WeCare Arts Experiences

Contents

1. Overview
2. Eligibility
3. Assessment and Application Process
4. Application Outcome
5. Annex A: Application Form
6. Annex B: Evaluation Report

WeCare Arts Experiences

Section 1: Overview

What is the WeCare Arts Experiences scheme?

WeCare Arts Experiences is a collaboration between the National Arts Council (NAC), the People's Association (PA) and the five Community Development Councils (CDCs). It encourages beneficiaries of Social Service Agencies (SSAs) and community partners, such as Grassroots Organisations (GROs) and Self-Help Groups (SHGs), to access arts and cultural experiences by Singapore's cultural institutions, national arts companies, programmes listed under the SG Culture Pass, and signature programmes (e.g. ArtsEverywhere@CDC).

Through these experiences, beneficiaries can bond over a shared arts experience with immediate family members, caregivers or befrienders and strengthen social ties.

What does the scheme support?

WeCare Arts Experiences provides funding support for tickets, transportation, and light refreshments to facilitate the attendance at arts experiences of:

- beneficiaries who are the recipients of an SSA's services and assistance;
- beneficiaries who receive financial and/or social assistance support from CDCs, GROs and SHGs;
- immediate family and caregivers of beneficiaries; and
- volunteers who accompany beneficiaries to the arts experiences.

The following **arts and cultural programmes** (e.g. performances and exhibitions) can be supported:

Programmes by Arts and Cultural Institutions, National Museums and Heritage Institutions	• Esplanade – Theatres on the Bay • National Gallery Singapore • Singapore Art Museum • Singapore Tyler Print Institute • The Arts House (e.g. Singapore International Festival of the Arts (SIFA) and Singapore Writers Festival (SWF)) • Singapore Night Festival • Singapore Art Week (SAW) • Asian Civilisations Museum • National Museum of Singapore

WeCare Arts Experiences

	• Peranakan Museum • Children's Museum Singapore • Indian Heritage Centre • Malay Heritage Centre • Sun Yat Sun Nanyang Memorial Hall • Reflections at Bukit Chandu • Changi Chapel Museum
Programmes by National Arts Companies	• Singapore Symphony Orchestra • Singapore Chinese Orchestra
Programmes under SG Culture Pass	• SG Culture Pass | Official site to explore local arts & heritage experiences
Other Signature Programmes *(list to be updated periodically)*	• ArtsEverywhere @ CDC

WeCare Arts Experiences

What is the level of funding support <u>available</u> under this scheme?

The scheme provides funding for the following expenses:

- tickets and/or toolkits of **up to $60** per person
- transportation:
    - of **up to $400** per group per programme (at a specific date, time and location, based on estimated capacity of 40 participants per vehicle). Where participant numbers are larger than 40 per programme, organisers may arrange for additional transport provisions which can be funded according to the funding cap.
    - of **up to $160** per pax per programme for wheelchair-accessible van, if required
- light refreshments of **up to $12** per person
- excursion insurance for the duration of the excursion day **up to $500** per programme (if necessary)

<u>Note:</u>

- *All funding caps are inclusive of GST and applicable booking fees.*
- *For any exceptions to the above (e.g purchase of wheelchair accessible seating from a higher ticket tier, providing more costly wheelchair-accessible transportation, etc.), please contact the relevant CDC officer(s) for approval before the commencement of the programme.*
- *All eligible programmes, including non-ticketed (free) programmes, remain eligible for funding under transportation, refreshments, and excursion insurance categories as set out in the funding caps above.*

WeCare Arts Experiences

Section 2: Eligibility

Who can apply for WeCare Arts Experiences?

The scheme is open to the following organisations who wish to facilitate an arts experience for their beneficiaries who receive their services and assistance:

- **Social Services Agencies (SSAs)** that are registered non-profit organisations and members of the National Council of Social Service (NCSS).
- **Self-Help Groups (SHGs)**
- **Community Development Councils (CDCs)** and **Grassroots Organisations (GROs)** under the People's Association (PA) network.

WeCare Arts Experiences

Section 3: Application Process

How do you apply for the scheme?

For **SSAs/GROs/SHGs**: Please email your application (refer to **Annex A**) to the relevant Community Development Council (CDCs) for your district[1], **at least 1 month** before the commencement of the event/programme.

