

The Substation

A Home for the Arts

電力站

Terms of Reference for Substation Proposals¹

All proposals should include the following sections:

- **Summary of Proposal** – summary of key ideas and unique propositions (*not more than 200 words*)²
- **Main Proposal** – to include vision and mission, artistic and aesthetic direction, organisational structure, sustainability, targeted audiences (*not more than 1500 words*)
- **Funding Strategy** – to include a 3 to 5 year fundraising plan, and specify intended funding streams such as government grants, private donors, fundraising plans (*not more than 1000 words*)
- **Team members** – to include names of the team behind this proposal, the roles they will play and the timeframe of their commitment. CVs of key persons involved to be attached to Proposal.

Criteria for Consideration:

- **Soundness of Proposal** – Is the proposal realistic and workable? Are the plans feasible under current economic conditions?
- **Fidelity to Vision** – Is the proposal true to the Substation’s original vision? If it does deviate from vision, does it have a good reason to?
- **Track record** – Do they have the requisite experience to carry out what they propose to do? Any conflict of interest?
- **Unique Proposition** – Is the proposal exciting and novel? Or would it fill an existing gap in the landscape?

Notes:

1. These Terms of Reference are intended to provide guidance to interested parties.

Patron

Tommy Koh

Founder

Kuo Pao Kun

Board of Directors

Chew Kheng Chuan (Chairman)

Paul Khoo

Annabelle Yip

Edmund Wee

Wahyuni Hadi

Tan Tam How

Jean-Louis Morisot

Terence Chong

Jiarong Goh

Advisor to the Board

Sally J. Clarke

Advisor

Ong Pang Boon

Co-Artistic Directors

Raka Maitra

Woon Tien Wei

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Donations to The Substation Ltd in 2020 are eligible for a 250% tax exemption
Charity Reg No: 1138

The Substation is a recipient of the National Arts Council’s Major Grant
1 April 2017 to 31 March 2020

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¹ Please refer to The Substation’s Facebook post entitled “The Substation Post-Town Hall Update” dated 18 March 2021.

² The word limit serves as a structural guide for proposal writers.

2. All proposals submitted will be evaluated and discussed collaboratively, both with proposers as well as with other members of the arts community.
3. We are open to different imaginations of the Substation. The outcome of this exercise could be a combination of various ideas from different proposals, further developed, and crystalized into a realistic solution that meets the needs and keeps true to the values of The Substation.
4. We hope the discussions with the community will happen at various levels, even if they may not be in the exact form as suggested in the proposals.
5. The Substation thanks the arts community for the time and energy that everyone has put in, as volunteers, proposers, and in other forms.

Please submit your proposal by **20 April 2021** by email to the following email address: admin@substation.org.

Our doors are open if you have any questions or require any clarification or information. Please reach out to our General Manager Loh Aik Khoon at email address admin@substation.org.