

SINGAPORE CHINESE CULTURAL CENTRE

ARTS SUPPORT FRAMEWORK

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About Singapore Chinese Cultural Centre (SCCC)

The Singapore Chinese Cultural Centre (SCCC) collaborates with arts and cultural groups and community partners to promote and develop local Chinese culture. By creating accessible and engaging content, we strive to nurture greater appreciation of our multi-cultural identity and sense of belonging. Opened by our Patron PM Lee Hsien Loong on 19 May 2017, our Centre located in the heart of Singapore encourages everyone to enjoy exhibitions, fairs, performances, seminars, talks, workshops and other cultural activities throughout the year.

The main facilities of the building comprise a 530-seat auditorium, a multi-purpose hall which can accommodate 600 people and a recital studio catering for 150 people. The roof garden offers a panoramic view of the city and the remaining space includes offices and a parking structure for 270 cars.

For more information about these spaces, please go to: <https://www.singaporeccc.org.sg/>

Under the SCCC Arts Support Framework, SCCC hopes to work jointly with our Resident Arts Partners (Partners) to deepen appreciation of Chinese Singaporean culture, especially amongst families, schools and youths (13 to 35 years old).



Applying for SCCC Arts Spaces

What you need to know?

This Open Call invites applications for arts spaces available at **Singapore Chinese Cultural Centre (SCCC)**

1. Tenancy Period

There are **two schemes** under the SCCC Arts Support Framework:

- (I) **SCCC Arts Housing Scheme** is for 3-years (with an option for an additional 3 years), subject to yearly review.
- (II) **SCCC Arts Incubation Scheme** is for 3-years (non-renewable), subject to yearly review.

2. Your organisational and artistic development

Consider how your organisational and artistic development, programmes and plans, will align with the objectives of SCCC.

3. You are required to attend at least one **compulsory Site Briefing**

Please attend the site briefing scheduled for Friday, 23 Jul 2021 (time: 1800hrs) or Wednesday, 28 July 2021 (time: 1000hrs) or Friday, 30 Jul 2021 (time: 1400hrs).

Registration for site briefing is via email: venue-management@singaporeccc.org.sg

4. Read this Information Pack before submitting your proposal

This Information Pack is prepared to help you get started on your application and it contains information that will assist you in the submission of your application.

5. Eligibility

Applications are open to **local arts groups with an interest in Chinese Singaporean culture**. SCCC will accept applications from Not-for-Profit organisations, Singapore-registered Public Companies Limited by Guarantee or Societies registered with the Registry of Societies.

SCCC will assess the eligibility of each applicant and SCCC's decision will be final.

6. Assessment Criteria

Your proposal should strongly demonstrate relevance to the assessment criterion. We would like to draw your attention that our arts spaces may be oversubscribed if there are more applicants than the spaces available.

7. Application

ALL applications must be submitted in a sealed envelope, deposited by hand into the Tender Box located at SCCC by the stipulated date and time. The envelope shall be marked on the top left-hand corner with:

**SCCC/EST/2021/001
WEDNESDAY, 18 AUGUST 2021, 2pm**

A softcopy of the application (stored in a thumb drive) must also be included in the sealed envelope.

8. Late Application

Late submissions received past the closing time will be disqualified. We encourage you to plan for your submission in good time to avoid the risk of unforeseen delays.

9. Closing date

All submissions must be received by **Wednesday, 18 August 2021, 2pm**.

10. Results

The results of the submissions will be released on **Friday, 29 October 2021 (projected)**.

Support Schemes and Assessment Criteria

The arts spaces are available under the following two schemes:

(I) Scheme for SCCC Arts Housing

This Scheme is targeted at **established** non-profit arts companies, associations and societies with an **interest in Chinese Singaporean culture**. The applicant should have **six (6) or more years of practice**, and a track record of activities and artistic growth.

Yearly Review for each Tenancy Cycle

Applicants for the scheme are subject to a yearly review during each tenancy cycle. At the end of the 2nd year of the first cycle, both parties shall reach a mutual agreement on whether to extend the lease for another 3 years.

(II) Scheme for SCCC Arts Incubation

This Scheme is targeted at **emerging** non-profit arts companies, associations and societies, community/ amateur arts groups with an **interest in Chinese Singaporean culture**. The applicant should have **less than six (6) years of practice**.

Yearly Review for each Tenancy Cycle

Applicants for the scheme are subject to a yearly review during the tenancy cycle. At the end of the cycle, the space will be made available for arts groups to apply again in an open-call. The existing Partners may also submit fresh applications in the new open-call for consideration.

Assessment Criteria

The assessment criteria for both Arts Housing and Arts Incubation Scheme are as follows:

- i. 30%: Ability to sustain artistic development and strong programmes
- ii. 20%: Sound management capabilities, strong governance and ability to make prompt payment and properly upkeep the space.
- iii. 30%: Active engagement of SCCC's target audiences, in particular school groups which visit SCCC.
- iv. 20%: Contribution to SCCC's annual programming in Chinese Singaporean culture, especially on programmes targeted at youths aged 13 to 35 years old.

