TOTE BOARD ARTS FUND

Application Guidelines

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SECTION 1: OVERVIEW

An initiative of Tote Board, the Tote Board Arts Fund (“Arts Fund”) provides support to local artists and arts groups in bringing the arts to communities and creating shared experiences for people to connect with one another. The Fund is managed by a committee appointed by the National Arts Council (NAC).

SECTION 2: ELIGIBILITY

What does the Tote Board Arts Fund support?

Performing arts (music, dance, theatre), visual arts, literary arts and multi-disciplinary events that demonstrate a well-designed approach to fulfil at least one or more of the following:

1) Allow audiences/ participants to meet/ connect with/ better understand people from another social group (e.g. age group, ethnicity)

2) Increase audiences'/participants':
    a) Awareness and appreciation of local arts groups and art form practices;
    b) Sense of national identity and pride;
    c) Appreciation for harmony across diverse social backgrounds and social values.

Proposals which do not demonstrate any of the above will not be prioritised for funding.

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

(a) Physical
- All physical presentations must obtain an Arts Entertainment Licence (see "Licences" at www.imda.gov.sg), unless exempted.

(b) Digital
- All digital presentations must adhere to the Arts Fund 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.

(c) Combination of above, i.e. both physical and digital deliveries

Applicants are also encouraged to consider inclusive practices such as surtitling, close-captioning and sign language services to cater to diverse audiences.

Who is the Tote Board Arts Fund for?

The Tote Board Arts Fund is open to:

(a) Individual Singapore Citizens or Permanent Residents (PR) recognised by their peers as practising artists;
(b) Arts organisations that are either registered as a non-profit entity with ACRA or registered as a society with the Registry of Societies at the time of application; and
(c) Informal groups or collectives of which, the majority of members are Singapore Citizens or PR[1].

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.

[1] Informal groups or collectives must nominate either a member of the group who is a Singapore Citizen or Permanent Resident, or a legally constituted organisation, to take legal and financial responsibility on behalf of the group.

What projects are not eligible for Tote Board Arts Fund support?

The Tote Board Arts Fund is not eligible for projects that are:

- Organised by for-profit organisations
- Presented under the auspices of a school or a tertiary institution, or is part of its curriculum
- Intended specifically for academic purposes
- Organised or presented by organisations which are already receiving Tote Board's funding[2] (e.g. Projects that are receiving support from institutions such as The Esplanade Co Ltd, National Gallery of Singapore, etc.)
- Intended for fund-raising purposes
- Not intended for public consumption
- Held at religious venues
- Considered as religious activities for the promotion of a religion
- Considered as political activities for the promotion of a political ideology or party
- Considered as training courses, study tours or any projects intended specifically for academic purposes
- Publications – print and media-based
- Research projects
- International touring
- (Where relevant) Unable to obtain an Arts Entertainment Licence (see "Licences" at www.imda.gov.sg)

In addition, applications will not be considered if:

- The project has commenced prior to the time of application[3],
- Submitted late;
- Incomplete;
- Applicants have pending/ outstanding evaluation report/ post project report(s) on the use of previous grants from NAC and/ or debts owed to the NAC; and/ or
- Applicants have already received 3 Arts Fund grants in the current financial year[4] based on the dates of the grant offers, regardless of when the projects take place.

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.

[2] Please email artsfund@nac.gov.sg if further clarifications on the eligibility of project are required.

[3] The project's start date refers to the date of the first event, performance, exhibition, etc.

[4] The FY2026 financial year is from 1 April 2026 to 31 March 2027, please refer to the date reflected in the Letter of Offer. For example, a grant applicant who was awarded an Arts Fund grant in July 2026 and two Arts Fund grants in November 2026 would not be eligible to be awarded another Arts Fund grant for a different project until 1 April 2027 (i.e. the next financial year).

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: LEVEL OF FUNDING SUPPORT

The Tote Board Arts Fund supports up to 50% of a realistic budget, capped at $60,000 per financial year for each applicant.

