



SING LIT
STATION

ANNUAL REPORT

For Year Ended 31 March 2020

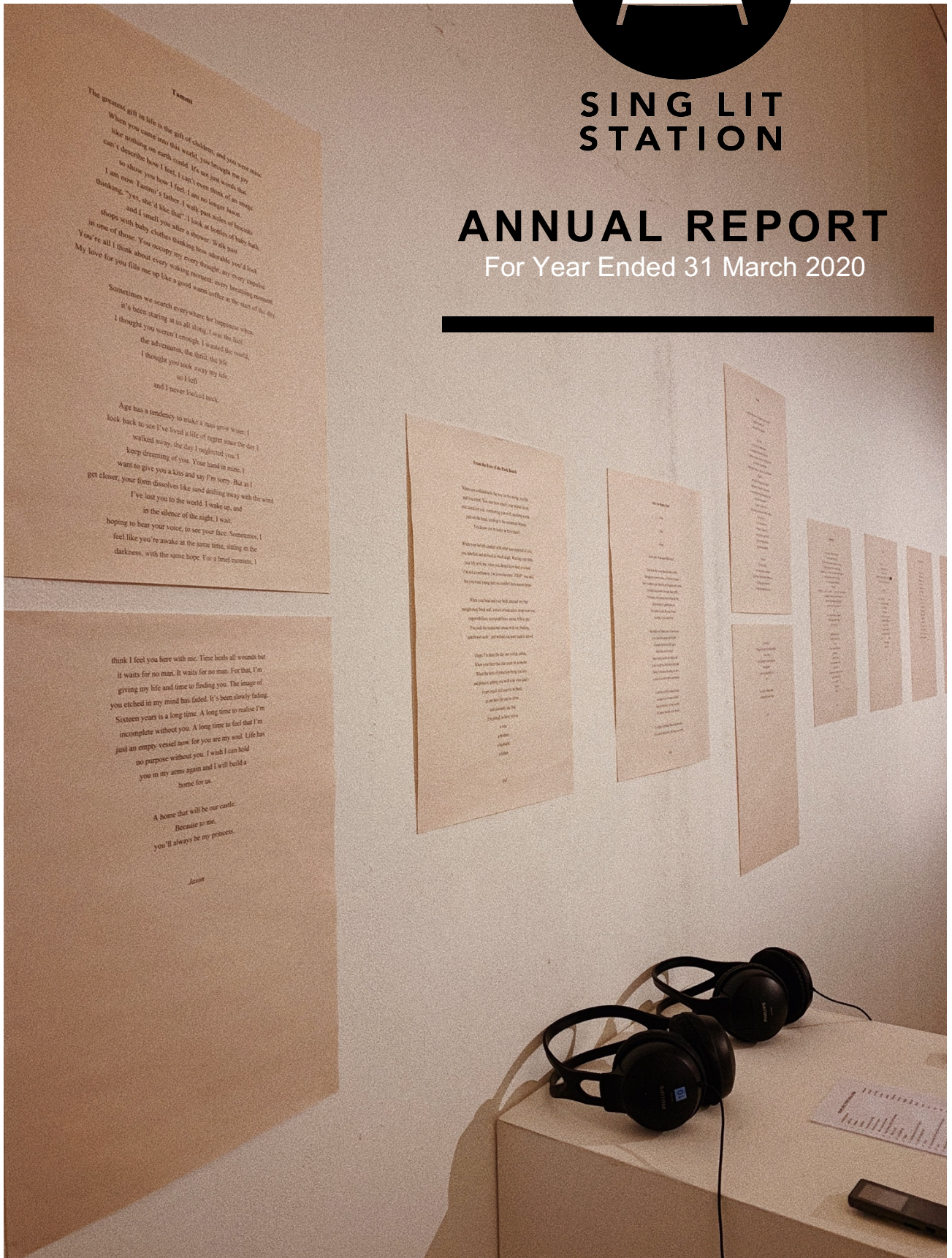


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BASIC INFORMATION AND FINANCIAL STANDING

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 2019 – 14 December 2021

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:

