



**SING LIT
STATION**

ANNUAL REPORT

For Year Ended 31 March 2019



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BASIC INFORMATION AND FINANCIAL STANDING

1. NON-FINANCIAL INFORMATION

NAME OF ORGANISATION

Sing Lit Station Ltd

CONTACT INFORMATION

Name: Charlene Shepherdson

Designation: Station Control (General Manager)

Address: 22 Dickson Road, #02-01, Singapore 209506

Office Number: 6909 3504

E-mail Address: charlene@singlitstation.com / contact@singlitstation.com

Website: www.singlitstation.com

CHARITY STATUS

UEN No. : 201615577D

Date of Registration: 2 November 2016

Constitution: Public Company Limited by Guarantee

IPC STATUS

Effective Date: 15 December 2017 – 14 December 2019

OBJECTIVES

Sing Lit Station LTD (SLS) is a non-profit literary arts organization, registered charity and Institution of Public Character (IPC). Through our various programmes and initiatives, we want to be a platform where readers and writers can meet.

VISION / MISSION:

Our core mission is to grow the local literary community and help to develop the craft of emerging and established writers.

NUMBER OF BENEFICIARIES:

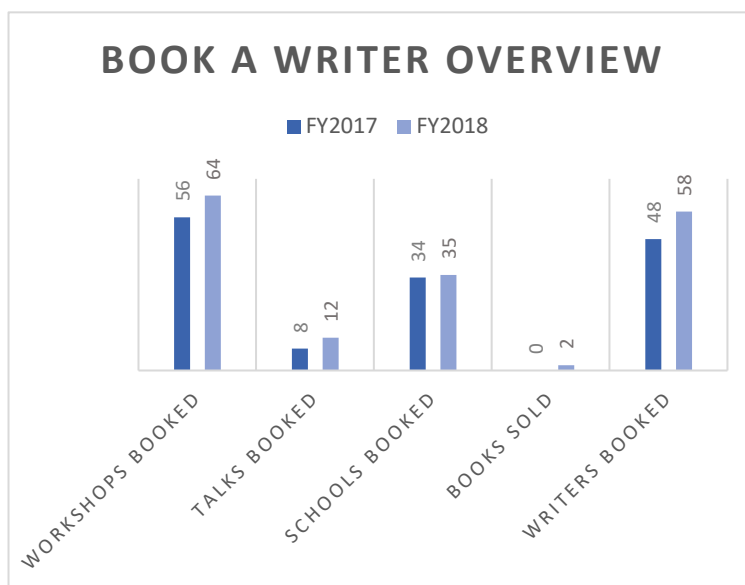
N.A.

CORE PROGRAMMES

• Book a Writer (BAW) / Camp Lit

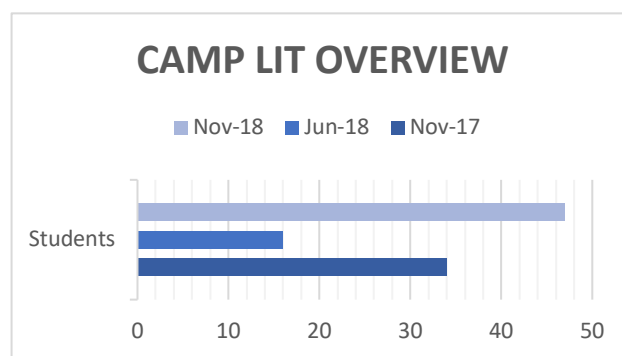
The Book a Writer programme is a service to connect schools and organisations to Singapore-based writers for talks, workshops and events. We list the writers and the services they offer on our website, <http://www.singlitstation.com/bookawriter>. 80% of the BAW fees go to the writer while Sing Lit Station receives 20% for the administration and logistics of the workshop.

For FY18, we booked 20.8% more writers in the year increasing the number of writers booked from 48 in FY17 to 58. The top three writers who were booked the most were Marc Nair (8 bookings), Jon Gresham (7 bookings) and Audrey Chin (6 bookings). Although there was a slight dip in the numbers of students reached from 2853 students in FY17 to 2760 students in FY18, our overall income increased by 9.6% from \$31,170 in FY17 to \$34,167 in FY18.





In our second year running Camp Lit, a creative writing camp for students aged 13 – 17 years old, we experimented with having two editions, one in June and one in November. Although our overall numbers of students increased from 34 in FY17 to 63 in FY18, we have made an executive decision not to continue with the June camp as the numbers were much lower than both Novembers (FY17 & FY18).



