



**SING LIT
STATION**

ANNUAL REPORT

For Year Ended 31 March 2018



TABLE OF CONTENTS

BASIC INFORMATION AND FINANCIAL STANDING	2
1. NON-FINANCIAL INFORMATION	2
<i>Name of Organisation</i>	2
<i>Contact Information</i>	2
<i>Charity Status</i>	2
<i>IPC Status</i>	2
<i>Objectives</i>	3
<i>Vision / Mission:</i>	3
<i>Number of Beneficiaries:</i>	3
<i>Core Programmes</i>	3
<i>Supplementary Programmes</i>	4
<i>Annual Event Calendar</i>	5
<i>Patron</i>	6
<i>Board of Directors</i>	6
<i>Staff</i>	6
<i>Auditor</i>	6
2. FINANCIAL INFORMATION.....	7
<i>Income</i>	7
<i>Expenditure</i>	8
<i>Statement of Comprehensive Income</i>	9
<i>Statement of Financial Position</i>	10



BASIC INFORMATION AND FINANCIAL STANDING

1. NON-FINANCIAL INFORMATION

NAME OF ORGANISATION

Sing Lit Station Ltd

CONTACT INFORMATION

Name: Joshua Ip

Designation: Station Director

Address: 3A Jalan Kubor, Singapore 199201

Office Number: 6909 3504

E-mail Address: josh@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

- **Poetry.sg**

Our core programme, poetry.sg, continues to grow as it enters its third year of operations. A user-friendly and online-accessible archive of Singaporean poets that also functions as a critical and educational resource, poetry.sg has decided to expand into one of the other non-English Official Languages of Singapore – specifically, Malay. With the assistance of Annaliza Bakri as the main editor of the Malay arm, archiving, translating and creating multimedia content from a select list of Malay poets has proven to be a challenging but ultimately rewarding enterprise for the poetry.sg team, culminating in an excellent showcase at the Singapore Writers Festival. To date, we have had 6,000 unique visitors to the site.

- **Manuscript Bootcamp (Poetry)**

Our other core programme, Manuscript Bootcamp, also did much to serve the future poets of Singapore. After receiving a highly competitive number of 50 manuscripts, an international panel of senior poets was put together to whittle our shortlist of 12 manuscripts down to a final selection of 6 participants. An entire weekend of curated talks and panels were then arranged to put our participants through their paces in what we felt was a bigger, more legitimate and industry-strengthening edition of the Bootcamp.

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

In April we ran our fourth iteration of Singapore Poetry Writing Month (SingPoWriMo) with up to **5,000 members** on our Facebook group, facilitated by an experienced team of senior and junior moderators. We raised more than **USD 4,000** on our Indiegogo campaign to fund the publication of our fourth anthology, which had a well-attended launch at the Singapore Writers Festival later in the year. We believe, now more than ever, that SingPoWriMo remains the key highlight in our literary calendar, allowing us to provide active participation from wannabe



writers, identifying emerging talent, and allowing seasoned and established writers a platform to be seen and paid attention to be thousands.

- **Book a Writer (BAW) / Camp Lit**

This year, we launched Book A Writer, our workshop-for-schools programme that gives various schools and institutions the exciting option to commission some of our most important writers at work today to conduct workshops and talks to their students. The growing popularity of our programme has made Sing Lit Station confident in its ability to provide affiliated writers with a measure of income, to increase their exposure to young students, and to develop their capabilities in teaching and communicating their valuable skills and knowledge in the literary arts. It has also pushed us to devise a twice-yearly “camp” for students: named Camp Lit, it invites students to sign up for an entire package of writing, literary-based and multi-disciplinary workshops devised by a commissioned panel of writers.

To date, we have held **69 workshops** and talks reaching **2781 students**.

