Creation Grant

Contents

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Revisions made to the guidelines are marked as [Updated] for reference.

Section 1: Overview

What is the Creation Grant?

Formerly known as the Arts Creation Fund, the Creation Grant supports the creation, adaptation and re-development of distinctive artistic content. Through a rigorous creation process, we seek to expand the range of Singapore-made works that engage audiences at home and abroad.

Recognising that the creation of an artistic work is not a solitary process, the Creation Grant goes beyond mere funding for your creative process and provides the resources for you to attend a residency, research your work or even to engage an external party to help you test and refine your work, be it a curator, editor or dramaturge.

What does the Creation Grant support?

The grant supports your creation process of **up to 18 months** within the Performing, Visual, Literary, Digital and Multi-Disciplinary art forms. This includes supporting:

- The creation of original new works; or

- The adaptation and redevelopment of works across artistic disciplines (e.g. from book to musical), or across other media to the arts (e.g. from film to play with priority given to the adaptation of Singapore content; or

- Translating Singapore works by authors of established literary merit (preferably Asian) into any of Singapore's official languages. Priority will be given to translating[1] Singapore works into Singapore's official languages.

- Funding is prioritised towards proposals with effective national, and preferably international, marketing and distribution plans.

- **For the 2025 cycle,** projects with strong use of digital technology as part of their creation process and/or as a platform to present its mini-showcase will be prioritised for funding under the Creation Grant.

  *Please also refer to **Annex C** for additional guidelines pertaining to Literary Arts applicants only.*

For Performing and Visual Arts projects, you will also be supported to present a mini-showcase to potential producers and presenters, followed by a post-show discussion[2].

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[1] Translations are supported only for works that are not already commissioned by a publisher or any other third party.

[2] For the Performing and Visual Arts, the mini-showcase also functions as a potential platform to interest producers and other intermediaries in presenting your work to a wider audience. For the Literary Arts, separate networking sessions may be organised for writers to meet publishers and other potential media producers.

The creation stage should result in an original, complete script / score / recording / exhibition / live presentation of excerpts[3]. Digital Arts projects should result in a prototype, playable demo or trailer, online platform or website.

What is the level of funding support under this scheme?

The grant is capped at S$50,000 per applicant for Performing, Literary and Visual Arts. The Creation Grant covers direct expenses of the creation and developmental process, including the following costs:

- Artists'/collaborators' professional fees
- Dramaturge/mentor/curator/consultant fees
- Developmental costs including research and editorial consultancy
- Experimentation/workshop/devising expenses, material expenses
- Travel expenses, residency expenses etc.
- Mini-showcase costs

Funding will vary depending on the scale and complexity of the proposal, as well as the following factors:

- Merit of your submitted proposal and its potential impact on developing the arts in Singapore and abroad;
- Your track record and demonstrated ability and commitment to realise your ideas from creation to production;
- A reasonable estimate of your budget[4]; and
- NAC's availability of funds.

Applicants are to ensure that the initial application takes into account the full range of activities and support necessary for the successful creation and development of the work, as they will not be eligible for other NAC grants for the same project or components thereof.

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[3] Projects with presentations comprising digital components may be included.

[4] 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 Creation Grant for?

The Creation Grant is open to:

Individuals who are Singapore Citizens or Permanent Residents (PR), preferably residing in Singapore and actively contributing to the local arts scene (e.g. artists, collectives[5], performers, writers, presenters, curators, producers, impresarios, dramaturges and other people working in the arts).

For collaborative projects[6], the lead applicant must be Singapore citizen or PR, and must assume full administrative, legal and financial responsibility and must play a key role in the conceptualisation and creation process. All co-applicants should also have a strong track record. Proposals that involve collaborations with foreigners are eligible. Priority will be given to applications where at least 50% of the artistic team[7] is Singaporean or PR.

The Creation Grant is for **artists with a strong track record** of artistic achievement and production.

