

TAMIL LANGUAGE LEARNING & PROMOTION COMMITTEE

CULTURAL EXPOSURE PROGRAMME FUND 2020

Flowchart to show the CPEF application and payment process

Staff of the school or institution may verify the eligibility of performances via email to TLLPC secretariat ([MOE\_TLLPC\_Secretariat@moe.gov.sg](mailto:MOE_TLLPC_Secretariat@moe.gov.sg)). Refer to TLLPC website for criteria of CPEF.

TLLPC will also upload possible list of events/performances by interested performing arts groups in the website ([www.tllpc.sg](http://www.tllpc.sg)) as and when the details are received.

Staff of the school or institution must submit the confirmed attendance list (Attendance form can be downloaded from TLLPC website) via email within 2 weeks after the performance.

Organiser/performing arts group must submit the invoice within 2 weeks after the performance.

**\*If school’s actual attendance, is greater than the committed number, TLLPC will bear the cost as long as the total amount is within the cap. If the numbers are lesser than the committed number, school will bear the cost for non-attendance, unless there is a valid reason (e.g. medical reasons, emergencies at home). If that is the case, necessary documents must be submitted to TLLPC for verification.**

Staff of the school or institution must confirm the no of attendees that they had committed to the organizer/performing arts group and TLLPC Secretariat at least one week before the performance. This confirmed number will be the amount that TLLPC will commit to pay for. \****Schools are to take note of the note below.***

Once organizer/performing arts group has confirmed the booking, staff of the school or institution to inform TLLPC Secy via email. To address the email to Mdm Tamilvani at [MOE\_TLLPC\_Secretariat@moe.gov.sg](mailto:MOE_TLLPC_Secretariat@moe.gov.sg).

Upon approval from Secretariat, staff of the school or institution will liaise with organizer/performing arts group to book the number of tickets for the performance.

Once the staff of the school or institution has decided on a particular performance/event, he/she will have to download the CPEF Application form from TLLPC website. Fill it up and send to TLLPC Secretariat via email at least 6 weeks before the performance.

TLLPC will verify all submissions and proceed with payment to the respective organizer/performing arts group. No action is required on the part of the school/institution staff unless there is a need to pay for non-attendance.