NATIONAL ARTS COUNCIL
SINGAPORE

Capability Development Grant

Contents

Section 1: Capability Development Grant Overview 2

Section 2: Eligibility 4

Section 3: Application and Assessment 6

Section 4: If you are awarded the Capability Development Grant 9

Annex A: What expenses can the CD Grant support? 11

Annex B: [For Organisations] Absentee Payroll for Existing Employees and Training Allowance for Interns and Apprentices 14

Document last updated: 28 October 2026
Revisions made to the guidelines are marked as [Updated] for reference.

Section 1: Capability Development Grant Overview

What can the CD Grant support?

The Capability Development Grant (CD Grant) encourages and supports the continuous professional development of the people that work in Singapore's arts and culture sector and can support your organisation or you for the following categories of training activities or programmes:

	For you as an individual	For your organisation

• **Professional training and skills development programmes** such as:
  ○ Workshops, master classes, seminars, conferences
  ○ Professional programmes (e.g. certified or accredited courses such as professional diplomas)
  ○ Residencies
  ○ Participation in Competitions[1]
  ○ Structured Mentorships
	Participate only	Send your employees or members to **participate**
		
		or
		
		Organise for your employees or members

• **On the job training activities** such as:
  ○ Work attachments
  ○ Internships, traineeships, or apprenticeships		

Priority Areas

Priority will be given to training programmes that are aligned with the priority areas in Our SG Arts Plan (2023 – 2027). They include:

- Digital technology for art-making, audience development and outreach, and business development (e.g. data analytics, digital marketing)
- Audience engagement
  - facilitation and engagement in the arts;
  - teaching artistry, arts education and pedagogy;
  - working with communities and/or youth;
- Entrepreneurship and organisation capabilities
  - arts management, including business management and leadership;
  - fundraising and financial management;
  - branding and marketing;
  - governance;
  - intellectual property and legal;

[1] Participation in competitions should preferably be accompanied by opportunities for professional development such as master classes and workshops. Organisations that are planning to organise competitions should consider applying for the Presentation and Participation Grant.

- Art-form specific capabilities
    - arts practice with a focus in traditional art forms that reflect the Chinese, Malay and Indian heritage of Singapore;
    - curating for visual arts;
    - literary publishing, editing, translation and creative writing;
    - technical design and stage / production management.
- Arts research, critique and documentation

Supportable programmes should be relevant to the work of the individuals and the role employees and members perform in their organisations. Online courses are also eligible for support and should be at least 3 hours in duration.

Maximum Duration of Support

The CD grant is able to support activities or programmes that span a duration of no more than 12 consecutive months.

What is the level of funding under this scheme?

	Individuals	Organisations	
		Non-Profit or Collectives	For-Profits[2]
Percentage of Actual Supportable Expenses	Up to 70% [For SEPs[3] only] Up to 90%		Up to 50%
Overall Cap per Financial Year	$20,000	$75,000	

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. Funding will vary depending on the requirements of the project as well as the following factors:

- The extent to which your application meets the CD grant objectives and assessment criteria; and
- A reasonable estimate of the budget[4]

[2] 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.

[3] Only SEPs who do not concurrently hold full-time employment and are able to produce proof of SEP status are eligible for the 90% grant funding cap. Please refer to Page 6 for the types of supporting documents required.

[4] 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 budget, over-inflated budget will not necessarily guarantee more funding, and may have counter-productive effect of casting doubt on the soundness of your overall proposal.

Section 2: Eligibility

Who is the Capability Development Grant for?

- **Individuals** who are Singapore Citizens or Permanent Residents (PR) preferably residing in Singapore and actively contributing to the local arts scene.

  Priority will be given to applications by Self-employed Persons (SEPs)[5] and who are Singapore Citizens or Permanent Residents residing in Singapore and work in the local arts scene.

  Organisations that are either registered with ACRA (including sole proprietorship / limited liability partnership (LLP) / Company Limited by Guarantee (CLG) / Private Limited Company) or as a society with the Registry of Societies at the time of application.

