

#BASKL Arts Excursion Programme
FREQUENTLY ASKED QUESTIONS (FAQ)

Q: What is #BASKL Arts Excursion Programme

A: #BASKL Arts Excursion Programme is CENDANA'S arts education programme targeted at Public Primary School children to enable students to have first positive experiences in Malaysia's rich arts and culture. This may come from a school visit to an Art gallery, a museum or attend a live performance at a theatre or a musical performance. The programme is an extension of the Bandar Aktiviti Seni KL awareness initiative. The AEP is a CENDANA initiative in collaboration with the Ministry of Education (MoE).

Q: Who can apply?

A: All Public primary schools (Sub-urban, rural and B40 primary schools), Chinese and Tamil public primary schools (*Sekolah Jenis Kebangsaan Cina* and *Sekolah Jenis Kebangsaan Tamil*), Special education school (*Sekolah pendidikan khas* and *sekolah integrasi pendidikan khas*), and Sekolah Orang Asli. As a kick-off, schools within Klang Valley will be eligible for this programme.

Q: Why isn't the programme offered to other regions in Malaysia?

A: We are piloting this programme in the Klang Valley as a start. Depending on future resources, CENDANA will be extending the programme to other parts of Malaysia.

Q: Who applies on behalf of the School?

A: With the approval/ support of the School Principal, it is recommended that the Arts/ Music teacher be responsible for the application and submit on behalf of the school.

Q: What if there is no Principal in my School?

A: In the absence of the Principal in the school, it is recommended that the Senior Assistant approve/ support the application.

Q: How can I apply for the programme should our school not have proper computer equipment or wifi?

A: The MOE will be sending out circulars with the hardcopy of the forms via the respective Pejabat Pendidikan Daerah's (PPD) office to the schools within Klang Valley. The school can send the hardcopy of the application via post to CENDANA at the following address;

Cultural Economy Development Agency (CENDANA)

B-15-01, PJ Trade Centre,
No. 8 Jalan PJU 8/8A,
Bandar Damansara Perdana,
47820 Petaling Jaya,
Selangor Darul Ehsan.

Q: How long do we have to wait before we know if our school is selected?

A: Selected schools will be notified via email confirmation no later than **26 August 2019**.

Q: What if the Schools are not selected, will they be notified that they are unsuccessful?

A: Yes, CENDANA will inform the schools if they are unsuccessful too.

Q: Who will select the schools?

A: Selection of schools will be done by the MOE through the respective Pejabat Pendidikan Daerah's (PPD) office in the state, with the support of CENDANA.

Q: How many students does the funding cover?

A: The funding can cover up to one hundred eight (108) students from the selected school.

Q: When will the funding be provided if the school is selected?

A: Once the school is notified that they are successful, the school will be required to sign an agreement with CENDANA to execute the programme within a stipulated period for the excursion. Upon signing of the agreement, fifty percent (50%) of the approved funding will be given to the school.

Q: What is meant by approved funding?

A: The funding for the selected school will be based on the proposal submitted by the school with respect to the number of students and the accompanying teachers going for the excursion complete with their details. Some schools may have less students hence the funding will be adjusted based on the final number of students and the accompanying teachers going for the excursion.

Q: What if the school does not have enough funds to pay for the transport, insurance and F&B for the students?

A: Fifty percent (50%) of the approved funding will be disbursed to the selected school upon signing of the agreement. The school can use this to pay for the students' food on the day of the excursion as well as the insurance and deposit for the transport. If the school requires a letter of undertaking for the transport provider (as a guarantee that the cost will be paid once CENDANA disburses the final fifty percent 50% of the approved funding), such a document can be provided for. Please note that the final fifty percent (50%) will only be disbursed once the selected school submits all the post deliverables for the Excursion.

Q: What if the cost of the transport is more than eight hundred ringgit (RM800) per school bus?

