



# Presentation and Participation Grant

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Document last updated: 14 December 2024

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

## Section 1: Overview

### ***What is the Presentation and Participation Grant?***

Singapore's arts scene is a lively and diverse mix across artforms, and includes activities by professional companies, societies, independent collectives, and active amateur groups.

The Presentation and Participation Grant aims to enable a wide range of arts practitioners and organisations to continue to present quality arts activities and works that express and enrich our artistic diversity, as well as increase arts appreciation and participation in Singapore.

### ***What does the Presentation and Participation Grant support?***

The grant supports the production and presentation costs of the following types of projects in the Performing, Visual, Literary or Multi-Disciplinary artforms:

- Performances, exhibitions
- Artform publications (*refer to Annex B*)
- Music Extended Plays (EPs) and Albums (*refer to Annex C*)
- Process-driven / co-creative projects with members of the public
- Conferences / festivals

Proposed projects can take place in one of the following formats:

- Physical
- Digital
- Combination of physical and digital deliveries

All digital presentations must adhere to NAC's funding guidelines and [IMDA's Internet Code of Practice](#).

Digital content should be suitable for the general public, with priority given to projects that are appropriate for [General Audience](#) viewing. Applicants are encouraged to consider inclusive practices such as surtitling, close-captioning and sign language services to cater to diverse audiences.

The list above is not exhaustive; please contact the relevant NAC officers should you require further clarifications.

## **What is the level of funding support under this scheme?**

Our funding varies by project type and applicant, as shown in the table below:

<b>Type of Project</b>	<b>Applicant Type</b>	<b>Funding Cap</b>
All except Publishing, EPs/Full-Length Albums	Individuals and Non-Profit Organisations	Up to 70% <sup>1</sup> of a realistic budget, up to \$50,000 per financial year for each applicant
	For-Profit Organisations	Up to 50% of a realistic budget, up to \$50,000 per financial year for each applicant
Publishing	Individuals, Non-Profit Organisations and For-profit Organisations	Up to 50% of a realistic budget, up to \$100,000 per financial year for each applicant
EPs/ Albums	Individuals and Non-Profit Organisations	<p><b>Tier 1: For applicants recording their first EP/Album:</b> One-off funding of up to \$10,000 per project</p> <p><b>Tier 2: For applicants who have released one or more EP/Album:</b>  Up to 50% of a realistic budget, up to \$50,000 per financial year for each applicant</p>
	For-profit Organisations	<p><b>Tier 1: For applicants recording their first EP/Album:</b> One-off funding of up to \$10,000 per project</p> <p><b>Tier 2: For applicants who have released one or more EP/Album:</b>  Up to 30% of a realistic budget, up to \$50,000 per financial year for each applicant</p>

\*Projects proposed by for-profit entities must have significant developmental benefits for Singaporean artists, bring high quality arts to audiences and should achieve financial sustainability with time. In addition, we will prioritise funding to companies whose core business is in the arts.

Given the competitive nature of arts funding and limited resources, NAC will prioritise new proposals as opposed to recurrent projects of a similar nature which have been funded before.

The actual quantum depends on the requirements of the project, as well as:

- The artistic strength of your proposed project;
- Your project's reach and quality of public engagement;
- Your ability to execute the project;
- A realistic estimate of your budget<sup>2</sup>

<sup>1</sup> Additional conditions may be set for projects awarded higher than 30% support.

<sup>2</sup> 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

## Section 2: Eligibility

### ***Who is the Presentation and Participation (P&P) Grant for?***

The P&P Grant is open to:

1. Individuals who are Singapore Citizens or Permanent Residents (PR);  
  
Priority will be given to applications by Self-employed Persons (SEPs)<sup>3</sup>, who are Singapore Citizens or Permanent Residents, residing in Singapore and work in the local arts scene.
2. Organisations that are either registered with ACRA (including Non-Profit / Non-Government / Community-based organisations / sole proprietorship / limited liability partnership (LLP) / Company Limited by Guarantee (CLG) / Private Limited Company) or a society with the Registry of Societies at the time of application;
3. Informal groups or collectives of which, the majority of members are Singapore Citizens or PR<sup>4</sup>;
4. Foreign publishers who wish to publish and/or translate **Singaporean-authored** literary works for promotion in Singapore and overseas.