The actual grant quantum will be determined by your project's alignment to our assessment criteria, as well as the availability of funds. As funding is highly competitive, applicants supported by other NAC funding (e.g. Major Company Scheme, stART Fund, etc.) and projects of a recurrent nature may be lower in priority for support.

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 but not limited to the Presentation and Participation Grant, Production Grant, Creation Grant and 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.
- 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.

SECTION 4: APPLICATION PROCESS

How do you apply for the Tote Board Arts Fund?

Completed applications must be submitted via the OurSG Grants Portal (OSG).To aid in your application, you may also wish to refer to the OSG user guide. The application will require you to submit the following information:

i. A short synopsis (max 500 words) stating the objectives of the project, community engagement and outreach, and key personnel involved.
ii. Projected income and expenditure of the project[5], including all secured and potential sources of funding from government and/or other organisations. Budget template available for download within the OSG.
iii. CV of key parties involved (e.g. producer, cast, designers, stage manager etc).
iv. For Visual Arts projects, please attach artwork samples of the exhibition.
v. For Theatre and Literary Arts projects, including Festivals, the submission of **complete scripts/ manuscripts** is required upon application.Translated script(s)/ manuscript(s) in English should be provided for non-English script(s)/ manuscript(s).

If required, you may be asked to provide:

vi. Samples of work.
vii. For individuals and unregistered artist collectives, a letter of support from a relevant arts group/ arts organisation/ arts institution may be requested by the Secretariat.
viii. Other supporting materials related to your application.

When must you apply by?

The grant is open for application three times a year, subject to changes. The table below lists the key application deadlines. Please note that you can submit an application at any point before the "Apply by" date indicated in the table.

Apply by	**Notified by**	**For projects taking place on or after**
15 April 2026	15 July 2026	1 August 2026
14 August 2026	13 November 2026	1 December 2026
15 December 2026	15 March 2027	1 April 2027
All proposed projects must end by **31 July 2028**.		
All applications must be submitted by 23:59 (SGT) on the "Apply by" date.[6] **Late applications will not be accepted.**		

[5] 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.

[6] In the event that you are awaiting confirmation from partners/collaborators, please submit your application before the closing date and state what is pending, then submit these documents to the Arts Fund Secretariat once they are available.

SECTION 5: ASSESSMENT PROCESS

What happens after you submit an application?

Applications are assessed by an independent Arts Fund Committee comprising art specialists and experienced arts administrators. Please refer to the NAC website for the current Arts Fund Committee members.

You may be contacted by the Arts Fund Secretariat for clarifications regarding your application, via email or the OSG portal.

All proposals submitted to the Council will be treated in the strictest confidence. Likewise, the Arts Fund Committee members are bound by non-disclosure agreements before reviewing your proposals.

How will your application be assessed?

Applicants should be able to clearly articulate the artistic intent of the project and the objectives of community engagement and outreach. Applicants are encouraged to have the relevant artform training or experience to implement and complete the project satisfactorily. The assessment of applications will be largely guided by the following criteria:

Assessment Criteria
Community Engagement and Outreach a) Does the project allow audiences/ participants to meet/ connect with/ better understand people from another social group (e.g. age group, ethnicity)? b) Does the project increase audiences/ participants' awareness and appreciation of local arts groups and art form practices? c) Does the project increase audiences/ participants' sense of national identity and pride? d) Does the project increase audiences/ participants' appreciation for harmony across diverse social backgrounds and social values? e) Does the project enable you to reach out to new audiences, including those who do not normally engage in the arts? f) Does the project involve members of the public in the artistic creation process?
Artistic Merit a) Is the concept well thought through and planned? b) Is the project original, innovative and creative? c) Does the project encourage and promote Singapore work? d) Does the project demonstrate a good understanding of the target audience segment(s) with a clear programme design to maximise audience satisfaction?
Capacity and commitment to execute the project a) Does the applicant(s) have a clear and sound plan to execute the project? (e.g. resources, partners) b) Does the applicant(s) have the necessary experience to execute the project? (i.e. artistic expertise, production, project management, marketing) c) Does the applicant(s) have sufficient knowledge and skills in managing the project's finances and administration?