CDC	CDC Officers
Central Singapore CDC	Nur Inshira - Nurinshira_NOORAZMIE_from.TP@pa.gov.sg Lynn Ng - Lynn_NG@pa.gov.sg
North East CDC	Isabelle Chan - Isabelle_CHAN@pa.gov.sg Heidi Luah - Heidi_LUAH@pa.gov.sg
North West CDC	Jo Soh - Jo_SOH@pa.gov.sg Stephanie Lee - Stephanie_LEE_from.TP@pa.gov.sg
South East CDC	Phua Poh Hwee - PHUA_Poh_Hwee@pa.gov.sg Sheril Amira Isnandar - Sheril_Amira_ISNANDAR_from.TP@pa.gov.sg
South West CDC	Choong Yuen Theng - CHOONG_Yuen_Theng@pa.gov.sg Iris Ng - Iris_Wl_NG@pa.gov.sg Mira Azalia - Mira_AZALIA_from.TP@pa.gov.sg

What happens after you submit an application?

All applications will be processed by the CDCs. You may be contacted if further information is required. All proposals submitted to the CDCs will be treated in the strictest confidence.

If your application is successful, the CDC will notify you via email within 14 working days of the application, to confirm the approved budget covering:

- Number of tickets and/or toolkits for the event/programme, if applicable
- Refreshments, transport and insurance arrangements, if applicable
- Contact person(s)

You will then pay for the ticket order and make the necessary arrangements for your beneficiaries. The CDCs will reimburse you upon submission of Evaluation Report (refer to **Annex B**) and other necessary documentations.

[1] To check which CDC serves the district a SSA is based in, please refer to "My District Locator"

Unsuccessful applicants will be notified within the same period.

What are you expected to deliver?

Please ensure that participants who have been signed up attend the event/programme. Best efforts should be made to ensure that last minute cancellations are replaced with other eligible beneficiaries and/or volunteers. Please note that ticketing agents will not process refunds once tickets have been purchased.

WeCare Arts Experiences

Annex A: Application Form

Please note that you are required to:

a) Fill in the application form and submit it **at least 1 month** before the commencement of the event/programme.
b) All proposals will be assessed and evaluated accordingly and are subjected to approval.

Submission of application will be to the relevant Community Development Council (CDC) officers in your district:

1. CONTACT DETAILS (to be completed by the SSA)	
Name of Organisation:	
Name of Organisation's branch (*if applicable*):	
Name of Applicant or Organisation Representative:	
Address:	
Contact Number:	
Email Address:	

2. PROGRAMME INFORMATION				
Name of Programme *(Do include "(CP)" for programmes under Culture Pass)*	**Date**	**Time**	**Modality**	**Venue** *where programme will be conducted for beneficiaries*
e.g. Esplanade Presents | Coffee Morning & Afternoon Tea (CP)			Choose an item.	
As above (Insert rows if there are different dates/times)			As above	

WeCare Arts Experiences

3. ATTENDEE'S REQUIREMENTS	No. of Units	Unit Cost ($)	Budget Request ($)
No. of beneficiaries attending *(Beneficiaries include immediate family members)*	E.g. 10		
No. of non-beneficiaries attending *(Volunteers/caregivers and accompanying staff)*	5		
[For <u>non-SG Culture Pass</u> programmes] **No. of tickets / toolkits required** *(Total number of beneficiaries + volunteers/ caregivers and accompanying staff)* (Supportable at up to $60 per pax)	15	20	
[For <u>SG Culture Pass</u> programmes] **No. of tickets / toolkits utilising Culture Pass credits**			
[For <u>SG Culture Pass</u> programmes] **No. of tickets / toolkits utilising WCAE funding** *(E.g. beneficiaries below 18 years of age or without / insufficient Culture Pass credits, volunteers / caregivers and accompanying staff)*			
No. of pax requiring refreshment (Supportable at up to $12 per pax)	15	10	

WeCare Arts Experiences

3. ATTENDEE'S REQUIREMENTS	No. of Units	Unit Cost ($)	Budget Request ($)
Two-way transportation required (Supportable at up to $400 per group per programme at a specific date, time and location, based on estimated capacity of 40 participants per vehicle. Where participant numbers are larger than 40, organisers may arrange for additional vehicles which can be funded accordingly.) (Please indicate if wheelchair transport is required, supportable at up to $160 per pax for 2-way transport)	1	---	
Other items (E.g. Insurance, etc.) (Excursion insurance is supportable at up to $500 per programme)			
TOTAL Budget Requested			

Note: All funding caps are inclusive of GST and applicable booking fees.

