



CHINESE ARTS AND CULTURE RESEARCH GRANT APPLICATION GUIDELINES

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1. Chinese Arts and Culture Research Grant

1.1 Chinese Arts and Culture Research Grant (CACRG) is an initiative introduced by the Singapore Chinese Cultural Centre (SCCC) to fund research projects related to Chinese identity, arts and culture in Singapore.

1.2 The CACRG aims to encourage local institutes of higher learnings (IHLs), non-governmental organisations, think-tanks and academics, and engage them to document and conduct research on different aspects of Singapore's Chinese arts and culture that are of interest to SCCC and, at the same time, strengthen SCCC's arts and culture resources and research capabilities.

2. Research Areas

2.1 The proposed four broad research areas that will be eligible for SCCC's CACRG are as listed below. The grant supports research projects of duration not lasting more than twenty four (24) months. If the research warrants a longer time frame, SCCC may consider such projects on a case-by-case basis.

2.2 Priority will be given to research 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 Chinese arts and culture on Chinese identity: Research studies or fieldwork relating to the impact and/or contribution of the Chinese visual and performing arts on Chinese identity and culture etc.

3. Application and Review Process

3.1 Application for this round of CACRG is open to a single researcher or teams of researchers. The team of researchers shall comprise one (1) Principal Investigator (PI) heading the research team and one (1) or more Co-Investigator(s) (CIs) assisting the PI in conducting and managing the project.

3.2 Submission of application and successful approval of the CACRG must be sought before the project commences.

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

Start Date for Grant Application	Closing Date for Grant Application	Notification of Results	Projects Starting On or After
1 October 2021	31 December 2021	March 2022	April 2022

3.4 Applications are encouraged to be aligned to the research objectives stipulated for each themed grant call. Projects that do not fulfil the grant call theme will be considered based on the merits of the proposal.

3.5 Applications must be made using the prescribed CACRG 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.

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

3.7 Funding support is awarded through a competitive evaluation process. All applications will be reviewed by a panel of reviewers This panel shall be appointed by SCCC and comprise a team of three (3) academics and experts in areas related to Chinese arts and culture, which will make recommendations to SCCC. SCCC shall be the final approving authority for CACRG funding (in full or in part), and reserves the right not to disclose reasons for the amount awarded.

3.8 The evaluation criteria for the CACRG are as follows:

Assessment Criteria	Weightage
<u>Impact of research on the 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 	40%
<u>Sound research objectives and methodology</u> <ul style="list-style-type: none"> ▪ Definition and articulation of project objectives ▪ Feasibility of project methodology ▪ Alignment with research grant's objectives 	30%
<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 	20%

<ul style="list-style-type: none"> ▪ Feasibility of projected expenditure ▪ Collaboration with other interested parties, e.g. government agencies, think tanks, foundations, tertiary institutions, clans, schools etc. 	
<p><u>Dissemination of research findings</u></p> <ul style="list-style-type: none"> ▪ Accessibility of access, e.g. through online and social media, videography ▪ Use of new technologies to aid research ▪ Plans for disseminating the research outcomes to the heritage community, e.g. through symposium, conferences, talks etc. 	10%

3.9 Successful applicants will receive a Letter of Offer containing:

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

3.10 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 CACRG Acceptance Form as accompanied by the Letter of Offer within the stated period unless a valid reason is provided.

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

3.12 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 researchgrant@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.

4. Deliverables and Progress Reports

4.1 As part of the application, applicants are requested to propose suitable deliverables associated with their projects, preferably in both English and Chinese. The finalised deliverables will be agreed between SCCC and the successful applicant, and set out in the Project/Disbursement Schedule that accompanies the Letter of Offer.

4.2 Upon award of the grant, the successful applicant shall deliver the relevant deliverables based on the said Project/Disbursement Schedule within the timeframes stipulated therein.

4.3 Updates on the project (e.g. progress of the project, breakdown of expenditure, changes in the research team) shall be submitted using the Progress Report Form by the successful applicant every three (3) months.

4.4 The final report (with an executive summary) in both softcopy and hardcopy must be submitted to SCCC by the target completion date, unless an extension is requested in writing and approved by SCCC. Primary sources and raw data that are of particular interest or relevance should also be submitted with the final report as annexes.

4.5 Submission of photographic and video documentation shall be made in softcopy (stored in a virus-free storage medium such as DVD-R and external hard drives) that can be viewed on a laptop or computer.

4.6 PIs and/or CIs are to conduct two (2) public talks at appropriate venues in SCCC at a date and time mutually agreed with SCCC to present their findings, observations or other commentaries in relation to the project.

4.7 SCCC may provide venue sponsorship to successful research applicants for the showcasing of their project deliverables (e.g. exhibitions and arts and cultural performances).

