



### Annex A: Proposal Submission Form

This template is meant as a guide for artists and arts groups who wish to submit proposals for Arts@SAFRA programmes. Each form is for 1 programme only and if you are submitting more than 1 proposal (e.g. performance, fringe activity etc.) you will need to submit separate forms.

Artist / Arts Group Details	
Name of Artist/ Arts Group	
Contact Person	
Contact No.	
Mailing Address	
Email Address	
Website Address	
Proposal Details	
Name of Programme	
SAFRA Club proposed for	<input type="checkbox"/> SAFRA Punggol <input type="checkbox"/> SAFRA Jurong <input type="checkbox"/> SAFRA Toa Payoh <input type="checkbox"/> SAFRA Mt Faber
Theme	<input type="checkbox"/> School Holidays (Jun) <input type="checkbox"/> National Day (Aug) <input type="checkbox"/> Festive Light-up (Nov) <input type="checkbox"/> Chinese New Year (Jan) <input type="checkbox"/> Earth Month (Mar)
Programme Format	Core programme <input type="checkbox"/> Stage Performance <input type="checkbox"/> Installation  Hands-on fringe programme <input type="checkbox"/> Workshop <input type="checkbox"/> Fringe
Artform	<input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input type="checkbox"/> Literary Arts <input type="checkbox"/> Multi-disciplinary <input type="checkbox"/> Others: _____
Duration (min)	
Estimated no of participants (workshop/fringe activity only)	
Programme Outline & Duration	<ul style="list-style-type: none"> <li>Performance: To include the repertoire (for music), storyline</li> </ul>

<p>(for theatre), audience interaction elements, number of performers etc.</p> <ul style="list-style-type: none"> <li>• Installation: To include the concept and interactive elements.</li> <li>• Workshop / Fringe activity: To include the description of activity, duration and no. of facilitators.</li> </ul>	
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<b>Budget Breakdown and Full Proposal Amount</b>		
Description	Quantify where possible <i>E.g. No. of Workshops, Quantity of art material supplied</i>	Final Amount (S\$)
<b>Artist/Arts Group Fee</b>	<b>Per Performance/ Installation/ Workshop/ Fringe Activity</b>	
<b>Technical/Production Costs</b> (e.g. Sound and Light equipment, cost of producing installation)		
<b>Miscellaneous Costs</b> (e.g. Material Cost, Installation & De-installation cost, Transport Cost)		
<b>Proposed Total Amount</b>		