



NATIONAL ARTS COUNCIL  
OF SOUTH AFRICA

an agency of the  
Department of Arts and Culture

## NAC 2016 Special Arts Organisation Support Funding Application form

### 1. Important information for the applicant:

- The grant is meant to support the creation of new and innovative work, capacity building and the creation in new employment opportunities in the arts within the areas as specified in the advertisement.
- Projects and programmes particularly those from outside of the resourced urban areas may be favourably considered.
- Organisations and companies that have operated for at least 1 year, as evidenced by registration documentation may be considered.
- Annual Audited Financial Statements will be required. See requirements per category of funding. Grants to a maximum value of R1, 000, 000 will be made at the discretion of Council in line with the mandate of NAC and its NAC five year strategic objectives.
- The grant will be for one year only renewable subject budget availability.
- It is **COMPULSORY TO COMPLETE** all the relevant sections of the application form. Do not refer to attached documents with the exception of the required detailed budget breakdown.
- Ensure that all compulsory documents are included in your application. Please note that incomplete applications will not be considered.
- Submit names and contact details of the Management team and their certified ID copies.

### 2. Assessment Criteria

The following criteria will be applicable to all applications:

- The profile of the organisation.
- Excellence and innovation of the proposed programme(s).
- The profile of beneficiaries and the reach of planned programmes and activities, especially within targeted groups such as women, young people and people with disabilities.
- Ability to engage with and develop audiences.
- The extent to which the budget is a credible reflection of the programme objectives.
- Appropriate financial controls, effective governance and management structures are in place.
- The equity profile of staff, management and governance structure are provided.

Alignment to the NAC mandate and strategic priorities:

- The extent to which the application aligns the programme objectives with the strategic objectives of the NAC. The NAC 2016-2020 strategic plan is obtainable at [www.nac.org.za](http://www.nac.org.za).
- The extent to which the application demonstrates concrete and demonstrable outcomes.
- The geographic location of the organisation may be considered.

### 3. Compulsory compliance documents

Applications should be accompanied by:

- Annual Audited Financial Statements prepared by a register firm of registered auditors. See requirements per category
- A curriculum vitae of the management team/office bearers
- An endorsement or recommendation from arts practitioners and community leaders (i.e. three (3) reference letters not older than six (6) months)
- A detailed budget breakdown
- A certified copy of the company registration certificate of your organisation
- Two certified ID copies of office bearers (not older than three (3) months)
- An original valid tax clearance certificate.
- Samples of previous work.
- The most recent 1 (month) month bank statements
- Certified registration documents of organisation.

#### Section A : Contact details

Organisation/Company name: \_\_\_\_\_

How long has the organisation been in existence? : \_\_\_\_\_

Type of Organisation: Section21 ☐ CC ☐ Pty(Ltd) ☐ NPO ☐ Other ☐ (specify) \_\_\_\_\_

Organisation/Company registration number: \_\_\_\_\_ Tax number if applicable \_\_\_\_\_

Title: \_\_\_\_\_ Coordinator Full Name: \_\_\_\_\_ Coordinator Surname: \_\_\_\_\_

ID No: \_\_\_\_\_ Cell: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

Physical address:

\_\_\_\_\_  
\_\_\_\_\_

Province: \_\_\_\_\_ Web address: \_\_\_\_\_

Postal address:

\_\_\_\_\_  
\_\_\_\_\_ Code: \_\_\_\_\_

Locality: Rural ☐ Urban ☐ Name of Municipal District: \_\_\_\_\_

**Total funding requested from NAC : R\_\_\_\_\_**

What is your annual operating budget:

\_\_\_\_\_

Please indicate the status of your organisation in terms of three (3) categories below:

Foundation phase: ☐

Intermediary phase: ☐

Established phase: ☐

Please refer to the Funding Criteria and Guidelines for further details on funding categories.

## Section B: Organisational details

**1. Give the history of the operation of your organisation/company in the arts**

[illegible]

**2. What are the main artistic objectives of your organisation**


**3. What has your organisation achieved in the last 3 years?**


**4. Office bearers (Give a list of people serving on your management structure)**

	Name	ID Numbers	Contact details
Management Head			
Financial Manager			
Project Managers:			

**5. Governance structures (Give a list of people serving on the Board of your organisation)**

Name	Position	ID Number	Contact details

## 6. Employee or volunteer breakdown of your organisation as a whole

	Disability	Female		Male	
		Black	White	Black	White
Full-time					
Part-time					
Volunteers					
Total					

## Section C: Project details

**Project name/title:**

**1. Describe the arts activities/ programmes you are applying for in detail:**

[illegible]




**4. Describe how the arts programmes/activities impacts on:**

• Previously disadvantaged artists:
• Previously disadvantaged communities:
• Women:
• Youth:
• People living with disabilities:
• Job creation:







**9. Which existing partnership organisations are you working with in this project? Describe the nature of the partnership?**

## SECTION D: Detailed plan of arts activities

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Summary of arts programme costs( **Please attach a detailed budget breakdown**)

<b>YEAR 1</b>		
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Item	Amount (R)


<b>Financial summary</b>	<b>Amount (R)</b>	
Total project costs (1)		
Other funding sources (2)		
Total funding required from the NAC (1 -2)		

**List previous NAC funding received**

<b>Year</b>	<b>Amount</b>	<b>Funding number</b>

**Section F: Declaration and signatures:**

I confirm that I have the authority to complete and sign this application on behalf of the organisation named in this application.

I further confirm that the activity for which the organisation is applying falls within the mission and constitution or memorandum and articles of association of the organisation.

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any misrepresentation of such information is a serious offence that will lead to the disqualification of this application and may result in prosecution.

Full name/s of person completing this application/and on behalf of the organisation/company: \_\_\_\_\_

Designation in the organisation: \_\_\_\_\_

Signed: \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ 2016

Full name of co-signatory office bearer in a management position (optional):

\_\_\_\_\_

Designation in the organisation: \_\_\_\_\_