[Updated] Who is not eligible to apply for the Creation Grant?

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

1) **Are a group/organisation**
   - constituted for non-secular purposes;

2) **Are a Company Limited by Guarantee**
   - Receiving Ministry of Culture, Community and Youth (MCCY) or NAC organisational funding

3) **Are proposing a project that**
   - has already commenced prior to 31 October 2025
   - does not have a clearly defined arts component, including projects primarily aimed at promoting religious causes;
   - is currently receiving funding under NAC's Major Company;
   - is presented or commissioned by Major Company (MC)[8];

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[5] Collectives must nominate either an individual to be the representative, or a legally constituted organisation to take legal and financial responsibility on behalf of the group.

[6] Collaborative projects are defined as activities that are carried out in a context of shared ownership. Co-applicants must contribute directly to the creation process and will share equal rights and credits to the complete work.

[7] The artistic team includes, but is not limited to the director, playwright, conductor, composer, lyricist, choreographer, writer, performer, producer, translator, illustrator, among others.

[8] MCs are to include costs of presenting or commissioning other companies in their budget during MC application.

- is held at a religious venue;
- is not intended for public consumption;
- is intended for fundraising purposes;
- is presented under the auspices of a school or tertiary institution, or is part of its curriculum;
- is intended for academic purposes;
  (where relevant) is unable to obtain an Arts Entertainment Licence (see "Licensing Forms" at www.imda.gov.sg

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

5) **If you / any of your collaborators:**
- Have been awarded the Creation Grant[9] 3 times within 5 financial years (FYs) of the first award.

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.

[Updated] Explanatory notes on provisions of NAC Funding

NAC reserves the right to review, withdraw, recover or withhold any Funding (in full or in part) in the event the total qualifying cost of the Project indicated in the final budget template submitted to NAC is below the cumulative amount of funding received for the Project from all NAC-administered grants. This includes funding received from the Tote Board Arts Fund and the stART Fund.

If there are international travel components in your application, please note that NAC only supports economy airfare for flights that are directly related to the completion of the project. Any travel or add-on charges not specifically linked to the project will not be supported.

- Please only indicate the cost for economy airfare in your budget proposal at the point of application.
- If you are opting or had opted for a higher class of travel, please indicate in the remarks column of the budget proposal template submitted to NAC at point of

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[9] This includes instances in the past when the applicant was awarded the Creation Grant under its previous name, the Arts Creation Fund.

application and in the final budget template. Any top up for a higher class of travel is at your own expense.

Intellectual Property, Copyrights and Royalties

Applicants are to ensure that their projects do not infringe the Intellectual Property (IP) rights of others.

For information on copyrights and royalties, please refer to the [Intellectual Property Office of Singapore (IPOS)](#) and the [Composers and Authors Society of Singapore (COMPASS).](#)

Section 3: Application and Assessment Process

[Updated] How do you apply for the Creation Grant?

You will need to submit your application for the Creation Grant via the OurSG Grants Portal (OSG). The OSG can be accessed via the NAC website (https://www.nac.gov.sg/support/funding-and-schemes/creation-grant/overview) or via https://oursggrants.gov.sg. To aid in your application, you may also wish to refer to the OSG user guide via https://go.gov.sg/osg-user-guide.

The application will require you to submit the following information:

☐ Proposal template (template available for download within the OSG)
☐ Budget template (template available for download within the OSG)
☐ CV of key parties involved
☐ Samples of past works most relevant to your application
☐ Creative references including but not limited to concept paper, sketches, sample writing or translation, and/or synopsis.

Please note that if any of the documents listed above are missing from your submission, your application will be considered incomplete and therefore unsuccessful.

When must you apply by?