- **Informal groups or collectives** in which the majority of members are Singapore Citizens or PR can apply but the applicant (be it a member of the group or a legally constituted organisation) will have to take legal and financial responsibility on behalf of the collective.

Who is not eligible to apply for the Capability Development Grant?

- Organisations constituted for non-secular purposes;
- Organisations and individuals that have outstanding evaluation reports from previous NAC grants;
- Organisations and individuals that have outstanding debts with the NAC at the time of application;
- Organisations and institutions receiving ongoing operating grants from the Government (with the exception of organisations that have been admitted into NAC's Major Company Scheme);
- Companies Limited by Guarantee receiving Ministry of Culture, Community and Youth (MCCY) or NAC organisational funding;
- Individuals who are full-time/part-time employees of companies, whose training is required or organised by the company, are not eligible as the employer should bear the training costs. Employers should apply on behalf of their employees.

Activities that are not supportable

- Activities that do not involve or benefit practising artists or arts professionals.
- Activities that are held at a religious venue or primarily aimed at promoting religious causes.
- Tertiary education programmes that are subsidised by the Ministry of Education (i.e. NITEC, Higher NITEC, Diploma, Bachelor's Degree).
- Full-time degree programmes (i.e. Bachelor's Degree, Master's Degree or Doctorate). Individuals seeking support for such programmes should apply for NAC's Scholarships.
- Activities that are presented as part of the curriculum of a school or tertiary institution.

[5] *Arts Freelancers who do not concurrently hold full-time employment and are able to produce proof of SEP status. Please refer to Page 6 for the types of supporting documents required.*

- Activities that are already being supported by the NAC through other schemes or grants.
- Cost components of programmes that are already subsidised by other government agencies such as SkillsFuture Singapore (SSG) and Workforce Singapore (WSG).
- Activities that have already commenced or taken place (please refer to Page 6 for application deadlines).

A note on our funding guidelines

The NAC celebrates the diversity of expression and open, balanced dialogue in the arts. However, 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.

Section 3: Application and Assessment

How do you apply for the Capability Development Grant?

You will need to submit your application for the CD Grant via the OurSG Grants Portal (OSG). The OSG can be accessed via the NAC website [Updated] Capability Development 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.

Required Information

The application will require you to submit the following information:

- ☐ Proposal details (within the OSG)
- ☐ Budget template (template available for download within the OSG)
- ☐ [Updated] Curriculum Vitae of key parties involved

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

- ☐ Write-up and supporting materials of proposed capability development activity or programme

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)

Application Deadlines

The CD Grant is open for application three times a year. The table below lists the key application deadlines:

Apply by	Notified by	For projects taking place on or after
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

All applications must be submitted by 11.59pm on the 'Apply by' date. You can submit your grant applications early, in advance of the application windows.

If you are awaiting confirmation or an invitation to a programme, you should submit your application before the respective deadlines. However, please indicate in your application that you are awaiting confirmation or an invitation from the organisers. If you are awarded the CD Grant, the first instalment will be disbursed after you submit documents confirming your attendance to the programme or activity (e.g. invitation, letter of confirmation, acceptance letter).

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 that 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, if engaged, comprise industry advisors, experts and practitioners who will evaluate and comment on eligible applications based on the given criteria. All proposals submitted to NAC 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

In the application form, you will be required to describe to us:

- The role you play in the arts
- How the programme will support and help you develop your practice, including describing the activities that you will undertake
- How you will apply what you have learnt to your work in the arts

Assessment Criteria

Our assessment will be guided by the following criteria, which are equally weighted:

- **Ability to Meet Industry Gap**
    - The extent to which your participation in the proposed activity benefits the wider arts sector
    - The extent to which your participation in the proposed activity addresses an identified capability gap or need of the arts industry