Applicants should be able to clearly articulate the artistic intent of the project and/or engagement with members of the public. Applicants are encouraged to have the relevant artform training or experience to implement and complete the project satisfactorily.

Proposals that involve collaborations with foreigners are eligible, as long as the lead applicant (who plays a key role in the production) and at least half the artistic team/cast is Singaporean or PR.

### ***[Updated] Who is not eligible to apply for the Presentation and Participation Grant?***

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

- 1) Are a group/organisation**
  - constituted for non-secular purposes;
  - currently receiving funding under NAC's Major Company;
- 2) Are a Company Limited by Guarantee**

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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.

<sup>3</sup> Arts Freelancers who do not concurrently hold full-time employment and are able to produce proof of SEP status. Please refer to Page 7 for the types of supporting documents required.

<sup>4</sup> Informal groups or collectives must nominate either a member of the group or a legally constituted organisation to take legal and financial responsibility on behalf of the group.

- receiving Ministry of Culture, Community and Youth (MCCY) or NAC organisational funding

### 3) Are proposing a project that

- **[Updated]** is presented or commissioned by Major Company (MC);<sup>5</sup>
- has already commenced<sup>6</sup> prior to the time of application;
- does not have a clearly defined arts component, including projects primarily aimed at promoting religious causes;
- 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 specifically for academic purposes;
- (where relevant) is unable to obtain an Arts Entertainment Licence (see “Licensing Forms” at [www.imda.gov.sg](http://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).

## ***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.

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<sup>5</sup> MCs are to include costs of presenting or commissioning other companies in their budget during MC application.

<sup>6</sup> The project’s start date refers to the date of the first event, performance, exhibition, album release, book publication, etc.

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 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

### *How do you apply for the P&P Grant?*

You will need to submit your application for the P&P Grant via the OurSG Grants Portal (OSG). The OSG can be accessed via the NAC website <https://go.gov.sg/nacppgrant> or via <https://oursgrants.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 (e.g. producer, cast members, designers, stage manager etc)
- For Theatre and Literary Arts projects, including Festivals, the submission of complete scripts/ manuscripts is required upon application.
- Samples of work (for first time applicants or if requested by NAC)
- For EP/ Album projects, the submission of 3 demo tracks is required upon application (refer to **Annex C** for details)

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

Other documents required

- For conferences, the detailed programme (i.e. list of speakers and topics of discussion) is required as part of the application.

### **[Updated] Additional Documents for Proof of Self-Employed status**

- SEP applicants would need to submit these additional three documents:
  - IRAS Notice of Assessment or Consolidated Statement of Income (for the most recent financial year)
  - CPF Contribution (Employment and Self-Employed) or Transaction History (for the last 6 months)
  - Self-Declaration that the applicant does not concurrently hold full-time employment (form available for download within the OSG)

### ***When must you apply by?***

#### **For Presentation & Participation (General) and Presentation & Participation (Publishing):**

The grant is open for application three times a year. The 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
13 Dec 2024	28 Feb 2025	15 Apr 2025
15 Apr 2025	27 Jun 2025	15 Aug 2025
15 Aug 2025	31 Oct 2025	15 Dec 2025

15 Dec 2025	27 Feb 2026	15 Apr 2026
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**For Presentation & Participation (Extended Play / Album):**

The grant is open for application once a year.

Apply by	Notified by	For EP/ Albums scheduled for completion* on or after
13 May 2024	16 Sep 2024	31 Oct 2024

*\*Projects are considered complete when all EP/ album tracks have been released for public consumption, and a public launch is successfully staged. Projects with tracks released before 31 Oct 2023 will not be eligible.*

Please note that you can submit an application for your project at any point before the 'apply by' date indicated in tables above.

All applications have to be submitted by 11.59pm on the closing date. Late applications will not be accepted. In the event that you are awaiting confirmation from partners/collaborators or letter of invitation/acceptance to a programme, please submit your application before the closing date and state what is pending, then submit these documents to the relevant NAC officers 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.