SECTION 6: NOTIFICATION OF RESULTS

If your application is successful, you will receive:

(a) **Letter of Offer via the OSG** with:
(b) Terms & Conditions of the grant
(c) Deliverables as agreed upon by you and the Arts Fund Secretariat.

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 on the OSG, the offer will lapse.

If your application is unsuccessful, you will receive a notification within the same period. The Arts Fund Committee reserves the right of discretion and non-disclosure of reasons for unsuccessful applications.

Decisions made by the Committee are final and appeals will not be entertained.

SECTION 7: GRANT DISBURSEMENT

What are you expected to deliver?

Upon acceptance of your grant award, 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 the following within **three months of project completion**:

Grant Quantum	Deliverables
Below $10,000	1. **Post Project Report** (including **Post Project Audience Survey Results**). 2. **Financial Report** i.e. the budget form submitted as part of the initial application, updated to reflect the actual income and expenditure. 3. **Proof of Project Completion**, verified by at least one of the following: Ticket stub of event, media reports of event, photos/ audio/ video recording of event, collateral, etc. As supporting documents such as receipts, proof of transactions or ticket stubs may be requested, grant recipients must retain their documents for up to six (6) months from the date of submission of the final reports.
$10,000 and above	1. **Post Project Report** (including **Post Project Audience Survey Results**). 2. **Certified Statement of Accounts**, which must be certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body. Your submission should include: • Proof of the accountant's registration with ISCA or any equivalent international body (e.g. ISCA Membership ID). • 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. 4. **Proof of Project Completion**, verified by at least one of the following: Ticket stub of event, media reports of event, photos/ audio/ video recording of event, collateral, etc. As supporting documents such as receipts, proof of transactions or ticket stubs may be requested, grant recipients must retain their documents for up to six (6) months from the date of submission of the final reports.

Please log onto the OurSG Grants Portal to submit the above reports. To help you navigate the portal, you may refer to this user guide.

How will you receive the funding?

The grant will be disbursed **upon successful completion of the project and NAC's verification of the agreed deliverables** via the OSG portal. NAC's grants will be disbursed via PayNow.

SECTION 8: FAQs

Application

Q: What is the difference between the Tote Board Arts Fund and other grants administered by NAC (e.g. the Presentation and Participation Grant)?

A: The Tote Board Arts Fund provides support to projects that demonstrate **strong community engagement elements**, as per the funding priorities outlined in Section 2. While administered by NAC, the Fund is assessed by an independent committee comprising arts specialists and experienced arts administrators. Guidelines for other grants can be accessed on NAC's website.

Q: How can I design a project that contains strong community engagement efforts and that fulfils one or more of the Tote Board Arts Fund's funding priorities (Section 2)?

A: To aid you in the process of designing your project, you may refer to the Tote Board's Guide to Impact Measurement and/or NAC's Programme Design Toolkit.

Q: Do I need to submit a script for my application?

A: All Theatre and Literary Arts projects, including Festivals, require the submission of complete scripts/ manuscripts (refer to Section 4). Additionally, the submission of complete scripts/ texts is recommended for all other projects that incorporate spoken word. Translated scripts in English should be provided for non-English manuscripts.

Q: Which budget template should I use for my application?

A: Please use the Arts Fund budget template provided on OurSG Grants Portal. Please note that other budget templates will not be accepted.

Assessment

Q: I have received Arts Fund support for my previous projects. If I apply for a different edition of the same project, can I expect to receive the same quantum?

A: Given the competitive nature of applications received for the Tote Board Arts Fund and limited resources, proposals that align most strongly with the fund's objectives, as well as new proposals may be prioritised compared to recurrent projects of a similar nature which have been funded before. Applicants looking to receiving the Tote Board Arts Fund should align their applications with the Arts Fund's objectives and highlight how their project offers enhanced value in community engagement.