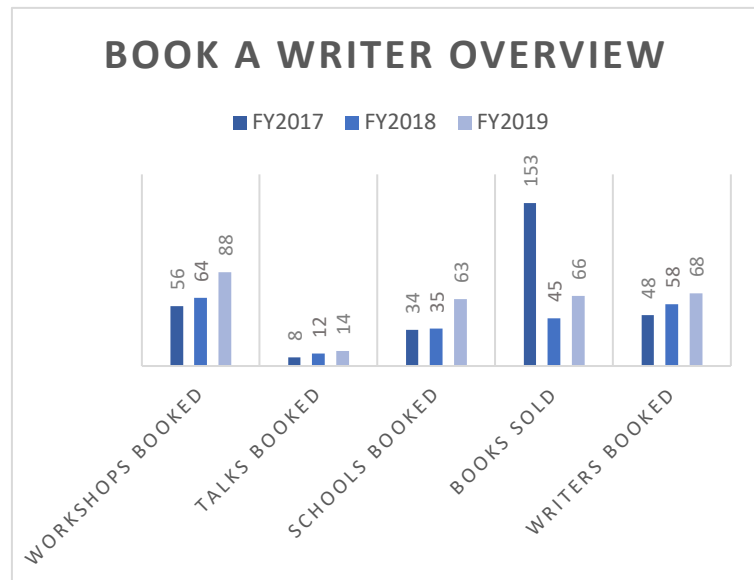
N.A.

CORE PROGRAMMES

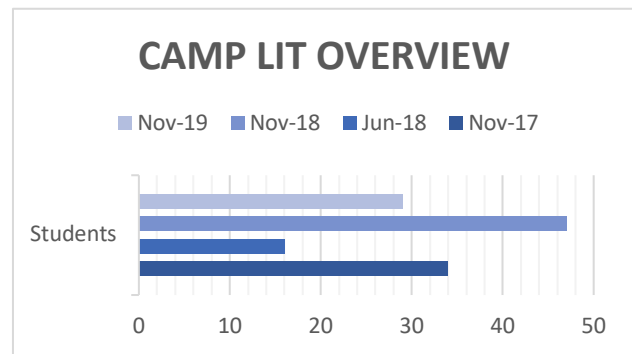
- **Book A Writer (BAW) / Camp Lit**

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 FY19, we booked 17.2% more writers in the year increasing the number of writers booked from 58 in FY18 to 68. The top three writers who were booked the most were Yeo Wei Wei (14 bookings), Neil Humphreys (13 bookings) and Nabilah Said (11 bookings). Our BAW programme has also reached 5,759 students in FY19, a 108% increase from 2,760 students in FY18, and our overall income increased by 59.2% from \$34,167 in FY18 to \$54,421 in FY19.



In our third year running Camp Lit, a creative writing camp for students aged 13 – 17 years old, we experimented with exploring a new venue at the ArtScience Museum (instead of at The Arts House, where it has been conducted since Camp Lit’s inception), as the exhibitions better suited the theme for this year’s camp: Digital Natives. Although Camp Lit 2019 had a smaller intake of 29 students, compared to 2018’s 47 students, the camp was more profitable overall due to better margins from optimizing the student-instructor ratio.



Finally, as part of our efforts to expand Book a Writer, we planned capability development events and public engagements for teachers, and the first marketing outreach programme was Intro to Sing Lit Day, held in February 2020 in collaboration with National Institute of Education (NIE). The aim of the event was to give teachers and NIE trainees an overview of the local literary scene and provide them with the necessary resources and knowledge to teach contemporary Sing Lit. The event was a success, and the NIE trainees and professors found the sessions very informative, and indicated they would like to run it again for the next intake. We will aim to make this a regular programme, and open it to members of the public in the future.

- **Manuscript Bootcamp (Prose / Poetry) and Manuscript Assessment Scheme (MASS)**

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 FY19, the poetry bootcamp was held between 2 and 4 August 2019. The 2019 edition of the Bootcamp expanded its reach with the Manuscript Assessment Scheme (MASS), supported by the National Arts Council. Through two cycles of MASS, shortlisted applicants of the Bootcamp gained access to detailed feedback from The Literary Consultancy (TLC) based in the UK, effectively benefiting from the best of both worlds—feedback from TLC, as well as a closer, more intimate look at the work in Manuscript Bootcamp. MASS received 65 submissions, out of which 61 were sent to TLC for feedback. Out of these, twelve were longlisted for Manuscript Bootcamp, and the final six – Carissa Cheow, Nicholas Chng, Joses Ho, Valen Lim, Qamar Firdaus Saini and See Wern Hao, were selected to attend the Bootcamp.

