Artist-in-School Scheme

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

AISS enables schools to co-design a range of meaningful arts experiences that focus on working with arts professionals to achieve one 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 and 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 and 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 include a presentation / showcase component **as a culmination** of their AISS project. Please note that stand-alone presentations / showcases will not be supported.

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[1] 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.

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); or

- Targeted level (e.g. a group of students in a programme / CCA); or

- Targeted student-profile (e.g. youth-at-risk).

AISS projects should:

- Involve working with a **local** arts professional[2] who possesses the relevant expertise and experience in the art form / industry practice **and** pedagogy;

- Provide **at least 12 interaction hours** 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:
> - Co-design a fully customised programme to meet specific learning needs of your students.
> - Include teacher training.
>
> 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 2.

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

[New] Scope of Projects – Combined-Schools Projects

- Combined-schools projects are supportable under the AISS and may involve collaborations between mainstream and SPED schools.

- Combined-schools projects should be co-developed between all partner schools and artist(s), with one school taking the lead in coordinating the project (i.e. submission of application forms, signing of Letter of Offer).

- For more details on funding and disbursements on combined-schools projects, applicants may refer to Section 2: Funding, and Section 6: Details for Successful Applications.

[New] Scope of Projects – Multi-Year Projects

- Multi-year projects are supportable under the AISS and may take place up to two years (E.g. project with the same artist(s) is repeated in the second year, or the duration of the project spans two years).

- For multi-year projects to be considered for support, it is recommended that the school has partnered the same artist(s) under AISS previously.

- For more details on funding and disbursements on multi-year projects, applicants may refer to Section 2: Funding, and Section 6: Details for Successful Applications.

Section 2: Funding

What is the level of funding support under this scheme?

School Type	Annual Grant Quantum	Percentage Cap
Mainstream Schools	Up to $15,000 per school per calendar year	Up to 70% of the qualifying costs

Applicants should note the following:

- Schools may choose to submit multiple project applications but will be subject to the annual grant quantum of $15,000 per school.

- For successful project applications, opt-in schools can tap on the Tote Board Arts Grant to subsidise up to 50% of the remaining qualifying AISS project costs not covered by the grant from NAC. The IFAAS code for this is 'AEPAISS'.

[New] Combined-Schools Projects

- Funding of combined-schools projects is capped at combined schools' funding caps.

- For AISS projects involving SPED schools, projects will be funded up to 90% of qualifying project costs.

- For example, if the project involves 1 SPED school and 1 mainstream school:

School Type(s)	Funding of Combined-Schools Projects	Percentage Cap
1 SPED school ($25,000 cap) and 1 Mainstream school ($15,000 cap)	Up to $25,000 per school per calendar year + Up to $15,000 per school per calendar year = **$40,000**	**Up to 90% of the qualifying costs** (Note: While the percentage cap for mainstream schools is 70%, all projects involving SPED schools will be funded up to 90% of qualifying costs.)

[New] Multi-Year Projects

- Funding cap for projects across calendar years will be based on two years of funding.

- For example, if the project spans from Feb 2025 to July 2026:

School Type	Grant Quantum	Percentage Cap
Mainstream	$15,000 per school per calendar year X 2 = **$30,000**	**Up to 70% of the qualifying costs**

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Qualifying Costs:

NAC provides funding for artist fees and qualifying material costs only. Schools may also tap on the Tote Board Arts Grant to subsidise up to 50% of the remaining qualifying project costs.

The following material costs are not supported under the AISS:

- Transportation

- Meals

- Equipment maintenance

- Installation costs

- Venue rental

- Assets, E.g. equipment (such as kiln, iPad), software, instruments.

  Do note that short-term rental can be considered for the above items.

Schools are to fully bear all non-qualifying costs, E.g. purchase of licenses, software, hardware.

Section 3: Qualifying Criteria

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

The project must fulfil the following qualifying criteria:

a. Proposed artist(s) should either be Singapore Citizens or Permanent Residents <u>OR</u> employed by a local arts organisation.

b. **[New]** Provide **at least 12 interaction hours** with the artist for the **same group / cohort** of students. (E.g. an artist teaching 3 classes independently would be required to teach each class for at least 12 hours, total 36h).

c. Proposals for programmes should not replicate existing programmes on the NAC-AEP directory. NAC reserves the right to reject AISS projects that replicate programmes on the directory.

d. Budget breakdown clearly indicating artist fees and material costs should be submitted.