- **Quality and Relevance of Programme**
    - The coherence of your proposal and relevance of the proposed programme or activity to your stated capability development objectives
    - The extent to which the programme or activity strengthens your practice and capacity as a professional working in the arts

- The expertise and abilities of the key parties (e.g. organisers, trainers or partners) to carry out the proposed activity or programme
- The viability and practicality of your proposed timeline and budget in terms of planning, resource use and evaluation

- **Track Record and Potential of Applicant**
  - Your track record and commitment to local arts scene
  - The extent to which your skills and abilities demonstrate your potential for further development and sustained contribution to the local arts scene

Section 4: If you are awarded the Capability Development Grant

If your application is successful, you will receive a **Letter of Award** via the OurSG Grants Portal with:

- Terms & Conditions of the Grant
- Deliverables as agreed by you and the NAC

The grant offer will be valid for two (2) 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

All appeals will have to be submitted in writing to NAC within 2 weeks of the notification of results.

How will you receive funding?

Depending on your grant quantum, the 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%** Upon award and acceptance of grant	**20%** Upon successful completion of project, submission of evaluation report and financial report with actual expenditure reflected[6]	-
Equal to or more than $20,000	**50%** Upon award and acceptance of grant	**30%** Upon successful completion of project. Applicants are required to inform NAC in writing upon completion of the project.	**20%** Upon submission of evaluation report and certified statement of accounts[7]

[6] *As supporting documents such as receipts and invoices may be requested, grant recipients must retain the documents for up to six (6) months from date of submission of the final report.*

[7] *For grants of $10,000 and above, a statement of accounts certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or equivalent international body is required. 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. Accounting fees for this statement can be budgeted for in your application.*

What is required after the project is completed?

- ☐ Participant Self-Evaluation Report and Survey (template available for download within the OSG).
    - Organisers of activities or programmes are expected to administer this survey to all participants, submit the completed survey forms and summarise the findings in the Organisation evaluation report
- ☐ [For Organisations only] Organisation Evaluation Report and Survey (template available for download within the OSG).
- ☐ Mentor's/Supervisor's evaluation report (for Mentorships, Apprenticeships and Internships)
- ☐ Financial Report for grants below $10,000 i.e. the budget form submitted as part of the grant application, with actual income and expenditure reflected
- ☐ Certified statement of accounts for grants of $10,000 and above. Statement of Accounts to be certified by an accountant registered with the Institute of Singapore Chartered Accountants (ISCA) or 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.
- ☐ Supplementary materials of the activity such as videos and photos (if available)

Please log onto the OurSG Grants Portal to submit the above reports. To help you navigate the portal, you may also wish to refer to the OSG Grant Application and Claims Submission User Guide on the NAC website.

Additional Requirements

You **may** be asked to submit or deliver the following as part of your requirements:

Certifiable courses	Copies of transcripts and certificates
Activities conducted overseas	Sharing sessions to the NAC and/or peers

Annex A: What expenses can the CD Grant support?

1. For individuals or organisations planning to send employees/members to participate in a training activity or programme

- **Participation Fees**
  This includes course fees, workshop fees, conference fees, competition registration fees, etc. Cost of optional programmes that are officially listed in the programme may be supported if they are relevant to your learning objectives.

- **Mentor's Honorarium**
  This is a token sum for you to engage a mentor who offers professional advice and guidance towards the learning outcomes of the activity or programme.

- **Cost of Required Training Materials**
  You must demonstrate that the training materials (including books, art materials, etc.) are required in order to participate in the course/programme. Where possible, please submit the list of required materials issued by the training organisers as a supporting document.

- **Venue and Equipment Rental**
  You must demonstrate that the rental of a specialised venue or equipment is required for your mentorship or apprenticeship to be effective.

In addition, for individuals

- **Training Allowance for Self Employed Persons (only eligible for local programmes)**
  Training allowance is supported at $7.50 per hour spent on training (capped at $60/day) for Singaporeans or Permanent Residents who are Self-Employed Persons and do not concurrently hold full-time employment.

