts is recommended. Place each selection on a separate track. Indicate the track number(s) that you want reviewed, in priority order.

   ii) Digital images on CD, DVD: in MS Windows readable format that contains up to 12 electronic images in JPEG, TIFFs etc. Image size should be consistent; suggested size is 800 pixels x 600 pixels.

   iii) DVD-R, or DVD-ROM: A 3-5 minute selection of excerpts is recommended. Files must be in one of the following formats: QuickTime (.mov), Real Player (.rm), Windows Media Player (.wmv), or .mpeg. Format each selection as a different chapter. Provide a title menu for ease of navigation during application review.

   iv) Text samples: Submit two copies of up to 10 pages from a book, lyrics, libretto, or script.

3. Please do not submit original copies as we are unable to return artistic support material. All support material is securely recycled after each funding cycle.

C. Copies of Work to be Produced/Presented (if available)

To Please submit a copy of the complete work to be produced if it is available, e.g. draft scripts, manuscripts, scores, prototypes/demos, images/video excerpts of work.

For Theatre projects, submission of full-length script is required. For Music projects, submission of programme or repertoire is required.

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GUIDELINES FOR PROJECT OBJECTIVES

The following guidelines may be helpful in answering the project objective questions on the online application.

What are the project's objectives?
• Describe the objectives and desired outcomes of your project. Elaborate on the idea (e.g. how the project pushes artistic boundaries) and impact (e.g. how does the project develop your creative practice and contribute to the arts scene, including audience development) of the project.
How do you plan to achieve your objectives?
• What are the key milestones of your project and how will you manage them? Describe the stage of planning you are at now and the resources required at each stage of development, how you plan to engage and excite your target audience/ community, and provide detailed marketing strategies.
How will you measure the outcomes of your project?
• What indicators will you use to measure the success of your project? These could include projected attendance or participation figures, what you want the audience/ participants to take away from the project, and measurements of new audiences, among others.