The Creation Grant is open for application **once a year**. The following table below lists the key dates and windows that you will need to adhere to when you prepare your application:

Apply by	Notified by	For projects taking place on or after*
15 May 2025	15 Sep 2025	31 Oct 2025

All applications have to be submitted by 11.59pm on the closing date. Late applications will <u>not</u> be accepted. In the event that you are awaiting confirmation from partners/collaborators, please submit your application before the closing date and state what is pending, then submit these documents to the relevant NAC officer(s) once they are available.

Who can you contact if you have questions?

If you have any questions, or wish to discuss your applications in detail, please contact NAC at https://www.nac.gov.sg/contact-us.

What happens after you submit an application?

All applications will be rigorously assessed by NAC. You may be contacted if we need more information. In the event NAC requires further clarification, an email will be sent to you from the OSG, and you will need to log in and access your application on the OSG to respond to the request.

Who will be assessing my application?

NAC works with an Assessment Panel comprising a representative body of specialists in their respective fields, many of whom sit on NAC's Arts Advisory Panel. The final composition of the Panel is determined after all applications have been submitted to ensure fair assessment of the applications. The Panel will make recommendations to NAC, and NAC will then make the final decision on the outcome of the application and funding allocation.

How will your application be assessed?

The Panel will base its assessment on the following:

1) Submitted application and proposal; and
2) Supporting documents about the applicant's past works and CV

The assessment of the applications will be guided by the following criteria:

Assessment Criteria	Weightage
Artistic merit of the proposal **a. Idea** • How strong and innovative is the project? Does it have the potential to push artistic boundaries? • How relevant are the ideas in the wider social context? • Will the project create an enriching and stimulating experience for audiences? **b. Impact** • How does the proposed project develop the artist's practice? • Is the project potentially scalable for different platforms and audiences? **c. Contribution to the development of the scene:** • How does the project contribute to the art form's development and contribute to the arts scene as a whole? • Does the project address a critical artistic or capability gap in the arts ecosystem?	60%
Ability to execute and launch project to the public **a. Artistic track record** • Does the applicant have a strong track record of artistic achievement and production? • Has the applicant's work been critically recognised in the Singapore and/or the international arts scene? **b. Management skills** • Is the proposal well-planned, demonstrating deep and careful thought about the resources (financial or otherwise) needed to create the work on time and within budget? • Does the applicant have the ability and expertise to see the project through from creation to its subsequent public launch? • Is the proposed work at a stage of development where the applicant can realistically execute and launch it publicly? **c. Plans for the subsequent public launch of the created work?** • Does the applicant know who they are trying to reach with the eventual created work? • Does the applicant have a well-conceived plan to market the work and engage the target audiences? • Will the project be able to generate greater awareness of and/or engagement with the art form in Singapore?	25%

Potential of proposal in terms of applicant's artistic growth and his/her future contributions to the arts • To what extent will the project develop the applicant(s)' potential (e.g., if successful, can this project significantly profile Singapore / the artist on an international stage? Or does the project broker a collaboration that would otherwise not be possible?) • To what extent do we expect the applicant to contribute to the future development of the Singapore arts scene?	15%

Section 4: If you are awarded the Creation Grant

If your application is successful, you will receive a **Letter of Award via the OurSG Grants Portal** with:

1. Terms & Conditions of the grant
2. Performance goals and deliverables[10] as agreed upon by you and NAC.

The grant offer will be valid for <u>two weeks</u> from the time the letter of notification is sent out (unless NAC informs and states otherwise). If you do not accept the grant offer within this period of time, the offer will lapse.

Unsuccessful applicants will receive a **Letter of Notification** within the same period.

<u>Appeals</u>

We will not be able to accept appeals against artistic strength. However, cases will be reviewed on grounds of processing procedures. All appeals have to be submitted in writing to NAC within two weeks of the notification of results.

How will you receive funding?

Depending on your grant quantum, your grant will be disbursed in instalments upon completion of the key milestones and deliverables laid out in your proposed project timeline. The grant will be credited to your or your organisation's recognized bank account via PayNow.

[Updated] How will NAC assess your progress?