- **Manuscript Bootcamp (Prose / Poetry)**

We conduct an annual Manuscript Bootcamp alternating between poetry and prose with each year. The best manuscripts are selected in an open call to participate in the bootcamp which offers its participants a wide range of input from literary stakeholders such as academics, editors, publishers and writers. SLS links up with publishers to offer potential publication opportunities to the successful graduands of the programme.

In FY18, the bootcamp was held between 3 and 5 August 2018. SLS received 34 submissions for prose, of which 9 were longlisted and the final 4 were selected – Hidhir Razak, Aleithia Low, Jocelyn Suarez and Annabel Tan. Bootcamper Jocelyn Suarez was selected as 1 of 8 longlisted writers for the Epigram Books Fiction Prize 2020.

- **Singapore Poetry Writing Month (SingPoWriMo)**

We run SingPoWriMo, an annual month of daily poetry writing on Facebook, where participants write 1 poem a day for 30 days in response to daily prompts. Active commenting and interaction within the community are a regular feature, and prizes and meetups add flavor to the month. The group grew from 5,830 on 1 April 2018 to 6,089 on 30 April 2018.

In FY18, we extended this programme by holding a week-long SEAPoWriMo in August to reach out to writers in ASEAN countries. The programme followed the same mechanics as SingPoWriMo except that each country was represented by their own moderators who gave one prompt on a scheduled day.

- **Poetry.sg**

We maintain poetry.sg, an online database of Singapore poets including biographies, bibliographies, critical introductions, selected poems and videos. This database is targeted at students, academics and lovers of literature as a one-stop resource for exploring the wide range of Singapore poetry. We continually refresh the database with new poets and updated material for existing poets, and in the long term, aspire to extend this programme to four languages. For FY18, Wave 4 (Nov 2018) featured further expansions of our online database and critical resource poetry.sg, including additions of around 20 poets, including 7 poets who write in the Malay language.

SUPPLEMENTARY PROGRAMMES

Literary Events

- Nuts & Bolts



Jan 17 – Jan 18: SLS continued hosting irregular professional workshops conducted by visiting and local writers. These paid workshops instruct writers on professional skills such as marketing, legal rights, distribution, publishing and the like, and are targeted at participants interested in writing as a profession.

- The World in a Book (#buysinglit 2018)

Feb – Mar 18: As part of the 2018 #buysinglit festival, Sing Lit Station, in collaboration with children's writer Adeline Foo and venue sponsor National Library Board, produced a weekend of family-friendly panels and workshops involving travel writing.

- New Works

Feb – Jul 19: Held at Sing Lit Station's office, New Works is a curated series of monthly conversations and presentations, centred on works-in-progress. We organised New Homes / New Works in February, featuring Momtaza Mehri, Cyril Wong and Pooja Nansi and New Paths New Works in March featuring Nabilah Said in conversation with Corrie Tan. The series continued into FY19

Literary Exhibitions

- Out of Print

Feb – March 18: Out of Print is an exhibition organised by Sing Lit Station, in partnership with graphic design firm Sarah and Schooling and venue sponsor The Arts House. Commissioned by the 2018 #buysinglit festival and in conjunction with Design Week Singapore 2018. Out of Print seeks to feature up to 20 titles of landmark Sing Lit titles published between 1965-1999. By using the power of contemporary graphic design to inject a freshness and curiosity into these soon-to-be-forgotten titles, Sarah and Schooling produced 20 completely re-imagined book covers and produced 20 prints to be displayed at the exhibition.

- Any Anything Also Can

Mar 19: Any Anything Also Can is a broadside exhibition of multilingual poetry: an eight-poem taster showcasing the linguistic possibilities Singapore has given its writers. It featured strange poems and lyric poems; poems old and new, about place, about self, about loving words; songs; how meaning can go wrong; how to hold it together even if you might not understand it all. This exhibition was a programme of the 2019 Textures festival, organised by The Arts House in conjunction with the 2019 #BuySingLit movement.

Literary Collaborations

- Graphic Medicine workshops

Jun – Dec 18: We worked with Nanyang Technological University (NTU) and comic artists James Tan and Don Low to organise a series of free monthly graphic medicine workshops, designed to help participants find out more about graphic medicine and the medical humanities. Participants explored experiences with health and sickness by learning how to draw and express ideas on illness and wellbeing through comics and graphic novels.

Writers' Centre

- Workshop Centre

Apr 18 – Mar 19: Since 2014, we are a Workshop Centre that provides a physical location and coordinates enthusiastic writers for peer-driven workshops, where writers of similar talent level and career stages meet regularly to workshop new material and form a tight peer support group. We provide facilitators to guide newly formed groups in the initial phases, and link up with senior writers to make guest appearances at workshops and masterclasses to share their experience. We have extensive experience in developing poetry workshops that are self-sustaining, and occasionally introduce established writers as guests or hosts of these workshop sessions. Our writing groups include: Insert Cool Name Here, S@BER, ATOM, The Fire Pen, Club Penguin, Writing the City and Rainforest Writing Group.

