NATIONAL ARTS COUNCIL
SINGAPORE

# Presentation and Participation Grant

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Document last updated: 28 October 2026
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 recording projects [Extended Plays (EPs), albums, or collection of singles]
- 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:

| Type of Project | Applicant Type | Funding Cap |
|---|---|---|
| All except Publishing | Individuals and Non-Profit Organisations | Up to 70%[1] of a realistic budget, up to $100,000 per financial year for each applicant |
| | For-Profit Organisations | Up to 50% of a realistic budget, up to $100,000 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 |

*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[2]

[1] Additional conditions may be set for projects awarded higher than 30% support.

[2] 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 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)[3], 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[4];

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.

For **music recording projects**, applicants must ensure the following:

1) The final product contains only original compositions by Singaporeans/PRs, and has a minimum of 4 tracks[5]
2) A professional music producer is engaged to work on the music recording project
3) The following deliverables must be satisfied for the project to be considered complete:
   a. The final product is released for public consumption in either physical or digital form, with effective national and preferably international distribution systems; **and**
   b. A public showcase is staged to launch the new work. The showcase shall be organised as a standalone activity[6], and cannot be held overseas

[3] 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.

[4] 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.

[5] The final product may be presented as an EP, album, or collection of singles. Where the final product is an EP/album, it may be promoted through a series of singles leading up to the final EP/album release.

[6] A standalone activity is defined as a local presentation/event organised independently by the grant recipient towards fulfilling their grant obligations. Presentations organised in conjunction with other platforms (e.g. festival appearances, opening acts for other artists, brand showcases etc.) will not be considered towards the completion of the grant project.

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

3) **Are proposing a project that**
   - has already commenced[7] prior to the time of application;
   - Is already funded under the stART fund;
   - 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)

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).

[7] The project's start date refers to the date of the first event, performance, exhibition, album release, book publication, etc.

## *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.

## *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, including 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. 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 [Updated] (General) Presentation & Participation Grant | National Arts Council or via https://oursggrants.gov.sg. To aid in your application, you may also wish to refer to the OSG Grant Application and Claim Submission User Guide on the NAC website.

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
- ☐ For music recording projects, three demo tracks[8] from the proposed product are required as part of the application
- ☐ Samples of work (for first time applicants or if requested by NAC)
- ☐ [Updated] For conferences, the detailed programme (i.e. list of speakers and topics of discussion) is required as part of the application

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

**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)

[8] The tracks should be submitted in MP3 format (at least 128 kbps) via a web link (e.g. Dropbox, Google Drive etc.). 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.

### *When must you apply by?*

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 [9] |
|---|---|---|
| 15 Dec 2026 | 26 Feb 2027 | 15 Apr 2027 |
| 15 Apr 2027 | 25 June 2027 | 15 Aug 2027 |
| 13 Aug 2027 | 29 Oct 2027 | 15 Dec 2027 |
| 15 Dec 2027 | 25 Feb 2028 | 15 Apr 2028 |

### *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 [Updated] NAC Feedback Form | FormSG.

### *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.

[9] For music recording projects to be eligible for the relevant application cycle, both deliverables must be completed on or after this date, i.e. i) release of all proposed tracks; **and** ii) staging of a launch showcase.

For P&P (Publishing), projects are assessed for eligibility based on publication date, i.e. when the publication will be made available to the public. In your OSG grant application, please indicate the publication date as the project start date.

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

Our assessment will be guided by the following criteria. Additional requirements for the P&P (Publishing) Grant are appended at **Annex B**.

| Assessment Criteria | Weightage |
|---|---|
| **Artistic strengths of project**<br>• Is the concept well thought through and planned?<br>• Is the project original, innovative and creative?<br>• Does the project encourage and promote new Singapore work? | 40% |
| **Public engagement**<br>• Does the project engage your target audience/community?<br>• Does the project enable you to reach out to new audiences, including those who do not normally engage in the arts?<br>• Does the project generate greater awareness and appreciation of the practice/artform?<br>• (Where applicable) Does the project involve members of the public in the artistic creation process?<br>• Does the applicant and/or the team have a clear and sound strategy to reach its audience, market and promote the work? | 40% |
| **Capacity and commitment to execute the project**<br>• Does the applicant(s) have a clear and sound plan to execute the project? (e.g. resources, partners)<br>• Does the applicant(s) have the necessary experience to execute the project? (i.e. artistic expertise, production, project management, marketing, distribution)<br>• Does the applicant(s) have sufficient knowledge and skills in managing the project's finances and administration? | 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.

| Grant Quantum | 1st instalment | 2nd instalment | 3rd instalment |
|---|---|---|---|
| **Less than $20,000** | 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[10] | - |
| **Equal to or more than $20,000** | 50% of grant quantum upon award and acceptance of grant | 30% of grant quantum upon successful completion of project.<br><br>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[11] |

[10] 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.

[11] 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.