An Account Manager is assigned to awarded applicants and their projects. NAC is interested to keep in touch with you to understand your progress and, wherever possible, facilitate or support the promotion of your work.

In general, you will be required to submit at minimum of one **Creation Grant Mid-Term Status Report** (refer to **Annex A** template), via the OSG, detailing work-in-progress status to NAC for monitoring and evaluation.

When you have completed your project, you will have to submit a final **Post-Creation Self-Evaluation Report** (refer to **Annex B** template) **within three months of project completion**, to help you take stock of what you have accomplished and how you wish to take your project to the next stage and **Financial Report** or **Certified Statement of Accounts.**

The Financial Report is for grants below $10,000. It is the budget form submitted as part of the grant application, with actual income and expenditure reflected.

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[10] Based on your proposal, your Account Manager will discuss with you, reasonable targets for you to achieve within the funding period. You will be expected to deliver the plans articulated in your grant proposal, and account for the funding awarded to you.

The Certified Statement of Accounts is for grants of $10,000 and above where you will need to submit **Statement of Accounts** certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body[11]. As part of the submission:

- Proof of the accountant's registration with ISCA or any equivalent international body (e.g. ISCA Membership ID) must be provided.
- For Chartered Accountants registered with an international body, documentary proof (e.g. certificate, screenshot of membership ID on the registry) must be provided.
- Certification is to be done on the original budget form template submitted at point of application.

Please log onto the OurSG Grants Portal to submit the above reports. To help you navigate the portal, you may refer to the user guide uploaded at https://go.gov.sg/osg-user-guide.

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[11] Accounting fees for this statement can be budgeted for in your application.

Annex A: Mid-Term Status Report

NATIONAL ARTS COUNCIL
SINGAPORE

Creation Grant Mid-Term Status Report

Date of Submission Click or tap to enter a date.	**Report Type**: Status Report Select Status Report Number
Applicant Name	**Name of Collaborators (*if any*)**
Project Title	**Conclusions**** □ Project progressing according to plan. □ Some manageable issues; delay expected. □ Discussions with the Council required for serious issues.

*Delete where inapplicable
**Please indicate

Creation Process	**Status**	**Start & End Date**
Briefly update on the development of your project. This includes key activities and milestones. Do also share any challenges you have encountered.	*For each milestone, indicate if development is According to plan or* *i. According to plan or* *ii. Ahead plan* *iii. Behind plan*	
Travel Research (*if applicable*)	**Expected Outcomes**	**Start & End Date**
In this section, please update on your travel itinerary, the reasons for undertaking the travel and the outcomes (if any).		
For the next Status Report (if applicable)		
Work Plan Schedule	**Expected Outcomes**	**Proposed Start & End Date**
In this section, briefly update on the further development of your project in the coming months. Please indicate		

and explain changes to your proposed work, timeline, mini-showcase etc.		

For official use:

Account Manager's Name & Date:

_____

Comments:

_____ _____

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Annex B: Self-Evaluation Report

NATIONAL ARTS COUNCIL
SINGAPORE

Creation Grant Self-Evaluation Report

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
- Publicity material used
- Media clippings/press reviews, if available

Please fill in all fields that may be applicable. Otherwise, please indicate as 'N.A'.

For Performances / Exhibitions	Actual
Number of Performances / Exhibition Days	
Total attendance	
Number of tickets sold (if applicable)	
Percentage House (if applicable)	
Number of new works created (if applicable)	
For Block Publishing Projects	
Number of copies produced	
Number of copies sold	
Number of new works created (if applicable)	
For Other Activities (e.g. Conferences)	
Number of Activities[12]	
Total Attendance	
Number of Tickets Sold (if applicable)	
Number of new works created (if applicable)	
For International Activities	
Number of cities visited	
Number of tickets sold (if applicable)	
Percentage House (if applicable)	

Digital indicators for projects involving digital elements (if applicable)

Please see (i) to (ii) below for guidance on the following digital indicators. Please report the figures that are relevant for your project.