Your application will either be assessed by an internal team or by a combination of internal and external assessors. External assessors comprise of industry advisors, experts and practitioners who will evaluate and comment on eligible applications based on the given criteria. All proposals submitted to the Council will be treated in the strictest confidence. Likewise, our assessment panels are bound by non-disclosure agreements before reviewing your proposals.



### ***How will your application be assessed?***

Our assessment will be guided by the following criteria **except for EP/Album projects** for which the assessment criteria are at **Annex C**. Additional requirements for the P&P (Publishing) Grant are appended at **Annex B**.

<b>Assessment Criteria</b>	<b>Weightage</b>
<b><u>Artistic strengths of project</u></b> <ul style="list-style-type: none"><li>• Is the concept well thought through and planned?</li><li>• Is the project original, innovative and creative?</li><li>• Does the project encourage and promote new Singapore work?</li></ul>	40%
<b><u>Public engagement</u></b> <ul style="list-style-type: none"><li>• Does the project engage your target audience/community?</li><li>• Does the project enable you to reach out to new audiences, including those who do not normally engage in the arts?</li><li>• Does the project generate greater awareness and appreciation of the practice/artform?</li><li>• (Where applicable) Does the project involve members of the public in the artistic creation process?</li></ul>	40%
<b><u>Capacity and commitment to execute the project</u></b> <ul style="list-style-type: none"><li>• Does the applicant(s) have a clear and sound plan to execute the project? (e.g. resources, partners)</li><li>• Does the applicant(s) have the necessary experience to execute the project? (i.e. artistic expertise, production, project management, marketing, distribution)</li><li>• Does the applicant(s) have sufficient knowledge and skills in managing the project's finances and administration?</li></ul>	20%

## **Section 4: If you are awarded the Presentation and Participation 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. Deliverables as agreed upon by you and the NAC

The grant offer will be valid for two weeks from the time the letter of notification is sent out (unless we write to you to state otherwise). If you do not accept the offer within this period of time, the offer will lapse.

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

### Appeals

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 two or three instalments, as summarised in the table below. The grant will be credited to you or your organisation's recognised bank account.

<b>Grant Quantum</b>	<b>1<sup>st</sup> instalment</b>	<b>2<sup>nd</sup> instalment</b>	<b>3<sup>rd</sup> instalment</b>
<b>Less than \$20,000</b>	80% of grant quantum upon award and acceptance of grant	20% of grant quantum upon successful completion of project, and upon submission of evaluation report and financial report <sup>7</sup>	-
<b>Equal to or more than \$20,000</b>	50% of grant quantum upon award and acceptance of grant	30% of grant quantum upon successful completion of project.  Applicants are to inform NAC in writing upon completion of project.	20% of grant quantum upon submission of evaluation report and submission of certified statement of accounts <sup>8</sup> .

## ***[Updated] What are you expected to deliver?***

If you are successful, you will be expected to achieve the outcomes you have articulated in your funding proposal.

When you have completed your project, you will have to submit **a Self-Evaluation Report** (refer to **Annex A**) **[Updated] within three months of project completion**, to help you take stock of what you have accomplished and the challenges you faced, if any and **Financial Report** or **Certified Statement of Accounts**

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

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. 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.

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<sup>7</sup> As supporting documents such as receipts or ticket stubs may be requested, grant recipients must retain their documents for up to six (6) months from date of submission of the final report.

<sup>8</sup> For grants of \$10,000 and above, you will also need to submit Statement of Accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body. Accounting fees for this statement can be budgeted for in your application.

- 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>.

## Annex A:



NATIONAL ARTS COUNCIL  
SINGAPORE

### Presentation & Participation Grant Self-Evaluation Report

<b>Date of Submission</b>		
<b>Applicant Name</b>	<b>Project Title</b>	
<b>Venue(s)</b>	<b>Project Dates</b>	<b>Start End</b>

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
- Any publicity material used
- Media clippings / press reviews, if available on your project with us.