A: CENDANA's funding provides for rental of up to eight hundred ringgit (RM 800) per school bus. Hence, should the school wish to opt for a return transfer that costs more than eight hundred ringgit (RM 800) per school bus, the school would have to consider securing a more

cost-effective option or negotiate with the bus operator for a cost-effective quote, or consider topping up at their own cost.

Q: What if we don't have enough students for one (1) school bus?

A: If your school is selected, then CENDANA will fund the students aged nine (9) to (12) years old that is available in the school but the school would have to source for an appropriate transport option.

Q: Can we combine students from different levels i.e. standard three (3) and standard (4) etc?

A: Yes, you can as long as the students are aged nine (9) to (12) years old and does not exceed one hundred eight (108) students.

Q: Does the school have to go only to the venues specified in the list?

A: Yes, unless there are no museums, art galleries or live performances near the school then the school may recommend the venue for the excursion and seek CENDANA's approval. The school can proceed to make arrangements for the excursion upon approval by CENDANA.

Q: Who makes arrangements with the art venues?

A: Logistical arrangements are to be made by the School in consultation with the cultural officers from the nearest Pejabat Pendidikan Daerah's (PPD) office in that district.

Q: Who pays the tickets for the live performances?

A: The live performances in the event listing provided by CENDANA does not require any entry fees as we are collaborating with the Ministry of Tourism, Arts and Culture (MoTAC) in providing the performances at no cost for students from Primary Public schools for this programme. However, should you wish to opt for ticketed events beyond what is provided for in the list by CENDANA, then the school may wish to consider getting the ticket cost to be absorbed by the school.

Q: What if the only relevant arts and cultural experiences near my school is not in the list and charges entry fee?

A: If the arts and cultural experiences proposed by the school is approved by CENDANA, then the school must make its own arrangements to undertake the said cost as the ticket costs is currently not included in the funding support. The funding support from CENDANA only covers the school bus, F&B and insurance.

Q: What if we don't have enough teachers to accompany the excursion?

A: The students must be accompanied by four (4) teachers i.e. a ratio of one (1) teacher to nine (9) students.

Q: How many excursions can my school go for?

A: One (1) excursion per school for a maximum of one hundred and eight (108) students and the student can visit up to **two (2) arts and cultural activities** during the excursion.

Q: Can we stagger the dates for the excursion?

A: Schools may schedule the excursion in a staggered manner to benefit up to a maximum of one hundred eight (108) students from each selected school. However, each bus must accommodate a maximum of thirty six (36) students for a half day to one (1) day excursion only. If the excursions are staggered to three (3) different dates, it **should not** involve the same set of students for the subsequent trips.

Q: Do we have to inform CENDANA on our plans for the Excursion?

A: Yes, the selected school would have to notify and inform CENDANA on the finalised itinerary for the #BASKL Arts Excursion including the number of students, teachers and their details for tracking and reference purposes in particular for reimbursement of cost purposes.

Q: What happens at the end of the excursion?

A: Schools must submit the following to CENDANA no later than **twenty-one (21) working days** after the excursion;

- Completed CENDANA's Economic Monitoring Survey Form;
- A Post Excursion report;
- MOE's Laporan Aktiviti;
- To submit any other form of validation – supplementary materials of activity such as videos, photos and collaterals created (if applicable);
- To ensure all payment vouchers, invoices and receipts for the excursion are kept as proof of payment.

Q: When will we receive the final 50% disbursement?

A: The final fifty percent (50%) disbursement will be transferred once CENDANA receives all the deliverables mentioned above as well as the completed reimbursement form complete with all payment vouchers, invoices and receipts for the excursion as proof of payment within twenty-one (21) days after the excursion.

Q: What happens after the Excursion is concluded and all disbursements have been paid out?

A: The selected school should further the experience post excursion by getting the students to document their experience e.g. through visual reports, mini exhibitions or others. Proposal on post-excursion plans for the students are to be included in the application form for the programme and is one of the criteria CENDANA and MOE will be looking at prior to selecting the school.