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

Section 4: 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 have **pedagogical qualifications** (E.g. Essentials of Teaching and Learning module, pedagogy certification from NIE or overseas equivalent) relating to the student profile involved in the project?

   d. Does the artist demonstrate a good track record of relevant **teaching 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?

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)?

   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: AISS prioritises student-facing artist interactions. For projects with teacher-training components, the number of teacher-training hours cannot exceed the number of student-facing hours.

Section 5: Application Process

How do you apply for the AISS?

- Download **Annex A** from the **AISS webpage** and fill in the following details **in consultation with your proposed artist(s)**:
    - Programme Outline
    - Budget
    - Artist(s) CVs

- Fill in the **Online Application Form**, 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.**

When must you apply by?

The submission deadline for mainstream schools is as follows:

> **For projects from 27 January 2025 onwards, apply from 16 September to 28 October 2024.**

Late or ad-hoc submissions will not be accepted. Please allow approximately 8 to 10 weeks for NAC to process your application and make its funding decision.

Section 6: 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 two weeks** and before the project commences.

Unsuccessful Applications
Unsuccessful applicants will be notified via email.

How will you receive funding?

- For projects conducted within the year, the grant will be disbursed in two instalments, as summarised in the table below:

Grant Quantum	1st disbursement	2nd disbursement
Up to $15,000 or 70% of project costs per project, whichever is lower	80% of grant quantum upon award and acceptance of grant	20% of grant quantum upon successful completion of project and submission of post-project report

- **[New]** For multi-year projects, the grant will be disbursed in three instalments, as summarised in the table below:

Grant Quantum	1st disbursement	2nd disbursement	3rd disbursement
Up to $30,000 or 70% of project costs per project, whichever is lower	50% of grant quantum upon award and acceptance of grant	30% of grant quantum upon submission of mid-term report	20% of grant quantum upon successful completion of project and submission of post-project report

- The grant will be downloaded to the School Operating Fund. For independent schools, account creation with NAC is required for the fund transfer to take place.

- For combined-schools projects, funds will be disbursed to the coordinating school.

Section 7: Change Requests

What if changes need to be made to my AISS project?

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.

- **Change requests <u>before signing of Letter of Offer (LOO)</u>**

If there are changes to:	Do note that:
no. of hours, artist fees, material costs	there may be a change in grant quantum
project dates	there is a need to inform NAC early to avoid a re-issue of the LOO
scope of project, target profile	minor changes are usually approved without much issue, whilst significant changes may require more extensive documentation / a longer approval process (up to 3 weeks).
artist	reassessment would be required; this may take up to 3 weeks and possibly result in a withdrawal of offer (in the event that the artist is deemed unsuitable).

- **Change requests <u>after signing of Letter of Offer (LOO)</u>**

If there are changes to:	Do note that:
no. of hours, artist fees, material costs resulting in an underspending	there may be a change in grant quantum, potentially resulting in the final disbursement being withheld/ funding recovery enacted
no. of hours, artist fees, material costs resulting in an overspending	the school should cover the additional costs
project completion date	the request to extend the project should be sent 1 month before the end-date stated on the Letter of Offer
scope of project, target profile	minor changes are usually approved without much issue, whilst significant changes may require more extensive documentation / a longer approval process (up to 3 weeks).
artist	NAC will **<u>not</u>** be able to accommodate a change in artist. If there are exceptional circumstances why a change of artist is necessary, NAC may review this on a case-by-case basis.

Section 8: Reporting Requirements

What is required after the programme has been completed?

1. Post-project report

2. At least five photographs of the AISS sessions in progress

3. Signed media release form of students whose faces are visible.

Note: For multi-year projects, a **mid-term report** is required. All templates will be 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: <u>for students whose faces are visible in the photograph</u>, 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. Consent for media release can also be indicated via Parents Gateway.

- Photographs are recommended to include:

  o Artist demonstration to a small group and / or class of students

  o Artist engaged in discussion with a group of students

  o Students engaged in the creative process

  o Students' final product.

All documents are to be submitted within three months of project completion.

Section 9: Getting in Touch

Who can you contact if you have questions?

If you have any questions, please contact NAC Education Unit at nac_aep@nac.gov.sg