<b>For Performances / Exhibitions</b>	<b>Actual</b>
Number of Performances / Exhibition Days	
Total Attendance	
Number of Tickets Sold (if applicable)	
Percentage House (if applicable)	
Number of New Works created (if applicable)	
Number of SEPs involved	
Number of volunteers engaged (if applicable)	
<b>For EPs / Publication projects, including catalogues for exhibitions</b>	
Number of Copies produced	
Number of Copies sold	
Number of New Works created (if applicable)	
Number of SEPs involved	
Number of volunteers engaged (if applicable)	
<b>For Other Types of Projects including Community Participation Projects</b>	
Number of Activities <sup>9</sup>	
Total Attendance	
Total number of Participants	
Number of Tickets Sold (if applicable)	
Number of New Works created (if applicable)	
Number of SEPs involved	

<sup>9</sup> 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 the Presentations/ Exhibitions.

Number of volunteers engaged (if applicable)	
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**Digital indicators for projects involving digital elements**

Please see [Annex A1](#) for guidance on the following digital indicators. Please report the figures that are relevant for your project.

<b>Key Digital Indicators</b>	<b>Actual</b>
A. Reach on Websites/Mobile Application	
<b>B. Reach on Social Media &amp; Audio-Video Platforms</b>	
i. Social Media (including video conferencing platforms e.g. Zoom attendees)	
ii. Video Platforms	
iii. Audio Platform	
<b>C. Engagement on Social Media Platforms</b>	
i. Total sum of reactions (including likes), shares, comments	
ii. Engagement Rate ( <i>Ci divide by A+Bi</i> )	
<b>D. Total no. of pieces of content published/posted</b>	
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)	<input type="checkbox"/> English (     ) <input type="checkbox"/> Chinese / Dialects (     ) <input type="checkbox"/> Malay (     ) <input type="checkbox"/> Tamil / Non-Tamil Indian Languages (     ) <input type="checkbox"/> Multi-lingual (     ) <input type="checkbox"/> N.A.
<b>Total Digital Reach (A +Bi)</b>	
<b>Total Digital Consumption (A+ Bii + Biii + Diii)</b>	

We would like to hear your reflections on your overall project experience. You may use the following questions as a guide.

<p><b>Reflections</b></p> <p>Please share with us your experiences in putting together this project:</p> <ul style="list-style-type: none"> <li>• Did your project go as planned? Highlight key changes to your project (if any).</li> <li>• How do you think your project has contributed to your development as an artist, and to the larger arts scene?</li> <li>• What was your audience / participant profile like and how was their response to your work?</li> <li>• What challenges did you meet along the way, and how did you overcome them?</li> <li>• What would you have done differently with this project on hindsight?</li> </ul>
<p><b>Feedback on the Grant</b></p> <ul style="list-style-type: none"> <li>• Are there any areas in which NAC can do better to support your project?</li> </ul>

***For grants applied through the OurSG Grants Portal***

Please log onto the OurSG Grants Portal to submit your **Self-Evaluation Report** and **Financial Report** (i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected). 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 A2 for the guiding principles that should support your counting and tracking.

<b>Digital Platforms</b>	<b>Key digital indicators</b> (Platforms listed are commonly-used platforms, and are <u>non-exhaustive</u> examples, please refer to the Annex A2 for other examples. Should you have used other platforms to present and publish your projects, please report the equivalent indicators.)	
<b>A. Reach on Websites / Mobile Applications</b> [extract from Google Analytics]		
A. Websites/Mobile Applications	<b>Unique metrics</b> [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>B. Reach on Social Media &amp; Audio-Video Platforms</b> [extract from analytics or insights of the respective platforms]		
Bi. Social media (including video conferencing platforms, e.g. Zoom attendees)	<b>Unique metrics</b> <ul style="list-style-type: none"> <li>- Facebook Reach (unique)</li> <li>- Instagram Reach (unique)</li> <li>- YouTube unique viewers, min. 30 sec duration (unique)</li> <li>- Bigo Live livestream viewers, note: user must note down viewership at the end of each livestream (unique)</li> </ul>	
Bii. Video platforms	<b>Non-unique metrics</b> <ul style="list-style-type: none"> <li>- Facebook views (non-unique)</li> <li>- Instagram views (non-unique)</li> <li>- YouTube views (non-unique)</li> <li>- Vimeo Views/Plays (non-unique)</li> </ul>	