Arts Spaces for Lease

Arts Spaces for Lease

There are 3 spaces (at approximately 100 to 104 sqm each) available for application. Please note that the floor areas are indicative figures (see Annex A).

Arts groups may choose one or more spaces, depending on their needs.

Specifications for each space

- Ceiling height is about 2700mm
- All units come with 20mm thick 600 x 600 mineral grid ceiling with NRC (Noise Reduction Coefficient) rating of 0.15
- All units come with 1 no. 32A Single Phase Distribution Board
- All units come with 3x9W T8 LED with half mirror louvre reflector fitting
- Curtain wall system with non-openable window (for unit 11-03F only)
- Floor to ceiling full height glass (for unit 11-03F only)
- Floor loading for office use: Live Load-3.0 kN/m²
- Raised floor with bare finishes

Rental for each Space

SCCC Arts Housing Scheme

The reserve rental rate is at least \$2.50/psf which includes a maintenance fee of \$1/psf (for payment of utilities, security and cleaning).

SCCC Arts Incubation Scheme

The reserve rental rate is at least \$1.50/psf which includes a maintenance fee of \$1/psf (for payment of utilities, security and cleaning).

Arts groups should indicate the rental rate which they are prepared to pay.

Changes to maintenance fees are highly unlikely unless due to extraordinary circumstances (such as a global fuel crisis). Any changes shall be communicated to Partners at least 3 months in advance.

Use of Space

The SCCC arts spaces are designed for administrative use. To maintain a conducive environment for all occupants of the arts spaces, activities with loud sounds are not permitted unless the relevant Partner has installed the necessary sound insulation within its own space or made prior arrangements with fellow Partners to minimise disturbances.

SCCC's performance spaces (where available) would be made available for Partners' rehearsal/practice needs.

Application Procedure

Application Instructions

ALL applications must be submitted in a sealed envelope, deposited by hand into the Tender Box located at SCCC by the stipulated date and time. A softcopy of the application (stored in a thumb drive) must also be included in the sealed envelope.

Assessment of Application

All applications received in this Open Call will be assessed by SCCC in consultation with relevant experts/ consultants.

Outcome of Application

Results of the Open Call will be released by Friday, 29 October 2021 (projected). Only successful applicants will be advised on the outcome of their applications in writing.

For planning purposes, successful applicants may assume occupancy of their units after Monday, 15 November 2021.

Confidentiality and Privacy of Personal Information

Privacy of all applicants will be respected, and personal information provided for this application will be treated with full confidentiality.

Contact Details

Please contact the following personnel if you have any queries in the preparation of your application:

Mr. Anthony Goh, Senior Manager, (Venue Management) Estates Department
Mr. Phua Ann Chuan, Senior Assistant Director, Estates Department

Tel: 6812-7222

Email: venue-management@singaporeccc.org.sg

Please provide the following information (Sections 1 - 6)

Section 1 – Contact Information					
Section 2 – Profile of Applying Organisation (please refer to eligibility criteria)					
<ul style="list-style-type: none"> • Please indicate whether you are applying for SCCC Arts Housing or Arts Incubation Scheme • Vision & Mission Statement • Brief description of area(s) and nature of activities • Track record • Major achievements in the past 3 - 5 years (if applicable) • Organisational structure 					
Section 3 – Choice of Units, Proposed Monthly Rental and Programmes					
<ul style="list-style-type: none"> • Choice of unit(s) • Indicate the <u>monthly rental</u> which you would be prepared to pay for each unit • Please state how your organisation's <u>proposed programmes</u> would help further SCCC's objectives (attach proposals) during the period of tenancy 					
Unit	Area (sqm)	Monthly Rental includes maintenance fee (A)*	Monthly refuse fee of \$200 (B)	Amount payable monthly (A+B)	Types of programmes or services to be offered by arts group to help promote SCCC's objectives (free/ discounted rate)
		<i>*Standard aircon operation hours will be from 0900 to 1800h. Additional operational hours will be payable by Partners.</i>			
For example: 11-03A	99.5 sqm (1,071 sqft)	\$1,927.80 (\$1.80 psf x 1,071 sqft)	\$200	\$2,127.80	Each year, our organization can provide
Section 4 – Financial information					
<ul style="list-style-type: none"> • Financial projection detailing income and expenses for the next 3 years • Audited Financial statement from the last 3 years (for SCCC Arts Housing Scheme) 					
Section 5 – Supporting Documents					
To attach supporting materials e.g. references, awards, record of past artistic works, review/ media article etc.					
Section 6 – Declaration					
To declare that you have read and understood the information in this Open Call document.					

ANNEX A

Floor Plan