### *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.

For music recording projects, you will be expected to: i) release the final product for public consumption, and ii) stage a public showcase (organised as a standalone activity, not coinciding with any other performance/platform) in Singapore within 18 months from the date of grant offer. You will also have to submit digital links to the final product (i.e. to streaming or distribution platforms).

When you have completed your project, you will have to submit **a Self-Evaluation Report** (refer to **Annex A**) **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, the proof of the accountant's registration with ISCA or any equivalent international body (e.g. ISCA Membership ID) should be provided as well. 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 also refer to the OSG Grant Application and Claim Submission User Guide on the NAC website.

# Annex A:

NATIONAL ARTS COUNCIL
SINGAPORE

## Presentation & Participation Grant Self-Evaluation Report

| | |
|---|---|
| **Date of Submission** | |
| **Applicant Name** | **Project Title**<br>**Application Ref ID** |
| **Venue(s)** | **Project Dates Start**<br>**End** |

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 of your project, if available.

| **For Performances, Music Recording Projects and Exhibitions** | **Actual** |
|---|---|
| Number of Performances / Exhibition Days | |
| Total Attendance<br>(Digital attendance are to be reported separately under Table A) | |
| Number of Tickets Sold (if applicable) | |
| Percentage House (if applicable) | |
| Number of New Works created | |
| Number of SEPs involved | |
| Number of volunteers engaged (if applicable) | |
| **For Publication projects** | |
| Number of copies produced | |
| Number of copies sold | |
| Number of digital copies sold (if applicable) | |
| Number of New Works created | |
| **For Other Types of Projects including Community Participation Projects** | |
| Number of Activities[12] | |
| Total Attendance<br>(Digital attendance are to be reported separately under Table A) | |
| Total number of Participants | |
| Number of Tickets Sold (if applicable) | |
| Number of New Works created (if applicable) | |
| Number of SEPs involved | |
| Number of volunteers engaged (if applicable) | |

[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 the Presentations/ Exhibitions.

**Table A: Digital indicators for online arts activities/programmes**

Please see Annex A1 for guidance on the following digital indicators. Please report the figures that are relevant for your project.

| **Total Digital Attendance for online arts activities/programs** | **Actual** |
|---|---|
| Total Digital Attendance | A (or B) + C |

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

| **Reflections**<br>Please share with us your experiences in putting together this project:<br>• Did your project go as planned? Highlight key changes to your project (if any).<br>• How do you think your project has contributed to your development as an artist and to the larger arts scene?<br>• What was your audience / participant profile like, and how was their response to your work?<br>• What challenges did you meet along the way, and how did you overcome them?<br>• What would you have done differently with this project on hindsight? |
|---|
| |
| **Feedback on the Grant**<br>• Are there any areas in which NAC can do better to support your project? |
| |

***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 OSG Grants Application and Claims Submission User guide on the NAC Website.

**Digital Indicators**

Please track and report the total digital attendance of online arts activities/programmes available to you. The platforms listed are commonly used platforms and are non-exhaustive examples. Should you have used other platforms to present and publish your projects, please report the equivalent indicators.

For the following digital indicators, please refer to Annex A2 for the guiding principles that should support your counting and tracking.

| **Total Digital Attendance** | | |
|---|---|---|
| **Digital Platforms of online arts activities/programmes** | **Acceptable indicators** | **Unacceptable Indicators** |
| **A.** Websites/Mobile Applications/social media (including video conferencing platforms e.g. Zoom attendees) | - Unique views[13] where the online arts activities/programmes are natively hosted<br>- Extracted from reliable data analytics such as Google Analytics, or analytics from the respective platform such as Facebook/Youtube<br>- Bigo Live livestream viewers, note: user must note down viewership at the end of each livestream (unique)<br>- Content must be minimally 30sec duration | - Total visitors/traffic across overall website, beyond the microsite where the activity is hosted<br>- Social media followers or membership count<br>- Views from publicity related and/or marketing purposes content (e.g. Facebook views for post promoting the online programme)<br>- Social media engagement such as “likes”, reshares, reaction, comments etc |

[13] Unique views represent the number of distinct individuals who have viewed content, counting each person only once regardless of how many times they interact with it.

| **Where unique metrics are unavailable, the following non-unique metrics are acceptable** | | |
|---|---|---|
| **B.**<br>Websites/Mobile Applications/social media (including video conferencing platforms e.g. Zoom attendees) | - Non-unique views where the online arts activities/programmes are natively hosted<br>- Extracted from reliable data analytics such as Google Analytics, or analytics from the respective platform such as Facebook/Youtube<br>- Bigo Live livestream viewers, note: user must note down viewership at the end of each livestream (non-unique)<br>- Content must be minimally 30sec duration | - Total visitors/traffic across overall website, beyond the microsite where the activity is hosted<br>- Social media followers or membership count<br>- Views from publicity related and/or marketing purposes content (e.g. Facebook views for post promoting the online programme)<br>- Social media engagement such as “likes”, reshares, reaction, comments etc |
| **C.**<br>Audio platforms | - Spotify Plays/Streams – min. 30 sec (non-unique)<br>- Apple Music Plays – min. 30 sec (non-unique)<br>- Google Play Plays – min. 20 sec (non-unique) | |
| **Total Digital Attendance** | **A (or B) + C** | |

**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**<br>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.<br>NAC notes that free/personal vs business/premium accounts on various online platforms will offer varying access to digital indicators. |
| **b. 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. |
| **c. 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 2b 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 through high-quality publications.