- **Hawker Prize for Southeast Asian Poetry**

We have also launched The Hawker Prize for Southeast Asian Poetry. The initiative allows us to make good use of the generous funds we’ve managed to raise as a charity and IPC throughout the second Financial Year. It has also afforded us the splendid opportunity to broaden our scope towards a region (namely, Southeast Asia) that Sing Lit Station is invested in engaging with meaningfully. It also enables us to highlight the efforts of editors, publishers and translators from or based in the region – those who tirelessly run an entire range of literary journals and publications that help to kickstart or promote the careers of aspiring, emerging and established writers. The inaugural edition of the Hawker Prize has done much in engaging both editors and readers from around the world, and we can only hope that the Prize continues to grow in prestige in the coming years.

SUPPLEMENTARY PROGRAMMES

This year was also a landmark year for our organisation, in which we embarked on three separate projects in collaboration with three separate organisations, which had three very different target audiences while also stretching our organisational capabilities in ways both challenging and invaluable.

Literary Collaborations

- Sing Lit Body Slam

October 2017: The first project, conceptualised and presented with Grapple Max Dojo, was Sing Lit Body Slam, supported by the Arts Fund and held at the MPH of Aliwal Arts Centre. As our first ever fundraising event as a charity and IPC, Sing Lit Station was also fully aware that the event would push at the limits of what constituted spoken word in a world-first collaboration between performance poetry and pro-wrestling. But we were glad to say that the event was a success and a hit with our audience members, who found it both invigorating and entertaining. We sold **196 tickets**, resulting in a sold-out first night.

- LAF-SLS Translation Retreat



October – November 2017: With the aim of better increasing the ability of multilingual poets to translate poems across cultures and languages, 3 poets from Europe and 3 poets from Singapore (accompanied by guests Pierre Vinclair and Afi Noor) were housed in Iskandar, Malaysia over a period of 4 days. The project then culminated with a presentation of new work at the Singapore Writers Festival.

- Out-of-Print Exhibition

February – March 2018: The third project, presented by Sing Lit Station, curated by Daryl Lim Wei Jie and art directed by Sarah and Schooling, was Out of Print, supported by the 2018 #BuySingLit campaign and held at Gallery I of the The Arts House. A programme of the #BuySingLit weekend, The Arts House's Textures weekend and the 2018 Singapore Design Week, it was also covered by Arts Equator by Corrie Tan. The exhibition, showcasing the power of graphic design and the history of Singaporean literature, was also supplemented with 6 tours (including 1 foreign media tour for SDW, organised by the Singapore Tourism Board). There were 60 – 90 participants in total.

Writers' Centre

- Workshop Centre

Sing Lit Station has also committed itself to being a platform where various workshop groups might gather with the aim of creating a sense of community while also improving one another's practices in fiction or poetry. Writing the City, the monthly meet-up series first organised by the British Council, remains steady and well-organised under Jon Gresham. We also play host to monthly meetings by the Image-Symbol Department, [insert cool name here] and the atom collective, as well as our monthly community-based meetings with migrant worker writers (culminating in a mini-festival at our office) and queer folk (later named Club Penguin).

- Writing Residency

In yet another show of unwavering commitment to making Sing Lit Station a writers' centre, we are proud to say that we awarded non-fiction writer Chan Li Shan and the prolific poet / translator / philosopher Pierre Vinclair the Jalan Kubor Writing Residency, in which they have full access to our space and the free use of a desk each. To commemorate their time with Sing Lit Station, Li Shan gave a reading of works-in-progress while Pierre will be giving an upcoming lecture on the development of contemporary French poetry. Pierre will also be extending his residency at Sing Lit Station by an additional 4 months.

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

November – March: The Hawker Prize for Southeast Asian poetry



PATRON

N.A.

BOARD OF DIRECTORS

- Ms. Chan Su-Min, Fiona
- Mr. Jonathan Paul Gresham
- Ms. Marina Poturica
- Mr. Yam Qilin, Daryl
- Mr. Yap Yonggang, Joshua
- Toh Hsien Min (Appointed on 30 August 2018)

STAFF

Full-time Staff

Station Control (General Manager) Daryl Qilin Yam

Associates / Consultants

Station Senior Associates Jon Gresham (BAW Leader)

Tse Hao Guang

Station Junior Associates

Andrea Low

Andronicus Tan (from March 2018)

Ang Shuang

Azira Amran (from July 2017)

Jerome Lim (from December 2017)