- Writing Residency

Oct 18 – Mar 19: Since 2014, we have offered this Writing Residency to 2-3 Singapore-based writers and grant them full access to our office to work on any form of literary creation. The residency lasts for 6 months, at the end of which the residents gave a workshop each to the public. In the Jalan Kubor Writing Residency, we selected Chan Li Shan and Pierre Vincclair. In the first edition of the Jalan Besar Writing Residency, we selected Nabilah Said and JY Yang.

- Hawker Prize

Oct 18 – Mar 19: The Hawker Prize for Southeast Asian Poetry invites editors of literary journals based in or who identify with Southeast Asia to nominate poems they believe are deserving of greater recognition. In our inaugural edition, the Prize received a total of 40 submissions consisting 57 poems published by 18 eligible literary journals /publications. The winning poems, "which orientation with sea" by Nhã Thuyên, translated from the Vietnamese by Kaitlin Rees, "Kiwis" by Jenny Danes and "definition" by Nguyễn Man Nhiên, translated from the Vietnamese by Kaitlin Rees were awarded \$1,500, \$700 and \$300 for the first, second and third place respectively.

Special features on and interviews with the winning journals / publications were also published, to showcase their history and contextualise their efforts in the literary arts.

Commercial events

- Poetry-on-Demand: Typewriter poetry events

Apr 18 – Mar 19: Sing Lit Station provides personalised, on-demand typewritten poetry services for various companies for their events. We engage various writers for these events, who showcase their on-demand typewritten poetry skills by creating customised poems (of varying lengths) to guests, depending on the various prompts and themes of the events. To date, some of the clients we have served include IKEA, Straits Clan, Dulux, and DBS.

- Phil and Sarah Kay(e) Live in Singapore



Jun 18: In partnership with USA's Project VOICE, we brought in American spoken word poets Phil Kaye and Sarah Kay, for a two-night performance at the Singapore Repertory Theatre, both in July 2018. In both years, the shows sold out on both nights, with the target audience mainly being students and young adults. Organising their performances have allowed Sing Lit Station to build valuable international relations with overseas literary organisations, and it also provided our staff with useful logistical and administrative skills for larger event-planning.

ANNUAL EVENT CALENDAR

February – March: #BuySingLit commissioned programme

April: SingPoWriMo

August: Manuscript Bootcamp (Prose/Poetry)

November: Camp Lit - creative writing camp for secondary school students

November – December: End-of-Year Fundraising Campaign



PATRON

N.A.

BOARD OF DIRECTORS

- Ms. Chan Su-Min, Fiona
- Mr. Jonathan Paul Gresham (until 31 March 2019)
- Ms. Marina Matthews
- Mr. Yam Qilin, Daryl
- Mr. Yap Yonggang, Joshua

STAFF

Full-time Staff

<i>Station Control (General Manager)</i>	Daryl Qilin Yam
<i>Manager, Education & Outreach</i>	Azira Amran
<i>Manager, Programmes & Admin</i>	Klarissa Schmitt

Associates / Consultants

<i>Station Senior Associates</i>	Jennifer Anne Champion
	Jon Gresham
	Tse Hao Guang

Station Junior Associates

Andronicus Tan (From Mar 18)
Jerome Lim (From Apr 18)
Sim Jia Ling (Apr 18 – Mar 19)
Sarah Seah (Apr 18 – Sept 18)
Lune Loh (Apr 18 – Nov 18)
Amber Hoo (Jul 18 – Sept 18)
Shalani Devi (From Jan 19)
Vivien Yap (From Mar 19)

AUDITOR

Audit Trust PAC



2. FINANCIAL INFORMATION

<i>Income</i>	<i>Actual (\$)</i>
EARNED	
Income earned from core programmes	
- Book a Writer	\$ 54,846.64
- Poetry.sg	\$ 6,915.41
- SingPoWriMo	\$ 885.00
- Manuscript Bootcamp	\$ 400.00
Supplementary income from other programmes	
- Rent Collected	\$ 16,637.00
- Misc. Income ¹	\$ 2,000.00
- LAF-SLS	\$ 50.00
- Manpower TEC	\$ 2.00
- Masterclasses/Talks	\$ 8,526.42
- Supplementary Programmes ²	\$ 24,121.15
Funding from NAC for Partnership Projects and Commissions	
- Any Anything	\$ 7,000.00
- MASS	\$ 15,300.00
- BSL2018	\$ 2,125.00
- Sing Lit Cloud	\$ 16,000.00
RAISED	
Other Grants: Arts Fund	
- Carnival of Poetry	\$ 3,000.00
- SingPoWriMo	\$ 2,000.00
- Writing the City	\$ 3,000.00
Cash donations and sponsorships	
- Tax-Exempt	\$ 71,182.00
- Non-Tax Exempt	\$ 4,178.00
Cultural Matching Fund ³	\$ 53,518.23
SUB-TOTAL INCOME	\$ 291,687.00
NAC Seed Grant	\$ 80,000.00
TOTAL INCOME	\$ 371,687.00