- **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 6,089 on 30 April 2018 to 6,222 on 30 April 2019, and 2,760 poems were written in the month of April 2019. In previous years, the best poems from SingPoWriMo would be collated into a physical anthology. This year, we found it a better use of resources to instead use an online journal to showcase the best works, reach a wider audience, and help new writers develop their skills through regular features and interviews

with writers, and launched SingPoWriMo.com, an online magazine with 3 issues a year. Each issue is themed around a curated selection of best works from the annual SingPoWriMo writing challenge. It also includes features by writers that cover various aspects of writing from inspiration and craft to performance and publication. Since the first issue was launched in October 2019, we have reached 2,147 unique visitors on the site.

In FY18, we extended this programme by holding a week-long SEAPoWriMo in August to reach out to writers in ASEAN countries. This year, we further extended SEAPoWriMo to 11 days, covering each country in ASEAN and Timor Leste, with the addition of 4 countries since 2018, and representation in the moderation team with individuals or organisations from all 11 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. As at FY19, the group has 958 members, and they continue to engage regularly even beyond SEAPoWriMo.

- **Poetry.sg**

We maintain poetry.sg, an online database of Singapore poets including biographies, bibliographies, critical introductions, selected poems and videos. Between April 2019 to March 2020, there were 35,000 unique visitors to poetry.sg. This database is targeted at students, academics and lovers of literature as a one-stop resource for exploring the wide range of Singapore poetry. In this FY, the poetry.sg team has been refreshed, comprising mainly teacher trainees, to bring a renewed focus on ways to make poetry.sg a more enjoyable experience and useful resource for teachers and students. We completed the extensive work on Wave 4 for the English poets initiated by the previous team, and also commenced work on 10 new Chinese poets under editors Tan Chee Lay and Zhou Decheng, assisted by Station Associate Ang Shuang. 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.

SUPPLEMENTARY PROGRAMMES

Literary Events

- Sing Lit Cloud and prose.sg

Feb 19 – Mar 20: Commissioned as part of the 2019 #BuySingLit movement, we successfully created three Sing Lit Cloud printers and placed them at various locations in Singapore, including Our Tampines Hub, Harbourfront Public Library, Mapletree Business City, Central Library, Tiong Bahru Bakery at Funan Mall, Dunman High School and Tampines Regional Library. We created prose.sg, an online archive for the extracts as well. The printers include 38 extracts, and the total number of printouts for this FY were 12,522. We plan to expand the database of extracts available on prose.sg, and continue to rent the machines out to venues in the future.

- NEW WORKS

Apr 19 – 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 organized four panels and presentations in FY19, and engaged a range of novelists, experimental poets, and journalists, both local and international, to discuss topics ranging from world-building to temporality, among others.

- S.P.O.T.S (Arts In Your Neighbourhood 2019)
Nov 19: Sing Lit Station proposed Singapore Poetry on the Sidewalks (S.P.O.T.S) as part of NAC's Arts in Your Neighbourhood in Punggol. We chose 4 poetry extracts from English, Malay, Mandarin and Tamil texts, which were then painted along Punggol Waterway using hydrophobic paint. We also programmed poetry readings in the four official languages at the atrium of a nearby shopping mall and engaged an artist to create live art over three weekends.
- Singapore Writers' Festival (SWF) Southeast Asian Programming
Nov 19: For SWF 2019, SLS curated three programmes to showcase marginalised voices and regional collaborations. The programmes were:
 - (i) The Spaces Between: Writers Zakir Hossain Khokan, Stephanie Dogfoot and Jennifer Anne Champion discuss the challenges they face in creating spaces for minority voices and interdisciplinary experimentation, moderated by Charlene Shepherdson;
 - (ii) Navigating the SEA: Writers Martin Villanueva, Christine Chia and Pauline Fan discuss the challenges and triumphs they face while working in cross-cultural collaborations across Southeast Asia, moderated by Joshua Ip;
 - (iii) Book launch for the 11 x 9 anthology, published by Math Paper Press and edited by Joshua Ip and Martin Villanueva, featuring readings from Filipinx and Singaporean poets.

We will continue to curate SEA and regional-focused SWF programmes this year incorporating the writers from our WrICE programme, as we continue to situate Singapore as a hub for regional capability development and intercultural literary exchange.

- Migrant Literature Festival and Carnival of Poetry
Dec 19: SLS sponsored the inaugural Migrant Literature Festival. The festival was the first-of-its kind to be organised by migrant poets to unite their peers who have come from abroad to work in Singapore in search of a better life. The poets hoped to provide a platform where migrant workers and locals can get to know each other and appreciate each other's culture while creating a platform to showcase their talents. The full-day event attracted 200 people and was covered by The Straits Times. The programme included storytelling sessions, a panel discussion with publishers and writers, a mental health workshop leveraging writing, a human library sharing session and interdisciplinary poetry recital sessions. The National Library Board provided venue support.