Karisa Poedjirahardjo (from June – August 2017)

Klarissa Schmitt (from August 2017)

Sarah Seah (February 2018)

Sim Jia Ling

AUDITOR

Audit Trust PAC



2. FINANCIAL INFORMATION

<i>Income</i> (<i>\$</i>)	<i>Actual</i>
EARNED	
Income earned from core programmes	
-	-
Supplementary income from other programmes	
- Rent Collected	\$ 4,950.00
- Workshop Fees	\$ 55,154.00
Funding from NAC for Partnership Projects and Commissions	
-	-
RAISED	
Other Grants: Arts Fund	
- SingPoWriMo	\$ 3,000.00
- Sing Lit Body Slam	\$ 3,000.00
- Writing the City	\$ 3,000.00
Other grants from other government agencies/sources	
- #BuySingLit	\$ 11,343.00
Cash donations and sponsorships	
- Tax-Exempt	\$ 45,509.00
- Non-Tax Exempt	\$ 8,009.00
Cultural Matching Fund ¹	\$ 53,917.00
SUB-TOTAL INCOME	\$ 187,882.00
NAC Seed Grant	\$ 80,000.00
TOTAL INCOME	\$ 267,882.00

¹ 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	\$ 45,793.00
- Staff Remuneration ²	\$ 15,141.00
Other staff-related expenses	
- Training	\$ 315.00
Rental for studio/office space	
- Rental expenses	\$ 31,742.00
- Repair and Maintenance	\$ 500.00
- Utilities	\$ 1,926.00
Marketing and communications³	\$ 6,351.00
Depreciation of assets	\$ 280.00
Other operating expenses	
- Admin / Financial Fees ⁴	\$ 35,303.00
- General Operational Costs ⁵	\$ 5,232.00
TOTAL OPERATING COST	\$ 142,583.00
PROGRAMME COSTS⁶	
Core programmes	
- Programme Costs ⁶	\$ 33,835.00
- Writers' Honorarium ⁷	\$ 43,603.00
Other activities	
-	-
TOTAL PROGRAMME COST	\$ 77,438.00
TOTAL EXPENDITURE	\$ 220,021.00
SURPLUS / (DEFICIT)	\$ 47,861.00
COST RECOVERY RATIO⁸	85%

¹ Includes Directors' salary, CPF and bonus

² Includes Staff salary, bonus and CPF

³ 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, secretarial fees, consulting services, audit fee, professional fees and sponsorship.

⁵ These include IT software, meals and refreshments, office expenses, postage and couriers, printing and stationery and transportation charges.

⁶ These include programmes such as SingPoWriMo, Book a Writer, Any Anything, and submittable fees for Manuscript Bootcamp

⁷ These refer to payments made to writers for Manuscript Bootcamp, Sing Lit Body Slam, Book a Writer, and external events.

⁸ Income excluding NAC grants and housing subsidy, divided by total expenditure



Statement of Comprehensive Income

	<u>2018</u>	<u>8.6.16 (DATE OF INCORPORATION) TO 31.3.17</u>
	\$	\$
INCOME		
Income for generating fund		
- Voluntary income	207,778	112,594
Income for charitable activities	60,104	2,343
	267,882	114,937
EXPENSES		
Cost of charitable activities	174,013	67,039
Governance and administrative costs	46,008	21,911
	220,021	88,950
Total comprehensive income for the year	47,861	25,987



Statement of Financial Position

	<u>2018</u> \$	<u>2017</u> \$
ASSETS		
Current assets		
Cash and cash equivalents	89,868	27,494
Other receivables	4,294	4,419
	<hr/> 94,162	<hr/> 31,913
Non-current assets		
Property, plant and equipment	-	280
TOTAL ASSETS	<hr/> 94,162	<hr/> 32,193
LIABILITIES		
Current liabilities		
Other payables	20,314	6,206
Total liabilities	<hr/> 20,314	<hr/> 6,206
NET ASSETS	<hr/> 73,848	<hr/> 25,987
FUNDS		
Unrestricted funds		
Accumulated general fund	73,848	25,987
	<hr/> 73,848	<hr/> 25,987