¹ Prize money for competition organised by NAC and NomadX² These include programmes such as Hawker Prize, House of Words, DDD Festival, Poetry-on-Demand events, coordination for Phil & Sarah Kay(e), Graphic Medicine workshops and other miscellaneous events that are not part of our core programmes³ For projects that have taken place in this FY only



<i>Expenditure</i>		<i>Actual (\$)</i>
OVERHEAD OPERATING COSTS	Salaries of members of staff	
	- Directors' Remuneration ¹	\$ 39,082.00
	- Staff Remuneration ²	\$ 72,768.00
	Other staff-related expenses	
	- Staff Recruitment	\$ 120.00
	- Training	\$ 937.00
	- Staff Welfare	\$ 1,396.00
	- Medical Fees	\$ 74.00
	Rental for studio/office space	
	- Rental expenses	\$ 35,072.00
	- Repair and Maintenance	\$ 505.00
	- Utilities	\$ 4,836.00
	Marketing and communications³	\$ 2,474.00
	Depreciation of assets	\$ 4,872.00
	Other operating expenses	
	- Admin / Financial Fees ⁴	\$ 38,621.00
	- General Operational Costs ⁵	\$ 9,944.00
	TOTAL OPERATING COST	\$ 210,701.00
PROGRAMME COSTS⁶	Core programmes	
	- Book a Writer	\$ 37,653.11
	- Poetry.sg	\$ 750.00
	- SingPoWriMo	\$ 4,330.63
	- Manuscript Bootcamp	\$ 5,367.54
	Other activities	
	- Fundraising Costs ⁷	\$ 1,333.00
	- Masterclasses / Talks	\$ 4,950.00
	- Supplementary Programmes ⁸	\$ 41,540.47
	TOTAL PROGRAMME COST	\$ 95,925.00
TOTAL EXPENDITURE		\$ 306,626.00
SURPLUS / (DEFICIT)		\$ 65,061.00
COST RECOVERY RATIO⁹		95%

¹ Includes Director's salary, CPF and bonus² Includes Staff salary, bonus and CPF³ These include website charges, advertising, boosts for social media channels and physical collaterals.⁴ These include transaction fees, bank charges, accounting services, admin and filing charges, insurance, secretarial fees, stamp duty and tax services fee⁵ These include IT software, meals and refreshments, office expenses, postage and couriers, printing and stationery and transportation charges.⁶ These include professional and artistic fees, venue rental and other related costs, incl. the payment for goods and services.⁷ These refer to costs directly incurred and paid for during fundraising. These include costs such as advertisements, printing, publicity materials, costs of online fundraising sites, rental of premises and logistics.⁸ These include Submittable fees for programmes, Any Anything, writers' honorarium for programmes such as DDD, Hawker Prize, writing groups facilitation, Poetry-on-Demand events and other supplementary programmes⁹ Income excluding NAC grants and housing subsidy, divided by total expenditure



Statement of Comprehensive Income

	<u>2019</u> \$	<u>2018</u> \$
INCOME		
Income for generating fund		
- Voluntary income	257,355	207,778
Income for charitable activities	112,332	60,104
Miscellaneous income	2,000	-
	371,687	267,882
EXPENSES		
Cost of charitable activities	241,966	174,013
Governance and administrative costs	64,600	46,008
	306,626	220,021
Total comprehensive income for the year	65,061	47,861



Statement of Financial Position

	<u>2019</u> \$	<u>2018</u> \$
ASSETS		
Current assets		
Cash and cash equivalents	134,127	89,868
Other receivables	10,684	4,294
	144,991	94,162
Non-current assets		
Property, plant and equipment	10,386	-
TOTAL ASSETS	155,377	94,162
LIABILITIES		
Current liabilities		
Other payables	16,460	20,314
Total liabilities	16,460	20,314
NET ASSETS	138,909	73,848
FUNDS		
Unrestricted funds		
Accumulated general fund	138,909	73,848
	138,909	73,848