For Organisations that send staff for external training

- **Absentee Payroll for Existing Employees**
  *This is supportable if your Singaporean or Permanent Resident employee continues to receive a salary from your organisation while he or she is absent from work to participate in the training activity or programme. Absentee Payroll is supported at $4.50 per hour spent on training (capped at $36/day). We may request for the organisation to submit the most recent payslip of the employee that is being sent for training as a supporting document. See **Annex B** for eligibility and more details.*

2. For organisations that are planning to organise an in-house training activity or programme

- **Trainer Fees**
  This is applied when your organisation engages an external trainer to deliver a structured programme.

- **Mentor Honorariums**
  This is a token sum for you to engage a mentor who offers professional advice and guidance towards the learning outcomes of the activity or programme.

- **Logistics and Material Costs** of organising the training activity

- **Venue Costs**
  This includes the cost of renting a space to conduct the activity or programme. However, we will not be able to support venue costs if you are conducting the activity or programme within your own space.

- **Materials and Logistics Costs**
  This includes cost of printing or purchasing materials for organising the training activity, as well as the cost of logistical setup if this is not already provided by the venue.

- **Marketing Costs**
  This includes the cost of preparing and distributing marketing materials for the activity or programme and should only be applied if the activity is open to participants from outside your organisation. It is not applicable to in-house training programmes that are only open to your own employees or members.

- **Cost of <u>additional</u> manpower**
  *This includes the cost of **additional** manpower (e.g. temporary staff, overtime pay, salary/fees for additional hours/project) to organise the activity or programme may be supportable. However, the CD grant cannot support the basic salaries of existing staff that are already being supported by the Seed Grant. Do note that we may request proof of payment of salary / fees as a supporting document.*

- **Absentee Payroll for Existing Employees**[8]
  This is supportable if your employee is a Singapore Citizen or Permanent Resident and continues to receive a salary from your organisation while he or she is absent from work to participate in the training activity or programme. Absentee Payroll is supported at $4.50 per hour spent on training (capped at $36/day), and only applicable if an external trainer is engaged to conduct an in-house training activity or programme.

3. For Activities that are Overseas or Hiring Trainers Based Overseas

- **Return transport cost to and from location(s) of activity**
  This can include items such as airfare, train tickets, ground transport or ferry tickets to travel to the location(s) of the activity or programme and back. 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.

- **Cost of freight for required equipment to and from location of activity**
  Only if freight is absolutely integral to your participation in the activity or programme

- **Visas**

- **Travel Insurance**

- **Subsistence Allowance**
  This will cover cost of meals and daily commute.

[8] Includes individuals newly hired to work and learn on the job.

- **Accommodation**
  The maximum supportable duration is from the night before the start of the activity or programme to the night of the last day of the activity or programme. For example, if the programme starts on 2 December and ends on 5 December, accommodation for the night of 1 December to the night of 5 December is supportable. The night of 6 December will not be supportable.

4. Non-qualifying Costs

- **Cost of Assets** e.g. computer hardware, vehicle, furniture, musical instruments
- Cost components (e.g. course fee, absentee payroll) of training activities and programmes that are already being subsidised or funded by NAC or any other government agency.

Annex B: [For Organisations] Absentee Payroll for Existing Employees

Absentee Payroll for Existing Employees[9]

If you are an eligible organisation, we can help you defray the manpower costs incurred through Absentee Payroll when sending employees for:

- External training during working hours; and
- In-house training during working hours conducted by an external trainer or mentor.

Eligibility

- Organisation must be registered or incorporated in Singapore;
- Employee must have a full-time or permanent part-time contract with the sponsoring organisation;
- Employee must be Singapore Citizen or a Permanent Resident;
- Employee must continue to receive their salary when they attend training; and
- Employee must complete the course whilst under employment of the sponsoring organisation.
- Training programme must be conducted locally.

[9] Includes individuals newly hired to work and learn on the job.