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[12] If you are organising a 5-day conference, it is considered 1 activity. If you are organising a Festival, please break it up into the different performances/exhibitions and report them under 'For Performances/Exhibitions'

Key Digital Indicators	Actual
A. Reach on Websites/Mobile Application	
B. Reach on Social Media & Audio-Video Platforms	
i. Social Media (including video conferencing platforms e.g. Zoom attendees)	
ii. Video Platforms	
iii. Audio Platform	
C. Engagement on Social Media Platforms	
i. Total sum of reactions (including likes), shares, comments	
ii. Engagement Rate *(Ci divide by A+Bi)*	
D. Total no. of pieces of content published/posted	
i. Unique number of content	
ii. E-publications (Published)	
iii. E-publications (Sold/loan/downloaded)	
iv. Number of pieces of content by language (if applicable)	☐ English ( ) ☐ Mandarin ( ) ☐ Malay ( ) ☐ Tamil ( ) ☐ Multi-lingual ( ) ☐ N.A.
Total Digital Reach *(A +Bi)*	
Total Digital Consumption *(A+ Bii + Biii + Diii)*	

You may wish to use the following questions as a guide.

Artistic Aspirations
- How have you achieved the artistic goals set out in your plan?   - Is the work/result as you have envisioned?   - What is your assessment of the quality of the work you have created?

Artistic Process
Artistic development: - In what ways has the creation process contributed to your growth as an artist?   - What are some discoveries and new methodologies that have emerged as a result of this process?   - What challenges did you meet along the way, and how did you overcome them?   **External consultation:**   - Was the feedback given constructive and useful for improving your work? If so, how was the feedback incorporated? If not, why not?

Public Engagement
- What was your audience's feedback on your work, and did your work resonate with them? *(Your audience includes anyone who attended your mini-showcase and anyone with whom you shared the work during the creation process)*   - How did you consider or incorporate the views and ideas of your audiences and the artistic community? *(If applicable)*

Post-Creation Plans
- How do you intend to produce, present and market your work to a larger audience?   - Have you pitched your work to presenters/producers/publishers/literary agents? How was the response?

Feedback on the Grant
Are there any areas in which NAC could have done more to better to support your creation process?

For grants applied through the OurSG Grants Portal

Please log onto the OurSG Grants Portal to submit your **Self-Evaluation Report** and **Financial Report** or **Statement of Accounts**. To help you navigate the portal, you may refer to the user guide uploaded at https://go.gov.sg/osg-user-guide.

Digital Indicators

Please track and report the following digital indicators for the relevant platforms and based on what is available to you. Apart from **Reach**, **Engagement** provides further insights into the programme's resonance with your viewers or audiences. The number of **Content Pieces** is important for us to understand how many people have been reached and engaged across the quantity of unique content available online. NAC also hopes to find out the **language** (for verbal/ textually-conveyed programmes) used across content pieces, as this informs us that there is a pool of arts content across different languages available to multi-lingual viewers.

For the following digital indicators, please refer to Annex B2 for the guiding principles that should support your counting and tracking.

Digital Platforms	Key digital indicators (Platforms listed are commonly-used platforms, and are non-exhaustive examples, please refer to the Annex B for other examples. Should you have used other platforms to present and publish your projects, please report the equivalent indicators.)		
A. Reach on Websites / Mobile Applications [extract from Google Analytics]			
A. Websites/Mobile Applications	**Unique metrics** [For Microsites] Website/Application Visitors i.e. Total Users (unique)	OR	[For sub-pages within main website] Unique Page Views on the page that the content is natively hosted
B. Reach on Social Media & Audio-Video Platforms [extract from analytics or insights of the respective platforms]			
Bi. Social media (including video conferencing platforms, e.g. Zoom attendees)	**Unique metrics** - Facebook Reach (unique) - Instagram Reach (unique)	- YouTube unique viewers, min. 30 sec duration (unique) - Bigo Live livestream viewers, note: user must note down viewership at the end of each livestream (unique)	
Bii. Video platforms	N**on-unique metrics** - Facebook views (non-unique)	- YouTube views (non-unique) - Vimeo Views/Plays (non-unique)	