Apr 19 – Mar 20: Carnival of Poetry took over the Sing Lit Station premises every 3rd Sunday of the month. The monthly reading brings the migrant and local poet communities together to read poetry. Each month has a theme curated by migrant poet leaders, and SLS actively engages local poets to partner in the readings. The readings are open to the public and conclude with a social session between the performers and audience.

Literary Exhibitions

- To Bear Clear Witness
Jun 19: We worked with design firm qu'est-ce que cest to organise "To Bear Clear Witness", a screen printing jam featuring works of five Singaporean writers. The opening night saw 15 guests. We co-organised four screen printing jams over two weekends, and received three to five participants per session.

- Yellow Ribbon Community Art & Poetry Exhibition

Jun 19 – Sep 19: We were approached by the Singapore Prison Services this year to conduct five poetry workshops for 10 female inmates, and five poetry workshops for 10 male inmates, as part of the 2019 “Yellow Ribbon Community Art & Poetry Exhibition (YRCAPE)”. The writers we worked with for this project were Deborah Emmanuel and Marc Nair, who provided poetry workshops to the respective inmates in June, guiding them to each create a new poem along the lines of “Moving Forward Together”, the theme for the exhibition this year. Each inmate also recorded themselves reading the poem. In total, there were 23 poems, and 23 voice recordings. The project culminated in an exhibition, co-presented with Singapore Art Museum at SOTA from 31 August to 8 September 2019, which had a total of 885 attendees.

Literary Collaborations

- Literary Open Space #1

Sept 19: As one of the key action items for the annual tripartite coordinating meeting with The Arts House and Singapore Book Council, initiated by Sing Lit Station, we organised a Literary Open Space on 14 September 2019 at the Arts House Gallery I. The event was held in an Unconference format and drew more than 30 attendees from across the literary arts community, spanning all genres and language groups. The event has led to several nascent programmes which are in the works with various organisations and individuals. The three major literary arts organisations will continue to organise this event every six months as part of our efforts to play a leadership role in our community.

- Sing Lit Station x TheatreWorks -- Social Night

Sept 19: We were approached by Noorlinah Mohamed of TheatreWorks to introduce her to female-identifying writers in Singapore. We brought together 8 writers to 72-13 to discuss issues that concerned them and to propose ways that the writers could participate in TheatreWorks’s N.O.W (No Ordinary Women) series. This created new opportunities for Singapore writers to be involved with the other art scenes in Singapore.

- Sing Lit Body Slam: 2 Much 2 Soon

Nov 19: Sing Lit Station has always valued multi-disciplinary collaboration with other art forms and organisations. This year, we further stretched our organisational capabilities in challenging and invaluable ways. Based on the huge success of our first edition of Sing Lit Body Slam in 2017, we organised Sing Lit Body Slam: 2 Much 2 Soon for our annual fundraiser event in November 2020, in collaboration with Grapple Max Dojo. The event was held at the Aliwal Arts Centre and sold out both nights with a total of 214 seats sold, nearly double the previous edition. The performers this year consisted of returning poets Stephanie “Dogfoot” Chan, David Wong, Joshua Ip and Joses Ho; Malaysian poets, Melizarani T. Selva and Aiman Azri; and up-and-coming Singaporean poets—Irie Aman, Kevin Wong, and Atiq Lukman, along their wrestling counterparts.

- A Thousand Cranes: The Anthology

Oct 19 – Mar 20: We were approached by the Asia Pacific Hospice Palliative Care Network to work with them on a new anthology of poetry highlighting the importance of palliative care. The anthology will be a compilation of poems from 19 countries collated through an open call for poems that embody themes of hope, mortality, resilience, and courage in the face of adversity. We are currently accepting poetry submissions in 15 languages from everyone in the Asia Pacific region whose lives have been touched by terminal illness.

Writers' Centre

- Workshop Centre

Apr 19 – Mar 20: 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, zer0sleep, The Migrant Writers' Storytelling Writing Group, Club Penguin, Rainforest Writing Group, the Rainbow Fictioneers (new) and Ministry of Noise (new). On average, we see **120 members** across all groups on a monthly basis. As of Jul 19, we have handed over the Writing The City programme to NLB to support, in order to tap on their larger venues.

This year, we introduced the Writing Group Development Fund to the first four groups. The fund allocates microgrants to each group to be used for a development programme or outreach event organised by the group's members. We will continue to support our writing groups in their writing journeys, and it is heartening to see the writing groups growing with the support of the Fund as they get their work out into the larger Sing Lit scene.