4. INFORMATION FOR CULTURAL INSTITUTIONS TO BETTER PREPARE FOR WECARE ARTS EXPERIENCES			
Please indicate profile of attendees	<u>Age</u> <15 years old: _____ pax 15-24 years old: _____ pax 25-34 years old: _____ pax 35-44 years old: _____ pax 45-54 years old: _____ pax 55-64 years old: _____ pax 65 years old and above: _____ pax		
No. of persons who require wheelchair access at the Cultural Institution	_____ pax	No. of persons who require a quiet room[2] at the Cultural Institution	_____ pax
Language preference for programmes with guided tour	☐ English ☐ Mandarin ☐ Malay ☐ Tamil ☐ Others (please specify): _____ *If other language capabilities are required, appointed intermediary can check in with the CIs please check in with the respective CIs.*		

[2] A quiet room, sometimes referred to as a sensory room, is a designated space where an individual can use stim or retreat to when feeling overstimulated.

WeCare Arts Experiences

DECLARATION

☐ I, the undersigned,

i. certify that the information given above is accurate and complete;
ii. declare that the participants are eligible for WCAE funding support as they are (a) beneficiaries of the SSA's services and assistance, and/or the CDCs/GRO's/SHG's financial and social assistance support; or (b) are the immediate family members of beneficiaries; or (c) are volunteers or staff who are accompanying beneficiaries to the WCAE event/programme; and
iii. agree to let the PA-CDCs, PA and NAC use this information for the purpose of assessment of the application.

Submitted by:

Name: _____ Designation: _____

Signature: _____ Date: _____

WeCare Arts Experiences

Annex B: WCAE Programme Evaluation Report

Please email the soft copy of this completed evaluation report together with 3-4 photographs or videos of the session, duly signed by the Head (for SSAs), Chairman of CCC/CDWF (for GROs and SHGs), General Managers (for CDCs) within **14 working days** of the programme date to the respective CDC officer in your district:

1. Event/Programme Details	
Event/Programme Title:	
Date of Event/Programme:	
Time:	

2. Event/Programme Feedback

i. Without WeCare Arts Experiences, beneficiaries would not have attended such an arts programme or visited the national arts and cultural institutions.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

ii. I will organise a similar arts experience for my beneficiaries.

☐ Strongly Agree ☐ Agree ☐ Disagree ☐ Strongly Disagree

iii. What other types of performances/ exhibitions you wish to see in the future?

iv. Any other feedback regarding the experience?

WeCare Arts Experiences

STATEMENT OF ACCOUNT FOR REIMBURSEMENT

3. (Actual) Attendees' Info			
Attendees' Requirements	**No. of Units**	**Unit Cost ($)**	**Expenses incurred ($)**
No. of beneficiaries attended *(Beneficiaries include immediate family members)*	E.g. 10		
No. of non-beneficiaries attended *(Volunteers /caregivers and accompanying staff)*	5		
No. of tickets / toolkits purchased utilising WCAE funding *(Total number of beneficiaries + volunteers / caregivers and accompanying staff)* (Supportable at up to $60 per pax)	15	20	
No. of pax that required refreshment (Supportable at up to $12 per pax)	15	10	
No. of programme(s) that required two-way transportation (Supportable at up to $400 per group per programme at a specific date, time and location, based on estimated capacity of 40 participants per vehicle. Where participant numbers are larger than 40, organisers may arrange for additional vehicles which can be funded accordingly) (Please indicate if wheelchair transport was required, supportable at up to $160 per pax for 2-way transport)	1	---	
Other items *(E.g. Insurance, etc.)* (Excursion insurance is supportable at up to $500 per programme)			
TOTAL Expenses incurred			

Note: All funding caps are inclusive of GST and applicable booking fees.

WeCare Arts Experiences

Were there any variation in the number of attendees from the application?	☐ No ☐ Yes. Please state reason(s) below: _____ _____

DECLARATION

☐ The undersigned declare and

i. certify that the above information given above, and any additional attachments / documents are accurate and complete; and
ii. agree to allow PA-CDCs, PA, and NAC use the above information for purpose of publicity, reporting and/or refinement of the scheme.

Submitted by:

Name: _____ Designation: _____

Signature: _____ Date: _____