Biii. Audio platforms	<b>Non-unique metrics</b> Spotify Plays/Streams – min. 30 sec (non-unique)      Apple Music Plays – min. 30 sec (non-unique)      Google Play Plays – min. 20 sec (non-unique)					
<b>C. Engagement on Social Media Platforms</b> [extract from analytics or insights of the respective platforms]						
Ci. Social Media Engagement	<b>Total no. engagements is the sum of reactions (incl likes), shares, comments</b> (to measure resonance with content)					
Cii. Social Media Engagement Rate	<b>Total Engagements divide by Total Reach</b>					
<b>D. Total no. of pieces of content published / posted (D + Dii)</b>						
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	<input type="checkbox"/> English _____	<input type="checkbox"/> Chinese/ Dialects _____	<input type="checkbox"/> Malay _____	<input type="checkbox"/> Tamil / Non-Tamil Indian Languages _____	<input type="checkbox"/> Multi-lingual _____	<input type="checkbox"/> NA
<b>E. Total Reach (Unique)</b>	<b>A + Bi</b>					
<b>F. Total Consumption (Non-unique)</b>	<b>A + Bii + Biii + Diii</b>					

Guiding principles for reporting digital indicators

<b>1. At which point should you extract the digital indicators for reporting?</b>	
<b>a. Online content with an expiry date</b> 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>b. All other online content that will be posted/published online for eternity</b>	From publish date to reporting point/reporting deadline
<b>2. Other Important guidelines to note when counting digital indicators</b>	
<b>a. Report for applicable platforms</b>	<b>Reporting should be done for the applicable platforms only</b> , 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>b. Paid &amp; Organic posts</b>	For all social media platforms, to track <b>both paid &amp; organic posts. There is no need to differentiate between both types of posts for reporting purposes.</b>
<b>c. Embedded content</b>	<b>For audio-video content embedded in websites, digital indicators to be tracked from the original source where the content is hosted</b> , 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.
<b>d. Content on multiple platforms</b>	<b>If the same piece of content is hosted on multiple platforms (e.g. on FB, IG &amp; YT), digital indicators should be counted across all platforms where content is hosted</b> , but note point 2d about embedded content.

Other examples of digital platforms include:

- SoundCloud
- Zoom
- Tik Tok

## Annex B: Eligibility and Funding Criteria for Presentation & Participation (Publishing) Grant

The P&P (Publishing) Grant provides funding to active, professional book publishers or authors who are committed to advancing the arts in Singapore. Applications should be submitted by the publisher of the work (usually a company or organisation), unless the work is self-published, in which case the writer may apply for the grant.

In addition to the general eligibility criteria in **Section 2**, applicants must:

- Have your work commercially available for sale, with effective national and preferably international distribution systems;
- Issue clear royalty statements on a regular basis and have fulfilled all contractual obligations to writers, illustrators, translators and other copyright licensors.
- *(For translators only)* Be a recognised professional translator or have had a least one literary translation published by a recognised publisher.

### ***How do you apply for the P&P (Publishing) Grant?***

You will need to submit an application for the P&P (Publishing) Grant via the OurSG Grants Portal (OSG). The OSG can be accessed via the NAC website: <https://go.gov.sg/nacppgrant> or via <https://oursqgrants.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 from OSG) (This includes a one-page plot summary of the work(s) detailing main characters, genre, chapter outline, setting and period, etc.)
- Budget template (template available for download from OSG)
- CV of key parties involved, including author(s) / organisation / translator(s) / illustrator(s) (where applicable)
- A soft copy of the complete manuscript / original manuscript

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

Other documents required

- Proposal for digital adaptation (if any)
- Profile of selected print and/or digital publisher, including track record of past projects and sales track record.