Sing Lit Station also regularly organises masterclasses for our writing groups and members of the public. From January to March 2020, Balli Kaur Jaswal conducted a series of five workshops to the Rainbow Fictioneers and members of the public, exploring topics including Conflict, Character, and Publishing information, among others. The group expressed that the workshops were useful in honing their craft, especially as they were a group of newer writers. They greatly appreciated the lessons and mentorship, and some of the non-members joined the writing group after the series. These masterclass series provide a safe space for participants to write and help form an organic bond that could produce prose writing groups. This is a model we will be testing further in FY20, with similar programmes in the works.

- Jalan Besar Writing Residency

Oct 19 – Mar 20: 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 second edition of the Jalan Besar Writing Residency, we selected Farhanah Diyanah, Lawrence Ypil and Noelle Q. De Jesus.

- The Hawker Prize for Southeast Asian Poetry

Oct 18 – Jul 19, Jan – Mar 20: 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. The winning poems for 2019, "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. Nominations for the 2020 Hawker Prize were open from January to March 2020, and the winners for 2020 will be announced in FY20 August.

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. After three editions of the Hawker Prize, SLS will evaluate whether to continue with the prize in its current shape and form, and if so, whether to make significant changes to the eligibility, format and outreach mechanisms.

Commercial events

- **Poetry-on-Demand: Typewriter poetry events**
Apr 19 – Mar 20: 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, DBS, Tiffany & Co., Chopard, Dayre and IWC Singapore.

- **Phil Kaye and Sarah Kay Live in Singapore**
Jul 19: 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, on 8 and 9 July 2019. 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

Jan – Mar:	The Hawker Prize for Southeast Asian Poetry
Feb – Mar:	#BuySingLit commissioned programme
April:	SingPoWriMo
June:	To Bear Clear Witness Yellow Ribbon Community Art & Poetry – Workshops
July:	Phil Kaye & Sarah Kay Live in Singapore
August:	Manuscript Bootcamp (Prose/Poetry) SEAPoWriMo
November:	Camp Lit Singapore Writers Festival curated events Sing Lit Body Slam / Annual Fundraising Event S.P.O.T.S.
Nov – Dec:	End-of-Year Fundraising Campaign Migrant Literature Festival

PATRON

N.A.

BOARD OF DIRECTORS AND MEMBERS

- Ms. Chan Su-Min, Fiona
- Ms. Marina Matthews
- Ms. Pao Pei Yu, Peggy
- Mr. Toh Hsien Min
- Mr. Yam Qilin, Daryl
- Mr. Yap Yonggang, Joshua

STAFF

Full-time Staff

<i>Station Control (General Manager)</i>	Charlene Shepherdson
<i>Manager, Education & Outreach</i>	Azira Amran
<i>Manager, Programmes & Community</i>	Klarissa Schmitt

Associates / Consultants

<i>Station Senior Associates</i>	Shalani Devi Vivien Yap Yam Qilin, Daryl Teo Xiao Ting (until Nov 2019)
<i>Station Junior Associates</i>	Andronicus Tan (until Nov 2019) Ang Shuang (until Mar 2020) Eunice Sng (from Feb 2020) Michelle Lee (from Feb 2020) Nicole Goh (from Nov 2019)

AUDITOR

Audit Trust PAC

2. FINANCIAL INFORMATION

<i>Income</i> (<i>\$</i>)	<i>Actual</i>
EARNED	
Income earned from core programmes	
- Book a Writer	\$ 60,355.80
Supplementary income from other programmes	
- Rent Collected	\$ 17,416.00
- Misc. Income ¹	\$ 238.00
- Typewriter Poetry on Demand	\$ 36,350
- Sing Lit Cloud	\$ 3,200
- Masterclasses/Talks	\$ 3,802.62
- Supplementary Programmes ²	\$ 22,997.21
Funding from NAC for Partnership Projects and Commissions	
- MASS	\$ 25,500.00
- Arts In Your Neighbourhood	\$ 9,012.00
RAISED	
Other Grants: Arts Fund³	
- Carnival of Poetry	\$ 3,000.00
- Singapore Book Council	\$ 35,626.00
- Wage Credit Scheme	\$ 1,696.36
Cash donations and sponsorships	
- Tax-Exempt	\$ 55,662.60
- Non-Tax Exempt	\$ 1,175.00
Cultural Matching Fund⁴	\$ 75,359.69
SUB-TOTAL INCOME	\$ 351,391.66
NAC Major Grant	\$ 180,000.00
TOTAL INCOME	\$ 531,391.66

¹ Proceeds from merchandise sales

² These include programmes such as the Manuscript Assessment Scheme (MASS), the Hawker Prize, coordination for Phil & Sarah Kay(e), and other miscellaneous events that are not part of our core programmes

³ Last tranche from FY18/19

⁴ For projects that have taken place in this FY only.

