# ARTIST-IN-SCHOOL SCHEME (AISS) POST-PROJECT REPORT

The Post-Project Report is to be submitted by schools **no later than 3 months** after the project ends.

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| **School Name:**[If applicable] If this is a **combined-schools project**, please list partner schools here: |
| **Project Title:** |
| **Name of Artist/ Arts Group:** [If applicable] Please indicate name of Assistant(s): |
| **Project Duration:** *E.g. March 2025 to November 2025* |
| **Details of Sessions (Students)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **No.** | **Target Profile** | **No. of Students** | **No. of Sessions**  | **Length of Each Session**  | **Frequency of Sessions** | **Project Period** |
|  | ***E.g.*** | *3 classes of Year 3 Art Students*  | *25* | *20 sessions* | *1 hour* | *Weekly*  | *Feb – June 2025* |
| **Year 1** | **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **Year 2**(only for **multi-year projects**) | **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |

**Details of Sessions (Teachers)****Number of sessions and duration of each session:** |
| **Participation in Project** |
| What was the total number of participants? 1. Students:
2. Teachers:
3. Others (E.g. parents etc.):

If number of students/ teachers is less than what is indicated in the Letter of Agreement, do outline the reasons for the reduction. Please also state if learning objectives were/were not impacted: |
| What was the feedback on this project from the following? Please provide quotes if possible.1. Students:
2. Teachers:
3. Artist:
4. School Leaders, Parents and other Stakeholders (optional):
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| What is the school’s feedback on the artist(s)? You may consider the following areas: partnership with the school to co-develop the project, engagement of students, ability to bring in industry experience, etc. Are there plans to continue working with the artist(s)? |
| **Impact of the Project** |
| Please share whether the objectives and the learning outcomes of the project were achieved. Do also highlight if there were any other achievements of the project.  |
| What were some of the problems and challenges encountered during the project? (E.g. time management, space, resources, etc.) |
| **Project Expenditure** |
| Please list a breakdown of the cost incurred for this project for Manpower and Material costs. Do add on rows as needed. Examples are included for your reference. **Do highlight unexpected costs incurred, if any.****Please do not remove or replace the table.**

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| --- | --- | --- | --- | --- |
| **Year 1** | **Manpower costs** (e.g. artist, assistant) | Artist fees per hour | No. of contact hours | Total cost |
|  |  |  |  |
|  |  |  |  |
| **Total manpower costs** |  |
|  |
| **Material costs** (e.g. clay, paint, oil pastels, rental of instruments) | Unit Price | Quantity | Total cost |
|  |  |  |  |
|  |  |  |  |
| **Total material costs** |  |
|  |
| **[Year 1] Total Project Cost (Manpower costs + Material costs)** |  |
|  **Year 2**(only for **multi-year projects**) | **Manpower costs** (e.g. artist, assistant, choreographer) | Artist fees per hour | No. of contact hours | Total cost |
|  |  |  |  |
|  |  |  |  |
| **Total manpower costs** |  |
|  |
| **Material costs** (e.g. clay, paint, oil pastels, rental of instruments) | Unit Price | Quantity | Total cost |
|  |  |  |  |
|  |  |  |  |
| **Total material costs** |  |
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| **[Year 2] Total Project Cost (Manpower costs + Material costs)** |  |
|  **Total Project Cost for Year 1 and Year 2** |  |

If total number of **artist contact hours/ sessions** is less than what is indicated in the school’s application, do outline the reasons for the reduction. Please also state if learning objectives were/were not impacted:If **total project cost** is less than that proposed in Annex A (application form), do outline the reasons for underspending: |

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| **Documentation** |
| Please send us (via email) **at least 3 photos** of the project and other relevant forms of documentation for reference/archival.Note:* Photographs are recommended to include:
	+ Artist demonstration 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
* For students whose faces are visible in the photograph, do ensure there is media clearance. The media release form can be downloaded from the [AISS webpage](https://www.nac.gov.sg/singapore-arts-scene/arts-education/artist-in-school-scheme). Collated Parents’ Gateway responses are accepted.
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| **Submitted by:**  |
| **Designation:**  |
| **Mobile No.:**  |
| **Email:**  |
| **School Leader’s Name and Signature:** |