4.8 SCCC may offer to publish the intellectual property created pursuant to the funded project.

5. Indirect Research Cost

5.1 Any indirect research costs (IRC) charged by the applicant's institution must be included in the total amount of the grant requested. The IRC is calculated as a percentage of the direct costs budgeted for the project.

6. Grant Management and Disbursement

6.1 Each successful applicant will be given a maximum of twenty four (24) months from the date of acceptance of the grant to complete the project. The maximum grant quantum for the project is capped at S\$100,000.

6.2 SCCC will transfer the grant quantum to the successful applicant's supporting IHL or NGO, which will be in charge of disbursing the grant to the applicant. Disbursement of the funding will be in three (3) tranches and upon completion of the agreed deliverables as follows:

First Tranche	Second Tranche	Third Tranche
50% of grant quantum will be disbursed upon the award and formal acceptance of the grant.	30% of grant quantum will be disbursed at a suitable project milestone as agreed between SCCC and the successful applicant(s).	20% or remainder (should the project's actual cost be less than the estimated cost) of grant quantum will be disbursed upon submission of all project deliverables and when objectives have all been met.

6.3 The completion date of a research project is delineated as the end of the grant period as stated in the disbursement schedule, which also stipulates the key deliverables that has to be submitted by this time.

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

6.5 In the event that additional funding is required (beyond what was originally approved and agreed upon in the Letter of Offer). PIs of approved projects may submit a completed Budget Revision Request Form to SCCC requesting for additional funding, in which justifications for the request are listed clearly. SCCC will evaluate the request for additional funding based on the justifications provided and inform the PI 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.

6.6 PIs and CIs 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 the researchers' respective IHL, registered society or NGO should be adhered to when purchases are made. If there are no standard procedures for procurement in the relevant organisation, the following requirements will apply:

- a) A minimum of two (2) quotes must be obtained for each item to justify purchases between S\$500 and S\$3,000; and
- b) Quotes sought for purchases above S\$3,000 must be reviewed and approved by SCCC.

6.7 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 CACRG funding.

6.8 SCCC funding may be used to cover:

- a) Honoraria/Stipends for PI and CIs and additional researchers where applicable;¹
- b) Procurement of services to support the project (e.g. manpower support to conduct fieldwork and interviews; professional photographer and/or videographer; specialised technological/technical capabilities; archival and digital scanning of images, manuscripts, transcripts, oral interviews; design and editorial support);
- c) Procurement of materials required for the project (e.g. photocopying and printing services; recording/storage media/devices; rental of hardware and equipment; stationery);
- d) Legal advice/related fees required for the project (e.g. licence fees for the use of third-party intellectual property rights);
- e) Loan and access fees of relevant reference materials and online archives/databases;
- f) Overseas travel that are directly related to the project (e.g. field research and overseas conferences); and
- g) Purchase of equipment that are essential and directly related to the project.²

6.9 SCCC funding generally does not cover:

- a) Entertainment claims; and
- b) Legal fees not directly related to the project (e.g. patent applications, commercialisation expenses, registration of any intellectual property rights).

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. PIs shall submit a written request to SCCC to seek approval before any changes to the approved project are made.³

7.2 Retrospective variation requests will not be allowed.

¹ Honoraria/Stipends may be drawn by part-time researchers and/or freelance researchers who are not funded by their respective universities, research institutions and NGOs. Please note that CACRG funding will not cover living expenses.

² Subjected to SCCC's approval.

³ Variations to the approved project include changes in the use of funding, research methodology, milestones, schedule, deliverables etc.

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 The PI and CIs of the approved project may publish their findings, observations or other commentaries in relation to the project at any symposia, national, international or regional professional meetings or in any book, journal, thesis, dissertation, newspaper or otherwise. All publications shall acknowledge the funding support of SCCC by including the following line:

- a) English publications: **Supported by the Chinese Arts and Culture Research Grant of Singapore Chinese Cultural Centre.**
- b) Chinese publications: 本项目获得新加坡华族文化中心“华族艺术与文化研究资助金”支持。

8.2 The PI and CIs 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 researchers 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 funded research shall also include the following disclaimer:

- a) English publications: **Opinions, findings, conclusions or recommendations expressed in these materials are those of the author(s) and do not necessarily reflect the views of the Singapore Chinese Cultural Centre.**
- b) Chinese publications: 作者所发表的任何看法、研究结果及建议，皆不代表新加坡华族文化中心立场。

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:

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

The PI and CIs involved in the research project 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 CACRG 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 himself or herself to, or pays for, goods or 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 CACRG 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/Pis 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 CACRG, 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 research 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:

researchgrant@singaporeccc.org.sg