**CRAFT X DESIGN 2021**

**PROJECT APPLICATION FORM**

*Please complete* ***all fields*** *legibly and indicate* ***N.A.*** *if not applicable.*

*Please submit the completed form with all supporting documents to the National Heritage Board (“NHB”) in accordance with the following instructions, by* ***1 October 2021****. Kindly note that late submissions will not be considered.*

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| *Applicants are required to submit the softcopy of this application form and all supporting materials in*  **Microsoft Word format to:**  [arthur\_tan@nhb.gov.sg](mailto:arthur_tan@nhb.gov.sg) |

*For enquiries, please contact us at* [*arthur\_tan@nhb.gov.sg*](mailto:arthur_tan@nhb.gov.sg) *or 69821173*.

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| **1. DETAILS OF APPLICANT**  *Please fill in either Section 1(A) or 1(B) depending on whether you are an individual or organisation applicant respectively and indicate “N.A.” for the other section.* | | | | | | |
| **(A). FOR INDIVIDUAL APPLICANT** | | | | | | |
| Full Name as in NRIC | |  | | | | |
| NRIC No. | |  | | | | |
| Contact Details | | Contact No.: | | | | |
| Email Address: | | | | |
| Registered Address: | | | | |
| Address of Practice/Studio (if different from Registered Address): | | | | |
| **(B). FOR ORGANISATION APPLICANT** | | | | | | |
| Name of Organisation | |  | | | | |
| Type of Entity | | Company  Registered Society | | | | |
| UEN | |  | | | | |
| Registered Address | |  | | | | |
| Name of Appointed Representative as in NRIC | |  | | | | |
| NRIC No. | |  | | | | |
| Designation | |  | | | | |
| Contact Details | | Contact No.: | | | | |
| Email Address: | | | | |
| **2. SUMMARY OF project** | | | | | | |
| **(A) Please tick the traditional craft and corresponding practitioner that your proposal relates to:**  Chinese Lantern Making / Mr Jimm Wong  Ketupat Weaving / Mdm Anita Tompang  Peranakan Embroidery / Mr Raymond Wong  Rangoli / Ms Vijaya Mohan    **(B) Proposed Title of Project:** | | | | | | |
| **3. DETAILS OF pROPOSAL** | | | | | | |
| *Please provide a clear and accurate description of the project (max* ***500 words****). The description must include information on and address the following areas:*   * *Proposed role/application/adaptation of traditional craft skills and techniques, and level of involvement of and collaboration with the traditional craft practitioner*   *(Production of the proposed item should require acquisition of the knowledge and skills from the practitioner – be it working with the materials, methods, or otherwise.)*   * *Originality and artistic intent of proposed prototype design* * *Ability to appeal to current consumer trends in Singapore* * *Feasibility of proposed project (e.g. timeline, materials and other necessary resources)*   *Please also attach a proposed sketch of the product prototype design as an Annex (note that this is compulsory).* | | | | | | |
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| **4. PROJECT IMPLEMENTATION SCHEDULE** | | | | | | |
| *The proposed schedule and project milestones will be used for performance assessment of the project.* | | | | | | |
| *e.g.* | *Second meeting to begin prototyping* | | | *1 September 2021 – 14 September 2021* | | |
| 1. |  | | |  | | |
| 2. |  | | |  | | |
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| 4. |  | | |  | | |
| 5. |  | | |  | | |
| **5. projected COSTS** | | | | | | |
| *Please provide a detailed and itemised breakdown of the projected costs for the project below. Cost calculation* ***must not be rounded-off lump sum figures****.*  *Besides the honorarium, kindly note that NHB will provide reimbursement for the qualifying costs of approved projects up to a maximum amount of S$2,000 only, the full conditions of which will be set out in the Letter of Offer offered to successful applicants.*  *Examples of qualifying costs include:*   * + - *Procurement of services to design or create the prototype (e.g. additional manpower not on permanent payroll; specialised technological/technical capabilities); and*     - *Procurement of materials to create the prototype (e.g. raw materials for the prototype; photocopying and printing services; recording/storage media/devices; rental of hardware and equipment; stationery).* | | | | | | |
| **Items** | | | | | | **Costs (S$)** |
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|  | | | | | |  |
| **Total (S$):** | | | | | |  |
| **6. DECLARATION OF APPLICATION FOR pAST FUNDING from government/ PUBLIC agencies**  ***(please note that other concurrent funding FROM NHB OR OTHER GOVERNMENT/PUBLIC AGENCIES for the same project is not permitted)*** | | | | | | |
