



SCCC PUBLICATION GRANT APPLICATION GUIDELINES

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1. Singapore Chinese Cultural Centre Publication Grant

1.1 Singapore Chinese Culture Centre Publication Grant (SCCCPG) is a new initiative introduced by the Singapore Chinese Cultural Centre (SCCC) in 2019 to fund publication projects related to Chinese visual arts, performing arts, and identity and culture in Singapore.

1.2 The proposed objectives of SCCC's Publication Grant are as follows:

- a. To support and encourage Institutes of Higher Learning (IHLs), think-tanks, researchers, academics and authors to publish or translate relevant monographs, dissertations, or academic journals in the areas identified by SCCC;
- b. To support and encourage the production and dissemination of publications that will enrich and deepen research and knowledge on Singapore's Chinese arts and culture; and
- c. To build up a database on Singapore's Chinese arts and culture for SCCC's research, education and programming purposes.

2. Publication Areas

2.1 The proposed four broad publication areas that will be eligible for SCCC PG are as listed below. The grant supports publication projects of duration not lasting more than one (1) year. If the publication warrants a longer time frame, SCCC may consider such projects on a case-by-case basis.

2.2 Priority will be given to publication in the following areas, subject to fulfilment of other grant criteria and overall merit of the proposal:

- a) Chinese visual arts: Research studies that advance our knowledge of Singapore's Chinese visual art forms, artists and/or art scene as well as the history and development of Chinese visual arts in Singapore etc.
- b) Chinese performing arts: Research studies to increase our understanding of Singapore's Chinese performing art forms, artists and/or art scene as well as the history and development of Chinese performing arts in Singapore etc.
- c) Chinese culture: Research studies to document and deepen our appreciation of different aspects of Chinese culture including tangible and intangible heritage, festivals, customs, rituals etc.
- d) Impact of arts and culture on Chinese identity: Research studies or fieldwork relating to the impact and/or contribution of the visual and performing arts on Chinese identity and culture etc.

3. Eligibility

3.1 Applicants are eligible to apply if they meet the following criteria:

- a) An individual (Singapore Citizen or Singapore Permanent Resident), interest group¹, registered society under the Societies Act or registered charity under the Charities Act.
- b) For-profit entities² registered under the Accounting and Corporate Regulatory Authority of Singapore (ACRA) applying for a publication project, as part of their corporate social responsibility and/or carried out in partnership with educational institutions, registered societies or non-profit organisations.
- c) Non-profit educational institutions and educational institutions under the purview of the Ministry of Education (MOE).

4. Application and Review Process

4.1 Submission of application and successful approval of the SCCCPG must be sought before the project commences.

4.2 The table below lists the key dates and windows for this round of grant call:

Apply by	Notified by	Acceptance of Offers	For projects taking place on or after
15 Feb 2020	Mar 2020	Two (2) weeks from date of Letter of Offer	Apr 2020
15 Aug 2020	Sep 2020	Two (2) weeks from date of Letter of Offer	Oct 2020

¹ Informal groups of individuals must nominate either an individual (who is a Singapore Citizen or Singapore Permanent resident) or a legally constituted organization to take legal and financial responsibility for the application and administering the grant should any be awarded.

² Public agencies and institutions (i.e. Ministries and Statutory Boards) which receive operational funding from any government agencies are not eligible to apply for the HP. This excludes educational institutions under the purview of MOE.

4.3 Applications are encouraged to be aligned to the publication topics stipulated for each grant call. Projects that do not fulfil the publication topics will be considered based on the merits of the proposal.

4.4 Applications must be made using the prescribed SCCCPG Application Form and must be received by the respective closing dates. Incomplete applications without the required supporting materials, applications which have not adhered to the page/word limits or submission formats and/or late applications sent after the application closing date will not be accepted.

4.5 The applicant shall submit a soft copy of the completed SCCCPG Application Form and relevant supporting materials in Microsoft Word format to publicationgrant@singaporeccc.org.sg

4.6 Funding support is awarded through a competitive evaluation process. All applications will be reviewed by the Academic Advisory Committee (AAC). This committee appointed by SCCC, comprising academics and experts in Chinese arts and culture, will make recommendations to SCCC. SCCC shall be the final approving authority for SCCCPG funding (in full or in part) and reserves the right not to disclose reasons for the amount awarded.