### **[Updated] Additional Documents for Proof of Self-Employed status**

- SEP applicants would need to submit these additional three documents:

- IRAS Notice of Assessment or Consolidated Statement of Income (for the most recent financial year)
- CPF Contribution (Employment and Self-Employed) or Transaction History (for the last 6 months)
- Self-Declaration that the applicant does not concurrently hold full-time employment (form available for download within the OSG)

Please check to make sure your application provides accurate information on the following:

- Outline of the work's publicity, marketing and local/international distribution plans.
- Manuscript Submission:
  - For literary texts such as prose, poetry, drama and creative non-fiction, only complete manuscripts will be accepted.
  - For illustrated works such as children's picture books and comics, the complete text should be accompanied by a representative set of illustrations containing integral elements. Submitted illustrations should be representative of the entire work in terms of style of artwork and include key scenes integral to the narrative (e.g. scenes crucial to the plot but not captured by the text). Where submitted illustrations do not fully represent the intended final work, additional detailed description is highly recommended. This includes but is not limited to the styles of the artwork, treatment of characters and scenes, depictions of tone, mood, physical and historical settings. This will assist in NAC's assessment process. NAC reserves the right to request for additional illustrations for a fuller assessment.
- For translation projects, samples (at least 10 pages) of the translated work are required.
- For assessment purposes, please ensure that submitted manuscripts do not contain any identifying marks (e.g. author names).

Application procedures, notification and appeal processes are aligned with the P&P (General) grant.

## ***Eligible Titles***

### Authorship

- Titles submitted for publication should be Singapore-authored, or in the case of anthologies, contain at least 50% Singapore-authored creative content;
- Titles should be written in English, Chinese, Malay or Tamil;
- Translations should be of works by Singaporean authors, with preference given to translations in English, Chinese, Malay and Tamil;

For book series, which include a sequence of books which have certain characteristics in common (for instance, recurring protagonists) or which are formally identified together as a group by the author or publisher, the P&P (Publishing) Grant will support either up to five (5)

books in the series, or up a point when any one title sells 10,000 copies. Titles in the series will no longer be eligible for funding upon realisation of either milestone.

### Reprints of Existing Titles

For reprints of existing titles, titles that were previously supported for publication under the P&P (Publishing) grant are not eligible for further funding in the same grant scheme **within five years** of receiving the grant. In addition, NAC prioritises seminal titles and titles used in curriculum, when assessing funding support for reprints.

### Book Formats

- Original works of at least **48** printed pages (or at least **28** printed pages for children's picture books) published for a trade market readership;
- Print run of at least **500** copies for fiction and **250** for poetry / drama / literary non-fiction;
- Digital formats are eligible;
- International publications of Singapore-authored content are eligible.

### Genres

Genres we support are summarised in the table below:

<u>Artform</u>	<u>Genre</u>
Performing Arts and Visual Arts	Artist books, monographs, anthologies, critical writing, drama (only for previously staged plays) and music scores
Literary Arts	Fiction, poetry, children's and young adult literature <sup>[1]</sup> , graphic novels, literary non-fiction <sup>[2]</sup> , critical writing, anthologies.

### Royalties

Paying your authors an internationally competitive royalty rate also gives your application an edge.

### ***What does the grant support?***

The P&P (Publishing) Grant offers subsidies for both print and digital publications, as well as for translation, marketing and publicity.

You may apply for funding subject to a funding cap of **50%** of a realistic budget or **\$20,000** per application, whichever is lower. All applications for publishing should be accompanied by a detailed marketing proposal.

Please also note the following funding guidelines:

- **Print:** The subsidies for a print publication its entirety may include printing, layout, design, illustration and editorial fees among others.
- **Digital:** Enhanced eBooks refer to digital applications and eBooks with interactive features (e.g. video, animation etc.), while eBooks refer to reflowable text files read on digital devices. Please note that standalone applications to subsidise eBook conversion only are not eligible. We will consider support for eBook conversion as part of a wider publishing plan for your publication.
- **Marketing and Publicity:** Support for marketing and publicity is contingent on the strength and creativity of your project proposal, including the expected audience reach. Please note that standalone applications to subsidise marketing and publicity only are not eligible. We will consider support for marketing and publicity as part of a wider publishing plan for your publication.

<sup>[1]</sup> We define these genres as all books written and produced for children and young adults, including wordless picture books with a clear story and an overarching narrative structure. However, we do not support works such as colouring books, trivia and quiz books, textbooks and other educational, concept or reference material.