| **Have you (for Individual Applicant) or the Organisation (for Organisation Applicant) received funding previously from NHB or other government/public agencies over the past three years? Are you / the Organisation currently applying for other grants from NHB?**  Yes  No  If yes, please state name of grant, year of project and title of such past/current project(s): | | | | | | |
| **7. CONSENT & ACKNOWLEDGEMENT** | | | | | | |
| I/We declare that the information submitted in this application and the accompanying supporting documents are true and correct to the best of my/our knowledge and that I/we have not withheld/misrepresented any material facts or information. I/We understand that I/we have a continuing obligation to promptly notify NHB if there is any change in fact or information set out in this application or declarations herein.  I/We declare that the project is not currently being funded by any other agencies or NHB, and the product prototype proposal/sketch is created specifically for Craft X Design 2021.  I/We authorise NHB to use the information, including any personal data provided above, for NHB’s internal/records and administrative purposes relating to Craft X Design 2021, including but not limited to assessment of this application and for NHB to contact me/the authorised representative (in the case of Organisation Applicant) for more information.  In relation to the product prototype proposal/sketch submitted in this application:-   1. I/We represent and warrant that it is original and personally created by me/us, and does not infringe the intellectual property rights of any person. 2. I/We will retain all copyright and any other intellectual property rights to the same, but agree to grant to NHB a limited licence to use the same for its internal/records and administrative purposes relating to Craft X Design 2021, such as its assessment of the application and sharing with relevant third parties as NHB may deem fit (including but not limited to the respective craft practitioner) in relation to the same. 3. I/We will not separately develop the product prototype or disclose the proposal/sketch or otherwise licence the same to any person before the commencement of the project (if selected) or the release of results of this application. 4. If my/our application is successful, the copyright and intellectual property rights to the product prototype proposal/sketch, as well as any work-in-progress materials, the final product or otherwise arising in relation to the project, shall be subject to further discussion and written agreement (such as the Letter of Offer) with NHB as well as the craft practitioner, before the commencement of the project.   I/We acknowledge that the submission of this application does not, of itself, constitute any approval of the project by NHB or automatically entitle me/us to any honorarium or funding. I/We also understand that the project (if selected) shall be subject to such further terms and conditions as may be set out in the Letter of Offer.  I/We acknowledge and agree that I/we will be undertaking the project at my/our own cost and risk. I/We agree that in no event will NHB be liable to me/us for any direct or indirect losses or damages, including loss of income, profit or savings or indirect, incidental, special, consequential, or punitive damages arising from or in connection with this application and my/our participation in Craft X Design 2021.  I/We agree to indemnify NHB against any claims made against NHB or incurred by NHB arising from or in connection with this application, including but not limited to any breach of the above declarations or warranty relating to the product prototype proposal/sketch.    I/We understand that NHB may, at its discretion, withdraw the honorarium/funding and recover immediately from me (for Individual Applicant) / the Organisation (for Organisation Applicant) any amount of the same that has been disbursed, should I/we be found to have obtained the same and project approval by false or misleading statements and I/we shall have no claim against NHB.  (Where applicable – in the case of Organisation Applicant) I declare that I am authorised to apply for this project for and on behalf of the Organisation. | | | | | | |
| Name:  Designation (for Organisation Applicant):  For and on behalf of (insert full name of Organisation): | | | Signature: | | Date: | |

**Application Checklist**

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| **Before submitting, have I ensured that:** | **Indicate with a tick below if completed** |
| All details have been filled up correctly. |  |
| Sketch of the proposed product prototype is attached. |  |
| Project proposal of no more than 500 words is included. |  |
| The softcopy of my completed form and supporting documents will be submitted to NHB via email. |  |