4.7 The evaluation criteria for the SCCCPG are as follows:

Assessment Criteria	Weightage
<u>Impact of research on understanding of Chinese arts and culture</u> <ul style="list-style-type: none"> ■ Originality of research ■ Importance in filling research gaps ■ Relevance to the topics in call for proposal ■ Publication content should be preferably bilingual (English and Chinese). 	40%
■ <u>Capacity and Commitment</u> <ul style="list-style-type: none"> ■ Track Record and qualification of researchers ■ Feasibility of project deliverables ■ Adherence to project milestones ■ Feasibility of projected expenditure ■ Collaboration with other interested parties, e.g. government agencies, think tanks, foundations, tertiary institutions, clans, schools etc. 	20%
<u>Dissemination of research findings</u> <ul style="list-style-type: none"> ■ Digital version made freely available online on SCCC's platforms (compulsory requirement) ■ Accessibility of content, e.g. through online and social media, videography ■ Disseminating content to wider community through symposium, conferences, talks, etc 	40%

4.8 For each application, the applicant may be called for an interview session with the AAC.

4.9 Successful applicants will receive a Letter of Offer containing:

- a) SCCCPG Acceptance Form;
- b) Project/Disbursement Schedule (the grant will be disbursed in stages upon completion of key agreed milestones of the project);
- c) Terms and Conditions for the grant; and
- d) Giro Form.

The maximum grant quantum for the project is 50% of the project funding subject to a cap of S\$50,000 per project.

4.10 The grant offer will be valid for two (2) weeks from the date of SCCC's Letter of Offer (unless otherwise agreed between the applicant and SCCC). The offer will lapse if the applicant does not accept the offer by returning an executed/signed copy of the SCCCPG Acceptance Form as accompanied by the Letter of Offer within the stated period unless a valid reason is provided.

4.11 Unsuccessful applicants will receive a Letter of Notification upon the completion of the evaluation process.

4.12 SCCC's decision is final. SCCC reserves the right not to disclose reasons for approving or not approving an application. Appeal cases will be reviewed only on grounds of possible improper processing procedures. Unsuccessful applicants must substantiate these claims with concrete evidence and reasons. Please submit your appeals by email to publicationgrant@singaporeccc.org.sg and indicate your project title and case number in the subject line of the email, within fourteen (14) days from the date of the Letter of Notification and before the commencement of the project.

5. Grant Deliverables and Disbursement

5.1 The Successful applicants must meet the grant deliverables stipulated below upon completion of project:

Stage	Project Schedule	Project Deliverables	Disbursement Schedule
Upon award of grant	MM / YYYY	For Submission to SCCC: <input type="checkbox"/> Completed/Signed Acceptance Form and full set of Letter of Offer documents (e.g Terms and Conditions) <input type="checkbox"/> Research Materials to be used in the book	First Payment: 50% of Total Approved Grant (S\$xxx)

Stage	Project Schedule	Project Deliverables	Disbursement Schedule
Upon submission of final manuscript and progress report form	MM / YYYY	For Submission to SCCC: <ul style="list-style-type: none"> <input type="checkbox"/> Final manuscript and layout in digital format <input type="checkbox"/> Marketing collaterals, brochures and pamphlets, where applicable <input type="checkbox"/> Progress Report Form 	Second Payment: 30% of Total Approved Grant (S\$xxx)
Launch	DD / MM / YYYY	For Submission to SCCC: <ul style="list-style-type: none"> <input type="checkbox"/> Launch event attendance and photos <input type="checkbox"/> 10 copies of the publication <input type="checkbox"/> Media Clippings & Reviews, if applicable 	
Upon successful completion of project	6 months post launch – MM / YY	For Submission to SCCC: <ul style="list-style-type: none"> <input type="checkbox"/> Sales & Distribution figures for the book, 6 months post launch (if any) <input type="checkbox"/> List of Outreach Activities and Attendance (including at least 1 talk with at least 50 participants) <input type="checkbox"/> Digital version made available online on SCCC's platforms (<i>Content should preferably be English and Chinese</i>) <input type="checkbox"/> Self-Evaluation Report <input type="checkbox"/> Successful applicants are to submit a Statement of Income and Expenditure supported by appropriate source documents such as receipts or ticket stubs. <input type="checkbox"/> Successful individual and interest groups who applied for grants of \$20,000 and above, are required to submit a Statement of Income and Expenditure certified by an accountant registered with the Institution of Singapore Chartered Accounts (ISCA) or equivalent international body. <input type="checkbox"/> Successful organisations and educational institutions are required to submit a Statement of Income and Expenditure verified and signed by the applicant's Chief Executive Officer (CEO) or Chief Financial Officer (CF) or equivalent. 	Final Payment: 20% of Total Approved Grant (S\$xxx)

5.2 The finalised deliverables will be agreed between SCCC and the Successful applicants and set out in the Project/Disbursement Schedule that accompanies the Letter of Offer.

5.3 Upon award of the grant, the Successful applicants shall deliver the relevant deliverables based on the said Project/Disbursement Schedule within the timeframes stipulated therein.

5.4 Updates on the project (e.g. progress of the project, breakdown of expenditure, changes in the publication team) shall be submitted using the Progress Report Form by the Successful applicants every three (3) months.

5.5 SCCC may provide venue sponsorship to successful applicants for the showcasing of their project deliverables (e.g. book launch).