	- Instagram views (non-unique)		
Biii. Audio platforms	**Non-unique metrics** Spotify Plays/Streams – min. 30 sec (non-unique)	Apple Music Plays – min. 30 sec (non-unique)	Google Play Plays – min. 20 sec (non-unique)

C. Engagement on Social Media Platforms [extract from analytics or insights of the respective platforms]	
Ci. Social Media Engagement	**Total no. engagements is the sum of reactions (incl likes), shares, comments** (to measure resonance with content)
Cii. Social Media Engagement Rate	**Total Engagements divide by Total Reach**

D. Total no. of pieces of content published / posted (D + Dii)					
Di. Unique content	E.g. a series of 4 videos or 4 songs = 4 unique content pieces E.g. 1 video, 2 versions (Eng & Mandarin) = 2 unique content pieces				
Dii. E-publications (published)					
Diii. E-pubications (sold/loaned/downloaded)					
Div. # of pieces of content by language	❑ English _____	❑ Chinese/ Dialects _____	❑ Malay _____	❑ Tamil / Non-Tamil Indian Languages _____	❑ Multi-lingual _____ ❑ NA

E. Total Reach (Unique)	**A + Bi**
F. Total Consumption (Non-unique)	**A + Bii + Biii + Diii**

Guiding principles for reporting digital indicators

1.	At which point should you extract the digital indicators for reporting?	
a.	**Online content with an expiry date** e.g. pre-recorded performance online from 1-10 May, taken down/deleted after 10 May	From publish date to programme's end point or reporting deadline, whichever is earlier
b.	**All other online content that will be posted/published online for eternity**	From publish date to reporting point/reporting deadline

2.	Other Important guidelines to note when counting digital indicators	
a.	**Report for applicable platforms**	**Reporting should be done for the applicable platforms only**, and as long as the digital indicators are available to the grant recipient / partner. NAC notes that free/personal vs business/premium accounts on various online platforms will offer varying access to digital indicators.
b.	**Paid & Organic posts**	For all social media platforms, to track **both paid & organic posts. There is no need to differentiate between both types of posts for reporting purposes.**
c.	**Embedded content**	**For audio-video content embedded in websites**, **digital indicators to be tracked from the original source where the content is hosted**, and not double counted to include website visitor/unique page views e.g. if a YouTube video is embedded on website, track digital indicators from YouTube only.
d.	**Content on multiple platforms**	**If the same piece of content is hosted on multiple platforms (e.g. on FB, IG & YT), digital indicators should be counted across all platforms where content is hosted**, but note point 2d about embedded content.

Other examples of digital platforms include:
- SoundCloud
- Zoom
- Tik Tok

Annex C: Specific Information for Literary Arts Applicants

The Creation Grant for the Literary Arts is an investment in the creation of a work of both high literary merit and readership appeal. To help writers achieve this, a residency stint and editorial consultancy, while optional, are potentially supportable as part of the Creation Grant:

1. **Editorial Consultancy** *(Strongly recommended)*
   Recipients are encouraged to appoint an editor at the start of the writing process and/or after their first draft is completed. Editors are expected to play a developmental role, functioning as a sounding board throughout the writing process. You may either work with an editor identified by NAC or with your choice of an editor (subject to approval).

2. **Genres Supported**
   The following genres are supported:
   - Fiction
   - Creative/Literary Non-Fiction[13] (including literary biographies, memoirs, essays on ideas, society, culture and the arts, etc.)
   - Young Adult Literature
   - Graphic Novel
   - Poetry
   - Translation

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[13] 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.