## *1. Who should apply for the P&P (Publishing) grant?*

1.1. This grant is open to Singapore-registered publishers and foreign publishers, Singaporean citizens and Permanent Residents.

1.2. Applications submitted by the publisher of the work (usually a company or organisation) will be prioritised. If the work is self-published (e.g. the author bears the full financial costs of the publication), the author may apply for the grant instead.

1.3. In addition to the general eligibility criteria in Section 2, applicants who are publishers must issue clear royalty statements on a regular basis and have fulfilled all contractual obligations to writers, illustrators, translators and other copyright licensors.

## *2. Is your proposed publication eligible for the P&P (Publishing) grant?*

Genres and Forms

2.1. Publications should be arts-related in order to be eligible for the grant. Genres and forms we support are summarised in the table below:

| **Artform** | **Genres and Forms** |
|---|---|
| Visual Arts | Artist books, monographs, anthologies, art journals and critical writing |
| Performing 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[14], graphic novels, literary non-fiction[15], critical writing about Singapore literature, literary anthologies, literary journals. |

2.2. For Literary Arts, priority will be given to high-quality publications in the following genres and forms: novels, poetry, young adult fiction, graphic novels, translations of literary works.

2.3. For heritage-related publications, please refer to the National Heritage Board.

[14] 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.

[15] We define literary non-fiction (or creative 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 (excluding autobiographies), 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.

Authorship and Languages

2.4. Publications should be Singapore-authored (Singapore Citizens or Permanent Residents). In the case of anthologies or publications with more than one author, the publication should contain at least 50% Singapore-authored creative content.

2.5. Publications should be originally written in at least one of Singapore's official languages: English, Chinese, Malay or Tamil.

2.6. Translations should be of works by Singaporean authors (Singapore Citizens or Permanent Residents), with priority given to translations of Singaporean-authored literary works into any one of the following languages:
- Singapore's official languages: English, Chinese, Malay and Tamil
- Foreign languages: Spanish, French, Portuguese, German, Indian Languages, Bahasa Indonesia and Arabic. Other foreign languages may be considered as well.

Book Formats

2.7. Publications should:
- Be original works of at least **48** printed pages (or at least **28** printed pages for children's picture books) in length and published for a trade market readership.
- For physical publications, there must be minimum print run of at least
  - **500** copies for fiction, and
  - **250** copies for works of poetry / drama / literary non-fiction or works in Chinese, Malay and Tamil.
- Digital formats (e.g. ebooks, audiobooks) are eligible.

Availability

2.8. Publications must be commercially available for sale to the public, with effective national, and preferably international, distribution channels. Publications not intended for commercial sale are ineligible for the grant.

Reprints

2.9. Reprints of titles are not eligible for support via the P&P (Publishing) grant.

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

3.1. 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: [Updated] (Publishing) Presentation & Participation Grant | National Arts Council or via **https://oursggrants.gov.sg**.To aid in your application, you may also wish to refer to the OSG Grant Application and Claims Submission User Guide on the NAC website.

3.2. Note: Foreign publishers that do not have a local Unique Entity Number (UEN) will need a CorpPass account to apply for the P&P (Publishing) grant via the OSG. For more information, please visit **https://www.corppass.gov.sg/portal**.

3.3. The application will require you to submit the following information:

- ☐ Proposal template (template available for download from OSG)
- ☐ 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
- ☐ For self-published works: Applicants must issue clear proof[16] that work has gone through minimally one round of professional literary editing.

3.4. Please check to make sure your application meets the following manuscript submission requirements:

- ☐ Only complete manuscripts will be accepted.
- ☐ For bilingual publications, it should contain the full manuscript in both languages to be considered as complete.
- ☐ 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 visual 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.
    - NAC reserves the right to request for additional illustrations for a fuller assessment.
- ☐ For translation projects, a sample translation (at least 10 pages or 10% of the original work, whichever is lesser) of the translated work is required to be submitted.
- ☐ Submitted manuscripts must not contain any marks that may explicitly identify the author (e.g. author name, author photo).

3.5. Other information required:

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

[16] Proof can be in the form of an invoice, written acknowledgement, or a CV of engaged literary editor.

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

**Additional Documents for Proof of Self-Employed status**

3.6. 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)

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

## *4. What does the P&P (Publishing) grant support?*

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

4.2. You may apply for funding subject to a funding cap of 50% of a realistic budget.

4.3. Please also note the following funding guidelines:

- **Print**: The subsidies for a print publication in 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 for 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.