<sup>[2]</sup> 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.

# Annex C: Eligibility and Funding Criteria for Presentation & Participation (Extended Play / Album) Grant

The P&P (Extended Play/ Album) Grant provides funding for musicians who are actively contributing to the music scene and committed to producing original Singapore music. The grant supports the production of an Extended Play (EP) or Album, with the aim of advancing the diversity of local content.

In addition to the general eligibility criteria listed in **Section 2**, applicants must ensure that:

- The final produced EP/ album contains only original compositions by Singaporeans/PRs, and has a minimum of 4 tracks (which can be promoted as single releases);
- A professional music producer is engaged to work on the EP/ album;
- The EP/ album is publicly launched (via a showcase) and made available for public consumption in either physical or digital form, with effective national and preferably international distribution systems.

## ***What is the level of funding support?***

Funding is divided into 2 Tiers:

### **Tier 1 – For applicants who are recording their first EP/ Album**

- Subject to a funding cap of \$10,000
- Successful applicants are eligible to receive funding only **once** under Tier 1

### **Tier 2 – For applicants who have released one or more EP/ Album**

- Up to 50% of a realistic budget, capped at \$50,000 per financial year for each applicant (individuals and non-profit organisations)
- Up to 30% of a realistic budget, capped at \$50,000 per financial year for each applicant (for-profit organisations)
- Successful applicants are eligible to receive funding only **once per financial year** under Tier 2

## ***How do you apply for the P&P (Extended Play/ Album) Grant?***

You will need to submit an application for the P&P (EP/Album) Grant via the OurSG Grants Portal (OSG). The OSG can be accessed via the NAC website: <https://go.gov.sg/nacppgrant> or via <https://oursqgrants.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:

<p><b>Proposal template</b></p> <p>(Template available for download from the OSG)</p>	<p>The project proposal should also include your EP/album synopsis, and any associated marketing and distribution plans. Please attach any supporting documents, where relevant.</p>
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<b>Budget template</b> (Template available for download from the OSG)	The project budget should also include costs for your public showcase.
<b>Profiles of the musicians and music producer</b>	
<b>For SEP applicants, proof of Self-Employed status</b>	Copy of latest CPF Statement or Consolidated Statement of Income for Year of Assessment 2021 submitted to IRAS
<b>3 demo tracks from the proposed EP/Album</b>	The tracks should be submitted in MP3 format (at least 128 kbps) <u>via a web link</u> (e.g. Dropbox, Google Drive). Should you submit more tracks than required, only the first 3 will be taken into consideration for assessment. Demo tracks should reflect the final instrumentation/arrangement as closely as possible.

### ***How will your application be assessed?***

Our assessment will be guided by the following criteria:

<b>Assessment Criteria</b>	<b>Weightage</b>
<p><b><u>Artistic strengths of the project</u></b></p> <ul style="list-style-type: none"> <li>• Is the music original, innovative and creative?</li> <li>• Does the music inspire and provide fresh perspective?</li> </ul>	60%
<p><b><u>Capacity and Commitment to execute the project</u></b></p> <ul style="list-style-type: none"> <li>• Does the applicant and/or the team have a clear and sound plan to execute the project (e.g. resources, partners), including strategies to reach its audience, market and promote the work?</li> <li>• Does the applicant(s) have the necessary experience, sufficient knowledge and skills to manage and execute the project? (i.e. artistic expertise, production, project management, marketing, distribution, finance and administration)</li> </ul>	40%

***For details on Notification, Appeals and Disbursement processes, please refer to Section 4.***

### ***[Updated] What are you expected to deliver?***

If you are successful, you will be expected to:



- Release the final produced EP/album, or all singles (in the case of projects comprising only single releases) for public consumption, and stage a public showcase in Singapore within 18 months from the date of grant offer.
- Submit 2 copies of the EP/album with a self-evaluation report (Refer to Annex A) **[Updated]** within 3 months from the scheduled completion date. You will have to submit this together with an updated budget breakdown of your projected and actual income and expenditure.

Please log onto the OurSG Grants Portal to submit your **Self-Evaluation Report** and **Financial Report** or **Certified 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>.

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

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. 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.