5.6 Each successful applicant will be given a maximum of one (1) year from the date of acceptance of the grant to complete the project. Extensions may be granted on case-by-case basis.

5.7 Disbursement of the funding will be in tranches and upon completion of the agreed deliverables as in the above Clause 5.1.

5.9 Successful applicants are advised to consult the Inland Revenue Authority of Singapore or their tax advisers on the tax treatment of received grant.

5.10 In the event that additional funding is required (beyond what was originally approved and agreed upon in the Letter of Offer), applicants of approved projects may submit a completed Budget Revision Request Form to SCCC requesting for additional funding. SCCC will evaluate the request for additional funding based on the justifications provided and inform the successful applicants of the assessment within fifteen (15) working days of the relevant request. SCCC's decision is final and SCCC reserves the right not to disclose reasons for approving (in full or in part) or not approving such a request.

5.11 Successful applicants are to ensure that all purchases made using SCCC funding are obtained at reasonable/market rate(s) and through transparent procurement processes. The standard procedure for procurement process established by applicant's organisation should be adhered to when purchases are made.

5.12 Whenever required, SCCC may request for the submission of quotes and/or original receipts as part of the documentary verification for the disbursement of the SCCCPG funding.

5.13 SCCC funding generally does not cover:

- a) Entertainment claims;
- b) Legal fees not directly related to the project (e.g. patent applications, commercialisation expenses, registration of any intellectual property rights);
- c) Purchase of Assets such as land, building, spaces and vehicles;
- d) Overseas Travel claims including trips to study overseas, procure materials or items overseas; and
- e) Infrastructure Development including refurbishment of buildings and spaces

7. Variations to Project

7.1 Prior agreement must be sought from SCCC if there are to be any variations from the initial approved project. Please submit a written request to SCCC to seek approval before any changes to the approved project are made.¹

7.2 Retrospective variation requests will not be allowed.

7.3 For all variation requests, SCCC's decision (which may be provided with or without reasons) is final and appeals will not be entertained.

8. Intellectual Property

8.1 All publications shall acknowledge the funding support of SCCC by including the following line: **“Supported by the Singapore Chinese Cultural Centre.”**

8.2 Successful applicants shall only use/publish materials in which they own or have been granted the necessary intellectual property rights for such use. It shall be the responsibility of the applicants to ensure that such publication as described in Clause 8.1 will not infringe the intellectual property rights of any third party and SCCC accepts no liability for all third-party claims in relation to the same.

8.3 All publications in connection with the SCCCPG grant shall also include the following disclaimer: **“Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Singapore Chinese Cultural Centre.”**

8.4 SCCC shall reserve a non-exclusive, perpetual, irrevocable, worldwide, royalty-free right and licence to use, modify, reproduce and distribute any intellectual property (including the publications described in the above Clause 8.1) created pursuant to the funded project for:

¹ Variations to the approved project include changes in the use of funding, research methodology, milestones, schedule, deliverables etc.

- a) Non-commercial, research and development, educational purposes;
- b) Marketing, advertisement and promotional activities relating to the SCCCPG scheme; and
- c) SCCC's internal purposes (e.g. presentations, publications).

The Grant Recipient involved in the Publication will be duly acknowledged.

9. Terms and Conditions

9.1 The grant is not transferable and must not be used for any purpose other than the approved project. All concerned costs must be factored into the application submission.

9.2 SCCC reserves the right to review, withdraw or suspend the funding in full or in part if any of these Guidelines or the Terms and Conditions applicable to the SCCCPG is not met, or if the project is not of a satisfactory level. Whether the conditions are met or whether the project is of a satisfactory level shall be determined by SCCC in its sole discretion, and SCCC decision shall be final and absolute.

9.3 SCCC also reserves the right to terminate the grant, discontinue any further disbursement and/or recover any disbursed funds, should any of the following occur:

- a) The approved project is changed significantly without prior written approval from SCCC;
- b) The applicant commits to, or pays for, goods and services without SCCC's prior knowledge and approval;
- c) The applicant is not able to deliver the approved project;
- d) Wrong and/or misleading information is provided in the SCCCPG Application Form, either deliberately or otherwise; or
- e) Illegal or negligent acts that occur during any point of the approved project which will adversely affect the reputation of SCCC, any government bodies and agencies, public institutions, national leaders, or your person/organisation.

10. Miscellaneous

10.1 SCCC reserves the right to revise these guidelines at any time. Successful applicants will be informed accordingly.

10.2 All applicants shall not inform or broadcast to the media (including print, online and social media) about their application for SCCCPG, the related application process, and the results of the application without the prior consent of the SCCC.

10.3 For projects where SCCC provides information or content to the successful applicant as part of the publication process, SCCC may require the successful applicant to sign non-disclosure forms regarding the release of such information.

11. Enquiries

11.1 For enquiries, please contact:

publicationgrant@singaporeccc.org.sg

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