<i>Expenditure</i> (\$)	<i>Actual</i>
OVERHEAD OPERATING COSTS	
Salaries of members of staff	
- Staff Remuneration ⁵	\$ 140,707.98
Other staff-related expenses	
- Staff Training	\$ 906.60
- Staff Welfare	\$ 214.00
- Medical Fees	\$ 71.80
Marketing and communications⁶	\$ 8,167.39
Depreciation of assets	\$ 40,606.47
Other operating expenses	
- Admin / Financial Fees ⁷	\$ 6,642.50
- General Operational Costs ⁸	\$ 14,054.87
- Utilities	\$ 6,163.06
TOTAL OPERATING COST	\$ 217,534.67
PROGRAMME COSTS⁹	
Core programmes	
- Book a Writer	\$ 58,268.54
- Poetry.sg	\$ 2,800.00
- SingPoWriMo	\$ 4,726.18
- Manuscript Bootcamp	\$ 5,809.85
- Jalan Besar Writing Residency	\$ 23.82
- Writing Groups	\$ 8,402.40
Other activities	
- Fundraising Costs ¹⁰	\$ 11,337.88
- Masterclasses / Talks	\$ 2,998.40
- Typewriter Poetry on Demand	\$ 28,335.03
- Sing Lit Cloud	\$ 4,318.00
- MASS	\$ 31,823.83
- Supplementary Programmes ¹¹	\$ 31,731.35
TOTAL PROGRAMME COST	\$ 190,575.28
TOTAL EXPENDITURE	\$ 408,109.95
SURPLUS / (DEFICIT)	\$ 123,281.71
COST RECOVERY RATIO¹²	86.00%

⁵ Includes staff salary, bonus and CPF

⁶ These include website charges, advertising, boosts for social media channels and physical collaterals.

⁷ These include transaction fees, bank charges, accounting services, admin and filling charges, insurance, secretarial fees, stamp duty and tax services fee

⁸ These include our rent, IT software, meals and refreshments, office expenses, postage and couriers, printing and stationery and transportation charges

⁹ These include professional and artistic fees, venue rental and other related costs, incl. the payment for goods and services.

¹⁰ These refer to costs directly incurred and paid for during fundraising, including our fundraising event, Sing Lit Body Slam: 2 Much 2 Soon. These include costs such as advertisements, printing, publicity materials, costs of online fundraising sites, rental of premises and logistics

¹¹ These include Submittable fees for programmes, Writers' Honorarium for programmes such as the Hawker Prize, writing groups facilitation, project costs for an FY20/21 programme - Sing Lit Sounds, and all other supplementary programmes

¹² Income excluding NAC grants and housing subsidy, divided by total expenditure.

Statement of Comprehensive Income

	<u>2020</u>	<u>2019</u>
	\$	\$
INCOME		
Income for generating fund		
- Voluntary income	387,032	257,355
Income for charitable activities	141,560	112,332
Miscellaneous income	2,800	2,000
	531,392	371,687
EXPENSES		
Cost of charitable activities	342,528	241,966
Governance and administrative costs	64,014	64,660
Finance costs	1,568	-
	408,110	306,626
Total comprehensive income for the year	123,282	65,061

Statement of Financial Position

	<u>2020</u>	<u>2019</u>
	\$	\$
ASSETS		
Current assets		
Cash and cash equivalents	261,928	134,127
Other receivables	12,875	10,684
	<u>274,803</u>	<u>144,991</u>
Non-current assets		
Property, plant and equipment	1,551	10,386
Right-of-use assets	12,863	-
TOTAL ASSETS	<u>289,217</u>	<u>155,377</u>
LIABILITIES		
Current liabilities		
Trade and other payables	13,825	16,468
Lease liabilities	13,201	-
Total liabilities	<u>27,026</u>	<u>16,468</u>
NET ASSETS	<u>262,191</u>	<u>138,909</u>
FUNDS		
Unrestricted funds		
Accumulated general fund	262,191	138,909
	<u>262,191</u>	<u>138,909</u>